

TECHNICAL BID

SUB.: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

**CLIENT: DIRECTOR NIPGR,
NEW DELHI**

TENDER DOCUMENT

SUB.: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

CLIENT: DIRECTOR NIPGR,
NEW DELHI

COST OF TENDER DOCUMENT:- ₹ 500/-

TENDER DOCUMENTS

SUB.: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

Owner : Director, NIPGR, JNU Campus, New Delhi

Tender issued to :

**Place for submission/
Place opening of tender document:**

**NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067**

**Consultant Engineer
NIPGR, JNU Campus,
New Delhi**

Last date for sale of tenders: 03.02.2017 before 16.00hrs.
Date/Time of submission : 06.02.2017 before 14.30hrs.
Date/Time of opening : 06.02.2017 at 15.00hrs.

**Consultant Engineer
NIPGR, JNU Campus,
New Delhi.**

TENDER FORM

To

The Consultant Engineer
NIPGR, JNU CAMPUS,
New Delhi.

Dear Sir,

I/We have read and examined the following Tender Documents relating to the **“SUB.: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.”**

- Tender Form
- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Memorandum
- Special terms and conditions of contract
- General site rules, procedures and precautions
- Schedule of Quantity
- Terms & conditions
- Annexure – A
- List of equipments installed at NIPGR New Delhi
- Annexure – I, II & III

I/We hereby offer to execute the work complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance, with the specifications, and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

F. No. NIPGR/Engg./6/1/2016-17

Dated: 20.01.2017

TENDER NOTICE

Sealed item rate Tenders are invited in two bid system on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110 067, from approved and eligible contractors of CPWD / State PWD and those on approved list of MES, Railways, Autonomous Bodies, State / Central Govt. undertakings or reputed organizations so as to reach his office upto 2.30 P.M. on or before 06.02.2017 for the following work:

SUB.: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

| Sl. No. | Estimated Cost (In ₹) | EMD (In ₹) | Time for Completion | Last date & time for sale of Tender Documents | Date & time of submission / opening of tenders |
|---------|-----------------------|------------|---------------------|---|--|
| 1. | 2. | 3. | 4. | 5. | 6. |
| 1. | 4,32,500.00 | 8,650.00 | 12 months | <u>03.02.2017</u> 16.00 Hrs. | <u>06.02.2017</u> 14.30 Hrs. 15.00 Hrs. |

Tender documents can be obtained upto 16.00 Hrs. on all working days on payment of ₹. 500.00 (₹.Five hundred only) in cash (Non-refundable) towards the cost of tender. The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favour of the Director, NIPGR, New Delhi.

The tender documents can also be downloaded from our website www.nipgr.ac.in The tender documents downloaded from website must be accompanied with ₹ 500.00 (₹. Five hundred only) in form of Demand draft in Favour of the "Director, NIPGR, New Delhi" towards the cost of tender documents, otherwise the tender will not be considered.

The tender will be accepted in respect of those contractors having successfully completed at least three similar works of each value not less than ₹. 1.73 Lakhs OR two similar work of each value not less than ₹. 2.16 Lakhs OR one similar work of each value not less than ₹. 3.46 Lakhs during the last three years ending 31st Dec. 2016. Similar works means "Running Maintenance and Operation of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System" in Government organizations, Govt. Autonomous organizations and other reputed organization.

Intending tenderers must enclose self-attested copies of Completion Certificate of having completed the work satisfactorily issued by an authority and financial turnover of last 3 years ending March 2016 minimum for ₹ 3.46 lakhs in each year duly certified by Statutory Authority.

The Director, NIPGR, reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

Consultant Engineer
NIPGR, New Delhi

GENERAL CONDITIONS

1. Sealed tenders on item rate basis are hereby invited for the work of "Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017." The tender document consists of Tender form, Notice Inviting Tender, Instructions to bidders, General Information, Memorandum, General Conditions of contract Agreement, General Site Rules, Procedures and Precautions, Schedule of Quantities, Terms & Conditions, which can be had at a cost of ₹ 500.00 (₹ Five hundred only) from the office of Consultant Engineer, NIPGR CAMPUS, New Delhi. Purchase of tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
2. The tender documents shall be placed in sealed cover as mentioned in Procedure of Submission of tender and addressed to the Consultant Engineer, NIPGR Campus, New Delhi. The tender shall be received by the Consultant Engineer, NIPGR Campus, New Delhi before 2.30 P.M. on 06.02.2017 and shall be opened on the same day at 3.00 P.M. in presence of the tenderers or their authorized representatives who may like to be present. Any envelope received after the said date and time shall not be entertained under any circumstances and no consideration what so-ever shall be given to anything that might be contained in any such envelope.
3. The time allowed for the completion of work is 12 months as per the work order issued by the department.
4. Every tender shall be accompanied by earnest money for ₹ 8,650.00 (₹ Eight thousand Six Hundred fifty only) in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not accompanied by such earnest money will be rejected straight away.
5. The contractor will submit his tender after examining the tender documents, scope of work, specifications, clauses, additional terms of contract agreement, special terms & conditions, bill of quantities etc.
6. The quoted rates shall remain valid for 180 days from the date of opening of Tender. The value/scope of work of tender can be increased or decreased and any item can be added, deleted, withdrawn or substituted without any notice as per the requirements of NIPGR without assigning any reason.
7. If a tenderer whose tender is accepted fails to undertake the work as per the date of issue of award letter, the earnest money and security deposit deposited will be forfeited.
8. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
10. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
11. The successful tenderer shall have to sign the contract agreement within 10 days of the award of work.

Consultant Engineer
NIPGR, New Delhi

Seal & Signature of Contractor

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System which the NIPGR desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR,

2. PROCEDURE FOR SUBMISSION OF TENDERS:

The following procedure shall be adopted for submission and opening of tenders. The sealed envelope shall be SUPERSCRIBED Tender for "Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017."

ENVELOPE NO.- 1

This envelope shall contain only the earnest money deposit, cost of tender (if downloaded from website) & technical bid and will be opened first.

ENVELOPE NO.- 2

This sealed envelope shall contain the financial bid of the contractor as per bill of quantities. This envelope shall be opened only after the EMD contained in envelope No.1 & technical bid is found in order as per the requirements of NIPGR. The date of opening of price bid shall be intimated later on.

The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representatives who may wish to be present.

3. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

4. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT:

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

5. INSTRUCTION FOR FILLING THE TENDER:

Tenders shall be forwarded under cover or a letter type written on the tenderer's letter-head and duly signed by the tenderer. Signatures must be in long hand, executed in ink by a duly authorized person of the tendering firm. No oral, telegraphic or telephonic tenders or subsequent modifications there-to shall be entertained; If a tender is submitted on behalf of the partnership firm, then all the partners shall sign or may be signed by one in whose favour all the partners have given General Power Of Attorney. In case of tender submitted by a company, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

6. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES & WORDS:

The tenderer shall quote his rates in words and figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. In case there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender. All quantities should be calculated as per percentage given by the contractor and total should be given of every sub head and grand total should also be given of all heads. The total amount shall be written both in figures and in words.

7. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 180 days from the date of opening of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 180 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 180 days his earnest money deposit shall stand forfeited.

8. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

9. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

10. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

11. EARNEST MONEY:

The tender shall be accompanied by earnest money of ₹ 8,650.00 (₹ Eight thousand Six Hundred fifty only) in the form of Demand Draft only drawn in favour of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/allotment of works whichever is earlier.

12. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on prescribed Performa.
- v) Telegraphic tenders.

13. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

14. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

15. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents upto the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

16. REFERENCE IN TENDER DOCUMENTS:

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

17. CONSULTANT ENGINEER

Where ever the word "Consultant Engineer" occurs it shall mean the authorized Engineer appointed by the NIPGR for the superintendence of the execution of works.

Consultant Engineer

Seal & Signature of Contractor

GENERAL INFORMATION

| | | |
|---|---|---|
| 1 | Accepting Authority | Director, NIPGR, New Delhi. |
| 2 | Reference Book | i) CPWD specifications(Latest as on date of tender) ii)B.I.S. specifications(latest edition) |
| 3 | Earnest money | ₹ 8,650.00 (₹ Eight thousand six hundred fifty only) to be furnished with the tender in the form of the demand draft (No interest is payable on security deposit) |
| 4 | Security deposit | The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance security may be accepted as Bank Guarantee/DD of Scheduled Banks and State Bank of India. A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to Security Deposit of 5% of the tendered value of the maintenance work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of maintenance work in the letter of award issued to him. |
| 5 | Authority competent to grant extension of time | Director, NIPGR or authorized person by Director, NIPGR |
| 6 | Tools & plants | To be arranged by contractor |
| 7 | Authority competent to reduce the compensation amount | Director ,NIPGR |
| 8 | Release Security Deposit | The performance security shall be refunded to the contractor on completion of the maintenance work and recording of completion certificate by Institute and the security deposit of 5%of maintenance work done shall be released after one month of completion of work. |
| 9 | Periodicity of submission of Bills | Quarterly basis. |

**Consultant Engineer
NIPGR, New Delhi**

Seal & Signature of Contractor

MEMORANDUM

| | | |
|----|---|--|
| a) | Name of work | Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO ₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017. |
| b) | Estimated cost | ₹ 4,32,500.00 |
| c) | Earnest money | ₹. 8,650.00 (₹. Eight thousand six hundred fifty only) in the form of Demand Draft in favour of NIPGR payable at New Delhi. (No interest is payable on earnest money). |
| d) | Time allowed for the completion of work(to be reckoned from 10th day after the date of issue of written order to commence work) | 12 months |

Place
Date:

(Seal & Signature of Contractor)

SPECIAL TERMS AND CONDITIONS OF CONTRACT

1. SPECIFICATIONS:

If specifications for an item of work are not covered by the CPWD Specifications/B.I.S. Specifications prevailing as on date of tender, the same shall be decided by the Institute and shall be binding on the contractor.

The Director shall have the power to insist upon the contractor to purchase and use such materials of particular approved make which may in his opinion be necessary for proper and reasonable compliance with the specifications and execution of work.

In the event of any variation/discrepancy in the specification and tender documents the decision of the Institute shall be final binding and conclusive on the contractor.

a) As required by Institute, the contractor shall provide all facilities at site or at manufacturer's works or an approved laboratory for testing of materials and/or workmanship. All the expenditure in respect of this shall be borne by the contractor wherever applicable. The contractor shall, when required to do so by Institute to submit manufacturer's certificate that the materials have been tested in accordance with requirements of the specifications.

b) Neither the omission by Institute to test the materials nor the production of manufacturer's certificate etc., as aforesaid shall affect the right of the Institute to reject after delivery the materials found not in accordance with the specifications.

2. WORK AND WORKMANSHIP:

To determine the acceptable standard or workmanship, the Engineer-Incharge may order the contractor to execute certain portions of works and services and the like under the close supervision of Engineer-Incharge. On approval, these items shall be labeled as guiding samples and works executed to conform to these samples.

3. CONTRACTOR TO BE LIABLE FOR ALL TAXES ETC.

The rates specified in the tender shall be inclusive of all taxes such as sales taxes, service tax, toll, Customs fees, octroi, royalty etc. or any other taxes. However if any fresh taxes are imposed by State/Central/Statutory bodies during the currency of contract, the same shall be borne by NIPGR.

4. FORCE MAJEURE:

The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including not limited to acts of God, or of the public enemy, restraints of a sovereign state, firms, floods, unusually severe weather.

5. APPROVAL OF SAMPLES

Before undertaking installation of item or any item of work for use in work the contractor shall arrange at his own cost the relevant samples which shall be approved by the Institute. These samples will be approved by the Institute in the presence of the contractor.

6. JURISDICTION:

Not with standing any other courts having jurisdiction to decide the questions forming subject matter of a suit any and all actions and proceedings arising out of or relative to this contract (including any arbitration in terms thereof) shall lie only in the court of competent Civil jurisdiction in this behalf at New Delhi., where this contract is to be signed on behalf of Institute and only the said court shall have jurisdiction to try any such actions and/or proceedings to the exclusion of all other courts.

7. SCOPE OF WORK:

The scope of work is as per enclosed BOQ. The contractor should note that during the inspection of site, according to which the contractor has to execute the work covered under this contract, may undergo changes.. The scope of work is thus not limited only to the detailed given but as per

instruction of Engineer-in-Charge. The quantity of work can be increased or decreased as per site condition / requirement.

8. CONTRACTOR'S RESPONSIBILITY FOR THE MANNER OF EXECUTION OF WORKS

The contractor shall be solely responsible for the manner and the method of executing the work. The work shall be subject to the approval of Institute from time to time for purposes of determination of the question whether the work is executed by the contractor in accordance with the contract.

9. SUBMISSION OF BILLS:

Contractor is to submit the bills and record of measurements of work done in triplicate on approved Performa to the Institute for works executed by him. The Bill shall be submitted **once in a quarter**.

10. ACTION AND COMPENSATION PAYABLE IN CASE OF BAD WORK:

If it shall appear to the Institute or his representatives, that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to the contracted for, or otherwise not in accordance with the contract CPWD specifications/B.I.S. specifications the contractor shall on demand in writing from the Architect specifying the work materials, articles complained or not with-standing that the same have been inadvertently passed, certified and paid for, forthwith rectify or remove and reconstruct the work so specified in whole or in part as the case may require, or as the case, remove the materials or articles so specified and provide other and suitable materials or articles so specified at his own cost and in the event of his failing to do so within a period to be specified by the Institute in his demand aforesaid, then the contractor shall be liable to pay compensation at the rate of one percent of the work order amount and not exceeding 10% percent of the work ordered amount.

11. The works shall be inspected by Engineers & Consultant of Institute. The contractor shall extend full co-operation and render all necessary facilities for inspection of the work to the inspecting authority without any additional cost to NIPGR. It must be noted that any observations/ comments/ recommendations of the said Technical consultants shall be binding on the contractor.

12. It shall always prevail, unless otherwise specifically stated, that the entire provisions of Tender document been opened upon and accepted for compliance by the contractor without any reservation.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Sign of Contractor

GENERAL SITE RULES, PROCEDURES AND PRECAUTIONS

1 SITE WORKING RULES AND REGULATIONS

a) The contractor shall furnish the Power of Attorney name and signature of his authorized representative who will be in-charge of the execution of the works at site. The contractor shall also furnish the list of technically qualified persons employed by him for execution of the works. Daily reports of number of men employed by crafts and weekly reports of progress achieved, expected date of completion of the works and any actual or potential delays stating the reasons thereof shall be furnished by the contractor.

b) Save as otherwise specifically provided in this Agreement the rates and prices herein, unless otherwise stipulated elsewhere in this Agreement, include all the costs, expenses and outlays of the contractor for executing the works and fulfilling all the obligations of the Contractor under this agreement.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Sign of Contractor

SCHEDULE OF QUANTITIES

| ITEM NO. | DESCRIPTION OF ITEM | QTY. | UNIT | RATE | AMOUNT |
|----------|---------------------|------|------|------|--------|
|----------|---------------------|------|------|------|--------|

Attached at pages

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of for ₹. 8,650.00 (₹. Eight thousand six hundred fifty only) deposited by me/us as earnest money in favour of NIPGR, New Delhi., shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum
- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2017.

Signature of Tenderer

TERMS AND CONDITIONS

Name of work: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

1. The site of work is at NIPGR Campus, Aruna Asaf Ali Marg, New Delhi – 110067.
2. The rates shall be inclusive of Transportation, loading, unloading & handling charges and nothing extra will be paid.
3. The rates shall be inclusive of VAT, Service Tax, other taxes, octroi, etc., and nothing extra will be paid.
4. The department is at liberty to accept or cancel any or all tenders without assigning any reason.
5. Payment shall be made on quarterly basis after deduction of the Security Deposit, income tax, statutory deductions as per Government rules.
6. The Security Deposit @ 10% of the work done shall be recovered and refunded after one month of completion of work. However, the E.M.D. of ₹ 8,650.00 will be adjusted against the security deposit.
7. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract or as mentioned in the award letter, the earnest Money deposited will be forfeited.
8. The quotation must be accompanied with E.M.D. of ₹. 8,650.00 (₹. Eight thousand six hundred fifty only) by way of D.D. drawn in favour of Director, NIPGR, payable at New Delhi.
9. The E.M.D. should be placed in a separate cover and will be opened first. The quotation not accompanied with E.M.D. will not be considered. The quotation shall be submitted in prescribed format issued by the institute. The agency must be quoted the rates of all the items of both part viz labour part (Part-1) and spares part (Part-2).
10. The tender will be accepted in respect of those contractors having successfully completed three similar works each costing not less than ₹. 1.73 Lakhs OR two similar work of each value not less than ₹. 2.15 Lakhs OR one similar work of each value not less than ₹. 3.46 Lakhs during the last three years ending 31st Dec. 2016 and having annual financial turnover of ₹ 3.46 lakhs, during the last three years ending March- 2016. Similar works means "Running Maintenance and Operation of Intelligent Addressable and Conventional Fire Alarm System" in Govt. organizations, Govt. Autonomous organizations and PSUs.
11. The firms must be registered with ESI, EPF organization, Service Tax, PAN, TIN authorities and must submit self-attested copies of registrations.
12. The rates quoted shall be firm and hold good throughout the contract period. The validity of work order is initially for 12 months which may be curtailed / extended at the discretion of the Institute and on satisfactory performance.
13. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract or as mentioned in the award letter, the earnest Money deposited will be forfeited.
14. The contractor shall perform and record all the checks as per Annexure 'A' enclosed.
15. Spare parts / Reprogramming shall be arranged by the contractor at the quoted rates as per enclosed list. The payment shall however be made after supply and installation of spare parts / execution of reprogramming. It shall be the responsibility of the contractor to arrange the genuine spares. The installation of spare parts shall be the part of AMC and nothing extra will be paid. The security deposit @ 10% shall also be deducted from the spare parts bills and refunded after defect liability period of twelve months which shall be considered from the date of installation.
16. The supply of store will also be arranged within 4 days. However, in case of urgency the same will be provided within 24 hrs.

17. All instruments as & when required for testing, checking, measuring, etc., shall be arranged by the contractor in addition to day to day maintenance items.
18. In case of any faulty part taken out of any fire alarm system and replaced, the same shall be handed over to the institute.
19. In case of fire signal received, the staff on duty must locate the site of fire and on detection of fire, information shall be passed on to the security staff on duty and Engineer-in-charge at once.
20. Any damage caused to the equipments, detectors, etc., during maintenance or general wear & tear shall be made good by the contractor and nothing extra will be paid.
21. It shall be the responsibility of the contractor to check the installations as per inventory for the maintenance of the system. If the contractor finds any discrepancy, missing articles accessories, etc. The same shall be brought to the notice of the Engineer-in-charge in writing within 7 days of award of work. The complete system shall be handed over to the institute after the completion of maintenance period.
22. The contractor is responsible for watch & ward and the upkeep of the fire installations in perfect working condition, carrying out routine checkups and to attend any breakdown immediately.
23. The call back service shall be provided within 04 hrs from lodging the complaints.
24. Following staff shall be provided by the contractor to maintain the equipments.
 - (i) Supervisor - 1 Nos. (Once in a week for whole day)
 - (ii) Operator - 1 No. (Single shift daily from 9.00 AM to 5.30 PM)
 - (iii) Helper - 1 No. (Single shift daily except Sundays from 9.00 AM to 5.30 PM)
25. The operator & Supervisor shall have a minimum experience of 3 years and 6 years respectively in handling the intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding installations. The relevant certificates to be produced after issuing of work order.
26. The institute has the liberty to increase/decrease the staff by 50% or more (If required). The rates for payments/reduction shall be derived from the rates quoted by the agency.
27. If any worker is found to be not suitable for the position, the contractor has to remove the person from the site immediately and substitute posted. The decision of Engineer-in-charge in this regard shall be final and binding on the contractor.
28. Attendance register of the staff shall be maintained and the same shall be submitted daily on basis or as desired by the Engineer-in-charge. In case of absence of regular staff, the backup/reliever person shall be arranged by the agency.
29. The contractor shall be responsible for good behavior and character of the staff engaged by him.
30. Department shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
31. The Institute will not be responsible, if any accident occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
32. The contractor shall pay to labourer employed by him, under wages act 1948 and contract labour (Regulation & Abolition act 1970) as amended time to time and rules framed there under and other labour laws affecting contract labour that may be brought from time to time. No labour below the age of 18 years shall be employed on work.
33. The wages of deployed staff shall be payable as per minimum wages fixed by Govt. of National Territory Delhi. The statutory increase in wages from time to time by Govt. of NCT shall be reimbursed on production of having paid the said increase. The agency shall submit rate analysis of their quoted rates along with tender.
34. The institute must submit the analysis for the rates quoted.

35. Staff on duty shall be provided with Identity Card and wear the same on specified dress during working hours.
36. The recovery for the absence of maintenance staff from duty shall be made from the contractor's bill at the following rates.
 - (a) Supervisor @ ₹ 800.00 per visit
 - (b) Operator @ ₹ 800.00 per shift
 - (c) Helper @ ₹ 600.00 per shift
37. The contractor shall have to arrange his own T & P necessary for maintenance of the work including laptop etc. No T&P shall be arranged by the department.
38. The contractor shall maintain log book showing all the checks, alarm & faults of the fire alarm system with date and time.
39. The work shall be carried out as per C.P.W.D. specifications and full satisfaction of Engineer-in-charge.
40. The contractor shall carry out preventive maintenance of all the equipments as required.
41. The department reserves the right to terminate the work/contract at any time without assigning any reason.
42. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be directly responsible for all compensation to the staff engaged by him.
43. Any damage to the existing installations during the maintenance/execution of work will be the responsibility of the contractor and will be made good to the satisfaction of the Engineer-In-Charge and nothing extra will be paid.
44. All safety precautions shall be taken so as to avoid any accident or inconvenience to the members of staff.
45. In event of any loss being caused to the institution on incident of fire in case the system failed to work and / or dereliction of duties by the Agency or their staff as revealed by the enquiry, a Joint Committee comprising of representative of NIPGR and Agency shall determine the compensation to be paid to the NIPGR by the Agency. The recommendations of the Joint Committee will subject to the approval of the Director, NIPGR whose decision will be final and binding on both the parties.
 - (a) That in the event of any loss occasioned to the Client, as a result of any lapse on the part of Agency, which will be established after a joint enquiry, the client shall be entitled to claim the same from Agency to the extent of one month billing per event.
 - (b) However, the Agency will not be held responsible for damages / sabotage caused to the Institute due to riots / mobs, activities or any of the events of force – majeure whether or not of the same nature.

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Annexure "A"

Name of work: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

| DAILY CHECKS | WEEKLY CHECKS | MONTHLY CHECKS | QUARTERLY CHECKS |
|---|--|---|---|
| <p>1. The contractor shall carry out daily examination on the main control panel to check the status of fault indication. Any fault observed shall be entered in the log book and reported to the Department. Remedial action shall be taken immediately to set right the system.</p> <p>2. Check functioning of fire circuit of each zone from the panel itself.</p> | <p>1. Check the batteries including battery water etc.</p> <p>2. Check the alarm indications any unwanted noise etc at main control, hooters or other equipments etc.</p> <p>3. Once a week some detector call points shall be triggered. Different detector will be checked in numerical sequence, date, time identity and placement of detectors shall be recorded in log book.</p> <p>4. Check last detector of each zone.</p> <p>5. Check public Address system for the complete building for functioning.</p> | <p>1. Cleaning of main control panel and cards.</p> <p>2. Check of operational readiness of control panels in case of electrical mains failure.</p> <p>3. Visual check of manual call points and their performance.</p> <p>4. Check of sounding electrical hooters.</p> | <p>1. Cleaning of main control panel and smoke detectors and performance check up after the cleaning and effective working entries to that effect to be made in log book.</p> <p>2. The quarterly check up shall be carried out with out the main supply and battery voltage shall be checked with all hooters operating. A test certificate shall be recorded in the log book for this action.</p> <p>3. For Zonal check up of monitoring circuits, quarterly check shall be performed by simulating the last detector on each number correct operation of fault indicated shall be checked and entered in logbook.</p> <p>4. The agency shall have to perform half-yearly smoke fire drill at the time and place decided by the department demonstrating healthy performance of the complete automatic fire detection system and Public Address system.</p> |

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LIST OF EQUIPMENTS INSTALLED AT NIPGR NEW DELHI

INTELLIGENT FIRE DETECTION & PUBLIC ADDRESS SYSTEM

| | | |
|---|---|----------|
| 1. Intelligent EST 3 panel (expandable to 8 loops currently 5 loops are in use) (complete with PA system + zone isolator switches etc.) "EDWARD" make | - | 01 no |
| 2. Manual call Point | - | 02 no's |
| 3. Photoelectric smoke detector (SIGA- PS) | - | 273 no's |
| 4. Rate of Rise Heat Detector (SIGA- HRS) | - | 182 no's |
| 5. Control Module | - | 22 nos |
| 6. Isolator base | - | 20 no's. |
| 7. Low intensity hooters | - | 17 no's. |
| 8. 6. AHUJA make amplifier with battery bank | - | 01 no |

LECTURE HALL

| | | |
|-----------------------------|---|---------|
| 1. EST-2 Panel | - | 01 no |
| 2. Smoke Detector EST Make | - | 23 no's |
| 3. Manual Call Point | - | 02 no's |
| 4. Beam Detector & Receiver | - | 02 sets |

PLANT GROWTH FACILITY

| | | |
|---|---|---------|
| 1. Main Control Panel with 2x12V, 7Ah Battery | - | 01 no |
| 2. Smoke Detector Agni Suraksha Make | - | 27 no's |
| 3. Manual Call Point | - | 01 no |
| 4. Low Intensity Hooter | - | 01 no |
| 5. Fire Response Indicator | - | 08 no's |

CO2 FLOODING SYSTEM AT ELCTRICAL PANEL ROOMS

| | | |
|--|---|---------|
| 1. 4 Zone fire alarm control panel with 2x12V, 7Ah Battery | - | 05 no's |
| 2. Multicriteria smoke cum heat detectors Make System-Sensor | - | 20 no's |
| 3. Electronic hooter cum strobe | - | 05 no's |
| 4. Solenoid valve of 24VDC, 8W | - | 15 no's |

NEW LAB BLOCK

| | | |
|---|---|----------|
| 1. Intelligent panel (complete with PA system + zone isolator switches etc.) "Daksh" make | - | 01 no |
| 2. Manual call Point | - | 03 no's |
| 3. Smoke detector multicriteria | - | 139 no's |
| 4. Heat detector multicriteria | - | 68 no's |
| 5. Addressable Detector with fault isolator | - | 07 no's |
| 6. Speaker | - | 139 no's |
| 7. Hooter | - | 03 no's |
| 8. Repeater Panel | - | 01 no's |
| 9. Bosch make amplifier (PA System Complete) | - | 01 no |
| 10. AHU Control Module | - | 19 no's |

DG set Room at Main Substation

| | | |
|---|---|---------|
| 1. 2 Zone fire alarm control panel with 2x12V, 7Ah Battery | - | 01 no. |
| 2. Smoke Detector | - | 08 no's |

Seal & Signature of Contractor

Consultant Engineer

(Undertaking on a Non-Judicial Stamp Paper worth ₹ 100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

'CERTIFICATE FOR SITE INSPECTION'
Pre-qualification criteria of NIT

Certificate that we have visited the site on and assessed the nature and amount of maintenance work involved before submitting our offer. We will be able to complete the maintenance works within the stipulated time and also that we will be able to execute the maintenance work suit to the site conditions.

(Signature of Bidder with Seal)

Name:

Address:

Date:

Consultant Engineer

CHECK-LIST FOR PRE-QUALIFICATION BID FOR "MAINTENANCE OF INTELLIGENT ADDRESSABLE AND CONVENTIONAL FIRE ALARM SYSTEM AND CO₂ FLOODING SYSTEM AT NIPGR, NEW DELHI, DURING THE YEAR 2016 – 2017."

| Sl. No. | Documents asked for | Page number at which document is placed |
|---------|--|---|
| 1. | Tender Cost | |
| 2. | Earnest Money | |
| 3. | Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also. | |
| 4. | Undertaking on a Non-judicial Stamp Paper of ₹ 100/- (as per format prescribed in Annexure-I) after award of maintenance work. | |
| 5. | Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year. Copy of ESI, EPF, Service Tax, TIN certificates, etc. | |
| 6. | Proof of experiences of last three years ending Dec. 31, 2016 as specified in the NIT along with satisfactory performance certificates from the concerned employers. | |
| 7. | Financial turnover of last 3 years ending March 2016 minimum for ₹ 3.44 lakhs in each year duly certified by Statutory Authority. | |
| 8. | Analysis for rates quoted at Part – 1. | |
| 9. | Any other documents, if required. | |

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

FINANCIAL BID

Name of work: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO2 Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

**CLIENT : DIRECTOR NIPGR
NEW DELHI**

SCHEDULE OF QUANTITY

Part-1

SUB.: Maintenance of Intelligent Addressable and Conventional Fire Alarm System and CO₂ Flooding System at NIPGR, New Delhi, during the year 2016 – 2017.

| S.No | Description of item | Qty. | Rate | Unit | Amount (in ₹) |
|----------------------------|--|-------------|-------------|---------------------|----------------------|
| 1. | Providing services for maintenance and operation of Intelligent Addressable and Conventional Fire Alarm System and CO ₂ Flooding System at NIPGR, New Delhi in single shift on all days including Sunday and holiday for all the equipment and accessories as per Annexure, terms and conditions attached for the year 2016-17. | 12 months | | Per Month | |
| | | | | Total Amount | |
| [Amount in Words: _____ | | | | | |

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Consultant Engineer

LIST OF SPARES

Part-2

| Sl. No. | Description of items | Make/Model No./Catalogue No./Code No. | Unit price rate including taxes |
|---------|--|---|---------------------------------|
| 1. | Photoelectric Smoke Detector | Edward Cat. No.-SIGA-PS, Daksh, Agni | |
| 2. | Rate of Rise Heat Detector | Edward Cat. No.-SIGA-HRA/SIGA-HFS, Daksh | |
| 3. | Manual Pull Station | Edward Cat. No.-SIGA-270 | |
| 4. | Standard Detector Bases | Edward Cat. No.-SIGA-SB | |
| 5. | Isolator Detector Bases | Edward Cat. No.-SIGA-IBS | |
| 6. | Control Module | Edward Cat. No.-SIGA-CR | |
| 7. | LCD Display | Edward Cat. No.-3-LCD | |
| 8. | Main CPU | Edward Cat. No.-3-CPU | |
| 9. | Single Loop Card | Edward Cat. No.-3-SSDC | |
| 10. | Reprogramming of complete Intelligent Fire Alarm system & P.A. system installed at NIPGR, New Delhi. | Job | |
| 11. | 4 Zone Fire Alarm Control Panel Solid State with 4 nos. Gas release units with 2x12V, 7Ah SMF batteries, battery charger circuit | Make-Agni, Model-Orion4z | |
| 12. | Multicriteria smoke cum heat detectors | Make System-Sensor, Model No.-2351TEM | |
| 13. | Electronic Hooter cum Strobe | Make-Agni | |
| 14. | Solenoid valve with coil 24VDC, 8W | Make-Rotex Automation Ltd. Code No.-20101A-1.2-2G | |
| 15. | 4 Zone Fire Alarm Control Panel with 2x12V, 7Ah SMF batteries, battery charger circuit | Make-Agni Suraksha, Model-Fire Scan FAP 2008 | |
| 16. | Photoelectric Smoke Detector | Make-Agni Suraksha Model No.-AD333-2L | |
| 17. | Low Intensity Hooter (80 to 100 db) | Make-Agni Suraksha Model No.-MS-II | |
| 18. | Manual Call Point | Make-Agni Suraksha Model No.MS Type | |
| 19. | Fire Response Indicator | Make-Agni Suraksha Model No.-ABS-mini | |

Seal & Signature of Contractor

Consultant Engineer