

**Name of Work: Annual Maintenance Contract For Fire Fighting Systems at Regional Office,
ESIC, Panaji-Goa**



**Regional Office
Employees' State Insurance Corporation
Panchdeep Bhawan, EDC Plot No. 23, Patto, Panaji, Goa - 403001**

Issued to:

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ESI CORPORATION

(Ministry of Labour & Employment, Govt. of India)
Panchdeep Bhavan, EDC Plot no 23, Patto, Panaji, Goa 403001
Ph: 0832-2438853, 2438870, Fax No: 0832-2438858
Email: rd-go@esic.nic.in Website: www.esicgoa.org.in

TENDER NOTICE - AMC FOR FIRE FIGHTING SYSTEMS

Sealed tenders are invited from reputed and experienced agencies/authorised dealers having minimum 5 years experience in the said field.

Sr. No	Name of the work	EMD (Rs)	Cost of tender documents	Period of work
1.	Annual Maintenance Contract for Fire Fighting System at Regional Office, Patto-Plaza, Panaji, Goa.	Rs. 4000/-	Rs. 200/-	One year

1. The tender documents can be had from this office on any working day from **26/12/2016** upto 3.00 PM or can be downloaded from our website www.esicgoa.org.in or www.esic.nic.in.
2. Last date for:
Issue of tender forms: upto **30/12/2016** till 3.00 PM
Submission of tenders: upto **16/01/17** till 3.00 PM
Opening of tender forms: On **16/01/17** at 3.30 PM
In case 16/01/17 is declared as holiday, tenders shall be received and opened on the next working day.
3. ESIC reserves the rights to accept or reject any or all the tenders, without assigning any reasons thereof.

Panaji
22 /12/2016

Sd/-
R.A. C. Bhat
Regional Director

ANNEXURE - A

UNDERTAKING

(To be enclosed alongwith EMD in Envelope)

I/We of M/S..... Bidder for "Annual Maintenance contract for Fire Fighting System" of ESIC, Patto, Panaji, do hereby undertake that I/We agree to unconditionally accept all the terms and conditions mentioned in the Tender documents.

Further, we have noted that after unconditionally accepting the Tender conditions in its entirety, it is not permissible to put any remarks/ condition in the Price Bid enclosed and the same has been followed in the present case. In case this provision of the Tender is found violated at any time after opening of tender, I/we agree that the tender shall be summarily rejected and ESIC shall, without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.

**Signature of the Bidder
or Authorized Person**

Name of the firm

Seal of the firm

GENERAL INSTURCTIONS

1. Read tender document carefully before submitting the bids.
2. Earnest money amounting to Rs. 4000/- (Rupees Four thousand only) in the form of demand draft in favor of ESI Fund A/c No-1 payable at Panaji shall have to be paid along with the tender and the same shall be adjusted towards security deposit on award of work. In case any tenderer withdraws his tender or increases the rates or modifies term & conditions which are not acceptable to ESIC during the validity period of the tender which is 45 days from the date of opening of tender, then ESIC without prejudice to any right shall be at liberty to forfeit the said earnest money. However EMD of unsuccessful tender will be returned back after award of the work.
3. The Contractor shall follow all labour laws.
4. The contractor shall employ only such workers for the execution of work who are skilled and experienced in their respective trade. The Regional Director ESIC shall be at liberty to object and ask to remove from work any person employed by the contractor who in the opinion of Regional Director is not competent or is negligent of his duties. Such a person shall not be re-employed again by the contractor without the permission of the Regional Director, ESIC.
5. The contractor shall follow all safety regulation for the safety of workers/work.
6. All tools and plants, machinery and fuel etc required for the execution of work will be arranged by the contractor at his own cost. Nothing extra would be payable for transport, octroi, entry tax, local tax etc.
7. The contractor shall not sublet any portion of the work without prior written permission of the competent Authority.
8. The decision of the Regional Director, ESIC regarding the quantum of work as well as justification thereof in respect of rates for substandard -work which may be decided, to be accepted will be final and would not be open to arbitration.
9. The contractor shall have to make his own arrangement for storing and stacking of material T &P etc at site.
10. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
11. Income tax and other taxes if any will be deducted as per rules.
12. Performance Security Deposit which is 5% of total value of contract should be deposited at the time of execution of the agreement, which will remain valid for a period of 3 months beyond the date of completion of all contractual obligations of the AMC.
13. Regional Director is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at his discretion.

14. All Spares/ Materials used of this repairs / maintenance of the Fire Fighting System should be of requisite quality must be of ISI mark and agency is liable to replace any Spares/materials which are found Substandard or not meeting the quality.
15. Please note that in the event of Purchase order/Work Order, all the payments shall be made only through Electronic Fund Transfer/RTGS methods, and you are required to furnish the following information in your offer (a) Account Number (b) Your Account Name (c) Bank Name (d) Branch Name and Address with IFS Code (e) MICR Code (should be supported by a cancelled Cheque leaf copy to eliminate typing errors) (f) PAN Number.
16. The period of contract is for one year from the date of agreement.
17. ESIC reserves the right to alter/ modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on part of tenders will render the tender liable for rejection/cancellation.

18. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over Goa.
19. The firm should undertake to arrange genuine spares as when required within four working days.
20. The payment will be made on bi-monthly basis after providing satisfactory service during the period of AMC and on receipt of your bills in-duplicate.
21. The Tenders without EMD will summarily be rejected.
22. The cost of Tender Document is Rs. 200/-. The tender document can be purchased from this office. In case of downloaded tender document, the Demand Draft of Rs. 200/-in favour of ESI Fund A/C No 1 payable at Panaji to be enclosed while submitting the tender documents.
23. Incomplete tenders received after the due date of submission due to postal/courier delay will not be considered.

TERMS & CONDITIONS OF CONTRACT

1. The contractor must inspect the site conditions before quoting the rates.
2. The Tenderer are required to quote rates in Annexure "B" in words as well as in figures.
3. The rates quoted will be valid till completion of the work/contract period.
4. Bidders must indicate if their rate is inclusive of all Taxes like VAT/ Sales Tax and or Excise Duty etc.
5. The contractor shall attend the emergency breakdown calls made by the ESIC on need basis without any extra cost.
6. The contractor should submit the undertaking for unconditional tender in the format as per Annexure-A.
7. **Scope of Work:-** Contractor shall check and render preventive maintenance service of all the Fire fighting equipments bi- monthly, that is, six times in a year during the currency of the contract.

Each service will include the following:-

- a) Checking the functioning of all the Electric pumps, Diesel Generator pump. Main service consists of oiling, greasing and cleaning of motor pumps, starter, main switches, battery, diesel tank, adjusting alignment and gland packing in pumps. If necessary during the period of agreement, overhauling of pumps, motor bearing replacement etc has to be carried out. Supply of all spares and materials required for satisfactory running pumps will be paid by ESIC on actual need basis against proper purchase bills
 - b) The system lines shall be hydro-tested.
 - c) All hydrant valves shall be tested for operation & leakage.
 - d) Fire hose and hose reels shall be tested and maintained properly.
 - e) Check and maintain Electric panel in good condition.
 - f) Check all the balance equipment of hydrant system, such as Nozzles sprinklers etc.
 - g) Lubrication of moving parts should be done with quality lubricants.
 - h) Replacing of defective / worn out parts with new genuine parts.
 - i) Fire alarm Panel, Hooter fire alarm, smoke Detectors, Heat Detector, Response indicator, diffuser should be tested for its proper functioning.
 - j) All type of fire extinguishers should be maintained fit for operation.
 - k) Any additional equipment not listed in the equipment list but form part of the fire fighting installation of the building should be attended also.
8. Additional Conditions
- a) Machines shall be handed over in working condition after completion of AMC.
 - b) Complaint will be attended within 24 hours except on Sunday and Govt. holidays.
 - c) Payment will be made on execution of AMC repair works on bi-monthly basis.

- d) Agreement shall be drawn with the Agency based on the terms and conditions of contract.
9. During the visits, the agency should give operation training on fire safety equipment to our Security Staff.
10. ESIC shall bear full cost of all spares and accessories needed during the period of preventive maintenance service on actual need basis only. If the price of the spare is not found reasonable, ESIC is at liberty to purchase spares of their own and supply to agency, if so decides.

ESIC R.O. Building, Patto-Plaza, Panaji, Goa

List of Equipments available in this office for reference of bidder.

a) Hydrant System		
List of Equipments		
Sr. No	DESCRIPTION OF EQUIPMENT	CAPACITY
1.	Electric Fire Pump 1no	75 HP
2.	Diesel pump 1 no	72 HP
3.	Jockey Pump 1 no	15 HP
4.	Air Cushion Tank 1 no	---
5.	Pressure Gauge 8 no	---
6.	M.S. Piping	
	a)	200 mm
	b)	150mm
	c)	125mm
	d)	100mm
	e)	80mm
	f)	50mm
7	Sluice Valves	
	Butter fly valve	
	a. 4 nos	150 mm
	b. 8 nos	100 mm
	c. 1 no	80 mm
8	Non Return Valves	100 mm
	(a) 8 nos	
9	Main Control Panel 2 nos	
10	Four way Fire Brigade Inlet 1 nos	63 mm
11	Branch Pipe 6 nos	63 mm
12	Canvas Hose 7.5 mtrs	63mm
13	Canvas Hose 15 mtrs	63 mm
14	Surface Hydrant	63 mm
15	Double Hydrant inside building	63 mm
16	Single Hydrant outside building	63 mm
17	Air Release Valve	25 mm
18	Hose Reel 10 nos	36 mts

19	Flow Indicating Switch	07 nos	
20	Hydrant Valve	09 nos	63 mm
21	Fire Hydrants (External)	4 nos	63 mm
22	Automatic Sprinkle System	222 nos	

b)	<u>Fire Alarm System</u> List of Equipments		
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Sr. No	Description of Equipment	Qty
1	Smoke Detector Optical Type	118 nos
2	Heat Detector	15 nos
3	Fire Alarm Panel	02 nos
4	Hooter Fire Alarm	18 nos
5	Response Indicator	27 nos
6	Difuser	63 nos

c)	<u>First Aid Fire Fighting</u> List of equipments		
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1	Dry chemical powder Extinguisher (A. B. C Type) of 5 kg capacity	9 nos
2	Carbon dioxide Extinguisher of 4.5 kgs	9 nos
3	Water CO2 Extinguishers of 9 litres	7 nos
4	Fixed Automatic Gaseous Fire Extinguishers of 5 kgs	3 nos

(List is only indicative but may not be exhaustive)

SUBMISSION OF BIDS

Proposals should be submitted in two separate sealed envelopes namely, "**Technical Bid**" and '**Financial Bid**'. The technical and financial bids duly sealed in separate envelope and be kept inside a single third envelope which shall clearly superscribed as " **Tender for Providing Annual Maintenance Contract For Fire Fighting System At Regional Office, ESIC, Goa**" due on date **16/01/2017** upto 3.00 PM . The envelope should be clearly marked as '**Technical Bid**' (**Envelope -I**) and '**Financial Bid**' (**Envelope -II**). The third envelope shall contain the Earnest Money Deposited with covering letter.

TECHNICAL BID

Eligibility Criteria:

1. The Tenderer should be authorised dealer/ agent having minimum Five years experience in the maintenance of fire fighting/ safety equipment /systems.
2. Copy of Licence from Fire and Emergency Department to be enclosed.
3. The Tenderer should submit supply order copies of similar works (at least 3) executed in reputed organization during the last 2 years.
4. Copies of VAT /service tax registration certificate.
5. Copy of Trade Licence/Firm/ Company Registration certificate.
6. Copy of Pan Card of company /proprietor.
7. Copy of Income Tax return for the last year (2015-16).

The Financial bid of the Tenderer, whose Technical bid is found to be qualified only, will be opened in the presence of the Tenderers, who desire to attend the opening of financial bid.

Financial Bid

Financial Bid duly filled in is to be submitted to the office in a sealed envelope circumscribing on envelope, Financial Bid “AMC for servicing of fire preventive Equipments”. (Labour charges only Non Comprehensive AMC).

Sr. No	Description of item	Recommended periodic schedule of Maintenance	Annual rate including all taxes (in Figures)	Annual rate (in words)
1	Hydrant System	Bi-monthly (6 services/year)		
2	Fire Alarm System	Bi-monthly (6 servicesp.a)		
3	Portable Fire Extingusiher	Bi-monthly (6 services p.a)		

(Material/spares used for servicing the fire equipment/systems will be paid extra by ESIC on actual need basis only against the proper bills)

Signature of authorized person
Seal of the company