

Tender Document for “Maintenance and Day to Day Operation of Firefighting Equipment especially Automatic Fire Alarm System” Contract at IDSA

Two Bid System

MEMORANDUM OF WORK -- BRIEF

1	Name of work	Maintenance & day to day operation of Fire Fighting Equipment and especially Automatic Fire alarm system.
2.	Cost of Tender	Free
3	Earnest Money	Rs. 10,000/-
4.	Validity period	90 days
5.	Security Deposit	10 % of contract value
6.	Period of Contract	One year
7.	Last date	On or before 31.05.2017 , 1500 Hrs
8.	Mode of Sending	a. In sealed cover by Speed post/Hand Delivery b. Tender sent by ordinary post will be rejected out rightly.
9.	Description essential on sealed cover	a. Name of work and Tender No. , name of Bidder .

Signature of bidder with Date

Name:

**Hemant Kumar,
Estate Manager, IDSA**

Company seal

**Institute for Defence Studies and Analyses
No. 1, Development Enclave, Rao Tula Ram Marg,
New Delhi-110010**

Tender Document For Maintenance & day to day operation of Fire Fighting Equipment and especially Automatic Fire alarm system FOR OPERATION AND MAINTENANCE OF Fire Fighting System especially Fire Alarm System at IDSA

LAST DATE OF SUBMISSION: 31st May, 2017, on or before 1500HRS.

Tender No.IDSA /A.M.C. / 0118/ 2017

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Subject: Maintenance & day to day operation of Fire Fighting Equipment and especially Automatic Fire alarm system.

Dear Sir(s),

Sealed Tenders, in two bid systems, i.e., technical bid long with EMD, and financial bid separately, are hereby invited for the work of “Maintenance & day to day operation of Fire Fighting Equipment and especially Automatic Fire alarm system”. Details of work I/C Scope/Specifications of works are as given in Appendix-‘A’.

I. Tenderers are advised to go through the tender document carefully as well as visit the Institute’s premises at given address and acquaint

themselves, both, the site condition and present condition of equipment and the system, fittings, etc., before submission of tender.

II. The duly filled, signed and sealed tender including complete set of supporting documents in two separate envelopes as indicated below may be submitted to the Office of the Estate Manager at the specified address.

Envelope- 1 –Technical bid

Complete set of Tender document part I as issued duly filled and signed by the tenderer on all pages (Including Annexure -I, II & Performa 1-4) along with all supporting documents, etc. And earnest money deposit of Rs. 10,000/- in form of demand draft in favor of IDSA, payable at New Delhi. EMD will not bear any interest.

Envelope- 2

- a. Price bid-Annexure III duly signed by the tenderers.
- b. The offer shall be valid for a period of 90 days from the last date for submission of tender.

General Conditions

1. Scope of work

Maintenance & day to day operation of Fire Fighting Equipment and especially Automatic Fire alarm system as per appendix A and as per direction of Engineering In charge/Estate Manager .

2. Deployment of Staff

2.1 (a) Regular deployment: The contractor shall always employ a

minimum strength of experienced/qualified staff as follows:-

(i) Supervisor /Sr. Technician- (Skilled)	-	01 No.
(ii) Electrician – (semiskilled)	-	01No.
(iii) Fire Operator - (Semiskilled)	-	01 No.
(iv) Helper - (unskilled)	-	01 No.
Total	=	04 Nos.

Contract is service/need based.

(b) The Contractor shall submit the CVs of the staff to be deployed to Estate Manager, reserve the right not to accept him, if not found suitable for the duties to be assigned.

(iii) The staff should possess minimum technical qualification as prescribed in Government rules or approved by Estate Manager.

(iv) The Supervisor/Sr. Technician must have sound knowledge of the existing fire alarm system. He should be able to rectify the anticipated faults and has ability to train others in the team or arrange visits of OEM staff as and when required and minimum inspections/month by him. The electrician must have experience of firefighting system as well as fire alarm system. Fire operator must have hand on experience of operation of fire pumping system and the full system in place.

2.2 This deployment is indicative only, if any additional man power required for any additional operation of the system especially for fire alarm system, will be fixed. No additional payment shall be made on any account, if contractor keep more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual provisions.

2.3 Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc., before deputing a new worker.

Contractor shall be solely responsible for his credentials /acts of his

staff/workers.

2.4 Contractor is required to make timely payment i.e. (before 10th of every month) to his staff as per various statutory requirements, either through cheque or electronically to individuals' A/c. The bill of contractor will only processed after proof of payment to his employees and statutory authorities. The Institute reserves the right to check the same. The Contractor also has to submit the proof along with each bill.

IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Institute. No justification shall be entertained on account of any such decision.

3.. Compliance with all statutory requirements & Safety Management

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws , statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time , including labour laws, sanitation and health and security requirement, shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General , IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management program me to protect contractor's employee from hazards through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe work performance.

IDSA will not responsible for any hazard faced by its staff during operation of the contract.

4. Consumables :

(a) The following consumables shall be supplied by the contractor as a part of the contract and no extra payment shall be made by the Institute for these Items

1. Lubricating Oil
2. Grease
3. M Seal
4. Teflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts/Washers
7. Welding Rod.
8. Rubber beading.
9. Old Dhoti/cotton waste.
10. PVC Fisher.
11. Emery Paper

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from approved Authorized dealer and the cost of same shall be reimbursed on actual on production of the original bills by the contractor (plus) 10 % service charges and the relevant payment shall be released along with monthly payment.

(c) The Engineering In charge reserve the right to reject any consumables which do not conform to the required standard/quality.

(d) A register shall be maintained to record the consumption of the items mentioned in clause (b), if any with the approval of the Engineering In charge.

(e) The contractor shall always keep all required tools/equipment to maintain the operation of the system including welding set/box spanner/Multi Meter/Tong Tester etc. The list of such equipment will be handed over to Engineering In charge.

5. **Routine maintenance/Preventive Maintenance**: The contractor shall do the preventive maintenance as per schedule of OEM especially fire alarm system. No extra payment for labour shall be made for such works.

6. **Major repairs/Overhauling**: Any major repairs /overhauling that may be required shall bring to the notice of the Engineering In charge in writing immediately upon the said requirement of repair/overhaul coming to light. The Engineering In charge shall cause such repairs /Overhaul where necessary or authorize the contractor to carry out such repairs /Overhaul. In the latter case, the payment for the same shall be pre-approved by the Director General IDSA/Estate Manager in writing shall be paid out to the contractor along with the monthly payment.

7. **Emergency Telephone Nos**: The Contractor shall provide an Emergency Telephone No. for normal and non-working hour's operation with a maximum of two Hour response Time during any breakdown to essential utility services like any fault, burst water mains, on operation of any equipment under the present scope of work, etc.

8. **Log Book**: Log book shall be maintained by the contractor in conformity with the Estate Manager proforma for the consumption of consumables mentioned in clause 4(a), which shall signed by the Estate manager/Engineering In charge (daily, weekly, monthly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone, etc. required to proper execution and maintenance of record for the work. If found using IDSA's material, Institute may recover an appropriate cost from contractor's bill.

9. EARNEST MONEY DEPOSIT :

The bidder shall furnish, as part of its Tender, Earnest money Deposit for the amount as indicated in the tender

9.1 The EMD shall be denominated in Indian Rupees and shall be in one of the following form:

A demand draft / pay order to in favor of “IDSA”, Payable at New Delhi.

9.2 Any Tender submitted without EMD, will be rejected.

9.3 Unsuccessful bidder's Earnest Money will be returned as early as possible after the award of work has been finalized.

9.4 The successful bidder's Earnest Money will be discharged upon his signing the Contract and furnishing the security deposit or may be adjusted for paying the security amount.

9.5 No interest will paid on Earnest Money Deposit amount or security deposit.

10. SECURITY DEPOSIT:

10.1 On receipt of the Letter of Intent, the successful bidder shall furnish 10% of the contract Value as security deposit in accordance with the conditions of contract, in the form acceptable to the Institute.

10.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the Institute may make the award to the next evaluated bidder.

11. Period of Contract

(a) The contract shall be valid for a period of 1 year commencing from the date of signing the contract. However IDSA reserve its right to review and terminate the same before completion of the contract giving one month notice the rate quoted shall be valid for period of full one year without any increase.

(b) It is however open to IDSA to extend the tenure of the contract

beyond the existing term of 12 months on such terms and condition as agreed mutually.

12. **Termination of contract :**

- (a) The contract can be terminated by IDSA by serving one month's prior notice in writing and without assigning any reason thereof.
- (b) The contractor shall give three months' notice if he is not interested to continue with in the contract period.

(c) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(d) At the end of contract period , or upon termination thereof, the contractor shall forthwith deliver to the institute upon request, all the institutes property (including but not limited to the material, documents, information, access keys) relating to the contract of any permitted supplier or sub-contractor and in default of compliance with this clause the Institute may recover passion thereof and the contractor grants a license to the Institute or its appointed agents to enter (for the purpose of such recovery) any premises of the contractor or its permitted supplier or sub-contractor where any such items may be held.

(d) Additionally, the contractor shall give a written undertaking that he has not retained any property belongs to the Institute and in particular shall undertake that he has not made any copies of access keys which are still in his passion or in possession of his employees and that he shall indemnify the Institute in the event of any losses attributable to such acts /omission on the part of contractor and /or his employees, agents etc.

(e) If the contractor fails to perform any of the obligations under this

contract and if Institute is dissatisfied with the services, the Institute shall forfeit the security deposit and terminate the premises within a period of one month of written notice. Bank should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract. However, under such situation, Security Deposit shall be forfeited.

13. Rates

Rates quoted for the work shall be inclusive of the following:

- a. Expenses towards boarding, lodging of mechanics/technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, complete in all respect.
- b. All taxes including octroi and excise duty.
- c. Price escalation.
- d. Contractor's overheads and Profit.
- e. Special arrangement to be made to maintain fire alarm system with OEM.

Nothing extra shall be paid on any such account.

14. SUBMISSION OF TENDER:

14.1 The Tenderers shall send the tender in one sealed envelope.

14.2 Tenderers are requested to submit the tender documents in two separate sealed envelopes as per procedure given here under:-

(A) Sealed envelope A (Technical Bid and EMD DD in a separate Cover) Containing two sealed covers namely cover I and II.

(i) Envelope – I (EMD DD)

It will contain only demand draft or pay order payable at New Delhi.

(ii) Envelope – II (Technical Bid Cover)

(B) The sealed envelope-B (Financial Bid cover) it will contain only price schedule bid. No conditional bid will be accepted, discount, if any, must be mentioned on the same page.

14.3 The envelope shall be addressed at the following:-

Office of the Estate Manager
Institute for Defence Studies and Analyses
No.1, Development Enclave
Rao Tura Ram Marg
New Delhi-110010.

15. OPENING OF TENDERS:

The financial bids will be opened after scrutinizing the technical bids. Financial bids will be opened in presence of qualified technical bidders.

16. IDSA reserves the right to change, alter or to waive off any technical or commercial terms & conditions, qualifications, etc. IDSA also reserves the right to reject all or any tender.

17. SIGNING OF CONTRACT:

On receipt of the order, the successful bidder has to execute the necessary contract agreement with IDSA as per the prevailing rules and regulations of the Institute, along with security deposit.

18. Mode of payment

Payment shall be made on monthly basis, on production of bills in duplicate duly verified by Estate Manager.

19. Electricity and Water

Electricity and water required for carrying out the work shall be supplied by the Institute free of charges.

20. Liability to Damage

The contractor at his own cost shall make good all the damages, losses,

burns outs etc. which may be attributable to nay fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard hall be final and binding.

21. **Handing/Taking Over**

The Contractor shall on receipt of work order take over the equipment in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the equipment in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.

22. **Equipment/Installations**

Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipment/ installations etc. shall be carried out as per manufacturer's instructions and as per directions of the Engineer-in-Charge/Estate Manager.

23. **INDEMNITY**

- a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of nay death or personal injury, loss of or damage to property, financial loss arising from fault/ negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or and y other loss which is caused directly or indirectly by any act or omission of the Contractor/ his employees / agents and /or representatives.
- b. The decision of the Director General, IDSA in this regard shall be final and binding.

24. **Dispute Resolution**: Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and

conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of Courts of competent jurisdiction at New Delhi.

Upon acceptance of the bid, no sub-letting/transfer would be allowed by the Contractor except with the prior written permission of the Director General, IDSA.

25. Penalty clause : Non availability of manpower or their absence will attract a penalty as under :-

Supervisor/Sr technician : Rs 800/-per day/shift

Operator : Rs 500/-per day/shift

25. Standard force-majeure conditions would apply.

Kindly Acknowledge.

Hemant Kumar
Estate Manager

Appendix “A”**Summary Of Portable Extinguishers other equipment, Fittings, Accessories,etc. in the Campus**

Sl. No.	Description of works
1.	<u>Fire Fighting Comprising of:</u>
i)	2850 RPM Single Stage centrifugal type pump set – 02 Nos.
ii)	180 RPM Single Stage centrifugal type pump set – 01 No.
iii)	900 RPM Single Stage centrifugal type pump set – 01 Nos.
iv)	450 RPM Single Stage centrifugal type pump set – 06 Nos.
2.	<u>Hose Cabinet Internal :-</u>
i)	Including 1 No. 63 G.M valve, 2 No. 15 metres each 63 mm dia. RRL hose,-80 Nos. 1 No. 20 mm dia., 36.5 metre. long Rubber hose reel, 1 No. 63 mm branch pipe with 16 mm dia. nozzle – 51 Nos.
ii)	External Hydrant including 2 Nos. 15 m, 63 mm dia. RRL with Hose and coupling, 1 No. 63 mm dia. Gate valve and branch pipe with 16 mm dia. nozzle, 80 mm dia. – 07 Nos.
iii)	MS pipe, 1 No. 63 mm instantaneous fire brigade draw off connection-5 Nos
3.	<u>Valve with blank Cap</u>
i)	15 mm & 6 mm sprinkler – 360 Nos.

Sl. No.	Description of works
ii)	Air Cushion tank – 09 Nos.
iii)	Fire pump panel comprising of 400 A in coming – 01 No.
iv)	Water pump panel comprising of 100 A incoming – 01 No.
v)	Down comer panel of 63 A capacity outdoor Lap – 04 Nos.
vi)	Cable of 3 – ½ Core 120, 25, 10, 6 Sq mm – 1700 RM
vii)	Cable Tray of 150 size – 70 RM
viii)	Pressure Switch – 10 Nos.
ix)	Bleach Chamber – 04 Nos.
x)	Two way fire brigade inlet with 100 mm. sluice valve – 08 Nos.
xi)	Four – way fire brigade intel with 100 mm dia. sluice valve – 01 No.
xii)	M. S. piping of sizes 200, 150, 100, 80, 65, 50, 40, 32, 25 mm dia. Including specials such as sluice valves, M.R. Valves, Return duets, Gate valves etc. – 3480 RM Approx. (RM + Running metres.)
4.	<u>6 Loop Addressable type fire alarm system comprising of</u>
i)	Loop panel – 01 No.
ii)	Ionization/photocell type smoke detector – 359 No.
iv)	Heat detector – 04 Nos.
v)	Response Indicator – 231 Nos.

Sl. No.	Description of works
vi)	Manual break glass units – 33 Nos. -And Portable Fire Extinguishers H2O,Co2,DCP,etc.- 127 Nos.

Eligibility Criteria and Technical Bid : :-

1. The following documents & information should be attached with Tender Documents :

1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.

1.2 Details of works in hand.

1.1 Certified copy of Audited balance sheet of last three years.

1.2 Income tax return for last three years.

1.3 Certified copy of certificate of the client/owner regarding satisfactory performance of works.

1.4 Registration No. with Deptt. Of Sales tax/Service tax along with latest copies of the challans.

1.5 Pan No. of Partners/Firm.

1.6 PF and ESI registration along with latest copies of the challans

1.7 Man Power Details.

1. Eligibility Criteria :-

1.8 Minimum 3 years' experience of having successfully completed works of similar nature, registered with

CPWD/PWD/Railways/MES/P&T & any Other Govt. organization. Firm Should have completed/running AMC of Fire Fighting/Fire Alarm system at least two sites of similar nature.

1.9 Average turn over during last three years ending 31st March 2016 shall minimum Rs. 20 lakhs.

1.10 Should have fulfilled all statutory requirement.

- 2 Firms satisfying above criteria should submit their application along with proofs in sealed envelope duly subscribed the name of work in with an account payee demand draft of a scheduled bank as earnest money in favour of IDSA, payable at New Delhi.

Annexure 1

PREQUALIFICATION OF CONTRACTOR

Basic information

1.	a) Name of the applicant / organisation b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor	

	<p>/ Partners / Directors of the Organisation/Firm</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>Enclose certified copies of document as evidence</p>	
5.	<p>Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.</p> <p>Enclose certified copies of document as evidence</p>	
6.	<p>Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence</p>	
7.	<p>No. of years of experience in the field and details of work in any other field.</p>	
8.	<p>Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.</p>	

9.	Yearly turnover of the organisation during last 5 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years.	
10.	Name & Address of PF office (where registration carried out, also mention year of registration, also enclose last challans of PF)	
11.	Enclose copy of latest income tax clearance certificate.	
12.	PAN No/VAT No/SERVICE TAX No.	
13.	Details of registration for ESI. (Enclose latest ESI challan)	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Other infrastructural information to be used/referred for this work (Proforma-4)	
17.	Furnish the names of -3- responsible persons along with their designation, address, Tel. No., etc., for whose organization, you have completed the above mentioned jobs and who will be	

	in a position to certify about the performance of your organization.	
18.	<p>Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation.</p> <p>Give name of court, place, status of pending litigation.</p>	Attach a separate sheet if required.
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Sign. & Seal of the applicant

DATE:
PLACE:

PROFORMA – 1**LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 5 Years**

Sl. No.	Name of work with addresses	Name & full postal address of the owner. Specify	Contract Amount (Rs.)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information. Actual amount of the work, if increased, give reasons	Enclose clients certificate for satisfactory completion.
1	2	3	4	5	6	7	8

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

PROFORMA – 2**B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2-persons (Engineers or top officials of the organization)	Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.

Proforma – 3**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT**

Sr. N o.	Name and designati on	Ag e	Qualificati on	Experien ce	Natur e of works handl ed	Name of the projec ts handle d along with amoun ts	Date from which employed in your organizati on	Indicate details of experien ce for similar projects.
1	2	3	4	5	6	7	8	9

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

Proforma 4**OTHER INFORMATION**

Sr. No.	Particulars
I)	OFFICE INFRASTRUCTURE
II)	WORKSHOP FACILITIES A) Location B) Land Area C) Type of Structure D) Type of Facilities
III)	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

Note: Please furnish information in this proforma only. Do not write 'as per enclosed sheet/brochure'.

Form of Tender

(Note: the appendix forms part of the tender)

To,

IDSA

No 1, Development Enclave

Rao Tula Rau Marg, New Delhi-110010.

Sir,

Name of work : -----

1. Having visited the site and examined the conditions of contract , specifications and schedule of quantities for the above named work , we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract , specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third

party insurance policy shall also be obtained from a insurance company approved by you.

5. We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
6. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
7. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any tender you may receive.

.....

Dated Day of

Signature.....In the capacity of

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

WITNESS

Signature

Name and address.....

Annexure-II

Price Bid

S. No	Description	Total Amount Quoted/Annum (Rs.) Excluding Service tax
1.	Annual contract for maintenance & day to day operation of firefighting equipment especially automatic fire alarm system.	

Note:

1. The Quoted rates shall be inclusive of all taxes, duties, work contract tax, if applicable,(to be deducted from each bill) , Sales tax, vat, etc. No extra payment will be made in any account for the above job. Minimum wages and other statutory requirements shall kept in mind while quoting the bid.

2.Any discrepancy found in amount given in figure and words , higher of the two would be considered .

Amount in Words.

(Rupees -----)

-----)Signature of the authorized representative of the bidder. Date :

Seal .

INSTRUCTIONS TO TENDERERS

1. EXAMINATION BY TENDERERS :

1.1. Prior to submitting the tender, each bidder must do following steps

- (a) Examine all instructions, eligibility criteria and specifications in the tendering document and also inspect the site.
- (b) Visit the site & determine local conditions which may affect the work including prevailing wages & other pertinent cost factors.
- (c) Familiarize himself with all central, state & local laws, taxes ordinance, rules, regulations & codes affecting the services including the cost of permits & licenses required for the work at site.
- (d) Co-relate his observations, investigations & determinations with the requirement of the tender documents.
- (e) No additional claim, discrepancy etc., shall be entertained after opening of the tender.
- (f) Tenderers should have a regular touch with branded OEMs of Fire Fighting Equipment and alarm system for spare parts.

2. TENDER PRICES :

The Bidder shall fill in the prices in the schedules indicated in price schedule of the Tender Document. On opening the price bid the price shall be firm throughout the period of contract.

3. DOCUMENTS COMPRISING THE TENDER

3.1 The tenders prepared by the Bidder shall be in two envelopes comprising of the following components:

Envelope-A Eligibility Criteria and Technical bid.

- (i) Technical tender documents with all schedules and eligibility criteria Documents.
- (ii) Tender fee & EMD in separate cover.
- (v) Power of Attorney authorizing the person if required for signing the Tender.

Envelope-B Price Schedule Cover.

(i) Price schedule dully filled, signed . stamped and sealed

3.2 Bidder shall have to mention of the cover, Quotation for

(1) Maintenance & day to day maintenance of Fire Fighting equipment, especially automatic fire Alarm System (2) Name of Bidder

The rates quoted by the tenderer shall be inclusive of all taxes, duties, VAT etc. Service Tax extra .

4. SPECIAL INSTRUCTION TO TENDERERS

4.1 If the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirement, his bid shall be rejected and EMD will be forfeited.

4.2. Conditions of the tender issued by IDSA must be duly signed & attached with the tender documents.

6. TENDER VALIDITY :

Tender shall remain valid for 90 days after the deadline for submission of tender . Any tender valid for a shorter period may rejected by the Institute as non-responsive.

7. IDSA will not be responsible and will not pay for expenses which may have been incurred , losses or person or property suffered by any tenderer in connection with visits to and examination of the site and in preparation of his tender for submission.

8. IDSA reserve the right to adjust arithmetic or other errors in any tender in the way that considers suitable. Any adjustment so made by the IDSA shall be stated to the tenderer if the IDSA makes an offer to accept his tender.

9. IDSA does not bind to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. IDSA also has right to reissue the tender without tenders having right to object against such re-issue.
10. IDSA reserves the right to check the ongoing works by the bidder and make a committee to make opinion about performance of the contractor.