

: 1 :

**THE HARYANA STATE CO-OPERATIVE APEX BANK LTD.
SCO NO. 78-80, SECTOR 17-B, BANK SQUARE, CHANDIGARH**

**NOTICE INVITING TENDER
FOR
AMC OF ELEVATORS**

No:

Receipt No. & Date of Issue:

Tender form issued to

Time schedule for tender process:

Date of publication of tender notification	26-09-2017
Sale of tender document commences from	26-09-2017
Last date for Sale of tender document	03-10-2017
Last date for receipt of duly filled in tenders	07-10-2017 at 11:00 AM
Date and time of the opening of tenders	07-10-2017 at 02:30 PM

Note: This tender document contains 6 pages and bidders are requested to sign on all the pages.

: 2 :

**The Haryana State Cooperative Apex Bank Ltd.
(A Schedule Bank)
SCO-78-80, Bank Square, Sector 17 B, Chandigarh**

NOTICE

INVITATION FOR PROPOSALS FOR AMC OF ELEVATORS (LIFTS)

Sealed quotations are hereby invited for annual maintenance of twelve elevators (lifts) of OTIS make at Head Office, Sector 17 B, Chandigarh and Bank's Staff Colony, GHS-92, Sector 20, Panchkula initially for a period of one year starting from 08th. Oct 2017.

Interested reputed and experienced firms may submit their quotation in a sealed cover super scribed with **Tender for AMC of Elevators** Addressed to the Managing Director, Harco Bank, Sector 17-B, Chandigarh latest by 07.10. 2017 upto 11.30 A.M.

Terms and conditions of the tender are given below:

AMC- AMC referred in the documents should be read as Annual Maintenance Contract.

1. Only- sealed quotations will be entertained. Telegraphic /FAX /Email or conditional bids will not be considered.
2. A separate Demand Draft/Pay order of Rs.500/-(Non refundable) drawn in favour of the Haryana State Cooperative Apex Bank Ltd., payable at Chandigarh against tender document fee shall be attached with tender in case the tender document is downloaded from the website. Tender received without the tender document fee will be rejected.
3. Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) is required to be submitted in the form of Demand Draft/Bankers' Cheque/Pay Order from any nationalized bank payable at Chandigarh, drawn in favor of the Managing Director, Harco Bank, Sector 17-B, Chandigarh quotation without Earnest Money Deposit would be considered as unresponsive and rejected (as per Annexure '1' enclosed).

4. The following documents are required to be submitted alongwith the bid.
 - a) Self-attested copy of current and valid trade License.
 - b) Self-attested copy of VAT/ST/GST registration proof.
 - c) Self-attested copy of PAN/TAN NO.
 - d) List of Government Departments/Institutions served during the last three years.
5. The charges of the AMC will be paid during period of the contract, in four equal installments i.e. after providing satisfactory monthly servicing of the lift. No advance or any charge over & above quoted AMC charges will be paid. The TDS will be deducted at source as per rules from the bills of the firm.
6. Price- If there is no explicit mention of taxes in the quotation, then the quoted price will be deemed to be inclusive of all taxes. No other charges except those mentioned clearly in the quotation will be paid.
7. The AMC is for a period of one year subject to extension at the sole discretion of the Managing Director, Harco Bank, Sector 17-B, Chandigarh
8. Contract will be liable to be terminated by the Managing Director, Harco Bank, Sector 17-B, Chandigarh at its discretion in case of unsatisfactory AMC services by the contractor.
9. The successful bidder will have to deposit a sum of 5% of the amount of bid as Performance Security to the Harco Bank at the time at signing the contract.
10. Responsive time for attending to complaint(s) for maintenance of elevator covered under AMC will be 3-4 hours.
11. The successful bidder will not engage any sub-agent or sub-contractor whatsoever for running the AMC Service.
12. The contract for running AMC Service shall be commercial contract between the Managing Director, Harco Bank, Sector 17-B, Chandigarh & the successful bidder. There will be no employer – employee relationship between the Managing Director, Harco Bank, Sector 17-B, Chandigarh and the contractor and/its representative/personnel.

13. Firm should have an experience of atleast 3 Govt./Board Corporations & a list of organizations (Govt. Ministries/Departments/PSU(s), Institutions) served during the last three years is to be provided alongwith supporting documents.
14. The parts covered under the AMC will have to be clearly mentioned in the bid. No specific mention of the same will mean the bid to be all inclusive.
15. The Managing Director, Harco Bank , Sector 17-B, Chandigarh reserves the rights to accept and reject any tender or all the tenders as its discretion and the decision of the Managing Director, Harco Bank , Sector 17-B, Chandigarh in the matter shall be final and binding.
16. The firm should have working experience of 10 yrs in the similar field.
17. Submission of an affidavit that the firm had not been black listed from any Govt./PSU department (as per Annexure '2' enclosed).

Scope of work.

1. Successful bidder will have to make 12 visits (01 visit per month) during the AMC period. Beside this, any number of breakdown call will have to be attended. The response time for such breakdown calls shall not exceeds 3-4 hours.
2. The successful bidder will be responsible for all liaison work, licensing, inspections clearance certificate, etc. with the Government Authorities in respect of the elevator on behalf of the Managing Director, Harco Bank , Sector 17-B, Chandigarh. Charges towards the same will be borne by the Managing Director, Harco Bank , Sector 17-B, Chandigarh.
3. Successful bidder will have to take necessary care and precaution to keep the elevator safe for use and in good working condition. Trained technical staff shall carry out maintenance work.
4. Successful bidder will have to carry out all customary annual safety tests to examine all safety devices. List of tests to be submitted.
Note:- Contractor should make a site visit at his/her own expenses to understand the present condition of lifts before submitting the quotation.

ANNEXURE-I

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS

I. Number of Demand Drafts enclosed:

II. Demand Draft particulars

Sl.No.	Purpose	Amount in Rs.	D.D. No.	Date	Name of the bank branch
1	EMD for providing AMC of 12 Nos. lift				

I/We,..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above besides being black listed. I further understand that on opening of the tender if the EMD furnished by me is found short when calculated at the percentage fixed on quoted rate, my quotes will become invalid.

Signature :

Name :

Designation :

Name and Agency :

Address of the Tenderer :

Seal of the Tenderer

Date:

Place:

ANNEXURE-II

DECLARATION

I/We having our office at
declare that I/We have never been blacklisted by any state Government/Central
Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place