

Ref: IFCI/HO/Security/Gym Eqpt./2018-19/08

Dated: May 24, 2018

Subject: Comprehensive Annual Maintenance Contract for Repair & Servicing of Gym Equipment at Fitness Centre at IFCI Ltd., IFCI Tower, 61 Nehru Place, New Delhi.

IFCI is desirous of engaging vendor for Comprehensive Annual Maintenance Contract (AMC) of Gym Equipment for its Fitness Centre at IFCI Tower, Nehru Place. Sealed quotations are invited from the reputed vendors dealing in manufacturing/supply, servicing and repair of renowned Fitness Equipment. Details of Equipment is placed at Annexure at the end of this document.

(I) SCHEDULE OF WORK

S. No.	Description	Timeline
(i)	Name of Work	Comprehensive AMC for Servicing & Repair of Gym Equipment at IFCI Tower, Nehru Place, New Delhi
(ii)	Site Inspection	Between May 25, 2018 to June 06, 2018 from 1000 hours to 1300 hours
(iii)	Last Date of Submission of Quotation	Wednesday, June 06, 2018 up-to 1430 Hrs.
(iv)	Opening of Quotations at 7 th Floor at IFCI Tower, New Delhi	Wednesday, June 06, 2018 at 1500 Hrs.
(v)	Address for Submission of Quotations	General Manager (Estates) IFCI Limited, IFCI Tower 61 Nehru Place New Delhi-110 019 Tel.: 011-26487444/41732000.
(vi)	Specifications	As per Annexure
Note: Notice for amendment if any, shall be hosted on IFCI website www.ifcilttd.com separately under the link https://www.ifcilttd.com/?q=content/procurement-goods-and-services .		

1. **Procedure for Submission of Quotation:** The quotations shall be submitted in a sealed cover duly stamped and super-scribed on top of the envelope 'Comprehensive AMC for Repair & Servicing of Gym Equipment'. Bids can be dropped in the Tender Box kept at Ground Floor at IFCI Ltd., IFCI Tower, 61, Nehru Place, New Delhi - 110019 or the same may be sent through 'Speed Post/Registered Post/By Courier'. However, IFCI takes no responsibility for any postal delay. Bids sent through email/Fax/Telex and Bids received after last date and time of submission, will not be entertained. Once the tender is submitted no withdrawal will be allowed.

2. **Contact Person:** In case of any query, you may contact any of the following officials:

a) Shri Gurpreet Singh, Manager (Security) at New Delhi (011-41732176 / 7042505089) and email: estate.dept@ifcilttd.com

b) Shri Dharam Pal Rauhilla, DGM at New Delhi (011-41732216) and email: estate.dept@ifcilttd.com

(II) TERMS AND CONDITIONS

1. **Documents to be Enclosed with the Bid**
 - a. All the pages of this document including terms & conditions, Annexures and Corrigendum, if issued before the last date of submission of the bids, should be stamped and signed by the authorized person only and should be attached serially numbered with the offer.
 - b. The bid is to be submitted in the prescribed format given in the Annexure along-with with covering letter of the Firm/Company duly addressed to IFCI Ltd., IFCI Tower, 61, Nehru Place, New Delhi - 110019.
 - c. The Vendor should be registered under GST Act and should enclose copy of GSTN details and certificate/communication received from the GST Authorities. IFCI shall accept bids from the vendors registered under GST Act only.
 - d. Copy of experience in manufacturing/supply, servicing & repair of Gym Equipment: Bidder/Firm (s) should enclose copy (ies) of Work Order/Supply Order as proof of manufacturing/supply, servicing & repair of Gym Equipment during the last one year starting as on May 30th, 2018 having value not less than Rs. Two Lakh (Rs. 2,00,000/-) excluding taxes.
2. In the event of office remaining closed on the date of opening of the bids for any unforeseen reason, the quotations shall be received and opened on the next working date. The firms may depute their authorised representative (s) during opening of quotations by issuing an authorization letter.
3. In the absence of any of the above documents, IFCI shall have the right to reject the bid without any obligation. However, IFCI at its discretion, may ask for any relevant document from the bidder. Offer (s) submitted by the bidder (s) will remain valid for a period of 90 (ninety) days from the last date of submission of the bids.
4. The Contract shall be awarded initially for a period of one year which shall be effective from the date of award of LOI subject to acceptance of the same by the selected bidder. However, IFCI at its discretion, may extend the contract as per prevailing policy subject to satisfactory performance of the bidder in the preceding year and the terms & conditions mutually agreed thereof. Further, IFCI may also expand "Scope of the Work" subject to mutual agreement of the terms & conditions.
5. The Vendor shall provide all-inclusive Comprehensive Maintenance Services to IFCI to keep Fitness Centre equipment in good working order. AMC will include regular monthly visits of the Technician, preventive and corrective maintenance services, necessary repair & maintenance, replacement of parts/equipment etc. without any additional cost except equipment/part damaged due to human error or fluctuation of voltage or for any other unforeseen reason. Apart from the monthly visits, AMC will also include on call basis visits of the Technician in case of breakdown of the system/equipment.
6. The Vendor shall ensure that the reported fault/support request is attended to and resolved promptly and in any case within 48 hours from the reporting time. In case, any of the equipment is not repairable at site, the Vendor shall be responsible to take it to its service centre or any other place for rectification with prior approval of IFCI with no additional charges.
7. The Technician after every visit whether monthly or urgent, shall submit report giving complete details of all the equipment viz., equipment condition, indicative durability and requirement for replacement of the

equipment, if any. The Vendor may also suggest IFCI for any other improvement required in the Fitness Centre. IFCI shall give the Vendor full access to the equipment to facilitate maintenance/support services.

8. The Vendor during the AMC, shall be responsible to maintain the equipment in good working condition by maintaining minimum uptime of 95%. The uptime would be calculated on monthly basis and proportionate deductions would be applicable on the payment to be made to the Vendor for the months for which an uptime of 95% could not be maintained. IFCI, in no case shall consider any justification/explanation from the Vendor such as non-availability of spare parts for any reason whatsoever.

9. **Payment Terms:** Bidders are required to quote all-inclusive consolidated rates for the Annual Maintenance Contract (AMC) excluding GST. IFCI will make payment to the selected Vendor on quarterly basis upon successful completion of every three months. No advance payment will be made to the selected vendor in any circumstance. Bidders are advised to go through the list of equipment provided at the end of this document as well as visit the site before submitting their bids. The "List of Equipment" shall be covered under AMC which is followed by format for quoting the rates both in figures and in words.

10. In case of any discrepancy in price, the decision of the IFCI shall be final and binding to the bidder. The Committee may or may not accept the bid (s) with price discrepancy with/without asking any clarification from the bidder.

11. IFCI will not be responsible for any error made at the level of the bidder, be it analyzing the make/specifications of the equipment or for any reason whatsoever. It will be the sole responsibility of the bidder to examine everything minutely before submitting the final offer.

12. This AMC would be transferable to any other company/service provider only after, the Vendor has notified IFCI at-least one month in advance and has obtained permission of IFCI in writing, else the same may be terminated.

13. In case, no bid or single bid is received, or for any other reason whatsoever, IFCI reserves the right to accept or reject any bid or all the bids, and to annul the tender process at any time prior to award of the contract, without assigning any reason thereof and without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder or bidders on the grounds for the IFCI action.

14. The selected bidder shall be solely responsible for fulfilling all the statutory compliances pertaining to deputing of Staff for any visits during the contractual period. In no case, IFCI shall be responsible for any lapse in fulfilling the statutory compliances or there will not be any employer-employee relationship between IFCI and the staff deputed by the Vendor.

15. In case it is observed at any time during the currency of the Contract that the selected Vendor is not fulfilling the terms & conditions and/or statutory compliances, IFCI may terminate the Contract summarily and debar/blacklist the vendor from participating in any future activity of the IFCI. Further, the AMC can be terminated by either side by giving one month notice in advance anytime during contractual period.

16. In case of any dispute or difference arising out of the execution of the work or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the vendor in any manner, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by IFCI.

17. All the terms & conditions of the Tender Document as mentioned above and the terms of the LOI shall form part of the agreement.

ANNEXURE

LIST OF EQUIPMENT

Ser. No.	Item Description	Make	Quantity
1	Commercial Motorized Treadmill with 3 HP AC Motor	Fitness World-5555	02 Nos.
2	Commercial Elliptical Cross Trainer	Fitness World-2222	01 No.
3	Commercial Recumbent Bike	Fitness World-8500R	01 No.
4	Commercial Upright Bike	Fitness World-8500R	01 No.
5	Four Station Gym with 4 Weight Stack	--	01 No.
6	Abdominal Board	--	01 No.
7	Step Board- Medium	--	02 Nos.
8	Step Board- Small	--	02 Nos.
9	Digital Weighing Machine	--	01 Nos.
10	Punching Bag Small	--	02 Nos.
11	Body Solid DR60	--	01 No.
12	Euro Fitness Flat Bench	--	01 No.
13	Euro Fitness Adjustable Incline Bench	--	01 No.
14	Euro Fitness Seated Arm Curl	--	01 No.
15	Single Twister Standing	--	01 No.
16	Seat Covers of various Sizes for the Benches/Equipment	--	10 PCS
Note: Bidders are advised to visit and inspect all the equipment indicated above before submitting their offer.			
Consolidated AMC Amount Quoted Covering Above Equipment			
Grand Total in Figures (Excluding taxes)		Rs.	
Grand Total in Words (Excluding taxes)		Rs.	