

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT No. B/4, SCHOOL AREA (PT.), KALYANI, NADIA

e-mail: wbrctrc.kalyani@gmail.com, rcrc.kalyani@gmail.com

Website: www.rcrcwestbengal.com

Memo No: 3157 /RCTRC/2026

Date: 30.09.2026

NOTICE INVITING QUOTATION

NIQ NO: 19/RCTRC/2026 (2nd Call)

For and on behalf of Rural Connectivity Training and Research Centre (RCTRC), the Manager (Training) & Executive Engineer (P&RD), invites item wise rates from Original Equipment Manufacturers (OEM)/Authorised service providers of OEM/ Other Elevator Manufacturers/Resourceful and Bona-fide outsiders having experience in Government / Semi Government/Public Sector Undertaking/ Autonomous Bodies / Statutory Bodies & Local Bodies who satisfy the terms and conditions set out in pre-qualification document may submit their bids. The intending contractors must have completed at least one work of similar nature in a single contract as a prime contractor within last five years from the date of issue of this NIQ, value of which is not less than Rs. 30,000/-. The pre-qualification documents are to be submitted in offline mode only. The notice shall be available for viewing in our website www.rcrc.com.

1. Name of the Work: "Annual Maintenance of Schindler make elevator", at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia.
2. Location of work: Academic Block of RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. Scanned copies of the following documents to submitted:
 - PAN Card
 - GST Registration
 - Valid Trade License
 - P. Tax payment certificate
 - Valid credential certificate of similar nature of work from any Central Govt./State Govt./Statutory body/Public Sector Undertakings of Rs 30,000/- within last 5 years from the date of N.I.T.
 - I.T. Return of last year.

SCHEDULE OF ITEMS:

Item	Make	No. of Unit	Period of AMC
Annual Maintenance of Schindler make (10 persons, 680 kgs) elevator for G+1 Academic Block at RCTRC, Kalyani, Nadia	Schindler	01	12 months

Tender Inviting authority reserves the right to call for original document for verification from successful bidder(s) only in case of exceptional circumstances.

Tender Inviting authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any point of time prior to the issuance of work order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the authority's action.

Acceptance of Tender (AOT) will be issued after approval of competent authority.

GST, Cess, Taxes and Duties if any at applicable rates will be deducted from the bill of the contractor.

List of important dates:

Sl No.	Particulars	Date	Time
01	NIQ Publishing Date	30.09.2026	14.00 Hrs.
02	Bid submission start date	01.10.2026	11.00 Hrs
03	Bid submission end date	08.10.2026	17.00 Hrs
06	Bid Opening Date	09.10.2026	11.00 Hrs
08	Place of Opening Bid	Office of the Manager (Training), RCTRC, Kalyani, Nadia	
09	Officer Inviting Bid	Manager (Training), RCTRC, Kalyani, Nadia	
10	Last Date of Bid Validity	90 days from the date of opening of Bid	

Scope of Work

The AMC shall include, but not be limited to, the following:

1. Routine Preventive Maintenance

- Monthly inspection and servicing of the lift.
- Checking of lift operation, safety systems, controls and electrical/mechanical components.
- Lubrication, adjustment and cleaning of necessary components.
- Inspection of ropes, sheaves, brakes, guide rails, door mechanisms and other essential parts.

2. Breakdown and Emergency Services

- Attending to lift breakdown complaints promptly & breakdown complaints shall be attended to **within 24 hours** of receiving the complaint.
- Providing emergency assistance for passengers trapped inside the lift.
- Rectification of operational faults and restoration of service at the earliest possible time.

3. Safety Inspection

- Checking of door locks, interlocks, brakes, limit switches, over speed governor, emergency alarm, ARD/emergency rescue system and other safety devices.
- Periodic testing of safety equipment as required by applicable regulations.

4. Electrical and Control System

- Inspection of control panels, contactors, relays, wiring, switches, sensors and other electrical/control components.
- Checking of proper functioning of lighting, alarm, fan and emergency communication systems.

5. Lift Car and Landing Equipment

- Inspection and adjustment of lift doors, door operators, landing doors, buttons, indicators and displays.
- Checking of lift car lighting, fan, alarm bell and other accessories.

6. Housekeeping and Cleaning

- Cleaning of accessible lift machinery and equipment during scheduled maintenance.
- Maintaining the lift machinery/equipment in safe and serviceable condition.

7. Maintenance Records

- Maintaining a service/maintenance logbook recording every preventive maintenance visit and breakdown complaint

- o Providing details of work carried out, defects observed and parts replaced.

8. AMC Period

The proposed AMC shall be for a period of **12 months**, commencing from the date of issue of Work Order.

9. Service Requirements

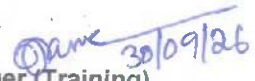
- o The contractor shall deploy qualified and experienced technicians for maintenance and repairs.
- o All work shall be carried out in accordance with applicable safety standards and statutory requirements.

GENERAL CONDITIONS

1. The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia on behalf of West Bengal State Rural Development Agency (WBSRDA) invites the item rate quotation for "**Annual Maintenance of elevator**" at Rural Connectivity Training and Research Centre (RCTRC) building at Kalyani, Nadia.
2. Only online submission of tender is permitted.
3. **Earnest Money/Bid Security: Earnest Money of Rs. 2,000/- shall be deposited by the successful bidder.** After issuance of LOA, the same Earnest Money will be converted to Performance Security in due course.
4. The firm should have at least 1 (ONE) year of experience/expertise within last 5 (five) years in preventive onsite maintenance and repair of elevator with Government Departments/Public Sector Undertaking/Autonomous Body/Corporate Houses in West Bengal.
5. The Comprehensive AMC will be contracted for a period of **one year** only. The date of commencement of the contract will be mentioned in the Work Order issued by the Undersigned.
6. The firm must be registered with Goods & Service Tax and Income Tax Departments.
7. Price should be quoted in INR inclusive of all taxes.
8. Any change in any duty/tax upward/downward as a result of any statutory variation taking place within the contract terms shall be borne by the service provider.
9. The undersigned reserves the right to accept or reject all of the bids without assigning any reason what so ever.
10. Conditional/Incomplete Quotation will **not** be accepted.
11. If any document submitted by a bidder is either **manufactured** or **false**, in such cases the eligibility of the bidder/quotationer will be rejected outright at any stage without any prejudice.
12. Partnership Firm shall furnish Partnership Deed and Company shall furnish the Article of Association and Memorandum.
13. The registered co-operative societies should submit the Registration Certificate.
14. Power of Attorney (in case of Partnership firm /Registered Co-Operative Society/Company) to be uploaded.
15. Affidavit as per Annexure-A to be uploaded during bid submission.

Payment Terms:

1. Maintenance charges shall commence from the date of commencement of contract or with effect from the date mentioned in the work order. **No advance payment** in any case would be made. The contractor/agency can claim quarterly payment, equivalent to $\frac{1}{4}$ of the total amount of the contract.
2. Maintenance cost will remain constant for the entire period of AMC.


Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

Memo No: 3157 /1(7)/RCTRC/2026

Date: 30.09.2026

Copy forwarded for information & with a request to display on their office notice board for wide publicity to:

- 1) The Special Secy. to the Govt. of West Bengal & ACEO, WBSRDA.
- 2) The Chief Engineer, P&RD Dept., Govt. of West Bengal.
- 3) The Director, RCTRC & Superintending Engineer, P&RD Dept., Govt. of West Bengal.
- 4) The Financial Controller, WBSRDA.
- 5) Assistant Engineer, RCTRC, Kalyani, Nadia.
- 6) Office Website.
- 7) Notice Board.

Done 30/09/26
Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

(TO BE SUBMITTED UNDER LETTER HEAD OF THE BIDDER)

UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER

I/We have carefully gone through the various terms and conditions listed in the Quotation Notice for "**Annual Maintenance of Schindler make elevator**" I/We agree to all the conditions mentioned in the Quotation Notice related to **Annual Maintenance of Schindler make elevator**. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the job required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the Quotation Notice.

Place:

Date:

Address:

Mob:

eMail ID:

(Signature of Bidder/Quotationer)

I/We do hereby submit the quotation for **Annual Maintenance of Schindler make elevator** specified in the underwritten Financial Bid within the time specified in quotation notice & in accordance with all the terms & conditions in all respect mentioned in Quotation No. /RCTRC/2026, vide Memo No: /RCTRC/2026, dated .2026.

1. Description of work: **Annual Maintenance of Schindler make elevator**, at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia

2. Rate offered:

<u>Item</u>	<u>Rate in figure</u> <u>(Incl. G.S.T.)</u>	<u>Rate in words</u>
Annual Maintenance of Schindler make (10 persons, 680 kgs) elevator for G+1 Academic Block at RCTRC, Kalyani, Nadia		

(To be written in figure & words clearly)

Date:

(Signature of the Bidder/Quotationer)