

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

of

**FIRE FIGHTING AND FIRE ALARM SYSTEM INSTALLED
AT INTEGRATED MARKETING DEVELOPMENT CENTRE (IMDC),
PLOT NO. -6, BLOCK-D, MANCHESWAR INDUSTRIAL ESTATE,
BHUBANESWAR- 751010**



ISO 9001:2015

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Government of India Enterprise)

**INTEGRATED MARKETING DEVELOPMENT CENTRE (IMDC)
MANCHESWAR INDUSTRIAL ESTATE, BHUBANESWAR- 751010**

Tel No.0674-2586780

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

Ref: NSIC/IMDC/BBSR/FF&FA/2019-20

Date-04.12.2019

M/s.

Sub: - AMC of Fire Fighting and Fire Alarm system (Non-Comprehensive type) installed at Integrated Marketing Development Centre, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010.

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 (Non-Comprehensive type) installed at Integrated Marketing Development Centre, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 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 five years should be enclosed with the tender. The detailed bill of quantities is enclosed herewith. Tender format can be obtained from office of NSIC, Integrated Marketing Development Centre, Plot No-6, Block-D, Mancheswar Industrial Estate, and Bhubaneswar 751010 or can also be downloaded from our website '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 General Manager (I/C), NSIC IMDC 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 bidders/tenderers shall have the right to participate in the fresh process.

Tender documents in respect of the above mentioned works containing 34 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 General Manager (I/C), NSIC-IMDC,3rd Floor, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 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. 34 Pages

General Manager (I/C)
NSIC-IMDC, Bhubaneswar

Signature of the Contractor with stamp

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVT OF INDIA ENTERPRISE)
INTEGRATED MARKETING DEVELOPMENT CENTRE(IMDC), PLOT NO. -6, BLOCK-D,
MANCHESWAR INDUSTRIAL ESTATE, BHUBANESWAR- 751010

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THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVT OF INDIA ENTERPRISE)
INTEGRATED MARKETING DEVELOPMENT CENTRE(IMDC) BUILDING, PLOT NO. -
6, BLOCK-D, MANCHESWAR INDUSTRIAL ESTATE, BHUBANESWAR- 751010
NOTICE INVITING TENDER

NSIC, IMDC Building, Bhubaneswar invites sealed tender in One packet system (Technical & Financial bid in separate envelope) for the work of Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC, IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 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 the Work:	Annual Maintenance of Fire Fighting and Fire Alarm system (Non-Comprehensive type) installed at Integrated Marketing Development Centre, Plot No-6, Block-D, Mancheswar Industrial Estate, and Bhubaneswar-751010.
b)	Pre-Qualification requirement (PQR) of bidders	Eligibility criteria for the Tender is as under: - A) Experience of having successfully completed similar works such as servicing and maintenance of Firefighting Equipments & Fire Alarm System during last five years (March-2014 to March-2019) 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 bidder/tenderer shall furnish completion certificate along with the copy of TDS C) ISO 9001, ISO 14001, ISO 18001 certified agency is preferable.
c)	Sale of tender document	The blank tender document can be collected from the office of General Manager (I/C), NSIC-IMDC Building, 3 rd Floor, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010

		<p>from 04.12.2019-10:30AM to 19.12.2019-up to 11:00AM (except Saturday & Sunday & public holidays) between official hours i.e. 10:00AM to 06:00 PM.</p> <p>Alternatively the tender form can be downloaded from our web site www.nsic.co.in</p>
d)	Cost of Tender Document	<p>The tender document can be collected against payment Rs. 500/- (Rupees Five Hundred only) (Non refundable) through Demand Draft, in favour of “The National Small Industries Corporation Ltd.” Payable at Bhubaneswar.</p> <p>In case the tender is down-loaded from website, the tender fee of Rs. 500/- has to deposit in form of demand draft from any nationalized Bank/scheduled Bank in India drawn in favor of “The National Small Industries Corporation Ltd”, payable at Bhubaneswar, shall be enclosed with the Technical bid of the tender while submitting their tender by bidders/Tenderer.</p>
e)	Earnest Money Deposit along with tender	<p>Rs.5,000/- (Rupees Five Thousand only) in the form of demand draft in favor of “The National Small Industries Corporation Ltd.” payable at Bhubaneswar shall be submitted along with Technical Bid of the tender while submitting the tender.</p>
f)	Last date of submission of tender	<p>The complete tender in a bigger envelope, containing two 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 General Manager (I/C), NSIC-IMDC Building, 3rd Floor, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010</p>
h)	Date of opening of Technical Bid(envelope-1) & Financial Bid (envelope-2)	<p>Technical bid will be open on 19.12.2019 at 02.30 P.M at the office of General Manger (I/C), NSIC-IMDC Building, 3rd Floor, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 and date of opening of price bid of technically qualified bidders will be notified later on.</p>

Note:

1. The tenders shall be super scribed with “Tender for Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC- Integrated Marketing Development Centre, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 to be submitted in office by 12:00 P.M on 19.12.2019 and Technical bid will be open 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 has to be deposited in favour of “The National Small Industries Corporation Ltd” payable at Bhubaneswar. The GST No. & copy of PAN card of the firm shall be enclosed with the tender. No Cheques 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 documents 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. The rates and units shall not be overwritten. The rates shall always be both in figures and words.
5. In Technical bid, the intending tenderers shall furnish proof of, experience certificates, valid work contract tax /GST No. /PAN /TIN as applicable. Photocopies of the completion certificates, letters should be submitted along with the tender. 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 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.

8. 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.
9. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original tender document should be signed and this will form a part of the contract.
10. Complete tender document available on our website 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.
11. All the communication with respect to the tender shall be addressed to:
General Manager (I/C),
NSIC-IMDC Building,
3rd Floor,
Plot No-6, Block-D, Mancheswar Industrial Estate,
Bhubaneswar-751010

General Manager, IMDC
(I/C)

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD. (A
GOVT OF INDIA ENTERPRISE)**

NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial
Estate, Bhubaneswar-751010

INSTRUCTION TO THE TENDERERS

Tender notice for Annual Maintenance of Fire Fighting and Fire Alarm system installed at NSIC-IMDC Office Building, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 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 cannot sub-let the work.
- 1.4 The Agencies can inspect the site and equipments with the Technician 10am to 5 pm on all working days. No claim entertained for non awareness of the site/equipments conditions and constraints.
- 1.5 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.
- 1.6 Corrections, if any in the tender must be attested by the tenderer.
- 1.7 NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
- 1.8 Late tenders will not be considered and shall be rejected.
- 1.9 Water & Electricity shall be provided at one point free of cost.
- 1.10 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 demand draft in favour of "The National Small Industries Corporation Ltd", payable at Bhubaneswar. No Cheques will be accepted.
- 2.2 Tenders received without prescribed earnest money shall not be considered.

3. Eligibility conditions

- 3.1 Bidder should have experience of minimum five years in the service / maintenance of Fire Fighting & Fire Alarm System in various organizations.
- 3.2 Completion certificate has to be submitted in technical bid and work order will not be consider without completion certificate.
- 3.3 Service providers should furnish PAN and Service provider must have valid GST, EPFO, ESIC, labour license Registration & other statutory requirements if any as applicable.
- 3.4 The agency/firm should not have been blacklisted by any Govt. Office in last 5years.
- 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 Bid (Envelope-I) should not contain any financial information related to rates of items etc. In selecting technically suitable parties, the decision of NSIC will be final and binding. All the photo copies of the documents enclosed with the Technical bid in support of qualifying criteria should be signed by the tenderer/authorized person.
5. The financial Bid must be submitted in a separate sealed envelope (i.e. Envelope-II) and the said envelope only contains price bid portion of the tender in prescribed format. It is to be noted that envelope-II shall contain only prices and no condition i.e. deviations/assumptions/stipulation/clarification/comments/any other request whatsoever. Any conditional offer will be rejected .The financial bids of only those tenderers will be considered who will be technically qualified.
6. Bids prepared by the bidders/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-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, and Bhubaneswar-751010. 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-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010

The tender must be placed in a properly sealed envelope addressed to General Manager (I/C), NSIC-IMDC Building, 3rd Floor, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 and the said envelope shall contain two separate sealed envelopes containing Technical, Financial bids and other requisite documents.

7. The Technical Bid will be opened at NSIC-IMDC Building 3rd Floor 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-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 addressed to the General Manager (I/C), NSIC-IMDC Building, 3rd Floor, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 and same has to be deposited before 12.00 P.M. on 19.12.2019. The Technical Bid shall be opened on the same day at 02.30 P.M. in General Manger (I/C) Office, NSIC-IMDC Building, Bhubaneswar 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 bidders/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 bidders/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 only 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, 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 Odisha only.

All the communication with respect to the tender shall be addressed to:

General Manager (I/C),
NSIC-IMDC Building,
3rd Floor,
Plot No-6, Block-D, Mancheswar Industrial Estate,
Bhubaneswar-751010

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

SIGNATURE OF THE CONTRACTOR

CHECKLIST OF DOCUMENTS/FEES ETC.

Name of the Tenderer:.....

S.No.	Item Required	Response (Yes/No)
1.	Has the tenderer paid the tender document fees or submitted the copy of Valid Document (NSIC Single Point Registration Scheme Certificate, DIC Registration Document or Udyog Aadhaar Registration Document) for availing tender fee exemption in the prescribed form.	
2.	Has the tenderer submitted the requisite EMD in the prescribed form or the copy of valid Document (NSIC Single Point Registration Scheme Certificate, DIC Registration Document or Udyog Aadhaar Registration Document) for availing EMD exemption along with the Technical Bid (Envelope-I)	
3.	Has the tenderer/ authorized representative of the tenderer signed/initialled all the pages of the tender document except the 'Price Bid' along with required the supporting documents and has enclosed the same in the Technical Bid (Envelope-I)	
4.	Has the Power of attorney/Authority been submitted in the name of authorized representative on a non-judicial stamp paper/under Board Resolution (if applicable).	
5.	Has the tenderer submitted all the required documents in support of Qualifying criteria.	
6.	Does the Technical Bid (Envelope-I) contain any financial information pertaining to Price Bid	
7.	Is the Price Bid (Envelope-II) submitted separately in a sealed envelope	

(Authorized signatory of the tenderer with seal.)

GENERAL CONDITIONS OF CONTRACT

1. Corporation shall mean 'The National Small Industries Corporation Ltd. (A Government of India Enterprise) "NSIC-IMDC Building Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010 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 due to 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 submission of tender 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". 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 further information to the Contractor.

9. DURATION OF CONTRACT

The contract would be initially for a period of 01 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 are desire/agreed. In case the party will not rendered services satisfactorily in the contract period, the contract will be terminated by NSIC by given 10 days notice.

10. Renewal of the contract

After expiry of the AMC of 01 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 octroi, 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 submit 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 certified AMC amount will be released on quarterly basis (i.e. four equal quarter) 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. IMDC Building, Bhubaneswar.
- 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 12 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.

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 NSIC 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.

Contractor shall submit an indemnity bond of requisite value indemnifying NSIC as stated above.

17. Income Tax/WCT/TAX

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 / GST/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 by 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 Odisha 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 Odisha, Office of the DIRECTOR GENERAL FIRE SERVICES, HOME GUARDS & CIVIL DEFENCE, ODISHA to NSIC in their fire approval of the building.

**General Manager (I/C)
NSIC-IMDC**

SIGNATURE OF THE CONTRACTOR

**THE NATIONAL SMALL INDUSTRIES CORPORATION
LTD. (A GOVT OF INDIA ENTERPRISE)**

NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar
Industrial Estate, Bhubaneswar-751010

(Undertaking from Tenderer)

To,
General Manager (I/C),
NSIC-IMDC Building,
3rd Floor,
Plot No-6, Block-D, Mancheswar Industrial Estate,
Bhubaneswar-751010

Sir,

Name of work :	Annual Maintenance of the equipments of Fire Fighting and Fire Alarm system (Non-Comprehensive type) installed at NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010
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Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

Notice Inviting Tender
Instruction to the Tenderer
Checklist of documents/fees etc
General Conditions of Contract
Undertaking from tenderer
Declaration
Scope of works and Notes
Schedule of Quantities (Annexure-A) and Notes
Annexure-B, Annexure-C, Annexure-D
Format & Requirement for submitting Technical Bid
Format & Requirement for submitting Financial Bid
Technical
Specifications of items for which tender issued

I/Wedo hereby submit tender for
“Annual Maintenance of the equipments of Fire Fighting and Fire Alarm
system installed at NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar
Industrial Estate, Bhubaneswar-751010., as per the quoted rate and in all
respects in accordance with the conditions applicable.

I/We enclose herewith a Bank Draft 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 there of 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)**

NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial
Estate, Bhubaneswar-751010

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 (Non–Comprehensive type) installed at NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, and Bhubaneswar-751010.

.

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)
 NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate,
 Bhubaneswar-751010

Scope of Work under AMC

S.N	Job Description	Frequency	Responsibility	Payment
1	Inspection & Maintenance of equipment: Checking/Testing/Cleaning/polishing/Oiling/coloring/Greasing of all components related to fire & safety equipment , including fire Alarm System , Hydrant Delivery Valve, Sprinkler Delivery Valve, Hose Reel box with drum, all valves, all pumps / motor/ Diesel driven pump / battery and detectors, response indicators(R.I)	Once in a fortnight	AMC Agency	Material like oil, grease, color consumables shall be provided by NSIC.
2	Basic cleaning/tightness of all valve outlet (all type), adaptor, Hydrant Valve, Branch pipe, Fire brigade connection, Extinguishers, Smoke detectors(by blower.)	To be checked fortnightly.	AMC Agency	Consumable items shall be provide by NSIC and repair or replacement of items shall be borne by Agency.
3	Emergency visit and Period/Frequency: 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 items shall be provide by NSIC and repair or replacement of items shall be borne by Agency.
4	Submission of report: Every fortnight test report and emergency visit test reports To submit E.I.C. of NSIC.	Fortnightly or also in case of requirement and asked for by NSIC	AMC Agency	Under AMC value
5	Renewal of Fire NOC: To intimate 4month/3months in advance to E.I.C. of NSIC for online/offline form submission to DIRECTORATE GENERAL FIRE SEVICES, HOME GUARDS & CIVIL DEFENCE, ODISHA for renewal by furnishing complete reports of fire system healthiness and system availability	Yearly/As per Fire service instruction	AMC Agency	All statutory fees required shall be paid by NSIC directly to concern Department only liaison part will do by AMC Agency.

7	Checking/testing/repairing of water pipe line related to the wet sprinkler system & water hydrant system.	To be checked regularly as required.	AMC Agency	Consumable items shall be provide by NSIC and repair or replacement of items shall be borne by Agency.
8	Mock Fire Drill once half yearly with fire system appraisal to NSIC employees with prior notice to NSIC.	Twice yearly/As per Fire service instruction	AMC Agency	Consumable items shall be provide by NSIC
9	A Log book 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 AMC value
10	Fire inspection & Audit as Per DIRECTORATE GENERAL FIRE SEVICES, HOME GUARDS & CIVIL DEFENCE, ODISHA norm and report submission to EIC NSIC.	Half-Yearly	AMC Agency	Under AMC value
11	From minor defects to complete break-down of the systems, Vendor should inform NSIC officials 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 AMC value
12	Water Tank and Diesel tank Cleaning	Once in a year	AMC agency	Consumable items shall be provide by NSIC and service will borne by Agency.
13	Coloring of all equipments related to fire fighting and fire alarm system like sprinkler and hydrant pipe line, valve, MS pipes etc.	Once in a year	AMC agency	Consumable items shall be provide by NSIC and repair or replacement of items shall be borne by Agency.
14	Checking of all electrical connection to pumps, motors, battery, stators, fire panel, fire alarm panel and other related equipments.	Monthly/as per site condition	AMC agency	Consumable items shall be provide by NSIC and repair or replacement of items shall be borne by Agency.

6	Piping: Flushing & drainage	Once in a year/as required by NSIC	AMC agency	Under AMC value.
15	Sprinklers/Hydrant system as a whole: Discharge Test	Once in a year)/As required as per site condition	AMC agency	Under AMC value.
16	1. Checking of automatic start of jockey pump at preset pressure and auto stop of jockey pump at preset pressure. 2. Checking of pressure switch, pressure gauge parameters 3. same for main pump (Hydrant, Sprinkler)	Once in a fortnight	AMC agency	Under AMC value.
17	If any further modification required in the existing system as per day to day modification of Govt. norms and policies the same should be arrange and service will provided by agency.		AMC agency	Consumable items shall be provide by NSIC and repair or replacement of items shall be borne by Agency.
	Fire Alarm system (Scope of work)			
18	Check the power supply to the fire panels (Input/output voltage), Batteries and randomly to the detectors, control modules, monitor modules, MCP etc.	Once in a fortnight	AMC agency	Under AMC value.
19	Check the healthiness of fire panel/control panel, batteries, detectors, MCPs, sounders, response indicator etc to avoid malfunctioning.	Once in a fortnight	AMC agency	Under AMC value.
	Fire Extinguishers (Scope of work)			
20	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 and The re-filling work shall be carried out within 10 days from the date of notice or informed.	Monthly/as per site condition.	AMC agency	Service will be borne by agency and refilling charges of fire extinguishers will be paid by NSIC.
21	Confirm that the extinguisher is in its proper place as per distribution plan and easily accessible and visible		AMC agency	Under AMC value
22	Confirm that extinguishers are clean, damage free and discharge pipe is free from choking and nozzles are not blocked.	Monthly/as per site condition.	AMC agency	Under AMC value

23	All required tools, apparatus for the maintenance of all system (fire protection and detection) should be arranged by Agency.		AMC agency	Under AMC value
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Note: The contractor is supposed to provide operational maintenance manual with nomenclature for fire protection and detection system for identification and operation. 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 this 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.

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

Annexure – A

List of Fire Equipment installed NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, and Bhubaneswar-751010

Schedule of Quantity				
Sl no	Description		Quantity	make
A	FIRE FIGHTING EQUIPMENT			
1	motor driven main pump for sprinkler and Hydrant system (2280LPM ,70MWC,2900 RPM)	Nos.	2	WILO MATHER AND PLATT PUMPS PRIVATE LIMITED
2	Diesel Engine driven common stand by pump, (2280LPM , 70MWC. 1800RPM)	Nos.	1	WILO MATHER AND PLATT PUMPS PRIVATE LIMITED
3	Electrical motor driven Jockey pump (180LPM 70MWC,2900RPM)	Nos.	2	WILO MATHER AND PLATT PUMPS PRIVATE LIMITED
4	C.I. Gate valves	Nos.		
4.1	200mm nominal dia	Nos.	5	
4.2	150mm nominal dia	Nos.	7	
4.3	80mm nominal dia	Nos.	3	
4.4	65mm nominal dia	Nos.	2	
5	Non-return valves	Nos.		
5.1	150 mm nominal dia	Nos.	4	
5.2	65 mm nominal dia	Nos.	3	
6	CI butterfly valves			
6.1	150mm nominal dia	Nos.	29	
6.2	100mm nominal dia	Nos.	3	
6.3	80mm nominal dia	Nos.	2	
7	C.I flanged "Foot Valve" -200mm dia.	Nos.	2	
8	C.I. flanged "Y"stainer -200mm dia.	Nos.	2	
9	Gun metal /Brass Forged chrome finished Ball valves -15mm dia.	Nos.	32	
10	Pressure switches	Set	8	
11	Pressure gauges	Set	24	
12	Fire pressure vessel of 300mm dia and 1m high fabricated from 68 mm thick M.S. plate suitable for 10kg/sqcm.	Nos.	1	
13	single Landing Hydrants valve-63mm dia	Nos.	38	
14	2 lengths of 15 M long, 63mm dia RRL hose	Nos.	38	
15	1 no. Gun metal short branch pipe with nozzle.	Nos.	38	
16	Hose reel drum of swinging type with 19mm dia Rubber braided hose of 30M.	Nos.	28	
17	M.S. Hose cabinet stand	Nos.	38	
18	fire brigade inlet inlet connection of 3 way with 3 nos. 63 mm dia.	Nos.	1	

19	Fire brigade draw out connection of 2 way with 2 nos. 63 mm dia. .	nos	1	
20	. Automatic air release valve - 25mm dia	Nos.	7	
21	Gun metal/Brass Forged, chrome finished Ball valves -25mm dia.	nos	64	
22	sprinkler	Nos	1298	
23	hydraulically operated Sprinkler control valve, with water motor gong bell -150mm dia		1	
24	UL- listed fire sprinkler dropping flexible GI.	Nos	144	
25	Dual Plate Wafer Type Non-return valves - 65mm dia	nos	3	
26	flow indicating switches	nos	19	
27	Fire Fighting Panel and cabeling, etc.	Nos/Lot	1	
B	FIRE ALARM EQUIPMENTS			
1	4 Loop Addressable Main Fire alarm control panel	Nos.	3	Morley IAS
2	Addressable Photo Electric Smoke Detector,	Nos.	983	Morley IAS
3	Addressable Photo Electric Heat Detector	Nos.	20	Morley IAS
4	Addressable Manual call points	Nos.	30	Morley IAS
5	Addressable Isolator Module.	Nos.	36	Morley IAS
6	Addressable type Electronic Hooter dual tone	Nos.	30	Morley IAS
7	Response indicator illuminated by 2 LEDs/3 LEDs	Nos.	110	
8	Monitor module	Nos.	19	
9	Control module	Nos.	69	
C	FIRE EXTINGUISHER			
1	4.5kg Co2 type fire extinguisher as per ISI: 15683:2006,ISI marked	Nos	89	safex
2	6kg ABC chemical powder type fire extinguisher as per ISI: 15683:2006,ISI marked(ABC powder ISI:14609	Nos	34	safex
3	9 Ltr. capacity fire extinguisher as per ISI: 15683:2006,ISI marked	Nos	28	safex
4	2kg clean agent cylinder DLP valve and filled with HFC 227ea /HFC236fa for hydrogenation panel with cylinder stand fire detection tube (32+22),end of line adaptor, pressure switch ,spring top, sounder cum strobe with battery operate, with electrical and hardware accessories.	Nos	1	

Note:

1. 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 then penalty shall be charge @ 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 48 Hrs (after the issue of material by NSIC) then penalty shall be charge @ Rs. 1000/- per day.
- iii) The repairing / replacement of minor things viz. sprinkler replacement of detectors, hooter, MCP, response indicator if not done within 48 Hrs (after the issue of material by NSIC) then penalty shall be charge @ 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 mal-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 Fire fighting and fire alarm system.

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.

ANNEXURE 'B'

BIDDER'S INFORMATION

- 1) Name of the Tendering Company/Firm :
- 2) Name Of Owner / Partners/ Directors :
- 3) Address Of Office/Offices Full Particulars Of Office Including Telephone No., Fax No. & Email :
- 4) Tender Fee (DD No., Date & Bank or the details of Digital Transaction) :
- 5) EMD (DD No., Date & Bank or the details of Digital Transaction) :
- 6) NSIC SPRS/DIC/ Udyog Aadhar No. :
- 7) Registration Details
 - a. EPFO Registration Number :
 - b. ESIC Registration Number :
 - c. PAN Number :
 - d. GST Registration Number :
- 8) Whether Income Tax Return for the last Three financial year (2016-17, 2017-18, 2018-2019) has been enclosed : Yes/No
- 9) Whether the Copy of License Issued by Labour Department has been enclosed. : Yes/No
- 10) Whether the copies of EPF, ESIC, PAN and GST Registration Certificates has been enclosed : Yes/No
- 11) Whether the Statement of Experience in the similar field as per **Annexure C** has been enclosed : Yes/No
- 12) Whether the Undertaking as per **Annexure – C** Has been enclosed : Yes/No

(Authorized signatory of the tenderer with seal.)

**FORMAT FOR SUBMITTING DETAILS OF
SIMILAR WORKS COMPLETED**

(This should be mentioned on the letter head of the Bidder/Agency)

S.No.	Description of work	Postal address of client with contact number	Contract Value (In Rs.)	Completed Value (In Rs.)	Starting Date	Completion Date
1						
2						
3						
4						

(Authorized signatory of the tenderer with seal.)

Note:

Please enclose the copies of the relevant Work Orders/Experience Certificate for the details furnished above.

UNDERTAKING

(This should be mentioned on the letter head of the Bidder/Agency)

- I/We declare that I/we, am/are not a defaulter to any Govt. organization/PSU since last 5 years from the date of issue of this tender on NSIC/IMDC/BBSR/FIRE FIGHTING & FIRE ALARM TENDER/2019-20 due to non-compliance of order.
- The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / 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.
- I/We have apprised myself/ourselves fully about the job to be done during the tenure of period of agreement and also acknowledge bearing the consequences of non-performance or deficiencies in services on my/our part.

(Authorized signatory of the tenderer with seal.)

FINANCIAL BID

**BOQ for the Rate for Annual Maintenance of Fire Fighting & Fire Alarm system
installed at NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial
Estate, Bhubaneswar-751010**

SL. No	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1.	Annual Maintenance Contract of the "Fire Alarm, Fire fighting system and fire protection system including smoke detectors and sprinkler system installed at NSIC-IMDC Building, Plot No-6, Block-D, Mancheswar Industrial Estate, Bhubaneswar-751010. 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 on are payable and are deemed to be included in the scope of work of AMC.	Lot	1		
2.	Refilling of CO2 4kg- type fire extinguisher	Each			
3.	Refilling of ABC 6kg- type fire extinguisher	Each			
4.	Refilling of 9ltr- type fire extinguisher	Each			
Total Amount (Rs.)					
Add GST (Rs.)					
Total Amount (Rs.) inclusive GST					

Total Amount in words: -

Sign. Of the Agency