

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH.
NEW DELHI.**

PRESS NOTICE (NIT)

1. Item rate sealed tenders are invited for **Operation & Comprehensive Annual Maintenance of Fire Alarm & Fire Fighting system installed at CSIR Scientist Apartment, Ashram Chowk, Maharani Bagh, New Delhi.** Estimated cost of the work is **Rs. 5,92,082.00 (Rs Five lacs ninety two thousand eighty two only)** based on prevailing market rates. The Earnest Money is Rs. 11,850.00 (Rs Eleven thousand eight hundred fifty only) and time for completion of the work is 12 months.
2. Contractor's having worked with CPWD, Railways, Post & Telegraph Dept, MES, State PWDs, Semi Government Organization or from those who have worked for CSIR or its Laboratories and have successfully carried out minimum 1 / 2 / 3 similar works amounting to Rs 4.74 lacs / 3.55 lacs / 2.37 lacs respectively and above during last five years need apply with proof of fulfilling the above conditions along with **attested copies of proof of registration for TIN with Sale Tax Department, NCT of Delhi. PAN Card and works completion certificate while making request for issue of tender document.**
3. Tender would be issued from **10.05.2010 to 18.05.2010** from the office of **Director (EC) , Engineering Services Division CSIR Complex, Pusa, New Delhi – 110012** during office hours on payment of Rs. 500.00 in cash or demand draft in favour of CSIR Complex and received back up to 3.00 P.M. on **20.05.2010** and will be opened at 3.30 P.M. on the same day.
4. Tender documents can be seen at our Website **WWW.tenderhome.com & www.CSIRhrdg.res.in**

Director (EC)

NOTICE INVITING TENDERS

1. Item rate sealed tenders are hereby invited for the work of **Operation and Comprehensive Annual Maintenance of Fire Alarm and Fire Fighting system installed at CSIR Scientist Apartment, Ashram Chowk, Maharani Bagh, New Delhi** from the firms having worked with CPWD, Railways, MES, Post & Telegraph Department, State PWDs, Semi Government Organization or those who have worked for CSIR or its Laboratories and have successfully carried out minimum 1 / 2 / 3 wrks amounting to Rs. 4.74 lacs / 3.55 lacs / 2.37 lacs respectively and above during last five years need apply with proof of fulfilling the above conditions along with **attested copies of proof of registration for TIN with Sale Tax Department, NCT of Delhi. PAN Card and works completion certificate while making request for issue of tender document.**

- 2) Estimated Cost is **Rs. Rs. 5,92,082.00 (Rs Five lacs ninety two thousand eighty two only)** based on prevailing market rates.

- 3) Time for carrying out the work will be **12 months** and the date of commencement shall be reckoned from the tenth day of issue of award letter.

- 4) Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of the Director (EC), Engineering Services Division, CSIR Complex, N.P L. Campus, Pusa, New Delhi – 110012.

- 5) Tenders should be on the specified form (Non transferable) which may be obtained from the office of Director (EC), Engineering Services Division, CSIR Complex, Pusa, New Delhi -110 012 during office hours on payment of **Rs. 500/- (Rs. Five hundred only) in Cash or as Demand Draft of a schedule bank drawn in favour of CSIR Complex, New Delhi** (Non-refundable) Sale of tenders shall be from **10.05.2010 to 18.05.2010 upto 3.00 P.m.**

- 6) Tenders should be submitted with the documents as per NIT in sealed covers super scribed with the name of the work, date and time of opening written on envelopes. They will be received upto 3.00 P.M. on **20.05.2010** and will be opened at 3.30 PM on the same day in the office of the Director (EC), Engineering Services Division, CSIR Complex, Pusa, New Delh-110 0:12. Tender should be dropped in the tender box

before the closing date and time indicated. In case these are sent by post these should be sent by Regd. post/Speed post addressed to the Section Officer, Engineer Services Division, CSIR Complex, Pusa, New Delhi- 110 012. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.

7. The Earnest Money amounting to **Rs 11,850.00 (Rs Eleven thousand eight hundred fifty only)** as demand draft or pay order of a schedule bank and drawn in favour of CSIR Complex, New Delhi should accompany the tender. Tenders received without earnest money will be invalid.
 - i) **The tender and the earnest money shall be placed in separate sealed envelopes each marked “Tender” and “Earnest Money” respectively.** In cases where earnest money in cash is acceptable, the same shall be deposited with the cashier of the division and the receipt placed in the envelope meant for earnest money. Both the envelopes shall be submitted together in another sealed envelope. The envelope marked “Tender” of only those tenders shall be opened, whose earnest money placed in the other envelope is found to be in order.
- 8) The **Employer** does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
- 9) Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
- 10) The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer. (Both inclusive) He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.

NOTE:

A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

- 11) Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
- 12) The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
 - i) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
 - ii) When the tenderer does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
 - iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
- 13) The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no Claim whatsoever will be entertained for any alleged ignorance thereof.

- 14) Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the **Employer** in any circumstances.
- 15) Earnest money will be forfeited if the contractor fails to commence the work as per letter of award. If any tenderer withdraws this tender within the validity period or makes any modification in terms and conditions of the tender which are not acceptable to the Department, then CSIR shall without prejudice to any right or remedy, be at liberty to forfeit 50 % (fifty percent) of the Earnest Money absolutely.
- 16) Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted alongwith the tender.
- 17) Some of the provisions of General Conditions of Contract are given below. Interpretation however shall be as given in the General Conditions of Contract.
- a). **DEFECTS LIABILITY PERIOD | One month from the date of completion as certified by the employer.**
- b). **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE | Rs 2 lacs (Rs Two lacs only)** Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer.
- C) **SECURITY DEPOSIT : A sum @ 10 % of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with sum already deposited as earnest money, will amount to Security deposit of @ 5 % of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5 % of the tendered value of the contract as performance security within the period prescribed for commencement of work in the letter of award issued to him.**

- d) **COMPENSATION** | Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the **Employer** (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncommenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.
- 18) Clauses No. 28 of conditions of contract i.e. "ESCALATION" will not be applicable in this contract as work is related Operation and Comprehensive Annual Maintenance of Fire Alarm and Fire Fighting system installed at CSIR Scientist Apartment, Ashram Chowk, Maharani Bagh, New Delhi.
- 19) All tenderers should submit the proof of their registration with the Sales Tax Department Government of NCT Delhi. Deduction of works contract Sale Tax will be made from their running and final bill for the as per standard norms of the Government State.

TERMS OF PAYMENT

Payment for the work will be made as under :-

Sub-head I :- Quarterly payment will be made for after successful completion of each quarter.

Sub-head – II & III :- As per actual measurement basis.

Name of work:-Operation and Comprehensive Annual Maintenance of Fire Alarm and Fire Fighting system installed at CSIR Scientist Apartment, Ashram Chowk, Maharani Bagh, New Delhi.

SCOPE OF WORK

1.0 Details of existing building & fire fighting systems.

CSIR Scientist Apartments, located at Ashram Chowk Maharani Bagh, are housed in multistoried building consisting of 200 apartments including 50 bedded Guest House. The multistoried building and guest house has been provided with Automatic Fire Alarm system and Fire Fighting systems. One separate pump room adjacent to under ground water tank is provided with fire fighting pump, Jockey Pump Diesel Pump and electrical control panel / D.G. Set.

2.0 At present Fire Alarm and Fire Fighting system are functional. The contractor will be full responsible for operation and maintenance of fire fighting and fire alarm system during the contract period. The tenderer must inspect the complete installation and after assessing the functional system quote their rates. Additional work (if any) needed to be carried out to make the system fully functional with their detailed specifications, quantities and rates must be mentioned separately in the tender as thereafter no payment for any extra work for making the system full functional considered essential shall be made.

2.1 The firm shall rectify the minor defects with in 24 hours and major defects with in a week (after making alternative arrangement) failing which penalty for non performance @ 1% of the total work per day will be imposed and in the event of any damage to the property or life arising out of non-performance contractor will be solely responsible.

2.2 During execution of Maintenance contract, the firm to co-ordinate with Engineer-in-charge on regular basis for effective servicing and operation of Fire Fighting and Fire Alarm system and the contractor has to carry out the work as per detailed in **Annexure I**.

2.3 During the period of comprehensive maintenance contract of one year, no payment towards supply and replacement of parts, spares or consumables shall be entertained other than covered under Annexure – II. If any part covered under the list of Annexure – II needs to be replaced then the department will supply the materials free of cost if available but the labour cost of replacement of parts will be borne by the contractor. The firm has to hand over the complete system fully functional to the department on completion of the work. Similarly materials under SH II & III will be supplied and installed by the contractor as per the rate quoted as and when instructed by the Engineer.

3.0 General instructions

3.1 The brief description of the items has been mentioned in the schedule of quantity. Any omission in the description of the item will not absolve the contractor for its responsibility to complete the work in satisfactory manner.

3.2 CSIR Scientist Apartment and Guest House are office cum residential building thus the work may be carried out beyond office hours and on holidays without any extra claim. Contractor must take prior permission from the concerned authority to carryout any work beyond normal office hours and on holidays.

3.3 The firm will be responsible for Clearance / No objection Certificate from the Delhi Fire Service, Department of NCT Delhi and will also Liaison with them if required at any stage. The municipal / other fee charges payable to Delhi Fire Services for getting the Clearance / No objection Certificate, will be reimbursed by the Department on the production of bill/voucher/receipt.

3.4 The firm will supply the materials as per sub head II & III which are not covered under the comprehensive maintenance in sub head I as and when required as per the instructions of Engineer-in-charge.

MAN POWER

The firm shall keep a minimum team of 6 (Six) persons in 24 hours and at least two persons shall be available at all times. Fire Operator should have 5 years experience in Fire Fighting & Fire Alarm system and Helper should 2 year experience in the same field. The firm is also submit the list of six numbers manpower as documentry evidence before start the work. Out of six persons three Technicians and three helpers should be deployed daily , beside the firm will deploy senior engineer as and when required but at least once in a month to check up periodically maintenance.

Total manpower required and hours of duty of them are as mentioned below :-

For sub-head – I (6 Persons)

SI No	Manpower	Qty	Duty Hours
1	Fire operator	3 nos. (1 in each shift of 8 hours)	7.00 AM to 3.00 PM 3.00 PM to 10.00 PM 10.00 PM to 7.00AM
2	Helpers	3 nos. --- do ---	7.00 AM to 3.00 PM 2.00 PM to 10.00 PM 10.00 PM to 7.00 AM

Penalty will be imposed at the following rates for absence of contractor's Fire Operator & Helper during contract period:-

- a) Absence of Fire Operator @ 250/- per day.
- b) Absence of Helper @ 225/- per helper per day.

Power and water shall be provided by department at free of cost for testing.

- Note :-**
1. The contractors may quote their rates of manpower based items under Sub-head – I by keeping sufficient provision to ensure that minimum wages are paid to all the workers (to be deployed at site as per above) during the entire period of the contract.
 2. The contractors will be required to make the payment of wages to workers in the presence of Engineer-in-charge and also do the needful to his entire satisfaction.

Name of work:-Operation and Comprehensive Annual Maintenance of Fire Alarm and Fire Fighting system installed at CSIR Scientist Apartment Ashram Chowk, Maharani Bagh, New Delhi.

ADDITIONAL CONDITIONS

1. The firm will engage trained technical staff and helper for routine maintenance.
2. The firm will maintain the logbook for maintenance as detailed below:-
 - After each maintenance / testing, the test details to be entered in the maintained register with dates and results achieved.
 - After carrying out each test, the entry in the register to be got counter signed from the Maintenance Engineer.
 - Without prior approval, no fittings / materials will be removed for repairs. It will be contractor's responsibility to provide alternative temporary arrangement of such items for the period. The item is repaired and put back in to position so that the systems remain fully functional all the time.
3. The checking and maintenance of the batteries for the system shall be done including maintaining specific gravity and distilled water level.
4. The firm shall maintain all cables for main control panel to local control panel and to detectors for each zone.
5. The servicing of the system shall be done smoothly including fire detection system and random checking of smoke and heat detectors periodically by heat and smoke.
6. The system shall be kept in fully working condition till completion of contract. The firm will to arrange handing over of the total system in fully functional condition on completion of the contract.
7. The demonstration of the working of the system shall be given once in month as and when desired by the Engineer-in-charge.
8. All the materials to be supplied for replacement of parts shall be ISI make / approved.
9. The check list and test requirements mentioned are of general nature and in case specific checks / tests under the guidelines of Delhi Fire Office or some repairs / modifications are considered necessary for efficient working of equipment and keeping the system fully functional whether included or not in either specification or in bill of quantities have to be brought out at tender stage itself and thereafter no claim

shall be entertained whatsoever the reason may be for any extra work considered essential for maintaining the system fully functional.

- 10.** In case of fire, the technicians available on duty will ensure fire fighting immediately and simultaneously inform the Delhi Fire Office and residents / staff for vacating the area under fire.
- 11.** The firm shall depute one qualified Engineer to check the whole system every month and shall maintain a proper record duly signed by them and got countersigned by their visits from the Engineer of the Employer. The firm shall submit a list of persons deployed for the work.
- 12.** The firm has to arrange for testing both the fire pumps in the presence of Engineer once in a fortnight. The test include running of the pressurization pumping set in case of loss of pressure of fire hydrant system and running of diesel engine pump by artificial closure of electricity. Creating the pressure loss in the pipelines shall test the electricity driven pump set. Test pressure at the farthest end, bottom most ends and at pump delivery. One of the yard hydrants shall also be taped for operation on the same day by creating the desired jet, such test shall be done at least once in a month in the presence of Engineer.
- 13.** The firm will ensure proper working of complete automatic fire detector and fire fighting system including PA system by testing the system daily for a period of 45 minutes and also carry out mock drill once in a month whenever required by the department. The firm shall be responsible for working conditions of the system all the time and all the parts found defective / damaged have to be replaced free of cost by the firm and in the event of failure of system at the hour of need, firm shall be held responsible and has to meet all the losses.
- 14.** The firm shall be responsible for maintaining all accessories, equipment, panels, installed and being operated by them loss or damage of any component, line valves etc. due to faulty operation shall be contractor's responsibility and the contractor shall have to replace the same, make good the damages. In case of hydrant pipes, if the damages are caused due to 3 rd party or due to ageing, the decision of the Engineer shall be final with regard to the admissibility of payments towards extra cost of repairs / replacement to the annual maintenance contract.
- 15.** The Engineer or his representative shall have access to installation during all hours.
- 16.** Maintaining liaison with fire security department in case of fire, test being conducted to check the operation / readiness of the system shall be contractor's responsibility.

17. Providing all spares and consumable items of the system shall be contractor's responsibility only.
18. Non-availability of competent staff / engineers. Unjustified delay in modification of faults noticed and unsatisfactory maintenance of the complete system shall be treated as a break of contract. Department may consider imposing of suitable penalty or deduction of suitable amount from the payment to be made to the firm in such case. The decision of the department shall be final and binding in this regard.
19. The servicing of the firm pumps, jockey pump, motor and engine shall be done twice in a year. During the 1st quarter and 3rd quarter of the contract period to the entire satisfaction of the Engineer nothing extra shall be paid on this account. **The department will not provide H. S. diesel.** The water and electricity will be provided by the department free of cost for its running and maintenance.