



**CENTRE FOR DNA FINGERPRINTING & DIAGNOSTICS
HYDERABAD**

TENDER DOCUMENT

FOR

Comprehensive Annual Maintenance Contract (CAMC) for “OMEGA Elevators at Animal House, Laboratory Building” at CDFD, Inner Ring Road, Uppal, Hyderabad – 500 039.

TENDER NOTICE NO. CDFD/ENGG/OMEGA Elevators /CAMC/TEND/2025-26/04

ISSUED TO M/s.....

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**DIRECTOR
CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS (CDFD)**

Inner Ring Road, Uppal, Hyderabad – 500 039.
Telangana, India

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NOTICE INVITING TENDER

TENDER NOTICE NO. CDFD/ENGG/OMEGA Elevators/CAMC/TEND/2025-26/04

1. Name of the work: Comprehensive Annual Maintenance Contract (CAMC) for “OMEGA Elevators, passenger Lifts at Animal House, Laboratory Building” at CDFD, Inner Ring Road, Uppal, Hyderabad – 500 039.
2. **Scope of work:** Comprehensive Annual Maintenance Contract (CAMC) for “OMEGA Elevators (passenger Lifts) at Animal House, Laboratory Building” – Reg.

3. Details of Tender:

| | | |
|----|------------------|--|
| 1. | Approximate cost | ₹2.60 Lakhs per year |
| 2. | Earnest Money | 2% of approximate estimated cost. |
| 3. | AMC Period | One year + Three years (extendable) Total – 4 years |

Note: 1) Site Visit: Tuesdays and Thursdays at 3:00 pm with prior appointment.

2) Contact Person: Mr. N. Purnachandra Rao,

Technical Officer, Landline No: 040-27216037

4. The site of the work is located at Animal House, CDFD Laboratory Building at Site ‘A’ Hyderabad.
5. The above Tender will be dealt with under “Two Bid System” i.e. the tenderers have to submit Technical Bid and Price Bid separately.
6. The Technical Bid shall contain the following:
 - (i) EMD in the form of Demand Draft.
 - (ii) Work experience giving details of work done by the tenderer in the past Three years should be submitted as per the Proforma – IV and Proforma – V.
 - (iii) Other Information / documents as indicated in Instructions to Tenderers.
 - (iv) Any other information, tenderer may like to submit reflecting their credentials.
7. The Price Bid shall contain the following:
 - (i) Duly filled in Price Bid document.
8. The Earnest Money Deposit mentioned against the above work shall be furnished in the form of Demand Draft in favor of “Director, CDFD, Hyderabad” from any nationalized Bank.

9. Eligibility Criteria:

To be eligible for award of contract, bidders shall provide satisfactory evidence to CDFD of their eligibility and of their capability and adequacy of resources to carry out the contract effectively as detailed below:

- i) Copies of original documents defining the constitution or legal status, place of registration and principal places of business of the company or firm or partnership.
- ii) **Actual Proof of Annual Turn Over:** The bidder should have achieved a minimum annual financial turnover of ₹10,50,000/- in any one of the last three years. The proof of annual turnover shall be duly certified by chartered Accountant / Income Tax Authorities.
- ii) **Work Experience:** The tenderer should have satisfactorily completed in his own / firm name at least one AMC of similar nature of minimum value of ₹1.76. Lakh / Year (Excluding GST) or two works of each aggregate cost not less than ₹1.32. Lakh / Year (Excluding GST) or three works of each ₹0.88. Lakh/Year (Excluding GST) during the last 3 (three) years prior to the date of submission of the bid in any Central / State Government or Central / State Government autonomous bodies / Electricity Boards. Preference will be given to Central Government R&D Laboratories/Institutions. AMC, s completed prior to the cutoff date (31-03-2024) shall not be considered, only such works will be considered which are 100% complete in all respects.

The tenderer should submit the details of such completed CAMC. In support of having completed AMC, the tenderer should submit copies of the completion certificates from the owner companies indicating the name of work, the description of work done by the tenderer, value of contract executed by the bidder, date of start, date of completion (contractual and actual), value of the CAMC, if any.

10. CDFD does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be rejected.
11. This Notice Inviting Tender (N.I.T) shall form the part of the Contract Document.
12. The Director, CDFD reserves the right to postpone the tender issue date, submission / opening date and to accept or reject any or all tenders without assigning any reasons.
13. Tender completed in all respects shall be submitted as per "Instructions to Tenders" forming part of the tender document.
14. Any tender received without Earnest Money in the form as specified shall be summarily rejected.
15. The successful tenderer on the acceptance of his tender by CDFD shall within seven days from the stipulated date of start of the work sign the formal contract.
16. The tenderer should ensure that quoted amount should appear only in the Price Bid document and nowhere else, otherwise, the tender is liable to be rejected.

17. Tenders containing two packets namely Technical bid and Price bid shall be submitted within the due date.
18. The contractor must visit various capacities of Lifts, M/s. OMEGA Elevators make, installed in our site and get acquainted with the scope of work before bidding and submit the visit report in the GeM bidding and which is duly signed by CDFD, Engineer. (Electrical)
19. The successful bidder shall submit a detailed tentative plan of carrying out the job within a period of 5 days after award of work.
20. Director, CDFD reserves the right of accepting the whole or part of any tender and tenderer shall be bound to perform the same at the rate or amount quoted.
21. Failure of contractor to accept the work order / LOI shall be treated as breach of contract. Similarly, failure to start the work without sufficient reason, by the date stipulated in the work order / LOI shall also be treated as breach of contract, in both the cases the contractor's earnest money shall be forfeited.

PROFORMA – IV

PROFORMA FOR SUBMISSION OF PAST CONTRACTUAL PERFORMANCE

This is to certify that we M/s..... submitting this offer.

- a) Have not made any misleading or false representation in the forms statements and attachments in proof of the qualification requirements.
- b) Do not have records of poor performance such as abandoning the work not properly completing the contract inordinate delays in completion litigation history or financial failure etc.
- c) Business has never been banned with us by a Central / State Govt. Department / Public Sector Undertakings of Enterprises of Central / State Govt.
- d) Have submitted all the supporting documents and furnished the relevant details as per the prescribed format.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PROFORMA – V

LIST OF SIMILAR WORKS COMPLETED DURING THE LAST 3 (Three) YEARS

| S.No. | Client Name | Name of the work | Scope of work | Bidders Agreement | Contract Value | Location | Date of start | Date of completion | Arbitration if any details |
|-------|-------------|------------------|---------------|-------------------|----------------|----------|---------------|--------------------|----------------------------|
| | | | | | | | | | |

TERMS AND CONDITIONS OF CONTRACT

1. The repair and maintenance work shall be carried out during normal duty hours and also during odd hours, Sundays and holidays as per the directions of CDFD, Engineer and nothing extra shall be paid for carrying out the work during odd hours Sundays and holidays.
2. The residential accommodation for worker / supervisor of the contractor will be arranged by the contractor and no extra charges will be paid.
3. The vehicle for transportation of manpower will be arranged by the contractor.
4. The tools and tackles will be arranged by the CAMC contractor.
5. The contractor will have to attend breakdown maintenance of any component or line during odd hour for which the contractor shall not be paid any extra charges and it is mandatory for the contractor to attend the breakdown repair as and when required.
6. The contractor will comply with all acts / laws and other statutory provisions, rules, regulation and byelaws as are applicable or which might become applicable with regard to the performance of the work and the engagement of the workers including Electrical Safety Rules.
7. In case the performance of the contractor is not found satisfactory and there are complaints against him, the contract can be terminated by giving 30 days' notice by the CDFD, Engineer if no remedial action is taken by contractor to the satisfaction of CDFD, Engineer.
8. The contractor shall not deploy any person below the age of 18 years.
9. The contractor shall be responsible to ensure all safety measures during the work. In case any mishap, the contractor shall have to bear all financial liabilities. CDFD shall not be liable to pay any compensation or take responsibility.
10. The payment shall be made Quarterly on submission of bill by the contractor subject to verification by the concerned CDFD, Engineer or his authorized representative.
11. During the period of contract, the contractor will be responsible for proper and consistent functioning of all **OMEGA Elevators**, being used by this office.
12. The contractor will depute qualified technician(s) who should be for attending complaints. They may also be called on holidays or detained after working hours for urgent repairs etc., if it is considered necessary.
13. The Technician / staff deputed by the company will not attend to any job directly unless directed by CDFD, Engineer of this office.

14. If this office feels that any of the electrical/ mechanical items, under the contract was not properly maintained / serviced by the company or does not function for reasonable period after repair, a reasonable deduction from the bills will be made. The decision of this office as regards to the reasonableness of deduction will be final and binding on the company.
15. An amount of ₹8,000- (Rupees Eight thousand only) should be deposited along with bid as Earnest Money in the form of Account Payee DD / Banker's Cheque drawn in favor of "**The Director CDFD**". The Bid Security of unsuccessful bidder will be returned to them within one month after the award of the award. EMD of the successful bidder will be adjusted in the Performance Security Deposit.
16. The successful bidder will be required to remit an amount of ₹27,000/- (Rupees Twenty seven thousand only) as performance security within 7 days from the date of acceptance of their bid. The security deposit shall be payable in the form of Account Payee / BG valid for one year plus 2 months (Total 14 Months) drawn in favor of "The Director CDFD" and would be refundable after successful completion of the contract period.
17. All payments will be made by means of crossed cheques/ RTGS drawn on SBI, Habsiguda Branch, Hyderabad/ PFMS after completion of every three months on submission of bills.
18. CDFD is under strict Security arrangements. The entry into and exit from the CDFD Campus at Site 'A' Laboratory building will be regulated by Identity Cards to be provided by the Contractor, as approved by the authorized Official of CDFD.
19. The Security Deposit amount deposited by the Successful tenderer will be released after three months from the dates of termination / expiry of contract, subject to the condition that any recovery is to be made. In case of any recovery to be affected the same will be made from the security amount. The Security Deposit amount will be refunded without any interest
20. During the notice period of termination of the contract in the situation contemplated above, the contractor shall keep on discharging the duties as before till the expiry of notice period.
21. In all matters of dispute relating to this contract, the decision of this office will be final and binding upon the company. This office reserves the right to reject or to accept any Tender, in whole or in Part, without assigning any reason there for. It also reserves the right to reject the quotation without assigning any reason thereof or to renew the contract for such period as it may deem necessary taking into account the services rendered during the contract period.
22. Bidder should have OEM authorization letter and have to provide service from OEM only The bidding firm should possess a valid sales/ service dealership letter from the OEMs i.e., M/s. **OMEGA Elevators** and should upload a relevant document without which the tender will be summarily rejected.
23. Bidder should have experienced man power for smooth execution of **OMEGA Elevators** passenger lifts and equipment's / installations in the similar field (similar field means O&M works in Government R&D Organizations)

24. The bidder should have local registered office for the last 03 years along with required man power for attending the emergency breakdown/ shut down maintenance if required.
25. The bidding firm should have submitted the man power list not less than 10 Persons.
26. The Bidding firm should have a local operational branch establishment of not less than 03 (Three)years and should upload a relevant document, without which the tender will be summerly rejected.
27. The bidding firm Should possess a valid sales/ service dealership letter from the OEMs i: e M/s. OMEGA Elevators.
28. The bidding firm should deploy their team for the site visit, get acquainted with the scope of work, and take the visit and inspection report certificate from the CDFD, Engineer. and should upload a photocopy of the same while bidding on the tender, otherwise the tender will be summerly rejected.
29. **Actual proof of Annual turnover:** The bidder should have achieved a minimum annual financial turnover of ₹10.50Lakhs in any one of the last 3 years the proof of annual turnover shall be duly certified by chartered accountant/ income tax authorities, and should upload relevant document, without which the tender will be summerly rejected.

Comprehensive Annual Maintenance Contract (CAMC) for “OMEGA” make passenger Lifts at CDFD Laboratory Building”, Inner Ring Road, Uppal, Hyderabad – 500 039.

The other terms and conditions shall be as under:

1. The CAMC Contractor shall check and service all the equipment’s monthly.
2. Each service shall consist of:
 - 1) **SCOPE:**
 - ▶ Maintain and repair of the Lift to keep it under working condition for normal usage.
 - ▶ Attend breakdowns of the system as and when reported including Sundays and Holidays
 - A) CDFD will provide
 - ▶ Adequate working space.
 - ▶ Necessary conditioned environment so that the equipment is operated within its specifications.
 - ▶ Electrical Power
 - B) The CAMC, Contractor will undertake to repair or replace the Main Motor, Wire rope, Bearings, Bushes, Brake Shoe Liners, Brake Coil, accessories such as Contacts and Contractors, Relay Coils, Overload Protection Device, Switches, Landing Gate Lock contacts, Gang Switches, Car and Counter Weight Show Lines and other Electrical and Mechanical accessories which show normal wear and tear.
 - C) The contract does not include Cabin, Landing Gates, Light Fittings and Fans, Mirror, VFD and ARD battery, etc.
 - D) The contract charges are comprehensive including the time and expertise, costs of travel, accommodation, incidental expenses and provision of spare parts.
 - E) The CAMC, Contractor is bound to replace necessary parts, only by parts of certified quality. In case of replacement, the defective spare, covered under this contract, shall be returned to The CAMC, Contractor

- 2) **SERVICES:**
 - ▶ The necessary services from CAMC Contractor under this contract shall be available during local working hours on the days excluding weekly off and public holidays.
 - ▶ Break down attendance will however continue on all days including the weekly off and public holidays.
- 3) **TERMS OF PAYMENT:**
 - ▶ Quarterly payment shall be made after work is done against invoice/Bill in duplicate.
- 4) **DURATION:**
 - ▶ This contract comes into effect on 10-06-2025 and will remain in force till 09-06-2026.
- 5) **TERMINATION:**
 - ▶ The contract may be terminated by the CDFD upon intimation to the party based on unsatisfactory compliance of AMC by giving one-month notice and clearing the previous dues if any.
- 6) **ARBITRATION:**
 - ▶ All disputes or differences whatsoever arising between the parties' and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the rules of arbitration under Indian Council of Arbitration and the award made in pursuance thereof shall be binding on both the parties.
- 7) **JURISDICTION:**
 - ▶ Subject to the arbitration here in above, provided, any suit or proceedings to enforce the rights of either of the parties hereto under this agreement shall be instituted in and tried only by the courts in the city of HYDERABAD and only no other court.
- 8) To the extent permitted by law and notwithstanding anything else contained herein, in no event shall The CAMC, Contractor be liable for any indirect, incidental, consequential or special damages, including but not limited to loss of data, information, failure to achieve anticipated revenue, profits, savings etc., even if advised of the possibility of the same. To the extent permitted by law and notwithstanding anything else contained herein, in no event shall the total maximum liability of The CAMC, Contractor for any and all claims (whether under tort, indemnity, contract or otherwise) exceed the payments received by The CAMC, Contractor for the engagement giving rise to the claim.

B. SPECIAL CONDITIONS OF CONTRACT

1. Validity

- 1.1 The initial period of the contract will be for 12 (TWELVE) months from the date of handing over of Site(s), which may be extended on further mutual discussions on either side for THREE more years.

1.2 The agreement shall be liable for termination on giving One Month notice by either side. During the period of notice, both the parties shall continue to discharge their duties and obligations. In case of termination for convenience by Purchaser, CDFD shall be paid proportionate contract price for supply and services rendered and work/service in progress till the effective date of termination.

2. **Security Checks**

2.1 All personnel and their bag and baggage connected with the contract shall be liable to physical check both at the time of entry into the campus and passing out at Security Gate. Thorough search of all transport shall be carried out as many times as the gate is used for entry/exit in / out of the restricted area, as per Security Rules of the CDFD.

2.2 The contractor or his agent(s)/representatives, workmen etc. and their materials, cars, trucks or other means of transport etc., will be allowed to enter through and leave from only from such gate and at such times as the Director, CDFD or authorities Incharge of the restricted areas may at their sole discretion permit to be used. The Contractor's authorized representative is required to be present at the place of entry and exit for the purpose of identifying his cars, trucks etc., to the personnel in-charge of the security of restricted area.

2.3 Any theft or damage caused by the contractor's personnel shall be made good by the contractor. Any damage done to the existing installation during the execution of work shall be made good by the contractor at his own cost and the site of work left clean and tidy on completion. Rectification/reinstallation/making good, etc., shall conform to the standard materials original used in the work and finished work shall match with existing work in all respects to the entire satisfaction of the Director, CDFD. In case of any dispute on this account, the matter shall be referred to the Director, CDFD whose decision in writing shall be final.

2.4 The contractor shall be wholly responsible for the conduct of his workmen, agents and representative.

2.5 It is the responsibility of the contractor to bring to the notice of his employees that they have no right whatsoever to claim employment in CDFD by virtue of their employment under the contract.

2.6 **Accident or injury to workman:**

The Director, CDFD shall not be responsible for any injury or loss of any workers of the contractor / sub-contractor / vendor that may take place while on executing work defined under our scope of work as per this contract. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage, injury or accident that may occur to any of his personnel working under this contract. He will not claim any compensation from the Director, CDFD.

Payment Terms:

- 2.7 Income tax will be recoverable from the Contractors bill as per the Government Rules.
- 2.8 Payment shall be made on Quarterly Bills submitted by the Contractor.
- 2.9 The Director, CDFDs shall deduct/recover such amounts towards penalty, if any, cost of items not returned to stores, etc. from the monthly bill.
- 2.10 TDS under IT Act, as applicable shall be deducted from the payment.
- 2.11 The Director, CDFD reserves the right to adjust any excess/short payment, made in the earlier bills, at the time of making payment.
- 2.12 If during the contract period central / state taxes / duties are revised, the total contract value also revised to that effect. For change like addition, deletion, modification in the scope, during contract currency, revision in contract value and delivery schedule shall be mutually discussed and agreed upon before proceeding with works.
3. Any accident caused due to non – competence of safety rules, regulations and will entirely be the responsibility of the contractor.
4. Negligence/ malfunction of operator is noted which reflected in a monetary loss / material and etc. should be recovered from the contractor RA bills & encashment of security B.G will be taken by depending by the nature of fault and how depth the operated/ supervisor is neglect/is responsible/ careless. The recoverable amount is decided by the Director, CDFD, which will be final and no correspondence, or communication will be entertained from the contractor.
5. Special tools and tackles, which are involved in the job to be brought by contractor only.
6. The successful contractor has to execute on 10-06-2025
 - a) Agreement on Rs100/- bond paper as per CDFD agreement format.
 - b) An indemnity bond as per CDFD format on Rs100/- bond paper.

7. **Safety Measures:**

- a) The contractor shall take necessary precautions for safety of the workers and preserving their health while working in such jobs, which require special protection and precautions. The following are some of the measures listed but they are not exhaustive and contractor shall add to and augment these precautions on his own initiative where necessary and shall comply with directions issued by the Owner/Consultant or on his behalf from time to time and at all times.
- b) Providing protective foot wear, Goggles, nose masks, electrical hand Gloves, helmet to the workers as per the site requirement.
- c) Supply work men with safety proper belts, ropes etc., when working in precarious slopes and heights etc. As per the site requirement.
- d) Avoiding un-insulated electrical wire etc., as they would electrocute the workers.
- e) The Contractor should isolate the work spot by providing safety barricades, Signage boards and etc.

8. **Working and Safety Regulations**

- a) The contractor shall observe all statutory, safety, and legal requirements / regulations issued by Central and State Governments applicable to the work as well as any local regulations applicable to the site.
- b) The contractor has to fulfill the safety obligations at site and ensure that all safety equipment required for the execution of the work is available and used by the workmen at site.
- c) Required safety signage and other requirement as per safety norms must be compiled as per the instructions of the CDFD-Engineer
- d) The contractor shall be responsible for the provision of all safety notices safety equipment's including the safety gadgets for his workmen required by both the relevant legislation and such as the Owner may deem necessary. While working at heights, safety belts, nets, and safety helmets shall necessarily be used.

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS, HYDERABAD.

Check List

For Technical Bid Evaluation.

(To be filled and documents to be attached and to be indicated as enclosure)

| S.No | PARTICULERS | Enclosures Yes/No |
|------|--|----------------------|
| 1 | The bidder should have adequate experience in maintenance of Passenger Lifts for OMEGA Elevators for 3 years to any department of State/Central/PSU/University /R&D Institutes during the last 3years(Attach Proof) | |
| 2 | Details one contract value of ₹1.76. lakhs and above or Two contracts valuing ₹1.32. Lakhs and above or Three contract valuing ₹0.88. Lakhs and above during any one of the preceding of 03 years(attach proof) | |
| 3 | Annual Turnover of the Bidder for the last 03 years. (₹10.50 Lakhs & above) Financial Year-2021-2022 Financial Year-2022-2023 Financial Year-2023-2024 Note: Only the CA Certified one page is required to be attached | |
| 4 | Valid labour license number under contract labour (R&A) ACT 1970 | |
| 5 | OEM,Authorised certificate Attached (M/s. OMEGA Elevators) | |
| 6 | MSME Registration certificate | |
| 7 | PAN No. | |
| 8 | GST Regd.No | |
| 9 | EPF Regd No. | |
| 10 | ESI Regd No | |
| 11 | Branch Office Address at Hyderabad with Telephone Number. Email ID, Website Address etc. (Attach proof). | |
| 12 | Undertaking by the agency that they are not been black listed by any department of state/central/PSU/University /R&D Institutes/public Limited companies during last 03 years on ₹20/- Non –judicial stamp paper to be attached. | |
| 13 | Performa certificate obtained from two clients as per CDFD Format | |
| 14 | EMD ₹8,000/- (If claiming exemption please attatch/upload necessary certificate) | |
| 15 | Declaration of bidder that the he has no relative or employee working in CDFD directly or through out sourcing agencies | |
| 16 | Bid form should sign and stamped as per annexure 1. | |

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS, HYDERABAD.**PRICE BID**

| Sl.no | Description of Lifts. | Qty | CAMC Rate per annum(Rs) |
|-------|--|-------------------------|---|
| 01 | <p>A) Capacity:8 Persons (544 Kgs) passengers Lift. at Animal House, Laboratory Building.</p> <p>Lift Nos: (1) EL-201420213 (2) EL-201420214</p> <p>Make : M/s OMEGA Elevators Pvt. Ltd.</p> | <p>02Nos. (Two)</p> | <p><u>1st Year (Rates incl. of GST@18%)</u> ₹----- (Rupees in wards. ----- -----Only)</p> <p><u>2nd Year (Rates incl. of GST@18%)</u> ₹----- (Rupees in wards. ----- -----Only).</p> <p><u>3rd Year (Rates incl. of GST@18%)</u> ₹----- (Rupees in wards. ----- -----Only).</p> <p><u>4th Year (Rates incl. of GST@18%)</u> ₹----- (Rupees in wards. ----- -----Only)</p> |