



IISWBM

NOTICE INVITING TENDER

Sealed tenders are invited by IISWBM, Management House, College Square (West), Kolkata – 700 073 from bonafide and resourceful Lift maintenance contractor for annual maintenance contract (without parts) of lift No. 1 (wooden body) of Administrative Block and Lift No. 2 (wooden body) & Lift No. 3 (steel body) of Academic Block of the Institute's Building as per details given in the tender document.

Tender document with all details including terms & conditions are available from the office of the AAO during office hours on all working days from 06th August 2026 to 13th August 2026 (Monday to Friday) between 11-00 am to 4-00 pm. You may also download tender documents from Institute's Web Site (www.iiswbm.edu). The last dated of submission of sealed tender completed in all respect including all required documents by 4.00 pm on or before 17th August 2026.

Bidder should submit the following documents:

1. The name, mail id and phone number of the authorised signatory of the bidder in the letter head .
2. Address Proof - Bidder should have an office in the state of West Bengal.
3. A copy of the valid Trade Licence (self-certified).
4. Self-certified photocopy of GST Registration Certificate
5. Self-certified copy of the PAN card of the bidder.
6. Self-certified photocopies of ITR of the Assessment Years 2025-26, 2024-25 and 2023-24.
7. Copies of at least two (2) number of recent work orders in support of the experience (except that of IISWBM).
9. Signed Tender documents including Annexure – I, II and III
10. Bidder should inscribe the company name, address, contact no. and e-mail ID on left bottom corner of the envelopes.

Bidder should submit Price Bid with the following items:

1. Rate should be quoted for each item as per Annexure – III
2. Price Bid should be signed by the authorised signatory of the Bidder under rubber stamp of the Bidding company.

Superintendent

Annexure – I

NIT No. IISWBM/Lift Maint./01/26-27

Date: 06th August 2026

Important Information:

Available date for collection of Tender Documents	Submission of Tender Documents
From 06 th August 2026 to 13 th August 2026 between 11-00 am to 4-00 pm on all working days; alternatively this may be downloaded from the official website of IISWBM.	By 4-00 pm on or before on 17 th August 2026

For enquiry date and time: 06th August 2026 to 14th August 2026 from 11-00 am to 4-00 pm.
(Please contact at Administrative Dept. of the Institute)

Opening of Tender Documents: 18th August 2026 at 2.30 pm.

General Terms & Conditions:

1. Payment will be made by A/C Payee Cheque / NEFT against submission of Tax Invoice.
The total annual maintenance charges will be paid in four equal quarterly instalments and after successful performance by the service provider in each quarter.
2. The rate should be valid for 01(one) year.
3. Rate should be in INR and all inclusive. However, GST should be specified extra.
4. The Institute reserves the right to reject any / all tenders or cancel the accepted tender without assigning any reason.
5. Tender papers should be signed in all pages with seal.
6. The tender should be prepared and submitted after carefully perusing the complete tender documents including the terms and conditions.
7. Institute takes no responsibility for delay / loss or non-receipt of tender documents sent by post.
8. The AMC will cover routine service and breakdown service.

Annexure – II

NIT No. IISWBM/Lift Maint./01/26-27

Date : 06th August 2026

The Director
IISWBM
College Square (west)
Kolkata:700073

Sub: Application for annual maintenance contract (without parts) of lift No. 1 (wooden body) of Administrative Block and Lift No. 2 (wooden body) & Lift No. 3 (steel body) of Academic Block of the Institute's Building as per details given in the tender document against your Advertisement in the Institute's Web-site / Notice Board.

Respected Sir,

In view of the above, we would like to apply for the same. Our detailed information are as stated here under:

Name of the organization :
Address of the organization :
Contact No. :
e-mail ID :
Trade licence No. (attach self-attested copy) :
PAN No. (attach self-attested copy) :
IT Return (attach self-attested copy) :
GST Registration No.(attach self-attested copy) :
Experience Proof (attach at least 2 recent Work Orders except IISWBM) :
Other details , if any :

Thanking you,

Yours faithfully,

(Signature with seal)

Date:

Annexure – III

NIT No. IISWBM/Lift Maint./01/26-27

Date : 06th August 2026

Financial Bid
(to be submitted in the letterhead of the bidder)

Sl. No.	Description	Quantity	Rate * (Rs.)	Amount (Rs.)
	(a)	(b)	(c)	(d = bxc)
	Administrative Block Lift			
01.	Lift No. 1 : Marryat & Scott make, Automatic Push Button, 4-Passenger (wooden body)	01 No.		
	Academic Block Lift			
02.	Lift No. 2 : Otis Make, Automatic Push Button, 8-Passenger (wooden body)	01 No.		
03.	Lift No. 3 : Otis Make, Automatic Push Button, 8-Passenger (steel body)	01 No.		
	Total (Excluding GST)			
	Add: GST @ %			
	Total (including GST)			

*Note: The above rate shall be excluding GST

Signature of the Bidder

Date :