

**SIC/HO/ADMN/STP/FIRE ALARM/1(12)/06-13**

**Dt: January 5, 2018**

M/s -----  
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**Sub:** - Quotation for the work of Annual Maintenance Contract of the-” Fire Alarm and Fire Fighting system installed at NSIC HO Complex” at Okhla, New Delhi-20 Without spares.

Dear Sir,

You are requested to submit your most competitive rates for the Annual Maintenance Contract of the- “Fire Alarm and Firefighting system installed at NSIC HO Complex” at Okhla Industrial Estate, New Delhi-20 as mentioned in **Schedule of items, quantities & price** (Annexure- A & B) and as per terms and conditions mentioned below. The Completed Quotations in sealed covers, super scribed as “Quotation for Annual Maintenance Contract of the- Fire Alarm and Firefighting system installed at NSIC HO Complex” at Okhla Industrial Estate, New Delhi-110020, addressed to CGM-SG (Works) should reach this office on and before 22/01/2018 up to 3:00 PM and shall be opened on the same day at 3:30 PM. Quotations received after due date will not be considered.

Thanking You.

Yours Sincerely

M.K.Gupta  
Mgr (Works)  
NSIC Ltd, New Delhi

## **GENERAL TERMS AND CONDITIONS**

1. The period of contract is for One year from the date of receipt of order.
2. The firm shall engage all the men tools and plants required for the work. The NSIC will not supply any of the same except the materials for the replacement. The tenderer shall engage their own conveyance for transporting the men and materials, tools and plants required for the work to the NSIC's site.
3. The quotation should be accompanied with an EMD of Rs.5, 000/- in the form of account payee demand draft in favour of "The National Small Industries Co. Ltd", payable at New Delhi. No Cheque are acceptable. Quotations without EMD will be summarily rejected.
4. The tenderer shall take into account basic price, cost of labour, T & P, CGST/SGST as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained. Parties are required to quote their Pan No., CGST no. , SGST no.and PF Code.
5. The EMD deposited by the successful tenderer shall be converted into security deposit. The EMD of the rest of bidders will be refunded after award of the contract. Security deposit of the above work will be retained by the corporation and the same will be refunded after successful completion of the period of AMC as specified.
6. As per the AMC you are responsible for the maintenance of the "Fire Alarm and Firefighting systems installed at NSIC HO Complex". The fire alarm system & Firefighting system are installed at STP Main Building & Exhibition centre, while the sprinkler System is installed in NSIC-Bhawan basement only. The descriptions of the items covered in the AMC are given in Annexure-A.
7. The contract is for preventive as well as breakdown maintenance.
- 8. ELIGIBILITY CRITERIA**
  - a.) Experience of having successfully completed similar works such as servicing and maintenance of Firefighting Equipments / Alarm System during last 5 years. The experience will be counted from 1st April 2012 and onwards.
  - b.) Documentary proof for the above shall be produced along with the offer, failure of which the offer may be disqualified. In case of Experience in Public / Private Ltd. The tenderer shall furnish completion certificate along with the copy of TDS certificate.
9. The tenderer may inspect the premises during office hours on any working day for getting acquainted before submitting the quotations. Non-familiarity with the site condition will not be considered a reason either for extra claims or for not carrying out the work.

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10. Maintenance of all items mentioned in Annexure-A is the responsibility of the contractor. However any material required for replacement of faulty part/defective component or any material required for preventive / breakdown maintenance will be provided by the corporation. The labour charges, arrangement of testing equipments, welding machine, any machinery required to complete the work etc. for replacement/ rectification of the same are included in the scope of work.
11. NSIC reserves the right to reject all or any quotation wholly or partly without assigning any reason whatsoever.
12. In case of unsatisfactory service, NSIC reserves the right to terminate the contract by giving 15 days' notice and forfeit the security deposit.
13. The AMC shall be for one year and the corporation reserves the right to enter into AMC for another year on the same terms and conditions depending on the services rendered by the contractor.
14. Part quotations will be disqualified; the tenderer should quote for the complete scope of work. The validity of quotation should be 120 days from the date of opening of quotations.
15. The contractor has to carry out the preventive maintenance on fortnightly basis or as directed by Engineer-In-charge. The corporation shall deduct an amount of Rs. 500/- (Rupees Five Hundred Only) per day, if the preventive maintenance is not carried out on that particular day. The complaints/breakdown calls have to be attended within 6.00 hours positively. The contractor has to maintain a register for the periodical inspections, which have to be produced before engineer in charge and carry out the checks as per the preventive maintenance schedules as per scope of work and annexure I&II. The contractor should depute qualified/experienced technicians for carrying out the preventive maintenance work.
17. If the tenderer after award of work fails to undertake the job satisfactorily at any period of time or withdraws his services permanently or for more than three consecutive weeks, the corporation shall have right to cancel the contract and forfeit the security deposit/due amount without assigning any reason.
18. The bidders having valid registered with NSIC, DIC or Udyog Aadhar shall be exempted from the submission of EMD/Tender cost. However, in case the said registered contractor become L-1, he will have to deposit the security deposit after award of the work. The copy of the said certificate shall also be enclosed with the tender document for availing the benefits.
19. In case any further details are required, the same can be collected from the office of CGM-SG (Works/Estate), NSIC-LTD, NSIC Bhawan, Okhla Industrial Estate, Ph-III, New Delhi from 05<sup>th</sup> January 2018 to 22<sup>nd</sup> January 2018 (except Saturday/Sunday & holidays) between 10.30 am to 2.30 pm.

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19. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid work contract tax /SGST/CGST as applicable.
21. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
22. Complete tender document available on our website [www.nsic.co.in](http://www.nsic.co.in), any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.
23. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.
24. All the communication with respect to the tender shall be addressed to:

**Chief General Manager-SG (Works/Estate),  
NSIC- LTD, NSIC Bhawan,  
Okhla Industrial Estate,  
Phase-III,  
New Delhi-110020**

**25. Special provision for Micro & Small Enterprises:**

**Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012**

**The definition of MSEs owned by SC/ST is as given under:**

- a) **In case of proprietary MSE. Proprietor shall be SC/ST**
- b) **In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.**
- c) **In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.**

**Document to claim benefits shall be enclosed along with offer.**

26. Any part taken out for repairing or changing or for any other purpose must be authorized by engineer in charge by valid gate pass. A logbook is to be maintained for keeping record of parts taken out / returned back for record purpose. Any part taken out for repairing or changing or for any other purpose must be authorized by engineer in charge by valid gate pass.
27. The NSIC shall supply the consumable materials and spare parts. The contractor should intimate the essential and necessary spare parts during

contract period in the offer so that it can be considered and procured by NSIC for ready requirement.

28. In case any material/property of the NSIC is damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor will immediately inform the Engineer in charge or authorized Departmental Head of Works division. In such a case, the Contractor will be liable to replace the item at his own cost or the NSIC shall have the right to recover the loss from the Contractor's bill. The decision of the NSIC in this matter will be final.

**29. PAYMENT TERMS AND CONDITIONS:**

- The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with CGST/SGST, raised by the agency and based on past performance. The statutory deduction as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months.
- The maintenance charges quoted by the agency per item is on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.
- The AMC premium will be released quarterly at the end of each quarter on production of bill and service reports duly signed by the Manager (Elect./Maint.)/Dy. Manager (Elect./Works)/Asst. Manager (Elect./Works) or any other Authorised staff of the works division of NSIC Ltd. New Delhi. In case of contractor fail to submit the service report of fortnightly visit at the time of submission of bill, the bill of that particular period of time will not be paid to him.
- The preventive maintenance shall be done as per attached Periodical Testing Maintenance chart. The copy of service reports of that preventive maintenance shall also need to be submitted by the contractor at the time of submission of bill failing of which will cause deduction of AMC premium charges for that quarter.
- It will be obligatory on the part of the tenderer to sign the tender documents / quotation for all the components & parts. After the work is awarded he will have to enter into an agreement for work awarded on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

Thanking you,

Yours Truly,

M.K.Gupta  
Mgr (Works)  
NSIC Ltd, New Delhi

**DESCRIPTION OF THE ITEMS TO BE MAINTAINED****(A). FIRE ALARM SYSTEM INSTALLED AT NSIC –STP COMPLEX**

- |  |                          |
|--|--------------------------|
| 1. Smoke Detectors                         | - 231 nos. (Apollo make) |
| 2. Response indicators                     | - 31 nos.                |
| 3. Electronic hooters                      | - 12nos.                 |
| 4. Manual call point                       | - 11nos.                 |
| 5. Main control panel (6 zone) Make: Agni  | - 1 nos.                 |
| 6. Main control panels (8 zone) Make: Agni | - 1 nos.                 |
| 7. Related cabling work                    |                          |

**(B). FIRE ALARM SYSTEM INSTALLED AT NSIC –EXHIBITION COMPLEX**

- |  |                         |
|--|-------------------------|
| 1. Smoke Detectors                         | - 08 nos. (Apollo make) |
| 2. Response indicators                     | - 08 nos.               |
| 3. Electronic hooters                      | - 12 nos.               |
| 4. Manual call point                       | - 12nos.                |
| 5. Main control panel (6 zones) Make: Agni | - 1 nos.                |
| 6. Related cabling work                    |                         |

**(C). Fire Fighting System & Sprinkler system at STP- BASEMENT**

1. Mono block pump & motor (5.0 h.p)-----01 nos  
With fitting and electrical auto panel  
Make: Kirloskar
  
2. Sluice Valve  

150 mm	2 nos.
100 mm	5 nos.
80 mm	6 nos.
50 mm	2 nos.
25 mm	19 nos.
  
3. **N.R.V (Non- Returning Valve)**  

150 mm	1 no.
100 mm	1 no
80 mm	1 no.
  
4. Pressure Vessel  
With pressure gauge  
1no
  
5. Pressure Gauge  
2 nos.
  
6. Pressure Switch  
1 no
  
7. 4 way "Fire Brigade  
Collecting Head  
1 no
  
8. Automatic quartz bulbs pendants  
Type sprinklers of 68C complete  
With fitting
  
9. Control Valve (100 mm),  
Complete with pressure gauge,  
Drain valve, alarm motor gong,  
Compete in all respect.  
1 no.
  
10. Electrical Panel and entire cabling  
1 lot.

**(D). Fire Fighting System installed at NSIC Exhibition centre**

1 Monoblock pump & motor (5.0 h.p)-----02 Nos  
With fitting and electrical auto panel  
Make: Kirloskar

2. Sluice Valve

150 mm	2 nos.
100 mm	5 nos.
80 mm	6 nos.
50 mm	2 nos.
25 mm	19 nos.

3. N.R.V (Non- Returning Valve)

150 mm	1 no.
100 mm	1 no
80 mm	1 no.

4. Pressure Vessel 1no  
With pressure gauge

5. Pressure Gauge 2 nos.

6 Pressure Switch 1 no

8 2 way "Fire Brigade  
Collecting Head 1 no

9. Control Valve (100 mm), 1 no.  
Complete with pressure gauge,  
Drain valve, alarm motor gong,  
Compete in all respect.

10. Electrical Panel and entire cabling 1 lot.



**Annual Maintenance Contract of Fire Alarm System and Fire Fighting Systems installed at NSIC HO Complex, Okhla, New Delhi** as per details given below :-

**1 GENERAL:**

The intending tenderer shall be deemed to have visited the site and familiarized themselves thoroughly with the site conditions before submitting their bid. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out in strict conformity with specifications, drawings and bill of quantities and requirement. In case of any doubt or dispute as to the interpretation of any clause contained in, the decision of Engineer-In-Charge shall be final and binding on the CONTRACTOR.

**2 SCOPE OF WORK**

2.1 The scope of work mainly consists of job of safety, fire prevention & protection, firefighting and schedule & general maintenance of safety Equipments & firefighting facilities installed at NSIC HO Complex, Okhla, New Delhi. The maintenance of the system is to be carried out throughout the entire contract period of one year however rate should be quoted for one year. The maintenance job should be carried out as per the detail of the scope of work given below. Maintenance jobs shall be carried out as per instruction of Engineer-in-charge given to the contractor's supervisor/personnel.

**THE DETAILS OF FIRE FIGHTING EQUIPMENTS AT NSIC consists of the following:-**

- i) Fire Water network including hydrants and water monitors.
- ii) Fixed water spray system: At NSIC STP Extension basement on different equipments.
- iii) Fire Alarm System: Manual fire break glass type has been provided at strategic points inside the building.
- iv) First Aid equipments.
- v) Different type of branches, Hoses and hose fittings.
- vi) Three nos of Fire Water Pumps

- 2.2 To ensure proper operation & maintenance of safety and firefighting equipments installed and to carry out the fire fighting/ rescue operation in case of fire or accident inside the complex area.
- 2.3 Various log books shall be maintained by the contractor supervisor/ personnel. The copies of relevant pages of log books duly signed by the concerned staff / officers as required shall be submitted along with the bills, if required. No extra payment for maintaining the logbook will be made.
- 2.4. Log book format shall be submitted by the contractor and duly approved by the Engineer In charge.
- 2.5 The logbook will generally contain status of equipment and system and maintenance carried out duly signed by contractor's personnel / supervisor and certified by NSIC officer as required.
- 2.6 The scope of work for each type of equipment /system shall be carried out weekly/ monthly/quarterly /annual and bi –annual maintenance or actuation tests as listed **Annexure-A & I&II.**
- a) Service report and Register must be got signed after every service by the officer in charge designated by the NSIC for such purpose.
- b) In case of actuation of an extinguisher or fire smoke detector either for testing or due to actual fire, the contractor must inform the officer-in charge of the equipment to be recharged, and get it entered in the service report/ register, countersigned by the engineer in charge (Maintenance). Therefore it will be the contractor's responsibility to provide necessary replacement with the correct type and the cost of materials shall be reimbursed by NSIC.

Monthly discharges test from at least one external hydrant and one internal hydrant (Preferably from top floor or terrace) by attaching single length of fire hose, with nozzle to check automatic staging of pump with hydrant operation.

## **2.8. PUMPS AND CONTROL**

- a) Starter contacts cleaning once in a month.
- b) Insulation resistance test of pump, motor circuit etc.
- c) Any other inspection as contained in manufactures literature for pump & controls.

## **2.9. FIRE DETECTOR AND ALARM**

- a) Monthly visual check of each detector (external check only)
- b) Quarterly cleaning of smoke /heat detector (removal of dirt, if any)

- c) Quarterly actuation of smoke detector by turn-at least one detector in each floor to be subjected to test.
- d) Circuit test/panel test-for fault and fire condition every month, for fault test and every quarter for fire condition.

#### **2.10. Fire Extinguishers (Scope of work)**

- a) Arrangement of cleaning materials, tool etc. at site shall be done by contractor.
- b) Annual maintenance contract also covers refilling of the fire Extinguishers as per norms and requirement basis. However the payment will be made on actual basis as per quoted rate in Bill of Quantities.
- c) The re-filling work shall be carried out within 10 days from the date of intimation to the party.

**TESTING AND PREVENTIVE MAINTENANCE SCHEDULE****1. Fire Extinguishers (Co2 gas, ABC, Trolley Mounted)****Monthly checks;-**

- i. Pressure is at recommended level or not
- ii. Nozzle, pipe or other discharging paths are not hindered in any way.
- iii. The pin & tamper seal are intact
- iv. There are no sign of abuse/ wear (dents, leaks)
- v. Check full weight (quarterly)
- vi. Shaking of dry powder type to prevent powder from setting /packing

**2. HYDRANT WET RISER SYSTEM**

- a. fortnightly visual test/check of external or internal hydrant valves, other washers etc. by turn, 2 hydrants per week
- b. Monthly test of Hose Reel, Hydrant control valve, outlets, with actual discharge test with water.
- c. Monthly visual check of fire Hose, including coupling /washers etc. with at least on third of total no. of hoses visual each month

**2. HYDRANT WET RISER SYSTEM**

Visual / Physical Check	: Weekly to check washers, couplings, valves logo wheel check nuts etc. Monthly visual check of Hose/ Hose Box for any damage rot/rust etc. Monthly hose reel by actual actuation.
Pump/ Jockey Pump	: fortnightly physical check / greasing of nipples etc.
Automatic Start	: Monthly check to test automatic start of Jockey pump at preset pressure and auto stop of jockey pump at preset pressure.

For all these tests, maintenance and up keep of the entire firefighting system at least 2 persons from contractors side, one skilled another helper should be present in the work site at least twice in a month. The above are general checklists and test requirements etc. The contractor shall be bound for undertaking any other check /test which is necessary for efficient functioning of equipments /system, whether included in the above schedule or not .

**PERIODICAL TESTING AND MAINTENANCE CHART FOR FIRE FIGHTING SYSTEM & SPRINKLER SYSTEM**

S.No.	System Component	Activity	Duration	Remarks
1.	Water tanks	(i) Cleaning	Once in a year	
2.	Pumps	(i) Test flow	Annually	
		(ii) Lubrication	Quarterly	
3.	Motor	(i) Running Starter	fortnightly	
		(ii) Insulation resistance	Once in a year	
4.	Piping	(i) Flushing	Once in a year	
		(ii) Pressure	fortnightly	
5.	Valves	(i) Operation	Monthly	
		(ii) servicing & testing	Once in a year	
6.	Control system	(i) Operation	Monthly	
		(ii) Connection and system components	Quarterly	
7.	Hose reel and hose pipes	(i) Physical check	Monthly	
		(ii) Operation check	Annually	
		(iii) Replacement	Depends upon physical condition	
8.	Fire Brigade connections/inlet	(i) Physical check	Monthly	
		(ii) Operation check	Annually	
9.	Instantaneous coupling	(i) Physical check	Monthly	
		(ii) Lubrication	Once in six months	
10.	Painting		Once in a year	
11.	Sprinklers system as a whole	(i) discharge test	Once in a year	
12.	system as a whole	(ii) manual testing of system	Once in six months	

Note: The contractor is strictly advised to follow the said chart of preventive maintenance during AMC period and submit the service reports of the same along with bill. In case of absence of these service report no payment will be made for that quarter.

**Annexure “B”**

S.N O.	Description of work	Qty.	Rate (Rs.)	Amount (Rs.)
1	Annual Maintenance Contract of the “Fire Alarm, Firefighting system and fire protection system including smoke detectors and sprinkler system installed at different locations at NSIC HO Complex” mentioned in annex.-I &II. The spares required for maintenance of the systems (including replacement for the defective parts) shall be provided by the Corporation. However, no labour charges for replacement/rectification are payable and are deemed to be included in the scope of work of AMC.			
2	Refilling of DCP Type (BC) Capacity – 10 Kg.	08		
3	Refilling of DCP Type (BC) Capacity – 5 Kg.	13		
4	Refilling of ABC Type Capacity - 2 Kg.	19		
5	Refilling of ABC Type Capacity - 6 Kg.	20		
6	Refilling of ABC Type Capacity - 1 Kg.	04		
7	Co2 type fire extinguisher Capacity- 4.5 kg	01		
	<b>Total (Rs)</b>			
	<b>GST (Rs)</b>			
	<b>G. Total Rs.</b>			

Total amount in Words. Rs.

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Dated signature of the  
Contractor with seal