

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DHARWAD  
(Institute of National Importance by an Act of Parliament)  
IIIT Dharwad Campus, Ittigatti Road, Near Sattur Colony, Dharwad-580009, Karnataka, India.  
Website: [www.iiitdwd.ac.in](http://www.iiitdwd.ac.in).



ज्ञानेन विकासः

**ADDITIONAL TERMS AND CONDITIONS (ATC)**

FOR

**Name of the work: "Providing Comprehensive Annual Maintenance Contract of Passenger Lift (OTIS Make) installed at Indian Institute of Information Technology, Dharwad (IIIT - Dharwad Campus)"**  
**LIFT MAKE: OTIS ELEVATORS COMPANY (INDIA) LIMITED**

**Ref No: IIITDWD/MMU/LIFTS/AMC/2026-2027/ 892**

**Date: 24.06.2026**

**ADDITIONAL TERM AND CONDITIONS (ATC)**

- 1. TECHNICAL DETAILS OF LIFT**
- 2. SCOPE OF WORK AND SPECIAL CONDITION OF CONTRACT**
- 3. ABSTRACT OF COST/BOQ FORMAT**
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**TECHNICAL DETAILS OF THE LIFTS**

**Project Name.** Indian Institute of Information Technology, Ittigatti Road, Near Sattur, Colony, Dharwad 580009

**Location of Lift:** Girls Hostel, Boys Hostel, Pie Block (Administrative Block) e-Block – Detailed Details of the lifts enclosed in the Annexure-1

**No of Lifts for Comprehensives Annual Maintenance of Lifts:** 12 (Details enclosed in Annexure -1)

**Make & Model of Elevator:** MAKE: Otis with LVA, MRL with Full set collective

**Capacity & Travel:** Details enclosed in the Annexure-1

**Controller Type:** LVA/MRL

**No. & Type of Elevator:** Passenger with Auto

**Elevator Stop & opening:** Details enclosed in the Annexure-1

**Door operations:** LEDO Glide drive/Auto

**Door Sensor:** Infrared Door Protection system

**Main Rope:** 2:1 Roping, CSB (Coated Steel Belt), 30mm width\*2No.s\*54meter each length

**Terminal Limit Switch:** Final Limit Switches up & Dn

**Tele voice:** Floor Announcement System

**Indicator/Buttons** LCD/BRST Push Buttons

**SCOPE OF WORK and Special Condition of Contract**

**Name of Work: “Providing Comprehensive Annual Maintenance Contract of Passenger Lift (OTIS Make) installed at Indian Institute of Information Technology, Dharwad (IIIT - Dharwad Campus)”**

The detail scope of work under this AMC shall be as below:

1. The Service Engineer shall visit the site once every month for routine servicing, inspection, checking, oiling, lubrication, testing, and preventive maintenance of the lift, amounting to a total of twelve (12) scheduled maintenance visits during the contract period of one (1) year.
2. In addition to the scheduled monthly maintenance visits, the Contractor shall attend all service calls, breakdown calls, and emergency calls without any limitation on the number of visits. Any complaint registered by the Client through email, telephone call, or the designated helpline number shall be acknowledged immediately and attended to within three (3) hours from the time of registration of the complaint.
3. The Contractor shall ensure that the lift remains in safe and satisfactory operating condition throughout the contract period and shall take all necessary corrective actions during maintenance visits and emergency call attendances.
4. Checking of all ropes and chains to equalize tension on all hoisting rope.
5. Checking, Adjusting and repair or replace of the defective parts like
  - Machine, Worm Gear, Thrust Bearings, Drive Shave, Drive Shave Bearing, Brake Contact, Linings and components, etc.
  - Motor, Motor Generator, Motor Windings, Routing Elements, Commutator, Brushes, Bearings, Coils and other Mechanical Parts, etc.
  - Controller, Leveling Devices, Cams, Relays, Solid State Components e. g. PCBs, Transducers, Resistors, Condensers, Power Amplifiers, Transformers, contacts, Timing Devices and other Electrical Driving Equipment, etc
  - Governor, Governor Sheave, Shaft Assembly, Bearings and jaws, etc
  - Car and Hall Mechanical Buttons, Car and Hall Position Indicators, Hall Lanterns, Car Direction Indicators and all other Car and Landing Signal Fixtures, etc
  - Deflector or Secondary Sheave, Bearings, Car and Counterweight Guide Rails and Buffers, Top and Bottom Limit Switches, Governor Tension Sheave Assembly, Car and Counterweight Guide Shoes including Rollers Gibs, etc
  - Interlocks on Hoistway Door, Hoistway Door Hangers, Guides, Automatic Power Operated Door Operator, Car Door Hanger, Car Safety Mechanism and Platform, etc
6. Checking all safety devices and governor and performance all customary safety tests.
7. Consumables like oil, lubricants, grease, cleaning cloths shall be provided by contractor and no extra payment was made to the contractor by IIIT Dharwad
8. Apart from the schedule visit during the contract period the service engineer can be called

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- any day in case of breakdown of the elevator without extra charge.
9. Firm will send trained service engineers/ technician, directly employed and supervised by them to keep the elevator properly adjusted and maintained.
  10. **Contract Period:** The Comprehensive Annual Maintenance Contract (CAMC) shall remain in force for a period of **365 days (one year)** from the effective date of the contract. IIIT Dharwad reserves the right to extend the contract for an additional period of up to **two years on year-on-year basis**, subject to satisfactory performance of the contractor and at the sole discretion of IIIT Dharwad. The contractor shall have no claim for such extension as a matter of right. The enclosed period cost will be decided by the duly formed constituted committee decided by the competent authority. Income tax or any other statutory levies shall be deducted from bills
  11. Breakdown maintenance of Lift shall be attended within 3 hours of notice/instruction from Engineer-In- charge.
  12. For the smooth functioning of the lift any major material like replacement of motor, VFD, Counter weight, Cables, (if needed) to be replaced, it will be provided by the contractor
  13. **Payment Terms: Payment shall be released on a half-yearly basis upon submission of the invoice, along with the service engineer's visit reports and other relevant maintenance records, duly verified by the Engineer-in-Charge. No advance payment shall be made under this contract. Payment shall be processed only after commencement of the CAMC services and satisfactory performance of the maintenance obligations during the respective billing period.**
  14. Responsibilities & liabilities:
    - i. The entire work shall be carried out as per scope of work and the directions of Engineer in charge or any other authorize by him. The decision of Engineer in charge shall be final and binding in this regard.
    - ii. Carrying out the work in safe manner shall be the sole and entire responsibility of the contractor. The Contractor shall abide by and will be responsible for complying all statutory requirements as necessary under laws of Karnataka and Govt of India.
    - iii. The Engineer – in – charge shall have right to reject to deduct the money due to Contractor, such sum required or estimated to be required for making good the loss suffered by workers or workers by reason on non-fulfillment of conditions of contract.
    - iv. The contractor shall provide all necessary gadgets/ arrangements for safety of his workmen. The corporation shall not, in any way be responsible for accident minor, major or fatal to any of his workmanship or for any damage during the contract period which shall be sole responsibility of the contractor. The insurance charges of workmen shall be borne by the contractor.
    - v. The Contractor should ensure that labour should wear safety and security items during

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their duty hours.

- vi. The contractor shall maintain all the relevant registers and records as per statutory requirement such as attendance record, leave record etc of the staff deployed for the work.
- vii. IIIT Dharwad shall not be responsible for any problem/litigation etc caused by deployment of manpower in IIIT Dharwad during the course of deployment and after the termination of the contract. For this, the whole responsibility will rest with the contractor.
- viii. In the event of non-compliance of any clause of terms and conditions by the contractor or if the performance and services rendered by the contractor is not found satisfactory, the contract shall be terminated by the corporation by giving the notice of maximum 01 month.
- ix. The comprehensive Annual Maintenance Contract shall be for a period of 1 year (365 Days \* 24 Hours)**
- x. The agency/vendor shall provide the name, contact number, and email ID of the service engineer assigned for servicing and maintenance activities. In addition, the contact details of the service supervisor/manager or regional service head shall also be provided for escalation and prompt resolution of any breakdowns or service-related issues. All contact details shall include operational email IDs and mobile numbers.
- xi. The agency/vendor shall also conduct periodic safety awareness and training programs for staff, security personnel, housekeeping personnel, and other concerned personnel. The training shall cover safety procedures, emergency response protocols, and self-rescue operations to ensure preparedness in the event of emergencies. Such training programs shall be conducted without any additional cost to the Institute.
- xii. In the event that any lift spare part requires replacement, only genuine original spare parts of OTIS make shall be used. The replaced spare parts shall be supported by a valid tax invoice issued by an authorized OTIS supplier/service provider. Copies of the tax invoice, along with a spare replacement data sheet/register containing details of the replaced components, shall be submitted to IIIT Dharwad for record purposes.**
- xiii. Prior to installation, the spare parts shall be presented for inspection and verification by the Engineer-in-Charge or an authorized representative of IIIT Dharwad. Installation shall be carried out only after such verification and approval.**

The scope of the work Excludes: Car enclosure, door panels, hung callings, car gate, light diffusers, light bulbs, fluorescent tube, handrails, starters, chokes, mirrors, floor coverings, carpets, hoist way enclosure, hoist way gates, door frame, doors, sills, batteries, security ELD.

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**For any clarification & Queries related to the ATC (Additional Terms and Condition)**

**Contact Email ID: [aee@iiitdwd.ac.in](mailto:aee@iiitdwd.ac.in) (AEE, IIIT DHARWAD)**

**Annexure - 1 LIFT MAKE: OTIS ELEVATORS COMPANY ( INDIA) LIMITED.**

<b>Sl.No</b>	<b>Machine Number</b>	<b>Machine Location</b>	<b>Machine Capacity</b>	<b>No of Stops and Door Closing and Opening</b>	<b>Machine Commissioning /Installation Year</b>
01	B005639	B Block (Kitchen)	6 Passenger	02	2021
02	B005642	B Block	10 Passenger	06	2021
03	B005643	B Block	10 Passenger	06	2021
04	B005644	Academic Block	13 Passenger	04	2021
05	B005645	Academic Block	13 Passenger	04	2021
06	B005646	Academic Block	13 Passenger	05	2021
07	B005647	Academic Block	13 Passenger	05	2021
08	B005640	Main Block	13 Passenger	04	2021
09	B005641	Main Block	13 Passenger	04	2021
10	B006199	G block	13 Passenger	05	2021
11	B006200	G block	13 Passenger	05	2021
12	B006201	G block (Kitchen)	06 Passenger	02	2021

Seal and signature of the bidder/vendor/agency with Date.

**ABSTRACT OF COST/BOQ FORMAT**  
**Schedule of Rates**

**Name of the Work:** “Providing Comprehensive Annual Maintenance Contract of Passenger Lift (OTIS Make) installed at Indian Institute of Information Technology, Dharwad (IIIT – Dharwad Campus)”

**Ref No:** IIITDWD/MMU/LIFTS/AMC/2026-2027/ 892

**Date:** 24.06.20206

Sl. No	Machine Number	Machine Location	Machine Capacity	Per Unit AMC Price	Applicable GST	Total Amount Including GST
01	B005639	B Block (Kitchen)	6 Passenger			
02	B005642	B Block	10 Passenger			
03	B005643	B Block	10 Passenger			
04	B005644	Academic Block	13 Passenger			
05	B005645	Academic Block	13 Passenger			
06	B005646	Academic Block	13 Passenger			
07	B005647	Academic Block	13 Passenger			
08	B005640	Main Block	13 Passenger			
09	B005641	Main Block	13 Passenger			
10	B006199	G block	13 Passenger			
11	B006200	G block	13 Passenger			
12	B006201	G block (Kitchen)	06 Passenger			
			<b>Total Amount</b>			

**Note:** Agency/vendors/OEMs/authorized OEM Agency vendors are strictly invited for the site inspection and to check the healthiness of the Lifts before quoting the rates. IIIT Dharwad will not be any responsible of obligation/ disputes raised after awarding the work.

**Note:** Above mentioned sheet attaches only in Financial Bid ( Not In TECHNICAL BID)

Seal and signature of the bidder/vendor/agency with Date.

**QUALIFICATION OF THE BIDDER**

**Bidder qualification criteria: The Comprehensive AMC service provider shall be original equipment manufacturer (OEM) or authorized OEM Service provider with their authorized representatives. If authorized representatives, an authorization letter from the OEM shall be submitted along with the quote.**

In order to qualify for award of the Contract, each bidder should have:

- A. Average annual financial turnover for the last three years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost ( i.e, Estimated cost/Projected Cost 9,50,000/- ( Excluding GST)
- B. Satisfactorily completed, in last 5 (Five) years, at least one similar work equal in value to 80% of the estimated cost of work or two works equal in value to 50% of estimated cost of work or three works equal in value to 40% of the estimated cost of works.

For arriving at the cost of similar work, the value of work executed shall be brought to current costing level by enhancing the actual value of work at simple rate of seven percent per annum, calculated from the date of completion to the date of bid opening.

**Definition of similar nature of work:** The firm should have carried out installation/ AMC/repair work of OTIS make elevator/lift.

- C. The bidder has to submit following document for qualification in this Bid
  - i. PAN Card, GST Registration
  - ii. Power of Attorney along with a copy of the Board resolution (in case of Company). In case of a General Power of Attorney, a true copy of the POA shall be duly notarized by Notary and in case of a specific Power of Attorney, the original POA.
  - iii. Registration certificate /Trade License Certificate/Enlistment certificate/ Incorporation certificate in any Govt. dept / Statutory body / PSU shall be submitted.
  - iv. OEM Authorization Certificate
  - v. GST Returns Certificate form last 4 Financial Years (i.e, 2022-23, 23-24,24-25, 25-26).
  - vi. Regional/Branch office of the agency/bidder shall be within 600 Kms from the location of the Institute (IIIT Dharwad, Ittigatti Raod, Near Sattur Colony , Dharwad 580009)

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- vii. The agency/bidder firm has to set up an operational office within 100 Kms from the institute (IIIT Dharwad, Ittigatti Raod, Near Sattur Colony Dharwad 580009). Documentary evidence required of the office within one month (31 Days) after issuing of work order. Failing to submit the documents may lead to agreement termination.

**OEM Authorization Requirement:** In the case of an OEM service provider, the bidder/agency shall submit an authorization letter on the official letterhead of the Original Equipment Manufacturer (OEM), clearly stating that the agency is an authorized OEM service provider for the OTIS make elevators covered under this contract. The authorization letter shall bear the name, designation, seal, and signature of the authorized representative of the OEM and shall be valid as on the date of submission of the bid.

**PERFORMANCE SECURITY/SECURITY DEPOSIT:** Within 28 days of receipt of Order, the Contractor shall furnish to the Engineer-in-Charge a performance security in the form of Demand Draft from an Indian Nationalized Bank or any Scheduled Bank in India for an amount equal to

(5) five percent of the originally awarded contract price valid up to 2 Months ( 60 Days) beyond the contract period.

The Performance Security / Security deposit shall be released after successful completion of the entire Contract Period, including extension, if any. The Performance Security / Security deposit amount will not earn any interest for the whatsoever period detained by IIIT Dharwad.

**FORM OF DECLARATION**

M/s ----- (name of Tenderer) having its registered office at ----- (hereinafter referred to as 'the Tenderer') having carefully studied all the Bid documents, specifications, drawings, etc. pertaining to the service for "**Providing Comprehensive annual maintenance contract for Lifts (Make - OTIS) installed in Indian Institute of Information Technology Dharwad ( IIIT Dharwad Campus) "**", the local and site conditions and having undertaken to execute the said services.

It is declared without any reservation whatsoever that:

- 1) the submitted Techno-Commercial/Price Bid proposals are without any deviations and are strictly in conformity with the documents issued by the Employer,
- 2) **in case any deviations are noticed which might have crept inadvertently, that such deviations without reservation of any kind are automatically deemed to have been withdrawn by us,**
- 3) we are familiar with all the requirements of the Contract and has not been influenced by any statement or promise of any person of the Employer,
- 4) we are experienced and competent Bidder to perform the Contract to the satisfaction of Employer and are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipalities, District, State and Central Government of India that may affect the work, its performance or personnels employed therein,
- 5) we hereby authorize the Employer to seek reference from our bankers for its financial position and undertake to abide by all labour welfare legislations, and
- 6) we confirm that the provisions of Micro, Small & Medium Enterprise as per MSME Development Act. 2006 are applicable/not applicable (strike out whichever is not applicable) to us. Any change in the status of the organization occurring during the currency of the contract shall be informed to Employer.

The above statement submitted by us is true and correct to our best knowledge.

For and on behalf of the Tenderer

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Dated:

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