



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR ANNUAL MAINTENANCE OF 2 ELEVATORS
AT EMBASSY OF INDIA, BEIJING,
TENDER NO. PEK/PROJ/862/1/2017**

**LAST DATE FOR SUBMISSION OF BIDS
16 January 2018 UP TO 1000 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS
16 January 2018 AT 1600HRS (BEIJING TIME)**

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600, TEL-00-86-10-8531 2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations for Annual Maintenance of 2 Elevators from reputed Elevator companies based in China.

1. Eligibility criteria for bidders:

- The company should have valid permit / registration from a competent local authority for MAINTENANCE OF ELEVATORS.
- The company should be in operation for more than 5 (five) years.
- The company should have experience in providing MAINTENANCE OF ELEVATORS service for a minimum of 5 years.
- The company should have sufficient number of staff for MAINTENANCE OF ELEVATORS for the proper execution of the job.

2. Scope of Work:

S.No.	Description of work	Per Month	Quantity (Months)
1.	Annual maintenance of 2 Hydraulic Elevators Brand Name- SANYO Description of 2 Elevators – GMV/SY-Y/XSQ115-06/AQ10/ZDQ-A-10/FEL-161 (1 no.) GMV/SY-Y/XSQ115-13/AQ10/ZDQ-A-/IL-32161 (1 no.)	Each job	12
2.	Regular preventive maintenance of 2 Elevators, viz. cleaning, lubrication, adjustment and inspection (every 15 days) and minor repairs, viz. replacement of wearing parts with unit price upto RMB 1500. (I) The CONTRACTOR will carry out preventive maintenance of all parts of the hydraulic lift on fortnightly basis including the breaking system. (II) The CONTRACTOR will carry out LOAD TESTING once every three months.	Each job per fortnight.	12

3	<p>(I) Breakdown Maintenance of the Lift: The company has to send its representatives for any Breakdown Maintenance within three hours of reporting of the incident. The company has to make the assessment and ensure working of the lift within next 6-8 hours. Contractor shall not levy any labour cost for undertaking breakdown maintenance. Cost of minor repair parts upto RMB 1,500 will be borne by the contractor.</p> <p>(II) In case contractor suggests for replacement of any major equipment/ spare, Embassy has the right to get it independently checked for assessment.</p> <p>(III) Contractor shall provide the Root Cause Analysis of the breakdown and suggest means to prevent it.</p> <p>(IV) In the circumstance that the CONTRACTOR fails to attend the breakdown within four hours after notification and where the remedial work is being interrupted during normal working hours for purposes other than obtaining replacement parts, the employer reserves the right to order such action as may be necessary to expedite completion of remedial work which shall be at the Contractor's expense without abrogation of the Contractor's responsibility.</p>		
4.	<p>The company should maintain the Elevators in compliance with relevant Lift Operation Management and Maintenance Rules, Lift Maintenance Specifications and Safety Code on Lift Manufacturing and Installation and make maintenance records.</p>		
5.	<p>Period of Bid validity should be minimum 180 days from the date of submission of the Bids.</p>		

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| 6. | The company shall provide Specific Name and contact details of the concerned technical staffs who would be available for Preventive Maintenance as well as Breakdown Maintenance/ Repair. |
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3. Bid system:- The company/ vendor shall submit its bid offer in **an envelope** superscripted as "Tender Quotation for Annual Maintenance of 2 Elevators". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder-

- i. The sealed bid shall be submitted to:

**The Head of Chancery
Embassy of India Beijing**

5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;

- ii. The sealed bid should have three envelopes inside:

Envelope A: Technical Bid include Annexure II and other documents.

Envelope B: Financial Bid including Annexure I and other documents.

Envelope C: EMD- Demand Draft or Cheque.

- iii. Contact person for site visit – Ms Jing Li, Property Clerk, Phone No.0086-10-85312519 Email: property3.beijing@mea.gov.in

- iv. The bid may be submitted by **Hand in person or by courier**. The bids by "Fax / E-mail" shall not be accepted;

- v. Bid received **after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances;**

- vi. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.

- vii. Bid should clearly mention the amount covered towards minor repairs of Elevators.

- viii. The bid has to be submitted as per the formats specified at 'Annexure I' and 'Annexure II' in two separate envelopes. Annexure II is the technical criteria and only upon qualification on technical grounds, the Annexure I shall be opened. **Annexure I should be submitted in a sealed envelope inside the main envelope.**

4. Mode of Payment after contract: Payment against bill/invoice shall be released on quarterly basis at the end of each quarter. Embassy of India will keep 10% retention money every quarter, which shall be released upon successful completion of the contract.

5. EARNEST MONEY DEPOSIT (EMD): An EMD of RMB 2,000 has to be made along with the BID Documents. The EMD can be made in the form of CHEQUE/ Demand Draft drawn in favour of : **印度共和国驻华大使馆**

5.1 No request for transfer of any previous deposit or adjustment against any pending bill held by the Embassy shall be entertained.

5.2 No Bid shall be accepted without the submission of EMD.

5.3 EMD is forfeited:

(i) If the bidder withdraws his/her bid during the BID VALIDITY period.

(ii) If the successful bidder fails to sign the contract in accordance with the terms of the tender document.

(iii) If the bidder refuses to honour his/ her quoted price for the service or part thereof.

5.4 EMD in all cases apart from these shall be returned.

6. BID PREPARATION:

6.1 The Bid document should be in English only. The technical and financial bids should only be submitted in English.

6.2 technical Bid: technical Bid should be prepared and submitted as per Annexure II of the Tender Document along with required information and attachment.

6.3 The Annexure I and II should be duly signed and stamped (chopped).

7. BID OPENING PROCEDURE

Technical Bid (Envelope A) and Envelope B containing EMD shall be opened in the Reception room of the Chancery at EOI Beijing on 16/01/2018 at 16:00 HRS in the presence of the bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the EOI Beijing. After evaluation of the Technical Bids, a list of qualified bidders will be prepared by the EOI Beijing. Financial bids will be opened on a subsequent date, which will be intimated to the candidates shortlisted from the technical BID.

Annexure- I

PROFORMA TO BE FILLED UP AND SUBMITTED FOR THE FINANCIAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Name of the Proprietor/Partners/Directors. of the Agency/Company.	
5.	Registration and incorporation particulars of the Agency/Company.	
6.	Period of Bid validity.	

Description	Amount incl. VAT
Annual charges for MAINTENANCE OF 2 ELEVATORS as per Scope of work (charges should be mentioned separately)	
GMV/SY-Y/XSQ115-06/AQ10/ZDQ-A-10/FEL-161 (1 no.)	RMB
GMV/SY-Y/XSQ115-13/AQ10/ZDQ-A-/IL-32161 (1 no.)	RMB
Additional Charges, if Any	RMB
Total	RMB

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

Annexure- II

PROFORMA TO BE FILLED UP AND SUBMITTED FOR THE TECHNICAL BID

1.	Name of the Bidder Agency/Company.	
2.	Do you agree to all clauses of the SCOPE of WORK? (Answer in Yes or No)	
3.	Deviation, if any to be listed	
4.	Name and Contact of the Technical Person who would take care of the Lift at EOI Beijing	
5.	Letter of Recommendation from Foreign Embassies/ Corporate Organizations where the BIDDER has done Maintenance work.	
6.	Experience in MAINTENANCE OF ELEVATORS work (No. of years).	

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm