



TENDER DOCUMENT

FOR

ANNUAL MAINTENANCE CONTRACT FOR ROUND THE CLOCK OPERATION & MAINTENANCE OF FIRE-FIGHTING, SANITARY AND PLUMBING SYSTEM AT INSA

ESTIMATED COST:	Rs. 30 Lakhs (Rupees Thirty lakhs only) per annum
DATE OF ISSUE OF TENDER: DOCUMENT	07.06.2018
LAST DATE FOR SUBMISSION OF : DULY FILLED TENDER DOCUMENT	21.06.2018 upto 5:00 p.m.)
TENDER OPENING DATE & TIME: (in presence of all bidders)	On the 28.06.2018 3.00 p.m.

INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110 002

Tel: 91-11-23221931 upto 1950 (20 lines EPABX); Fax: 23235648,23231095

www.insaindia.res.in Email: adarsharora.65@gmail.com

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002
Notice Inviting Tender

Estimated Cost: Rs. 30 lakhs (Rupees Thirty Lakhs)

Subject: ANNUAL MAINTENANCE CONTRACT FOR ROUND THE CLOCK OPERATION & MAINTENANCE OF FIRE-FIGHTING, SANITARY AND PLUMBING SYSTEM AT INSA.

Sealed Tenders are invited from reputed and experienced Agencies/Contractors having experience for the above subject job under two bid system named “**Technical Bid**” and “**Financial Bid**”. Technical Bid required registration with EPF, ESIC, GST, PAN & an EMD amount of **Rs. 40,000/-** (Rupees Forty thousand only) in the form of Bank Draft or Pay Order of any scheduled Bank. The Agency / Contractor should have at least three years’ experience for the subject job. The Agency should have completed yearly one job (in last 3 years) of 80% value **OR** two jobs of 50% value **OR** three jobs of 40% value of the estimated cost in Govt./Semi Govt./Autonomous Organization / Public Sector Undertakings will be eligible to apply. The selected agency will be required to fulfill all statutory requirements of State/Central Government.

The detailed Tender document (non-refundable/non-transferable) along with terms and conditions and detail scope of work can be obtained from INSA on the payment through Banker’s Cheque / DD / cash amount of Rs. 1000/- (Rupees One Thousand only) on any working day within 15 days from the date of advertisement **OR** may be downloaded from INSA Website & submit the same to the Academy along with tender cost of Rs. 1000/- (Rupees one thousand only) in the shape of Pay order/Bank draft of any scheduled Bank.

The Academy reserves the right to reject any or all tenders without assigning any reason thereof.

TENDER FORM

Name of work : ANNUAL MAINTENANCE CONTRACT
FOR ROUND THE CLOCK OPERATION
& MAINTENANCE OF FIRE- FIGHTING,
SANITARY AND PLUMBING SYSTEM
AT INSA

Name of the Organization: Indian National Science Academy

Address : Bahadur Shah Zafar Marg
New Delhi-110002

Name of the Contact Person A K Arora
Programme Officer (Estate)

Last Date for Submission of Tender Within 15 days from the date of
Publication of the advertisement (Till 5:00
p.m.)

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110 002

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INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi -110 002

INSA/AMC/FF/AMC/2018-19

Dated: 6 June, 2018

M/s. _____

Subject: **ANNUAL MAINTENANCE CONTRACT FOR ROUND THE CLOCK OPERATION & MAINTENANCE OF FIRE-FIGHTING, SANITARY AND PLUMBING SYSTEM AT INSA**

Dear Sir,

1. Sealed tenders are invited on behalf of Indian National Science Academy for Annual Maintenance contract For Round the Clock Operation & Maintenance of Fire-fighting, Sanitary and Plumbing System at INSA, New Delhi from the eligible reputed agencies in two separate envelopes. Sire can be inspected between 2.00 p.m. to 4.00 p.m. at any working day for the purpose to evaluate the total quantum of work in accordance with Scope of work given in the tender form. The "Technical" and "Financial" bid may be submitted in two envelopes superscribing on the envelope 'Technical Part' and 'Financial Part'. The financial part will be opened when firm qualified technically. The mode of submission for offers is explained in the **Appendix-A** attached herewith.
2. The quantum of work is given as **Appendix-B(p/14-18)** of this letter. Please work out and quote your monthly rates as per **Annexure –II(p/24-25)**
3. The offer is to be submitted to the Sr. Consultant, Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110 002, within 15 days of the publication of this notification along with earnest money deposit of Rs.40,000/- (Rupees Forty thousand only) in the form of Bank Draft/Pay Order/Banker's cheque of any scheduled bank.

(A.K. Arora)
Programme Officer (Estate)

Refer to para. 1 of letter

INSA/AMC/FF/AMC/2018-19

Dated: 6 June, 2018

MODE OF SUBMISSION:

1. The offer in consolidated amount should be inclusive of material and manpower required for “Annual Maintenance contract For Round the Clock Operation & Maintenance of Fire-fighting, Sanitary and Plumbing System at INSA, New Delhi“ including their controls etc. Any increase in minimum wages will be payable by the Academy to follow the Govt. guidelines.
2. All covering letters and information to be included in the offer shall be submitted through self-attested copies duly stamped.
3. You are advised to submit your offer strictly according to the terms and conditions, indicated in the **Annexure-I.(p/9-12)**
4. In case of any clarifications/doubts regarding “Scope of work” you are advised to contact Shri A.K. Arora, Programme Officer (Estate) and in case of doubt regarding General Terms & Conditions including EMD, Security deposit and any issue related to payment, you may contact DED(F&A).
5. Please return the documents even if you do not intend to quote.
6. The Sr. Consultant, Indian National Science Academy, reserves the right to accept or reject full or any part of the tender OR all the tenders without assigning any reason thereof.
7. Tender papers are not transferable.

First Envelope (Technical Part Detail)

First Envelope should contain detail of following:

1. The Agency should have completed yearly one job (in last 3 years) of 80% value **OR** two jobs of 50% value **OR** three jobs of 40% value of the estimated cost in Govt./Semi Govt./Autonomous Organization / Public Sector undertaking will be eligible to apply.
2. The firm should have at least minimum 3 years' experience Annual Maintenance Contract For Round the Clock Operation & Maintenance of Fire-fighting, Sanitary and Plumbing System.
3. A list of clients along with contact person should be submitted by the agency in which they have performed / completed their services / works during last three years.
4. Bank draft /OR Pay order of Rs.40,000/- (Rupees forty thousand only) as EMD. The agency registered with NSIC/MSME, will be treated as Gol norms.
5. Tenders not conforming to Academy's requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
6. The tender form should be clearly filled in legibly or type. The tenderer should quote amount tendered by him/them in figures and as well as words. Alterations unless legibly attested by the tenderer, shall disqualify the tender. The each paper of the tender form should be signed by the Tenderer himself. The forwarding letter should be signed along with quotations. Copies of the firm's Registration, Provident Fund Account No., ESI No., PAN no. etc. and GST no. etc. and satisfactory performance certificate issued by the concerned agency(s) including organizations where such type of work/jobs have been performed by the contractor in the recent past shall also be enclosed.
7. The following information should be indicated on the envelope:
 - a) Tender for Annual Maintenance contract For Round the Clock Operation & Maintenance of Fire-fighting, Sanitary and Plumbing System at INSA ("Technical part or "Financial part")
 - b) Name of the firm

Second Envelope (Financial Part):

1. Second envelope should contain a 'Financial Part' as per the "Terms and Conditions" "scope of work" given in the tender form (**Annexure-1.p/24-25**) and **Appendix-B(p/14-18)** respectively.
2. At the time of quoting rates, agency should be aware about the strictly compliance of prevailing Minimum wages of NCT of Delhi and other statutory requirements like PF, ESI & Bonus etc. as per labour laws of NCT of Delhi/Govt. of India.
3. Monthly payment will be payable by the Academy only after having all the challan/receipts towards statutory requirements deposits by the agency in their respective Account.
4. In case of any increase in any statutory requirements like Minimum wages, PF, ESI & Bonus etc. will be paid by INSA to the agency to comply with as per labour law of NCT of Delhi/Govt. of India.
5. The tender shall be opened in presence of participating agencies through a Committee appointed by the competent authority on the date & time mentioned on the tender document. The last date of submission of completed tender document will be 15 days upto 5.00 pm.
6. The Sr. Consultant, INSA reserves the right to accept or reject any or all the tender without assigning any reason thereof.

Please refer para No. 3 (p/6-8) of Appendix A

TERMS AND CONDITIONS

1. The work shall be carried out as per “scope of work ‘mentioned at Appendix-B. Wherever it is mentioned in the scope of work that the contractor shall perform certain tests or provide certain facilities/materials, it is implied that the contractor shall do the same at his own cost.
2. Tender must be unconditional.
3. The Academy will deduct income tax/other taxes as per Govt. Rules.
4. Within 15 days of the receipt of award of work from the Academy, the successful firm shall furnish the security deposit of 10% of the total amount of contract through Pay order/Bank Draft / Bank Guarantee in favour of the Indian National Science Academy for due performance of the contract. EMD amount will be adjusted at that time. In the event of any breach/violation contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Academy. No interest shall be paid by the Academy on earnest money or security deposits.
5. The contractor shall prepare an Agreement on a non-judicial stamp paper of Rs.100/- after due approval by INSA which will be signed by INSA and the Contractor before releasing the 1st payment to the Contractor. Preferably, this exercise should be completed within 30 days from the date of commencement of the contract.
6. The tenderer should take care that the number, rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
7. The validity of the tender should have minimum three months from the date of opening of tenders.
8. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions including Scope of work. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
9. The contractor shall fulfil all the statutory requirements of NCT/Union of India relating to their labour engaged by them and submit the self-attested copies of challan/receipt in this regard to INSA monthly.
10. The Agency shall provide trained staff for the work awarded to them and deploy the man power whose age shall be above 18 years.
11. That the agency shall be responsible to attend the fault immediately and rectify the same within 24 hrs. However, the major fault will be attended within 24 hours and rectified the same within 7 days.

12. That the agency staff shall work under overall supervision and direction of Programme Officer (Estate).
13. The agency shall not transfer the contract to any other person in any manner.
14. The firm will be responsible to take over the system on as it is and where it is basis.
15. In case of any dispute or difference, the award of the arbitrator appointed by the President, INSA shall be final and binding on the parties to the contract. The court at Delhi/New Delhi shall only have the jurisdiction over the matter in case of any dispute.
16. The Academy reserved the right to withhold the payment in the event of unsatisfactory performance of the work. In such eventuality, the Academy further reserves the right to get the work done from open market or through other agencies and payment will be recovered from the contractor's monthly bill or his security deposit may forfeited.
17. Any person who is an employee of the Academy shall not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.
18. In case any accident during course of duty of a worker at the site, the contractor will take care of the person in all respects, INSA will not be bound liable to pay any compensation in this regard.
19. The Agency staff shall be available all the time as per their duty roaster and they shall not leave their place of duty without prior permission.
20. The agency shall be responsible to provide immediate replacement to take place of any Fire Fighting, Sanitary and plumbing staff, who is not available for duty at the place of posting. In case of absence from duty of the worker and if no substitute is provided, the Academy shall make deductions from the monthly bill in accordance with their wages paid to them by Contractor keeping in view of the total absence of the worker from duty including suitable penalty.
21. Joint inspections of the installation will be carried out once in month by the Contractor or his supervisor and INSA supervisory staff.
22. The Contractor shall provide all the operators who have ITI Diploma with 2 year experience in the relevant field or having minimum 10 year experience to operate and maintenance such type of Fire-fighting installation and skilled helpers should be minimum 10th Class or well experienced in the field. The manpower deployed at INSA will be adjudged by INSA about capabilities. Accordingly, they will be allowed to work at INSA.
23. The Academy shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.

24. The "Scope of work" and duties of Operation and maintenance if Fire-fighting system etc. shall be performed by the Contractor as per the "Scope of work " given in **Appendix-B(14-18)**.
25. The attendance and other relevant records shall be kept by the contractor at his own cost and be produced by him on demand of the Academy or any other officer deputed for this purpose by the Academy.
26. In case any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, invalid or found indulging in unlawful or union activities, the contractor shall replace such persons with a suitable substitute at the direction of the department.
27. INSA shall not be liable to provide any sort of accommodation to the staff or persons deployed by the contractor in the premises of the Academy after his duty hours.
28. The contractor and his staff shall follow the guidance of INSA as directed to them from time to time.
29. The Contractor shall promptly notify to INSA of any subsequent change in the constitution of their firm. It shall be open to INSA to terminate the contract on the death, retirement, dissolution, insanity or insolvency of any person being a partner without the approval in writing of INSA but such option shall not be exercised withheld unreasonably.
30. The contractor shall be responsible for making good, to the satisfaction of INSA, any loss or any damage to all structures and properties belonging to INSA.
31. The contractor shall adhere to safe maintenance practice and guard against unsafe/hazardous working conditions and shall comply with safety rules.
32. The Contractor shall comply with all the statutory requirements related to their workmen positioned at INSA and provide the record as and when asked by the Academy.
33. No staff shall be reshuffled by the Contractor without notice to INSA and the staff engaged by the Contractor shall work within the ambit of scope of work.
34. In every case in which by virtue of the workman's compensation Act, the Government of India/Government of Delhi is obliged to pay compensation to such person employed by the contractor in execution of the work, the Academy will be entitled to recover from the contractor the amount of compensation so paid.
35. INSA as well as contractor can at any time may terminate the contract after giving one month notice in writing.
36. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Academy.

37. This is a contractual agreement and not one of creating any employment. There shall be no employer/employee relationship between INSA and contractor or his employees. The Contractor will liable to discharge all the statutory liabilities to its employees and furnish photocopies or proof of having done so.

DETAIL OF EQUIPMENT

The Fire-Fighting, Plumbing & Sanitary System installed at INSA, consisting of the following assemblies / sub-assemblies are covered under the contract:-

- Fire Pump	-	100 H.P
- Sprinkler Pump	-	75 H.P.
- Jockey Pump	-	20 H.P.
- Submersible Pumps	-	02 Nos.
- Domestic Water Pumps	-	02 Nos.
- Treated Soft Water Pumps	-	02 Nos.
- Raw Water Pumps	-	02 Nos.
- Diesel Engine driven fire pump	-	75 KW/100 H.P
- Sump Pump	-	08 Nos.

All the fire-fighting, sanitary & plumbing fittings / equipment and their accessories of INSA premises.

Softener Plant including its re-generation.

Fire Extinguishers' Detail:-

(i)	Water CO ₂ (9 ltrs.)	-	54 Nos.
(ii)	BC Gas type (4.5 Kg.)	-	55 Nos.
(iii)	ABC (10 Kgs.)	-	31 Nos.
(iv)	ABC (5 Kgs.)	-	07 Nos.
(v)	DCP (10 Kgs.)	-	06 Nos.

Total: - 153 Nos.

Refer to para 2 of letter No. (p/5)
INSA/AMC/FF/AMC/2018-19
Dated: 6 June, 2018

SCOPE OF WORK

- 1) The Contractor's scope of work shall include the following:
 - a) The operation, maintenance and repair of the following plant, machinery, appliances and fittings etc. on the basis of 365 days a year round the clock.
 - b) Maintenance & upkeep of the plumbing, sanitary fittings for approx.. 50 guest room, ladies and genets toilets, pantries, main kitchen in the entire INSA complex.
 - c) **Detailed Job:**
 - i) Soften Plant: (i) O & M of water softening plant comprising 1 No. softener, 1 No Press filter each of capacity 18000 PH, Blower and doser including regeneration of resin with brine solution, preparation of brine using common salt, maintenance of connected pipes, valves, rota meter, water meter, pressure gauge etc. including the following jobs.
 - ii) Checking of hardness and PH values as directed by INSA daily & keep them within the desired limits.
 - iii) Return wash of the plant will be done on the regular intervals or as and when required.
 - iv) Daily checking & recording of water meter reading of soft water daily.
 - v) Result of soft water hardness & PH value will have to be submitted to INSA twice in a month.
 - d) **Jobs Related to Drinking / Soft / Raw Water pumps**
 - i) Tube well water should not be filled in any underground storage tanks except in case of any emergency like fire etc.
 - ii) Checking & recording of pressure gauges and current drawn by motor reading daily on regular intervals as directed by INSA.
 - iii) Noticing of any unusual noise/vibration of any motor or pump & rectifying the fault immediately.
 - iv) Replacement of grease as and when required
 - v) Replacement of stuffing box packing as and when required

- vi) Checking of sealing connections & alignment of pumps sets as and when required.
- vii) To ensure the proper supply of drinking & flushing water on all the floors/entire INSA premises.
- viii) Mixing of chlorine in drinking water as and when required and maintain the chlorine ratio within the permissible limits. Proper record of Chlorine mixing is also to be maintained.

All O/H & underground water tanks should be cleaned at least once in a month OR periodically (as decided by INSA time to time) and proper cleaning record should be maintained as per INSA direction.

All the valves/fittings should be checked/descaled periodically including the fittings which have fitted in the shaft & immediately reporting to the concerned Officer, INSA in case of improper functioning of any fitting/valves.

e) **Job Related to Fire Fighting System**

- i) To ensure the water pressure within 4-8 kg/cm² in the all fire hydrant/hose reel lines for all the times.
- ii) The fire line should always be charged up to the terrace level & pressure should be at within the limits as recommended by DFS.
- iii) To ensure the checking/operation of wet riser, fire hydrants, water sprinklers, fire extinguishers and the pumps at least once a month or as required.
- iv) The Fire-drill should be made once in month to ensure the proper function of all the fire-fighting system at INSA. All the parameters of fire-pumps, diesel fire pump should be recorded and duly signed by the INSA/contractor's representatives (all the manpower which will be required for fire-drill will be under the scope of the contractor).
- v) To ensure the 'A' check of fire diesel pump daily & 'B' Check after six months or 250 running hours whichever comes earlier. Other checks like "C" also to be carried out as per the recommendations of the manufacturer. The skilled /qualified manpower required for the purpose will be arranged by the contractor. Material related to "B", "C" & "D" check will be provided by INSA.
- vi) Cleaning of all the fire-fighting equipment & their connected accessories daily.

f) **Jobs Related to Fire Extinguishers and Fire Panel**

- i) The maintenance of water CO₂ (9 Litters each) – 54 Nos., BC Gas type (4.5 kg each) – 55 Nos., BC Dry Powder (10 kg each) – 6 Nos., ABD Dry Powder (10 kg each) – 31 Nos., & ABC Dry Powder (5 kg each) – 7 Nos. (Total = 153 Nos) includes – gun metal union & Cap's rubber washer,

union cap safety clip, discharge nozzle, valve mounting clamps, discharge hose pipe with nozzle, needle gauge & safety valves etc.

- ii) The material required (excluding refilling) for the above said job will be supplied by the contractor free of cost. Required gas/cartridge payment will be made by INSA.
- iii) Checking of the fire panel (installed at Reception) and all P.A. system connected with fire alarm panel.
- g) **Job Related to Electrical Maintenance of the Fire Diesel, Fire Domestic Water, Raw Water, Soft Water Pumps and Other Elect. Control Panels etc.**
 - i) Daily checking and recording of all the elec. parameters of each and every pumps like current drawn by the motor, voltage supplied etc.
 - ii) Checking and repairing of all elec. Control circuits which are connected with the water/fire pumps circuit.
 - iii) Checking and recording of earth/insulation resistance tests results at least twice in a year or as and when required.
 - iv) The overhauling of starters/switches/relays etc. on quarterly basis through qualified engineers.
 - v) Checking of batteries & replenishment of electrolyte at the required level.
 - vi) The joint inspection shall be carried out as directed by INSA and reported to the officer concerned (INSA)
- h) **Other jobs which are also covered in AMC**
 - i) Painting of all the equipment, which are covered in said AMC at least once in a year. Paint and painting material will be supplied by INSA
 - ii) Repairing / overhauling of any pump or motor and other equipment which are covered in this AMC will be the responsibility of the contractors. The spares will be provided by INSA and the skilled manpower including labour required for the shifting etc. will be provided by the contractor.
 - iii) All kind of welding / brazing job for pipe line (minor repairing related to any water leakage) or fire fighting / plumbing system will be under the scope of the contractor.
 - iv) Descaling of valves including acid required for the purpose will be under the scope of contractor.
 - v) Any unusual event / incident of the fire-fighting / plumbing / sanitary system will be reported to the officer concerned at INSA immediately.
 - vi) To maintain the complete system as per DFS norms will be the responsibility of the contractor.

- vii) The representative of the contractor will also assist at the time of any inspection which will be carried out by the DFS authorities from time to time.
- viii) All the jobs related to maintenance / repairing of any motor, pump, Diesel engine, fire fighting / plumbing equipment / fitting will be under the scope of the contractor.

2.0 TOOLS AND TACKLES AND CONSUMABLES:

- 2.1. For the maintenance & repairing of the equipment, fittings, pumps, motors elec. Panels & valves etc. which are covered in AMC, all the tools required for the purpose will be provided by the contractor.
- 2.2. **The tools which will be required for day to day Elect./Mech. Maintenance like screw drivers (all sizes), "D" spanner sets, ring spanners sets, box spanners sets, pipe wrenches (different sizes), hammers, chisels, pliers, die sets for thread cutting & vice like bench vice and pipe vice etc. will be stacked at INSA site for all the time of the AMC contract period.**
- 2.3. Special tools/machines like welding set, brazing set, gas cutting set drill machine, grinding machine, chain pully, torque wrench & block for lifting of pumps will be arranged by the contractor as and when required at his own cost.
- 2.4. The elect. Meters like mugger, Multi-Meter, earth tester, lamp tester, hydrometer, high voltage tester etc. will be supplied by the contractors at his own cost.
- 2.5. The consumable like old dhotis, grease, Mobil oil, sealing compound washers, seals, welding electrodes, electrolyte for batteries, adhesives and any type of nut-bolt /nails/ / screws clamps to fasten the weak and leaking pipes etc. will be supplied by the contractor for the maintenance purpose at his own cost and sufficient stock will be kept at INSA site for day-to-day use.
- 2.6. PVC tape, Teflon tape, safeda, torch with cells (at least four cell torch) cement for petty job, gland packing rubber washers for sanitary fittings will also be supplied by the contractor at his own cost and sufficient stack will be kept at INSA site for day-to-day use.

Note: In addition to above said consumables, if any spare parts are required for replacement. INSA will provide the spares or the cost of spares as on actual basis will be paid to the contractor.

3.0 MANPOWER

The manpower requirement of helpers, plumber & operator will be on round the clock basis and 365 days in a year.

- 3.1 One operator plus one helper will be on duty in each shift.
- 3.2 On plumber plus one helper (in addition of 3.1) will be in general shift.
- 3.3 The manpower stated at 3.1 & 3.2 should be skilled and qualified (minimum ITI with 2 years' experience OR experienced at least for ten years of the same kind of installation for technicians or as approved by INSA
- 3.4 The services of electrician/fitters/welder/engineer/other specified technician as and when required for the above said job will also be provided by the contractor free of cost.
- 3.5 The additional manpower fo fire-drill or any other maintenance job will be supplied by the contractor free of cost.
- 3.6 The day-to-day operation/maintenance job will be supervised by a qualified and experienced Supervisor/Foreman/Engineer.
- 3.7 The contractor shall maintain daily/weekly/quarterly/half yearly record of temp./pressure/oil as may be necessary and entry in log book which shall be daily provided to INSA official for verification/counter signature. All the stationery required for the purpose will be supplied by the contractor free of cost.
- 3.8 The firm shall make adequate arrangement for providing relief to the above workers by providing alternative staff as and when required.

INFORMATION REQUIRED

1. The contractor including individual firms are requested to provide the following information with necessary supporting documents:-

- a) Contractors identification data as per enclosed Form-I
- b) Contractors previous experience as per Form-II

2. (i) Experience in the maintenance of 'Annual Maintenance contract For Round the Clock Operation & Maintenance of Fire-fighting, Sanitary and Plumbing System.

(ii) The Agency should having yearly experience to carry out a single job of 80% value **OR** two jobs of 50% value **OR** three jobs of 40% value of the estimated cost in Govt./Autonomous Organizations/PSUs.

The following documents shall be submitted by the contractor along with the application.

- a) Performance/experience certificate issued by clients establishing the agency's credibility of timely completion of job etc.
- b) Applicant shall give details about himself or any of his partners/shareholders who has ever been black-listed/removed from the approved list of agencies or demoted to lower class by order passed, banning/suspending business with the applicant etc. by any department in the past.
- c) Financial offer is to be submitted as per the format attached at **page No. 24-25 (Annexure-II) after** considering all the points indicated at page No. 4.

Incomplete application OR application without supporting documents are not likely to be considered.

(To be submitted with technical part)

FORM NO. I

CONTRACTOR'S IDENTIFICATION DATA

Affix duly attested
P.P. size
Photograph of the
Tenderer

1. Due date of tender _____
2. Name, Address of Firm/Agency and Telephone No. _____
3. Registration detail with **MES/CPWD** of the Firm/Agency _____

4. Name, Designation, Address and Telephone No. of
Authorized person of Firm/Agency to deal with _____

5. Please specify as to whether tenderer is sole Proprietor/Partnership Firm,
Name, Address/and Telephone No. of Director/Partners should be specified

6. PAN No. of Income Tax issue by Income Tax Department

7. GST Number
8. Provident Fund Account No. and authority with whom registered.

9. ESI No. _____
10. Details of earnest money deposited

- a) Amount _____
- b) Bank Draft/Pay Order _____
- c) Date of issue _____
- d) Name of the Bank _____

11. Details of experience with regard to Operation & maintenance of Fire-fighting, Sanitary and Plumbing System (with full details of the Agency(s) to whom such contracts awarded with copies of the satisfactory reports / NOC issued by Supdt. Engineer/Ex-Engineer level should be attached). In case number of Agencies are more, then separate sheet may be used for indicating experience etc. (please attach additional sheet, if required).

12. Any other information.

Declaration by the contractor:

1. This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions and instructions contained herein and undertake to abide terms & conditions and scope of work, including compliance of statutory requirement in regard to their workmanship engaged at INSA and also provide the record to INSA about these compliance as & when asked by INSA in respect to PF, ESI & Bonus etc.
2. This is also to confirm that we will provide all the statutory detail including GST challam etc. to INSA with our monthly bill.

(Signature of Tenderer)
Name _____

Designation _____

Address _____

Phone No. (O)
(R)

Email Id: _____

NOTE: Attach separate sheet, if required.

FORM – II

CONTRACTOR'S PREVIOUS /CURRENT EXPERIENCE DATA

I. EXPERIENCE

- a) Name of the Project –I _____
- b) Client's name _____
- c) Client's address and telephone number _____

- d) Start date _____
- e) Completion date _____
- f) Total value of work _____
- g) Supporting documents _____

- II.**
- a) Name of Project –II _____
 - b) Client's name _____
 - c) Clients name _____

 - d) Start date _____
 - e) Completion date _____
 - f) Total value of work _____
 - g) Supporting documents _____

- III**
- a) Name of Project –III _____
 - b) Client's Name _____
 - c) Client's address and telephone number _____

 - d) Start date _____
 - e) Completion date _____
 - f) Total value of work _____
 - g) Supporting documents _____

Certificate by the Tenderer

This is to certify that before signing I/we have read the tender document fully and understood the scope of work and all other terms & conditions contained herein and I/We will be liable to fulfil all the statutory requirements in regard to manpower engaged at INSA & provide the all necessary document to INSA as & when asked for.

(Signature of Tenderer)

Name : _____

Designation _____

Address: _____

Phone No: (O)
(R)

Email Id _____

Signature _____

Affix rubber stamp _____

Annexure – III

**INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110 002**

Financial bid/Offer of rates for the operation & maintenance of Fire-fighting, Sanitary & Plumbing system at INSA.

(To be submitted with Financial Bid)

Before quoting rates, it should be clear to the all participating agencies that they will provide the following documents along with their monthly bill to INSA for payment.

- 1) Original invoice indicating GST number of the firm and as well GST No. of INSA
- 2) PF & ESI challan
- 3) Salary sheet of each employee employed at INSA indicating PF, ESI number along with PAN number and cheque number /ECS detail
- 4) Quarterly GST challan
- 5) Bonus sheet indicating cheque number / ECS of each employee employed at INSA. This sheet will be provided to INSA once in a year, when Bonus will be claimed by the Agency in respect of their workers engaged at INSA.

Breakup of the Rates

S.No.	Particulars	Manpower Required	Charges per person (as per prevailing minimum wages applicable)	Total Charges (in Rs)
1	Pump Operators/Operator	4 persons	- Minimum wages per Person: @ Rs. 16,858.00	67,432.00
2.	Helper	4 Nos.	@ Rs. 13896.00	55,584.00
3.	1/6 th Reliever Charges		1/6 of Rs. 1,23,016.00	20,503.00
TOTAL				1,43,519.00
4.	PF	@13.00%	13% of Rs. 15,000 on 8 Persons	15,600.00
5.	ESI	@ 4.75%	4.75% on 1,43,519.00	6,817.00
TOTAL				1,65,936.00
6.	Consumables			
7.	Other charges for expert services etc. to follow the "scope of work" as mentioned in this Tender document			
8.	Softener Plant Maintenance Charges			
9.	Fire diesel Pump Maintenance charges including "B" check service etc.			
10.	Maintenance of Fire extinguisher			
11.	Overheads			
12.	GST			

Grand Total (in figure) _____

(In words: _____)

Note: In addition to above, Bonus Payment will be released once in a year on Production of Bonus Bill.

Note: Attach separate sheet, if required.