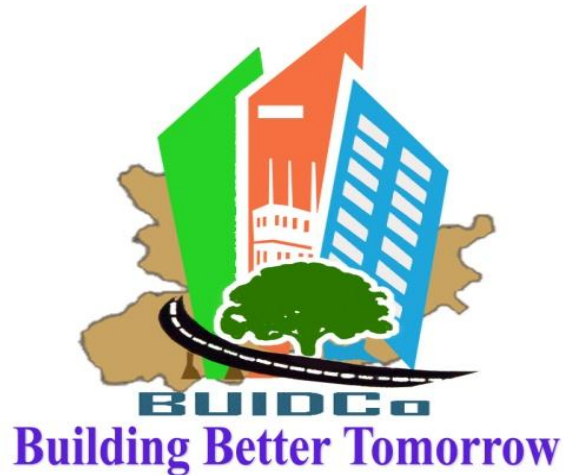




**Bihar Urban Infrastructure Development Corporation Ltd.**  
BUIDCo office, 2nd floor, Khadya Bhawan, Road No-2, Daroga Rai Path,  
Patna-800 001

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**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**OPERATION AND MAINTENANCE OF**  
**LIFTS INSTALLED AT BUDDHA SMRITI**  
**PARK, PATNA**

### Summary of Important Information

1.	Name of Work	Operation and Maintenance of Lifts Installed at Buddha Smriti Park, Patna
2.	Name of the Office	Bihar Urban Infrastructure Development Corporation Ltd. (BUIDCo), 2nd floor, Khadya Bhawan, Road No-2, Daroga Rai Path, Patna-800 001 Phone: 0612-2506208, Email: tenders@buidco.in
4.	Place & Date of Pre-bid meeting	Date 06.03.2017, time 03.00 PM. BUIDCo office, 2nd floor, Khadya Bhawan, Road No-2, Daroga Rai Path, Patna-800 001
5.	Date of downloading of bid document	From 27.02.2017 to 27.03.2017 up to 03.00 PM Through website www.eproc.bihar.gov.in only
6.	Last date and time for receipt (upload) of bids	Date 27.03.2017 up to 04:00 PM Through website www.eproc.bihar.gov.in
7.	Last Date and time for Submission of hard copy of bid	Date 29.03. 2017 up to 03:00 PM
	Time and date of opening technical bids	Date 29.03.2017 Time 03:30 PM
8.	Bid Document Price	Rs. 5,000/- (Rupees Five Thousand Only)
9.	Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand Only)
10	Performance Security (Before signing of agreement)	10% of the total Contract Value to be submitted before signing of agreement

## Instructions to Bidders

### **1.1. Introduction**

Buddha Smriti Park has been developed by Government of Bihar to commemorate the 2550th Birthday of Lord Buddha. It is continuous endeavor of the government to improvise the set up of the park. With this view, this RFP is invited for outsourcing the staffing as per the details provided in this document, for providing staffing services of an administrative office at the Park.

### **1.2. General Guidelines for Request for Proposal (RFP)**

#### **1.2.1. Purpose of RFP**

The purpose of RFP is to select agency for **Operation and Maintenance of Lifts Installed at Buddha Smriti Park, Patna** for Buddha Smriti Park under BUIDCo.

#### **1.2.2. Costs to be borne by Respondents**

All costs and expenses incurred by bidders in any way associated with the development, preparation, and submission of bids, including but not limited to; the attendance at interview, meetings, discussions, demonstrations, etc. and providing any additional information required by BUIDCo, will be borne entirely and exclusively by the Bidder.

#### **1.2.3. No Legal Relationship**

No binding legal relationship will exist between any of the Bidders and BUIDCo until execution of a contractual agreement.

#### **1.2.4. Evaluation of Offers**

Each Recipient acknowledges and accepts that **BUIDCO** may in its absolute discretion apply selection criteria specified in the document

for evaluation of proposals for short listing / selecting the eligible Agency.

#### **1.2.5. Price of Bid Document**

The price of Bid Document (RFP Document) is Rs. 5,000/- (Rupees Five Thousand only) in the form of demand draft in favour of “Managing Director, Bihar Urban Infrastructure Development Corporation Ltd.” payable at Patna while submitting their proposal.

#### **1.2.6. Bid Security/Earnest Money Deposit**

The bidders are required to submit a Bid Security (refundable) of amount Rs. 10,000/- (Rupees Ten Thousand Only) in the form of a Bank Guarantee of any scheduled Bank at Patna in favour of “Managing Director, Bihar Urban Infrastructure Development Corporation Ltd.” payable at Patna while submitting their proposal. The Bid Security is required to be valid for a period of six months from the last date of submission of Bids. The Bid Security of the Unsuccessful Bidders shall be returned after signing of Agreement with the Successful Bidder. The Bid Security of the successful bidders shall either be adjusted to Performance Security or returned after submission of Performance security by the successful bidder.

#### **1.2.7. Performance Security**

The successful bidder shall be required to furnish a Performance Security equivalent to 10% of the contracted value before signing of the agreement either in the form of a Bank Guarantee or a Demand Draft in favour of “Managing Director, Bihar Urban Infrastructure Development Corporation Ltd.” payable at Patna. The Performance Security shall remain valid till 28 days beyond the completion of contract period.

### 1.2.8. Submission of Bids

- Bid submission is required to be done in line with checklist appended.
- Bidding Document should be accompanied with the price of Bidding Document along with the Bid Security
- Each bidder shall submit one bid only in Indian Rupees.
- The Bid should be in two envelopes marked **Technical Bid** and **Financial Bid** and should be put together in one large envelope super scribed as “Proposal for providing staffing services for an administrative office at Buddha Smriti Park, Patna” and submitted through courier/by hand at BUIDCO to the address mentioned above on or before the last day & time of the receipt of bids. If the submission does not include all the information required or is incomplete, the Bid is liable to be rejected.
- Technical Bid shall comprise
  - i. RFP document cost as specified in section 1.2.5
  - ii. Bid Security/EMD as specified in section 1.2.6
  - iii. Form-1 including technical proposal cover letter as specified in section 5
  - iv. Statuary Compliances as mentioned in Checklist at Appendix-I
  - v. Supporting documents for eligibility criteria of technical bid as specified in section 3.1
- Financial Bid shall comprise  
Form -2 : Form of Financial bid as specified in section 6
- Any bid received after the deadline for submission of the bids will be treated as “Late Bid” and such late bids shall not be considered for the purpose of evaluation.
- The proposal must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the last submission date of RFP.

The Bids complete as per the above directions should be submitted to the following address:

**Managing Director,  
Bihar Urban Infrastructure Development Corporation Ltd.  
(BUIDCO), 2nd floor, Khadya Bhawan, Road No-2, Daroga Rai  
Path, Patna – 800 001**

### **1.2.9. Last date of submission and opening of bids**

The last date of submission of bids is 27.03.2017 up to 04:00 PM and the technical bids shall be opened on 29.03.2017 up to 03:30 PM. The technical Bids will be evaluated and the opening date of financial bids shall be informed to the technically qualified Bidders after technical evaluation

### **1.3. Correspondences and Enquiries**

Recipients are required to direct all communications related to this RFP, through the Nominated Contact persons:

Contact : Mr. A. K. Ranjan  
Position : Project Director, HQ  
Email : tenders@buidco.in

### **1.4. Additional Information/ Clarification**

**BUIDCO** may, in its absolute discretion, seek additional information or material from any Bidder/s at any stage of the RFP or beyond the last date of submission and all such information and material provided must be taken to form part of that Bidder's response. Bidders should provide details of their Fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.

### **1.5. Negotiations, if any**

**BUIDCO** may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the RFP closes to improve or clarify any response.

## **1.6. Period of Contract**

The contract between BUIDCo and the selected agency shall be for an initial period of **Three (3) year** and may be further extended on similar terms based on the performance of the selected agency and mutual consent of both the parties.

## **1.7. Disclosure**

The Bidder must disclose:

- I. If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder including but not limited to the appointment of any officer or business matters or of any other similar proceedings.
- II. If they have been convicted of, or are the subject of any proceedings, relating to:
  - A criminal offence or other offence, a serious offence declared by any regulator or professional body to have committed professional misconduct.
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
  - Blacklisting by any government/corporate body

## **2. Terms of Reference**

### **2.1. Objective**

The objective of the RFP is to select the agency who will be held responsible for operation and maintenance work of four (4) lifts installed at Meditation Blocks of Buddha Smriti Park and one (1) lift installed at Multilevel Parking Block situated in the same premises. The details of lifts installed are as mentioned below;

LM No.	Manufacturer	Type of Unit	Unit q'ty	No. of floors
3-32-S2170	ThyseenKrupp Elevator India	Elevator	1	3
3-32-S2180	ThyseenKrupp Elevator India	Elevator	1	3
3-32-S2181	ThyseenKrupp Elevator India	Elevator	1	3
3-32-S2182	ThyseenKrupp Elevator India	Elevator	1	3

## 2.2. Services Required

The selected agency shall be responsible for operation and maintenance allied works for five lifts in all respect. The detail scope of work to be performed by the selected agencies are as mentioned below;

1. The LIFT AMC shall remain valid for a period of one year and extendable for another one more year based on satisfactory performance. Nevertheless, BUIDCo may terminate the contract of the contractor without any notice at the risk and cost of the contractor in case the contractor commits a breach of any of the terms of the contract. BUIDCo decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
2. The contractor shall be responsible to maintain the equipments. In case of any damage, contractor shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself.
3. On termination of the agreement, the contractor will hand over all the equipments as supplied by the BUIDCo in good working condition back to BUIDCo.
4. If any breakdown it should be attended within 24 hours from the time of complained. The contractor has to attend the problem even during holidays / late hours / Sundays for which no additional payment will be paid.
5. The payment shall be released on quarterly basis after satisfactory completion of the job and produced service / preventive maintenance report duly signed



by the BUIDCo authorities along with bill. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.

6. Throughout the duration of this agreement, agency shall replace or repair, free of charge, a limited range of components for reasons related to normal wear and tear. Components will be furnished by the agency on exchange basis under which the replaced components will be the property of the agency.

Parts eligible for replacements shall be exclusive of machine hoist ropes, and inverter/ drive systems, LCD & VFD displaces, door operator and car/ counter weight frame, car safety mechanism and platform.

Repair or replacement of printed circuit boards and sub components inclusive of belts, rollers, bearings, solenoids, coils, brake shoes, liners, contactors, contacts, relays, push buttons, indicators, controllers chocks, magnets and magnetic switches, door operator motor, door operator, WVF drive, car door safety device, limited switches, governor, interlocks on hoist way doors and other minor mechanical parts shall be included except as excluded elsewhere.

Where escalator, moving walks, or other passenger conveyance equipment, machine, inverter, handrails, steps and step chains, balustrades trim molding (skirting), lighting, power lines to equipments, deck covers, trusses, step demarcation lighting balustrades lighting, soffit lighting in truss, shall be excluded from repair and replacement coverages.

Repair or replacement of printed circuit boards, step rollers, handrail bearings, brake solenoids, coils, brake shoes, contactors, contacts, relays, coils, indicators controller chocks, magnetic switches, safety switched, limit switches and other minor mechanical parts shall be included except as excluded elsewhere.

7. The contractor shall be responsible to renewal of license to work lift from concerned department.
8. Firm shall issue identity card (ID) card to their workforce whenever they enter the premises for service / maintenance work.
9. The contractor should at least once in a month check up the lifts installations clean, oil / lubrication and adjust all those parts where such services are necessary

10. The service persons should be skilled and well experienced in similar kinds of lifts to service  
The contractor should use only genuine spare parts with same specifications
11. Modification / alteration in the design / specifications of any equipment / material will not be permitted. However it may be relaxed the above stipulation in exceptional circumstances. In such case prior written approval to be obtained from BUIDCo authorities and also No objection certificate from Original Equipment manufacturer in case of such a major modification.
12. The machines are normally required to be repaired on site. In exceptional cases when the machine cannot be repaired in the office premises and is required to be taken to the workshop, the authority will not make any payment towards cartage and the expense for the to and fro transportation of the machines shall be borne by your firm.
13. The contractor shall be responsible to coordinate and liaise with local authorities.
14. Any accident or damage during maintenance / operation will be the responsibility of the contractor and the BUIDCo will not entertain any claim, compensation, penalty. Etc., on this account or on account of non observation of any other requirement of law relevant to his work.
15. The agency will provide the workers with necessary testing and safety equipment's and also follow all the safety measures strictly.
16. The service person should be displayed caution board in all the floors during service / maintenance period
17. In case of any dispute the disputes will be settled in Patna jurisdiction only.

### **3. Bid Details**

#### **3.1. Technical Bid**

The technical bid to be submitted by bidders should comprise of documents/materials addressing Agency's responsiveness and understanding of BUIDCo' requirements, Agency's/Firm Background & Financials, Qualification & Previous Experience of similar nature and Track Record on the

basis of competency and expertise requirement specified in the Terms of Reference.

### **ELIGIBILITY CRITERIA**

1. The agency should have minimum 5 years of experience in the field of operation and maintenance of lifts
2. Also the agency should have successfully completed operation and maintenance of Four (4) Elevator having AMC cost not less than 10.00 Lakhs in last five years.
3. The agency should have 5 years experience in the field of operation and maintenance of lifts in State/ Central Governments/ PSU or Government or reputed manufactures company Autonomous Organizations.
4. The average annual turnover of the agency shall not be less than Rs. 50.00 Lakhs per annum for the last three consecutive years i.e. financial year 31.03.2016.
5. The agency should have adequate infrastructure to carry out the assignment.
6. The agency must furnish details of all required Registrations/ Certificates or Licenses along with the Tender copy as per appendix 1.

### **3.2. Financial Bid**

In the Financial Bid the Bidders should submit their offer in terms of Indian National Rupee for the services & operation charges to be provided to BUIDCo in the format of Financial Bid as specified in Form-2 (Section-6).

### **3.3. Bid Evaluation**

Technical Bid shall be evaluated on the eligibility criteria laid down in section 3.1 & List of technically qualified bidders shall be presented in Technical Bid Committee for review & recommendation for financial bid opening.

Financial bid of technically qualified bidders shall be opened in presence of qualified bidder on the date to be communicated later.

**Final Selection:-** The Bidder offering the lowest price will be declared as successful bidder and eligible for award.

## **4. Miscellaneous**

### **4.1. Dispute Resolution**

- a. In case of any dispute, final decision of the Managing Director of BUIDCo will be binding upon all.
- b. Any dispute with respect to this contract shall be subject to Patna jurisdiction only.

## **Technical Proposal Cover Letter**

To

Managing Director,  
Bihar Urban Infrastructure Development Corporation Ltd.  
#2nd floor, Khadya Bhawan, Road No-2, Daroga Rai Path,  
Patna – 800 001

Sir,

**Subject: Technical proposal for Operation and Maintenance of Lifts Installed at  
Buddha Smriti Park, Patna**

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your RFP document dated *[Insert Date]*. We are hereby submitting our Proposal (Technical Proposal and a Financial Proposal) sealed in separate envelope. EOI for pre qualification has been submitted previously and separately.

We accept that our proposal shall stand cancelled:-

- in case we withdraw during the validity period of the bid;
- in case after selection, we do not submit performance security as stated in RFP or do not accept and sign the contract;

*[Please indicate why you are best suited for this assignment along with supporting documents for the same. The maximum permissible limit for the Cover letter is 2 pages, however the description and supporting documents for technical capabilities can be provided as annexure].*

*We have examined the information provided in your RFP and offer to undertake the work described in accordance with requirements as set out in that. This tender is valid for acceptance for 6 months and we confirm that this tender will remain binding upon us and may be accepted by you at any time before this expiry date*

We understand you are not bound to accept any proposal you receive and not obliged to provide any reasons for any such acceptance or rejection.

If our Bid for the above task is accepted, we undertake to enter into and execute at our cost, when called upon to do so, a contract as prescribed by BUIDCo .

*We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our tender; and placed by the **(name of company)**.*

*The Tender (Commercial & Technical) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other party invited to tender for this contract.*

*We understand the obligations as per the RFP instructions and have included all necessary declarations.*

*We agree to bear all costs incurred by us in connection with the preparation and submission of this Tender and to bear any further pre-contract costs.*

*I confirm that I have the authority of [name of organization] to submit tenders and to clarify any details on its behalf."*

We remain,

Yours sincerely,

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Date	Signature of Authorised Signatory	-
Place	Name of the Authorised Signatory	-
	Designation	-
	Name of the Organisation	-
	Seal	-

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## APPENDIX-I

<b>Check List of Compulsory Documents for Submission of Tender</b>		
<b>Technical Evaluation will be done as per the information provided in the document attached with tender. Bidder may disqualified, if documents are not attached properly.</b>		
<b>Sl. No.</b>	<b>DESCRIPTION OF DOCUMENT</b>	<b>Remarks</b>
1	COST OF RFP/BID DOCUMENT	
2	BID SECURITY/EMD	
3	TECHNICAL PROPOSAL COVER LETTER	
4	FORM OF TECHNICAL BID (Form-1)	
5	LAST 3 YEARS ANNUAL TURN OVER ( FY-13-14, FY 14-15, FY 15-16) – Profit & Loss Account or Auditors Statement	
6	WORK EXPERIENCE CERTIFICATES	
7	CERTIFICATE OF INCORPORATION or other equivalent document	
8	COPY OF PAN CARD	
9	SERVICE TAX REGISTRATION CERTIFICATE	
10	ESIC REGISTRATION CERTIFICATE	
11	EPF REGISTRATION CERTIFICATE	
12	LABOUR LICENSE	
13	POWER OF ATTERNY if required	
<b>Note:-Attachment should be self attested and should be attached as per above instruction, otherwise it may be rejected.</b>		
<b>I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.</b>		

**Signature & Seal of the Bidder**