DAV University,

Sarmastpur,
Jalandhar - Pathankot National Highway (NH 44)
Jalandhar - 144 012 (Punjab)

(Tender Document) (2026/6)

Tender for Annual Maintenance Contract for Lifts

Separate Bids are hereby invited in respect of the items mentioned below in two envelop system. The bids should be sent directly on the above address in the sealed cover so as to reach this office within 7 days from the date of publication this tender notice**.**

The right of acceptance or rejection of any bid/s without assigning any reason is reserved. Necessary literature of the quoted items may please be attached. Please quote for F.O.R. at Site, DAV University, Sarmastpur, Jalandhar / Destination.

The bids should be accompanied by Application Fees in shape of Bank Draft/online in name of Registrar, DAV University, Jalandhar and terms & conditions duly signed by bidder.

Note: - The complete tender document may be downloaded from the University website i.e. www.davuniversity.org

	Event	**Date & Time**
I	**Cost of Tender Documents/Application Fee. (Non-Refundable)**	Cost of Tender Document / Application Fee: Rs. 1,180/- to be deposited as DD/Bankers' Cheque/online along with Technical Bid

I	Physical submission of Tender with necessary pre-qualification documents.	Within 7 days from the publication of this tender notice
II	Opening of Bids	To be informed later on
III	Place of opening of bids	Admin Block, D.A.V. University, Jalandhar-Pathankot National Highway (NH-44) Sarmastpur, Jalandhar -144 012, Punjab, India
IV	Address for communication	Registrar, D.A.V. University, Jalandhar-Pathankot National Highway (NH-44) Sarmastpur, Jalandhar -144 012, Punjab, India

Registrar,
D.A.V. University,
Jalandhar-Pathankot National Highway (NH-44)
Sarmastpur, Jalandhar -144 012, Punjab, India

CHECKLIST FOR TENDER DOCUMENT

S. No	Checklist	Tick (Yes/No)
1.	Whether Cost of Tender Document as mentioned above in the shape of Demand draft/ Banker Cheque in favor of Registrar, DAV University, payable at Jalandhar has been attached? If yes, DD/B.C No._____dated_____and _____ name of the Bank	Yes/No
2.	Have you made three separate envelopes named Technical Bid, Financial Bid & /Application Fee	Yes/No
3.	Have you put the envelopes mentioned in S. No 2 (above), in a single envelope and named "**Tender for ….. ….. …..**" (Write the item for which you are applying)	Yes/No
4.	Have you sealed all the above mentioned envelopes Properly	Yes/No
5.	Have you signed the terms and conditions mentioned in Section-V and enclosed with technical bid.	Yes/No
6.	Have you mentioned your address on the envelope mentioned	Yes/No
7.	Have you written the following address on the envelope mentioned in S.No 3 (above) **Registrar,** **DAV University,** **Sarmastpur,** **Jalandhar - Pathankot National Highway (NH 44)** **Jalandhar - 144 012 (Punjab)**	Yes/No
8.	Have you submitted the rates only in Financial bid?	Yes/No
9.	Have you submitted the authorized dealer/distributer certificate	Yes/No

SECTION-I

1. Invitation for Bids

1. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderers risk and may result in the rejection of the bid.
2. Sealed offer should be submitted to Registrar, DAV University, Sarmastpur, Jalandhar, not later than the date and time laid down, at the address given in the schedule for invitation to Tender under Clause 8 (A) of Section I.
3. All bids must be accompanied by Application Fees in the form of Bank Draft / Bankers Cheque drawn from a scheduled bank in favour of the Registrar, DAV University, Jalandhar, payable at Jalandhar, or in Cash/online.
4. This tender document is not transferable. The categories of items and quantity indicated in the Tender Document are tentative, DAVU reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Departments/ University without assigning any reasons.
5. The tenderer should indicate specifically the Basic Price, Taxes/GST, other duties (if any), and levies chargeable. No additional information will be entertained after due date.
6. The tenders will be opened on the date and time indicated in the presence of tenderers, if any, present on the occasion. If the date of opening/receiving is declared to be a holiday/s the tenders will be opened/received on the next working day at the same time.
7. Payment of bill will be made on receipt/installation/demo of material as per work order through crossed account payee Cheque/RTGS/NEFT.
8. **Schedule for Invitation to Tender**

A) Address at which tender is to be submitted by hand/post:

Registrar
DAV University,
Sarmastpur,
Jalandhar - Pathankot National Highway (NH 44)
Jalandhar - 144 012 (Punjab)

A) Last Date and time for receipt of Tender: **Within 7 days from the date of publication of tender notice.**

B) **The date of opening of the bids will be informed later on.**

C) Date till which the tender is valid: 04 months from the opening of tender.

D) DAV University shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION-II

Procedure for submission of Bids

It is proposed to have Two Bid System for this tender.

(i) Technical Bid in one cover

(ii) Financial Bid in one cover

1. **Technical Bid** would be evaluated as per tender's terms and conditions. Technical bid should be covered in a separate sealed cover superscribing the words "Technical Bid as per Section-IV" for each item.
2. **Financial Bid** should be submitted as per prescribed format laid down in Section-III. The financial bid should be covered in a separate sealed cover superscribing the wordings "Financial Bid as per Section-III" indicating item wise prices.
3. The cost of tender, is to be paid in the form of the Demand Draft/Cash, the draft should be in a separate sealed envelope and enclosed with the technical bid.
4. All the documents viz. **Technical Bid** cover, **Financial Bid** cover and **Application Fee** cover prepared as above are to be kept in a single cover super scribed with "**Tender for AMC of Lifts". (Mention the item for which you are applying)**
5. The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared "late".

2. **Cost of Bidding**

The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the University and the University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

3. **Clarification of Tender Document**

A prospective tenderer requiring any clarification of the Tender Document may notify the University through email at the University's e-mail address: **registrar@davuniversity.org**. The University will respond to the request for clarification of the Tender Document, received not later than 07 working days prior to the last date for the receipt of bids prescribed by the University.

4. **Amendment of Tender Document**

4.1 At any time prior to the last date for receipt of bids, the University may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.

4.2 The amendment will be notified on the website of the university www.davuniversity.org.

4.3 In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the University may, at its discretion, extend the last date for the receipt of the Bids.

5. **Language of Bids**

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the University, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. **Documents comprising the Bids**

6.1 The Bids prepared by the Tenderers shall comprise of following components:

I. Bid to be furnished as per the format for technical specifications (Section IV).
II. Technical literature for each product, covering full technical specifications.
III. Submitted the authorized dealer/distributer certificate with technical bid.
IV. Bid prices should be quoted item wise excluding taxes duly signed and complete as per the format (Section III).
V. **Maximum educational discount as could be offered should be mentioned**.

SECTION III

Financial Bid

Rates should be submitted in the following format:

S. No.	Name of Item	Basic Price in lump sum	GST / Taxes etc.	Freight / Shipment cost (if any)	Total Cost in lump sum FOR DAVU (Inclusive of all Taxes) and shipment cost if any.
1	AMC of Lift - L-E 9903 GH				
2	AMC of Lift - L-E 9904 GH				
3	AMC of Lift - L-E 9901 AB I				
4	AMC of Lift - L-E 9902 AB I				
5	AMC of Lift - L-M 2534 AB II				
6	AMC of Lift - L-M 2536 AB II				
7	AMC of Lift - L-S 7169 AB III				
8	AMC of Lift - L-N 4245 Admin Block				
9	AMC of Lift - L-N 6122 Admin Block				
10	AMC of Lift - MC 8789 Guest House				

- **Rate should be F.O.R. at Site, DAV University, Sarmastpur, Jalandhar. (No labour will be provided by the University for Loading/Unloading)**
- **The percentage (%) of GST should be clearly mentioned in the quotation.**

Signature of Bidder

SECTION-IV

Detailed Specification

Sr. No.	Lift Number	Make/Brand of Lift	Location of Lift	Lift Floors	Date/Year of Lift Installation	AMC / Warranty expiry date
1	L-E 9903	Johnson Lifts Pvt. Ltd.	Girls Hostel North Block	B + G + 8	21st May, 2014	9th November, 2026
2	L-E 9904	Johnson Lifts Pvt. Ltd.	Girls Hostel North Block	B + G + 8	21st May, 2014	9th November, 2026
3	L-E 9901	Johnson Lifts Pvt. Ltd.	Academic Block I	B + G + 4	21st May, 2014	9th November, 2026
4	L-E 9902	Johnson Lifts Pvt. Ltd.	Academic Block I	B + G + 4	21st May, 2014	9th November, 2026
5	L-M 2534	Johnson Lifts Pvt. Ltd.	Academic Block II	G + 6	7th February, 2020	9th November, 2026
6	L-M 2536	Johnson Lifts Pvt. Ltd.	Academic Block II	G + 6	7th February, 2020	9th November, 2026
7	L-S 7169	Johnson Lifts Pvt. Ltd.	Academic Block III	G + 1	27th February, 2024	26th February, 2025
8	L-N 4245	Johnson Lifts Pvt. Ltd.	Administrative Block	G + 2	25th June, 2021	9th November, 2026
9	L-N 6122	Johnson Lifts Pvt. Ltd.	Administrative Block	G + 2	25th June, 2021	9th November, 2026
10	MC 8789	OTIS	Guest House	G + 1	22nd May, 2025	21st May, 2026

The supplier must warrant that the goods supplied under the contract are new, unused and the item being supplied has incorporated all recent improvements in design, materials as per specifications in this tender document.

SECTION-V

TERMS AND CONDITIONS

1. An Application Fees should be submitted along with the quotation separately in form of DD/Cash in favour of Registrar DAV University, Jalandhar. Tender without Application Fees shall be considered unresponsive and rejected.
2. It may please be specified if the packing, insurance and Taxes etc. will be inclusive or extra of the prices quoted.
3. Please quote delivery/Installation period also. It should be less than one month from the date of order.
4. Catalogue should be sent along with supply.
5. Materials should confirm to specifications as mentioned in "Section IV" for various items.
6. Only best quality material should be quoted. The quotation for advance payment will not be accepted.
7. All legal disputes will be subject to Jalandhar Jurisdiction and will be interpreted under Indian Laws.
8. The Registrar DAV University reserves to himself the right to reject any or all bids without assigning any reasons.
9. The university reserves the right to increase/decrease the quantity of items or to cancel the bid at any point of time without any reason/notice.
10. **No advance payment will be made.**
11. The penalty will be imposed as deemed fit by the University, after the expiry of delivery period, mentioned in the purchase order.
12. **All the rates should be F.O.R., at site DAV University, Sarmastpur, Jalandhar, or as per the requirement of Department/Central Store.**
13. The University being a premier Education and Research Institute, **discounts** as applicable to Research Institute/Educational Institutes may be provided in the quotation.
14. The bidders shall not be allowed to change, alter or modify the bids after expiry of the deadlines for the receipts of bids.
15. The firm is entirely responsible for any damage or losses occurred to the material in the transit. The firm will lodge all complaints regarding the damage occurred in the transit and shall bear all expenses.
16. Bidder is not permitted to alter/modify their bids after the expiry of the deadline for receipt of the bid.
17. Bids received after the due date will not be considered.
18. If price is quoted in foreign currency, the rupee equivalent price must also be indicated.
19. In case, any free gift scheme / cash scheme is launched by the company same will be offered by the bidder to DAVU free of cost.
20. Generally the bid offer will be received /opened on the day as specified in the schedule. If the scheduled date is declared as a holiday, then the tender shall be received / opened on the next working day at the same time.
21. Warranty period Should be mentioned in the specifications.
22. **Detailed technical literature of the item quoted must be attached to support the technical compliance.**
23. **Tender validity should be 04 months from the opening of tender.**

All the terms and Conditions of this tender document are acceptable to me /us.

Signature of Bidder