

**Sub.: Quotation for REPAIRING and Annual Maintenance Contract for Fire Fighting System at EdCIL India Limited, 18A, Sector 16A, Noida -201301**

Sir,

EdCIL (India) Limited intends to award a **Repairing and Maintenance Contract of Automatic Fire Alarm System with PA system and Fire Fighting and Sprinkler System installed at EdCIL India Ltd, Noida for a period of 12 months** to reputed firms having adequate experience in the maintenance of Fire Fighting Systems and are associated with Government Department/Public Sectors etc.

The quotation duly filled for "REPAIRING PLUS ANNUAL MAINTENANCE CONTRACT FOR FIRE FIGHTING SYSTEM" as per the Annexure-I, II & III must be sent in sealed covers to Assistant Manager (Admn.), EdCIL (India) Limited, EdCIL House, 18A, Sector-16A, NOIDA- 201301 latest by **30/04/2015**.

**GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS/APPLICATIONS/ TENDERS**

- 1 Sealed tenders are invited under two bids system directly from the established, registered, reputed Fire Fighting agencies / firms and having sufficient Infrastructures for providing Fire fighting services.
- 2 The techno-commercial bid should be in two separate sealed envelopes clearly mentioned as "**Technical Bid**" and "**Financial Bid**" and both the sealed envelopes to be put into another envelope and it should be super scribed as "**Tender for Repairing and AMC of Fire Fighting System for NOIDA office**".
- 3 The last date of receipt of offer in a sealed envelope as mentioned above and addressed to Assistant Manager (Admn.), EdCIL (India) Limited, EdCIL House, 18A, Sector-16A, NOIDA- 201301 is on or before **30/04/ 2015 at 1500 hrs.** in a sealed tender box kept in the ground floor of Corporate Office, NOIDA.
- 4 The Earnest Money Deposit (EMD) of **Rs. 5000/-** (Rupees five thousand only) in the form of Demand Draft/pay order drawn in favour of "**EdCIL (India) Limited**" payable at Delhi is to be submitted along with the technical bid. Technical Bids without EMD will be rejected.
- 5 In the first stage, only technical bids will be opened for evaluation after cut off time on the same day i.e. at **15:30pm on 30/04/2015**.
- 6 Commercial bids of only those bidders whose technical bids are acceptable / qualified will be opened for the second stage selection and the date of opening will be communicated to the qualified bidders only for remaining present, while opening of the commercial bids.

- 7 Rates on various items will be finalized after scrutinizing /checking the commercial bids and the successful bidder will be communicated through the Letter of Intent (LOI).
- 8 The EMDs of the unsuccessful bidders will be refunded without any interest.
- 9 All the pages/documents of the Tender should bear the dated signature of the tenderer. All the entries by the tenderer should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
- 10 Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
- 11 EdCIL reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many tenderers /bidders are received satisfying the basic pre-requisite criteria.
- 12 Conditional tenders are liable to be rejected.
- 13 It is advised that Tenderer must visit the sites for assessment of job and site conditions on any working day during working hours. The contact details are as under:-

**Corporate Office** – Mr. Vipul Bisht , Engg. (Admin.)  
0120-2512001-006 (Extn.105)

**Summary/ Salient features of the tender for appointment of Fire Fighting Agencies**

<b>S. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Type of tender	Two bid system : Technical Bid and Financial Bid
2.	Last date of submission of tender	<b>1500 hrs. of 30/04/2015</b>
3.	Venue for submission of offer	Sealed tender box kept at ground floor of Corporate Office, NOIDA
4.	EMD (refundable)	Rs.5000 /- in the form of pay order/ demand draft
5.	Date of opening of technical bids	<b>30/04/2015 at 1530 hrs.</b>
6.	Validity of offers	90 days from the date of opening of technical bids
7.	Repairing time	Within 45 days of the issue of the job order
8.	AMC Contract period	1 year after successful completion of repairing of the system
9.	Details/ address of the locations for which Fire Fighting services required	(a) Corporate Office at EdCIL House, 18A, Sector-16A, NOIDA-201301
10.	Brief description of the sites where Fire Fighting services are required	Corporate Office, NOIDA : The building is having Basement + Ground + four floors. Total super area is approx. 36500 Sq.Ft.
11.	Details of the contact person for inspection of site	<b>Corporate Office –</b> Mr. Vipul Bisht, Engg. (Admin.) 0120-2512001-006 (Extn.105)

The terms and conditions of the tender & resultant contract shall be as under:

**(1) Eligibility Criteria in Technical Bid:**

The quotationer should fulfill the following criteria and submit the following documents:

- 1.1) The agency should be registered in CPWD/MES/Railways/PSUs/Central/State Government in appropriate category. Proof of valid certificate of registration should be furnished along with the application. Those who have worked in well known / reputed companies may also apply.
- 1.2) The agency should have satisfactorily completed at least two similar type works or more with CPWD/MES/Railways/PSUs/Central/State Government/ reputed Companies in last three years.
- 1.3) List of technical personnel and organizational set up of the agency to be submitted.
- 1.4) List of similar works completed in last three years with documenting proof.
- 1.5) The agency should have Service Tax number, VAT , PAN registration and copies of the same to be submitted.
- 1.6) Supporting documents to establish that the firm have adequate experience in Repairing and maintenance of Fire Fighting System.

**(2) Scope of Work for Repairing and AMC:**

- 2.1) The term Repairing and Maintenance shall include the following items as described in schedule of quantities , but is not limited to the same:
  - 2.1.1) Hydrant system consisting of Internal Hydrant risers, External hydrant ring, Hydrant Pumping station with all accessories such as Hydrants, Hoses, First Aid Hose Reel , Branch Pipe etc.
  - 2.1.2) Pumping system consisting of Hydrant pump, motor operated Standby pump, Jockey pump, terrace pumps and equipments such as Valves, strainers, Piping, Instrumentation and Motor Starting system.
  - 2.1.3) Sprinkler system for the basement.
  - 2.1.4) Fire alarm system and PA system for the entire buildings.
- 2.2) Preventive maintenance of the entire Fire Fighting system shall be done every Month for which suitable technical person shall be deputed. For which the

agency should maintain a log book and related documents.

- 2.3) For breakdown maintenance of the machines the agency will depute at least one qualified mechanic/technician and fitter along with helper as and when required to visit EdCIL office.
- 2.4) The agency should conduct a mock drill of all FA/PA system once in a month along with the training of security guards/ employees in presence of an engineer of EdCIL.

**(3) General Conditions:**

- 3.1) Quotations from only those agencies will be entertained which are submitted within stipulated time for services desired in the tender
- 3.2) The agency shall bear all costs associated with the preparations and submission of their bid, and EdCIL will in no case be responsible or liable to these costs, regardless of the conduct or outcome of the bidding process.
- 3.3) The Repairing of Fire Fighting system in Annexure II and Fire AMC in Annexure III are one single bid and are not separate. The combined rates given in both the Annexure will be taken for comparison for finalizing of the agency.
- 3.4) The agency has to complete the repairing work within 45 days of the issue of the job order. EdCIL will bear the cost of the spare parts needed in repairing. The agency has to provide quotation for the spare parts needed to EdCIL within 15 days of the issue of the job order.
- 3.5) The AMC job order will be issued after successful completion of repairing work.
- 3.6) The agency shall be responsible for handing over the entire system of Fire Fighting in working condition on expiry of the contract.
- 3.7) The damage caused, if any, either to machines or to any other property of EdCIL due to negligence or otherwise, shall be at the risk, cost and responsibility of the agency.
- 3.8) No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the agency by the EdCIL except for the rates permitted under this contract.
- 3.9) No advance payment will be made. The payment of the repairing charges will be made within 20 days on submission of bills of repairing by the agency after successful completion of work .The payment of AMC shall be made on quarterly basis i.e. 25 percent of the total AMC amount in each quarter subject to the

proper functioning of the Fire Fighting systems maintained by the agency, on submission of bills.

- 3.10) EdCIL reserves the right to reject or accept the quotations in whole or in part without assigning any reason.
- 3.11) The agencies registered with Medium, Small and Micro Enterprises **(MSME/NSIC)** will be given preference in finalizing agency as per the public procurement policy, 2012.
- 3.12) In case of agencies whose quotation are not considered for placing order, the Earnest Money deposit will be refunded without any interest within one month from the date of issue of purchase order to the successful agency.
- 3.13) The EMD amount of the successful agency will be kept as a security deposit and the amount may be forfeited in case of non-performance during the contract period.
- 3.14) If services are found unsatisfactory EdCIL reserves the right to terminate the AMC at any time . In all matters of dispute relating to the proposed AMC the decision of EdCIL (India) Ltd. shall be final and binding of the agency.
- 3.15) Arbitration and Settlement of Disputes:

EdCIL and the supplier shall make every effort to resolve amicably by direct informal negotiation any difference or dispute arising between them under or in connection with EdCIL order.

If after thirty (30) days from the commencement of such informal negotiations, EdCIL and the supplier have been unable to resolve amicably the dispute; either party may require that the dispute be referred for resolution to the formal mechanisms as specified here under:

- a) Any dispute or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitrations & Conciliation Act,1996 and the award made in pursuance thereof shall be binding on the parties. The arbitrator shall be the Chairperson and Managing Director, EdCIL or any other person appointed/nominated by him.
- b) The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the service provider is specifically directed by EdCIL to desist from working in this behalf.
- c) The venue of arbitration shall be in Delhi.
- d) The language of proceedings shall be in English.
- e) The Law governing the substantive issues between the parties shall be the Laws of India.

It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties.

It is also a term of the contract that the arbitration shall be deemed to have commenced on the date of the arbitrator issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

Yours faithfully,

Sushanta Dey  
Asst. Manager (HR/Admn.)

**Annexure – I**

**Repairing and Annual Maintenance Contract for Fire Fighting System at EdCIL INDIA LTD., 18-A, Sector 16-A, Noida-201301.**

1. Name of the tenderer (in Block Letter) \_\_\_\_\_

2. Address \_\_\_\_\_

3. Telephone No. \_\_\_\_\_

4. Detail of enclosed Bank Draft towards EMD

Bank & Branch Name	DD No. & Date	Amount (Rs.)

5. Registration No. of the Firm \_\_\_\_\_  
(please enclosed the copy of registration)

6. VAT No. \_\_\_\_\_

7. Service Tax No. \_\_\_\_\_

8. PAN No. \_\_\_\_\_

9. Experience

Sl. No.	Experience in maintenance of Fire Fighting System in Govt. Deptt./Organization (please enclosed the copies of the work order)	Name of the Deptt./Org.	Period of Services	Value of work order( in Rs.)

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the tender. Accordingly, I/We hereby offer the rate for maintenance of Fire Fighting System

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(in block letter)

Official Seal of the firm



## Repairing Charges for FIRE FIGHTING SYSTEM

Sl. No.	Description	Amount without tax (in Rs)
1.	<p>Inspection and repairing of Fire Fighting system. The building comprises of basement, ground floor and four floors above with details as under:</p> <p>Total plot area : 3000 sq.mtrs.  Basement Area : 359.17 sq.mtrs.  Ground floor : 747.76 sq.mtrs.  First floor : 535.13 sq.mtrs.  Second floor : 588.44 sq.mtrs.  Third floor : 473.49 sq.mtrs.  Fourth floor : 493.49 sq.mtrs.</p> <p>Sprinkler System is in basement area only.  Fire Alarm System  Main Panel six Zone – 1 nos  Repeater Panel - 4 nos consisting of 4,6,8,12 zone panels  Checking and Testing of devices i.e. Hooters, Detectors MCP, R.I – 100 nos  Main Pump -25 hp  Jockey pump- 7.5 hp  Terrace pump- 12 hp  Fire Hydrant system – 8 nos</p> <p><b>Note:</b> The charges contain only inspection and labour charges for repairing</p>	

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(in block letter)

Official Seal of the firm

**AMC Charges for FIRE FIGHTING SYSTEM**

<b>Sl. No.</b>	<b>Description</b>	<b>Amount without tax (in Rs)</b>
1.	Full Comprehensive Annual Maintenance Service contract including replacement of minor spare parts. The building comprises of basement, ground floor and four floors above with details as under: Total plot area : 3000 sq.mtrs. Basement Area: 359.17 sq.mtrs. Ground floor : 747.76 sq.mtrs. First floor : 535.13 sq.mtrs. Second floor : 588.44 sq.mtrs. Third floor : 473.49 sq.mtrs. Fourth floor : 493.49 sq.mtrs. Sprinkler System is in basement area only. Fire Alarm System Main Panel six Zone – 1 nos Repeater Panel - 4 nos consisting of 4,6,8,12 zone panels Checking and Testing of devices i.e. Hooters, Detectors MCP, R.I – 100 nos Main Pump -25 hp Jockey pump- 7.5 hp Terrace pump- 12 hp Fire Hydrant system – 8 nos	

Signature \_\_\_\_\_

Name \_\_\_\_\_

(in block letter)

Official Seal of the firm

