

**TENDER FOR ANNUAL  
MAINTENANCE CONTRACT (AMC)**

of

**FIRE FIGHTING AND FIRE ALARM SYSTEM INSTALLED  
AT NSIC OFFICE BUILDING, PLOT NO. 7/7 & 7/8, BLOCK  
– CP, SECTOR – V, SALT LAKE, KOLKATA -700091**



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N S I C

**ISO 9001:2015**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**

***(A Government of India Enterprise)***

**SALT LAKE**

**KOLKATA- 700091**

Tel No.033-23670155

Website: <http://www.nsic.co.in>

M/s.

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**Sub: - AMC of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091.**

Sir,

Sealed tenders are invited on behalf of the National Small Industries Corporation for the work of Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091 from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's as per the requirements and details enclosed. The copy of the proof for having carried out similar works in the last financial years should be enclosed with the tender. The detailed bill of quantities is enclosed herewith. Tender format can be obtained from office of NSIC, Salt Lake, Kolkata – 700091 or can also be downloaded from our website '[www.nsic.co.in](http://www.nsic.co.in)'.

There shall be no extension of the deadline of submission of the complete tenders along with EMD and all other required formalities. The Sr. Branch Manager, NSIC Branch Office shall have the authority to cancel the tender process if NSIC does not find a suitable tender. NSIC shall have the right to call for fresh tender in these circumstances, where in prior tenderers shall have the right to participate in the fresh process.

Tender documents in respect of the above mentioned works containing 29 Nos. of pages as detailed on page 4 (Index) are forwarded herewith. **Please note that tender is to be delivered / submitted in the office of the Sr. Branch Manager, NSIC Ltd., Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091 up to 12.00 PM on 19.12.2019.**

The above letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a certified copy of the power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign such tenders for and on behalf of other person or firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

**Yours faithfully**

**Encl. 29 Pages**

**Sr. Branch Manager, NSIC Ltd.**

**Signature of the Contractor with stamp**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**(A GOVT OF INDIA ENTERPRISE)**  
**BLOCK – CP, PLOT NO. 7/7 & 7/8, SECTOR – V, SALT LAKE**  
**KOLKATA – 700091**  
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**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
(A GOVT OF INDIA ENTERPRISE)  
BLOCK – CP, PLOT NO. 7/7 & 7/8, SECTOR – V, SALT LAKE  
KOLKATA – 700091**

**NOTICE INVITING TENDER**

NSIC, Salt Lake, Kolkata invites sealed tender in One packet system (Technical & Financial bid in one envelope) for the work of Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091 from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's as per the requirements and details enclosed.

The details are as summarized below:-

a)	Name of Work:	Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091
b)	Pre-Qualification requirement (PQR) of bidders	<p>Eligibility criteria for the issue of the Tender document are as under: -</p> <p>A) Experience of having successfully completed similar works such as servicing and maintenance of Firefighting Equipment's / Fire Alarm System during last five years.</p> <p>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.</p> <p>C) ISO 9001, ISO 14001 , ISO 18001 certified agency is preferable.</p>
c)	Sale of tender document	The blank tender document can be collected in person from the office of Sr. Branch Manager, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091 from <b>29.11.2019 to 19.12.2019</b> (except Saturday & Sunday &

		public holidays) between 10.30 am to 12.00 pm. Alternatively the tender form can be downloaded from our web site <a href="http://www.nsic.co.in">www.nsic.co.in</a> from 29.11.2019 to 19.12.2019 up to 12.00 pm.
d)	Cost of Tender Document	The tender document can be collected against payment Rs. 500/-+GST18% (Rupees Five Hundred + GST18% only). (Non refundable) by way of demand draft/Banker's cheque, in favour of "The National Small Industries Corporation Ltd." payable at Kolkata.  In case the tender is down-loaded from website, the tender fee of Rs. 590/- in form of demand draft/bankers cheque from any nationalized Bank/scheduled Bank in India drawn in favor of "The National Small Industries Corporation Ltd", payable at Kolkata shall be enclosed with the Technical bid of the tender while submitting their tender by Tenderer.
e)	Earnest Money Deposit along with tender	Rs.5,000/- (Rupees Five Thousand only) in the form of demand draft in favor of "The National Small Industries Corporation Ltd." payable at Kolkata shall be submitted along with Technical Bid of the tender while submitting the tender.
f)	Last date of submission of tender	The complete tender in a bigger envelope, containing two small envelopes, in which one envelope containing Technical bid having PQR documents & EMD and Second envelope containing –Financial bid, shall be submitted by 19.12.2019 up to 12:00 hours at the office of Sr. Branch Manager, B.O. Salt Lake, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091.
h)	Date of opening of Technical Bid & Financial Bid (envelope-1)	The envelope containing PQR documents, EMD will be opened on 19.12.2019 at 02.30 PM at the office of Sr. Branch Manager, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091 & Opening of Price bid will be informed to the technically qualified bidders.

Note:

1. The tenders shall be super scribed with “Tender for Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091 located at Kolkata to be submitted in office by **12:00 P.M on 19.12.2019** to be opened on the same day **at 02.30 P.M.** Any bid submitted after 12:00 P.M. on **19.12.2019** shall not be considered by NSIC.
2. The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of tender on NSIC website, payable in favour of “NSIC LTD, Kolkata”. The GST No. & copy of PAN card of the firm shall be enclosed with the tender. No Cheque are acceptable. Quotations without EMD will be summarily rejected.
3. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also the company stamp shall be placed under the signature of person on each and every page of tender document.
4. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. The rates shall always be both in figures and words.
5. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid work contract tax /GST No. / VAT/TIN as applicable. Photocopies of the completion certificates/award letters should be submitted along with the tender. Completion certificate issued by the reputed organization / MNC shall also be accepted. In case of certificates issued by the private party, copies of TDS should also be enclosed.
6. Technical bids without Earnest Money will be summarily rejected. Earnest Money Deposit of the unsuccessful bidders will be returned to them after completion of the tendering process.
7. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed. The Technical bid & financial bid of the bidders will be opened at **02.30 P.M. on 19.12.2019.**

8. The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of power of attorney/proper authority on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract.
9. 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.
11. 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.
12. 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.
13. All the communication with respect to the tender shall be addressed to:  

Sr. Branch Manager,  
NSIC LTD, Branch Office Salt Lake,  
NSIC Office Building,  
Block – CP, Plot No. 7/7 & 7/8,  
Sector – V, Salt Lake City, Kolkata – 700091

14. 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.

Sr. Branch Manager



**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
(A GOVT OF INDIA ENTERPRISE)  
**BLOCK – CP, PLOT NO. 7/7 & 7/8, SECTOR – V, SALT LAKE**  
**KOLKATA – 700091**

**INSTRUCTION TO THE TENDERERS**

Tender notice for Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091 with following terms and conditions:-

**1. General Conditions:-**

- 1.1 Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 1.2 The details of installed system are available in Bill of Quantities.
- 1.3 The service provider shall provide direct service and shall not employ Sub- Contractors.
- 1.3 The Agencies can inspect the site and equipments with the Technician 10 am to 5 pm on all working days. No extra shall be payable for non awareness of the site/ equipments conditions and constraints.
- 1.4 Sealed offers are invited for the Annual Maintenance contract of Fire Fighting & Fire Alarm system as per the bill of quantity enclosed at annexure-A.
- 1.5 Corrections, if any in the tender must be attested by the tenderer.
- 1.6 NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
- 1.7 Late tenders will not be considered and shall be rejected.
- 1.8 Water & Electricity shall be provided at one point free of cost.
- 1.9 The rates quoted should be on FIRM & FIXED basis.

**2. Earnest Money Deposit (EMD)**

- 2.1 The tender should be accompanied with an earnest money deposit of Rs.5,000/- in the form of account payee demand draft in favour of “The National Small Industries Co. Ltd”, payable at Kolkata. No Cheques are acceptable.
- 2.2 Tenders received without prescribed earnest money shall not be considered.

### **3. Eligibility conditions**

- 3.1 Bidder should have experience in the service / maintenance of Fire Fighting / Fire Alarm System in various organizations.
- 3.2 Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of Fire Fighting / Fire Alarm system covered in the tender.
- 3.3 Service providers should furnish PAN, Service provider must have GST Registration & other statutory requirements if any as applicable.
- 3.4 The agency/firm should not have been blacklisted by any Govt. Office.
- 3.5 Self attested copy of documentary proof as required above must be furnished along with technical bid Part-I and in case the required information and documents with the technical bid are not furnished, the tender shall be rejected.

The Tender is consisting of two parts:

#### **PART I- TECHNICAL BID & PART II- FINANCIAL BID**

4. The technical & financial bids will be opened simultaneously. In selecting technically suitable parties, the decision of NSIC will be final and binding. The Financial bids of only those tenderers will be considered who will be technically qualified. The opened financial bids of the tender who are not fulfilling the eligibility criteria of tender document in respect of work experience, requisite papers will not be considered in any case.
5. Bids prepared by the tenderer shall contain all requisite information along with self attested supporting documents as per details in Technical Bid & Financial bid.
7. The envelope must be super scribed “Tender for Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake , Kolkata – 700091.

The envelope must be super scribed as:

- i. TENDERER’S NAME & SIGNATURE WITH SEAL

***Envelope: The said envelope is for technical bid, financial bid, requisite documents & shall be super scribed as “Tender for Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake City, Kolkata – 700091.***

The tender must be placed in a properly sealed envelope addressed to Sr. Branch Manager, NSIC. LTD, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091 and the said envelope shall contain two sealed envelopes containing Technical, Financial bids and other requisite documents.

7. The tenders (Technical Bid & financial bid) will be opened at NSIC Ltd. on **19.12.2019 at 14.30 Hours (02.30 pm)**. The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender.

#### **8. Submission of Tenders:**

The tender shall be submitted in sealed envelopes super scribed as “Tender for Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091 addressed to the Sr. Branch Manager, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091 and same has to be deposited before **12.00 P.M. on 19.12.2019**. The tenders shall be opened on the same day at **02.30 P.M.** in Sr. Branch Manager Office, Salt Lake in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. The authorized representatives shall be allowed to participate in the process only upon furnishing the proper authorization from the tenderer with proper photo identification.

#### **9. Performance Security: SECURITY DEPOSIT:**

- 9.1 On selection, the agency shall be required to deposit 10% of the total cost of work as Security deposit after adjusting the EMD and the same will be refunded after successful completion of the period of AMC as specified in the work order.
- 9.2 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.

10. Nothing extra shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.
11. While submitting the tender, any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender are liable to be rejected.
12. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.
13. Conditional Tenders would not be accepted, and are liable to be rejected.
14. The Tenderer agrees that the rates submitted shall remain valid for acceptance for a period of 120 days from the date of opening of tender.
15. The contract is initially for a period of 12 months from the date of its award and can be extended for further period of one year on mutual consent on the same rates, terms and conditions. The period of AMC can be extended for another one year based:
  - a.) On satisfactory performance of the contractor of AMC of previous year.
  - b.) On mutual agreement/contract.
16. The tenderers must thoroughly inspect the systems and furnish their quotes in **—as is where is** condition.
17. The financial bids of the participants which are found to meet all the requirements as specified in the Technical Bid will alone be opened on a date which will be communicated at the appropriate time. Only the authorized representative of the firms will be present during the opening of technical and financial bids.
18. After opening of technical bids, if necessary a technical team may inspect the infrastructure of the firm for verification and further action.
19. 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.

**20.** It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded he will have to enter into an agreement 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. The NSIC will follow its own format for agreement comprising of terms and conditions stipulated in tender document.

**21.** In the event of any dispute the legal matter shall be subjected to the jurisdiction of Kolkata Court only.

**22.** All the communication with respect to the tender shall be addressed to:

Sr. Branch Manager ,  
NSIC LTD, B.O. Salt Lake,  
Block – CP, Plot No. 7/7 & 7/8, Sector – V,  
Salt Lake, Kolkata – 700091

***We hereby confirm our acceptance to the instructions (S.No-1 to 21 above) as given above.***

SIGNATURE OF THE CONTRACTOR

## **GENERAL CONDITIONS OF CONTRACT**

1. Corporation shall mean ‘The National Small Industries Corporation Ltd. (A Government of India Enterprise) “NSIC Ltd., Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091 and shall include their legal representatives, successors and permitted assigns.
2. The bids should be valid in the case of all the tenders for at least 04 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
3. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in – Charge.
4. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
5. The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.
6. The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.

7. **TAKING OVER OF FIRE FIGHTING AND FIRE ALARM SYSTEM  
FOR AMC CONTRACT**

- All the equipments of Fire Fighting and Fire Alarm system shall be taken from the department on “as and where installed” basis in running condition.
- The contractor shall ensure that all the equipments of Fire Fighting and Fire Alarm system are in proper working conditions at the time of taking over.

.After completion of the contract, contractor shall hand over the system in perfect running condition (complete in all respects as per inventory) to the department.

## **8. Commencement of Work**

The Contractor is required to start the work within 10 days from the date of award / date of communication of acceptance of the tender. In case it is found that the work has not been taken up within ten days from the date of acceptance of the tender or issue of the work order, the NSIC may cancel the work order and forfeit the Security Deposit, deposited along with tender without any reference to the Contractor.

## **9. DURATION OF CONTRACT**

The contract would be initially for a period of 02 years from the date of commencement of work. However, the rates shall be quoted for 01 year in Bill of quantities. It can be extended further period of one year on the same terms and conditions, if both parties desire/agree. In case the party will not rendered services satisfactorily, the contract will be terminated by NSIC by given 10 days notice.

## **10. Renewal of the contract**

After expiry of the AMC of 02 years, the agency/contractor may be required to provide AMC services for subsequent year also which can be extended further on satisfactory performance of the previous year of the contract.

11. The rates of AMC shall be inclusive of all taxes, duties octroy, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of one year from the date of award of contract.
12. The tenderer shall take into account basic price, cost of labour, T&P, taxes 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 there Pan No., Tin No, Service Tax no, GST registration.
13. The tenderer shall quote the rates in the enclosed “BOQ of the equipments of Fire Fighting and Fire Alarm system in annexure “A” only. The AMC is Non – Comprehensive type. Any material /

equipment required for smooth functioning of the system will be provided by NSIC.

#### **14. PAYMENT TERMS AND CONDITIONS:**

- The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, raised by the agency and based on past performance. TDS, Service Tax, WCT and any other tax 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 Engineer in charge or any other authorized staff of the NSIC Ltd. Salt Lake.
- This is the sole responsibility of the contractor to submit the service reports of scheduled / breakdown service report at the time of submission of bill.

#### **15. Security Deposit:**

Total security deposit shall be 10 % of the accepted tender cost and shall be deposited by the contractor within ten (10) days of receipt of the letter of intent/notification of acceptance of the tender by him. The earnest money deposited shall be converted into initial security deposit.

All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.

*Refund of Security deposit:* Security deposit refundable without interest to the Contractor shall be refunded to the Contractor on the Engineer-In-Charge certifying in writing that the AMC period of 24 months has been completed satisfactorily.

Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Contractor.

SSI units registered with the NSIC under its Single Point Registration Scheme will be exempted from submission of Security Deposit.



## **16. Labour:-**

a.) The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-Charge. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age.

b.) All the workers or employees deployed by the contractors shall be considered the employees of contractor and corporation shall not have any liability what so ever in nature in regard to such workers/employees.

c.) The Contractor shall pay to labour employed by him directly wages not less than fair wages as per Minimum Wages Act. Fair Wage' means wages, which shall include wages for weekly day of rest and other allowances whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighborhood but shall not be less than the minimum rates of wages fixed under the payment of Minimum Wages Act.

d.) The Contractor shall in respect of labour employed by him or his sub-contractor comply with or cause to be complied with the Contractor Labour Regulation in regard to all matters provided therein.

e.) The Contractor shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers' Liability Act, 1938. Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1970 or any modification thereof or any other law relating thereto and rules made there under from time to time.

f) The Contractor shall indemnify and keep indemnified the Corporation against:

- i) Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.
- ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.
- iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI regulations etc.

## **17. Income Tax/WCT/VAT**

Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act. The Contractor shall ascertain from the concerned

Commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

**18. REVIEW OF CONTRACT:**

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 15 days notice.

**19. Tool and Plants:**

The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by NSIC. The Contractor shall keep all required tools at site.

20. All the liabilities regarding EPF or ESI of the labours/workmen engaged at the work, wherever applicable as per the prevailing Central or State government norms, shall be borne by the contractor. Corporation shall not be responsible for any liability/claims whatsoever in this regard. Further as and when demanded by the Corporation, the contractor shall submit the proof of deductions/ deposits of such liabilities of their labors/workmen engaged in the work to the Corporation. In case of default, the Corporation may deduct the payments against these liabilities from the bills of the contractor or may stop the payment of the bill till such time until the compliance is proved y the contractor.

21. **MOBILISATION ADVANCE:** No mobilization advance whatsoever shall be paid for carrying out this work.

22. **ARBITRATION AND LAWS** In the event of any dispute, the same shall be referred to the sole arbitration of Chairman-Cum-Managing Director, New Delhi of the Corporation or such officer he may appoint to be the arbitrator. There would be no objection that the Arbitrator is an employee of the Corporation or that he had to deal with the matter to which this tender relates is that in the course of his duties as an employee of the Corporation, he has expressed his views or all or any of the matters in dispute or differences. The award of the officer so appointed by him shall be final and binding on the tenderers. The venue of Arbitration is at Kolkata only. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract. The cost of arbitration shall be borne by the parties to the dispute, as may be decided by the arbitrator(s).

23. The contractor shall comply all the norms in respect of deployment of Manpower, safety measures as per the approval given by Govt. of West Bengal, Office of the Director General, West Bengal Fire & Emergency Services, Kolkata to NSIC in their fire approval of the building.

**Sr. Branch Manager**

SIGNATURE OF THE CONTRACTOR

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**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
(A GOVT OF INDIA ENTERPRISE)  
BLOCK – CP, PLOT NO. 7/7 & 7/8, SECTOR – V, SALT LAKE  
KOLKATA – 700091**

**(Undertaking from Tenderer)**

To,  
Sr. Branch Manager  
NSIC LTD.,  
BLOCK – CP, PLOT NO. 7/7 & 7/8, SECTOR – V  
SALT LAKE, Kolkata - 700091

Name of work :	Annual Maintenance of the of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091.
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Dear Sir,

**HAVING EXAMINED AND PERUSED THE FOLLOWING  
DOCUMENTS**

Notice Inviting Tender  
Instruction to the Tenderer  
General Conditions of Contract

Format & Requirement for submitting Technical Bid

Format & Requirement for submitting Financial Bid  
Technical Specifications of items for which tender issued

I/We ..... do hereby submit tender for  
“Annual Maintenance of the equipments of Fire Fighting and Fire  
Alarm system installed at NSIC Office Building, Block – CP, Plot  
No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091., as per the  
quoted rate and in all respects in accordance with the conditions  
applicable.

I/We enclose herewith a Bank Draft /Pay Order for Rs. 5,000/- as  
Earnest money. I am aware that the Earnest Money will not bear  
any interest.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and provisions in the tender documents and agree to enter into an agreement with all the conditions that may be stipulated by the NSIC or in default thereof to pay to the NSIC the sum of money mentioned in the said condition without prejudice to any other right of the NSIC.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply in the NSIC, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the NSIC based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

I/We fully understand the terms and condition of the contract to be entered into between me/us and the Corporation and the written agreement shall be foundation of the rights of both the parties and the contract shall not be deemed to be completed until an agreement has been signed by me/us and the NSIC.

Date this.....day  
of.....2019

Name of the Tenderer/s:  
Seal:

Authorized Signatory:  
With complete address, phone/fax numbers

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
(A GOVT OF INDIA ENTERPRISE)  
BLOCK – CP, PLOT NO. 7/7 & 7/8, SECTOR – V, SALT LAKE  
KOLKATA – 700091**

**DECLARATION**

(To be given by Tenderer at the time of submission of complete tender)

**Name of work: “Annual Maintenance of the equipments of Fire Fighting and Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091.**

I/We have read the Tender documents and related matters carefully and diligently and that I/We have submitted the tender after having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement as stated above will be fulfilled by me/us to the satisfaction of the NSIC.

Tenderer:

Seal:

(Authorized Signatory):

(To be submitted along with the tender document)

Enclosures: (Details shall be given for the documents attached)

- 1.
- 2.
- 3.
- 4.

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**(A GOVT OF INDIA ENTERPRISE)**  
**BLOCK – CP, PLOT NO. 7/7 & 7/8, SECTOR – V, SALT LAKE**  
**KOLKATA – 700091**

**Scope of Work under AMC**

S.N	Job Description	Frequency	Responsibility	Payment
1	<b>Inspection &amp; Maintenance of equipment:</b> Checking/Testing/Cleaning/Oiling/Greasing of all components related to fire & safety equipment, including fire Alarm System , Hydrant Delivery Valve, Hose Reel with drum, Gate valve, Fire water pump and response indicators (R.I.) water sprinkler system, etc.	Once in a fortnight	AMC Agency	Material like oil, grease, consumables shall be provided by NSIC.
2	Basic cleaning of all valve outlet (all type), adaptor, Hydrant Valve, Branch pipe, Fire brigade connection, Co2 Extinguishers, etc. and cleaning of Smoke detector by blower.	To be checked fortnightly.	AMC Agency	Consumable by NSIC and item repair or replacement to be borne by NSIC
3	<b>Emergency visit and Period/Frequency:</b> Emergency within 12 hours after call on any working day (9 A.M to 6 P.M) for major fault or breakdown of fire Pump or Fire Alarm Panel.	As required	AMC Agency	Consumable by NSIC and item repair or replacement to be borne by NSIC
4	Submission of report: Every fortnight test report and emergency visit test reports To E.I.C. of NSIC	Fortnightly or also in case of requirement and asked for by NSIC	AMC Agency	Under AMC value
5	<b>Renewal of Fire NOC:</b> To intimate two months in advance to E.I.C. of NSIC for online form submission to WBF&FS for renewal by furnishing complete reports of fire system healthiness and system availability	Yearly/as required	AMC Agency	All statutory fees required shall be paid by NSIC directly to concerned department.

6	<b>Checking/testing/repairing</b> of water pipe line related to the wet sprinkler system & water hydrant system.	To be checked regularly as required.	AMC Agency	Consumable by NSIC and item repair or replacement to be borne by NSIC
7	<b>Mock Fire Drill once half yearly with fire system appraisal to NSIC employees with prior notice to NSIC</b>	Twice yearly	AMC Agency	Consumable by NSIC
8	<b>A Log book</b> shall be maintained for keeping records of the system healthiness as per format attached. Mock drill and fortnightly/monthly check list to be submitted to E.I.C. NSIC for record keeping and concerned authority checking.	Regularly	AMC Agency	Under value AMC
9	<b>Fire inspection &amp; Audit</b> as Per West Bengal Fire & Emergency Services(WBF&ES) norm and report submission to EIC NSIC.	Half-Yearly	AMC Agency	Under value AMC
10	<b>From minor defects to complete</b> break-down of the systems, Vendor to always inform NSIC with a complete report of the same along with list of items required for repairing the system along with Estimated cost.	As required	AMC Agency	Under value AMC
11	Water Tank Cleaning	Once in a year	AMC agency	Consumable by NSIC
12	Motors: Starter – Connection tightening & contactor cleaning & connection tightening.	Monthly	AMC agency	Consumable by NSIC
13	Piping: Flushing & drainage	Once in a year	AMC agency	Under value. AMC
14	Sprinklers system as a whole: Discharge Test (by sprinkler opening)	Once in a year	AMC agency	Under value. AMC
15	One operation personnel shall be deputed in general shift on five working days (in a week) for operation and ensuring healthiness of fire system.	Through out the AMC Period.	AMC agency	Under value. AMC

Note: The contractor is supposed to provide nomenclature on all detectors, sprinklers for easy identification. 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. All tools & plant for periodic checking or repair shall be brought by Contractor.

All the smoke and heat detectors are to be checked every day for its blinking light to ascertain its healthiness and proper working.

Filters / sieves in main inlet of sprinklers and hydrant water line to be regularly checked for clogging and carry out cleaning. The Differential pressure (if provided) may be checked and recorded for seeing choking of filters.

Fire dampers in air-conditioning system to be checked for AUTO closing in case of fire incident pick-up or manual command from fire alarm control panel.

Anything not explicitly indicated but required for complete system maintenance coverage shall be in Tenderer's scope.

## **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.

## Annexure - A

### List of Fire Equipment installed at Plot No.7/7&7/8, Block-CP, Sector-V, Salt Lake, Kolkata-91

#### EQUIPMENT OF FIRE ALARM SYSTEM

SL NO	ITEM NAME	QTY	MAKE
1	Multicriteria Detector	366	BOSCH
2	MCP	29	
3	Sound/Strobe	20	
4	Response indicator	128	
5	Controller with Amplifier	1	
6	Goose neck Microphone	1	
7	Speaker	10	
8	Wooden Rack	1	

#### EQUIPMENT OF FIRE FIGHTING SYSTEM

SL NO	ITEM NAME	QTY
1	Monoblock Pump-10HP(Kirloskar)	2
2	Main Pump For Hydrant System-75KW/101 HP(Kirloskar)	1
3	Jokey Pump-10 HP(Kirloskar)	2
4	Main Pump For Sprinkler System-75KW/101 HP(Kirloskar)	1
5	DG Pump set-105 HP(Kirloskar)	1
6	Dewatering Pump-2 HP (Kirloskar)	2
7	Sprinkler	200
8	Flexible Pipe	181
9	Short Branch Pipe	14
10	RRL House Pipe	28
11	Hose Drum With ACC	10
12	Fire Inlet Connection	1
13	Withdrawal Connection	1
14	Fire bridge Connection-3Way	1
15	Fire bridge Connection-4Way	1
16	M S Hose Cabinet	14
17	Fire Pump Main Control Panel	1
18	Annunciation Panel	1
19	Electric Singnages	18
20	Fire Extinguishers (CO <sub>2</sub> -Type)	36

#### **Note:**

The Maintenance of associated pipe lines, Valves, wiring etc. is the part of the rate quoted by the party for AMC. Nothing extra will be payable on this account. However, any material, items required for rectification of the same will be provided by NSIC.

- i) Not visiting the site within 24 Hrs. of lodging the complaint for any fault @ Rs 500/- per day.
- ii) The repairing / replacement of minor things viz. replacement of Detectors, Hooter, MCP, response indicator, sprinkler, Hose reel, Hydrant Delivery Valve, Hose Reel with drum, Gate valve if not done within 72 Hrs (after the issue of material by NSIC) @ Rs. 1000/- per day.
- iii) The repairing / replacement of minor things viz. sprinkler replacement of detectors, hooter, MCP, response indicator if not done within 72 Hrs (after the issue of material by NSIC) @ Rs. 1000/- per day.
- iv) Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.
- v) Any damage resulting to the system on account of the negligence or mall- operation shall be made good by the contractor. Nothing extra will be paid for such work.
- vi) At the time of acceptance of the tender, the contractor shall furnish the details of staff members along with contact details to the corporation who will look after maintenance work of AC's.

2. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in – Charge. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.

3. Proper reports of preventive and breakdown maintenance of Fire Fighting & Fire Alarm System shall be prepared and shall be signed by Engineer – in – charge of NSIC.

4. The Service Provider is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. The Service Provider is also responsible for compliance of the provisions of all the statutes applicable in its case.

5. **Cancellation of Contract**

In cases of poor workmanship and non- compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by the department by giving 10 days notice even before the expiry of contract period and shall be forfeited the security deposit without assigning any reason what so ever.

**FINANCIAL BID**

**BOQ for the Rate for Annual Maintenance of Fire Fighting & Fire Alarm system installed at NSIC Office Building, Block – CP, Plot No. 7/7 & 7/8, Sector – V, Salt Lake, Kolkata – 700091.**

<b>S.No</b>	<b>Description</b>	<b>Unit</b>	<b>Qty.</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs.)</b>
1.	Annual Maintenance Contract of the “Fire Alarm, Firefighting system and fire protection system including smoke detectors and sprinkler system installed at NSIC Office Building, Salt Lake, Kolkata. 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.	Lot	1		
2.	Refilling of CO <sub>2</sub> -type fire extinguisher	<b>Each</b>			
<b>Total Amount (Rs.)</b>					
<b>Add GST (Rs.)</b>					
<b>Total Amount (Rs.) inclusive GST</b>					

Total Amount in words: -.....

Sign. Of the Agency