



# योजना एवं वास्तुकला विद्यालय, भोपाल

## School of Planning and Architecture, Bhopal

(An Institution of National Importance under Ministry of Education, Government of India)

No. SPAB/S&P/AMC-Lift/2024-25/20

Date: 12.04.2024

To,

M/s .....

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### CALL FOR QUOTATION

1. School of Planning and Architecture, Bhopal is an Institute of National Importance under the Ministry of Education, Government of India (Autonomous Body). SPA Bhopal invites quotation for the work of Annual Maintenance Contract (AMC) of 02 Nos. Lifts installed at different locations of SPA Bhopal, Bhauri campus as per description mentioned below:-

S No.	Description	Date of AMC From & to	No. of Unit
1	OTIS Elevator Equipment No. L-T5617 installed at QIP Building Capacity 680 Kg / 10 person	20.09.2018 to 19.12.2023	01
2	Kone Elevators Equipment No. 40317774 installed at Boys Hostel – 1 Capacity 680 Kg / 10 person	01.04.2023 to 31.03.2024	01

2. You are requested to please submit your sealed quotation for the above mentioned work addressed to The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal -462030. The last date for the submission of quotation is 30.04.2024 upto 05:00 PM.

**Registrar**



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### Quotation for Lift AMC

#### A-Details of Firm:-

S. No.	Description	Information
1.	Name of the Firm:	
	Complete Address:	
2.	Contact person of Firm Phone / E-mail :	
3	GSTIN No.:	

#### B - Rates for AMC of Lift:-

S No.	Description	Date of AMC From & to	No. of Unit	AMC Rates inclusive of all taxes
1	OTIS Elevator Equipment No. L-T5617 installed at QIP Building Capacity 680 Kg / 10 person	20.09.2018 to 19.12.2023	01	
2	Kone Elevators Equipment No. 40317774 installed at Boys Hostel – 1 Capacity 680 Kg / 10 person	01.04.2023 to 31.03.2024	01	
<b>Total Inclusive of all taxes</b>				

#### Annual Maintenance Contract (AMC) Equipment Covered:-

1. Renew all wire ropes and chains (where fitted) as often as required to maintain an adequate factor of safety, to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoist way and machine room elevator wiring.
2. Systematically examine and adjust the following components Machine & its subassemblies, Motor & Windings, encoder, Worm Gears & shaft, Bearings, Main & deflector, secondary Sheaves. Brake coils, liners and related assembly Ropes or Coated Steel Belts (CSB) &



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associated parts including spring/rubber/thimble Controller parts-Circuit breakers, fuses, Connectors, switches, Relays & Contactors, PCBs, Resistors, Line reactor, Line filter, Capacitors, Rectifiers, Transformers, Contacts, VF Drive & braking unit.

Automatic Rescue device parts like printed circuit board, transformers, circuit breakers, contactor relays Selector system subassemblies like Leveling Devices, Cams, Relays, Rectifiers, Transformers, Contacts, Leads, Dashpots, Timing Devices, Steel Selector Tapes and Mechanical and Electrical Driving Equipment Governor, Governor Sheave, Shaft Assembly, Bearings, Contacts and Governor Jaws; Governor Tension Sheave Assembly. Car and Hall push Buttons, Car and Hall Position Indicators, 7 or 16 Segment displays or TFT & Small Monochrome displays Hall Lanterns bulbs or PCB's, Car Direction Indicators and all other Car and Landing Signal Fixtures, as installed by Manufacturer, emergency light and alarm unit including battery, Emergency & Inspection control panel parts like PCB's, circuit breakers, Fireman switch excluding the glass

Car and Counterweight - Sheaves, Bearings, Car and Counterweight Guide Rails and Buffers, brackets, Car and Counterweight Guide shoes including Roller or Liner, Top and Bottom Limit Switches, Stop switches, Compensating Sheave, compensation ropes/chains, Position reference system door zone sensors/ Magnets/vanes, Load Weighing sensors

Cabin Safety Mechanism and Cabin bottom Platform, Interlocks on Landing Door, Car & Landing Door Hangers, Guides, Automatic Power Operated Door Operator including VF drive, Car Door Contact, Mechanical Safety Shoe, 2D electronic door sensor.

3. Furnish lubricants compounded to manufacturer's specifications.
4. Examine periodically all safety devices and governors and make all customary safety tests.

### **Scope of work under Annual Maintenance Contract: -**

Scope of work:

1. The duration of the contract is for a period of One Year extendable further more by 01 year depending upon satisfactory performance on the same terms & conditions and rates.
2. Contract with vendor may be terminated by SPA, Bhopal at its discretion by giving 30 days notice to the service provider in case of failure to maintain the AMC services at the satisfaction of the SPA, Bhopal and the agreement with SPA, Bhopal in that case will be treated as cancelled before expiry date of notice and the contract.
3. Regular servicing & inspection of the elevator/ lift should be carried out at least once in a month by the service provider.
4. The service provider shall regularly examine elevator equipment and provide gear oil, lubricate, grease, Mobil, break shoe Gibbs, push buttons car and landings etc, for maintenance if required.
5. Responsive time for maintenance of items covered under AMC will be 24 hours.



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6. In the event of service provider unable to attend call or provide service within the stipulated time period, you are liable for the penalty as per contract.
7. Vendor/Service Provider, shall not engage any sub-agent or sub-contractor whatsoever for running the AMC service.
8. Any replacement of spares should be with new and of equivalent type of higher of same make.
9. Monthly routine maintenance and check-up of the machine, controls, ropes, breaks, control cables and other mechanical and electrical parts and appliances.
10. Check thoroughly each component part of the lift at the end of each year and carry out such repair, maintenance and replacement as may be considered necessary as a result of annual inspection. Get the lifts inspected by any local authority or Govt. agency if required under rules, and get the deficiencies, pointed out, removed.
11. Details of schedule maintenance/ break down shall be entered in the register/ service slip & jointly signed by the firm's representative and SPA, Bhopal representative and shall be carried out in the presence of SPA, Bhopal's representative.
12. Contract will have to make 12 visits (01 visit per month) during the AMC period. Besides this, any number of breakdown calls will have to be attended. The response time for such breakdown call shall not exceed 24 hours. Beyond this penalty shall be imposed as per clause.
13. Contractor's mechanic shall reach to the site within 24 hour after lodging a complaint. Delay in reporting period shall be recorded and penalty shall be imposed as per the following slab. Above 24 hours, penalty will be @ of Rs. 1,000/- per day (maximum up to 10% at contract value of lift).
14. Contractor will have to take necessary care and precaution to keep the elevator safe for use and in good working condition. Trained technical staff shall carry out maintenance work.
15. Maintenance cell will look after the operations of this AMC.
16. Contractor will have to carry out all customary annual safety tests to examine all safety devices.
17. No parts or components of the lifts being maintained by contractor shall be removed without prior approval and knowledge of SPA, Bhopal. Any part to be removed from the lift for repair shall be done after approval of the nominated officer.
18. Any damage to SPA, Bhopal property while carrying out periodical maintenance and attending break down will be contractor's responsibility.
19. Thorough cleaning of machine room control panel machine unit & hoist way with lift care and pit shall be done once in a month. Which SPA, Bhopal representative shall certify.
20. The contractor shall fulfill statutory requirement of annual inspection of lift by Inspector of Government. The inspection fees of lift inspector of State Government shall be paid by the contractor.
21. Contractor shall not only attend the failure but also rectify the cause of failure after investigation.
22. Penalty imposed for late reporting, late replacement of defective parts of lift shall be deducted from annual bill of the firm.



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23. Any additional repairs and replacement of components shall only be done after administrative and financial approval from the competent Authority, SPA Bhopal.
24. Call / Feedback / Performance report - All records of complaints will be maintained and properly recorded by firm with the details such as time when the call was reported and attended, signatures of the user. Problem, comments of the user etc. A copy of the call / feedback report is to be given to the user.
25. Working hours - The firm will undertake any repairs and failures in any equipment under this contract during normal working hours i.e. between 09:00 AM to 05:30 PM from Monday to Friday or in case of urgent and emergent situations, the vendor can be asked to rectify the problem on holidays and after working hours also, at no extra cost.
26. The firm has to attend the fault within three hours of logging the complaint, equipment down time should not be more than 24 hours from the time of reporting of fault.
27. The firm will carry out periodic preventive maintenance including external cleaning of equipments once in three (03) months. The firm shall also maintain feedback mechanisms to understand the satisfactory levels at the client side and also improve its service accordingly.
28. The details of the dedicated contact person (including any subsequent changes) shall be provided by the vendor for the purpose.

### Term and Price / Pay:

1. The SPA, Bhopal shall pay the contractor the specified amount on quarterly basis after end of the each quarter for the work performed during that period on presentation of an approved invoice by the contractor. No advance payment will be made in any case. Taxes will be deducted from the bill as applicable.
2. This contract shall be automatically renewed for subsequent one (1) year terms after the expiration of the initial or subsequent term unless otherwise terminated pursuant to the provisions of specified section of this Agreement.
3. The contractor shall submit an irrevocable performance guarantee of 15% of the tendered amount for AMC within 15 days of work order. This guarantee in the form of government securities or fixed deposit receipts or guarantee bonds of any nationalized banks.
4. The date for this Agreement shall be .....regardless of the execution date of this Agreement.
5. On receipt of Tax Invoice, payment will be made within 15 days of receipt of invoice after delivery of goods / services in satisfactory condition, whichever is later duly verified by the Maintenance Cell.
6. All payments will be made through NEFT / RTGS for which bank details will be mentioned in Tax Invoice.

### TERMINATION OF AGREEMENT:



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1. Either party may terminate this Agreement at the end of the one year term or subsequent term by giving the other party not less than sixty days written notice.
2. The SPA, Bhopal may also terminate this Agreement at any time upon thirty days written notice to the contractor due to unacceptable performance by the contractor, which shall be determined in SPA, Bhopal sole and absolute discretion.

### CONTRACTOR TO COMPLY WITH LAWS:

In the performance of this contract, the contractor shall abide by all existing laws, codes, rules and regulations set forth by all governmental units and authorities having competent jurisdiction over contractor and/ or the work performed by contractor hereunder. Contractor shall also procure and pay any necessary permits or license pertaining to the work performed by contractual pursuant to this contract

All repair, parts replacement or adjustments called for hereunder shall be performed in full compliance with specified laws, standards and codes set by the government with latest edition, including amendments thereto, and with applicable regulations of the state, city and/ or local authorities. In case of conflict, the more stringent regulations will apply.

### *Please Note:*

- *Institute reserves the right to accept or reject any / all Rate Enquiry without assigning any reason, thereof.*
- *Institute reserves the right to cancel the Rate Enquiry Process at any stage, before awarding the contract.*
- *Institute reserves the right to increase or decrease the quantity of the above and may consider procuring from the same or other firm before awarding the contract.*

**Please submit Quotation by e-mail ([storespurchase@spabhupal.ac.in](mailto:storespurchase@spabhupal.ac.in)) / Speed post / by hand on or before 30.04.2024 upto 05:00 P.M.**

To  
The Registrar,  
School of Planning and Architecture,  
Neelbad Road, Bhauri, Bhopal-462 030 (MP)

Sd/-  
**Registrar**  
School of Planning and Architecture, Neelbad Road, Bhauri, Bhopal-30  
Phone: 0755-2526829 (Mon-Fri; 09:30 am to 05:00 pm)