



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

POST SRINIVASNAGAR, MANGALURU – 575 025  
(An Autonomous body under the Ministry of HRD, Government of India)

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No. 99/AMC of Lifts/Tender- 10/2018-19/HD

Date: 28-08-2018

**NOTICE INVITING e-TENDERS [on e-Procurement mode]**

**NAME OF WORK:** Providing comprehensive maintenance of 33 numbers of different Passenger & Goods lifts (elevators) installed at various buildings at NITK, Surathkal

1. National Institute of Technology Karnataka, Surathkal (in short - NITK, Surathkal; hereinafter referred as the "Institute") is an autonomous Educational Institute under the Ministry of Human Recourses Development, Government of India imparting technical and science education. National Institute of Technology Karnataka, Surathkal is one of the "Institutes of National Importance" notified by the Govt. of India under the NIT Act – 2007 (Act No. 29 of 2007). NITK, Surathkal is located about 22 KM north of Mangaluru within Mangaluru City Corporation limits.
2. The Institute has installed Passenger lifts (elevators) and Goods lifts (elevators) of different capacities at different buildings in the Institute campus. The details of these lifts have been provided in the e-Tender Document. The Institute intends to engage a contractor meeting the eligibility criteria as specified in the tender document for providing the services of **comprehensive maintenance** of these lifts on contract basis.
3. In this connection, e-tenders are invited from the intending service providers engaged in the business of comprehensive maintenance of lifts (elevators) who have enough experience and capability as specified in the e-tender document. **The contract period shall be for THREE YEARS subject to the fulfillment of terms & conditions of the contract; and subject to satisfactory performance of the contractor, which shall be evaluated by the Institute once in every six months based on the filled Proforma (as in Annexure 1 of Bid document) submitted by the Engineer in-charge.** The contract is also extendable for further one more year subject to satisfactory performance of the contractor and at mutual consent.
4. The e-tenders invited are on techno-commercial basis on e-Procurement mode. The intending bidders shall submit their tenders through internet in **M/s MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → PSU/Govt. depts → NITK logo → Login---**. The price bid of only such bidders whose technical bid is accepted shall be opened.
5. **Detailed procedure for submission of e-tenders in the e-Procurement portal of M/s MSTC website is available in the Institute website. The intending bidders will have to pay a non-refundable Tender Transaction fee at the rate of 0.05% of the estimated value plus GST [subject to a minimum of ₹ 1,000 + GST and maximum of ₹ 15,000 + GST per event] to M/s MSTC Limited while submitting their e-tender.**
6. The calendar of events of e-Tender are as follows:

**Date for viewing the tender document in M/s MSTC website: 31-08-2018 onwards**

**Start date for uploading the e-tender in M/s MSTC website : 03-09-2018 10:00hours onwards**

**End date for uploading the e-tender in M/s MSTC website : 24-09-2018 up to 15:00 hours**

**e-tender opening date (technical bid) : On or after 25-09-2018**

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| Estimated amount put to tender | : ₹ 28,00,000 including GST [for one year] |
| Cost of Tender document        | : Nil                                      |
| Earnest Money deposit (EMD)    | : ₹ 56,000                                 |

7. **Earnest Money Deposit (EMD):** While submitting the e-tender, an EMD of ₹ 56,000 should be remitted in favour of the **NITK, Surathkal**. The EMD shall be remitted through RTGS/ NEFT as follows:

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| Name of the account holder of NITK | : NITK, Surathkal.                             |
| Banker                             | : State Bank of India, NITK Campus, Surathkal. |
| IFSC code                          | : SBIN 000 2273                                |
| Account number (Current account)   | : 37772503911                                  |

**EMD in any other form is not acceptable.** Tenders received without the EMD will be rejected (except in the case of NSIC/MSME enlisted agencies).

The EMD of successful bidder shall be retained (along with the Security deposit) till the completion of contract period (including extensions if any). EMD shall bear no interest.

8. **SECURITY DEPOSIT (SD):** The **successful bidder** should deposit an interest free further security deposit of **₹ 70,000 (Rupees Seventy thousand only)** before entering into the agreement by means of RTGS/ Demand Draft / FDR/ Bank guarantee bond [in the specified format valid for a minimum of three years] of any scheduled bank drawn in favour of the **Director, NITK, Surathkal**. This Security Deposit is in addition to the EMD, **thus the total Security Deposit (including EMD) is ₹ 1,26,000.**

9. **Procedure for submission of tenders:**

- 9.1 **Detailed procedure for submission of e-tenders on the e-Procurement portal of M/s MSTC website is available in the Institute website.**

- 9.2 **Technical bid:** The bidder should give all the details that are insisted in the Tender Document, details of their technical soundness in carrying out similar service (in Government Departments/ Government Undertakings/ public sectors/ private sectors /Private organizations or firms). **Similar service means execution of comprehensive maintenance of passenger lifts/ goods lifts of not less than 25 numbers per year for at least three years, during the last five years. Certified/ self-attested copies of all related documents should be uploaded to e-procurement portal while submitting the e-tenders.** All information that called for in the tender document should be furnished by uploading to e-procurement portal. The bidders are requested to note that not giving complete information that are called for or not giving it in clear terms or making any changes in the prescribed formats or deliberately suppressing the information shall result in rejection of tender. The bidders are advised to upload copy of only such documents that are insisted in the bid document. **They are advised not to submit irrelevant documents to make their bid voluminous. It is the responsibility of the bidder to ensure that all related documents in support of the eligibility criteria are uploaded.** Any representations received on offline mode/ e-mails after opening the tender will not be entertained.

- 9.3 **Price bid:** **The intending bidder shall quote his price per lift per year for Comprehensive Maintenance** which shall include cost of genuine spare parts required for replacement and labour for installation/ replacement of spare parts, all type taxes, levies, duties, transport of spare parts, handling, insurance etc., and all consumable items, **excluding only GST which shall be quoted separately.**

The price bid quoted should also include and comply to all the requirements and obligations of the bidder under Contract labour (Regulation and Abolition) Act 1970 and latest amendments; Contract Labour (Regulation and Abolition) Rules 1971 and latest amendments; Minimum Wages Act – 1948 and latest amendments; Payments of Wages Act 1936 and latest amendments; Payment of Bonus Act 1965 and latest amendments; Payment of Gratuity Act 1972 and latest amendments; Employees' Provident Fund and Miscellaneous Provisions Act – 1952 and Amendment Act 1988 and latest amendments; Employees State Insurance Act – 1948 and Amendment Act – 1989 & 2010 and latest amendments; Workmen Compensation Acts and Rules, Shops and Commercial Establishments Act as amended up to date; all other acts and rules related to Labour employment.

10. **Minimum eligibility criteria for qualifying in Technical bid:**

- 10.1 The bidder must possess valid registration of 'Manufacturer or Maker or other person for installation and maintenance of Lifts/ escalators' issued by the Chief Inspectorate of Lifts, Escalators and Passenger Conveyors/ Chief Electrical Inspector to Government, Department of Electrical Inspectorate, Govt. of Karnataka issued under Karnataka Lifts, Escalators and Passenger Conveyors Act. A self-attested copy of registration should be uploaded to e-Procurement portal while submitting e-tenders.
- 10.2 The bidder must possess GST registration – self attested copy should be uploaded.
- 10.3 The bidder must possess PAN registration with Income Tax department – self attested copy should be uploaded.
- 10.4 The bidder must be registered under Employees Provident Fund (EPF) Act – self attested copy should be uploaded.
- 10.5 The bidder must be registered under Employees State Insurance (ESI) Act – self attested copy should be uploaded.
- 10.6 The bidder must have the experience of having **successfully completed** similar work as follows:
- (i) Successful completion of comprehensive maintenance of lifts of **not less than 25 numbers** per year for **at least three years, during the last five years.**

**Similar service means** comprehensive maintenance of Lifts/ Escalators/ Passenger conveyors in Government Departments/ Government Undertakings/ Public sectors/ Private sectors/ Private Organizations or Private Firms.

**Work experience certificates issued for any running contract** if already completed two years as on the date of submission of tender shall also be considered as completed work/ service. Self-attested Copy of "Experience certificate" issued by the employer/ client should be uploaded by the agency as proof of his experience. **If experience certificates are from private organization/ firms, the same should be accompanied by a TDS certificate.** **The intending bidders are requested to note that only Work Experience certificates issued by the Client/ Engineer in-charge of the Client shall only be uploaded to e-procurement portal. Copy of Agreement or Work Order shall not be treated as Work Experience Certificate.**

10.7 The bidder must have following minimum staff on regular employment in his Roll:

- (i) One Graduate Engineer (Mechanical Degree holder) with 2 years of experience OR Diploma in Mechanical Engineering with 4 years of experience in erection/ maintenance of lifts or escalators or passenger conveyors

- (ii) One Graduate Engineer (Electrical Degree holder) with 2 years of experience OR Diploma in Electrical Engineering with 4 years of experience in erection/ maintenance of lifts or escalators or passenger conveyors.
- (iii) Two numbers of ITI holder Electrician Trade with Wireman Permit with 3 years of experience in erection/ maintenance of lifts or escalators or passenger conveyors.
- (iv) Two numbers of ITI holder in Fitter trade with 3 years of experience in erection/ maintenance of lifts or escalators or passenger conveyors.
- (v) Two numbers of ITI holder Electronic Mechanic or Instrumentation with 3 years of experience in erection/ maintenance of lifts or escalators or passenger conveyors

Documentary proof (Salary slips/ appointment orders/ muster roll/ any other document evidencing their appointment/ Notarized affidavit indicating the names of the staff) shall be scanned and uploaded.

- 10.8 Average annual financial turnover of the bidder on similar services should not be less than **₹ 10.00 lakh** (Rupees Ten lakh only) during last three financial years. (i. e. during 2017-18, 2016-17, & 2015-16). Copy of audited statement of accounts & balance sheet [Related pages only] should be uploaded.
- 10.9 The bidder should not have abandoned or suspended any awarded work of any organization during the past five financial years. Relevant proof in the form of affidavit in this respect should be signed and uploaded.
- 10.10 The bidder should not have been blacklisted / debarred for competing by any organization during the past five financial years. Relevant proof in the form of affidavit in this respect should be signed and uploaded.

Documentary proof for all the above items (10.1) to (10.9) should be uploaded to e-Procurement portal while submitting e-tender. **Affidavit for (10.9) and (10.10) should be signed and uploaded by the bidder as per the format provided in the tender document.**

- 11. The Price bid of those bidders who qualify in the Technical bid shall only be opened. The Institute shall evaluate the Technical bid strictly on the basis of eligibility criteria stipulated in the Tender document. The decision of the Institute in this regard is final and binding on the bidder. No correspondences from the bidder in respect of decision of the Institute on evaluation of the technical bid shall be entertained.
- 12. The bidder should inspect the Lifts/ escalators [for which bids are invited for comprehensive maintenance] before quoting his rate and get all related information from the Institute. Submission of bids on e-procurement mode shall be deemed that the bidder has inspected the Lifts/ escalators and acquired all the information.
- 13. Any further details if required may be obtained from the office during the office hours.
- 14. The Institute reserves the right of rescheduling the calendar of events, make modifications to tender document before its submission by the bidder, cancelling the tender or accepting any tender other than the lowest or rejecting all the tenders.

15. The agencies enlisted under NSIC/MSME are requested to note that the present notice inviting tender is **not for the "Supply of Goods"**, but for engaging a contractor for comprehensive maintenance of Lifts. If agencies enlisted under NSIC/MSME are interested in participating in the tender, they may participate subject to fulfillment of the conditions of this notice inviting tender. However, they are exempted from paying EMD while submitting the tender.

Registrar  
NITK, Surathkal

### Important instructions for E-procurement

- I. Bidders are requested to read the terms & conditions of this tender before submitting their bids.
- II. Procedure for submission of e-Tender in M/s MSTC web-site.

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| 1 | <p><b>Process of e-tender:</b></p> <p>A) Registration:<br/>The process involves vendor's/ bidder's registration with M/s MSTC e-procurement portal, which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Bids will not be recorded without Digital Signature. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. M/s MSTC is not responsible for making such arrangement.</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT <a href="http://www.mstcecommerce.com/eprochome/.....">www.mstcecommerce.com/eprochome/.....</a></p> <p>1) Vendors/ bidders are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-Procurement → PSU/Govt depts. → Select NITK Logo → Register as Vendor - Filling up details and creating own user id and password → Submit.</p> <p>2) Vendors/ bidders will receive a system generated mail confirming their registration in their e-mail which has been provided during filling the registration form.<br/>In case of any clarification, please contact M/s MSTC, Bengaluru (before the scheduled time of the e- tender).</p> <p><i>Contact persons of M/s MSTC Ltd:</i></p> <p>Shri Arnab Sarkar (Cell No. +91 99860 36012)<br/>Shri Ravindranath K B (Cell No. +91 98809 90833)</p> <p><b>Contact person of Tendering authority (NITK, Surathkal):</b></p> <p><b>Shri Mohamod Firoze Khaza, Executive Engineer - Electrical (Cell No. 8332974218)</b><br/>Shri Dinesha K, Asst. Engineer, B&amp;W Section – Cell 9480691399/ 9449640066</p> <p>B) System Requirement:</p> <ol style="list-style-type: none"><li>i) Windows 7 or above Operating System</li><li>ii) IE-7 and above Internet browser.</li><li>iii) Signing type digital signature</li><li>iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</li></ol> <p>To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.<br/>Tools =&gt; Internet Options =&gt; Security =&gt; Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".</p> <p>Other Settings:<br/>Tools =&gt; Internet Options =&gt; General =&gt; Click On Settings under "browsing history/ Delete Browsing History" =&gt; Temporary Internet Files =&gt; Activate "Every time I Visit the Webpage".</p> <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> once)</p> |
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| 2 | The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="http://www.mstcecommerce.com/eprochome/">www.mstcecommerce.com/eprochome/.....</a> Tenders will be opened electronically on specified date and time as given in the Tender.  |
| 3 | All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.  |
| 4 | <p><b>Special Note towards Tender Transaction fee:</b><br/> The vendors/ bidders shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><b><u>Transaction fee is non-refundable.</u></b><br/> A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><b><u>NOTE</u></b><br/> Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>  |
| 5 | Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).  |
| 6 | E-tender cannot be accessed after the due date and time mentioned in NIT.  |
| 7 | <p>Bidding in e-tender :</p> <p>Vendor(s) need to submit <b><u>necessary Transaction fee (to M/s MSTC)</u></b> to be eligible to bid online in the e-tender. Transaction fee is non- refundable.</p> <p>The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement →PSU/Govt depts→ Login under... (NITK logo)→My menu→ Auction Floor Manager→ live event →Selection of the live event</p> <p>The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.</p> <p>After filling the Technical Bid, vendor should click ‘save’ for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on “save” to record their Commercial bid. Then once both the Technical bid &amp; Commercial bid has been saved, the vendor can click on the “Final submission” button to register their bid</p> <p>Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p> |

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|    | <p>In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p> <p>All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer (i. e NITK) will form a binding contract between Buyer and the Vendor for execution of supply. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>No deviation of the terms and conditions of the tender document is acceptable. <b>Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms &amp; conditions for the tender.</b></p> |
| 8  | Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.  |
| 9  | No deviation to the technical and commercial terms & conditions are allowed.   |
| 10 | The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s).   |
| 11 | Vendors are requested to read the vendor guide and see the video in the page <a href="http://www.mstcecommerce.com/eprochome">www.mstcecommerce.com/eprochome</a> to familiarize them with the system before bidding.  |