



**EMBASSY OF INDIA BERLIN**

**INVITES QUOTATIONS**

**FOR MAINTENANCE OF 2 ELEVATORS FOR A  
PERIOD OF TWOYEARS**

**AT EMBASSY OF INDIA,  
BERLIN,**

**TENDER NO.**

**Berl/Prop/872/01/2015-V**

**LAST DATE FOR  
SUBMISSION OF BIDS**

**11 May 2023 UP TO 1300 HRS**

**DATE OF OPENING TECHNICAL BIDS**

**15 May 2023 AT 1600HRS**

**DATE OF OPENING FINANCIAL BIDS**

**16 May 2023 AT 1600HRS**

**Disclaimer**

Embassy of India, Berlin, does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender document, nor will have the liability for any loss, expense or damage which may arise from anything contained in this Tender document or in any way from the selection process for the programme.

Embassy of India, Berlin, reserves the right to withhold or withdraw the process at any stage with intimation to all who will submit quotations.

Embassy of India, Berlin, reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Tender, at any time, without assigning any reason whatsoever.

**Adherence to Local Laws**

The Contractor should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Contract Labour Act and other Labour/Laws/Acts/Rules in force from time to time. In case the agency or its owner is found to be violating any such statutory provision under Labour Laws or any other law, it would constitute sufficient ground for consideration of immediate termination of the contract.

**Legal Jurisdiction**

If any dispute, difference or question at any time arises between the Mission and the Contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration. The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties. The Arbitration will have its sittings in Embassy of India, Berlin.

Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published, the parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

The services of any Agency which fails to comply with any of the conditions stipulated above will be liable to be terminated immediately without any notice at point of time during the currency of the contract. Incorrect claims and misrepresentation of facts shall render the Agency to be disqualified. The decision of the Embassy, as to whether terms and conditions were violated, shall be final.

## Invitation for Bids

Embassy of India, Berlin invites Bids / Quotations for Maintenance of 2 Elevators for a period of two years from reputed Elevator companies.

### 1. Eligibility criteria for bidders:

- The company should have valid permit / registration from a competent local authority for MAINTENANCE OF ELEVATORS.
- The company should be in operation for more than 5 (five) years.
- The company should have experience in providing MAINTENANCE OF ELEVATORS service for a minimum of 5 years.

### 2. Scope of Work:

**ANNUAL COMPREHENSIVE MAINTENANCE** of 2 Hydraulic Elevators

Brand Name - **Haushahn**

Year: 2000

System: Hydraulic

Floors: 6

- a. To clean the wire connection box of every landing and car cages.
- b. Tighten all screws and check the conditions of cables at conduit inlets and outlets.
- c. To check and repair the condition of worm gear and thrust bearing of the gearboxes.
- d. To check and tighten screw of control panels, starters panels and relay panels.
- e. To remove the dust inside the landing indicator switches.
- f. To test all safety devices.
- g. To dismantle, clean and adjust the electromagnetic brake of gearless machines.
- h. To charge gear oil and motor oil.
- i. To check and tighten screws and foundation bolts of traction machine, secondary sheaves,
- j. Exterior of lifts frame, guide rails, guide rails clamps, and bracket etc. To test the over current relays.

**PREVENTIVE MAINTENANCE (EVERY 120 DAYS)** of 2 Elevators, viz. cleaning, lubrication, adjustment and inspection (every 120 days) and minor repairs, viz. replacement of wearing parts.

- a. To check and repair the operation of terminal limit switches and final limit switches.
- b. To check and repair the governor switches.
- c. To clean the brush holders and commutators of the door motors
- d. To check and repair the traction ropes for broken wire, wear elongation and even tension. Adjust if necessary
- e. To remove the dust inside the traction machines and control panels using electric blower
- f. To clean and repair the indicator lamps
- g. To check the voltage of rectifiers and thyristors

**BREAKDOWN MAINTENANCE OF THE LIFT:**

- a. In case contractor suggests for replacement of any major equipment/spare, Embassy has the right to get it independently checked for assessment.
- b. The company has to send its representatives for any Breakdown Maintenance within three hours of reporting of the incident. The company has to make the assessment and ensure working of the lift within next 6-8 hours. Contractor shall not levy any labour cost for undertaking breakdown maintenance. Costs of all parts shall be borne by the contractor.
- c. Contractor shall provide the **Root Cause Analysis** of the breakdown and suggest means to prevent it.
- d. In the circumstance that the CONTRACTOR fails to attend the breakdown within five hours after notification and where the remedial work is being interrupted during normal working hours for purposes other than obtaining replacement parts, **the employer reserves the right to order such action as may be necessary to expedite completion of remedial work which shall be at the Contractor's expense without abrogation of the Contractor's responsibility.**

3. **Bid system:** - The company/ vendor shall submit its bid offer in an envelope superscripted as “Tender Quotation for Maintenance of 2 Elevators” for a period of two years from the date of acceptance of the contract. 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, Berlin  
Tiergartenstrasse 17, 10785**

ii. Bidders shall submit their bid in a large sealed envelope super-scribed with ‘Renovation of Main Chancery Building’ for Embassy of India, Berlin which shall have following three sealed envelopes inside:

**Envelope A:** Should contain the documents mentioned in Annexure - I. This envelope should be super-scribed as “*Technical Bid*”.

**Envelope B:** Should contain the documents mentioned in Annexure - II. This envelope should be super-scribed as “*Financial Bid*”.

**Envelope C:** Should contain the document mentioned in Annexure - III or Annexure - V. This envelope is to be super-scribed as “*EMD or BSD*” (as the case may be).

iii. Contact person for site visit - Mr. Tim Leiss, Property Assistant, and Email: [project2.berlin@mea.gov.in](mailto:project2.berlin@mea.gov.in).

iv. The bid may be submitted by **Hand in person or by courier**. The bids by “Fax / E-mail” shall not be accepted;

v. The bid should be valid for a period of 120 days from the date of submission of the bid.

vi. Bid received **after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances;**

vii. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Berlin, Tiergartenstrasse 17, 10785, Berlin** in the presence of the authorized representatives of the companies, who may wish to attend.

viii. Bid should clearly mention the amount covered towards minor repairs of Elevators.

ix. The bid has to be submitted as per the formats specified in three separate envelopes. Annexure II is the technical criteria and only upon qualification on technical grounds, the Annexure I shall be opened. **Annexure I should be submitted in a sealed envelope inside the main envelope.**

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

5. **BID PREPARATION:**

The Bid document should be in English only.

Technical Bid: Technical Bid should be prepared and submitted as per Annexure II of the Tender Document along with required information and attachment.

The Annexures should be duly signed and stamped (chopped).

6. **BID OPENING PROCEDURE:**

Technical Bid (Envelope A) shall be opened in the Chancery at Embassy of India(Eol), Berlin on 15/05/2023 at 16:00 HRS in the presence of the bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Eol Berlin. **Earnest Money Deposit/Bid Securing Declaration envelope will be opened first and technical bids of only those bidders will be opened who have submitted these valid documents.** After evaluation of the Technical Bids, a list of qualified bidders will be prepared by the Eol, Berlin. Financial bids will be opened on 16/05/2023 at 16:00 HRS.

7. **Performance Security:** 5% of accepted contract value shall be submitted in the form of a Bank Guarantee valid for a period of sixty days beyond the date of the completion of the contractual obligations of the supplier under the contract and discharged after completion of work. Bank Guarantee shall be deposited within 15 days of signing of contract. Letter of award of work shall be issued on receipt of performance guarantee. (Format of Performance Security is attached at Annexure IV).

8. **Earnest Money Deposit/Bid Securing Declaration-**

The bidder shall submit a Demand draft or Banker's cheque or Bank Guarantee of Euro 750 (Annexure-V) or Bid Securing Declaration (Annexure-III). The bidder shall submit either Annexure-III or Annexure-V. Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender on behalf of Government of India, for a period of two years from the date of publication of the Tender in which the default has happened.

**Annexure-I**

**PROFORMA TO BE FILLED UP AND SUBMITTED FOR THE FINANCIAL**  
**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.	

<b>Description</b>	<b>Amount incl. VAT (in Euro)</b>
Annual charges for MAINTENANCE OF 2 ELEVATORS as per Scope of work (charges should be mentioned separately)	
Additional Charges, if Any	
<b>Total</b>	

**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

**Annexure-II**

**PROFORMA TO BE FILLED UP AND SUBMITTED FOR THE TECHNICAL  
BID**

1.	Name of the Bidder Agency/Company.	
2.	Do you agree to all clauses of the SCOPE of WORK? (Answer in Yes or No)	
3.	Deviation, if any to be listed	
4.	Name and Contact of the Technical Person who would take care of the Lift at EOI Berlin	
5.	Letter of Recommendation from Foreign Embassies/ Corporate Organizations where the BIDDER has done Maintenance work.	
6.	Experience in MAINTENANCE OF ELEVATORS work (No. of years).	
7.	The company should attach a valid permit/registration from a competent local authority for maintenance of elevators.	

**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



**Embassy of India  
Berlin**

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION OF MAIN CHANCERY BUILDING, EMBASSY OF INDIA, BERLIN**

**(This may be submitted by the bidder in lieu of the document at Annexure-IV)**

**Bids Securing Declaration**

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:  
Name:

Place:  
Signature:

**TENDER FOR SELECTING CONTRACTOR  
FOR MAINTENANCE OF ELEVATORS IN THE CHANCERY, EMBASSY OF INDIA, BERLIN**

**Bank Guarantee Proforma for Performance Security**

Bank Guarantee No.....

Brief description of contract: ***Maintenance of Chancery Elevators (02), Embassy of India, Berlin***

Name and Address of Beneficiary: Embassy of India, Berlin, Tiergartenstrasse 17, 10785.

Date:

Whereas M/s (**Name of Contractor with address**) have submitted their tender for : ***Maintenance of Chancery Elevators (02), Embassy of India, Berlin***, and one of the tender conditions is for the M/s (**Name of Contractor with address**) \_\_\_\_\_ to submit a Bank Guarantee for Performance Security amounting to **5% of contract value**. In fulfilment of the tender conditions, we, (**Name of Bank with address**) \_\_\_\_\_ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **5% of contract value**.

2. This guarantee is valid for a period of **60 Days after the date of completion of the contract** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **5% of contract value**.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) \_\_\_\_\_ up to the (**date should be two months after the date of completion of contract**) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (**from date of expiry**) \_\_\_\_\_.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the Germany and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the **German** Courts.

Date:  
Name:

Place:  
Signature:

**TENDER FOR SELECTING CONTRACTOR  
FOR MAINTENANCE OF ELEVATORS IN THE CHANCERY, EMBASSY OF INDIA, BERLIN**

**Bank Guarantee Proforma for Earnest Money Deposit/Tender Security**

Bank Guarantee No.....

Brief description of contract: ***Maintenance of Chancery Elevators (02), Embassy of India, Berlin***

Name and Address of Beneficiary: Embassy of India, Berlin, Tiergartenstrasse 17, 10785

Date:

Whereas M/s (**Name of Contractor with address**)\_\_\_\_\_ have submitted their tender for ***Maintenance of Chancery Elevators (02)*** at ***Embassy of India, Berlin***, and one of the tender conditions is for the M/s (**Name of Contractor with address**) \_\_\_\_\_to submit a Bank Guarantee for Earnest Money Deposit amounting to **Euro 750**. In fulfilment of the tender conditions, we, (**Name of Bank with address**) \_\_\_\_\_hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **Euro 750**.

2. This guarantee is valid for a period of 180 (One hundred and eighty) Days and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **Euro 750**.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) \_\_\_\_\_up to the (**date after 180 days from date of issue**) \_\_\_\_\_and claims under this guarantee should be submitted not later than (**date after 180 days from date of issue**)\_\_\_\_\_.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the Germany and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the German Courts.

Date:  
Name:

Place:  
Signature: