



सूचना एवं पुस्तकालय नेटवर्क केन्द्र
Information and Library Network Centre
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
An Autonomous Inter-University Centre of UGC
गांधीनगर / Gandhinagar

TENDER DOCUMENT

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR OPERATION AND MAINTENANCE OF FIREFIGHTING SYSTEMS INSTALLED IN INFLIBNET

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/FIREFIGHTING/AMC/2018-19
2.	Yearly Estimated Cost of Tender	Rs.6.00 Lakhs
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
6.	Earnest Money Deposit (EMD)	Earnest Money of Rs.12,000/- (Rupees Twelve thousand only)
7.	Publish Date	06 th July, 2018 at 05:30 PM
8.	Document Download / Sale start Date	06 th July, 2018 at 05:30 PM
9.	Document Download / Sale end Date	30 th July, 2018 at 11:00 AM
10.	Pre-bid Meeting Date	17 th July, 2018 at 03:00 PM
11.	Bid Submission Start Date	18 th July, 2018 at 09:00 AM
12.	Bid submission End Date	30 th July, 2018 at 02:00 PM
13.	Bid Opening Date	30 th July, 2018 at 04:00 PM
14.	Contact Person For Technical query: For Commercial query :	Shri Manoj Kumar, K., Scientist In-charge – (Estate) Email: manoj@inflibnet.ac.in and devang@inflibnet.ac.in Tel : 079-23268220- 8121 Smt. Shahana M Munshi, Section Officer (Purchase & Store)Email : Shahana@inflibnet.ac.in and shyam@inflibnet.ac.in Tel: 079-23268141 - 43
15.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : www.inflibnet.ac.in

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Chapter 1

INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under Two Bid System i.e. Technical Bid and Financial Comprehensive **Bid for Operation & Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm and Firefighting System Installed in INFLIBNET Centre, Gandhinagar** from bonafide, resourceful and reliable service providers/Vendors/agencies based in Ahmedabad/Gandhinagar only as per terms and condition attached.

Desirous companies may obtain tender documents on request in writing from P&S Section, INFLIBNET Centre, INFOCITY, Gandhinagar on all working days between 10:00 Hrs to 17:00 Hrs before the due date. Tender documents can also be downloaded from the INFLIBNET Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in

GENERAL INSTRUCTION FOR BIDDER

1.1 Eligibility Criteria

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned in Annexure T-I, failing which their bids will be summarily rejected and will not be considered any further.

- 1.1.1 The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for Providing services like operation and maintenance of firefighting equipment, fire projection system & check of fire detection & fire alarm system etc. (As per scope of work-Chapter-3) for last (5) five years. (Relevant document shall be furnished by agency).
- 1.1.2 The Registered Office or one of the Branch Offices should be located in Ahmedabad or Gandhinagar.
- 1.1.3 Tenderer should have satisfactorily provided similar services to at least three Government clients/ Autonomous Bodies/ Public sector undertaking during last three years.
- 1.1.4 Tenderer should be registered with income Tax and Goods and Service Tax.
- 1.1.5 Tenderer should have and annual turnover not less than 30% (thirty percent) of the estimated value of contract for each of the last three years. For this purpose last financial year would be considered as the one ended on 31.03.2018 and not any later period.
- 1.1.6 They should be registered with appropriate authorities under Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act.)
- 1.1.7 Earnest Money Deposit (EMD) of Rs.12,000/-
- 1.1.8 Tenderer should have provide their own bank account details.
- 1.1.9 Bidder's Details Annexure T-II
- 1.1.10 Bid form Annexure T-III
- 1.1.11 Declaration of Bidder Annexure T-IV
- 1.1.12 Declaration of blacklisting/Non Blacklisting – Annexure- T-V
- 1.1.13 Financial Capability of bidder Annexure T-VI
- 1.1.14 Details of Firm's Experience of Similar Services T-VII
- 1.1.15 Certificate for the site inspection T-VIII

1.2 Contract Period: The Contract will be initially for the period of One Year, which may be extended up to maximum further two years one year at a time from award of contract/signing of agreement, if the

performance/services is found satisfactory in the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of Contract.

1.3 Period of Validity of Offer: For the purpose of placing the order, the proposals shall remain valid till 90 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

1.4 Submission of Bid: The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing "Technical Bids (Annexure T-I to T-VIII) "and "Financial Bids (Annexure F-I to F-III)". Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribed "Bid for Providing Firefighting Services" to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 11th June, 2018 at 2.00 PM.

Bid may be submitted in the following manner:

- 1.4.1 Envelop No. 1: Shall contain all the information and documents in the same serial order as shown in the Pre-qualification criteria Annexure T-I. The complete document should be numbered chronologically. On the top of envelope must be superscribed "Technical Bid". Shall also contain the bid EMD.
- 1.4.2 Envelop No.2: Shall contain the rates/prices of the Services / items duly filled in Chapter 5 (F-I, F-II, F-III & F-IV) and signed and stamped. On the top of envelope must be superscribed "Price Bid of Hiring of Firefighting System services".
- 1.4.3 All the envelopes must be superscribed " Bid of Comprehensive AMC for Fire Alarm and Firefighting System Installed in INFLIBNET Centre, Gandhinagar" with due date and time and shall be sealed in third envelope of bigger size addressed to The Section Officer (P&S), INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The Tender must reach on or before 30th July, 2018 at 2.00 PM OR deposited/ dropped in the tender Box placed in the security cabin.
- 1.4.4 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- 1.4.5 Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- 1.4.6 Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- 1.4.7 The bid shall be written in English only.
- 1.4.8 No other method/means of submission of bid except as stated above shall be acceptable. All entries in the bid form should be legible and filled clearly. Otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

1.5 Earnest Money Deposit (EMD): The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.12,000/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

In exceptional circumstances, INFLIBNET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

1.6 Forfeiture of EMD: EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:

1.6.1 Accept the work order along with the terms and conditions.

1.6.2 Furnish performance security.

1.6.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.

1.6.4 Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.

1.6.5 In the event of the successful bidder/contractor failing to comply with any provision of the contract.

1.7 Performance Security Deposit: The successful bidder shall have to deposit a Performance Security Deposit of the 5 % of the total amount of work order within three (3) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security is to be renewed, if the contract is extended.

1.8 Pre Bid Meeting: Pre Bid Meeting will be held on 17th July, 2018 at 03.00 PM at premises of INFLIBNET. Bidder can end their queries to Shri Manoj Kumar K., Scientist In-charge – (Estate), Email: [manoj\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:manoj[at]inlibnet[dot]ac[dot]in) and [devang\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:devang[at]inlibnet[dot]ac[dot]in) and Smt. Shahana M Munshi, Section Officer- (Purchase & Store) [shahana\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:shahana[at]inlibnet[dot]ac[dot]in) and [shyam\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:shyam[at]inlibnet[dot]ac[dot]in) Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.

The Service provider is expected to have visited the project site before pre-bid meeting or submitting tender documents so as to have a fair idea of the equipment & type of services required to be provided. The costs incurred by the Bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.

1.9 Terms of Payment:

1.9.1 . The firm has to submit the following documentary evidence for claiming the payment.

- Copy of attendance sheet duly signed by the Concern in Charge Officer.
- Copy of wage, attendance, OT Register etc. duly signed.

The agency will submit a bill, in the name of INFLIBNET Centre. The bill submitted by the bidder should be duly certified by the concerned officer, Estate Division of INFLIBNET Centre. The payment will be made monthly made after rendering satisfactory services and receipt of invoice with related service reports and making all necessary deductions of dues & penalties. Payment will be made through RTGS/ NIFT. Bidders should provide their bank details duly signed by authorized signatories. No advance payment will be made. The contractor has to submit his bill immediately on completion of the month.

- 1.9.2 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the renderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.
 - 1.9.3 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to delay for the reasons beyond the control of the Centre.
 - 1.9.4 Invoice (i.e. Tax invoice as per Service Tax rules clearly indicating Tax registration number, Service Classification, rate and amount of Tax shown separately).
 - 1.9.5 The agency will submit all documentary evidence in proof of complying the Labour laws/acts whenever required by INFLIBNET CENTRE. If at any stage it comes to the notice of INFLIBNET Centre that statutory requirements are not being complied by the agency, its contract will be terminated and all payments will be stopped.
 - 1.9.6 Insurance under workmen compensation act.
Agency is required to take insurance cover under the workmen compensation Act, 1923 amended from time to time from an approved insurance company and pay premium charge thereof. Wherever required by NBCC the Agency shall produce the policy or the policies of Insurance and the receipt of payment of the current premiums.
 - 1.9.7 Labour laws to be complied by the agency
The Agency shall obtain a valid license under the contract labour (R&A) Act Central Rules 1971 and amended from time to time, and continue to have a valid license until the completion of the work including defect liability period. The Agency shall also abide by the provision of the child labour (Prohibition and Regulation) Act, 1986 and amended from time to time. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant for non execution of the work before the commencement of work. No labour below the age of 18 years shall be employed on the work.
 - 1.9.8 Labour safety provision
The Agency shall be fully responsible to observe the labour safety provisions as per Labour Laws and Law of the Land. Ignorance of any labour law related to labour safety will not be an excuse if at any stage the same are found violated by INFLIBNET Centre or and by labour inspector.
 - 1.9.9 Copies of pay slips of deployed staff, personnel at INFLIBNET Centre Premises.
 - 1.9.10 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre. Furthermore, there shall not be any delay in the payment of wages/other dues by the contractor to his manpower/worker(s) even if the contractor has not received the payment from the Centre.
 - 1.9.11 Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess.
 - 1.9.12 The service provider has to produce to INFLIBNET, copy of EPF, ESI, Service tax etc. for the previous month paid to Govt. while claiming the bill.
 - 1.9.13 The price quoted shall be firm inclusive of all taxes for the contract periods including PF, ESIC, Bonus, (three national holidays and labour day) The contractor has to submit proof for the difference of wages including National Holidays, Labour Day paid to the labour as well as monthly employer's contribution of PF, ESI, Bonus (yearly). All the necessary insurance will be taken by the contractor/ agency for their duped staffs for said work.
 - 1.9.14 The payment to the workmen engaged by the contractor has to be made on or before 7th of every month. No overtime payment will be paid by the Company.
- 1.10 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents. The Contractor shall make available to the company copies of all maintenance schedules. If any amendments to the

schedules shall be brought to the notice of the designated representative of company, in writing prior to their incorporation.

1.11 Enforcement of Terms: The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

1.12 INFLIBNET Right to reject any of all bids: The competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1.12.1 The Director, INFLIBNET reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.

1.12.2 The competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.

1.12.3 INFLIBNET reserves the right to vary/alter/amend the eligibility criteria for the Firefighting Service Provider at any time, in its discretion, before the last date submission of proposals.

1.12.4 By acceptance of this document, the recipient agree that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any time and without advance notice, to change the procedure for the selection of service provider.

1.12.5 The INFLIBNET reserves right to terminate the contract at any time after giving a one month's notice to the selected Manpower Service Provider with or without assigning any reason and shall be under no obligation whatsoever to continue the contract.

1.13 Termination of the Contract: The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.

1.14 Resolution of Disputes:

1.14.1 If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days' notice thereof to the other Party in writing.

- 1.14.2 In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- 1.14.3 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 1.14.4 The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.
- 1.14.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

1.15 Price Bid: The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, infocity, Gandhinagar, in the presence of the representatives of the Firefighting service Providers, if any, who wish to be present on the spot at that time.

The price bid of only those bidder will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure – T-I. All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.

1.16 Relaxation of Terms and Conditions: The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

1.17 Agreement: The contractor will have to enter into a written Agreement with this Centre within 15 days of intimation of acceptance of approved rates.

1.18 Compensation clause:

- 1.18.1 In the event of failure to the time schedule for repair, a penalty of Rs.1000/- per day will be charged.
- 1.18.2 The agency shall disburse the salary to its deployed manpower, inclusive of other allowance between 1st to 5th every month, failing which compensation of Rs.500/- per day will be payable to INFLIBNET up to 15th of the month.
- 1.18.3 The agency has to ensure to maintain the adequate number of manpower. If the required numbers of workers are less than the specified number, compensation of Rs.300/- per absentee per day will be taken/ deducted from the bill(s) of the agency.
- 1.18.4 The firefighting staff must be in proper, full and clean uniform with name plates (badges and proper shoes) at all times failing which compensation of Rs.100/- per day per person will be payable /recoverable from the agency.
- 1.18.5 Agency shall ensure that the staff deployed it does not wonder here and there and sit idle in groups during working hours. Due Discipline will have to be maintained by the staff and they shall not hinder the working of other employees/ staff. If any violation to aforementioned is found, compensation of Rs.100/- per worker shall be sought from the agency, for any instance observed of this kind.
- 1.18.6 If work has not been carry out satisfactorily in any of the areas, apart from the making proportionate deduction for the amount of work not carried out by the contractor a penalty of Rs.500/- per day will be imposed where the work has not been carried out satisfactorily.
- 1.18.7 The agency shall be responsible to provide immediate replacement to take place of any Firefighting staff, who is not available for duty at the place of posting. In case of absence from duty of the worker and if no substitute is provided, the Academy shall make deductions of Rs.500/- per absentee per day from the monthly bill.
- 1.18.8 If any of the equipment is out of the service for more than seven days except major work, a penalty of Rs.500/- per day will be levied till the equipment will take in service.

1.19 Bid Evaluation Criteria & Award Criteria:

- 1.19.1 After the opening of the technical bid, the same will be evaluated by a committee, In case the committee decided for seeking further information/clarification, the same shall be provided by

the bidder. Those bids which technically qualified as per pre-qualification criteria, and completed in all aspects with all annexures (T-I to T-VIII) and meeting the requirements as specified in chapter-3, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email. The bidder is at liberty to be present either in-person or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by the committee in the presence of the representative of the bidders who may wish to be present on that day.

1.19.2 In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.

1.19.3 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.

1.19.4 The contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates. The Competent authority of INFLIBNET shall decide about the bidder to which the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.

1.20 Disclaimer: The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

1.21 INFLIBNET reserves its right to negotiate with the bidder and/ or go for reverse auction

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Chapter - 2

CONDITIONS OF CONTRACT

- 2.1 The firm will maintain the logbook for the maintenance works carried out as given under. After each maintenance / testing, the details will be entered in the log book (maintenance) register along with the testing date and results achieved. The entry in the register will be countersigned by the Estate department.
- 2.2 Without taking prior approval from the Estate department, no fittings / materials will be removed for the purpose of repairs. It will be the contractor's responsibility to provide alternative serviced temporary arrangements for such items removed during the period of repair. The item will be repaired and into position so as ensure that the systems remains fully functional all the time.
- 2.3 The firm shall maintain all cables from main control panel to local control panel and to detectors for each zone.
- 2.4 The system shall be maintained in working condition all the time until completion of contract. The firm will hand over to INFLIBNET the total system in fully functional condition at the end of completion of contract.
- 2.5 The demonstration on the working of system shall be given, once in a fortnight, to the concerned officer of the Estate division.
- 2.6 All materials to be used for repair and replacement of parts shall be from the approved list and of ISI marked.
- 2.7 The check list and test requirements mentioned in the tender documents are of general nature and indicative only. In case specific checks and additional tests, under the overall guidelines of Ahmedabad or Gandhinagar Fire department are considered necessary for efficient working of the equipment system towards ensuring its functioning all the time, whether included in the tender specification / bill of quantities or not will be brought out at tendering stage itself. No claim whatsoever shall be entertained for such reasons.
- 2.8 In case of incident of fire, the contractors available on duty, will ensure adequate operation of system firefighting immediately and will also simultaneously inform Ahmedabad/ Gandhinagar Fire Office and Residents / Maintenance staff for vacating the area under fire.
- 2.9 The firm shall depute to site one qualified Engineer to check the whole system at least once every month. A proper record will be maintained duly signed by the Engineer and countersigned Engineer of the Employer concerning such visits. The firm shall submit a list of persons deployed for the work.
- 2.10 The firm will demonstrate on daily basis proper working of the complete Firefighting system by testing the system for a period of 45 minutes the firm will also carry out mock drill once in a month or as and when required by the department. A compressive drill also be done, once during the contract period, where firms Senior Engineer will also be present. The firm shall be responsible for proper working condition of the fire system all the time and all parts found defective / damaged will have to be replaced free of cost by the firm. In the event of failure of firefighting system at the hour of need, the firm shall be fully responsible lapses and will have to meet all the losses uncured due to failure of firefighting systems.
- 2.11 The firm shall be responsible for supplying and maintaining all accessories, equipment, and panels, installed and being operated any loss or damage to the system components, line valves etc, due to faulty operation or any other reason shall be the responsibility of contractor and he will have to either replace the same or make good of the damages as the case may be In case of hydrant pipes, if the

damages are caused due to 3rd party or due to ageing, the decision of Estate department shall be final with regard to admissibility of such payment as an additional payments.

- 2.12 The Engineer in charge or his representative shall have full access to all installation at all time.
- 2.13 Maintaining liaison with the Fire Department in case of fire and tests to be conducted to check the operation / readiness of the system shall be contractor's responsibility.
- 2.14 Responsibility of providing all spares and consumables items required for operation of the system shall be that of contractor only.
- 2.15 Contractor will remove any staff from the duty if he not found competent for the job Engineer in charge will give such notices in advance and contractor will replace such person in 3-4 days.
- 2.16 Non-deployment of competent staff / engineer service / and undue unjustified delays in rectification of any faults noticed and unsatisfactory maintenance of the complete fire system shall be treated as breach of the contract. Such situations, Department may consider imposing penalty or deduction of money from the payment to be made to the firm. The decision of INFLIBNET in this regard shall be final and binding on the part of contractor.
- 2.17 The servicing of pumps, and motors shall be done twice in a year. (i.e. during the 1st quarter and 3rd quarter) to the full satisfaction of Engineer and not extra payment shall be made on this account. The water and electricity required for their running and maintenance will be provided to contractor by department at no cost.
- 2.18 Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and extent of ground, working conditions of site and locality including stacking of materials, installations of tools & plants etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such accounts shall be entertained by the Employer in any circumstances.
- 2.19 The parts shall be replaced either with a functionally compliant spare or with the same part no. and type.
- 2.20 In case where original spare is not available either in market or with O.E.M, the bidder should get written permission of INFLIBNET on specification sheet where it proves that the part is its equivalent. Cost of any modification on installation is on bidder cost.
- 2.21 In case where original spare is not available either in market or with O.E.M, the bidder should get written permission of INFLIBNET on specification sheet where it proves that the part is its equivalent. Cost of any modification on installation is on bidder cost.
- 2.22 The Engineer shall have powers to require the removal from the site of all materials and work which in his opinion are not in accordance with specifications and in case of default, the Engineer shall be at liberty to employ other persons to remove the same without being answerable or accountable for any loss or damage that may happen or arise to such materials to be substituted thereof and in case of default the Engineer may cause the same to be supplied and all costs which may attend such removal and / or substitution are to be borne by the contractor.

2.23 CONTRACTOR'S PERSONNEL

- 2.23.1 Contractor shall nominate one nodal person at site, available in general shift, for all Communication and coordination with Officer-In-charge (Estate). This nodal personal shall have 24 hours communication facility / mobile phone. If required by Engineer-in-charge, the nodal should be

- available on holidays also.
- 2.23.2 For providing the services under this contractor the contractor's personnel should follow 8 Hours shift duty pattern.
- 2.23.3 The contractor shall allow weekly rest and daily working hours to his workers as per provisions of factory act. However, no work shall be left incomplete / unattended on any holiday / weekly rest.
- 2.23.4 Contractor shall provide medical fitness certificate of employees from a registered medical practitioner at the time of deployment. Thereafter every 6 months the contractor shall submit medical fitness certificate.
- 2.23.5 The contractor shall deploy personnel with no past criminal record. Necessary police verification certificate shall be submitted within 1 month of deployment.
- 2.23.6 The contractor shall provide at least 2 pairs of uniforms (Fire Resistance brattice cloth as per IS: 4355, 1977) with the company logo, one pair of fireman leather boots as per IS: 4128, 1980) and one non metallic fireman's helmet (as per IS: 2745, 1983) to each of contractor's employee on duty. The contractor shall ensure that all his employees wear uniform, safety shoes and helmet while on duty.
- 2.23.7 All existing and amended (if any) safety / fire rules of PLL shall be followed by the contractor and his personnel within the premises of Terminal.
- 2.23.8 Instructions of Engineer-in-Charge are to be followed by the contractor. The contractor shall cooperate and coordinate with Shift In-charge for round the clock duties.
- 2.23.9 In case of emergency, Instructions of Officer-In-charge are to be complied with.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Chapter – 3

Scope of Work

Providing comprehensive Annual maintenance contract of fire Hydrant system for operation and maintenance of Firefighting equipment & check of fire alarm system etc.

3.1 Maintenance of Fire Alarm and Firefighting System

The following activities /works / checks will be performed by the contractor's staff on Daily / Fortnightly / Monthly / Quarterly / Half Yearly basis which will be dully recorded in the log book with date and time.

3.1.1 Daily Checks

3.1.1.1 Check the power supply positions in respect of all the panels placed in various floors of the multistoried building.

3.1.1.2 Check any fault if indicated on any of the panels and rectify the same immediately.

3.1.1.3 Maintain the wet riser system, the contractor shall carry out the following operations in the presence of departmental officials.

3.1.1.3.1 Check water pressure in the system as per fire norms

3.1.1.3.2 Running of the fire hydrant pump and motor.

3.1.1.3.3 Check leakage etc. in the system.

3.1.1.3.4 Check of control panel.

3.1.1.3.5 Check of bell and siren for its proper working.

3.1.2 **Fortnightly Checks:** Operational readiness of the entire system during mains failure.

3.1.3 Monthly Checks to ensure

3.1.3.1 Fire circuit of each zone from the panels.

3.1.3.2 Whether signals of fire and fault gets transmitted from zonal panel to main panel.

3.1.3.3 Performance of the hooters.

3.1.3.4 Performance of the manual call points.

3.1.3.5 Monthly cleaning of the system and draining of the same etc., as required.

3.1.4 **Quarterly Checks :** Fault circuit of each zone by actually disconnecting the wire

3.1.5 **Half Yearly Checks:** Manual cleaning of manual call points, panels, hooters, hydrant box etc.

3.1.6 Checking, Servicing and maintaining of Smoke detectors, Fire detectors, MCPs etc. related to Fire alarm panel should be done periodically.

3.2 Operation of fire water pumps and fire water reservoir

3.2.1 Continuous operation of jockey fire water pumps to maintain fire hydrant pressure.

3.2.2 Operation of other fire water pumps required during Firefighting, mock drills, training etc.

3.2.3 Weekly operation of fire water engines.

3.2.4 Monitoring and ensuring process parameters of fire water pumps and maintaining oil levels in pump bearings.

3.2.5 Monitoring running condition of drive engines and ensuring oil level, fuel level, coolant level, battery condition etc.

3.2.6 Monitoring running condition of the motors and ensuring proper greasing of its bearings.

3.2.7 General cleaning of the equipment in fire water pump house and diesel day tank area.

3.2.8 Housekeeping of Fire Water Pump House with co-ordination with Housekeeping agency supervisor.

3.2.9 Checking and maintaining diesel level in fire engine diesel tanks.

3.2.10 Ensuring oil level in bearings of diesel pumps.

3.2.11 Maintaining fire water level in fire water reservoir of 15000 M3 and fire water tanks by makeup of water.

3.3 General Fire Service Activities to be performed:

The Fire Service contractor shall stand guarantees to meet any eventuality in INFLIBNET Centre and shall ensure the following:

- 3.3.1 **Regular/ general maintenance** for upkeep of fire and safety equipments for daily operation.
- 3.3.2 **Regular inspection, operation and testing** for upkeep of Fire Appliances including pump, primer, and power take-off transmission etc.
- 3.3.3 **Stand-by duty at hazardous facilities** and First-aid firefighting operations to contain emergency at incipient stage.
- 3.3.4 **Onsite emergency operations**
- 3.3.5 **Major disaster control preparedness, response operations.**
- 3.3.6 **Inplant Emergencies:** Major fire-fighting and rescue operations for on-site and offsite plant emergencies. In such cases entire crew available can be summoned within a short notice period for duty to contain emergency. In such cases contractor is bound to provide entire crew.
- 3.3.7 **Fire sentry** for hazardous operations
- 3.3.8 **Fire Safety Training:** To train all employees in basic firefighting.
- 3.3.9 **Fire Patrolling:** Regular fire patrolling duty in buildings.
- 3.3.10 To safeguard the property and employees of Centre from fire accidents by providing fire prevention and protection measures by the contractor.
- 3.3.11 The full company of staff would be made available at all times, for any active firefighting situation that may arise.
- 3.3.12 To carry out all fire, safety, emergency services instructions given by the Estate-In-charge Or a person authorized by him.
- 3.4 The agency shall have to operate Fire Hydrant System every fortnightly including servicing and attend to fault, if any.
- 3.5 The agency shall have to deploy Firemen in three (3) shifts on site for 24hrs.
- 3.6 Oiling and Greasing in all moveable items to be carried out two times in month during AMC period.
- 3.7 The agency shall have to maintain Log Book/Service Report for periodical operation and service report of Fire Hydrant System.
- 3.8 Agency will carry out routine inspection of fire alarm system along with concerned INFLIBNET Centre department. Records of inspection /check of equipment shall be shown to Estate Division regularly for scrutiny & for suitable action /maintenance by INFLIBNET Centre authority.
- 3.9 Maintenance of various types of Fire Extinguishers owned by the INFLIBNET Centre installed at various locations in the Centre. The number may increase/ decrease from time to time.
- 3.10 The agency shall have to maintain the record of fire extinguishers and if require to be refilling of the fire extinguishers, the agency shall have to inform to INFLIBNET Centre.
- 3.11 As per requirement of norms minimum pressure as prescribed has to be maintained in the firefighting system (Fire Hydrant & fire extinguishers). During every service of hydrant system, pressure should be checked with the help of double nozzle and it should be as per the norms required from basement to terrace.
- 3.12 The contractor should do servicing and providing maintenance of all fire Hydrant landing valves of Firefighting system including Oiling, greasing, servicing of all Hydrant valves of each and every location within Premises.
- 3.13 Piping system, valves, hose pipe, hose reels, sprinklers, etc. shall be checked periodically with report to Centre.

- 3.14** Defective piping system, valves, hose pipe, hose reels, sprinklers, etc. shall be repaired properly for smooth function of Fire Hydrant System without extra cost.
- 3.15** All faulty/damage piping system, valves hose pipe, hose reels, sprinklers, etc. shall be replaced/repared by the agency during AMC period without any extra cost for smooth running of Fire Hydrant System.
- 3.16** The agency shall check electrical motors and pumps if found any problems in the motors or pump shall be repaired/replaced by the agency free of cost.
- 3.17** The agency shall check electrical control panels of Fire Hydrant System and keep them in perfect working order.
- 3.18** Spare parts such as switch gear, contactors, relay, panel lamps, etc. and other electrical components shall be replaced by the agency free of cost.
- 3.19** Pilot lamps, gland dori, grease, oil, packing sheets, nut bolts HRC fuses, and other minor materials shall be provided by the agency free of cost.
- 3.20** Dismantled/replaced material shall be deposited to INFLIBNET.
- 3.21** The Fireman on duty will have to handle all Fire call/Emergency arising within & outside premises as directed by INFLIBNET Centre. Fire staff deployed by Agency will also be assigned related function other than Firefighting on specific instruction from the designated representative of the Centre.
- 3.22** Agency will carry out routine inspection/test/check and maintenance of firefighting equipment & Fire protection system as per NFPA guidelines & report of any defect to concerned INFLIBNET Centre department for maintenance work/corrective measures.
- 3.23** Agency shall be responsible for implementation of Fire prevention arrangements & practices/procedures as decided by INFLIBNET Centre.
- 3.24** Agency has to do maintenance of Fire DG Set and have to repair/replace the part, if required.
- 3.25** The list of machinery/equipments for comprehensive maintenance will be as per inventory of firefighting works. The agency has to follow list of approved makes for firefighting works.
- 3.26** The agency shall obtain NOC from Fire Brigade Department as per norms as well as other liaisoning on behalf of INFLIBNET Gandhinagar without any additional charge, however, the statutory fees if any is required to be deposited, the amount of fees shall be reimbursed by Centre on submission of original bill of such fees along with monthly bill.
- 3.27** The agency must visit the campus for physical assessment of proposed Firefighting AMC work before pre bid meeting and quoting the competitive rates.
- 3.28** The specifications of machinery & fire equipments will be as per BOQ.
- 3.29** The list & location of machinery/equipments for comprehensive maintenance is enclosed at page no.17 to 20.
- 3.30** Contractor will match/fulfill all standards i.e. BIS/Fire department etc. along with services and equipment and inform the Centre immediately if any standards upgrade and require and change/modification in the firefighting system.

3.31 The contract shall include minimum one general service initially and subsequent Monthly, quarterly and yearly checking & submission of report to the concerned Officer.

3.32 IMPORTANT: 100% reliability shall be guaranteed on AMC and no Breakdowns are permitted during AMC period. In case of breakdown within three month time of preventive maintenance under AMC shall be considered as lapse in AMC, the contractor shall bear the entire cost of rectification and repair, excluding replacement of spares.

3.33 Refilling and Maintenance work:

- 3.33.1 All fire extinguishers must be discharged/emptied before refilling of fire extinguishers. The demonstration of fire extinguishers will be given to staff members.
- 3.33.2 Replacement of old gas cartridge and extinguishing media of the fire extinguisher.
- 3.33.3 All fire extinguishers and refills and spare parts must confirm to performance and construction specifications as laid down IS 15683:2006 as amended from time to time by BIS.
- 3.33.4 Proper cleaning of interior and exterior of fire extinguisher, polish the painted portion with wax polish, the brass/gun metal parts with metal polish, chromium plated parts with silver polish and plastic components to be thoroughly washed with soap solution and sun dried.
- 3.33.5 Record of maintenance, inspection and testing of all fire extinguishers shall be created building wise as per format in annexure 'G' of IS 2190:2010 and handed over to concurred office/branch, as referred in para 13 of the standard.
- 3.33.6 Checking of nozzles, port hole, vent hole, cap assembly, syphon tube, safety pin/clip, discharge pipe etc.
- 3.33.7 Checking wall bracket/ fire stand of fire extinguishers
- 3.33.8 Checking coloring of fire extinguisher, if required then take a prior approval for same by Centre.
- 3.33.9 After refilling paste inspection card to the body of the extinguishers indicating the serial number, date of refilling, next due date for refilling, due date for hydraulic testing etc.
- 3.33.10 Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt.
- 3.33.11 Operating instructions of fire extinguishers are legible and facing outward and in good visible condition. I. Checking of pressure gauge reading or indicator, it should be in operating range only.
- 3.33.12 Hydraulic Pressure test, wherever due should be carried out in conformity with the procedure and periodic laid down in BIS 2190:2010.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Subject: Location of Firefighting System instruments

Sr No	Riser No.	Description of item	Base-ment	Ground	A Floor	B Floor	First	Second	Third	Fourth	Fifth	Sixth	Seventh	TOTAL
1	Riser No.1	Branch Nozzle	1	1	1	1	-	1	1	1	1	1	-	9
2	Riser No.1	Drum with stand	1	1	1	1	-	1	1	1	1	1	-	9
3	Riser No.1	Hydrant Valve	1	1	1	1	-	1	1	1	1	1	-	9
4	Riser No.1	Lugs	1	1	1	1	-	1	1	0	1	1	-	8
5	Riser No.1	Wheel	1	1	1	1	-	1	1	1	1	1	-	9
6	Riser No.1	Hydrant cap	1	1	1	1	-	1	1	1	1	1	-	9
7	Riser No.1	Hose reel pipe 30mtr	1	1	1	1	-	1	1	1	1	1	-	9
8	Riser No.1	Shut up nozzle	1	1	1	1	-	1	1	1	1	1	-	9
9	Riser No.1	Ball valve	1	1	1	1	-	1	1	1	1	1	-	9
10	Riser No.1	Hose Pipe 63mm	1	1	1	1	-	1	1	1	1	1	-	9
11	Riser No.1	Male / Female Coupling	1	1	1	1	-	1	1	1	0	1	-	8
12	Riser No.1	Male coupling hydrant	1	1	1	1	-	1	1	1	1	1	-	9
13	Riser no. 2	Branch Nozzle	1	1	-	-	1	1	1	1	0	0	-	6
14	Riser no. 2	Drum with stand	1	1	-	-	1	1	1	1	1	1	-	8
15	Riser no. 2	Hydrant Valve	1	1	-	-	1	1	1	1	1	1	-	8
16	Riser no. 2	Lugs	1	1	-	-	1	1	1	1	1	1	-	8
17	Riser no. 2	Wheel	1	1	-	-	1	1	1	1	1	1	-	8
18	Riser no. 2	Hydrant cap	0	1	-	-	1	1	1	1	1	1	-	7
19	Riser no. 2	Hose reel pipe 30mtr	1	1	-	-	1	1	1	1	1	1	-	8
20	Riser no. 2	Shut up nozzle	1	1	-	-	1	1	1	1	1	1	-	8
21	Riser no. 2	Ball valve	1	1	-	-	1	1	1	1	1	1	-	8
22	Riser no. 2	Hose Pipe 63mm	1	1	-	-	1	1	1	1	1	1	-	8

23	Riser no. 2	Male / Female Coupling	1	1	-	-	1	1	1	1	1	1	-	8
24	Riser no. 2	Male coupling hydrant	1	1	-	-	1	1	1	1	1	1	-	8
25	Riser no. 3	Branch Nozzle	0	0	-	-	1	1	0	0	0	-	-	2
26	Riser no. 3	Drum with stand	1	1	-	-	1	1	1	1	1	-	-	7
27	Riser no. 3	Hydrant Valve	1	1	-	-	1	1	1	1	1	-	-	7
28	Riser no. 3	Lugs	1	1	-	-	1	1	1	1	1	-	-	7
29	Riser no. 3	Wheel	1	1	-	-	1	1	1	1	1	-	-	7
30	Riser no. 3	Hydrant cap	1	1	-	-	1	1	1	1	1	-	-	7
31	Riser no. 3	Hose reel pipe 30mtr	1	1	-	-	1	1	1	1	1	-	-	7
32	Riser no. 3	Shut up nozzle	1	1	-	-	1	1	1	1	1	-	-	7
33	Riser no. 3	Ball valve	1	1	-	-	1	1	1	1	1	-	-	7
34	Riser no. 3	Hose Pipe 63mm	1	1	-	-	1	1	1	1	1	-	-	7
35	Riser no. 3	Male / Female Coupling	1	1	-	-	1	1	1	1	1	-	-	7
36	Riser no. 3	Male coupling hydrant	1	1	-	-	1	1	1	1	1	-	-	7
37	Riser no. 4	Branch Nozzle	0	0	-	-	1	1	0	0	-	-	-	2
38	Riser no. 4	Drum with stand	1	1	-	-	1	1	1	1	-	-	-	6
39	Riser no. 4	Hydrant Valve	1	1	-	-	1	1	1	1	-	-	-	6
40	Riser no. 4	Lugs	1	1	-	-	1	1	1	1	-	-	-	6
41	Riser no. 4	Wheel	1	1	-	-	1	1	1	1	-	-	-	6
42	Riser no. 4	Hydrant cap	1	1	-	-	1	1	1	1	-	-	-	6
43	Riser no. 4	Hose reel pipe 30mtr	1	1	-	-	1	1	1	1	-	-	-	6
44	Riser no. 4	Shut up nozzle	1	1	-	-	1	1	1	1	-	-	-	6
45	Riser no. 4	Ball valve	1	1	-	-	1	1	1	1	-	-	-	6
46	Riser no. 4	Hose Pipe 63mm	1	1	-	-	1	1	1	1	-	-	-	6
47	Riser no. 4	Male / Female Coupling	1	1	-	-	1	1	1	1	-	-	-	6

48	Riser no. 4	Male coupling hydrant	1	1	-	-	1	1	1	1	-	-	-	6
49	Riser no. 5	Branch Nozzle	0	0	-	-	1	1	0	1	0	1	0	4
50	Riser no. 5	Drum with stand	1	1	-	-	1	1	1	1	1	1	1	9
51	Riser no. 5	Hydrant Valve	1	1	-	-	1	1	1	1	1	1	1	9
52	Riser no. 5	Lugs	1	1	-	-	1	1	1	1	1	1	1	9
53	Riser no. 5	Wheel	1	1	-	-	1	1	1	1	1	1	1	9
54	Riser no. 5	Hydrant cap	1	1	-	-	1	1	1	1	1	1	1	9
55	Riser no. 5	Hose reel pipe 30mtr	1	1	-	-	1	1	1	1	1	1	1	9
56	Riser no. 5	Shut up nozzle	1	1	-	-	1	1	1	1	1	1	1	9
57	Riser no. 5	Ball valve	1	1	-	-	1	1	1	1	1	1	1	9
58	Riser no. 5	Hose Pipe 63mm	1	1	-	-	1	1	1	1	1	1	1	9
59	Riser no. 5	Male / Female Coupling	1	1	-	-	1	1	1	1	1	1	1	9
60	Riser no. 5	Male coupling hydrant	1	1	-	-	1	1	1	1	1	1	1	9
61	Riser no. 5	Hose Box	1	1	-	-	1	1	1	1	1	1	1	9
62	Riser no. 5	Hose Box glass	1	1	-	-	1	1	1	1	1	1	1	9
63	Riser no. 6	Branch Nozzle	-	0	-	-	1	0	1	0	1	1	-	4
64	Riser no. 6	Drum with stand	-	1	-	-	1	1	1	1	1	1	-	7
65	Riser no. 6	Hydrant Valve	-	1	-	-	1	1	1	1	1	1	-	7
66	Riser no. 6	Lugs	-	1	-	-	1	1	1	1	1	1	-	7
67	Riser no. 6	Wheel	-	1	-	-	1	1	1	1	1	1	-	7
68	Riser no. 6	Hydrant cap	-	1	-	-	1	1	1	1	1	1	-	7
69	Riser no. 6	Hose reel pipe 30mtr	-	1	-	-	1	1	1	1	1	1	-	7
70	Riser no. 6	Shut up nozzle	-	1	-	-	1	1	1	1	1	1	-	7
71	Riser no. 6	Ball valve	-	1	-	-	1	1	1	1	1	1	-	7
72	Riser no. 6	Hose Pipe 63mm	-	1	-	-	1	1	1	1	1	1	-	7
73	Riser no. 6	Male / Female Coupling	-	1	-	-	1	1	1	1	1	1	-	7

74	Riser no. 6	Male coupling hydrant	-	1	-	-	1	1	1	1	1	1	-	7
75	Riser no. 6	Hose Box	-	1	-	-	1	1	1	1	1	1	-	7
76	Riser no. 6	Hose Box glass	-	1	-	-	1	1	1	1	1	1	-	7
Office Boundary wall (Riser no. 7)														
Sr No.	Item name	Security Gate	Poll no 1&2	Poll no 4	Poll No 6	Poll No 8	Poll No11	Poll No 13	Poll no 18	Poll no 21	Poll No 22	Poll no 25	Poll No 27	Total
1	Branch Nozzle	1	1	0	1	0	0	1	0	0	1	1	0	6
2	Drum with stand	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Hydrant	1	1	1	1	1	1	1	1	1	1	1	1	12
4	Lix	1	1	1	1	1	1	1	1	1	1	1	1	12
5	Wheel	1	1	1	1	1	1	1	1	1	1	1	1	12
6	Hydrant cap	2	1	1	1	1	1	1	1	1	1	1	1	13
7	Hose reel pipe	1	1	1	1	1	1	1	1	1	1	1	1	12
8	Shut up nozzle	1	1	1	1	1	1	1	1	1	1	1	1	12
9	Ball valve	1	1	1	1	1	1	1	1	1	1	1	1	12
10	Hose Pipe 63mm	1	1	1	1	1	1	1	1	1	1	1	1	12
11	Male / Female Coupling	1	1	1	1	1	1	1	1	1	1	1	1	12
12	Male coupling hydrant	1	1	1	1	1	1	1	1	1	1	1	1	12
13	Hose Box	1	1	1	1	1	1	1	1	1	1	1	1	12
14	Hose Box glass	1	1	1	1	1	1	1	1	1	1	1	1	12
15	DG (Genset) KW (HP) 62 (92)	Basement Fire Room	01 no.											
16	75HP (55KW) Pump	Basement Fire Room	02 nos.											
17	15HP (11KW) Pump	Basement Fire Room	01 no.											
18	Fire Unit Panel	Basement Fire Panel Room	01 no.											

Chapter – 4

Technical Bid- Pre-qualification Criteria – Envelope – 1 (Annexure – T-I to T-VIII)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/FIREFIGHTING/2018-19)

Annexure T-I

Checklist for Technical Bid

			<u>Mention Page Numbers</u>	
Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for Providing services like operation and maintenance of Firefighting equipments, fire projection system & check of fire detection & fire alarm system etc. (As per scope of work-Chapter-3) for last (5) five years. (Relevant document shall be furnished by agency)	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable		
02.	The Registered Office or one of the Branch Offices should be located in Ahmedabad or Gandhinagar for at least last 2 years.	Self-attested copy of Telephone bill/ Electricity Bill/ Registered Lease Deed.		
03.	Tenderer should have satisfactorily provided similar services to at least three Government clients/ Autonomous Bodies/ Public sector undertaking during last three years.	Certified documents of Work orders/ Agreements in support of past contracts with Govt/ PSUs/ Other establishments		
04.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST		
05.	Tenderer should have an annual turnover not less than 30% (thirty percent) of the estimated value of contract for each of the last three year. For this purpose last financial year would be considered as the one ended on 31.03.2018 and not any later period.	Turnover Certificate issued by the statutory auditor of the company/ Last three year balance sheet or Income tax return.		
06.	They should be registered with appropriate authorities under Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act.)	I. Attested copy of the Employees Provident Fund registration letter/ certificate. II. Attested copy of the Labour License under the Contract Labour		

		(Regulation & Abolition) Act. III. Attested copy of the Employee State Insurance registration letter/ Certificate.		
07.	Earnest Money Deposit (EMD) of Rs.12,000/-	Attached with technical bid.		
08.	They should have their own Bank Account,	Certified extracts of the Bank Account containing transactions during last three years of the bidder in relation to Firefighting services.		
09.	Bidder's Details Annexure T-II [On the letterhead of the Bidder]			
10.	Bid form Annexure T-III [On the letterhead of the Bidder]			
11.	Declaration of Bidder Annexure T-IV [On the letterhead of the Bidder]			
12.	Declaration of blacklisting/Non Blacklisting - Annexure-V [On the letterhead of the Bidder]			
13.	Financial Capability of bidder Annexure T-VI [On the letterhead of the Bidder]			
14.	Details of Firm's Experience of Similar Services T-VII [On the letterhead of the Bidder]			
15.	Certificate for the site inspection T-VIII [On the letterhead of the Bidder]			

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/FIREFIGHTING/2018-19)

Annexure T-II

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
	Communication Address:	
	Office Phone No: Mobile No:	
	Fax: E-Mail ID:	
	GST registration Number: PAN Number:	
Particular Details of the Bidders Representative'		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

UNDERTAKING

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,**

Authorized Signatory (signature in full) : _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

BID FORM

[On the letterhead of the Bidder]

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: Providing CAMC of Fire Alarm and Firefighting System Installed at INFLIBNET CENTRE,
Gandhinagar

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No. INF/PUR/FIREFIGHTING/2018-19, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to five to ten percent (5-10%) of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of2018

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

[On the letterhead of the Bidder]

I, _____ Son/Daughter/Wife of _____ Resident of _____
_____ Proprietor / Director / Authorized Signatory of the
Company / Firm, mentioned above, is competent to sign this declaration and execute this tender
document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from
Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form
part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses
contained therein.

The information / documents furnished along with the above application are true and authentic to the
best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false
information / fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken
into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in
it's totally / entirely.

**In case any provision of this tender are found violated, then your department/organization
shall without prejudice to any other right or remedy be at liberty to reject this tender/bid
including the forfeiture of the full said earnest money deposit absolutely.**

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f..... The period over on And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should
be affixed.

.....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

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Annexure T-VI

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder]

Annual turnover details of the Bidder from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees
A	2015-2016	
B	2016- 2017	
C	2017- 2018	

[Extra rows may be added, if required]

*Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the above mentioned financial years shall submit as supporting evidence.

- 1. Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.**
- 2. Please affix the signature of the authorized signatory of the statutory auditor of the Bidder with name, designation, seal and date here.**

Note: Firefighting related activities/ services should mean projects involving.

Authorized Signatory

(Signature In full): _____

Name and title

of Signatory: _____

Stamp of the

Company: _____

Authorized Signatory

of Statutory Auditor:_____

Name and title of

Signatory _____

Stamp of the firm_____

Details of works of similar type executed by the bidder

[On the letterhead of the Bidder]

Sl.No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Dates of		Page No
						Start	Completion	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
- If necessary, separate sheet may be used to submit the information.

[On the letterhead of the Bidder]

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. _____) have certified that we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Chapter – 5

(Financial Bid, Envelope – II, Part - I)

Annexure –F-I

Manpower cost of Fireman for fighting system installed at INFLIBNET.

[On the letterhead of the Bidder]

A		B	C
Sr. No.	Description of items	Monthly (30 days) Rates for 8 hours of Fireman.	Total Nos. of manpower requirement
	Per day 8 hours duty of fireman		
01.	Basic as per Central Govt. Notification for fireman	Rs._____X 30 days =	3 Nos. (1 each shift of 8 hours duration) Duty Hours: I. 8.00 AM to 4.00 PM II. 4.00 PM to 12.00 PM II. 12.00 PM to 8.00 AM
02.	VDA	Rs._____	
03.	Total of Basic + VDA (Sr. 1 + 2)	Rs._____	
04.	ESI @_____ % on Basic +VDA	Rs._____	
05.	PF @_____ % on Basic + VDA	Rs._____	
06.	Cost per fireman for 30 days	Rs._____	
07.	Total manpower employees required for Providing services of operation and maintenance of firefighting equipment, fire projection system & check of fire detection & fire alarm system etc. (As per scope of work-Chapter-3)	Cost per Fireman for 30 days of 8 hours (as per Sr. No.6 of B) of Rs._____ X 3 Fireman =	
08.	Total annual cost for 3 fireman Cost for per month for three fireman (Sr. No.07 of C) of Rs._____ X 12 Months =	Rs._____	Rs._____
08.	GST on total amount of 12 months	GST 18%	Rs._____
		Total Amount	Rs._____
Rates in words: _____			

The Rates will be deemed of 'A' Ahmedabad (UA) as per GOI, Office of the Dy. Chief labour Commissioner (Central).

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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Annexure -F-II

Part - II

[On the letterhead of the Bidder]

Sr. No.	Description of Work	Period	Amount (Rs.)
01.	Operation and Comprehensive Annual Maintenance Contract for Existing Firefighting & fire hydrant system, installed at INFLIBNET Centre, Gandhinagar, Gujarat, as per the scope of work.	One Year	Rs. _____
		GST 18%	Rs. _____
		Total Amount	Rs. _____
Rates in words: _____			

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Part - III

Rate of Refilling including hydraulic testing, (as per schedule), labour cost, painting travelling expenses etc. for refilling work including all taxes if any or any government tax etc.

[On the letterhead of the Bidder]

Sr. No.	Description of Items	Capacity	Qty.	Unit price	Amount (Rs.)
01.	ABC Type Fire extinguisher	5 KG	52		
02.	Water CO2 (WCO2) fire extinguisher	9 Ltrs	47		
03.	CO2 Type Fire extinguisher	4.5 KG	06		

Rate of Spare Parts

Sr.	Item	Unit rate
1	Cap assembly	
2	Siphon tube	
3	Hose pipe	
4	Safety pin/clip	
5	Pressure gauge	
6	Discharge horn	
7	CO2 opening valve	
8	ABC powder (BIS marked only)	
9	Squeeze grip handle	
10	Cap washer	
11	Wall bracket	
12	Fire stand (For at least three extinguisher)	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/FIREFIGHTING/2018-19)

Annexure –F-IV

TOTAL COST OF Annexure F-I, F-II & F-III

[On the letterhead of the Bidder]

Sr. No.	Part	Description	Amount in Rs.
01.	Part – I	Manpower cost for Firefighting & fire hydrant system at IFLIBNET Centre.	Rs._____
02.	Part – II	Operation and Comprehensive Annual Maintenance Contract for Existing Firefighting & fire hydrant system, installed at INFLIBNET Centre, Gandhinagar, Gujarat, as per the scope of work.	Rs._____
03.	Part _III	Rate of Refilling including hydraulic testing, (as per schedule), labour cost, painting travelling expenses etc. for refilling work including all taxes if any or any government tax etc	Rs._____
TOTAL COST INCLUSIVE GST FOR COMPREHENSIVE AMC OF FIREFIGHTING SERVICES FOR ONE YEAR AT INFLIBNET CENTRE			Rs._____
Rupees in words:			

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

**(ON A STAMP PAPER of Rs.100/-)
Contract Agreement Form.
FORM OF AGREEMENT**

This agreement made the _____ day of the month of _____ in the year 20..... BETWEEN, The Information and Library Network Centre (Hereinafter called "INFLIBNET") or Client which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its Head office at INFOCITY, Gandhinagar 382 007, Gujarat, India on the ONE PART; and

* Shri _____ S/D/o _____ resident of _____ the sole proprietor of M/s _____ having office at the following address _____

* M/s. _____ the partnership firm having an administrative/principal office at _____ represented by its Managing/duly authorized partner.

* M/s. _____ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address _____, duly represented at _____ duly represented by its constituted and authorized Managing Director, Shri _____ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns on the other part

WHEREAS THE Client/ INFLIBNET is desirous that certain works should be designed, supplied, installed, tested & commissioned as detailed in the notice inviting tender and their office mentioned and called for invitation to tenderers for the supply, installation and performance of such works has been accepted by the INFLIBNET on the terms and conditions as set out therein and interalia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;
 - a) Limited Tender No,INF/PUR/HOUSE KEEPING/2018-19 DATED _____
 - b) General rules and Instructions for the guidance of tenderers.
 - c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
 - d) General Conditions of contract and clauses of contract along with Annexures thereto.
 - e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, etc.
 - f) Schedule of quantities including Prices and tendered amount known as Price - Bid.

g) The details submitted in technical bid, site survey and such other commitments shall be part of the agreement.

[Note : * Strike off whichever is not applicable]

3. In consideration of the payments to be made by the INFLIBNET to the tenderer, the tenderer hereby covenants and agrees with the INFLIBNET to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, _____ to _____ the
CLIENT(INFLIBNET) _____ in the presence of:

Signature of Tenderer (with seal)

Signature of Authorized representative
of the Client/INFLIBNET Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

INDEMNITY BOND

(ON A STAMP PAPER of Rs.100/-)

We,, having a registered office at, have entered into a contract with Information & Library Network (INFLIBNET) Centre having registered office at INFOCITY, Opp. DAICT, Gandhinagar 382 007, vide contract dated, to provide Taxi services on outsourcing basis at Information & Library Network (INFLIBNET) situated at INFOCITY, Opp. DAICT, Gandhinagar 382 007.

We do hereby indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized Signatory Name of the Tenderer -----

Address of the Tenderer-----

Seal of the Company/Firm:

Telephone No/ Mobile No.