



EMBASSY OF INDIA BEIJING

INVITES QUOTATIONS

FOR ANNUAL MAINTENANCE OF 2 ELEVATORS

AT EMBASSY OF INDIA, BEIJING,

TENDER NO. PEK/GEN/862/17/2009

LAST DATE FOR SUBMISSION OF BIDS

16 January 2017 UP TO 1000 HRS (BEIJING TIME)

DATE OF OPENING BIDS

16 January 2017 AT 1600HRS (BEIJING TIME)

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600, TEL-00-86-10-8531 2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations for Annual Maintenance of 2 Elevators from reputed Elevators companies based in China.

1. Eligibility criteria for bidders:

- The company should have valid permit / registration from a competent local authority for MAINTENACE OF ELEVATORS.
- The company should be in operation for more than 5 (five) years.
- The company should have experience in providing MAINTENACE OF ELEVATORS service for a minimum of 5 years.
- The company should have sufficient number of staff for MAINTENACE OF ELEVATORS for the proper execution of the job.

2. Scope of Work:

S.No.	Description of work	Per Month	Quantity (Months)
1.	Annual maintenance of 2 Hydraulic Elevators Brand Name- SANYO Description of 2 Elevators – GMV/SY-Y/XSQ115-06/AQ10/ZDQ-A-10/FEL-161 (1 no.) GMV/SY-Y/XSQ115-13/AQ10/ZDQ-A-/IL-32161 (1 no.)	Each job	12
2.	The scope of works include regular maintenance of 2 Elevators, viz. cleaning, lubrication, adjustment and inspection (every 10 days) and minor repairs, viz. replacement of wearing parts with unit price upto RMB 1500-. The concerned company will carry out 3 inspections every month (every 10 days). Apart from this, there should be monthly, quarterly, half yearly and yearly maintenance of 2 Elevators.	Each job	12
3.	The company should maintain the Elevators in compliance with relevant Lift Operation Management and Maintenance Rules, Lift Maintenance Specifications and Safety Code on Lift Manufacturing and Installation and make maintenance records.		

4.	The company shall provide Specific Name and contact details of the concerned technical staffs who would be available for General Maintenance as well as Urgent Repair.
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3. Bid system:- The company/ vendor shall submit its bid offer in **an envelope** superscripted as "Tender Quotation for Annual Maintenance of 2 Elevators". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder-

- i.** The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- ii.** Contact person for site visit - Mr. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548 Email: property@indianembassy.org.cn
- iii.** The bid may be submitted by Hand in person or by courier. The bids by "Fax / E-mail" shall not be accepted;
- iv.** Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- v.** Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vi.** Bid should clearly mention the amount covered towards minor repairs of Elevators.
- vii.** The bid has to be submitted as per the format specified at 'Annexure I';

4. Mode of Payment: Payment against bill/invoice shall be released on quarterly basis at the end of each quarter.

Annexure- I

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Name of the Proprietor/Partners/Directors. of the Agency/Company.	
5.	Registration and incorporation particulars of the Agency/Company.	
6.	Period of Bid validity.	
7.	Experience in MAINTENANCE OF ELEVATORS work (No. of years).	
8.	Amount upto which the minor repairs of each Elevator would be covered under the maintenance contract	

FINANCIAL BID

Description	Amount incl. VAT
Annual charges for MAINTENANCE OF 2 ELEVATORS as per Scope of work (charges should be mentioned separately)	
GMV/SY-Y/XSQ115-06/AQ10/ZDQ-A-10/FEL-161 (1 no.)	RMB
GMV/SY-Y/XSQ115-13/AQ10/ZDQ-A-/IL-32161 (1 no.)	RMB
Total	RMB

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm