

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**

**No 1 Development Enclave, Rao Tula Ram Marg**

**Delhi Cantt., New Delhi – 110010**

**Advertisement No.IDSA/038/2011**

**Tender Document for Annual Maintenance Contract of Fire Fighting system**  
**Two Bid System**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Maintenance & day to day operation of Fire Fighting and Fire alarm system at IDSA.
2.	Earnest Money	Rs 5280/-
3.	Validity period	180 days
4.	Security Deposit	10 % of contract value
5.	Period of Contract	One year
6.	Last date of Submission of Tender	31.03.2011
7.	Mode of Sending	a. In sealed cover by Registered post A.D/Speed post/Hand Delivery/Courier b. Tender sent by ordinary post will be rejected out rightly.
8.	Description essential to be made on sealed cover	a. Name of work and Tender No , name of Bidder and opening date of Tender. b. Last date of receiving Tender by IDSA.

**Signature of bidder**

**Name :**

**Assistant Director (Admin)**

**IDSA**

**Company seal**

**Date**

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**  
**No 1 Development Enclave, Rao Tula Ram Marg**  
**Delhi Cantt., New Delhi – 110010**  
**Advertisement No.IDSA/038/2011**

**TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF Fire Fighting and Fire Alarm System at IDSA**

**LAST DATE OF SUBMISSION: 31<sup>st</sup> March , 2011 UP TO 1500 HRS**

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**Subject: Maintenance and Day to day operation of Fire Fighting and Fire Alarm System in IDSA.**

Dear Sir(s),

Sealed Tenders in two bid system ie, Technical alongwith EMD, financial separately, are hereby invited for the work of “ Annual Maintenance Contract (AMC ) for day to day operation and maintenance of Fire Fighting and Fire Alarm system in IDSA. .Detail of work as per scope/specifications of works given in Appendix-‘A’ enclosed. Conditions of the order shall be as follows:

I. Tenders are advised to go through this tender document carefully as well as visit the Institute’s premises at Development Enclave, Rao Tula Ram Marg, New Delhi and acquaint themselves both the site condition and present condition of building and fittings etc before submission of tender.

II. The duly filled and sealed tender documents including complete set of supporting documents in two separate envelop as indicated below, may be submitted to the Office of the Assistant Director at the address indicated above.

**Envelop 1**

Complete set of Tender document part I as issued, duly filled in signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and earnest money deposit of Rs 5280/- in form of demand draft in favour of IDSA, New Delhi. EMD will not bear any interest. Cheques inlieu of DD will not be accepted.

## **Envelop 2**

- a. The Complete set of Tender document part II ( price bid-Annexure III) duly signed by the tenders on all pages.
- b. The offer shall be valid for a period of 180 days from the last date for submission of tender.

### **General Conditions of Tender**

#### **1. Scope of work**

Maintenance and day to day operation of Fire Fighting and Fire Alarm system at IDSA all as per appendix A and all as per direction of Engineering Incharge/Estate manager of IDSA.

#### **2. Deployment of Staff**

2.1 (a)Regular deployment: The contractor shall always employ a minimum strength of experienced/qualified staff as follows :-

(i) Supervisor /Sr Technician	-	01 No
(ii) Electrician	-	01No
(iii)Fire Operator	-	01 No
(iv) Helper	-	01 No.
Total	=	04 Nos.

Repetition of duties will be allowed

(b) The Contractor will deposit the CVS of the employees to IDSA, IDSA reserve the right to cancel the employment of the person if not found suitable to the assigned duties.

(iii) The staff should have posses minimum technical qualification as prescribed in Government rules.

2.2 These deployment is indicative only, if any additional man power required for any additional operation of the plant. No additional payment shall be made on any account if contractor keep more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual provision.

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor. The contractor us also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker.

Contractor shall be solely responsible for the credential /acts of his staff/workers.

Contractor is required to submit daily labour report duly signed by Asst. Care taker/Care taker of the Institute.

Contractor is required to make timely payment (before 10<sup>th</sup> of every month) to his staff including various statutory authorities through cheques or ECs . . The bill of contractor will only proceed after proof of payment to his employees and statutory authorities. The Institute reserves the right to check the same.

IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Institute. No claim shall be entertained on account of any such rejection.

### **3. Compliance with all statutory requirements & Safety Management**

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws , statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time , including and not limited to labour laws, sanitation and health and security requirement, shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General , IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management programme to protect contractor's employee from hazards through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe work performance.

IDSA will not responsible for any hazard during operation and maintenance during the contract.

### **4. Consumables:**

(a) The following consumables shall be supplied by the contractor as a part of the contract and no extra payment shall be made by the Institute for these Items

1. Lubricating Oil
2. Grease
3. M Seal
4. Taflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts/Washers
7. Welding Rod.
8. Rubber beeding.
9. Old Dhoti/cotton waste.
10. PVC Fisher.
11. Emery Paper

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer and the cost of same shall be re-imbussed at actual on production of the original bills by the contractor (plus) 10 % and the relevant payment shall be made alongwith monthly payment

(c) The Engineering Incharge reserve the right to reject any consumables which do not confirm to the correct standard/quality.

(d) A register shall be maintained to record the consumption of the items mentioned in clause (b), if any with the approval of the Engineering Incharge.

(e) The contractor shall always keep all required tools/equipment to maintain the operation of the plant including welding set/box spanner/Multi Meter/Tong Tester etc. The list of such equipment will be handed over to Engineering In charge.

5. **Routine maintenance/Preventive Maintenance**: The contractor shall do the preventive maintenance as per schedule of OEM. No extra labour payment will be made for such works.

6. **Major repairs/Overhauling**: Any major repairs /overhauling that may be required shall brought to the notice of the Engineering In charge in writing immediately upon the said requirement of repair/overhaul coming to light. The Engineering Incharge shall cause such repairs /Overhaul where necessary or authorize the contractor to carry out such repairs /Overhaul. In the latter case , the payment for the same shall be pre approved by the Director General IDSA/Estate Manager in writing shall be paid out to the contractor alongwith the monthly payment.

7. **Emergency Telephone Nos**: The Contractor shall provide an Emergency Telephone No for normal and out of hours operation with a maximum of two Hour response Time during any breakdown to essential utility services like cable fault, burst water mains etc.

8. **Log Book** : Log book shall be maintained by the contractor in conformity with the Estate Manager proforma for the consumption of consumables mentioned in clause 4(a), which shall signed by the Estate manager/Engineering In charge (daily, weekly, monthly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone etc required to proper execution and maintenance of record for the work. If found using IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

## **9. EARNEST MONEY DEPOSIT :**

The bidder shall furnish, as part of its Tender, Earnest money Deposit for the amount as indicated in the invitation for tender

9.1 The EMD shall be denominated in India rupees and shall be in one of the following forms

(A) A demand draft / pay order payable to "IDSA, New Delhi" or Bank Guarantee of any Nationalized Bank valid for 180 days.

9.2 Any Tender without EMD will be rejected by the Institute as non-responsive.

9.3 Unsuccessful Bidder's Earnest Money will be discharge/returned as early as possible after the award has been finalized.

9.4 The successful Bidder's Earnest Money will be discharged upon the Bidder signing the Contract and furnishing the performance/security deposit.

9.5 No interest will paid on Earnest Money deposit.

## **10. SECURITY DEPOSIT :**

10.1 On receipt of the order, the successful bidder shall furnish 10% security deposit in accordance with the conditions of contract, in the form acceptable to the Institute.

10.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the Institute may make the award to the next lowest evaluated bidder.

10.3 : No Interest will be payable on Security Deposit.

## **11. Period of Contract**

(a) The contract shall be valid for a period of 1 year commencing from the date of award of contract. However IDSA reserve its right to review and terminate the same before completion of said period. The rate quoted shall be valid for period of one year without any increase.

(b) It is however open to IDSA to extend the tenure of the contract beyond the existing term of 12 months on such terms and condition as may be mutually decided between the parties

## **12. Termination of contract :**

(a) The contract can be terminated at the option of either party by serving one month's prior notice in writing and without assigning any reason thereof.

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period , or upon termination thereof, the contractor shall forthwith deliver to the institute upon request, all the institutes property (including but not limited to the material, documents, information, access keys) relating to the contract of any permitted supplier or sub contractor and in default of compliance with this clause the Institute may recover possession thereof and the contractor grants a license to the Institute or its appointed agents to enter ( for the purpose of such recovery) any premises of the contractor or its permitted supplier or sub contractor where any such items may be held.

(d) Additionally, the contractor shall give a written undertaking that he has not retained any property belongs to the Institute and in particular shall undertake that he has not made any copies of access keys which are still in his possession or in possession of his employees and that he shall indemnify the Institute in the event of any losses attributable to such acts /omission on the part of contractor and /or his employees, agents etc.

(e) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the Institute shall forfeit the security deposit and terminate the premises within a period of one month of written notice. Bank should not be held liable for any cost, damage, expenses or any

loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract. However, under such situation, Security Deposit shall be forfeited.

### **13. Rates**

Unit rates quoted for the work shall be inclusive of the following:

- a. Expenses towards boarding, lodging of mechanics/technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, complete in all respect.
- b. All taxes including octroi and excise duty.
- c. Prices escalations.
- d. Contractor's overheads and Profit.

Nothing extra shall be admissible on any such account.

### **14. SUBMISSION OF TENDER:**

14.1 The Tenderers shall seal the tender in one sealed envelop.

14.2 Tenderers are requested to submit the tender documents in two separate sealed envelope as per procedure given here under :-

- (A) The sealed envelop A (Technical Bid, and EMD Cover) Containing two sealed covers namely cover I and II.
- (i) Envelop – I (EMD and Tender Fee Cover)  
It will contain only demand draft, bank guarantee or pay orders at New Delhi.
  - (ii) Envelop – II (Technical Cover)  
It will contain eligibility criteria and technical bid.

(B) The sealed envelope-B (Price Bid cover) it will contain price schedule bid in which the prices are to be quoted by the bidder in item rate method. No condition will be accepted along with the price bid, discount, if any, must be mentioned on the same page.

14.3 The envelope shall be addressed at the following:-

Office of the Assistant Director  
Institute for Defence Studies and Analysis  
No 1, Development Enclave  
Rao Tula Ram Marg  
New Delhi-10..

### **15. OPENING OF TENDERS:**

The financial bids will be opened after scrutinizing of technical bids by the tender Committee. Financial bids will be opened in presence of technical qualified bidders.

16. IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. IDSA also reserves the right to reject all or any tender. IDSA reserve right for changes/relaxation in eligibility criteria at any time.

**17. SIGNING OF CONTRACT:**

On receipt of the order, the successful bidder has to execute the necessary contract agreement with IDSA as per the prevailing rules and regulations of the Institute, along with security deposit.

**18. Mode of payment**

Payment shall be made on **Monthly Basis** on production of bills in duplicate duly verified by Estate Manager.

**19. Electricity and Water**

Electricity and water require for carrying out the work shall be supplied by the Institute free of charges.

**20. Liability to Damage**

The contractor at his own cost, shall make good all the damages, losses, burns outs etc. which may be attributable to nay fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard hall be final and binding.

**21. Handing/Taking Over**

The Contractor shall on receipt of work order take over the plants in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the plants in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.

**22. Equipment/Installations**

Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipments/ installations etc shall be carried out as per manufacture's instructions and as per directions of the Project Engineer/Engineer-in-Charge/Estate Manager.

**23. INDEMNITY**

- a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of nay death or personal injury, loss of or damage to property, financial loss arising from fault/ negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or and y other loss which is caused directly or indirectly by nay act or omission of the Contractor/ his employees / agents and /or representatives.
- b. The decision of the Director General, IDSA in this regard shall be final and binding.

**24. Dispute Resolution:** Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and



binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of Courts of competent jurisdiction at New Delhi.

Upon acceptance of the bid, no sub-letting/transfer would be allowed by the Contractor except with the prior written permission of the Director General, IDSA.

25. Standard force-majeure conditions would apply.

Kindly Acknowledge.

Wg Cdr. Hemlata Lohani  
Assistant Director

**SUMMARY OF MAINTENANCE & DAY TO DAY OPERATION OF FIRE FIGHTING & FIRE ALARM SYSTEM IN MAIN OFFICE BUILDING AND LIBRARY AT IDSA COMPLEX, DELHI CANTT., NEW DELHI – 110010**

Sl. No.	Description of works
<b>1.</b>	<b><u>Fire Fighting Comprising of:</u></b>
i)	2850 RPM Single Stage centrifugal type pump set – 02 No.
ii)	180 RPM Single Stage centrifugal type pump set – 01 No.
iii)	900 RPM Single Stage centrifugal type pump set – 01 No.
iv)	450 RPM Single Stage centrifugal type pump set – 06 No.
<b>2.</b>	<b><u>Hose Cabinet Internal :-</u></b>
i)	Including 1 No. 63 G.M valve, 2 No. 15 mtrs each 63 media RRL hose, 1 No. 20 mm dia, 36.5 meter long Rubber hose reel, 1 No. 63 mm branch pipe with 16 mm dia nozzle – 51 No.
ii)	External Hydrant including 2 Nos. 15 Mts 63 mm dia RRL with Hose and coupling, 1 No. 63 mm dia Gate valve and branch pipe with 16 mm dia nozzle, 80 mm dia – 07 No.
iii)	MS pipe, 1 No. 63 mm instantaneous 6 Metel
<b>3.</b>	<b><u>Valve with blank Cap</u></b>
i)	15 mm & 6 mm sprinkler – 360 No.
ii)	Air Cushion tank – 09 No.
iii)	Fire pump panel comprising of 400 A in coming – 01 No.
iv)	Water pump panel comprising of 100 A incoming – 01 No.
v)	Down commer panel of 63 A capacity outdoor Lape – 04 No.
vi)	Cable of 3 – ½ Core 120, 25, 10, 6 Sq mm – 1700 RM

Sl. No.	Description of works
vii)	Cable Tray of 150 size – 70 RM
viii)	Pressure Switch – 10 Nos.
ix)	Bleach Chamber – 04 Nos.
x)	Two way fire brigade inlet with 100 mn sluice valve – 08 Nos.
xi)	Four – way fire brigade intel with 100 mn dia sluice valve – 01 No.
xii)	M. S. piping of sizes 200, 150, 100, 80, 65, 50, 40, 32, 25 mm dia Including specials such as sluice valves, M.R. Valves, Return duets, Gate valves etc. – 3480 RM Approx. (RM + Running Meters.)
<b>4.</b>	<b><u>6 Loop Addressable type fire alarm system comprising of</u></b>
i)	Loop panel – 01 No.
ii)	Lonization type smoke detector – 397 No.
iii)	Photocell type smoke detector – 221 No.
iv)	Heat detector – 08 No.
v)	Response Indicator – 385 No.
vi)	Manuel break glass units alongwith Axe & hammer – 41 No.
vii)	Duet type electronic hooters – 44 Nos.
viii)	Fault isolator – 20 Nos.

**DOCUMENTS TO BE SUBMITTED FOR  
EVALUATING TECHNICAL BID**

1.. The following documents & information should be attached with Tender Documents :

1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.

1.2 Details of works in hand.

1.3 Certified copy of Audited balance sheet of last three years.

1.4 Income tax return for last three years.

1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of works.

1.6 Registration No with Sales tax/Service tax Dept alongwith latest copies of the challans.

1.7 Pan No of Partners/Firm.

1.8 PF and ESI registration alongwith latest copies of the challans

1.9 Man Power Details.

1.10 Electrical License under Indian Electricity rules.

**1. Eligibility Criteria:-**

**1.1** Minimum 3 years experience of having successfully completed works of similar nature, registered with CPWD/PWD/Railways/MES/P&T & any Other Govt. organization

**1.2** Average turn over during last three years ending 31<sup>st</sup> December 2010 shall minimum Rs 20 lakhs.

**1.3** Should have fulfill all statutory requirement.

**2** Firms satisfying above criteria should submit their application alongwith proofs in sealed envelop duly subscribed the name of work in with an account payee demand draft of a scheduled bank as earnest money in favour of IDSA, New Delhi payable at Delhi.

**PREQUALIFICATION OF CONTRACTOR  
BASIC INFORMATION**

1.	a) Name of the applicant / organisation b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.)  (Enclosed certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm  a)  b)  c)  Enclose certified copies of document as evidence	
5.	Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.  Enclose certified copies of document as evidence	
6.	Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7.	No. of years of experience in the field and details of work in any other field.	
8.	Address of Delhi office through which the proposed work of the Institute will be handled	

	and the Name & Designation of officer in charge.	
9.	Yearly turnover of the organisation during last 5 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years.	
10.	Name & Address of PF office  (where registration carried out, also mention year of registration, also enclose last challans of PF )	
11.	Enclose copy of latest income tax clearance certificate.	
12.	PAN No/VAT No/SERVICE TAX No.	
13.	Details of registration for ESI. (Enclose latest ESI challan)	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Other infrastructural information to be used/referred for this work (Proforma-4)	
17.	Furnish the names of -3- responsible persons along with their designation, address, Tel. No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
18.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation.  Give name of court, place, status of pending litigation.	Attach a separate sheet if required.
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was	

	disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

**Sign. & Seal of the applicant**

**DATE:**

**PLACE:**

**PROFORMA – 1**

**LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 5 Years**

<b>Sl. No.</b>	<b>Name of work with address</b>	<b>Name &amp; full postal address of the owner. Specify</b>	<b>Contract Amount (Rs.)</b>	<b>Stipulated time of completion (Years)</b>	<b>Actual time of completion (years)</b>	<b>Any other relevant information. Actual amount of the work, if increased, give reasons</b>	<b>Enclose clients certificate for satisfactory completion.</b>
1	2	3	4	5	6	7	8

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure".
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.



**PROFORMA – 2**

**B) LIST OF IMPORTANT WORKS IN HAND**

<b>Sl. No.</b>	<b>Name of work with addresses</b>	<b>Name &amp; full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2-persons (Engineers or top officials of the organization)</b>	<b>Contract Amount (Rs.) with copy of Work Order &amp; completion certificate from work in-charge</b>	<b>Stipulated time of completion (Years)</b>	<b>Present status of the work</b>	<b>Any other relevant information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure".

**Proforma – 3**

**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT**

<b>Sr . N o.</b>	<b>Name and designa tion</b>	<b>Ag e</b>	<b>Qualifica tion</b>	<b>Experie nce</b>	<b>Natur e of work ss handl ed</b>	<b>Name of the projec ts handl ed along with amou nts</b>	<b>Date from which employe d in your organiza tion</b>	<b>Indicate details of experie nce for similar works.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

**Proforma 4**

**OTHER INFORMATION**

<b>Sr. No.</b>	<b>Particulars</b>
I)	OFFICE INFRASTRUCTURE
II)	WORKSHOP FACILITIES  A) Location B) Land Area C) Type of Structure D) Type of Facilities
III)	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

**Note:** Please furnish information in this proforma only. Do not write 'as per enclosed sheet/brochure'.

**Form of Tender**  
**( Note : the appendix forms part of the tender )**

To,

**IDSA  
No 1, Developmant Enclave  
Rao Tularam Marg, New Delhi-110010.**

Sir,

**Name of work : -----**

1. Having visited the site and examined the conditions of contract , specifications and schedule of quantities for the above named work , we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract , specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from a insurance company approved by you.
5. We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
6. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
7. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any tender you may receive.

.....

Dated ..... Day of .....

Signature.....In the capacity of .....  
Duly authorized to sign for and on behalf of.....  
Name and address of the tenderer.  
(IN BLOCK CAPITALS)

WITNESS

Signature .....

Name and address.....

Occupation.....

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**Annexure-III**

**Price Bid**

<b>Sr No</b>	<b>Description</b>	<b>Total Amount Quoted/Annum (Rs) Including all taxes</b>
1.	Annual Maintenance contract for Fire Fighting and Fire Alarm System at IDSA.	

Note: The Quoted rates shall be inclusive of all taxes, duties, work contract tax, Sales tax, service tax, vat, Etc. No extra payment will be made in any account for the above job. Minimum wages and other statutory requirements to be kept in mind

Amount in Words.

(Rupees -----)  
Signature of the authorised representative of the bidder.

Date :

Seal .

## **INSTRUCTIONS TO TENDERERS**

### **1. EXAMINATION BY TENDERERS :**

- 1.1. Prior to submitting the tender, each bidder must do following steps
- (a) Examine all instructions, eligibility criteria and specifications in the tendering document and also inspect the site.
  - (b) Visit the site & determine local conditions which may affect the work including prevailing wages & other pertinent cost factors.
  - (c) Familiarize himself with all central, state & local laws, taxes ordinance, rules, regulations & codes affecting the services including the cost of permits & licenses required for the work at site.
  - (d) Co-relate his observations, investigations & determinations with the requirement of the tender documents.
  - (e) No additional claim, discrepancy etc., shall be entertained after opening of the tender.
  - (f) Tenders should have regular in with touch with branded OEMs of Fire Equipments for spare parts.

### **2. TENDER PRICES :**

The Bidder shall fill in the prices in the schedules indicated in price schedule of the Tender Document. On opening the price bid the price shall be firm throughout the period of contract.

### **3. DOCUMENTS COMPRISING THE TENDER**

3.1 The tenders prepared by the Bidder shall be in two envelopes comprising of the following components:

#### **Envelope-A Eligibility Criteria and Technical bid.**

- (i) Technical tender documents with all schedules and eligibility criteria Documents.
- (ii) Tender fee & EMD in separate cover.
- (v) Power of Attorney authorizing the person for signing the Tender.

#### **Envelope-B Price Schedule Cover.**

- (i) Tender price schedule dully filled, signed. stamped and sealed

3.2 Bidder shall have to mention of the cover, Quotation for

(1) Day to day maintenance of Fire Fighting and Fire Alarm System at IDSA (2) Opening Date (3) Name of Bidder

The rates quoted by the tenderer shall be inclusive of all taxes, duties, service tax, VAT etc.

### **4. SPECIAL INSTRUCTION TO TENDERERS**

4.1 If the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirement, his bid shall be rejected and EMD will be forfeited.

4.2. Conditions of the tender issued by IDSA must be duly signed & attached with the tender documents.

**5. TENDER VALIDITY :**

Tender shall remain valid for 180 days after the deadline for submission of tender opening.. Any tender valid for a shorter period may be rejected by the Institute as non-responsive.

6. IDSA will not be responsible and will not pay for expenses which may have been incurred, losses or person or property suffered by any tenderer in connection with visits to and examination of the site and in preparation of his tender for submission.

7. IDSA reserves the right to adjust arithmetic or other errors in any tender in the way that considers suitable. Any adjustment so made by the IDSA shall be stated to the tenderer if the IDSA makes an offer to accept his tender.

8. IDSA does not bind to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. IDSA also has the right to reissue the tender and bidders having no right to object against such re-issue.

9. IDSA reserves the right to check the ongoing works by the bidder and make a committee to make opinion about performance of the contractor.