



HEAVY ENGINEERING CORPORATION LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

BRANCH OFFICE, KOLKATA

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Web: <http://www.hecltd.com/>

SINGLE TENDER ENQUIRY

Tender no.KOL/BO/AMC/Passenger Lift/2023-24/01

Date: 03.01.2024

To,

M/s.....

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Subject: Single Tender Invitation *“for hiring an agency for Annual Maintenance Contract (AMC) of New Passenger Lift (Capacity: 6 Nos. Passengers 408 kg.) in HEC office premises, G + 4 building (5 Stops, 5 Landings)” at 77, Park Street, Kolkata – 700016”.*

Heavy Engineering Corporation Ltd. Invites competitive offer under **Single Stage System** *“for hiring an agency for Annual Maintenance Contract (AMC) of New Passenger Lift (Capacity: 6 Nos. Passengers 408 kg.) in HEC office premises, G + 4 building (5 Stops, 5 Landings)” at 77, Park Street, Kolkata – 700016”* on terms and conditions as mentioned below:

The Agencies are requested to note that non-compliance of the terms & conditions will render the tender to be cancelled.

M/s Kone Elevator India Pvt. Ltd is the OEM of passenger Lift installed at HEC office building premises and the equipment has been designed and installed to suit our requirement. The lift has a V3F drive and a microprocessor based control which is customized as a specific design.

1. Scope of Work

- To ensure monthly servicing for smooth functioning/ running of Passenger Lift.
- To ensure the preventive measures for Passenger Lift so that breakdown of lift is to be avoided.
- To attend to any breakdown/ emergency calls within one-two hour and arrange required minor spares to rectify the faults and repair or replace the defective parts at their own cost. The firm/ agency may claim for reimbursement of actual expenditures towards consumables items and major spares, if required, but subject to prior approval of HEC management.
- Housekeeping of machine, machine room, cage etc will also included be in the scope of work.
- Arrangement of supports, fixing bolts & nuts including foundation bolts, if required for repairing of Passenger Lift, will be in the scope of work.
- In case complete overhauling of Passenger Lift is required, the same shall be informed to HEC management. The reconditioning of the machine shall be done after proper approval of HEC management and payment will be made accordingly.

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- The firm's/ agencies' representative should be polite, well-mannered & appropriately dressed.
- To keep separate record maintenance plan/ logbook/ checklist of the functioning of Passenger Lift on monthly basis and get it verified with the authorized representative of the HEC management time to time.
- **Lift License:** As per current rules, Lift License Certificate for this new installed lift has been issued by Central Electricity Authority (CEA), Ministry of Power/Govt of India. This License was valid for two years and will be renewed on the basis of healthy condition of the equipments and Check list has been prepared accordingly. Hence, any negative observation regarding health of the equipment will have to be sorted by the agency and necessary assistance will be given for renewal of the Lift License.
- Obtaining statutory clearances from relevant statutory authority is also included in scope of work.
- Any other essential miscellaneous activity pertaining to above assigned work.

2. The agency should submit following documents :-

- a) The Agency must have executed similar nature of works under Government or reputed organization. Please submit documentary evidence in support of the same.
- b) Should have Valid PAN CARD & GST Registration (copy to be enclosed).
- c) Should have valid proper License (copy to be enclosed).

3. Mode of submission of tender:-

Tender must be submitted in SINGLE BID (Techno-commercial and Price Bid) as specified in the tender document, in the Tender Box placed in the office of the Sr.Manager, Branch Office, Heavy Engineering Corporation Limited, 77, Park Street, Kolkata – 700016 up to 02.00 PM on 15.01.2024.

The tenderer shall submit their offers in a sealed envelope subscribing "Tender Enquiry No." & "due date of opening" on it:

It should contain:

- (i) A forwarding letter.
- (ii) The tender documents duly signed with seal on each page as acceptance of all terms & conditions of tender document.
- (iii) All other documents as mentioned in the clause no 2 in tender document.
- (iv) The firm/ agency may quote their rates in the following format in firms' letter head: -

Sl. No.	Particulars	Total Cost (in Rs.)
1	Charges of maintenance of Passenger Lift per quarter under Annual Maintenance Contract (AMC)	
2	Other Charges (if any, please specify)	
3	CGST (if any, please specify)	
4	SGST (if any, please specify)	
5	IGST (if any, please specify)	

You are requested to quote "firm rates" without any escalation during the period of the contract period.

The GST will be applicable/ paid extra as per Govt. notifications/ norms.

The quoted rates should be complete price inclusive of all levies, taxes and duties. The quoted rates should be complete price inclusive of labour, materials, tools, tackles, levies, taxes, transportation, maintenance etc till handing over along with Agency overhead and profit etc. Most competitive and realistic price bid to be furnished based on prevailing market rates of material.

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The rates should be quoted both in figure and words, in case of difference between the two, rates quoted in words will prevail.

While deciding L1 firm, prominence will be given to the rate quoted against Sl. Nos. 1 to 2 in the Price Bid.

Bidder or their authorized representative may attend the tender opening, if they wish to do so.

Heavy Engineering Corporation Limited reserves the right to reject any or all tenders without assigning any reason whatsoever.

4. Contract Period

➤ The contract, when awarded, shall be valid for ONE year and shall be reckoned from the date of LETTER OF ACCEPTANCE (LOA) / work order/ contract agreement.

5. Firm's Responsibility: The firm will comply with the entire statutory obligation in connection with this work. All expenditure to meet the same shall be in firm's account. All tools and tackles related to the said works shall be arranged by the firm well in advance to execute the aforesaid work in time.

6. Insurance

Insurance for own men/ vehicle is to be borne by the Agency (bidder).

7. Bid validity

Bid shall remain valid for a period of three (03) months from the date of opening of the tender which may be extended for another three (03) months, if required.

8. Tenderer are supposed to have inspected the site/ passenger lift for working in "as is where is" basis before quoting the rates and no claim of any type shall be entertained by the HEC management on this account.

9. All other terms and conditions shall be governed as per HEC's General Conditions of Contract (GCC) (which can be downloaded from our website http://hecltd.com/download/tenders/MM_GCC_An-x-II.pdf), special terms of contract /and tender documents of HEC.

10. Submission of Bills: The firm shall submit the bills in triplicate within 30 days after completion of each & every quarter and duly supported by all relevant documents (i.e. Maintenance visit records and other related documents).

11. Payment Terms: The 100 % Payment through Cheque/ RTGS will be made to the agency/ firm by/ after receipt of proper invoices/ bills (duly signed & stamped and along with all relevant documents).

12. Paying Authority: Assistant Manager I/c (Finance), (HQRs-Kolkata-Finance), HQRs, Ranchi is the paying authority.

13. Penalty/ Deduction: Liquidated Damage will be imposed @0.5% (Half Percent) per week to a maximum of 10% of the original contract value for non-completion of contractual obligations or intentionally delayed compliance of contractual work.

14. Any document produced by agencies, if not found correct, may lead to disqualification for the tender.

15. All documents and copies thereof furnished from time to time by employer to the agency/ firm shall be deemed and always be deemed to be the properties of the employer, and they shall not be used at any other work or purpose. All such balance documents have to be returned to the employer on completion or termination of work.

16. The agency shall not engage another agency to execute full or part of the work without getting written approval of the employer. In case any such approval given by the

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employer the responsibility and obligation of execution will rest only with the agency on whom the employer (HEC) has placed order.

17. HEC reserves the right to award the contract to more than one tenderer if the circumstances so warrant or reject one or all tenders without assigning any reasons.
18. If, at a later date, it is found that any bidder had given incorrect and misleading information/ document(s), HEC shall take suitable action including cancellation of contract/ contract and any other legal action it may deem fit.
19. **Security Deposit (SD):-** Successful bidder has to deposit security deposit to the extent of 10% of total contract order value within 21 days from W.O. date and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.
20. There is no obligation on our part to accept delayed/late tenders. Tenders received after the due date of opening are liable to be summarily rejected.
21. All or any statutory liabilities, if any, of the State Govt./ Central Govt. where the work is being executed shall be in agency's account & HEC will not be responsible for any such liabilities.
22. HEC reserves the right to call for any additional information/ documents from any bidder to this tender, and to be received by HEC in the time frame as desired by HEC.
23. HEC reserves the rights to cancel the tender in totality without assigning any reason(s).
24. **Risk Purchase Clause:-** If company fails to execute the order within the stipulated time as per NIT, then HEC can proceed ahead at the risk & cost of the firm without giving any notice.
25. **Date of Submission and opening of tender**

The last date for receipt of the above tender is "15.01.2024 at 2:00 PM" at the office of The Sr.Manager, HEC Branch Office, 77, Park Street Kolkata-700016. **Date & time of opening of Techno-commercial Bid and Price Bid of tender on 15.01.2024 at 03.00 PM in the office of the Sr.Manager, Branch Office, Heavy Engineering Corporation Limited, 77, Park Street, Kolkata – 700016.**

The interested agencies or their representatives may be present at schedule date and time of opening of the tender.

26. **Legal Jurisdiction**

Matter relating to any dispute or difference arising out of this tender and subsequent contract awarded based on the bid shall be subject to the jurisdiction of Ranchi High Court, Jharkhand (India) only.

The court(s) at Ranchi in the state of Jharkhand shall be exclusive Jurisdiction for all types of dispute(s) or differences that may arise between the parties.

For further details, please log on Heavy Engineering Corporation Limited [HECL] Web Site <http://www.hecltd.com>.

Yours faithfully
For & on behalf of
Heavy Engineering Corporation Ltd.

AKV
03-01-2024

(Ankur Kr Verma)

Sr. Manager/ B.O. / Kolkata

ANKUR KUMAR VERMA
SR. MANAGER
HEAVY ENGINEERING CORPORATION LTD.
77, PARK STREET, KOLKATA-700016