



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai – 400 088.
(A Deemed University under Section 3 of the UGC ACT, 1956)

TISS/AMC-GYM/2019

11 Feb 2019

NOTICE INVITING TENDER FOR
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR SERVICING,
REPAIR & REPLACEMENT OF SPARES OF GYM EQUIPMENT FOR 02
YEARS

The Tata Institute of Social Sciences(TISS) invites sealed bids from established, reputed and experienced firms to provide Comprehensive annual maintenance contract for servicing, repair & replacement of spares in respect of Gym equipment in the Gymkhana of the TISS at V.N. Purav Marg, Deonar, Mumbai - 400 088.

2. Tender Document is available on the website of the TISS i.e. www.tiss.edu. The intending bidders may download the tender document containing the terms and conditions and submit the same.
3. All interested service providers are requested to submit their sealed quotations as per prescribed procedure to this office on or before 1500 Hrs. of 18.02.2019.
4. The “Financial Bids” of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” as stipulated in the tender document.

ANNEXURE - I

TERMS & CONDITIONS

1. **Scope of Work** The tender is for Comprehensive annual maintenance contract for servicing, repair & replacement of spares in respect of Gym equipment for 02 years at Tata Institute of Social Sciences, Mumbai

2. Last date & time of receipt of Quotations : 18.02.2019
1500 Hrs.

3. Date & time of opening of Technical Bid : 18.02.2019
1600Hrs.

4. Place of Submitting quotations: TATA Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai-400 088.

5. All interested contractors are requested to visit the site before bidding for proper assessment of the subject work. The installations shall be taken over as in where basis.

6. **Eligibility conditions:**

(a) The agency/firm should having experience of at least 02 years in the relevant field and must be doing such services for various reputed organizations/departments of Government of India/Public Sector Undertakings/statutory bodies/MNCs.

(b) The agency/firm should be registered under GST/ Service Tax Registration/TIN/VAT Registration No. (copy to be attached)

(c) The details of inputs/information required to be submitted by the agency are listed in the format for Technical Bid (Annexure II).

(d) The Financial bid must be submitted as per format provided at Annexure III.

7. **Submission of Tenders:**

(a) The technical and financial bids must be submitted in separate sealed cover in the format as prescribed in Annexure-II and Annexure-III respectively. Both the technical and financial bids are to be kept in a big sealed envelope.

(b) The big envelope containing the two envelopes must be superscribed "Comprehensive annual maintenance contract for servicing, repair & replacement of spares in respect of Gym equipment".

(c) The sealed envelope containing all bids must be dropped in the Tender Box kept at the Admin section of TISS at Deonar, VN Marg, Mumbai by 1500 Hrs. of 18.02.2018

(d) Commercial/Financial bids of only those bidders whose technical bids are acceptable/qualified will be opened.

(e) Late/delayed tenders due to any reason, whatsoever, will not be

accepted/considered, at all, under any circumstances.

8. Performance Security:

(a) The successful bidder shall be required to deposit an amount of equal to the 10% of the contractual value within 07 days of issue of letter of intent, as Performance Security.

(b) Performance security shall be submitted in the form of Demand draft drawn in favour of "Tata Institute of Social Sciences" payable at Mumbai and shall be valid for a period of 24 months.

(c) Performance Security will be discharged after completion of contractor's performance obligations including warranty obligations under the contract.

(d) If the contractor fails or neglects any of his obligations under the contract, TISS reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.

9. Responsibilities of the Firm/Agency:

(a) The contractor must thoroughly service all the equipment once in a month. Equipment should be opened and all moving parts needs to be oiled/ greased, all belt and rope should be checked for tension and if required adjusted, all electronic parts must be cleaned using proper solution.

(b) All complaints must be attended to within 24 hours after reporting by the institute staff failing which will invite a penalty as follows:

(i) Attending to complaint between 24 hours to 48 hours of intimation- Rs. 500/-

(ii) Attending to complaint between 48 hours to 72 hours of intimation- Rs. 1000/-

(iii) Attending to complaint beyond 72 hours Rs. 2000.

(c) If contractor is not able to rectify the fault in 72 hours, then the same defect will be rectified through some other agency at the risk and cost of contractor. The amount will be deducted from AMC bill in addition to the penalty as stipulated above will also be imposed. However, the decision of the TISS in this regard shall be final and binding.

(d) Contractor will be fully responsible for any accident or mishaps involving himself or his workers engaged by him and the Contractor would pay claims made on this part. The Contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.

(e) It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that sub-standard/ inferior quality items are used during the CAMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

10. Payment: Payment to the selected agency will be made Half Yearly on the basis of successful completion of the desired work. Selected agency will have to maintain a proper log book to register complain, details of repair, replacement and services, which will be submitted along with invoice for half

yearly payment.

11. **Validity of the contract:** The period of Comprehensive Annual Maintenance contract shall be of two year from the date of award of contract. The contract may be extended for a further period of one year on mutual consent. TISS, however, reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

12. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.

13. Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, and instruction herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Director of Tata Institute of Social Sciences and if he is unable or unwilling to act to as the Sole Arbitrator or some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be submission to Arbitration under the meaning of the Arbitration Act, 1996 or any subsequent amendments of enactment thereof for the time being in force, conclusive and binding on all parties of the contract.

14. TISS does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all tenders either in whole or in part, without assigning any reasons whatsoever.

ANNEXURE - II

PROFORMA FOR TECHNICAL BID

Sl.	Description	Information	
1.	Name of the Firm /Agency/ Company		
2.	Address of the Firm/ Agency/ Company (Enclose copy of address proof)		
3.	Contact Details of the Firm/Agency	Telephone/Mobile No.	
		Fax No.	
		E-Mail ID	
4.	Name of Proprietor/ Partners/ Directors of the Firm/ Agency		
5.	Other Details (Enclose Copy)	PAN No.	
		GST / VAT Registration No.	

PROFORMA FOR FINANCIAL BID

SNo.	Description of work	Cost
1.	Comprehensive annual maintenance contract for servicing, repair & replacement of spares in respect of Gym equipment for 02 years at Tata Institute of Social Sciences.	
	GST	
	TOTAL	

Place:
Date :

Signature.....
Name.....
Designation.....

Seal of the Company.....

UNDERTAKING

I/We _____ do hereby solemnly affirm and declare that the My/Our firm /company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

Signature of Authorised Signatory
with stamp (Name of the person)

DETAILS OF GYM EQUIPMENT

SNo.	Equipment	Qty
1	Treadmill	5 (02 under warranty for 01 year)
2	Cross Trainer	2
3	Exercise Cycle	4
4	Cable Cross over	1
5	Bench Press	2
6	Abdominal Bench	1
7	Back Extension	1
8	Leg Press	1
9	Squat rack with lateral pulley	1
10	4 Station Multi-gym	1
11	Standing Calf Machine	1
12	Leg Extn and Curl	1
13	Seated Calf Machine	1
14	Twister	1
15	Flat Bench	2