

NOTICE INVITING TENDER (NIT)

**FOR THE SUPPLY, INSTALLATION, PLACING AND POSITIONING AND MAKING
OPERATIONAL OF 01 NO. 08 PASSENGERS GEARLESS & MACHINE ROOM LESS
ELEVATOR**



Indian Institute of Information Technology Tiruchirappalli,
Sethurapatti, Trichy-Madurai Highway,
Tiruchirappalli-620012,
Tamil Nadu.

1. GENERAL

- 1.1. Indian Institute of Information Technology Tiruchirappalli (hereinafter called “IIIT”) invites sealed Tender under Two-Bid System (Technical and Commercial bid) for **SUPPLY, INSTALLATION, PLACING, POSITIONING AND MAKING OPERATIONAL OF 01 NO. 08 PASSENGERS GEARLESS & MACHINE ROOM LESS ELEVATOR** as per the tender specifications given in **Annexure-I**.
- 1.2. The tender document can be accessed from <https://www.iiitt.ac.in/>. Last date/time for submission of the bids is **29/05/2023, 3:00 PM**. **The technical bids will be opened first and the bid will be decided for satisfying the eligibility criteria as per tender conditions**. Only those who qualify in the technical evaluation will be graduated to the opening of financial bids. In case of any holiday or unforeseen closure of the institute on the scheduled day of the opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.
- 1.3. Bids received after the above-mentioned date and time shall not be considered. Conditional bids will be rejected outright.
- 1.4. The responsibility for submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received by IIIT after the bid submission deadline prescribed by IIIT shall be rejected.
- 1.5. The timeline for the NIT is as mentioned below:

Sl. No.	Events	Date and Time
1	Publication of the Tender Document	08-05-2023
2	Last Date/Time for submission of Bids	29-05-2023 3:00 PM
3	Opening of Technical Bids	Will be informed later

- 1.6. Canvassing or offering of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offence under the Laws of India. Such action will result in the rejection of the bid, in addition to other punitive measures.
- 1.7. Each bidder shall submit only one bid. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.

- 1.8. The bidder shall bear all costs associated with the preparation and submission of his/her bid and IITTT shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 1.9. IITTT will respond to any request for clarification or modification of the Tender Documents that are received up to TWO DAYS prior to the deadline for submission of bids prescribed by IITTT. For this purpose, the prospective bidder(s) requiring clarification in the Tender Document shall notify IITTT through Email ONLY. Any such clarification, together with all details on which the clarification had been sought, will be published in the institute website only.
- 1.10. Except for any such clarification by the Institute, which is explicitly stated to be an addendum to the tender document issued by The **Registrar (i/c), IIT Tiruchirappalli**, no written or oral communication, presentation, or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

2. AMENDMENTS IN THE TENDER DOCUMENT

- 2.1. At any time prior to the deadline for submission of bids, IITTT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).
- 2.2. Amendments will be intimated through the Institute website and the bidders shall ensure that the amendments are carried out in the bid before submission. The amendments will not be published in newspapers. Bidders should regularly visit the Institute's website to keep themselves updated.
- 2.3. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail. Further, it will be assumed that the Bidder has taken into account, such amendments, while submitting the bid.

3. COMPOSITION OF THE TENDER DOCUMENT (TECHNICAL BID)

- 3.1. The Tender Document comprises of:
 - (a) Technical Specification (Annexure-I)
 - (b) Schedule of Technical Particulars (Annexure-II)
 - (c) Financial Bid (Annexure-III)
 - (d) Bid Document (Annexure-IV)
 - (e) Pre-qualification Criteria for Bidders (Annexure-V)
 - (f) Techno-Commercial Bids (Annexure-VI)
 - (g) Schedule of Quantity (Annexure-VII)
 - (h) Compliance Statement (Annexure-VIII)
 - (i) Format of Performance Security (Annexure-IX)
 - (j) Declaration (Annexure-X)
 - (k) Undertaking from Lift OEMs (Annexure-XI)
 - (l) Fall Clause Notice Certificate (Annexure-XII)
 - (m) Bid Security Declaration form (Annexure – XIII)
 - (n) Procedure for Submission of Tender (Annexure-XIV)

- 3.2. The bidder is expected to examine all instructions, forms, terms, and conditions in the Tender Document. In the event of the discovery of any missing pages, the bidder shall inform the same to the Section/ Department concerned. Failure to furnish the information required by the Tender Document or submission of a tender not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 3.3. The bidder shall not make or cause to be made any alteration, erasure, or obliteration to the text of the Tender Document.

4. LANGUAGE/FORMAT/SIGNING OF THE BID

- 4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IIIT shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets, or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.
- 4.2. The documents comprising the bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder or a person authorized by the bidder. All the pages of the bid shall be numbered and except for unamendable printed, shall be signed by the person or persons authorized and uploaded.
- 4.3. The bid shall not contain any internalizations, erasures, overwriting, except to correct errors made by the bidder, in which case the person or persons shall sign near or against such corrections with the date.

5. DOCUMENTS COMPRISING THE BID

- 5.1. The Technical and Financial Bids shall be submitted and mentioned as Cover One and Cover Two.
- 5.2. Bids submitted without required documents will be rejected outright.
 - (a) The bidder shall furnish, as part of the technical bid, Bid Security Declaration Form as per Annexure XIII.
 - (b) Bids not accompanied by Bid Security Declaration Form shall be DISQUALIFIED.
- 5.3. Documents establishing conformity with the terms and conditions of the Tender Document shall be provided along with the bid. The offer/bids should be sent only for an Elevator or a system that is available in the market and supplied to a number of customers. A list of customers in India and abroad with details must accompany the quotations. Quotations for a prototype machine will not be accepted.

- 5.4. Original Catalogue (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the Technical bid. No prices should be entered in the Technical bid.
- 5.5. Compliance or Confirmation report with reference to the specifications and other terms and conditions should also be obtained from the principal.
- 5.6. Information related to the agency/bidder such as photocopies of the Registration/ PAN/ GST/ TIN shall be furnished.
- 5.7. The technical bid should consist of all technical details along with commercial terms and conditions. Mentioning Prices in the Technical Bid shall lead to disqualification.

5.8. Submission of Samples:

- a. The Contractor should supply the Elevator materials for the subject project at site within 75 days conforming to the technical specification given in Annexure – I as agreed on the date of issuance of the Purchase Order for the approval of The **Registrar (i/c)**.
 - b. The installation should be completed within 45 days from the date of receipt of all materials at the project site as agreed in the Contract. The installation shall be completed in Girls Hostel, **IIT Tiruchirappalli**, Sethurapatti, Tiruchirappalli, Tamil Nadu-620012 with an advance intimation.
 - c. IITTT will not be responsible for any damages to the Samples during its transit. In case any damages are observed contractor has to do proper finishing /replacing the unit without any extra cost to the Institute.
 - d. Before shipment, the supplier shall ensure that the same quality as the given sample is maintained. The technical Committee may inspect the goods at the firm's premises before the supply is effected. In case the product deviated from the sample approved, the Institute has the rights to reject the same on arrival.
- 5.9. Properly signed tender document should be submitted in Cover One.

6. BID PRICES

- 6.1. Prices must be quoted for 01 No. 08 Passengers Gearless & Machine Room Less Elevator identified.

7. BID CURRENCY

- 7.1. Prices of indigenous 01 No. 08 Passengers Gearless & Machine Room Less Elevator shall be quoted in Indian Rupees.

8. CONFORMITY OF THE TENDER DOCUMENT

8.1. The Bidder shall furnish the details, in terms of Technical Specifications as given in the Tender document.

9. PERIOD OF VALIDITY OF BIDS

9.1. Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the Purchaser.

10. MODIFICATION AND WITHDRAWAL OF BIDS

- 10.1. The Bidder may modify or withdraw the bid after submission, within the period of deadline for submission of bids.
- 10.2. No bids can be modified subsequent to the deadline for submission of Bids.
- 10.3. No bids can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD (Earnest Money Deposit).

11. OPENING AND EXAMINATION OF BIDS

- 11.1. The Technical bids will be opened on the prescribed date and time as mentioned in the Bid document.
- 11.2. The purchaser will evaluate the technical bids. Those bids, whose technical bids fulfill the technical requirements and are responsive to the tender requirements will be considered. Those bids which are found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.
- 11.3. The Price bids of the successful bidders on the basis of evaluation as mentioned will be considered for the next stage of opening.
- 11.4. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 11.5. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If a Bidder does not accept the correction of errors, the bid will be rejected and its EMD may be forfeited.
- 11.6. The Purchaser may waive any minor non-conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

- 11.7. Prior to the detailed evaluation, the Purchaser will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Tender Document without material deviations, exceptions, objections, conditionality, or reservations. A material deviation, exception, objection, conditionality, or reservation is:
- (a) One that limits in any substantial way the scope, quality, or performance of the Elevator;
OR
 - (b) One that limits, in any substantial way that is inconsistent with the Tender Document, the Purchaser's rights or the successful Bidder's obligations under the Contract: and
 - (c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.
- 11.8. If a bid is not substantially qualitative, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 11.9. The Purchaser's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

12. CLARIFICATION OF BIDS

- 12.1. During the bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be through Email only and no change in the price or substance of the bid shall be sought, offered, or permitted (refer enclosures).

13. EVALUATION OF RESPONSIVE BIDS

- 13.1. The Purchaser will evaluate the bids that have been determined to be substantially responsive.

14. CONTACTING IIIT

- 14.1. From the time of bid opening to the time of award of Contract, if any Bidder wishes to contact the Purchaser on any matter related to the bid, he/she will do so through Email only.
- 14.2. If a Bidder tries to directly influence IIIT or otherwise interfere in the bid evaluation process and the Contract award decision, his/her bid shall be rejected.

15. AWARD CRITERIA

- 15.1. IIIT will award the Contract to the Bidder, whose bid has been determined to be substantially responsive and evaluated as the lowest quote.
- 15.2. The Institute reserves the right to buy different items/quantities from different bidders considering the price of individual/group of equipment/items or any other factors as decided by the Committee.**

16. IIITT'S RIGHT TO ACCEPT/REJECT BIDS

- 16.1. IIITT reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the Bidders.

17. AWARD OF PURCHASE ORDER

- 17.1. Prior to the expiration of the period of bid validity, IIITT will issue the Letter of Intent / Purchase Order to the successful Bidder in writing.
- 17.2. The Purchase Order will form the part of the Contract.
- 17.3. Upon the successful Bidder's furnishing the copy of the Purchase Order duly signed on each page and the Performance Security, for the Elevator ordered in Indian currency, the Purchaser will open a letter of credit (LC) in a convenient Nationalized Bank in India. For opening of LC necessary arrangements shall be provided by the supplier or his/her authorized agents.

18. CONTRACT AGREEMENT

- 18.1. Within **SEVEN (07) DAYS** of receipt of the Purchase Order, the successful Bidder shall sign and date its copy on each page and return it to the Purchaser.
- 18.2. Copy of the Purchase Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

19. PERFORMANCE SECURITY

- 19.1. The performance security shall be submitted within **TEN (10) DAYS** of receipt of the material by the purchaser. The successful bidder shall furnish the **Performance Security equal to 3%** of the order/contract value (excluding the value of annual maintenance charges). The Performance Security shall be valid all along the warranty Period and shall extend up to **SIXTY (60) DAYS** after the date of completion of the warranty period. If no bank guarantee (or) DD is given, the 3% of payment will be deduced and the same will be paid after the warranty period plus two months.
- 19.2. The performance security shall be a bank guarantee (in the format as provided in **Annexure-IX** of the bidding documents) issued by the Indian Scheduled bank acceptable to the Purchaser or a Demand Draft favoring, **THE DIRECTOR, IIIT TIRUCHIRAPPALLI** payable at TIRUCHIRAPPALLI.
- 19.3. The performance security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The performance security shall be returned to the Supplier not later than **fifteen (15) days** after its expiration.
- 19.4. Failure of the successful Bidder to comply with the requirements shall constitute enough grounds for the annulment of the award, in which event the Purchaser may make the award to the next lowest evaluated bid submitted by a qualified Bidder or call for new bids.

20. CONTRACT DOCUMENTS

- 20.1. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole.
- 20.2. The order of precedence of the Contract documents shall be as follows:
- (i) Contract Agreement/Purchase Order
 - (i) All Forms/Annexures
 - (ii) Supplier's Bid
 - (iii) Tender Document
 - (iv) Catalog of the Elevator

21. AMENDMENT TO CONTRACT

- 21.1. No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party to the Contract.

22. QUALITY ASSURANCE OF THE WORK

Sampling of Materials:

- 22.1 The contractor shall procure all the materials at least in advance so that there is sufficient time for testing and approval of the materials and clearance of the same before use in work.
- 22.2 All materials brought by the contractor for use in the work shall be got checked by the Engineer-in-Charge or his/her authorized representative of the work on receipt of the same at the site before use.
- 22.3 The contractor shall be fully responsible for the safe custody of the materials issued to him even if the materials are in a double lock and key system.
- 22.4 There shall be pre-dispatch factory inspection for all major equipment's like lifts.
- 22.5 The testing charges shall be borne by the bidder.
- 22.6 The contractor shall only facilitate the inspection at manufacturing works. However, any transportation, freight, loading & unloading of lift for testing at the manufacturing location shall be included in the price quote.
- 22.7 The lift manufacturer shall comply with BIS standards, duly certified by the manufacturer itself.
- 22.8 The manufacturer shall be complaint to the Public Procurement (Preference to make in India), Order 2017 (as amended from time to time) issued by the Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industry.

- 22.9 The complete lift installation including its components, safety devices, various types of controls, etc., testing, inspection, operation & maintenance shall conform to relevant Codes, Standards code of practices, guidelines, safety rules, inspection manual (s), rules issued by Bureau of Indian standards, as amended up to the last date of receipt of tenders.
- 22.10 Quality standards shall conform to the latest IS/ ISO-9001:2015.
- 22.11 Unless otherwise provided in the Schedule of Quantities/Specifications, the rates tendered by the contractor shall be all-inclusive and shall apply to all heights, lifts, leads, and depths of the work and nothing extra shall be payable to him on account of the same.
- 22.12 Other agencies doing works related to this project may also simultaneously execute their works and the contractor shall afford the necessary facilities for the same. The contractor shall leave such necessary holes, openings, etc. for laying/burying in the work, pipes cables, conduits, clamps, boxes, and hooks for fan clamps, etc. as may be required for the other agencies. Nothing extra over the Agreement rates shall be paid for doing these.
- 22.13 Some restrictions may be imposed by the security staff etc. on the working and movement of labour, materials etc. The contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on account of the same.
- 22.14 The contractor shall fully comply with all legal orders and directions of the Public or local authorities or municipality and abide by their rules and regulations and pay all fees and charges for which he may be liable in this regard. Nothing extra shall be paid/reimbursed for the same.
- 22.15 The building work shall be carried out in a manner complying in all respects with the requirements of the relevant laws and regulations of the local body under the jurisdiction of which the work is to be executed or as directed by the Engineer-in charge and nothing extra shall be paid on this account.
- 22.16 If as per local Municipal regulations, huts for labour are not to be erected at the site of work; the contractor shall be required to provide such accommodation at a place as is acceptable to the local body and nothing extra shall be paid on this account.
- 22.17 The structural and architectural drawings shall at all times be properly co-related before executing any work. However, in case of any discrepancy in the item given in the schedule of quantities appended with the tender and Architectural drawings relating to the relevant item, the former shall prevail unless otherwise given in writing by the Engineer-in-charge.
- 22.18 For the purpose of recording measurements and preparing running account bills, the abbreviated nomenclature indicated in the publications Abbreviated Nomenclature of Items of DSR shall be accepted. The abbreviated nomenclature shall be taken to cover all the materials and operations as per the complete nomenclature of the relevant items in the agreement and relevant specifications.
- 22.19 In case of items for which abbreviated nomenclature is not available in the aforesaid

publication and also in case of extra and substituted items for which abbreviated nomenclature are not provided in the agreement, full nomenclature of the item shall be reproduced in the measurement books and bill forms for running account bills.

22.20 For the final bill, however, full nomenclature of all the items shall be adopted in preparing the abstract in the measurement books and in the bill forms.

22.21 The contractor shall take instructions from the Engineer-in-charge for stacking of materials. No excavated earth or building materials, etc. shall be stacked/collected in areas where other buildings, roads, services, compound walls etc. are to be constructed.

22.22 Any trenching and digging for laying sewer lines/water lines/cables etc. shall be commenced by the contractor only when all men, machinery and materials have been arranged and closing of the trench(s) thereafter shall be ensured within the least possible time. All the excavation and digging of the trenches shall be done manually as numbers of service line are passing inside the campus except in certain cases as approved by IIT, Tiruchirappalli. No Hydraulic Excavator shall be allowed for earth digging work except in certain cases as approved by IIT, Tiruchirappalli.

22.23 It shall be ensured by the contractor that no electric live wire is left exposed or unattended to avoid any accidents in this regard.

22.24 In case the supply of timber/steel frames/shutters for doors, windows, etc. is made by some other agency, the contractor shall make necessary arrangements for their safe custody on the direction of the Engineer-in-charge till the same are fixed in position by him & nothing extra shall be paid on this account.

22.25 The contractor shall maintain in perfect condition, all portions executed till completion of the entire work allotted to him. Where however phased delivery of work is contemplated these provisions shall apply separately to each phase.

22.26 The entire royalty at the prevalent rates shall have to be paid by the contractor on all the boulders, metals, shingle sand, etc. collected by him for the execution of the work, directly to the Revenue authority or authorized agents of the State Government concerned or the Central Government, as the case may be.

22.27 The contractor shall bear all incidental charges for cartage, storage, and safe custody of materials issued by the departments and shall construct suitable go-downs, yards at the site of work for storing all materials as to be safe against damage by sun, rain, dampness, fire, theft, etc. at his/her own cost and also employ necessary watch and ward establishment for the purpose, at his/her own cost. Materials to be charged directly to work and stipulated for issue free of cost shall also be issued to the contractor as soon as those are received at the site or the stipulated place of issue. The provision of this para shall apply equally and fully to those as well.

22.28 All materials obtained from the Institute Works Department store or otherwise on receipt

shall be got checked by the Engineer-in-charge of the work or his/her representations before use.

22.29 Registers for the materials to be issued by the department shall be maintained as required by the Engineer-in-charge and these shall be signed by the contractor or his/her authorized agent and representative of the Engineer-in-charge on each day of transactions.

23. SPECIAL CONDITIONS FOR SAFETY AT THE WORK SITE

The contractor will identify one of the supervisors for taking care of the implementation of Safety systems. The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

23.1 Smoking is strictly prohibited at the workplace.

23.2 Nobody is allowed to work without wearing a safety helmet. Chinstrap of the safety helmet shall be always on. Drivers, helpers, and operators are no exception.

23.3 No one is allowed to work at or more than three meters height without wearing a safety belt and anchoring the lanyard of the safety belt to firm support preferably at shoulder level.

23.4 No one is allowed to work without adequate foot protection.

23.5 Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding, and gas-cutting. For other jobs as and when the site safety coordinator insists eye protection has to be provided.

23.6 All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles, etc. shall be arranged before starting the job.

23.7 All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured in every excavation.

23.8 Adequate illumination at the workplace shall be ensured before starting the job at night.

23.9 All the dangerous moving parts of the portable/fixed machinery being used shall be adequately guarded.

23.10 Ladders being used at the site shall be adequately secured at the bottom and top. Ladders shall not be used as work platforms.

23.11 Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the trespassers from entering the area.

23.12 Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment, or other jobs related thereto.

23.13 All electrical connections shall be made using 3 or 5 core cables, having an earth wire.

- 23.14 Inserting of bare wires for tapping the power from electrical sockets is completely prohibited. A tools and tackles inspection register must be maintained and updated regularly.
- 23.15 Debris, scrap, and other materials are to be cleared from time to time from the workplace and at the time of closing of work every day.
- 23.16 All the unsafe conditions, and unsafe acts identified by contractors, and reported by site supervisors and/or safety personnel are to be corrected on a priority basis.
- 23.17 No children shall be allowed to enter the workplace.
- 23.18 All the lifting tools and tackles shall be stored properly when not in use.
- 23.19 Clamps shall be used on Return cables to ensure proper earthing for welding works.
- 23.20 Return cables shall be used for the earthing.
- 23.21 All the pressure gauges used in the gas cutting apparatus shall be in good working condition.
- 23.22 Proper eye-washing facilities shall be made in areas where chemicals are handled.
- 23.23 Connectors and hose clamps are used for making welding hose connections.
- 23.24 All underground cables for supplying construction power shall be routed using conduit pipes.
- 23.25 Spill trays shall be used to contain the oil spills while transferring/storing them.
- 23.26 Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.

24. SPECIAL TERMS & CONDITIONS

24.1 In the Contract (as hereinafter defined) the following definitions words and expressions shall have the meaning hereby assigned to them except where the context otherwise required.

- i) Institute shall mean the Indian Institute of Technology (IIT), Tiruchirappalli
- ii) The President shall mean the Director, IIT Tiruchirappalli
- iii) The Engineer In-charge, who shall administer the work, shall mean the Executive Engineer for electrical and Air-conditioning works.
- iv) Government or Govt. of India shall mean the Indian Institute of Information Technology, Tiruchirappalli represented by its Director.
- v) The term Director General of Works shall mean the Chairman, Building & Works Committee of the Institute.
- vi) Accepting authority shall mean the Director, IIT Tiruchirappalli, or his authorized representative.

- vii) Superintending Engineer shall mean the Superintending Engineer of the Institute, who as overall In-charge and head of the Institute Works Department shall direct the contract.
- viii) Site Engineers shall mean the Assistant Engineer (Electrical) & Jr. Engineer (Elect/AC) for Electrical & Air-conditioning works, appointed by the Institute Works Department.

24.2 Duties & Powers:

Site Engineers:

The duties of the Site Engineer(s) are to watch and supervise the works and the workmanship employed in connection with the works, and to test and examine any materials to be used. He shall have no authority to relieve the contractor of any of his/her duties or obligations under the contract nor, except as expressly provided here under, to order any work involving delay or any extra payment by the Institute, nor to make any variation in the works.

The Engineer-in-charge, from time to time in writing, delegate to the Site Engineer (s) any of the powers and authorities vested in them. Any written instruction or written approval given by the Site Engineer (s) to the contractor within the terms of such delegation (but not otherwise) shall bind the contractor and the Institute as though it had been given by the Engineer-in-charge provided always as follows :

- a) Failure of the Site Engineer (s) to disapprove any work or materials shall not prejudice the power of the Engineer In-charge to subsequently disapprove such work or materials and to order the pulling down, removal, or breaking up thereof.
- b) If the contractor is dissatisfied by reason of any decision of the Site Engineer (s), he shall be entitled to refer the matter to the Engineer-in-charge, who shall thereupon confirm reverse or vary such decision.

24.3 The scope of the contract comprises the supply, installation, testing & commissioning of 01 no. Passenger Gearless lift (08 passengers capacity) at Girls Hostel, IIT Tiruchirappalli. The provision of all labour, materials, construction of plant equipment and transpiration, temporary works, and everything, whether of temporary or permanent nature required in and for such construction, completion, and maintenance so far as the necessity for providing the same is specified in or reasonably be inferred from the contract. The contractors shall make his/her own arrangements for the store/ storage of materials, accommodation for his/her staff, etc, and no claim for the temporary accommodation from the contractor shall be entertained.

The contractor shall carry out and complete the said work in every respect in accordance with this contract and as per the directions and to the satisfaction of the Engineer-in-charge. Issue of further drawings and /or written instructions, detailed directions, and explanations which are hereinafter collectively referred to as instructions of the engineer-in-charge in regards to:-

- a. The variation or modification of the design, quality, or quantity of works or the addition or omission, or substitution of any work.

- b. Any discrepancy in the drawings or between the schedule of quantities and /or drawings and/or specifications.
- c. The removal from the site of any materials brought there on by the contractor and the substitution of any other material thereof.
- d. The dismissal from the works of any persons employed thereupon.
- e. The opening up for inspection of any work covered up.
- f. The amending /making good of any defects.

The contractor shall forthwith comply with and duly execute any instructions of work comprised in such engineers-in-charge instructions, provided always that the verbal instructions and explanations given to the contractor or his/her representative upon the works shall if involving a variation, be confirmed in writing by the contractor within seven days and is not dissented in writing within a further seven days by the Engineer-In-Charge, such shall be deemed to be instructions of the Engineer-In-charge within the scope of the contract.

24.4 Contract Document

The several documents, forming the contract, are to be taken as mutually explanatory of one another and in case of ambiguities or discrepancies the same shall be explained and adjusted by the Engineer-In-Charge who shall thereupon issue to the contractor its interpretation directing in what manner the work is to be carried out. In case the contractor feels aggrieved by the interpretation of the Institute then the matter shall be referred to the Superintending Engineer and his/her decision shall be final, conclusive, and binding on both parties.

The drawings etc. shall remain in the custody of the Institute. One complete set of drawings, specifications, and bill of quantities shall be furnished by the Engineer-In-Charge to the contractor in such time which must not delay the progress of the construction and the Institute shall furnish copies of any additional drawings, which in their opinion may be necessary for the execution of any part of the work. One complete set shall be kept on the work site and the Engineer-In-Charge and his/her representatives shall be, at all reasonable times, have access to the same. The contractor shall study the drawings thoroughly before the commencement of work. In case of any discrepancy, the contractor shall seek clarification before proceeding with the works. Figured dimensions are in all cases to be accepted in preference to the scaled sizes. Large-scale details shall take preference over small-scale ones.

The contractor shall give adequate notice in writing to the Engineer-in-charge of any further drawings or specifications that may be required for the execution of the works or otherwise under the contract.

The Engineer-in-charge shall have full powers and authority to supply the contractor from time to time during the progress of the work such drawings and instructions as shall be necessary for proper execution and the contractor shall carry out and be bound by the same.

The successful tenderer shall be required to enter into an agreement with the Institute. The Bill of Quantities & rates filled by the successful tenderer in, the General Condition of the Contract for CPWD works 2020, CPWD specifications for Civil, Electrical, lifts & escalators & Air-conditioning works, the special conditions, additional specifications, negotiation letter, and the award letter etc, shall form part of the agreement to be signed by the successful tenderer. The cost

of stamp paper and stamp duty, required for the agreement, shall be borne by the contractor.

24.5 Contract Agreement:

The contractor shall, when called upon to do so, enter into and execute a contract agreement in the form annexed as Appendix 'V' with such modifications as may be necessary. The contract agreement, inclusive of its enclosures, shall remain in the custody of the Superintending Engineer, Institute Works Department, IIT Tiruchirappalli and the same shall be made available to him as and when required. The contractor shall, however, be supplied, at his own cost, an attested copy thereof free of cost.

24.6 Canvassing in connection with tenders is prohibited and the tenders, submitted by the tenderers who resort to canvassing, are liable for rejection.

24.7 Tenderers shall have to sign the attached declarations and if the declaration is not found to represent a true statement of facts the contract is liable to be cancelled, and the contractor shall have no claim on the Institute.

24.8 Tenderers are not allowed to make additions and alterations to the tender document. Any additions and alterations, if incorporated in the tender, shall be at the tenderer's risk since the modified tender is liable for rejection. Conditional tenders violative of the spirit and the scope of the terms & conditions of the tender are liable to be rejected without assigning any reasons. Tenders with any form of rebate shall be rejected summarily.

24.9 Water and electricity required for electrical & air-conditioning works shall be supplied free of charge.

24.10 Stamp duty on the security money shall also be borne by contractor as per prevailing notification.

24.11 Income tax shall be deducted as per prevalent law.

24.12 Conditions for Electrical Works:-

All chase cuttings in the wall, for recessed conduits & boxes, and drilling the holes shall be done with power-operated machines only. No chase shall be allowed to be cut manually with the use of a hammer & chisel.

All cuttings in cement plaster and brick shall be made good by using cement mortar 1:3 (1 part cement, 3 part coarse sand)

The cut surfaces shall be repaired by an experienced mason only so as to match the repaired plaster with the original.

All such repaired surfaces shall be cured for 3 to 4 days to keep the surfaces wet, using a water spray machine (hand/motor operated) and avoid unnecessary flooding of the area.

24.13 **Payment shall be regulated as under**

a.) 100% will be paid only after the successful Supply, Installation, Placing And Positioning, and Making operational of the Elevator.

- b.) The corresponding deducted security (3%) from the total completed cost item wise, shall be retained by IIIT Tiruchirappalli till the completion of the comprehensive warranty of the major equipment's/completion of the defect liability period of 1year or it may be released against the Bank Guarantee of the same amount for the above said period.
- c.) **The amc payment shall be made after completion of the amc for the respective quarters. The agency should furnish the bills in respect of quarterly amc charges for providing services under the contract on the 2nd week of every next quarter.**

24.14 Drawings required prior to commencement of work

The Contractor shall within four weeks after the award of the work submit the following drawings in quadruplicate for approval by the Engineer In Charge.

- Layout drawings showing the general arrangement of the elevator
- Schematic wiring diagrams
- Maintenance check charts and lubricating charts

These drawings shall incorporate detailed layouts of machines, motors, controllers, guide rails, counterweights, pulleys, etc. Details of cut-outs, pockets, foundations, etc. shall also be furnished. The Engineer In-charge of the work shall within 15 days of the submission of drawings convey comments/approval on receipt of these drawings. The Contractor shall incorporate any modifications, if found necessary by the Architect and four prints of such modified drawings shall be furnished to the Consultant within 15 days of receipt of comments/approval by the Contractor. No modifications shall be made in drawings after the same have been approved by the Engineer in Charge/Architect without their prior consent. The manufacturer shall commence work only after such approval is obtained. The Contractor shall be responsible for the cost of all alteration of the works due to discrepancies or omissions in the drawings or other particulars supplied by him, whether such drawings have been approved by the Consultant or not.

24.15 Works Inspection and Testing of Equipment:

Prior to dispatch of the lifts, the Institute reserves the right to inspect the same at the manufacturer 's works and the contractor shall provide and secure every reasonable access and facility at the manufacturers works for the inspection, for witness of all acceptance and routine tests as per relevant Indian/International Standards. Contractor shall give a reasonable notice of about 15 days for the purpose of the testing, and witness of all major equipment.

The testing charges shall be borne by the bidder. The visiting & lodging expenses shall be borne by the Institute and not to be loaded into the contract except the testing charges. The contractor shall only facilitate the inspection at manufacturing works

Pre-commissioning test: All routine tests shall be carried out on the lift. Protective & measuring devices should be checked for calibration. The checklists and pre-commissioning tests for the equipment have to be provided by the lowest tenderer at the time of the equipment's specification approval.

24.16 Rates: The work shall be treated on works contract basis and the rates tendered shall be for a complete item of work and all charges for items contingent on the work, such as packing, forwarding, insurance, freight, testing charges of lifts delivery at the site for the materials to be supplied by the contractor, watch and ward of all materials at the site, labour related expenses as per relevant labour laws, testing of materials/ samples, etc. excluding Goods & Service tax (GST).

NOTE:- All the excavation and digging of the trenches shall be done manually as numbers of service lines are passing inside the campus except in certain cases as approved by IIIT.

24.17 Taxes & Duties:

Being an indivisible works contract, no other tax is payable other than GST. The GST shall be as applicable to IIT Tiruchirappalli as per Government rules.

24.18 No page of the tender document shall be mutilated, detached, or cancelled.

24.19 Rates for finished works shall be given for each item separately, in both words & figures. In the event of non-compliance, the tender shall be deemed incomplete and liable for rejection.

24.20 The work shall be executed on the basis of the following CPWD specifications:

24.20.1 Electrical & Lift Works:

General specifications for Electrical Works Part-1 (Internal) 2013 with up-to-date corrections.

General specifications for electrical works (external) 2013 with up-to-date corrections.

General specifications for electrical works Part-IV Sub-station- 2013 with up-to-date corrections.

General specifications of Electrical part-III (Lifts & Escalators) 2003 with up-to-date corrections.

24.21 General conditions of contract the following schedule of rates shall be applicable.

Electrical Works: Electrical Works, Based upon prevailing market rates

24.22 The contractor shall have to execute the work in such place and condition where other agencies will also be engaged for other works such as site grading, filling and leveling, interiors, landscape, electrical and mechanical engineering works, etc. No claim shall be entertained due to work being executed in the above circumstances.

24.23 No contractor, to whom the provisions of the BOCW Act apply, shall be allowed to commence work on the campus unless he has produced the 'Registration Certificate' issued by the office of Dy. CLC (Central).

24.24 The contractor shall engage only such workers who are registered as beneficiaries with Tamilnadu. BOCW Welfare Board and in case of engagement of new workers; he shall ensure the submission of applications for registration of such workmen within the appropriate time.

24.25 A certificate for administrative convenience shall be obtained from the contractor covered under BOCW Act whether he/she has engaged 10 or more workmen while working in the Institute and only thereafter, Cess @1% from the bills raised by him shall be deducted at source for all running works. Cess, so deducted shall be deposited with the BOCW Welfare Board.

24.26 As per clause 36 (I) of GCC: It should be noted that licensed & competent welders and fitters shall only be allowed for the piping work.

24.27 Contractor must submit post-award of work within 7 days complete schedule of work along with deployment details of resources, i.e. manpower, and machinery. Schedule so submitted by the contractor, within the defined time period of the work, will be considered to be sacrosanct except for delays as might be considered by Engineer-in-Charge.

25. SPECIAL CONDITION OF WORK

25.1 General Work under this contract shall be executed as given in the specifications and at the site whether specially shown or not. The Contractor shall carry out and complete the work under this contract in every respect in conformity with the contracts documents and with the directions of and to the specification of the Owners. The specification is intended to cover the Design, Supplying, installation, testing & commissioning of 01 No. 08 passengers gearless & Machine room less Elevator (G+4) for Girls Hostel, IIIT Tiruchirappalli (suitable for PH/disabled person) is not the intent to specify completely constructional features of the equipment and details of the work to be carried out but nevertheless the intent of the specification is to ensure that the equipment and the work shall conform in all respects to the relevant Bureau of Indian Standards Specifications, codes of practice, Acts and other Statutory Regulations as may be applicable and to high standards of engineering design and workmanship. The equipment and work shall perform in continuous operation in a manner acceptable to the Owners who will interpret the meaning of the specifications and the drawings and shall have the right to reject or accept any equipment or work which in their assessment is not complete to meet the requirement of this specification and/or applicable codes and standards.

Special Conditions of the contract shall be read in conjunction with the general conditions of the contract, specifications of work, drawings, and any other document forming part of this contract. For any discrepancies between the General Conditions and these Special Conditions, the provisions of Special Conditions shall prevail.

Wherever it is mentioned in the Specifications that the Contractor shall perform certain work or provide certain facilities, it is understood that the Contractor shall do so at his/her cost.

The materials, design, and workmanship shall satisfy the relevant Indian Standard, the job Specifications contained herein, and codes referred to where the job specifications stipulated requirements in addition to those contained in the Standard Codes and Specifications, these additional requirements shall also be satisfied.

The Contractor must get acquainted with the proposed site for the works and study specifications and conditions carefully before tendering. The work shall be executed as per the programme approved by the Owners. If part of the site is not available for any reason or there is some unavoidable delay in supply or materials stipulated by the Owners, the programme of construction shall be modified accordingly and the Contractor shall have no claim for any extras or compensation on this account.

25.2 Scope of Work The scope of work under this specification shall include the design, manufacture, works testing, supply, storage, erection, site testing, commissioning, putting into operation, final testing, and trials of the passenger elevator as per technical parameters attached with this document. The scope work shall also include all civil works associated with the erection of the equipment and making good and painting the civil works as required. The Contractor shall include the supply of entire materials in accordance with this specification and the whole of the work and fixing necessary

for the complete installation as set down in his/her specification and with the accompanying schedules. All apparatus, appliances, materials, or labour which may be necessary for satisfactory installation and operation of the system in accordance with the intent or purpose of the specifications shall be considered to be in the scope of work of the contract and shall be furnished without extra charges as if fully described and called for in the specifications and/or shown in plans.

- 25.3 Specification The following BIS and Codes of Practice with up-to-date amendments will apply to the equipment and the work covered by the scope of this contract. IS-1860-1980: Code of practice for installation & maintenance of electric Freight & Good Lifts. IS-3534-1976: Outline dimensions of electric Lifts. IS-4666-1986: Specification for Electric Freight and Good Lifts IS-6383-1971: Specification of Electric Service Lifts. IS-732-1963: Codes of Practice for electric wiring installations (system voltage not exceeding 650 volts) In addition the relevant clauses of the Indian Electricity Rules 1956 as amended up-to-date and the Indian Electricity Act 1910 shall apply. The Contractor must also take into account local and State regulations as in vogue in UP for the design and installation of Lifts. Wherever appropriate Indian Standards are not available, relevant British and/or IEC Standards shall be applicable. BIS-certified equipment shall be used as a part of the Contract.
- 25.4 Site Conditions All equipment shall be suitable for satisfactory and continuous operation under the following site conditions: Maximum 45°C 90% RH Minimum 2°C 90% RH
- 25.5 Authorities The work shall conform to all provisions of the relevant Government Legislation, Regulations, and by-laws of the Central/Local Authorities and of any Companies to whose system the installation is proposed to be connected. The Contractor shall give all notices required under the said Acts, Regulations, and/or by-laws. The Contractor shall be liable for any omissions and commissions in this regard.
- 25.6 Specifications and Schedules The Specifications and Schedule of Quantities shall be considered as part of this contract and any work or materials shown in Schedule and not called for in the Specifications or vice versa, shall be executed as if specially called for in both. The drawings indicate the extent and general arrangement of the equipment, landings, hoist ways, etc., and the area is essentially diagrammatic. The work shall be installed as indicated on the drawings. However, any minor changes found essential to co-ordinate the installation of this work with other trades shall be made without any additional cost to the Owner. The data given herein are as exact as could be secured, but its complete accuracy is not guaranteed. Exact locations, distances, and levels will be governed by the site conditions.
- 25.7 Departure from Specifications Should the Contractor wish to depart from the provisions in these specifications such departure shall be listed in a separate Schedule with full particulars and reasons for the same. Unless this is done the tender shall be deemed to comply in every respect with these specifications. The Contractor should submit complete and detailed technical specifications clearly describing the equipment to be supplied and its capability along with the bid.
- 25.8 All similar parts and/or equipment shall be interchangeable with one another.

25.9 Works to be done by the contractor. In addition to the manufacturer, supply, installation, testing, and commissioning of the elevator including all auxiliary equipment, the following works shall be deemed to be included within the scope of the work to be done by the contractor.

i) All minor building work necessary for installation of equipment such as the making openings in walls/ floors, either of RCC or brick masonry etc. and restoring them to original condition and finish. The scope of minor building work includes all grouting of foundation concrete pads to be formed or made as a base for supporting R.S. joists etc., grouting, anchoring of all boards clamps, supports, foundation bolts, installation in the position of R.S. joists in the machine room, lift well or in the pit, such work shall exclude cutting of marble work and construction of partition wall wherever involved.

ii) Supply of necessary R.S. joists or angle iron support brackets etc., for installation of the lift, either in the machine room or at other places as may be necessary including their installation in position.

iii) All electrical works except bringing in the main connection and earth connection to the machine room terminated on suitable switch fuse unit/ board. All electrical works including interconnection from this switch/board and loop earthing from the earth bar to be provided in the machine room shall be done by the successful contractor.

iv) Responsibility to ensure the safety of lift materials against pilferage and damage till the installation is handed over to the consignee.

v) All scaffolding as may be necessary for the lift well during erection work and subsequently removed.

vi) Temporary barricades with caution boards at each landing to prevent accidents during the execution of work. Supply and installation of landing fascia plates made of steel, car apron plates, sill support angles with necessary clamps, foundation bolts support, etc. as are necessary for connection with the installation of the lift.

vii) Steel ladder to be provided for access to lift pit wherever required under regulations.

25.10 Coordination with other agencies The successful contractor shall coordinate lift installation work with other contractor/agencies engaged in the construction of the building if any and exchange freely all technical information so as to make the execution of the works contract smooth.

25.11 Completeness of tender All fittings, equipments, units, assemblies and accessories, hardware, foundation bolts, terminal lugs for electrical connections, cable glands, junction box, and items which are useful and necessary for efficient assembly in operation and installation shall be completed in all details whether such details have been mentioned in the specification or not.

25.12 Structural The Owner shall provide all structural steel for the hoisting beams in the machine room only. All other structural steel shall be provided by the Contractor. These include Minor builders work, MS Steel Angles, fascia plates, and MS beams for fixing machines in the machine room.

25.13 Scaffolding Scaffolding, minor builders work including providing dash fasteners for fixing rails,

brackets, etc. shall be the responsibility of the Contractor.

- 25.14 Steel Contractor shall include in his/her scope of work all steel requirements for machine beams, bearing plates, buffer supports, and channels as required. All steel items not including but required for the installation work shall be part of the tender document.
- 25.15 Completion Certificate On completion of the installation a certificate shall be furnished by the Contractor countersigned by the licence Supervisor under whose direct supervision the installation was carried out. This certificate shall be in the prescribed form as required by the local supply authority. The Contractor shall be responsible for getting the installation inspected and approved by the local authorities concerned.
- 25.16 Statutory Approvals The Contractor shall submit the required applications, drawings, etc to the Corporation, lift Inspector, Electrical Inspectors, Factory Inspectors, and/or any other statutory authorities and obtain the approval, licenses, and/or sanctions. The final completion certificate shall be obtained by the Contractor from all statutory authorities to enable the Owners to commission the equipment or its utilization. The Contractor shall be responsible for all fees etc to be paid to the various authorities in this respect. The work shall not be deemed to have been completed until the above approval certificates, etc have been obtained by the Contractor.
- 25.17 Spares Contractors shall submit a list of recommended spares for 5 years of operation listing items with individual prices.
- 25.18 Documentation The Contractor shall provide six sets of operation & maintenance manuals with instructions for routine and periodic maintenance.
- 25.19 Levelling The Elevator shall be leveled by the suppliers and the required leveling accuracy maintained with 20 mm thick flooring in the car to be provided by the Owners. The weight of flooring that can be accommodated in the car with guaranteed leveling as required shall be intimated in the tender.

26. SPECIAL CONDITION FOR COMPREHENSIVE & MAINTENANCE

Provision of maintenance service by the contractor

The contractor shall perform the maintenance services as agreed to in the contract and these general terms and conditions. In performing the said services, the contractor shall take all reasonable steps to maintain the equipment in proper operating condition. The contractor shall use trained and appropriately supervised personnel to perform the maintenance services shall be conducted during normal working hours, shall send at regular intervals and as frequently as the company thinks necessary, having regard to the age, nature, and condition of the elevator (but not less than 12 times per annum), a technician to systematically inspect, adjust and lubricant the parts of the elevator to the extent necessary to maintain the elevator in satisfactory working order. If not separately agreed, any work conducted outside the normal working hours is not included in the price and shall be invoiced separately. The contractor will supply all lubricants (made as per the standards of the contractor) necessary for this purpose.

Upon notification by the customer of a breakdown or failure in the elevator, the contractor shall send his/her technical team within 48 hrs (except beyond their control) to carry out necessary repairs in order to restore the elevator to satisfactory working condition. Else, IIT Tiruchirappalli may impose a penalty on the contractor on a per day basis finalized by the competent authority of the Institute by assessment of loss incurred to the Institute due to delay in the rectification of the defect.

The contractor will carry out according to its standards customary annual safety tests to examine all safety devices the contractor will not be required to make any other tests. The contractor will neither be required to install new attachments 'nor to make replacements with parts of a defective design to the elevator whether or not recommended or directed by Insurance companies or by governmental or non-governmental authorities.

In performing the services, the contractor will replace (identical or equivalent item) or rectify at its option any components of the elevator rendered defective due to normal wear and tear and arising out of ordinary and reasonable use of the elevator except for such items and conditions which are excluded hereunder as particular and general exclusions. The parts which are replaced shall become the contractor 's property.

The contractor reserves the right to keep the control cubicle locked.

The equipment under contract will remain out of commissioning while the maintenance process is being carried out. No one will be allowed to use the equipment during this period.

27. TIME FOR SUPPLY, INSTALLATION, COMMISSIONING, AND VALIDATION OF THE ELEVATOR

- 27.1. The Supplier shall supply the elevator within the period specified in the tender document or within the period mutually agreed between the purchaser and supplier.
- 27.2. The Supplier shall thereafter proceed with the installation, commissioning, integration, and validation and demonstrate operational acceptance of the 01 No. 08 Passengers Gearless & Machine Room Less Elevator within the period specified. The Elevator shall be installed and commissioned by the successful bidder within 45 days from the date of its receipt.
- 27.3. The tenderer should indicate clearly the time required for delivery of the item. In case there is any deviation in the delivery schedule, the liquidated damages clause will be enforced or a penalty for the delayed supply period will be levied.
- 27.4. In the event of failure to supply the elevator within the stipulated delivery schedule, the Purchaser has all the rights to purchase the elevator from other sources on the total risk of the Supplier under the risk purchase clause.]

28. TERMS OF PAYMENT

- 28.1. Payment for the annual maintenance contract after the warranty period shall be released at the end of six months/one year after the expiry of the warranty period.
 - 28.2. If any time before the delivery of the elevator, it is found that the same elevator had been offered to another party in India at a lower rate, payment shall be restricted to the extent of such a lower rate and the Supplier shall be liable to pay the Purchaser the difference in two rates i.e. excess charged over such lower rate if the payment had been made by the purchaser. The purchaser will look into a reasonable past period to ensure this.
29. Installation Certificate in Original is essential for making the final payment/part payment. **The successful bidder shall ensure that the installation and commissioning are done on time and produce the Installation Certificate in Original on time to the purchaser.**

30. PENALTIES

- 30.1. If the Supplier fails to complete any of the activities in accordance with the time specified for it, or any extension of the time granted by the Purchaser, the Supplier shall pay to the Purchaser, penalties at the rate specified in the Tender document.
- 30.2. The Purchaser reserves the right to terminate the contract if the Supplier defaults on any of the time limits by more than TWO weeks.

31. INTELLECTUAL PROPERTY RIGHTS, WARRANTY, AND INDEMNITY

- 31.1. The Supplier, hereby, represents and warrants that he/she has supplied, installed, and commissioned the items along with the applications, manuals, and other documents provided to the Purchaser in accordance with the Contract does not/shall not infringe any Intellectual Property Rights held by any third party
- 31.2. The bid should clearly specify the warranty period of **THREE YEARS** for the elevator. Any extended warranty offered for the same shall be mentioned separately
- 31.3. The warranty period shall commence from the date of validation/installation of the elevator and shall extend for the length of time specified in the tender document
- 31.4. The Supplier shall indemnify and hold harmless the Purchaser from and against any and/or all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Purchaser may suffer because of any infringement or alleged infringement of any Intellectual Property Rights.
- 31.5. **Liquidated Damages:** If a firm accepts an order and fails to execute the order, in full or part, as per terms and conditions, stipulated therein, it will be open to the Institute to **recover liquidated damages from the firm at the rate of 0.5% of the value of the undelivered goods per month or part thereof, subject to a maximum of 5% of the value of the undelivered goods.** It will also be open to the Institute alternatively, to arrange procurement of the required stores from any source, at the risk and expense of the firm, accepted and failed to execute the order according to stipulations agreed upon. This will also entail the removal of the defaulters' names from the approved/registered list of Suppliers.

32. EXTENSION OF TIME LIMITS FOR SUPPLY AND MAKING OPERATIONAL, THE ELEVATOR

32.1. The time limit for supply, installation and commissioning, integration, and validation shall be extended if the supply is delayed or impeded in the performance of any of its obligations under the Contract due to justified reasons and not otherwise. Such time limit shall be fair and reasonable under all the circumstances and shall fairly reflect the delay or impediment sustained by the Supplier.

33. GOVERNING LAW

33.1. The Contract shall be governed by and interpreted in accordance with the laws of India.

34. SETTLEMENT OF DISPUTES

34.1. Any dispute or claim arising relating to this Contract of the breach, termination, or the invalidity thereof, shall be settled by the Honorable Courts of Justice at Tiruchirappalli, Tamil Nadu.

35. The page number should be marked on all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as in **Annexure-X**.

36. IITTT reserves the right to accept or reject any or all the bids in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

Registrar(i/c)
IIT Tiruchirappalli

ANNEXURE-I

TECHNICAL SPECIFICATION FOR ELEVATOR

Electric Supply

The available system of electric supply is 415 volts between phases and 230 volts between neutral & phase and neutral – 3 phase 4 wire AC 50 Hz system suitable for operation at $\pm 10\%$ of the rated supply voltage. In addition, illumination and control power required for the elevator and equipment shall be indicated in the tender. Power shall be provided at one point in each Machine Room at a point to be indicated by the Contractor. All subsequent electrical systems shall be the responsibility of the Contractor.

Technical Particulars The technical particulars of the Elevator are detailed in the enclosed schedule. The schedule indicates the capacity, travel, speed, number of openings, machine room, and hoist way sizes, etc. Should any further information be required by the Contractor the same can be obtained from the offices of the Consultants.

Driving Mechanism

Elevator Machine The Elevator machine shall be suitable for 415 volts 3 phase 50 Hz AC supply with a voltage variation of $\pm 10\%$ and shall be placed directly above the hoist way upon the machine room floor slab and steel beam furnished in place by the Contractor. The machine shall have a high efficiency and low power consumption and shall be designed to withstand the peak currents in lift duties. Anti-vibration rubber pads of adequate thickness shall be used below the machine to reduce the noise and vibrations. The elevator machine shall be worm gearless reduction type and shall consist of a motor, electromechanical brake worm gear, sheave shaft and sheave all completely mounted on a common bed plate. The worm shall be provided with ball bearings to take the end thrust and roller bearings shall be provided for the sheave shaft to ensure alignment and long bearing life. The hard alloy cast iron or steel sheave shall have rope grooves to ensure proper traction and minimum rope wear. Adequate means of lubrication shall be provided for all bearings and worm gear. Means for manual operation of the lift car shall be made by providing a winding wheel suitably marked to indicate the direction of the movement to enable the lift car to be brought to the nearest landing. There shall be a warning display for switching off the electrical supply before the manual operations.

Brake The electromagnetic brake shall be spring applied and electrically released. It shall come into action after the lift has come to a complete halt to hold the car in position. The brake shall operate automatically with the safety devices and release the brake manually such release requiring the action of manual force to move the lift in short stops.

AC Motor The AC self-lubricating motor shall be suitable for elevator use with high starting torque and low starting current. Thermostats shall be embedded in the stator winding to indicate the temperature rise in the motor. The AC motor shall have class F insulation and be suitable for 210 starts per hour with a maximum temperature rise of 50°C over the ambient.

Controls

The Elevator control shall be AC variable voltage variable frequency (A.C.V.V.V.F). The system shall control the starting, stopping direction of motion, running of the lift motor, and application of the brake and/or safety devices in the event of power failure or any other emergency. It shall be so designed as to ensure smooth and constant acceleration and retardation under all opening conditions. The elevator shall be wall/floor mounted, vertical totally enclosed cubicle type with hinged doors on the front and the rear to provide easy access to all components in the controller. The cubicle shall be well-ventilated such that the temperature inside never exceeds the safe limits of the components at ambient room conditions in the machine room. The controller shall operate within the supply voltage variation of plus 10% to minus 20% of the nominal voltage. a) Over current b) Under voltage c) Over voltage d) Single phasing e) Phase reversal The controller shall be designed to cut off the power supply, apply the brake, and bring the car to rest in the event of any of the above failures occurring. The Contractor must state clearly the forms of protection provided for each equipment. If any device of the electro-mechanical type is used the same shall be equipped with arc chutes to prolong the life of contacts. Contractors must stipulate the type of devices used and the material of the contacts. Contractors must support such offers with complete details of experience, number of lifts installed and operational in India, collaboration for equipment design and manufacture, etc.

Hoist Ropes

Round standard steel wire ropes as per Indian standards shall be used for Lift suspension. The number and size of the hoist way ropes shall be so selected to ensure a proper factor of safety minimum 10 and adequate traction for the elevator. The governor ropes shall also be wire ropes. The Hoist way landing door shall be provided with an interlock such that:

- a) It shall not be possible for the car to be started or kept in motion until all the landing doors and the car door are locked in the closed position.
- b) It shall not be possible to open the landing door from the landing unless the Lift car is within the particular landing zone.
- c) The car doors & Hoist way landing doors open automatically as the car is stopping at a landing. The closing of the car and landing door must occur before the car is set in motion.

Car Platform The car platform shall be of framed construction and designed on the basis of rated load.

Car Enclosure

The elevator car enclosure shall be as per the parameters enclosed in the schedule of quantities. The ceiling shall have an arrangement for a cabin fan mounted on the roof of the car. Indirect fluorescent lighting shall be

provided to evenly illuminate the car. The car enclosure shall be SS304 grade, hairline finish with floor 5mm thick steel chequered plate.

Car Design: Car walls finish stainless steel, front and doors in stainless steel, mirror on rear car panel, Dimpled anti-skid vinyl flooring

Car operating Panel: Stylish brushed SS finish car operating panel, visual call confirmation, dot matrix display, car position indicator

Landing doors: fully automatic landing doors in powder-coated finish

Car Door The car entrance for the elevator shall be automatic power-operated SS 304 type.

Hoist way Landing Doors For the hoist way doors at each landing, two mild steel painted panels center opening horizontal sliding doors shall be provided to give a clear opening as indicated in the technical parameters. These shall be duly painted to the shade approved by the institute and suit the site condition.

Car and Hoist way Operations The car and hoist way doors shall be mechanically connected such that both move simultaneously for opening and closing. The hoist way landing door shall be provided with an interlock such that. It shall not be possible for the car to be started or kept in motion until all the landing doors and the card door are locked in the closed position. It shall not be possible to open the landing door from the landing unless the lift car is within the particular landing zone. The car doors and hoist way landing doors open automatically as the car is stopping at a landing. The closing of the car and landing door must occur before the car is set in motion.

Door Hangers and Tracks

The car and the landing door shall be provided with two-point suspension sheave type hangers complete with tracks sheaves and rollers shall be steel with a molded nylon collar and shall include shielded ball bearings. Tracks shall be of suitable steel section with a smooth surface. The landing doors shall be complete with headers, sills, frames, etc. as required.

Cabin Fan A noiseless cabin fan shall be included for the elevator.

Emergency Light An emergency light unit using a sealed maintenance-free battery power pack and fluorescent lamp to operate automatically in case of power failure shall be provided in each elevator car. 2.3

Alarm Bell An emergency alarm bell including wiring shall be provided and connected to a plainly marked push button in the car operating panel. The alarm shall be provided in the Ground floor lobby if required, The Owner may at his/her own cost extend the alarm bell to the security/control room. The alarm unit shall be solid state siren type operated by 2 nos. 9 volts dry batteries to give a waxing and warning siren when the alarm button in the car is pressed momentarily.

Operation Buttons The following operation buttons shall be provided

In Each Lift Car Stainless steel return panels of suitable thickness shall be provided on each side of the door with the following flush-mounted controls on one side:-

- a) Illuminated type push buttons corresponding to the floors served. Floor nos. on push buttons shall be numbered from 1 to onward.

- b) Door open button
- c) Emergency stop button
- d) Emergency call button connected to a bell for an emergency signal
- e) Two position key operated switch for ‘with attendant’ and ‘without attendant’ operation
- f) Ventilation fan ON/OFF switch
- g) Built-in intercom of the pick-and-speak type
- h) UP/DOWN direction display

At Landing Illuminated type ‘UP’ and ‘DOWN’ push buttons at each intermediate landing and single illuminated type push buttons at terminal floors. The push buttons shall be illuminated when the same is pressed to indicate that the call has been registered. The button shall remain illuminated until the call is answered. One set of calling buttons shall be provided for a bank of two elevators.

Indications

In Each Car, the following indications shall be provided in the cars:

- a) Digital car position indicator provided above the door to indicate the landing at which the car is stopped or passing.
- b) Illuminate ‘UP’ and ‘DOWN’ arrows on the position indicator above the door to indicate the direction of travel.

At all landings, Combined hall position indicator and hall lanterns are not part of the offer. This feature is generally a standard part of the equipment for Duplex Lifts i.e. two Lifts in the same control.

Safety Devices The following safety devices shall be provided:

Self-Leveling The Lift shall be provided with a +/- 5mm self-leveling accuracy feature of the two-way automatic type. The self-leveling device should automatically correct for underrun, overrun, and rope stretch.

Terminal & Final Limits Terminal limit switches shall be provided to slow down and stop the car automatically at the terminal landings and final limit switches shall be furnished to automatically cut off the power and apply the brake should the car travel beyond the terminal landings.

Terminal Buffers Suitable spring buffers shall be used from the existing Lift.

Interlocking Adequate interlocking is to be provided so that the car shall not move if the landing doors are even partially open.

Car Safety and Governor

The car safety shall be provided to stop the car whenever excessive descending speed is attained. The safety will be operated by a centrifugal governor located at the top of the hoist way and connected to the governor through a continuous steel rope. Suitable means shall be supplied to cut off power from the motor and apply the brake on the application of the safety.

Fireman Switch Each elevator shall have a fireman switch glass front for access by the fireman. The operation of this switch shall cancel all calls to this Lift and will stop at the next nearest landing if traveling upwards. The doors will not open at this landing and the Lift will return to the ground floor. In case the elevator is traveling downwards when the fireman’s switch is operated it will go straight to the ground floor by passing

all calls enroute. The emergency stop button inside the car shall be rendered inoperative.

Gearless machine: The gearless machine shall consist of a motor, traction sheave, and break-drum or brake disc completely aligned on a single shaft. The gearless machine shall be A.C. gearless with VVVF drive.

Hand-winding wheel or handle: At times of lift stoppage due to any reasons, it shall be possible to move the lift car to the nearest landing manually. The manual operation shall be by means of a winding wheel or handle mounted on the end of the motor shaft. The up or down direction of the movement of the car should be clearly marked on the motor or at the suitable location. A warning plate written in bold signal red color advising the maintenance staff to switch off the mains supply before releasing the brake and operating the wheel is to be prominently displayed.

Inter- communication system: IIT recommends for provision of either an emergency or a telephone inside the car but as a general experience it is seen that over a period of times, these devices become inoperative due to one reason or the other. Therefore, in order to have at least one device of communication functioning at all times, as an alternative arrangement, provision of both i.e. telephone with a minimum of two connections-one in the operator 's room and the other at the guard room and the emergency signal with re-chargeable batteries as a source of supply shall be made in the lift cars. The device used for emergency signals should incorporate a feature that gives immediate feedback to the car passengers that the device has worked properly and the signal has been passed on to the intended agency. This shall be achieved by pressing of a button from the control room which shall give the audio signal to the passengers in the car.

Emergency Power Supply for lift car: This shall include a suitable secondary battery with trickle/boost charge arrangement and an inverter power pack with necessary contactors for supplying the light fixtures in the lift car. The same battery shall also feed the alarm bell and communication equipment.

Car landings: All the lift car landings shall be well-lit to an illumination level of 150 lux and shall be free from obstructions. The control for landing lights and the sign lights shall be tamper-proof. Wherever stand-by power supply is available, these lights shall be connected to standby circuits also.

Instructions: Detailed instructions as specified for the guidance of passengers shall be prominently displayed inside the car by the contractor and outside the car at all landings by the department. The Braille signage will be posted by the department outside the lift lobby at all landings for the lift meant for barrier-free requirements as per specifications.

Levelling: All lift (s) shall be incorporated with suitable floor leveling devices. In the case of lifts with automatic power-operated doors and with an A.C. VVVF controller a separate level device for automatic leveling with leveling accuracy of ± 5 mm shall be incorporated.

Counter Weight Guards: Guards of wire metal/ mesh shall be provided in the lift pit to a suitable height above the pit floor to eliminate the possibility of injuries to the maintenance personnel.

Guide shoes: Two numbers of guide shoes at the top and two numbers at the bottom shall be provided on the lift car and counter-weight.

Type of shoes: For passenger lifts and bed-cum-passenger lifts i. For speed up to 1.5 mps sliding guide shoes shall be used.

Sliding guide shoes i. Car shall be always flexible and for counterweight solid guide shoes can be used up to 1.0 mps. ii. For speeds more than 1.5 mps roller guide shoes shall be used for car and Counterweight.

Rope fastenings: The ends of lift ropes shall be properly secured to the car and counterweight hitch plates as the case may be with adjustable rope shackles having individual tapers babbitt sockets, or any other suitable arrangement. Each lift rope shackle shall be fitted with a suitable shackle spring, seat washer, shackle nut & shackle nut split pin.

Guards for lift ropes: Where lift ropes run around a sheave or sheaves on the car and/ or counterweight of gearless machine suitable guards shall be provided to prevent injury to maintenance personnel.

Number & size of ropes: The contractor must indicate the number and size of lift ropes and governor ropes proposed to be used, their origin, type, ultimate strength, and factor of safety. The contractor should furnish certificates of ropes from the rope manufacturers issued by the competent authority.

Safety Equipments: Every lift installation shall necessarily be provided with the following safety features: The safety gear shall be provided in accordance with IS (part-4-Sec.4):2001, and each type of car safety shall be actuated by a speed governor.

Governor: The car safety shall be operated by a speed governor located overhead and driven by a governor rope suitable connected to the car and mounted on its own pulleys. The rope shall be maintained in tension by means of weighted or spring-loaded tension sheaves located in the pit. Governor shall be provided for lifts with a travel of more than 5.5 meters. The governor rope shall be not less than 6mm in dia and shall be made of steel or phosphorbronze. These shall be in accordance with IS 14665 (part 4/sec-4):2001. Governor for car safety gears shall be adjusted to actuate the safety gear at the following speeds: -

- i. For rated speeds up to 1m/s maximum governor tripping speed shall be either 140 percent of the rated speed or 0.88 m/s, whichever is higher. For rated speed above 1m/s maximum governor tripping speed shall be 115 percent of the rated speed plus 0.25 m/s.
- ii. Minimum governor tripping speed shall be 115 percent of the rated speed.

The governor shall be of V groove wheel design and only the wheel is stopped to actuate the car safety upon a pre-determined over speed downward without damaging the rope.

The governor, rope, and sheave shall be so located so as to minimize the danger of accidental injury to the equipment.

The requirements for field tests on car safety and the governor and drop tests to sliding type car safeties shall be as specified in the specifications.

Buffers – Buffers shall be oil resistant rubber pad type for speeds up to 0.25 mps and spring/ oil type for speeds up to 1.5 mps and only oil type for speeds higher than 1.5 mps.

Buffers shall be suitable for installation in the space available. Buffers anchorage at pit floors shall be installed avoiding puncturing of water proofing.

Oil buffers of the car and counterweight shall be of the spring return type of gravity type.

The partial compression of spring return oil buffers when the car is at level with terminal landing will not be acceptable.

All buffers shall be tested at the manufacturer's works and a copy of the test report shall be submitted.

When the lift car rests on fully compressed buffers there shall be at least 60 cms clearance between the lowest point in its car frame and any obstruction in the pit exclusive of buffers and their supports. Similarly, when the lift car's cross head is 60 cm from the nearest obstruction above it, no projection on the car shall strike any part of the overhead structure. The contractor must indicate the name of buffer manufacturers, buffer stroke & certified maximum loads.

Door Locks: Electro-mechanical door locks shall be provided for all the landing doors and they shall be such that the doors cannot open unless the car is at rest at the particular landing. It shall not be possible to move the car unless all the landing doors and the car door are closed and locked. This requirement however does not apply when the lift car is provided with automatic leveling devices and in such cases, it shall be permitted to move the car with both the doors open in the leveling zone for the purpose of leveling.

Automatic- cum-attendant operation:

Single automatic Push Button with/ without attendant – The operating devices for this operation shall incorporate in the car control panel, car buttons corresponding to the various landings served and a single landing button at each landing, all electrically connected to the controller governing floor selection, the direction of travel, acceleration, retardation, etc. This system shall be so arranged that when the car is not in use, on pressing a landing call button the car shall start automatically provided all the doors are closed. During the movement of the car and also when the car tops at floor landing, other landing call buttons are inoperative for a predetermined time. The pressing of a car button shall automatically start the car and sent it to the desired landing. In all cases, the starting of the car is contingent on the establishment of a landing door and car inter-lock circuits. To indicate the availability, or 'in use' light shall be placed in the landing call button panel. When the light shall be 'OFF' the passenger shall be able to call the car. In the case of manually operated door, if the lift is standing at any landing with doors open (when not in use), the pressing of the landing call button shall ring a bell, fitted at the top of the car to attract the attention of the people soliciting their help for closing the lift door if any one of them happens to be near the lift in case of power operated doors, the landing and car doors shall be arranged to open automatically when the car is parked at landing after all the calls are served and the lift is parked at any landing. The doors can remain open or alternatively if desired, the car shall be arranged to close after a pre-determined time unless the closing is prevented or interpreted by the car doors re-opening device or the door open button. The lift shall be suitable for dual operation with or without an attendant by the provision of a key operated transfer switch indicating 'attendant' and 'automatic' positions. During 'attendant' operations, the landing call shall be disconnected from the control system and shall be connected to an annunciator in the lift car. The attendant shall then operate the car to answer the registered calls. This operation is recommended for single-speed control lift for the low rising buildings having a single lift installation.

Simplex Selective-Collective operation with/ without attendant: Automatic operation by means of one

button in the car for each landing level served and by up and down buttons at the landings, wherein all stops registered by the momentary actuation of the car made defined under non-selective Automatic Operation but where in the stops registered by the momentary actuation of the landing buttons are made in the order in which the landing is reached in each direction of travel (irrespective of the sequence in which the buttons have been actuated). With this type of operation, all ‘_up’ landing calls are answered when the car is traveling in the up direction and all ‘_down’ landing calls are answered when the car is traveling in the down direction, except in the case of the uppermost or lowermost calls which are answered as soon as they are reached in-respective if the direction of travel of the car.

Duplex Collective Selective Operation with/ without attendant: The control system for this operation shall be similar to the one described under simplex selective-collective operation except that in this system there shall be two lift car adjacent wells. It shall be arranged to coordinate both cars for efficient service and prevent them from answering the same calls by the provision of only one set of landing call button fixtures. It shall automatically assign each call to the car that will be in the best position to answer promptly. The system shall be so arranged that when the cars are idle, normally one car will be parked at the lower main landing with its doors closed or open and the other car shall be a free car parked with the doors closed or open to the landing where it answered its last call, and shall be the one to attend to the nearest call.

Each car shall always respond to calls registered by its own car call buttons. When either car is parked out of service for any reason the other car shall function as a single-car (simplex) selective collective. Besides the control system shall also be arranged for independent service from inside the car. A by-pass button (non-stop button) shall also be provided inside the car to enable the attendant to bypass any landing if the car is full or if otherwise so required. The two lifts shall be arranged with or without attendant operation and shall function as described using single-car selective-collective operation. When the transfer switch is in the attendant position the operation of the cars shall be identical with that described for automatic operations except that: i. Closing of doors and starting of cars shall be initiated by the car buttons only. ii. Buzzers and directional lights in the car are operative, and iii. Landing by-pass shall be effective. The pressing of an up or down landing call shall illuminate the appropriate direction indicator in the car panel, which is to answer that call and if the doors are open shall also sound buzzers as a signal to the attendant. If both cars are parked at the lower landing the above signals shall be given to the car which has been on the floor for the longest time.

Automatic selection of traffic programme: The group supervisory control continuously examines traffic conditions in the building and automatically puts into operation the programme which can best cope with the demand at any particular time. This is fully automatic and requires no supervision or attendant. To suit the traffic demand in the building, suitable traffic programmes can be selected for inclusion in this control.

Controlling Equipment: The movement of the car shall be electrically controlled by means of a controller located in the machine room.

Control circuits: The control circuit shall be designed to the type of lift specified for safety operation. It shall not be possible to start the car unless all the car and landing doors are fully closed and the landing doors are

locked. The circuit shall have an independent fuse protection for fault and overloads and be arranged so that an earth fault or an open circuit shall not create unsafe conditions. The circuit shall be so arranged that for the stoppage of the car at a specified landing or actuation of a contactor by emergency switches or operation of safety gears the system shall not depend upon the completion or maintenance of an electrical circuit to cut off power supply and apply the brakes. This requirement is not applicable to dynamic braking and speed control devices.

Terminal Boards: All wiring for external control circuits shall be brought to a terminal board with means of identification of each wire. Metallic/plastic identification tags shall invariably be provided. All connections of wires to terminal boards shall be adequately clamped or screwed.

Auxiliary Switches:

i. Emergency stop switches: On top of the lift car an emergency stop switch shall be provided for use by maintenance personnel. Stop switch shall be provided in the machine room. Operation of these switches/buttons shall cancel all the registered calls and landing calls for that particular lift.

ii. Maintenance switch on top of the car For the purpose of inspection and maintenance, a maintenance switch shall be provided on top of the car. The control circuitry shall be so arranged that in the event of the operation of this switch:

- a. The car speed shall be less than the rated speed not exceeding 0.85 meters/sec.
- b. The car movement shall be possible only with the application of continuous pressure on a button. It shall be so mounted to prevent any inadvertent operation.

iii. Fireman Switch: Fireman switch with glass to break for access shall be provided on the ground or main floor for all the lifts. The operation of this switch shall isolate/ or cancel all calls to all the lifts and the lifts will stop at the next nearest landing if traveling upward. The doors will not open at this landing and the lifts will start traveling to the ground floor. If these were already traveling down, they will go straight to the ground floor direct without stopping enroute.

iv. Inspection facility: An inspector 's change-over switch and set of test buttons shall be provided in the controller. Operation of the inspector 's change-over switch shall make both the car and landing buttons inoperative and permit the lift to be worked in either direction from the machine room for test purposes by pressing corresponding test buttons in the controller. It shall not however interfere with the emergency stop switches inside the car or on the top of the car.

v. Safety line indicators: If specified visual telltale lights may be provided to monitor the conditions of faults in the safety line of the lift for easier fault finding. These indicators will remain lit when safety circuits are normal. One indicator shall be provided for each safety on the controller. If any indicators fail to light up as the lift proceeds in its sequence of operation, there shall be a visual indication of the safety line open circuit and also its location for easier fault finding.

Control Wiring:

Wiring in machine room: Power wiring between the controller and main board controller to various landings shall be done in heavy gauge conduit or metal duct & shall conform to I.E. Rules 1956 and CPWD Specifications for electrical works. Following general principles shall be followed in wiring:

- a.
 - i) Control cables carrying DC and power cables carrying AC shall not be run in the same conduit or metal duct and they shall be laid as per I.E. rules.
 - ii) Metal duct with removable inspection cover shall be preferred.
 - iii) in the case of control cables also the harness shall be separated as far as feasible for separate functions and laid separately in suitably dimensioned metal ducts or in a separate conduit such as the signaling, locking, lamp indication, and safeties. Control cables for different voltages in the lift installation works should be laid as per I.E. Rules.
- b. At least 5 percent with a minimum of 5 unconnected spare wires shall be available out of all the lines to be provided in the wiring harness from the midway junction box to the machine room.
- c. There shall be a master isolating switch Fuse associated with the controller heavy-duty load break, quick make quick break type TP&N preferably interlocked with controller cabinet door. Isolator handle shall have provision for external locking in the off position. All relays shall be suitable for lift service and shall incorporate adequate Contact wipes for reliable operation. Relays shall operate satisfactorily between 80 percent to 110 percent of their voltage. Main motor contactors shall be suitable for A.C. duty. Tenderer shall be required to furnish full details of make, type, applicable standard, voltage and current rating, duty class, type and routine tests done, etc., on contactors and relays. Copies of type test certificates and other test certificates shall also be furnished by the successful tenderer. All cables shall be with copper conductors and flame retardant or PVC insulated of appropriate size. The cables feeding the motor and in heavy current flow paths shall be so selected that the size matches the protecting fuses and will not result in more than a 2 percent voltage drop from the main board to the terminals of the motor. Control cables shall not be less than 0.5 sq. mm. or equivalent if stranded; where installation of heavy gauge conduits presents difficulties, short lengths of flexible conduits will be permitted but effective electrical continuity and earth bonding shall be ensured. Ferrules shall be slipped at the ends of all cables as per standard control wiring practice. All terminal blocks shall be suitably marked.

Trailing Cables: A single trailing cable for lighting control and signal circuit is permitted, if all the conductors of this trailing cable are insulated for maximum voltage running through any one conductor of this cable. The lengths of the cables shall be adequate to prevent any strain due to the movement of the car. All cables shall be properly tagged with metallic/plastic tags for identification. Trailing cables shall run from a junction box on the top of the car to a junction box located in the shaft near the mid-point of travel and from these junction boxes conductors shall be run to the various locations Trailing cables exceeding 30 meters in length shall run

so that the strain on individual cable conductors will be reduced to a minimum and the cables are free from contact with the car counterweight, shaft walls or other equipment. Trailing cables exceeding 30 meters in length shall have steel supporting fillers and shall be suspended directly by them without rubbing over other supports. Cables less than 30 meters in length shall have no – metallic fillers and shall be suspended by looping cables around supports of porcelain spools type or equivalent. 13per cent of the total capacity subject to a minimum of 5 wires shall be available unutilized in the trailing cable everywhere suitably distributed between various functions.

Earthing: Metal frames and all metal work of the lift controller frame etc., shall be earthed with double earth leads taken to the earth bar. Looping shall be permitted if such routing is feasible. All other individual metallic framework of components etc. shall be loop earthed.

Lift Rope Compensation: The lift rope compensation shall be provided when the lift travels beyond 40m in all cases.

Automatic Rescue Devices (ARD): The automatic rescue devices (ARD) meant for the purpose of bringing the lift car to the nearest landing doors are being used selectively and are generally restricted to commercial buildings having heavy traffic. However, with frequent power failures being a common phenomenon, the provision of ARD shall be made in all the lifts in public buildings. The ARD shall have the following specifications:

- i. ARD should move the elevator to the nearest landing in case of power failure during normal operation of the elevator.
- ii. ARD should monitor the normal power supply in the main controller and shall activate rescue operation within 10 seconds of normal power supply failure. It should bring the elevator to the nearest floor at a slower speed than the normal run. While proceeding to the nearest floor the elevator will detect the zone and stop. After the operation is completed by the ARD the elevator is automatically switched over to normal operation as soon as normal power supply resumes.
- iii. In case the normal supply resumes during ARD in operation the elevator will continue to run in ARD mode until it reaches the nearest landing and the doors are fully opened. If the normal power supply resumes when the elevator is at the landing. It will automatically be switched to normal power operation.
- iv. All the lift safeties shall remain active during the ARD mode of operation.
- v. The battery capacity should be adequate so as to operate the ARD at least seven times a day provided the duration between usages is at least 30 minutes.

Signature of the Bidder

ANNEXURE-II

SCHEDULE FOR TECHNICAL PARTICULARS

S. No.	Features	Technical Detail	Offered by the Bidder
1	Number of passengers	08 Passengers	
2	Rated speed (m/sec)	01 M/Sec.	
3	Rated capacity (kg)	544 kgs (for 08 passengers)	
4	Entrance	05 floors (G+4)	
5	Interior	Hairline finish Stainless Steel 304(1.5mm)	
6	Flooring	Granite Flooring (color shall be as per Institute approval)	
7	Light & Fan	LED light / fan 300mm with grill	
8	Hall position indicators and buttons	Segment LED Indicators, Tactile button along with additional Braille inscriptions	
9	Floor	G,1,2,3,4	
10	Handrail system	SS Hand railing one side at rear wall at least 30mm dia.	
11	Travel	As per site.	
12	Stops & Opening	05 floors (G+4), In front only.	
13	Lift well size	1840 (W) x 1840 (D) mm (without plaster)	
14	Car size	1100 (W) x 1300 (D) x 2100 (H) mm	
15	Clear opening of doors	800 mm (W) x 2000 mm (H) Lintel 2200 mm	
16	Ventilation	As per manufacturer	
17	Operation	Microprocessor based Simplex Collective Selective Control with/without Attendant.	
18	Power Supply	415 Volts \pm 10%, 3 Phase, 50 Hz AC systems.	
19	Controller type	V3F (Variable Voltage Variable Frequency)	
20	Type of Machine	Gearless / Machine Room Less.	
21	Car Enclosure	Stainless steel 304(1.5mm) scratches proof (Hairline Finish) on all sides.	
22	Car door enclosure	Power operated center opening sliding door stainless steel 304(1.5mm) hairline finish	
23	Landing door enclosure	Power operated center opening sliding door stainless steel 304(1.5mm) hairline finish	
24	Indicators (Car Landing)	Digital Direction & Position Indicator	
25	Type of Doors	Car: Fire rated up to 120mins Centre Opening	
		Landing doors: Fire rated up to 20mins Centre Opening	
26	Construction type	Machine Room Less	
27	Emergency Car Lighting	Car lighting which turns on immediately when power fails, providing a minimum level of lighting within the car.	

28	<i>Fire Emergency Return</i>	Upon activation of a key switch or a building's fire alarm, all calls are canceled, all cars immediately return to a specified evacuation floor and the doors open to facilitate the safe evacuation of passengers.	
29	<i>Emergency Landing Device (Automatic rescue Device) with audio announcer</i>	Upon power failure, a car equipped with this function automatically moves and stops at the nearest floor using a rechargeable battery, and the doors open to facilitate the safe evacuation of passengers with audio announcer. Dry type Battery (Maintenance Free) should be used for power backup.	
30	<i>Automatic Door Speed Control</i>	Door load on each floor, which can depend on the type of hall doors, is monitored to adjust the door speed, thereby making the door speed consistent throughout all floors.	
31	<i>Door Load Detector</i>	When excessive door load has been detected while opening or closing, the doors Door Load Detector immediately reverse.	
32	<i>Door Nudging Feature — With Buzzer</i>	A buzzer sounds and the doors slowly close when they have remained open for longer than the preset period.	
33	<i>Multi-beam Door Sensor</i>	Multiple infrared-light beams cover at least 2/3 of the door height of the doors to detect passengers or objects as the doors close.	
34	<i>Reopen with Hall Button</i>	Closing doors can be reopened by pressing the hall button corresponding to the traveling direction of the car.	
35	<i>Repeated Door-close</i>	Should an obstacle prevent the doors from closing, the doors will repeatedly open and close until the obstacle is cleared from the doorway.	
36	<i>Safety Door Edge</i>	The sensitive door edge detects passengers or objects during door closing.	
37	<i>Automatic Bypass</i>	A fully-loaded car bypasses hall call in order to maintain maximum operational efficiency.	
38	<i>Car Fan Shut Off — Automatic</i>	If there are no calls for a specified period, the car ventilation fan will automatically turn off to conserve energy.	
39	<i>Car Light Shut Off — Automatic</i>	If there are no calls for a specified period, the car lighting will automatically turn off to Conserve energy.	

40	<i>False Call Canceling—Automatic</i>	If the number of registered car calls does not Correspond to the car load, all calls are canceled to avoid unnecessary stops.	
41	<i>False Call Canceling—Car Button Type Automatic</i>	If a wrong car button is pressed, it can be canceled by quickly pressing the same button again twice.	
42	<i>Overload Holding Stop</i>	A buzzer sounds to alert the passengers that the car is overloaded. The doors remain open and the car will not leave that floor until enough passengers exit the car.	
43	<i>Safe Landing</i>	Service If a car has stopped between floors due to some equipment malfunction, the controller checks the cause, and if it is considered safe to move the car, the car will move to the nearest floor at a low speed and the doors will open.	
44	<i>Basic Announcement Electronic</i>	A synthetic voice (and/or buzzer) alerts Passengers inside a car that elevator operation has been temporarily interrupted by overloading or a similar cause. (Should be in English language.)	
45	<i>LCD / LED Position Indicator</i>	5-7-inch LCD / LED for car operating panels shows the date and time, car position, travel direction and elevator status messages.	
46	<i>Hall LCD / LED Position Indicator</i>	Display 5-7-inch LCD / LED for elevator halls shows the date and time, car position, travel direction and elevator status messages.	
47	<i>Provision of CCTV including wiring</i>	Yes	
48	<i>Provision of Intercom including wiring with centralized features.</i>	Yes	
49	<i>Make</i>	National/International OEM*	
50	<i>Confirming to Quality Standard</i>	IS/ISO-9001:2015	
51	<i>Provision of Floor announcement with all time music.</i>	Yes	
52	<i>Provision of Single Phase/ phase failure sensing for ARD.</i>	Yes	
53	<i>Provision of auto-correction of Phase reversal.</i>	Yes	

ANNEXURE-III

FINANCIAL BID

(To be provided on letter head of the Agency)

To

The Director
IIIT Tiruchirappalli, Tiruchirappalli, Tamil Nadu

Sir,

Sub: Tender for supplying and Installation of Elevator at Girls hostel, IIIT Tiruchirappalli, Tamil Nadu.

Ref: IIIT/Admin/GHE/2023/05-01, DATED: 08/05/2023

With the above cited reference and subject, we submit herewith our financial bid.

Sl.no	Description	Rate quoted by the tenderer (in Rs.)
1	01 No. 08 passengers gearless & Machine room less Elevator	
	In words ()

NOTE:

1. Rate quoted should be **exclusive of all taxes/levies** (service tax /GST and any other statutory Central/State Govt. taxes).
2. No claim for compensation or loss due to fluctuations in the market rate of any item or any other reasons/ causes will be entertained.
3. If there is a discrepancy between the rate quoted in words and in figures, the value in words shall prevail.
4. Bidder with the lowest quoted amount shall be selected as L-1.

Date:

Signature of the Bidder with seal

Place:

Name:

ANNEXURE IV
BID DOCUMENT

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 90 days from the date of Technical/financial Bid opening are invited for-**Supplying, installation, testing & commissioning of 01 No. 08 passengers gearless & Machine room less Elevator at Girls Hostel, IIT Tiruchirappalli**".

Notice Inviting Tender No.	IIITT/Admin/GHE/2023/05-01 Dated: 08.05.2023
Name of Work	Supplying, installation, testing & commissioning of 01 No. 08 passengers gearless & Machine room less at Girls Hostel, IIT Tiruchirappalli.
EMD	Rs. 50,000
Date of Publishing	08.05.2023
Bid document downloading Start Date	08.05.2023
Bid document downloading End Date	29.05.2023
Last Date and Time for the receipt of Bids	29.05.2023 (3:00 p.m)
Technical Bid Opening Date	Will be intimated later
Financial Bid Opening Date	Will be intimated later
Contact Person	The Registrar (i/c), IIT Tiruchirappalli, Tiruchirappalli.

ANNEXURE – V

PRE-QUALIFICATION CRITERIA FOR BIDDERS

(To Be Submitted in Appropriate Format)

Only those bidders fulfilling the following criteria should respond to the tender.

- 36.1. Bidder should be either an Original Elevator Manufacturer (OEM) or designer or authorized distributor of an Elevator.
- 36.2. The bidder should be a company registered under the Companies Act, 1956/2013 OR a Limited Liability Partnership / a registered partnership firm OR a sole- proprietorship entity. Appropriate Registration incorporation certificate must be submitted.
- 36.3. The bidder must have a registered office and/or service center in Tamil Nadu. Certificate of registration for the offices to be provided. Details about scope of service activities provided by the service centres must be provided. The contact details of the service engineers must be provided.
- 36.4. The bidder must also have a service center in Tamil Nadu. Certificate of registration for the centers to be provided.
- 36.5. Have an Annual Turnover of **Rs. 20 Lakhs/- (Rupees Twenty Lakhs)** during each of the last three financial years (2019-20, 2020-21, 2021-22). The bidder shall enclose the audited statements of the indicated financial years, which should have been certified by a Chartered Accountant or a Competent Authority.
- 36.6. The bidder must be in existence in the business of Supply and Maintenance of Elevator for a minimum period of **THREE previous financial years ending previous day of last date of receipt of tender. Documentary evidences of experience must be provided.**
- 36.7. Bidders, who are bidding for this shall have satisfactorily completed the works as mentioned below during the last three years ending previous day of last date of submission of bid:
 - THREE similar completed works each costing not less than the amount equal to Rs. 10 lakhs**
 - (OR)**
 - TWO similar completed works each costing not less than the amount equal to Rs. 15 lakhs**
 - (OR)**
 - ONE similar completed works each costing not less than the amount equal to Rs. 20 lakhs**to Universities/Centrally Funded Technical Institutes (IITs, IIIT, IISc, IISER, NIT etc) in India. Copies of certificate of successful implementation must be uploaded. Copies of financial statements or evidence of turnover must be uploaded.
- 36.8. The bidder's must quote their prices as per detailed specifications given in the Annexure – I
- 36.9. The Institute reserves the right ask for photographs/CAD drawings/ design proofs to satisfy themselves of the proven capabilities if the system being offered. The bidder must provide these details with in two working days of receiving such a request via email. Decision regarding technical compliance of the bidder can be taken on the basis of this information.
- 36.10. Compliance sheet for the technical specification and Brochure have to be attached along with the Technical bid. Vendor has to fill the compliance sheet and mention page number or reference number in brochure. Unfilled / partially filled sheets lead to disqualification.
- 36.11. Properly signed Tender Document shall be enclosed in Cover 1.

ANNEXURE-VI
TECHNO-COMMERCIAL BID

(To Be Submitted in Appropriate Format)

A. Company Profile
Name of the Company/Bidder
Postal Address of the Registered Office
Telephone (Landline) No.
Mobile No.
Email Address (Official)
Name of the CEO/Director
Name(s) of the Partners (if applicable)
Registration No. (Upload supporting document)
Type of Firm (Proprietary/Partnership/Private Ltd./Private/MNC/Cooperative/Govt. Undertaking/Any Other)
Email Address and Contact Number(s) of CEO/Director
Year of Establishment
No. of Years of Operations in India
Location of Offices in India / Abroad
PAN (Upload supporting document)
GST (Upload supporting document)
B. Alliances for the Purpose of this Bid, if applicable (Upload supporting document)
Details of Alliance(s)
Type of Alliance(s)
C. Experience/Credentials
No. of similar units installed in India
No. of similar units installed in Tamil Nadu/ Karnataka/ Telangana/Andhra Pradesh or Kerala or any other nearby City/Town
List of Clients and Testimonials (Please upload necessary supporting document)
Year of Commencement of Manufacturing the Elevator (pertaining to this Bid)
D. Financial Background of the Firm - Annual Turnover (Upload supporting document signed by Competent Authority)
2019-2020
2020-2021
2021-2022
E. Service Support and Availability of Spares in India
Track record of service provided during last 3 years (Upload supporting documents)
Location and Address of Service Centres
Number of trained Service Engineers
Number of trained Service Engineers exclusively dedicated to Elevator offered
Number of trained service engineers for the Elevator offered, stationed in Tamil Nadu/ Karnataka/ Telangana/Andhra Pradesh or Kerala
Number of Application Specialists
Whether the OEM offers any service
Whether the service set up maintains stock of Essential Spares in India
Lead time for Supply of Essential Spares
F. Others
Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If „yes“ the details thereof. Upload (supporting document)
Note: Supporting Documents, wherever asked for, shall be uploaded along with the Bid, without which the Bid shall be rejected outright.

ANNEXURE-VII

SCHEDULE OF QUANTITY

(To Be Submitted in Appropriate Format)

Item No	Description of the Item	Quantity
1	01 No. 08 passengers gearless & Machine room less Elevator with 4 stops -clear cabin internal size 1100 (W) x 1300 (D) x 2100 (H) mm; clear cabin entrance size 800 (W) X 2000 (H) mm as per specification given in Annexure II.	1 No

ANNEXURE-VIII
COMPLIANCE STATEMENT
(Part of Technical Bid)

(To Be Submitted in Appropriate Format)

The vendor shall,

1. Prepare, sign and upload the Compliance Statement of the specification of the Elevator in the format given below along with the technical bid in the company letter head.
2. Submit separate Compliance Statement of specification sheets for Elevator.
3. Ensure that the component number and heading in the Technical Specifications is clearly mentioned in the document. If there are any deviations from the specifications mentioned by IIT Tiruchirappalli, the vendor should clearly indicate the deviations and give reasons for the deviation with proper justification.
4. Provide the technical leaflet/literature/catalogue or any relevant document for all the quoted Elevator to IIT Tiruchirappalli. The information provided in the compliance statement without supporting documents will not be considered for the evaluation of the technical bid and will be treated as non-compliance and may lead to the disqualification of the technical bid.
5. Clearly respond to every requirement given in the technical specifications. Lack of clarity may be considered as lack of information and may subsequently lead to disqualification of the technical bid.

Format of Compliance Statement:

Item No.	IIT Tiruchirappalli's technical specification of elevator as given in Annexure-I	Specifications of Elevator by the vendor	Vendor's specification complies with IIT Tiruchirappalli's technical specification? (YES/ NO)	Deviation, if any, to be indicated in unambiguous terms	Page no. of relevant specification for the quoted model in the technical manual/ leaflet

ANNEXURE-IX
FORMAT OF PERFORMANCE SECURITY

1. This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the “Bank”) of the one part, and Indian Institute of Technology Tiruchirappalli (hereinafter called “the Purchaser”) of the other part.
2. Whereas the Purchaser has awarded the contract for Supply, Installation, Commissioning, Integration and Validation of _____ (name of the Elevator)(hereinafter called the contract) to _____ (hereinafter called the Supplier); (Name of the Supplier)
3. AND WHEREAS the Supplier is bound by the said Contract to submit to the Purchaser a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Purchaser the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Supplier has signed the aforementioned Contract with the Purchaser, the Bank is engaged to pay the Purchaser, any amount up to and inclusive of the aforementioned full amount upon written order from the Purchaser to indemnify the Purchaser for any liability of damage resulting from any defects or shortcomings of the Supplier under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Purchaser immediately on demand without delay without reference to the Supplier and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Supplier. The Bank shall pay to the Purchaser any money so demanded notwithstanding any dispute/disputes raised by the Supplier in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of thirty-six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
7. At any time during the period in which this Guarantee is still valid, if the Purchaser agrees to grant a time extension to the Supplier or if the Supplier fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Purchaser and at the cost of the Supplier.
8. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank or of the Supplier.

9. The neglect or forbearance of the Purchaser in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Purchaser for the payment hereof shall in no way relieve the bank of its liability under this deed.
10. The expressions “the Purchaser”, “the Bank” and “the Supplier” herein before used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the

day of _____ (Month & Year) being herewith duly authorized. For and on behalf of the _____ Bank.

Signature of Authority

Name of the Official:

Designation:

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness 1

Signature
Name
Address

Witness 2

Signature
Name
Address

ANNEXURE-X
DECLARATION

We hereby undertake that there are_____pages, serially numbered, in the submitted tender including the supporting documents. (Please serially number all the pages including blank page, if any). We have submitted our principal's exclusive authorization letter which is specific for this tender No. dated_ _

ANNEXURE-XI

UNDERTAKING FROM LIFT OEM 'S (ORIGINAL EQUIPMENT MANUFACTURER)

The lowest tenderer shall submit along with the performance guarantee after the acceptance of tender, an undertaking from OEM 's as at Annexure-I regarding lift/elevator as mentioned below:

Original Equipment Manufacturers (OEM) undertaking for providing **5 years of Comprehensive Maintenance services of the lift proposed to be supplied to Girls Hostel, IIT Tiruchirappalli under the above tender No..... by M/s.....**

*1. We, OEM for lift/elevator do hereby give undertaking to IIT Tiruchirappalli for the 5 years of Comprehensive Annual Maintenance support through M/s.....or self (OEM) lowest tenderer for the work, -**Supplying, installation, testing & commissioning of 01 No. 08 passengers gearless & Machine room less Elevator (G+4) at Girls Hostel, IIT Tiruchirappalli,**".*

2. We also give undertaking to provide maintenance/service support and all the spares to IIT Tiruchirappalli throughout the useful life of the equipment's for the passenger lift.

M/s.....

Authorized signatory with stamp.

ANNEXURE-XII
FALL CLAUSE NOTICE CERTIFICATE
(To Be Submitted in Appropriate Format)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____ **(Please do not reveal the prices here, which will lead to outright rejection of your bid)**. The prices charged for the Stores supplied under tender should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU"s/Central Govt, /State Govt. Autonomous bodies/Central/state Universities/Central/State Educational Institutions, failing which the "FALL CLAUSE" will be applicable. The institute will look into a reasonable past period to ensure this. In case, if the price charged by our firm is found to be more, **IIT Tiruchirappalli** will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Note:

This letter of authority should be on the letterhead of the quoting firm and should be signed by a Competent Authority and having the power of attorney.

ANNEXURE – XIII

BID SECURITY DECLARATION FORM

Date:

Name of Work/Item Description:

Tender No. and Date:

To (insert complete name and address of the purchase)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or reuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. thirty days after the expiration of the validity of my/our Bid.

Signed: (signature of person whose name and capacity are shown) in the capacity of (legal capacity of person signing the Bid Securing Declaration)

Name: (complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of (complete name of Bidder)

Dated on _____ day of _____ (date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Note: This letter should be on the letterhead of the quoting firm and should be signed by a Competent Authority. Non-submission of this will lead to DISQUALIFICATION of bids.

ANNEXURE-XIV
PROCEDURE FOR SUBMISSION OF TENDER

1. BID PREPARATION

- 1.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 1.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 1.3 Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- 1.4 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally.

2. BID SUBMISSION

2.1 The Bidders are requested to give detailed tender in two bids.

Part-1 : Technical Bid (as per Annexure II in the tender document)

Part-2 : Financial Bid (as per Annexure III in the tender document)

2.2 Tenders, which are submitted without following the two bid offer system will summarily be rejected.

2.3 The tender document can be downloaded from the Indian Institute of informationTechnology, Tiruchirappalli website www.iiitt.ac.in

3. Envelope No-1: TECHNICAL BID (Annexure -I)

The technical offer **should not contain any price information**. The technical offer should comprise the following also:

- 3.1. The technical bid should be comprehensive and shall indicate all specification of the all products and services. Each page of the bid and cutting / correction shall be duly signed and stamped by the bidder. Failure to comply with this requirement may result in the bid being rejected.
- 3.2. If the bid is for branded makes, an authorization letter from principals clearly indicating that the vendor is competent and authorized to sell and provide services towards the items shall be enclosed.
- 3.3. List of deliverables / bill of materials and services.

4. Envelope No-2 : FINANCIAL BID

This should contain only the price information along with commercial terms and conditions.

The commercial bids of **only the shortlisted bidders** shall be considered for further processing.

5. ASSISTANCE TO BIDDERS

Queries, if any, can be made through e-mail only to registrar@iiitt.ac.in before the period of deadline for submission of bids. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letterhead of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on IIIT Tiruchirappalli website (www.iiitt.ac.in). The Bidders are advised to check IIIT Tiruchirappalli website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date of the bid.

The Technical Bid along with all the necessary relevant documents should be submitted.

-Sd/-
REGISTRAR i/c
IIIT TIRUCHIRAPPALLI

(ADDRESS SLIP)

Please paste this on your envelope)

Tender No. & Date: _____

Name of the item(s): _____

(as mentioned in the tender)

Due Date: _____

To,

TENDER BOX
C/o. The Director
Indian Institute of Information Technology
Tiruchirappalli, Sethurapatti,
Tiruchirappalli - 620012,
Tamil Nadu.

From: _____

Email: _____

Phone: _____