



**Centre for Cultural Resources and Training  
15-A, Sector-7, Dwarka, New Delhi-110075**

Dr. Chetan Singh  
Deputy Director (Trg + GA)

CCRT/11013/10/2017  
Date: 31 January, 2018

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**NOTICE INVITING QUOTATION**

**Subject:- Annual Maintenance Contract (w/o Spares) of Lift at CCRT  
Plot No-15A, Sector-7, Dwarka, New Delhi-110075**

Sir,

Director, Centre for Cultural Resources and Training (in short CCRT), New Delhi, invites quotation from the reputed and experienced Government Contractors/Firms for maintenance of its Lift as general terms and conditions, specification and schedule of work as under:-

- |     |                         |                            |
|-----|-------------------------|----------------------------|
| (a) | Estimated Cost          | : Rs, 30,000/-             |
| (b) | Earnest Money           | : Rs.600/-                 |
| (c) | Last date of sale       | : 26-02-2018 upto 03:00pm  |
| (d) | Last date of submission | : 27-02-2018, upto 03:00pm |
| (e) | Date of Opening         | : 27-02-2018, upto 03:30pm |
| (f) | Period of time          | : One Year                 |

You are requested to send quotation to Director, CCRT in duly sealed envelope super scribed with “**QUOTATION FOR MAINTENANCE OF LIFT**”, **MANDATORILY**.

(Dr. Chetan Singh)

## **CENTRE FOR CULTURAL RESOURCES AND TRAINING**

Under the aegis of Ministry of Culture, Govt. Of India

### Terms and Conditions

1. The LIFT AMC shall remain valid for a period of one year. Contractor must have three years experience of similar work. Proof of this should be submitted along with quotation and submission of proof is mandatory. The contract once awarded can be terminated by either party after giving one month notice.
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.
3. Contractor must have Service Tax Registration and have to submit the same along with the quotation mandatorily.
4. Contactor must have PAN Number and have to submit the same along with the quotation mandatorily.
5. Contractor must have GST Registration and have to submit the same along with the quotation mandatorily.
6. On termination of the agreement, the contractor will hand over all the equipments as supplied by the CCRT in good working condition back to CCRT.
7. If any breakdown it should be attended within 24 hours from the time of complaint. The contractor has to attend the problem even during holidays / late hours / Sundays for which no additional payment will be paid.
8. Breakdown / complaint have not to be rectified within 3 days else a penalty of Rs. 150/- per day shall be levied by CCRT.
9. Contractor shall deposit Rs.600 as EMD in form of demand draft/pay order in favour of Director, CCRT payable at New Delhi along with the quotation.
10. The payment shall be released on quarterly basis after satisfactory completion of the job and on production of service / preventive maintenance report duly signed by the CCRT authorities along with bill. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
11. Contractor should at least once in a two month check the lift and do necessary cleaning, oil/lubrication and adjust those parts where such service are necessary.
12. Contractor/Firm shall issue identity card (ID) card to their workforce whenever they enter CCRT premises for service / maintenance work.
13. The service persons should be skilled and well experienced in similar kinds of lifts to service.

14. The contractor should use only genuine spare parts. Payment of spare part shall be paid after replacing the parts and further depositing the dismantled part in department.

15. 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 contractor/firm.

16. The contractor shall be responsible to coordinate and liaise with local authorities. Further, renewal of licence fees and collection of lift certificate is to be carried out by the contractor/firm and payment of the renewal charges will be paid by the CCRT.

17. Any accident or damage during maintenance / operation will be the responsibility of the contractor and the CCRT 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.

18. The agency will provide the workers with necessary testing and safety equipments and also follow all the safety measures strictly.

19. The service person should display caution board in all the floors during service / maintenance period.

20. The contractor shall have to provide safety certificate once in six month.

21. The contractor shall have to attach copy of the valid Trade Licence Certificate.

22. Contractor shall have to attach the copy of 02 years experience certificate for maintenance of lift in Govt. building mandatorily.

23. Interested party may inspect the lift and obtain the quotation from GA Section during office hours on all working days from 09:30AM to 05:00PM.

24. Quotation in which any of the prescribed condition is not fulfilled likely to be summarily rejected.

25. CCRT reserves the right to accept/reject any of the Quotation without assigning any reasons whatsoever.

Date: 31 January, 2018

(Dr. Chetan Singh)  
Deputy Director (Trg+GA)

**CENTRE FOR CULTURAL RESOURCES AND TRAINING**

(under the aegis of Ministry of Culture, Govt. of India)

15-A, Sector -07, Dwarka, New Delhi - 110075

**SCHEDULE**

<b>S.No</b>	<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Unit</b>	<b>Amount</b>
1.	Make : Olympus Bharat Bijlee ltd Capacity : 13 Passenger Lift No : 990048 No. of floors : G +2 Lift Speed : 1.5 m/s Installed on : 14.08.1999 - 01	12 Months		monthly	

Date :

(Full signature of the Contractor)

Place:

Seal: