



**EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS**

**FOR MAINTENANCE OF 2 ELEVATORS FOR A PERIOD OF TWO  
YEARS 2020-2022**

**AT EMBASSY OF INDIA, BEIJING,**

**TENDER NO. PEK/PROJ/862/04/2019**

**LAST DATE FOR SUBMISSION OF BIDS**

**03 January 2020 UP TO 1300 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**03 January 2020 AT 1600HRS (BEIJING TIME)**

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**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 Maintenance of 2 Elevators for a period of two years 2020-2022 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<br>Brand Name- <b>SANYO</b><br>Description of 2 Elevators -<br>GMV/SY-Y/XSQ115-06/AQ10/ZDQ-A-10/FEL-161 (1 no.)<br>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.<br>(I) The CONTRACTOR will carry out preventive maintenance of all parts of the hydraulic lift on fortnightly basis including the breaking system.<br>(II) The CONTRACTOR will carry out LOAD TESTING once every three months and give a report to the Embassy. | Each job per fortnight. | 12                |
| 3     | (I) Breakdown Maintenance of the Lift: The   |                         |                   |

|    |  |  |  |
|----|--|--|--|
|    | <p>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 <b>Root Cause Analysis</b> 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, <b>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.</b></p> |  |  |
| 4. | <p>The company should maintain the Elevators in compliance with relevant <b>Lift Operation Management and Maintenance Rules, Lift Maintenance Specifications and Safety Code on Lift Manufacturing and Installation</b> and make maintenance records.</p>  |  |  |

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|----|--|
| 5. | Period of Bid validity should be minimum 180 days from the date of submission of the Bids.   |
| 6. | The company shall provide <b>Specific Name and contact details</b> of the concerned technical staffs who would be available for Preventive Maintenance as well as Breakdown Maintenance/ Repair. |

**3. Bid system:-** The company/ vendor shall submit its bid offer in **an envelope** superscripted as “Tender Quotation for Maintenance of 2 Elevators for a period of 2020-2022”. 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 two envelopes inside:  
**Envelope A:** Technical Bid include Annexure II and other documents.  
**Envelope B:** Financial Bid including Annexure I and other documents.
- iii. Contact person for site visit - Ms Zhang Jianhui, Property Clerk, Phone No.0086-10-85312519 Email: [property3.beijing@mea.gov.in](mailto: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. 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).

**6. BID OPENING PROCEDURE:**

Technical Bid (Envelope A) shall be opened in the Reception room of the Chancery at Embassy of India(EoI), Beijing on 03/01/2020 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/<br>Directors. of the Agency/Company. |  |
| 5. | Registration and incorporation particulars<br>of the Agency/Company.  |  |
| 6. | Period of Bid validity.   |  |

| <b>Description</b>  | <b>Amount incl. VAT</b> |
|---|-------------------------|
| Annual charges for MAINTENANCE OF 2 ELEVATORS as<br>per Scope of work (charges should be mentioned<br>separately)<br>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                     |
| <b>Total</b>  | <b>RMB</b>              |

**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**