

JOB NO. -1

Bidders Name & Address _____

Dated _____

Assistant Engineer
Municipal Corporation
Mandi (H.P.) Form-6

**MUNICIPAL CORPORATION MANDI
NOTICE INVITING TENDER**

1. Items rate tenders are hereby invited on behalf of the Commissioner Municipal corporation mandi for the work: **Annual Maintenance Contract (AMC) for 8- Passenger (544 Kg) SS Automatic door passenger Lift installed in the Office of Municipal Corporation Mandi.**
2. The estimated Cost of Rs. 190000/-
3. Contractor documents consisting of detail plans complete specifications. The scheduled of quantities of the various clause of work to be done and the set of conditions of contract to be complied with the persons whose tender may be accepted which will also be found printed in the form of tender. The tender form can be downloaded from the website www.municipalcorporationmandi.in well before date of opening of bid. Tender form cost on Rs. 350 payment (Non refundable) through DD in favors of Commissioner Municipal Corporation Mandi
4. The site for the work can be inspected on any working day.
5. Tender which should always be placed in sealed covers with the name of work written on the envelop will be received by this office up to 12.00 A.M. and will be opened by him on his office on the same day at 12.30 P.M on **28-10-2026**.
6. Tender are to be on PWD from No. 7/8 and time allowed for carrying out of the work will be 2 month to be reckoned from the 15th days after the date of written orders to commence of work.
7. The contractors should quote in figures as well as in words the rate & amount tendered by him the amount for each item should be worked out and the requisite total given.
8. When a contractor sign a tender in any Indian language to the percentage above or below of the tenders amount in the case of P.W.D. from-7 and the total amount tendered in the case of PWD from-8 and scheduled also be written in the same language. In the case of illiterate contractors the rates or the amounts tendered should be attested by a witness.
9. Issue of tender form will be stopped 3 hours before the date 7 time fixed for opening the tenders.
10. Earnest money amounting to **Rs. 3800** (Unless exempted) must accompany each tenders in the shape of National Saving Certificate/Fixed deposit receipts in any Post Office and bank in HP duly pledged in the name of the Commissioner Municipal Corporation Mandi and each tender is to be in sealed cover subscribed tender for above work and addressed to the Commissioner Municipal Corporation Mandi
11. The tenders those contractors who do not deposit the earnest money in the prescribed manners will summarily be rejected.
12. The acceptance of the tender will rest with Municipal Corporation Mandi, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders conditions are not fulfilled on are incomplete in any respect are liable to be rejection.
13. Canvassing in connection with tenders strictly prohibited and the tender by the contractor who resort of conversing will be rejection.
14. All rate shall quoted on the form of the tender alone.
15. Item rate tender containing percentage below above will be summarily rejected. However then a tenderer voluntarily offers rebate for payments within a stipulated period, this may be considered.
16. On acceptance of the tender the same of the accredited representative (s) of the contractor who would be responsible for taking instruction from the Engineer-in-charge shall be communicated to the Engineer.
17. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case figures, words (Rs.) should be written before the figures proceed and the words 'paisa')

- should be written at the end, unless the rate in whole Rupees and followed by the word 'only' it should invariably be up to two decimal places.
18. The Commissioner of Municipal Corporation Mandi does not bind himself to accept the lowest or any tender and reserve to himself the right of accepting the whole and any part of the tender and the tender shall be bound to perform the same at the rates quoted.
 19. GST or any other tax on material in respect of this contract shall be payable by the contractor and the Government will not entertain any claim whatsoever in this respect.
 20. The contractor must produce income tax clearing certificate and GST 3R before the tender can be sold to him.
 21. The Contractor shall not be permitted to tender for the work in Municipal Corporation Mandi responsible for award and execution of contract in which his near relative is posted as Section officer or as officer in any capacity between the grades of Executive Engineer and Assistant Engineer (Both inclusive). He shall also intimate the name of person who are working with him and who are near relative to any gazetted officer in the MC MANDI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of the contractor of his department.
 22. The contractor shall give a list of non gazetted MC Mandi employee related to him. No Engineer of gazetted rank or other gazetted officer employed in Engineering or Administrative duties in an Engineering department of the Government of Himachal Pradesh shall be allowed to work as a contractor for a period of two years of his employees found at any time to be such person who had not obtained the previous permission of the Government of Himachal Pradesh as aforesaid before submission of the tender or engagement in the contractor's service.
 23. Tender for works in Himachal Pradesh shall remain open for acceptance for a period of 75 days from date of opening of tender.
 24. The tenders for the work shall not be witnessed by a contractor to contractor who self/themselves/has/have tendered or who may tender for the same work. Failure to observe this condition would render the contractor tendering as well as witnessing the tender liable of summary.
 25. While quoting the rate in the schedule of quantities the word 'ONLY' should be written cost following the amount and it should not be written in the next line.
 26. In case the original tender of the signature of the tenderer's refusal to sign, his earnest money shall be forfeited.
 27. The contractor shall submit a list of the work which are in hand/progress.
 28. Overwriting in the tender is strictly and forbidden and correction if any should be intimated, tender containing doubtful figure shall be rejected.
 29. If the rate quoted by the two or more bidders at L1, then successful bidder will be declared through length of experience and average last three year turnover.
 30. The tender shall sign each page of the tender form.
 31. Earnest money of L1 & L2 shall be retained for a period of 30 days.
 32. The undersigned reserve the right to reject any or all tenders without assigning any reason.
 33. The TDS on income tax and GST will be deducted as per rule. It shall also be ensured at the time of making bills that EPF has been deposited by the contractor as per the ACT.
 34. The labour cess @1% will be deducted from the gross amount of the work done of the contractor.
 35. Fair wages shall be applicable as notified by the H.P Govt and applicable on the date of opening of the tender as amended by the H.P Govt time to time.
 36. It will be mandatory to give employment to the skilled/unskilled persons as per notification No UD-F(4)-2/2020 dated Shimla 171002 the Mukhya Mantri Shahri Aajeevika Guarantee Yojna (MMSAGY) (According to minimum wages act of H.P Govt) for detail information log on to <http://ud.hp.in>

Signature of Contractor.
(With full Address)


Assistant Engineer,
Municipal Corporation Mandi.

For and on behalf of Commissioner
Municipal Corporation Mandi.

SCHEDULE OF QUANTITY

Job No. 1

Estimated cost- 190000.00

Time Allowed-2 Year

Earnest Money-3800

Tender form Cost-350

Bidders Name & Address : _____


Assistant Engineer
Municipal Corporation
Mandi (H.P.)

Name of Work :- Comprehensive Annual Maintenance Contract (AMC) for 8- Passenger (544 Kg) SS Automatic door passenger Lift installed in the Office of Municipal Corporation Mandi.

S. No.	Item of work	Qty.	Unit.	Rate (in figures)	Amount
1	Comprehensive Annual Maintenance Contract (AMC) for Operation, Preventive Maintenance, Breakdown Maintenance, Repair and Replacement of Routine Consumable/Defective Parts of 08-Passenger (544 Kg) SS Automatic Door Passenger Lift installed in the Office Building of Municipal Corporation Mandi as per T&C of bid document.		2 Per Year		
	Total				


Assistant Engineer
Municipal Corporation
Mandi (H.P.)

MUNICIPAL CORPORATION MANDI

BID DOCUMENT

NAME OF WORK: -

Comprehensive Annual Maintenance Contract (AMC) for Operation, Preventive Maintenance, Breakdown Maintenance, Repair and Replacement of Routine Consumable/Defective Parts of 08-Passenger (544 Kg) SS Automatic Door Passenger Lift installed in the Office Building of Municipal Corporation Mandi.

1. SCOPE OF WORK

The successful contractor shall provide **comprehensive Annual Maintenance Services** for the passenger lift installed in the Office Building of Municipal Corporation Mandi, including operation, preventive maintenance, breakdown maintenance, repairs and replacement of routine consumable/wear-and-tear parts, as specified in this Bid Document.

The scope shall include, but shall not be limited to, the following:

1. Monthly preventive maintenance and inspection of the lift.
2. Unlimited breakdown/emergency service calls during the entire contract period.
3. Routine inspection, cleaning, lubrication, tightening, adjustment and servicing of all components.
4. Testing and checking of all safety devices and interlocking arrangements.
5. Checking and maintenance of machine, motor, gearbox, brake system, wire ropes, guide rails, controller, VVVF drive, ARD system, car and landing doors, door operator, COP, LOP, indicators, limit switches, switches, sensors and electrical/electronic components.
6. Replacement of routine consumables and normal-wear-and-tear items, including lubricants, grease, cleaning materials, fuses, relays, contactors and other similar items required for normal functioning.
7. Attending emergency breakdowns and passenger-entrapment/rescue calls on priority basis.
8. Carrying out necessary adjustments and minor repairs to ensure safe and smooth functioning.
9. Maintaining the lift in a safe, operational, serviceable and hygienic condition throughout the AMC period.
10. Maintaining adequate stock of commonly required spare parts and consumables to minimize downtime.

2. CONTRACT PERIOD

1. The AMC shall remain valid for a period of **Two (02) years** from the date of commencement of the contract.
2. The contract may, at the discretion of the Municipal Corporation, be extended for a further period of **One (01) year**, subject to:
 - satisfactory performance of the contractor;
 - mutual consent of both parties;

- approval of the competent authority; and
 - continuation of the same agreed annual AMC rates with maximum 10% hike on previous year contract amount, terms and conditions, unless otherwise mutually agreed and approved.
3. Extension of the contract shall not be claimed as a matter of right by the contractor.

3. ELIGIBILITY CRITERIA

The bidder shall fulfill the following minimum eligibility requirements:

1. The bidder shall be the **Original Equipment Manufacturer (OEM)** or an **OEM-authorized service provider/agency** for passenger lifts.
2. The bidder shall have a minimum **03 years' experience** in operation/maintenance of passenger lifts.
3. The bidder shall possess a valid **GST Registration Certificate**.
4. The bidder shall possess a valid **PAN**.
5. The bidder shall have adequately trained and qualified technical manpower for servicing and maintenance of passenger lifts.
6. An **OEM authorization certificate** shall be submitted wherever the bidder is not the OEM.
7. The bidder shall submit documentary evidence in support of the above eligibility conditions along with the bid.

The Municipal Corporation reserves the right to verify the credentials, experience and authorization submitted by the bidder.

4. PREVENTIVE MAINTENANCE

1. Preventive maintenance shall be carried out **at least once every month** and more frequently wherever considered necessary for safe operation.
2. Preventive maintenance shall include inspection, cleaning, lubrication, adjustment, tightening, testing and servicing of all relevant mechanical, electrical and electronic components.
3. All safety devices, interlocks, brakes, limit switches, door locks, emergency alarm, ARD and other safety arrangements shall be checked periodically.
4. The contractor shall submit a maintenance checklist after each scheduled preventive maintenance visit.
5. The maintenance checklist shall be duly signed by the contractor's authorized technician and the representative of Municipal Corporation Mandi.
6. Preventive maintenance shall preferably be carried out during non-office hours or at such time as may be approved by the Engineer-in-Charge so as to cause minimum inconvenience to office functioning.

5. BREAKDOWN MAINTENANCE

1. The contractor shall provide **unlimited breakdown service calls** during the AMC period.
2. Every complaint shall be attended by the contractor within **04 hours** of reporting.
3. The contractor shall make all reasonable efforts to restore the lift within **06 hours** of reporting of the breakdown.

4. In case of major repairs requiring procurement/replacement of parts, the work shall be completed within **72 hours**, subject to availability of the required part and approval of the Municipal Corporation wherever such part falls under the excluded major components.
5. Any delay beyond the prescribed period shall be properly recorded in the log book with reasons.
6. Breakdown service shall include necessary labour, tools, testing equipment, transportation and routine spare parts covered under the AMC.

The above response/restoration periods shall not apply to delays caused by force majeure, prolonged power failure, non-availability of statutory permissions, damage due to fire, flood, earthquake, vandalism, accident, misuse or other circumstances beyond the reasonable control of the contractor.

6. REPLACEMENT OF PARTS

6.1 Parts Included in AMC

The contractor shall replace, without any additional payment, routine consumables and normal-wear-and-tear spare parts required for safe and proper functioning of the lift

These may include, but shall not be limited to:

- fuses;
- relays;
- contactors;
- lubricants and grease;
- bulbs/indicators, wherever applicable;
- minor electrical components;
- switches and sensors;
- door rollers and minor door hardware;
- minor wiring/components;
- other routine consumables and similar parts required during normal maintenance.

6.2 Major Components Excluded from AMC

The following major components shall be outside the normal AMC scope where their replacement becomes necessary due to accident, fire, flood, earthquake, vandalism, external damage, misuse, unauthorized interference or any other cause not attributable to normal wear and tear:

1. Lift machine;
2. Motor;
3. Gearbox, wherever applicable;
4. Main controller;
5. VVVF/VFD drive;
6. Main steel wire ropes;
7. Car frame;
8. Counterweight frame;
9. Guide rails;
10. Complete door assembly;
11. Cabin/car structure;

12. Any other major component specifically approved by the Engineer-In-Charge as an excluded item.

Where replacement of an excluded major component becomes necessary, the contractor shall submit a detailed technical report and quotation. Replacement shall be undertaken only after approval of the competent authority of Municipal Corporation Mandi.

7. SAFETY REQUIREMENTS

The contractor shall:

1. Ensure safe operation of the lift at all times.
2. Comply with all applicable provisions of the **Himachal Pradesh Lifts Act, applicable Rules and amendments thereto**, and other applicable statutory requirements.
3. Ensure periodic testing and proper functioning of all safety devices.
4. Ensure proper functioning of door interlocks, brakes, limit switches, emergency alarm, ARD and other safety systems.
5. Follow all applicable electrical and occupational safety requirements.
6. Immediately report any unsafe condition to the Engineer-In-Charge and, where necessary, recommend temporary suspension of operation until the defect is rectified.
7. Not permit any unqualified person to undertake maintenance or repair work.
8. Ensure that no unauthorized modification is made to the lift installation.

8. STATUTORY COMPLIANCE AND INSPECTION

1. The contractor shall comply with all applicable laws, rules, regulations, safety requirements and directions of the competent authorities relating to operation and maintenance of the lift.
2. The contractor shall provide all necessary technical assistance and documentation required for statutory inspection, testing, certification and renewal of the lift licence/permission, wherever applicable.
3. The contractor shall coordinate with the competent **Lift/Electrical Inspector or other statutory authority**, as required.
4. Any defect pointed out during statutory inspection relating to maintenance of the lift shall be attended to by the contractor within the prescribed time.
5. The Municipal Corporation shall provide necessary ownership-related documents and cooperation required for statutory applications, while the contractor shall provide technical assistance and maintenance-related documentation.

9. PAYMENT TERMS

1. Payment shall be released **yearly**, after satisfactory completion of maintenance services during the respective quarter.
2. Payment shall be made only after certification by the **Engineer-in-Charge** that the services during the relevant period have been satisfactorily performed.
3. Applicable deductions, including statutory deductions, penalties or other recoveries, shall be made from the contractor's bills as per applicable rules and contract conditions.
4. No payment shall be made for any period during which the contractor has failed to provide the contracted services, subject to the applicable contractual provisions.

10. PERFORMANCE SECURITY

1. The successful bidder shall deposit **Performance Security equivalent to 10% of the total contract value**, or such percentage as may be prescribed under the applicable procurement rules/instructions, in the form prescribed by Municipal Corporation Mandi.
2. The Performance Security shall remain valid for the prescribed contract period and for the additional period required under the tender conditions.
3. The Performance Security shall be liable to forfeiture, wholly or partly, in case of breach of contract, unsatisfactory performance, non-performance or other defaults in accordance with the contract conditions.

11. PENALTY / LIQUIDATED DAMAGES

In case of failure to provide services as stipulated in the Bid Document, the following penalties may be imposed:

1. **Delay in attending a complaint beyond the prescribed response time:** ₹500/- per day or part thereof.
2. **Lift remaining non-functional for more than 48 hours**, excluding approved major repairs/exempted circumstances: ₹1,000/- per day or part thereof.
3. In case of repeated failures, negligence or persistent unsatisfactory performance, Municipal Corporation Mandi may initiate action for termination of the contract and forfeiture of Performance Security.
4. Penalties shall be without prejudice to the right of the Municipal Corporation to get the work executed through another agency at the risk and cost of the contractor.

The total penalty shall be determined by the Engineer-in-Charge/competent authority after considering the circumstances of each case.

12. LOG BOOK AND MAINTENANCE RECORD

The contractor shall maintain a proper log book at the lift installation/site containing, at minimum:

1. Date and time of preventive maintenance.
2. Details of inspection carried out.
3. Details of breakdowns reported.
4. Date and time of receipt of complaint.
5. Date and time of attendance.
6. Date and time of restoration.
7. Details of parts replaced.
8. Details of passenger entrapment/emergency rescue, if any.
9. Name and signature of technician.
10. Signature of the authorized representative of Municipal Corporation Mandi.
11. Details of any defects requiring further attention.

The log book shall be made available for inspection by the Engineer-in-Charge or any authorized officer of the Municipal Corporation at any time.

13. WARRANTY OF REPLACED PARTS

1. All parts replaced under the AMC shall carry a minimum warranty of **12 months or the OEM warranty period, whichever is higher.**
2. Any defect occurring in a replaced part during the warranty period shall be rectified/replaced by the contractor without additional cost, subject to the applicable warranty conditions.
3. The contractor shall provide documentary evidence of OEM warranty wherever required.

14. TOOLS, EQUIPMENT AND CONSUMABLES

The contractor shall arrange, at its own cost, all necessary:

- tools;
- testing instruments;
- lifting/handling equipment;
- safety equipment;
- consumables;
- lubricants;
- cleaning materials;
- transportation; and
- other resources

required for proper execution of the AMC.

No additional payment shall be made for such items.

15. TAXES, DUTIES AND OTHER CHARGES

1. The rates quoted by the bidder shall include all taxes including GST and costs relating to labour, tools, equipment, transportation, consumables, routine spare parts, supervision and incidental expenses required for execution of the AMC.
2. Applicable statutory taxes and deductions shall be dealt with in accordance with the prevailing rules.
3. No additional claim on account of labour, transportation, tools, consumables or other incidental expenditure shall be entertained beyond the accepted contract price, except where specifically provided in the contract.

16. TERMINATION OF CONTRACT

Municipal Corporation Mandi reserves the right to terminate the contract, after following the prescribed procedure, in case of:

1. Unsatisfactory performance.
2. Repeated breakdowns attributable to negligence or improper maintenance.
3. Failure to attend breakdown/emergency complaints within the stipulated time.
4. Persistent failure to maintain the lift in safe and operational condition.
5. Breach of any material term or condition of the contract.
6. Submission of false, forged or misleading documents.
7. Unauthorized assignment/subletting of the AMC.
8. Failure to comply with statutory safety requirements.
9. Any other ground specifically provided under the tender/contract conditions.

Ordinarily, the Municipal Corporation may terminate the contract by giving **30 days' notice**, except in cases where immediate action is warranted due to serious safety concerns, fraud, abandonment of work or other material breach.

17. RISK AND COST

In the event of failure, refusal or inability of the contractor to provide the required maintenance services, Municipal Corporation Mandi may, after giving due notice where required, get the work executed through another agency at the **risk and cost of the defaulting contractor**.

Any additional expenditure incurred by the Municipal Corporation on this account shall be recoverable from the contractor's pending bills, Performance Security or any other amount payable to the contractor, in accordance with the contract conditions.

18. FORCE MAJEURE

Neither party shall be held responsible for failure or delay in performance caused by circumstances beyond its reasonable control, such as natural calamity, earthquake, flood, fire, war, civil disturbance, government restrictions or other events recognized as force majeure.

The affected party shall promptly inform the other party regarding such circumstances and take all reasonable steps to minimize their effect.

19. ASSIGNMENT AND SUB-CONTRACTING

The contractor shall not assign, transfer or sub-contract the AMC or any substantial part thereof to another agency without prior written approval of Municipal Corporation Mandi.

The contractor shall remain fully responsible for all services and obligations under the contract even where specific assistance has been approved.

20. INSPECTION AND SUPERVISION

1. The Engineer-in-Charge or any authorized officer of Municipal Corporation Mandi shall have the right to inspect the lift and maintenance work at any time.
2. The contractor shall provide full cooperation during inspections.
3. Any defect noticed during inspection shall be rectified within the time specified.
4. The Municipal Corporation may require submission of maintenance reports, test reports, inspection certificates and other relevant documents.

21. DISPUTE RESOLUTION / ARBITRATION

1. Any dispute arising out of or in connection with the contract shall, in the first instance, be brought to the notice of the Commissioner, Municipal Corporation Mandi for resolution.

2. In case the dispute remains unresolved, the same shall be dealt with in accordance with the provisions of the **Arbitration and Conciliation Act, 1996, as amended from time to time**, and the applicable contractual/procurement provisions.
3. The appointment of an arbitrator, where required, shall be made in accordance with the applicable provisions of law and the terms of the contract.

22. JURISDICTION

Subject to the applicable provisions of law, the courts having competent jurisdiction at **Mandi, Himachal Pradesh** shall have jurisdiction in respect of matters arising out of this contract

23. SPECIAL CONDITIONS

1. The contractor shall maintain the lift in a **safe, operational and serviceable condition throughout the entire AMC period**.
2. The contractor shall ensure availability of adequate spare parts, tools and qualified service personnel for timely maintenance and breakdown rectification.
3. Preventive maintenance shall preferably be undertaken during non-office hours or at a time approved by the Officer-in-Charge so that normal functioning of the Municipal Corporation office is not unnecessarily disturbed.
4. The contractor shall not disconnect, alter or modify any safety device without prior approval of the Authority.
5. The contractor shall ensure that all maintenance activities are carried out in accordance with OEM recommendations and applicable statutory safety requirements.
6. No additional payment shall be admissible for routine visits, emergency calls, labour, tools, transportation or consumables covered under the AMC.
7. The contractor shall submit a quarterly maintenance report along with the bill for payment.
8. The Municipal Corporation reserves the right to amend/modify any tender condition before award of work, subject to applicable procurement rules and procedure.
9. **Fitness/Safety Certificate:** The successful bidder shall, at his own cost, arrange for inspection, testing and obtaining/renewal of the statutory Fitness/Safety Certificate of the lift from the competent authority/authorized agency, as applicable, and shall keep the same valid throughout the AMC period and valid certificate shall be submitted to the Municipal Corporation Mandi. All expenses towards inspection, testing and certification shall be deemed to be included in the quoted AMC rates. The lift shall not be operated without a valid statutory certificate.

24. PRICE SCHEDULE

The bidder shall quote the **annual AMC rate** and the total rate for the initial contract period of two years in the prescribed BOQ/Price Schedule.

The quoted rate shall cover all services and items included in the scope of the Comprehensive AMC, except the specifically excluded major components identified in this Bid Document


Additional Commissioner
Municipal Corporation
Mandi (H.P.)

DECLARATION BY THE BIDDER

I/We hereby declare that I/we have carefully read and understood all the terms and conditions of the Bid Document and agree to comply with the same. I/We further undertake to provide qualified manpower, tools, equipment, consumables, routine spare parts and emergency services as specified in the Bid Document and to maintain the lift in a safe and serviceable condition throughout the contract period.

Name of Firm/Agency: _____

Name of Authorized Signatory: _____

Designation: _____

Signature: _____

Seal of Firm: _____

Date: _____