



# INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH

(Established by Ministry of Human Resource Development, Govt. of India)

IISER Mohali, Sector-81, Knowledge City, SAS Nagar-140306

**Tender Form Cost- Rs.590/-**

**Tender Ref. No.:** IISER/EE-EO/18-19/03

**Date:** 19.09.2018

## **Notice Inviting Tender**

1. The Executive Engineer on behalf of the Director, IISER Mohali, invites online bids under two bid system i.e. technical bid and financial bid through E- Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> from eligible contractor for the work mentioned below.

**Name of work:-** AMC of fire alarm panels located in various buildings at IISER Mohali.

**Tender Ref No** : IISER/EE-EO/18-19/03  
**Estimated cost** : INR 6,07,200/-  
**Earnest Money** : INR 12,200/-  
**Stipulated period of work** : One year, which shall be extended for a further one year on mutually consent.

## **Critical Date Section**

S. No	Particular	Date	Time
1.	Tender publishing date and time	19.09.2018	06:55 PM
2.	Tender documents download start date and time	19.09.2018	06:55 PM
3.	Bid submission start date and time	19.09.2018	06:55 PM
4.	Bid submission end date and time	27.09.2018	03:00 PM
5.	Technical bid opening date and time	28.09.2018	03:30 PM

1. Tender document may be downloaded from the website of E-Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) and [www.iisermohali.ac.in](http://www.iisermohali.ac.in) . Tender should be submitted online along with valid documents of eligibility criteria within the date mentioned above.
2. The Director, IISER Mohali shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this contract.
3. For any information, other modifications and/or corrigendum may kindly visit IISER Mohali website <http://www.iisermohali.ac.in> and also publish on <https://eprocure.gov.in/eprocure/app>.

## **SUBMISSION OF TENDER:**

Tender shall be submitted by the Bidders in two parts:

**(i) Technical Bid. – Cover I (ii) Financial Bid. - Cover II**

The two bid system will be followed for this tender. In this system the bidder must submit bid **on line at E-Procurement Portal (i.e. <https://eprocure.gov.in/eprocure/app>)** his offer in two covers. "**Cover No. 1- Technical Bid along with requisite fee details and all forms under seal and signature of Bidder**" mentioned below and "**Cover No.2 - Financial Bid**" respectively.

The **Cove I** (Technical Bid) shall consist of following:

- ii) **Earnest Money** -The bidder shall furnish as part of its bid, an EMD of Rs.12,200/- (Rupees twelve thousand and two hundred only). The EMD is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).
- ii) **Cost of Tender Form** - The Cost of Tender Form Rs.590/- is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).

**Note** - The original payment instrument like Demand Draft of any Nationalized Bank against Earnest Money and Cost of Tender Form sent to the address- **IISER Mohall, Sector-81, knowledge City, PO- Manauli, SAS Nagar Mohali 140306, Punjab** by post/speed post/courier/by hand before bid opening date & time

iii) **Important Documents uploads in .pdf format only:-**

- a) Scanned copy of DD of EMD and Cost of Tender Form.
- b) Scanned copy of Authorization Certificate
- c) Scanned copy of IT Return for the last three financial years.
- d) Scanned copy of work experience in Government Dept.,

**The Cover II** (Financial Bid) shall consist of following:

- \* Schedule of price bid of in the form of BoQ\_XXXXX.xls (Will be formulated according to the type of work)

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Executive Engineer  
Head IWD, IISER Mohali

**INDIAN INSTITUTE OF SCIENCE EDUCATION  
AND RESEARCH (IISER) MOHALI  
NOTICE INVITING QUOTATION FOR  
“AMC OF FIRE ALARM PANELS LOCATED IN VARIOUS BUILDINGS AT IISER,  
MOHALI (PUNJAB).**

1. Sealed two bid quotations are invited on the behalf of Director IISER Mohali from the contractors for the work of - “AMC of fire panels located in various buildings at IISER Mohali.

Estimated cost : Rs.6,07,200/- plus GST

Earnest Money: Rs.12,200/- favoring Registrar, IISER Mohali and payable at Chandigarh.

2. This contract document consists of schedule of quantities, quotation form, brief specifications, can be uploaded on web site [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidder who bid for the work are required to submit separately Demand Draft of Rs.590/- favoring Registrar, IISER Mohali as application fee and payable at Chandigarh.

3(A). The quotations shall be uploaded by the undersigned by 15:00 hrs on (27<sup>th</sup> day of September 2018) and envelope No.1 only containing earnest money, conditions and bid documents shall be opened on the next day at 15:30 hrs in the presence of bidders or their authorized representative who may like to be present. Application fees and EMD in original have to be submitted before opening the quotations. No consideration will be given to a quotations received after the above stipulated time and date. Eligibility related documents shall be evaluated for criteria stipulated at 3(B) and agencies/contractors will accordingly be qualified/disqualified by the competent Authority. The financial bid (Envelope No 2) of qualified bidder shall then be opened at notified time, date and place in presence of bidder or their representative. The rates of each items must be quoted in figures and words.

3(B). Contractors who fulfill the following criteria shall be considered by IISER Mohali for technical evaluation (if required) and opening of commercial bids:

I). Contractors/firms should have successfully completed in Govt. sector only, during last 7 years ending last day of the month previous to the one in which the bidding are invited, either three similar works costing not less than 40% or two similar works costing not less than 50% and one similar work costing not less than 80% of the estimated cost of the work, out of which at least one work directly executed in any Govt/ Autonomous/PSU department/organization. Similar work means “Work of AMC of fire panels”.

II). Average annual financial turn over during the last 3 (three) years ending 31st March of the previous year should at least be 50% of the estimated cost of work.

III). Not incurred loss in more than two years during the last five years ending 31st March of the previous year.

IV) The Contractor/Agency must have a valid authorization certificate from M/s Edwards as majority of panels are of M/s Edward make. The certificate must be valid at all the times during currency of contract.

4. The time allowed for the completion of work One year, which shall be extended for a further one year on mutually consent to be reckoned from the day of date of written order to commence the work. Rs.12,200/- in the form of demand draft only drawn in favour of the “Registrar, IISER Mohali” payable at Chandigarh. Any quotation not accompanied by such earnest money will not be opened. The earnest money in the shape of demand draft/bank guarantee of successful bidder will be adjusted towards initial security deposit.

5. The contractor will upload his quotation after examining the whole of the documents, condition

of the contract, clauses of contract, agreement specifications and drawings etc. He may familiarize himself with the site conditions, if he desires so.

6. The offer shall remain valid for 120 days from the date of submission of bids. The value of the quotation shall be valid for any variation upto 30 percent of the contract value of said work. Any item can be withdrawn or substituted without any claim from the contractor.

7. If any bidder whose bid is accepted fails to undertake the work as per terms of the contract within ten days to be reckoned from the date of issue of allotment letter, the earnest money deposited by him will be forfeited.

8. The Engineer-In-charge does not bind himself to accept the lowest or any quotation and reserves the right to reject any or all quotations without assigning any reason.

9. Canvassing in connection with quotations is strictly prohibited and the quotations submitted by the contractor who resorts to canvassing will be liable to rejection.

10. The undersigned will not reimburse any expenditure, whatsoever, that may be incurred by bidders for the preparation and submission of quotations.

11. This notice inviting quotations, form the part of the contract agreement to be executed by the successful bidder with the Engineer In charge.

12. The Institute may deploy officials to inspect the work executed by the bidders in the past, if required.

13. All the correspondence on the above quotation shall be addressed to undersigned.

14. The Institute reserves the right to accept or reject any quotation without assigning the reasons thereof.

## GENERAL CONDITIONS OF THE RFQ

1. The rates shall be quoted in the enclosed schedule of quantities and duly signed by the contractor.
2. Rates to be inclusive of GST, etc.
3. Rates to remain firm during the duration of work as well as for the extended period, if any. No escalation in rates will be allowed in any circumstances.
4. The contractor shall comply with all statutory requirements in respect of said work.
5. The work shall be for the period of one year, which shall be extended for a further one year on mutually consent.
6. EMD amounting to Rs.12,200/- in favour of Registrar IISER, Mohali payable at Mohali.

**Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:  
<https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder :Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username as assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with Signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

**SEARCH FOR TENDER DOCUMENTS**

- 1) There are various search option built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 1) Once the bidders having selected the tenders they are interested in, they may download the required documents / tender schedules. The tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification I help from the Helpdesk.

## **FIRE ALARM CONTROL PANELS AMC**

### **Terms and Conditions :**

#### **PART-I(SCOPE OF MAINTENANCE)**

1. To ensure that complete fire detection system is always clean and in healthy working condition.
2. Perform checks as per part-III.
3. To perform tasks subsequent to a real alarm situation as per part-III.

#### **PART-II(TASKS TO BE PERFORMED WITHIN 15 DAYS)**

1. Familiarize the maintenance personnel with the Fire detection and alarm system and their responsibility in consultation with maintenance in charge.
2. Inspect the complete system for proper functioning. Any shortcoming noticed should be recorded and brought to the notice of engineer-in-charge.
3. Carry out detector cleaning wherever required and zone testing schedule (refer Section III below).
4. Educate maintenance personnel regarding steps to be taken in case of fire.

#### **PART-III (MAINTENANCE SCHEDULE TO BE FOLLOWED)**

1. Check working of PA system.
2. Check working of F/D system from the control panel.
3. Check battery for proper charge, water level & clean contacts .
4. The Contractor shall replace the defective set of batteries, fire detectors, MCP etc or any other damaged/non working part whenever required after informing the Engineer incharge and getting the necessary permission. The same shall be on free or chargeable basis separately to IISERM as mentioned in part VI below.
5. The Contractor shall be required to demonstrate the working of the Fire alarm and detection system to educate the campus residents /building users whenever asked to do so.
6. Cleaning of Smoke / Heat detectors whenever required for good performance.
7. Testing by generating smoke or heat to check the sensitivity of the detectors.
8. Testing of fire alarm hooters by operating them from penal & by operating detectors.
9. Testing of Manual Call Points by operating.
10. Testing of response indicators for working condition.
11. Testing the sub fire alarm control penal & main control penal.
12. Testing of batteries performance for the fire alarm control penal.
13. Testing of wiring from each detector/MCP/Hooter from penal.
14. Maintenance of the system if it's not in working.
15. Training to the staff that how to operate the fire alarm system in any emergency condition.
16. Checking the whole fire alarm system for the parts already installed are fitted at their location or missing.
17. The complete performance report of each & individual penal will be provided for the system every quarter.

#### **NOTE:-**

1. The methodology is to be worked out in consultation with Engineer-in-charge as the same may vary according to number of detectors/zones.

2. The firm has to demonstrate to the Maintenance-in-charge proper working of the entire fire detection system including P.A. system once every quarter. Deficiencies if any noticed during demonstration shall be attended within a weeks time.

3. In case of any fire alarm, true or false, or in case of any other fault or problem in the system it is expected that the maintenance person has to attend the same within one day of receiving the complaint in consultation with Engineer in charge and kept on record.

4. In case of persistent problem or if required by the Engineer-in-charge, an inspection by an expert in the fire detection system or the concerned OEM shall be carried out for identifying defects and solutions and carrying out the necessary rectification work and repairs at the expense of the Contractor.

#### **PART-IV(MATERIALS)**

1. All material to be arranged by contractor. Materials included/excluded in the scope of work are mentioned in part VI below.

2. All material supplied and used on the work shall be got approved from the Engineer in charge or his authorized representative before using on the site. The rejected/dismantled material should be immediately handed over to the Engineer in charge or his authorized representative immediately on work completion.

#### **PART-V(SPECIAL CONDITIONS RELEVANT TO PARTICULAR JOB/PARTICULAR STAFF)**

1. Any minor addition/alteration during the period of contract shall also be maintained by the firm and nothing extra shall be payable on this account.

2. Failure of system to activate in the event of smoke/fire will invite suitable action as per the policy.

3. No part of the system should be swapped/transferred/relocated or taken out of the Institute without prior permission/gate pass from the Engineer in charge.

#### **PART- VI (INCLUSIONS/EXCLUSIONS)**

##### **Inclusions :**

1. All consumables are included in the scope of contract like cleaning cloth/equipment, nuts, bolts, screws etc.

2. Calibration/resetting of fire detectors.

3. Minor software up gradation whenever required.

4. Minor cable connections.

5. Minor repair work involving small components only.

6. Any physical damage to any part of the system/replacement by the contractor's workers will be on chargeable basis to the contractor.

##### **Exclusions :**

1. Replacement/addition of hardware like PCBs, cards, Fire/smoke/heat detectors, MCP, Hooters, Speakers,panel, glass cover/box etc.

2. Major Software upgradation, reprogramming, reformatting.



3. Installation of anti virus software.
4. Repair/replacement of UPS, Power supply, power pack, batteries.
5. Major expansion/addition of fire alarm and detection equipment.
6. Any physical damage to any part of the system/replacement by the Institute will be on chargeable basis to IISERM.
7. Damage done to equipment due to rains, floods, fire, accident, riot, breakages, vandalism, pest, misuse, theft.
8. Defects/ repairs resulting from servicing/ repairs done by a person other than the contractor's authorised technician.
9. Defects in the system arising out of structural/environmental changes/ variation.

All excluded items are on chargeable basis to IISER Mohali whose rates are to be quoted separately.

### **TERMINATION OF CONTRACT:**

1. Right is reserved by IISERM for terminating the contract by giving one week's notice due to serious default. This includes major break down or accident due to negligence on the part of firm, failure to attend breakdown, disobedience and abandoning the site etc. In such a case full performance guarantee shall be forfeited by IISERM. The decision of Executive Engineer in this regard shall be final and binding.
2. Right is reserved by IISERM for closure of the contract at any time by giving one month notice for reasons not attributed to the firm. The decision of Executive Engineer shall be final and binding on the contractor for closure of contract and for which contractor shall not have any claim on account of pre closure.

### **GENERAL CONDITIONS :**

1. There shall be minimum five visits every quarter by the firm wherein it should ensure that all the systems are in good working condition by carrying out inspection of control panels and detection equipment. If not, then corrective action should be taken immediately by the firm. Breakdown calls shall be unlimited. Minimum 25% of detectors should be cleaned in every quarter.
2. Record of preventive maintenance and testing of equipment etc. carried out has to be readily available at site, failing which firm shall be liable of non-execution of its liability under contract. If felt necessary Engineer-in-Charge has power to modify preventive / testing schedule. A proper register/job sheet should be maintained having all record of maintenance etc.
3. The agency has to supply details of all the workers (Name, and address etc.) engaged by him and get it approved by the Executive Engineer before deployment at site. Any staff deployed without approval & entry in register shall be treated as poor performance on the part of agency.
4. Firm should provide a round the clock helpline contact telephone number. In case of an emergency, contractor and authorized engineer/ supervisor shall be made available at site on short notice from engineer in charge and make all efforts to make the situation normal at the earliest.
5. Shut down for maintenance shall be taken with prior approval of the department.

6. The workers engaged by firm should maintain proper discipline and good behaviour with occupants. The firm shall remove such workers from the site whose behaviour is found improper. Executive Engineer's decision in this regard shall be final.
7. Agency has to observe all the labour rules and regulations in-force.
8. No equipment should be unmounted and taken out from the Institute without a proper Gate Pass issued by the Engineer In charge.
9. In case of any damage due to mishandling of the installation, recovery shall be made from the bill/performance guarantee.
10. The Contractor shall make his own arrangement at his own cost for electrical/general tools and laptop or any other equipment required for testing and repairing of the system. The workers/technicians must be in possession of such tools etc at all times. No accommodation to the workers shall be provided by the Institute.
11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. Cleaning of the premises, floor etc after work completion will be the responsibility of the agency.
13. The contractor has to deploy more manpower, if required, for attending breakdown and completing breakdown work in minimum possible time for which no extra payment would be made.
14. In case any shortage of equipment or need of additional equipment/s is felt by the firm then the same should be brought to the notice of the engineer in charge and can be installed after obtaining the necessary permission, on chargeable basis.
15. In case any shutdown is required for carrying out the AMC work, then the same should be informed to the Engineer in charge well before hand and a shutdown should be carried out only after obtaining the necessary approval.
16. Any displacement, relocation of the Fire Detection equipment should be avoided by the firm.
17. All necessary drawings, manuals etc will be provided to the firm on demand.
18. The firm should finish the work in stipulated time. Any extra labour incurred in meeting the work deadlines shall not be chargeable and will be the firm's liability.
19. AMC charges will be payable quarterly after satisfactory completion of work and certification by Engineer in Charge.
20. The annual maintenance contract rates will be same for one year which can be extended for a further period of one year on satisfactory performance by the agency as mutually agreed.
21. The contractor shall comply with all statutory requirements in respect of said work.
22. The quantities as mentioned in this order can be increased or decreased as per the requirement of

work.

23. All urgent calls and complaints should be attended within 3 hours.

24. The company's attending technicians should be well trained to handle all the works. The Institute will not be responsible for any physical or personal damage to the company's technician while carrying out the AMC work.

25. All the company's attending technicians should take all necessary precautions while carrying out the AMC work. No compromise on safety should be allowed.

25. Carrying out liasoning with OEMs of individual equipments will be the sole responsibility of the agency. However, in case of any delay in repair etc. by the OEM, the agency should keep the Engineer in charge well informed from time to time.

26. All hidden work shall be carried out in the presence of Engineer in charge or his authorized representative.

27. The Contractor shall provide, update and maintain any software that may be required during currency of the contract.

28. The Contractor must have a valid authorisation certificate from M/s Edwards as majority of panels are from this firm. The certificate must be valid at all times during currency of the contract.

## DETAILS OF PANELS IN VARIOUS BUILDINGS

- 1) ADMIN BLOCK (EDWARD, QUICK START PANEL )
- 2) ACADEMIC BLOCK 2 ( EDWARD, EST3 PANEL WITH REPEATER PANEL )
- 3) INFORMATICS CENTRE (EDWARD, EST3 PANEL )
- 4) LECTURE HALL (EDWARD, EST3 PANEL )
- 5) VISITOR HOSTEL (EDWARD, EST3 PANEL )
- 6) IWD (EDWARD, QUICK START PANEL )
- 7) COMMUNITY CENTRE (EDWARD, QUICK START PANEL )
- 8) HEALTH CENTRE (EDWARD, QUICK START PANEL )
- 9) MK BLOCK (EDWARD, QUICK START PANEL )
- 10) MJ BLOCK (EDWARD, QUICK START PANEL )
- 11) ME BLOCK (EDWARD, QUICK START PANEL )
- 12) MI BLOCK (GST200-2/1 PANEL )
- 13) Hostel 5 & 7 ( AGNI PANEL )
- 14) Hostel 6 & 8 (EDWARD, QUICK START PANEL )
- 15) CENTRAL ANALYTICAL FACILITY ( AGNI PANEL )
- 16) SUBSTATION 66/11KV (EDWARD, QUICK START PANEL)
- 17) ACADEMIC BLOCK 1 (SIEMENS PANEL WITH REPEATER PANEL)
- 18) ANIMAL HOUSE (EDWARD, EST3 PANEL)
- 19) SPORTS COMPLEX (MORLEY HONEYWELL)

Sr. No.	Name of Building	No. of loops
1	AB-1	10
2	AB-2	10
3	Informatics Building	10
4	Animal House	4
5	Lecture Hall	2
6	Visitor's Hostel	4
7	Administration Bldg	
8	Hostel 5	
9	Hostel 6	
10	Hostel 7	
11	Hostel 8	
12	CAF	1
13	Health Centre	1
14	Sports Complex	1
15	Community Centre	
16	IWD	1
17	ME Block	1
18	MJ Block	1
19	MI Block	1
20	MK Block	1
21	66/11KV Substtaion	