



जीव विज्ञान संस्थान

INSTITUTE OF LIFE SCIENCES

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

No.VIII-105-MF/2013-14/ 799 /ILS

Date: 15.04.2015

NOTICE INVITING TENDER

The Director, Institute of Life Sciences, Bhubaneswar Odisha invites sealed tenders from reputed & experienced Firms for providing maintenance services under **Comprehensive Annual Maintenance Contract (AMC) for Fire Fighting, Fire Alarm & Fire detection system installed at various locations of the Institute of Life Sciences ,Nalco Square, Chandrasekharapur, Bhubaneswar**, with contract period of **12 months**. The tender papers are available in the website of the Institute at www.ils.res.in. Interested agencies may download the tender papers, complete the same and send the same to the undersigned as so to reach the undersigned on or before **29.04.2015** up to 3.00 PM. The tenders will be opened on the same day at 3.30 PM in presence of the intending bidders or their authorized representatives. The tender envelope containing quotation shall be super-scribed as "**Quotation for AMC of Fire Fighting, Fire Alarm & Fire detection system**" and addressed to the Director, Institute of Life Sciences, Bhubaneswar, Odisha, 751023. Tenders received after due date & time will not be entertained. Institute is not responsible for any postal delay. Incomplete or conditional tender is liable for rejection. The authority reserves the right to reject any or all the tenders without assigning reasons thereof.

List of Items:

1. Main Fire pumps (Electric) 50 HP for wet Riser-01 no. with test array arrangement for pressure control.
2. **Diesel Engine Fire Pump 50HP with other accessories: already Under AMC**
3. Jockey Pump (Electric) 10 HP.
4. Auto start & other Electric panels
5. Internal Fire hydrants:-29 nos.
6. External fire hydrants:-29 nos.
7. Valve chambers: 13 nos.
8. Butterfly valves/ CI valve: 18 nos.
9. Main fire alarm panel 01 no & auxiliary panel 02 nos.
10. Fire detector: 158 nos.
11. Fire extinguishers: 134 nos. (Refilling will be arranged by office at its own cost, however checking/ testing may be performed by the agency **at the time of fire drills**)
12. **Any other item which the bidder feels is required may be considered under this AMC.**

The list of items is only indicative. However the bidder is advised to visit and inspect the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the bid. The costs of any such visits / site inspections shall be entirely at the bidder's own expense.

The quotation for AMC of "Fire Fighting, Fire Alarm & Fire detection system" should be submitted in proper format as per ANNEXURES- I, II, III & IV (enclosed).

General Terms and Conditions:

1. The agency should be in possession of valid Licence / Registration for the works from the Office of Fire Officer Odisha or its equivalent office.
2. The rates quoted shall include all applicable taxes.
3. **Regular servicing & inspection of the equipments should be carried out at least once in a month preferably during 1st week of the month by the service provider.**
4. The service provider shall perform preventive maintenance to the equipments mentioned above and its accessories as per service manual provided by the OEM.
5. The service provider shall also attend any breakdown & emergency call immediately.
6. An agreement detailing the terms & conditions shall be executed with the service provider for entering into an AMC.
7. The service provider shall furnish details of experience indicating the parties for whom **similar assignments (AMC) were undertaken.**

The AMC will be for a period of One Year., which is extendable for further period if required depending on satisfactory fulfillment of all '**Terms & Conditions**' of contract agreement. However, the AMC may be **terminated** at any time before the expiry of contract agreement, depending on the requirement/performance of the service provider.

The tender must be accompanied by **Earnest money @5%** of its total quoted AMC amount in the form of Demand Draft from any Nationalized bank of India in favour of the Director, Institute of Life Sciences. The Earnest money of successful bidder shall be retained and for others, Earnest money will be returned within 30 days of completion of bid evaluation. No interest is payable on this deposit.

The successful bidder shall also furnish performance guarantee **@ 5% (five percent)** of the contact price in addition to the earnest money. The earnest money deposited by successful bidder will be converted to Security deposit. Security deposit **@5%** of the bill amount will be recovered from each running bill & final bill. Performance guarantee as well as security deposit shall be refunded to successful bidder / lowest bidder after successful completion of the work. No interest is payable on this deposit. If the approved party fails to execute the agreement deed within the specified date, the earnest money will be forfeited.

The Director of the Institute of Life Sciences or any other person(s) authorized by him/her on his/her behalf reserves the right to accept any tender, in full or in part, or reject any or all the tenders without assigning any reasons thereof and no correspondence in this respect will be entertained.

Enclosure:

ANNEXURE – I, II, III & IV

Copy to:

1. Notice board
2. ILS, website
3. www.tender.Gov.in
4. News paper.

Administrative Officer

D. Pradhas

Administrative Officer
Institute of Life Sciences
Nalco Square
Bhubaneswar-751 023

ANNEXURE-I

To,
The Director,
Institute of Life Sciences,
Bhubaneswar
Odisha (751023)

Sub: Submissions of Quotations for providing maintenance services under Comprehensive Annual Maintenance Contract (AMC) for Fire Fighting, Fire Alarm & Fire detection system installed at various locations of the Institute of Life Sciences, Nalcosquare, chandrasekharpur Bhubaneswar.

Ref: Tender Notice No: -----, dated -----

Sir,

With reference to above, I/We hereby submit the quotation for providing maintenance services under Comprehensive Annual Maintenance Contract (AMC) Fire Fighting, Fire Alarm & Fire detection system installed at various locations of Institute of Life Sciences, Nalco Square, Chandrasekharpur, Bhubaneswar.

SI. No	Particulars	Period	Amount (Rs.)
A	Providing maintenance services under Comprehensive Annual Maintenance Contract for Fire Fighting, Fire Alarm & Fire detection system installed at various locations of Institute of Life Sciences, Nalco square, Chandrasekharpur Bhubaneswar.	Twelve months from the date of award.	

Date:

Place:

Signature of the bidder

N.B. - The successful bidder will ordinarily be decided on the basis of lowest quote of Annual Maintenance Contract value. However, other factors may also be considered for deciding the successful bidder.

ANNEXURE - II

DETAILS OF THE BIDDER

- 1. Name of the Bidder : -----
- 2. Address of the Bidder : -----
- 3. Telephone No. Landline: -----
Mobile: -----
- 4. Details of Earnest Money Deposit: DD No. -----Date -----
Bank-----
- 5. PAN (enclose copy)
- 6. Service Tax Registration (enclose proof)
- 7. VAT Registration (enclose proof)
- 8. Experience Details:
- 9. **Licence No. / Registration No. & valid date:**
- 10. Any other details

Parties	Nature of Job	Date	
		From	To

This is to certify that the information furnished above by me / us is true and correct. I / We also certify that I/ We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being awarded the contract.

Date:
Place:

Signature of the bidder
Seal

ANNEXURE – III

SPECIAL CONDITIONS OF CONTRACT

1. Scope of work and maintenance schedule:

Maintenance of Fire Fighting, Fire Alarm & Fire detection system in the areas under this contract - the maintenance agency (contractor / firm) shall be solely responsible to keep the system serviceable at all the time. The maintenance shall include servicing of all the equipments associated with the systems. Cost of spares & consumables etc. shall be included in the quoted rates.

2. The cost of major or special repair or overhauling of any equipment such as Fire pump, motor, fire alarm panel, batteries & hooters including winding of motor is not covered in the scope of this work. However, preventive & routine maintenance including servicing, minor rectification will be the responsibility of the agency. All material including diesel oil for fire engine pump will be provided to the agency by ILS for such rectification free of cost except some minor material such as Petroleum Jelly, straw, lubricants, tools & tackles, nuts & bolts, distilled water, cleaning materials (soda & waste cloths etc.), log books & Stationaries, fuse, rubber packing, threads, indicator lamps, clamps, resistors, diodes, repairing of Integrated circuit (IC / PCB) etc. which are in the scope of this work. Nothing extra shall be paid on account of consumables and small tools & plants required for the work.

3. The agency will promptly inform ILS engineer in charge as soon as occurrence of any Major defect in these systems is noticed. So that the latter can take advance action towards its rectification and procurement of any material required for that purpose. Labour for the rectification will be provided by the agency in his quoted rates.

4. The Firm/ contractor will engage trained and experienced technical staff and helpers, headed by a qualified Fire supervisor, for undertaking maintenance services / jobs.

5. The firm / Contractor will maintain the logbook for maintenance as described below.

- a) After each maintenance, the test details to be entered in the maintenance register with dates and result achieved.
- b) After carrying out each test, the entry in the register to be got counter signed from the ILS Engineer. Without prior approval, no fitting / material will be removed for repairs; it will be contractor's responsibility to provide alternative temporary arrangement of such items during the period, the item is repaired and put back in to position so that the system remains fully functional all the time.

6. The contractor will conduct periodical fire drill at site as per direction of the engineer in charge including imparting training to the staff in the use of fire Extinguishers etc.

7. The checking & maintenance of the batteries for the system shall be done including maintaining specific gravity and distilled water if required. However replacement of defective batteries is not covered in the scope of this work.

8. The servicing & random checking of fire detection system & heat detectors shall be done periodically.

9. The system shall be kept in working condition till completion of the contract. The firm will arrange handing over of the total system in full functional condition on completion of the contract.

10. The mock drill / demonstration of the working of the system shall be given at least once in a month or as and when desired by the engineer in charge or as per his direction.

11. The firm / contractor shall depute one qualified Electrical Engineer to check the whole system once in every alternate month and shall maintain a test record signed by him and got countersigned from the Engineer of the ILS. The firm shall guide the operator engaged by the ILS about the operation of each of the equipment.

12. In case of Emergency, The Firm shall give full support for mitigation of fire accident at no extra payment.

13. The firm has to arrange for testing both the fire pumps. The test includes 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. The pumps shall be tested as to whether the constant pressure is being maintained by creating pressure loss in the pipe lines. Pressure test at the various locations of hydrant valves shall be done by opening the valve at one location. Such test shall be done at least once in every alternate month in the presence of Engineer in charge of ILS.

14. The servicing of major equipments like fire pump, jockey pump, pressure regulator & main fire alarm panel etc. shall be done quarterly. However, all the valves, valve handles, smoke detectors, manual call points, hooters, fire control cable etc. shall be checked and greased if required in every month.

15. Contractor would be bound to execute such additional item/ items which may be essential & necessary (even though not listed in schedule of work) for the effective execution of the work. Rates for such extra items of work shall be rationally analyzed / derived & would be binding on the contractor.

16. Contractor undertaking the job is advised to verify the particulars as detailed in annexures & satisfy himself towards the conditions & specifications etc. of the tenders before filling up the bids.

ANNEXURE – IV

Maintenance Schedule

The following works / checks are required to be performed on Monthly / Quarterly / Half yearly basis and record all the activities in the log book with date and time which shall be counter signed by the Assistant Engineer (Electrical) / competent authority of ILS, Bhubaneswar.

1. Monthly checks:
 - a) Operational readiness of system during mains failure
 - b) Check battery water level & Specific Gravity of electrolyte
 - c) Check the fire circuit of each zone from the panels
 - d) Check whether signals of fire and fault get transmitted from zonal panel to main panel
 - e) Performance check of the hooters shall be done along with the performance check of manual call points.
 - f) Check smoke detectors, if required cleaning shall be carried out with suitable reagents.
 - g) Checking of water pressure of the hydrant line & action shall be taken to arrest leakage on urgent basis.
 - h) Checking of main control panel of fire pump & alarming system
2. Quarterly checks:
 - a) Check fault circuit of each zone by actually disconnecting wire by removing a detector.
 - b) Check fire circuits by facilitating actual smoke to one detector of each zone
 - c) Cleaning of all types of detectors with suitable means.
 - d) Checking / servicing of major equipments such as Fire pump, Jockey pump, pressure gauges, panels including contactors, valves, main alarm panel, auxiliary panel etc.
3. Half yearly checks:
 - a) All the checks quarterly's shall be repeated
 - b) Greasing of valves, checking of couplings / Impeller and checking of synchronization operation of Main pump, Jockey pump & Diesel pump during mains failure.