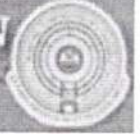




GREATER HYDERABAD MUNICIPAL CORPORATION

హైదరాబాద్ మహానగరపాలక సంస్థ



OFFICE OF THE
EXECUTIVE ENGINEER,
SECUNDERABAD ZONE, GHMC.

To
The Commissioner,
Information & Public Relations,
AC Guards, Masab Tank,
Hyderabad.

Letter No. /EE-29(M)/SBZ/GHMC/2024-25/

Date:21.11.2024

Sir,


Sub:- GHMC - Engg – SE(M) – SBZ - Publication of Tender Notice for Request for Proposal (RFP) in Daily leading Newspapers– Requested – Regarding.

Ref:- NIT No.33/RFP/EE-29/SBZ/GHMC/2024-25 Date:21.11.2024

సరి

Kindly arrange to publish the enclosed Tender Notice for Request for Proposal (RFP) pertaining to the NIT 33 reference cited above in three daily leading newspapers of different languages and furnish the paper cuttings to this office for record.

Yours sincerely,


EXECUTIVE ENGINEER-29,
SECUNDERABAD
SECUNDERABAD ZONE, GHMC



Encl: NIT No.33

Email Id :- eec29.ghmc@gmail.com

Sl. No.	NIT No.	Scope of Work	Start Date/Last Date & Time for Receipts of Bids		Name & Address Office Ph No.
1	33/EE-29/SBZ/GHMC/2024-25, Date:21.11.2024	Request For Proposal for "Maintenance of FOBs (Elevators & Escalators) in various circles of GHMC"	RFP downloadable from website (Date & Time)	22.11.2024 @ 3.00 PM	Executive Engineer, Circle-29, Secuderabad, Secunderabad Zone, GHMC, Cell No. 63099 20591
			Last date of Bid Submission	26.11.2024 @ 3.00 PM	

Further details can be seen at @ <http://www.ghmc.gov.in> in tender notifications Notice board of this office.


**EXECUTIVE ENGINEER-29,
 SECUNDERABAD
 SECUNDERABAD ZONE, GHMC**




GREATER HYDERABAD MUNICIPAL CORPORATION

హైదరాబాద్ మహానగరపాలక సంస్థ



OFFICE OF THE
EXECUTIVE ENGINEER,
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Yours sincerely,


EXECUTIVE ENGINEER-29,
SECUNDERABAD
SECUNDERABAD ZONE, GHMC



Encl: NIT No.33
Email Id :- eec29.ghmc@gmail.com

GREATER HYDERABAD MUNICIPAL CORPORATION (GHMC)



**Request For Proposal(RFP) cum BID Invitation for
“Maintenance of FOBs(Elevators& Escalators) in various circles of
GHMC”**

RFP cum Bid Notice Short NIT.No. 33/RFP/EE-Div.29/SBZ/GHMC/2024-25

Dated: 21-11-2024

Greater Hyderabad Municipal Corporation
O/o. EXECUTIVE ENGINEER, CIRCLE-29
SECUNDERABAD ZONE
Phone No: 6309920591
Website: www.tender.telangana.gov.in

SCHEDULE OF BID PROCESS

Bidders are invited to submit their Bids on or before the time, date and at the office for submission as indicated below. The Bids submitted after this time and date or at any other office other than indicated herein below will not be considered under any circumstances; unless notified by the Authority with full information of the altered time, date and the office for submission. Bid document shall be downloaded from “<https://www.tender.telangana.gov.in>” under tenders notifications section.

RFP cum Bid Notice Short NIT.33/EE-29/SBZ/GHMC/24-25 Dt.21.11.2024

S No.	Event Description	PartiCulars
1	RFP downloadable from website (Date &Time)	22.11.2024 from 1.00PM onwards
2	Bid Due date / Bid Submission date	26.11.2024 at 1.00 PM
3	Address for communication & submission of Bid	O/o Executive Engineer, Circle-29, Secunderabad Zone, GHMC
4	Date & Time for opening of Technical Bid (Eligibility & Qualification Criteria)	26.11.2024 at 1.00 PM
5	Date & Time of opening of Financial Bid	from (Based on Technical Bids received, Date of financial bid opening might change and will be intimated accordingly)
6	Bid Security (Refundable)	<i>Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad.</i>

1. **Note:** In case of any further clarification required the bidders may contact the Authority at eec29.ghmc@gmail.com or approach the O/o. The Executive Engineer, Circle-29, Secunderabad Zone, Greater Hyderabad Municipal Corporation, West Marredpally.

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- 3. SCOPE OF WORK & ELIGIBILITY**
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- 5. Technical Bid**
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- 8. Annexure index**
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 - Annexure II – Details of Agency
 - Annexure III – Technical Bid
 - Annexure IV – Financial Bid

1. INTRODUCTION

GHMC has taken up construction of Foot over bridges at various locations. Foot-over bridge is constructed to facilitate the pedestrians to cross the road without worrying about high-speed traffic and make it easier for people to cross busy roads or intersections. Foot over bridges are an important way to keep pedestrians safe from traffic. At-grade crossings with safety features are the best way for pedestrians to cross roads. Climbing the stairs of a foot over bridge can be difficult for anyone, especially seniors Escalators and elevators make foot over bridges more accessible for people of all ages and abilities

2. OBJECTIVE:

The broad objective of this RFP is to engage an agency responsible for smooth operation and maintenance of FOBs including Elevators and Escalators. Maintenance involves regular inspections, servicing, and repairs to ensure the safe and reliable operation of elevators and Elevators

3. SCOPE OF WORK & ELIGIBILITY:

Regular maintenance can help prevent breakdowns, improve efficiency, and extend the life of elevators and escalators. It can also contribute to safety of pedestrians and reduce operational costs. Regular inspections are mandatory and can help identify problems before they become serious.

Scope of work:- Maintenance of Elevators and Escalators (irrespective of sizes upto minimum to maximum as per standard specifications) involve regular lubrication of components, periodic checking of various components and replacement of damaged spare parts within 24 hours of such identification. Further, 2 care takers one in each shift shall be available in Each FOB for cleaning, guarding and reporting any complaints to the concerned supervisor/Engineer-in-charge.

Periodic check of Escalator involves

- To check the condition of the escalator
- To verify the meshing with steps, pallets or belt
- To check all the clearances and operations
- To check the cabinets to be clean and dry and free from dust

- To check for free running of hand rails and synchronization between the step/pallet band and handrail
- To check the gear and its associated parts and lubrication
- To check the fixings, condition and wear of track system
- To check the bearings and lubrication of drive motor
- To check the braking system and auxiliary braking system and its parts
- To check for lighting, functioning of display
- To check main drive chain, step/pallet chain
- To check signs/pictograms
- To check panels, fixings of interior claddings of Balustrade
- To check integrity of step/pallet wheels
- To check conveyer and driver belts
- To check the clearances between step-to-step and step-to-skirting

Periodic of Elevator involves checking of

- Electrical wiring for fraying or defects
- Emergency exit hatch
- Brakes and mechanism
- Cables for wear
- Hoistway for signs of rodents or vandalism
- Pit access and clearance
- Car frame for damage
- Cleaning, lubricating, and adjusting of critical components
- To Check the elevator speed.
- To Ensure the telephone is operational.
- To Maintain safety equipment such as door operation.

To check any other components / parts for safe operation of elevators and Escalator duly maintaining Documents to help identify parts that break down faster.

Besides above periodic checks, the agency shall replace any damaged /worn out spare parts within 24 hours from such identification.

4. Submission of RFP Cum Bid:

The RFP Document shall be downloaded from ghmc website Online (in <https://www.ghmc.gov.in>)

Note: All the bidders shall produce hard copies of all the uploaded documents at the time of opening of technical bids if required by the Competent Authority.

- 4.1 **History of litigation and criminal record:** If any criminal cases are pending against him/her/ partners at the time of submitting the Bid, the Bid will be summarily rejected. In this respect, the Bidder shall submit an affidavit to the effect that the history of litigation, criminal cases pending against him/her/partners furnished by him/her is true. In case, it is detected at any stage that the affidavit is false, he will abide by the action taken by the GHMC /Telangana State Government without approaching any court whatsoever for redress. He will however, be given suitable opportunity to offer his explanation before action is taken against him
- 4.2 The Commissioner, GHMC reserves the right either to accept or reject any or all Tenders at any stage without assigning any reasons.
- 4.3 The Bid submitted without Bid Security will be summarily rejected. The Bid Security of the successful Bidder will be returned when the Bidder has signed the Contract Agreement with the Employer and has furnished the required Performance Guarantee as specified in the document within 7 days from the receipt of the Letter of Acceptance.
- 4.4 The Bid Security will be forfeited:
- (a) If a Bidder withdraws its bid during the period of bid validity. Or
 - (b) If the Bidder fails to accept the Employer's corrections of arithmetic errors in the Bidder's bid (if any), or
 - (c) If the Successful Bidder fails to sign the contract agreement with the Employer within the prescribed period,
- or
- (d) If the Successful Bidder fails to furnish the Performance Security within the stipulated time.
- 4.5 The proposal should be submitted by consultancy firms in two parts. The two parts of the proposal are **Part 1: Technical Proposal** and **Part 2: Financial Proposal**. For a given Project, Stage -1 of the Evaluation shall consider the evaluation of the Technical Proposal (i.e. Part 1). The firm satisfying the eligibility criteria as mentioned in RFP shall only be considered for further evaluation. Under stage 2, the financial proposal of such firms as selected above shall be opened and evaluated.
- 4.6 The two parts of the Proposal (Technical proposal and Financial proposal) must be submitted at the Office of the Executive Engineer, Circle-29, Secunderabad, GHMC with all pages numbered serially, along with an index of submission as per procedure under e-tendering. The technical proposal is also required to be submitted in a hard bound form with all pages numbered serially along with an index of submission. The

Financial proposal is to be submitted separately. Submission in any other form shall not be acceptable. In the event, any of the instructions mentioned herein have not been adhered to, the Employer may reject the Proposal.

- 4.7 Employer will be at liberty to keep the credentials submitted by the Agencies at bidding stage, in public domain and the same may be uploaded by Employer on Employer's web-site. Agencies should have no objection if Employer uploads the information pertaining to their credentials as well as of their key personnel.
- 4.8 **Procedure for Bid Submission:** The bidder shall submit his response through bid submission @ Office of the Executive Engineer, Circle-29, Secunderabad, SBZ, GHMC by following the procedure given below.

The bidder shall submit their bid @ Office of the Executive Engineer, Circle-29, Secunderabad, SBZ, GHMC

The bidders shall submit their eligibility and qualification documents, **Technical bid, Financial bid** etc., in the standard formats prescribed in the Annexures enclosed to this document. The bidder shall submit the hard copies of all the relevant certificates, documents etc., in support of their eligibility/criteria/ technical bids during the submission of the bid. The bidder shall sign on the statements, documents, certificates, submitted by him owing responsibility for their correctness / authenticity.

The Technical bids of the bidders will be evaluated based on the certificates / documents submitted only towards the qualification criteria furnished by the bidders. The detailed procedure for bid submission is described in this document.

Addressed to:

The Executive Engineer, Circle-29,

Secunderabad Zone, GHMC

Zonal office, West Marredpally

Cell No. 6309920591 , E-mail: eec29.ghmc@gmail.com

5. Technical Bid:

The Agency shall submit the following documents in the e-procurement platform and same will be submitted in a sealed cover "Technical bid cover"

- i. Covering Letter as per Annexure-I
- ii. Details of the Agency as per Annexure-II
- iii. Bid security of Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad and drawn on any scheduled bank, which shall be refundable. After completion of evaluation, the Bid security is returned to those Agencies who are not qualified at Technical Bid stage immediately after completion of the bid

evaluation process and the Bid security of the successful Agencies will be returned after completion of their agreement period.

The following members are constituted in the Zonal level committee for finalising the agency for maintenance of FOBs:

- a) Zonal Commissioner, Secunderabad Zone, GHMC
- b) Superintending Engineer, Secunderabad Zone, GHMC
- c) Nodal Executive Engineer, Secunderabad Circle 29, GHMC

6. Technical Evaluation:

The Committee reserves the right to waive-of any shortfalls during evaluation; accept the whole or part of or reject any or all responses to this Bid. The decision of the Committee is final and binding on all the Agencies for selection of the methodology and no correspondence is entrained in this regard.

7. Financial Bid submission:

The Bidder shall submit the financial bid as per the **Annexure IV**. If any Agency not quoted, their bid will summarily be rejected.

8. Selection Criteria:

The Committee will evaluate the financial bids of those Agencies who are qualified in technical evaluation. Mere submission of bid does not entitle the Agencies for qualifying in technical evaluation and approved by the Committee as appropriate.

8.1. Eligibility

- i. Sole proprietorship, registered partnership firm, public limited company, private limited company, LLP can submit the Bid. The firms and the companies should be registered in India.
- ii. The invitation is open to all the organizations registered under relevant Acts/ Rules.
- iii. The Agencies should have at least five (5) years of experience in providing Maintenance services to the Elevators and Escalators to government entities/departments/reputed clients in India.

Note: The Agencies are required to submit supporting document for the experience i.e. copy of the work orders/invoices etc. These documents would be subject to further verification by the client, if required. Submission of any false information would lead to forfeiture of EMD and disqualification of the Agency.

- iv. The Agency should have Annual Average turnover of **minimum Rs.50.00lakhs** in any one year during last 05 (five) financial years ending March 31st, 2024 certified by CA.
- v. The Agency should have a team of Mechanical Engineer, Electrical Engineer, Safety Engineer and Technical supervisors.
- vi. Agency should be registered with Sales Tax/ Income Tax Department of Government of India and should possess a valid GST and PAN Registration/ Certificate.
- vii. The Agency must have operational office in Hyderabad.
- viii. Agencies should not be under a declaration of ineligibility for corrupt and fraudulent practices.

Note: GHMC reserves the right to award/ reject the orders to any agency without assigning any reason thereof.

Final Decision :- The committee decision is final and binding in all matters and no claim is entertained in any respect in any manner at any stage.

Annexure I

(Covering letter to be submitted in the letter head of the Agency)

Date:

To,
The Executive Engineer, Circle-29,
Secunderabad Zone, GHMC,
GHMC,Zonal office,
West Marredpally.
Cell No: 6309920591
E-mail: eec29.ghmc@gmail.com

**Subject : Request For Proposal(RFP) for “Maintenance of FOBs
(Elevators & Escalators) in various circles of GHMC”.**

Dear Sir

Having examined the RFP cum Bid, the undersigned, offers to submit the application in full conformity with the said RFP cum Bid. I/We have read the provisions of RFP cum Bid and confirm that these are acceptable to us.

I/We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of the selection process.

I/We understand that you are not bound to accept any proposal you receive. Also, at any stage, the process may be terminated without assigning any reason and without any liability to firms, whatsoever, it may be.

Thanking you.

Yours faithfully

Signature:

In Capacity of ..
Duly authorized to sign proposal for and on behalf of ..

Annexure-II

Details of Agency

a)	Name of the Agency(Legal Name)	
b)	Country of incorporation	
c)	Legal Status	
d)	Year of Establishment	
e)	Registration details	(Enclose certificate of Incorporation/ Registration etc. as applicable)
f)	Address for Communication	
g)	PAN Number	Copy to be enclosed
h)	GST Number	Copy to be enclosed
i)	Brief description including details of its main lines of business	
j)	Name, Address, E-mail id and Contact Number of the Authorized Signatory, who is authorized to respond to this RFP	
k)	Any other information	

Signature of
Authorized
Signatory Date:
Place:

Annexure - III

Technical bid

Sl.No.	Item
1	Technical details as per RFP document

Enclosures:

- i. All relevant documents for qualification and experience to be uploaded
- ii. All documents shall be as per the RFP terms and conditions.

(Signature, name and designation of the authorized signatory)

Annexure IV
(FINANCIAL BID)

[on the letter head of the Bidding firm]

RFP cum Bid Notice Short NIT.No.33/EE-29/SBZ/GHMC/23-24, Date:21.11.2024.

Date:

To

The Executive Engineer, Circle-29,
Secunderabad Zone,
Greater Hyderabad Municipal Corporation
Zonal office,
West Marredpally.

Cell No: 6309920591

E-mail: eec29.ghmc@gmail.com

Sub :-“Maintenance of FOBs(Elevators & Escalators) in various circles of GHMC”.

Sir,

As a part of the Bid for the subject work, we here by submit the following as Bid price as our quote to the Greater Hyderabad Municipal Corporation Our financial quote in the following methodology:

SL. No	Methodology of evaluation	Total fee (in Rupees)	
1	Maintenance of FOBs (Elevators & Escalators) and repairs including spare parts in various circles of GHMC - Maintenance of Elevators for Each Foot Over Bridge per annum	Rs.....	(Rupees in words)
	Maintenance of FOBs (Elevators & Escalators) and repairs including spare parts in various circles of GHMC -Maintenance of Escalators for Each Foot Over Bridge per annum	Rs.....	(Rupees in words)
	Engaging of 2 Nos. of care takers of FOB one in each shift for cleaning, guarding and reporting complaints to the concerned technical persons and Engineer-in-charge including cleaning consumables. They shall be available in 2 shifts 8 am to 8 pm and 8 pm to 8 am. The wages should be quoted per annum for each care taker	Rs.....	(Rupees in words)

We undertake to acknowledge that the bid evaluation be carried by the Committee authorized by the Authority and the decision of the Committee will be final and binding on us, financial bids of only those Agencies who are qualified in technical evaluation to be opened.

Agency Signature

Note: The financial Bid to be submitted strictly as per the above format.
Noncompliance to the above format shall disqualify the firm's BID