



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110007
Phone: 27667905, 27666519 • Fax: 27666510
Website: www.srcc.edu • email: srcc@srcc.edu

SRCC/AD-135/2015/

August 10, 2015

NOTICE INVITATION FOR PROPOSALS FOR AMC OF ELEVATOR (LIFT)

Sealed quotations are hereby invited for annual maintenance of one elevator (lift) of ACME make in the SRCC campus initially for a period of one year starting September 1, 2015.

Interested reputed and experienced agencies may submit quotation in a sealed cover superscribed with '**Tender for AMC of Elevator**' addressed to The Principal, Shri Ram College of Commerce, Maurice Nagar, Delhi - 110007, **latest by August 24, 2015.**

Terms and conditions of the tender are given below:

1. Only sealed quotations will be entertained. Telegraphic/Fax/ Email or conditional bids will not be considered.
2. **Earnest Money Deposit (EMD)** of 3% of the total cost or Rs. 3,000/- (Rupees three thousand only), whichever is lower, is required to be submitted along with the Bid in the form of Demand Draft/Bankers' Cheque/Pay Order from any nationalized bank payable at Delhi, drawn in favour of the Principal, Shri Ram College of Commerce. Quotation without Earnest Money Deposit would be considered as unresponsive and rejected.
3. The **following documents are required to be submitted** along with the bid:
 - a) Self-attested copy of current and valid Trade License.
 - b) Self-attested copy of VAT / ST registration proof.
 - c) Self-attested copy of PAN/TAN No.
 - d) List of government departments/ institutions served during the last three years
4. **Payment** - 25% of the total AMC charges shall be made quarterly in arrears against bills to be submitted in duplicate by the Service Provider.
5. **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.
6. The AMC is for a period of one year subject to extension at the sole discretion of SRCC.
7. Contract will be liable to be terminated by SRCC at its discretion in case of unsatisfactory AMC services by the contractor.
8. The successful bidder will have to deposit a sum of 5% of the amount of bid as **Performance Security** to the college at the time at signing the contract.
9. Responsive time for attending to complaint(s) for maintenance of elevator covered under AMC will be 3-4 hours.

Handwritten signature in blue ink.



10. The successful bidder will not engage any sub-agent or sub-contractor whatsoever for running the AMC Service.
11. The contract for running AMC Service shall be commercial contract between SRCC & the successful bidder. There will be no employer-employee relationship between SRCC and the contractor and/its representative/ personnel.
12. A list of organizations (Govt. Ministries/ Departments, PSU(s), Institutions) served during the last three years is to be provided along with supporting documents.
13. 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.
14. SRCC reserves the rights to accept and reject any tender or all the tenders as its discretion and the decision of the SRCC in the matter shall be final and binding.

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 SRCC. Charges towards the same will be borne by SRCC.
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.




PRINCIPAL
