



भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002

www.insaindia.res.in

निविदा आमंत्रण सूचना (एनआईटी)

(ओपन टेंडर)

विषय: इन्सा में ऑपरेशन & फायर-फाइटिंग, सेनेटरी और प्लम्बिंग सिस्टम का वार्षिक अनुरक्षण संविदा (एएमसी)।

एक वर्ष की अवधि के लिए द्विबोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के अंतर्गत उपर्युक्त कार्य के लिए पात्र, पंजीकृत, प्रख्यात, आर्थिक रूप से समृद्ध और अनुभवी कंपनियों/ फर्मों/ एजेंसियों/ सहकारी सोसाइटियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं जिसको दोनों पक्षों की आपसी सहमति से उन्हीं निबंधन और शर्तों पर आगामी चार वर्षों (दो वर्ष + दो वर्ष) के लिए बढ़ाया जा सकता है।

अनुबंध श्रम (क्रांति एवम् उन्मूलन) अधिनियम, 1970 के अंतर्गत मान्य श्रम लाइसेंस धारित, संबंधित विभागों/ प्राधिकरणों/ सांविधिक निकायों से ईएसआईसी, ईपीएफ, सामान एवम् सेवा कर (जीएसटी), पैन के साथ पंजीकृत और सरकारी/अर्धसरकारी/स्वायत्त संस्थानों/प्रतिष्ठित सार्वजनिक क्षेत्र के उपक्रमों में पिछले तीन वर्षों के दौरान रूपये 25.60 लाख (लगभग कुल रूपए 32.00 लाख की वार्षिक लागत का 80%) या इससे अधिक प्रति वर्ष एक कार्य अथवा रूपये 12.80 लाख (लगभग कुल रूपए 32.00 लाख की वार्षिक लागत का 40%) या इससे अधिक प्रति वर्ष प्रत्येक की लागत के दो कार्य सफलतापूर्वक पूरे करने वाली फर्मों/ एजेंसियाँ आवेदन के लिए पात्र हैं। कार्य के लिए चयनित कंपनियों/फर्मों/एजेंसियों को केन्द्र/राज्य सरकार द्वारा निर्धारित न्यूनतम मजदूरी (जो ज्यादा हो), ईएसआईसी और ईपीएफ का अनुपालन सुनिश्चित करना होगा।

निबंधन, शर्तों और कार्य क्षेत्र सहित निविदा दस्तावेज (अप्रतिदेय/ अहस्तांतरणीय) दिनांक 6 सितम्बर 2022 से 17:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट: <https://insaindia.res.in> से डाउनलोड किया जा सकता है। विधिवत् भरी हुए निविदा को अंतिम तिथि एवं समय पर अथवा इससे पहले अर्थात् 16 सितम्बर, 2022 को 17:00 बजे तक जमा करा सकते हैं। निविदाएँ दिनांक 19 सितम्बर, 2022 को 11:00 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक स्थायी समिति द्वारा खोली जाएँगी। अकादमी बिना कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-1 (वित्त एवम् प्रशासन)



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

www.insaindia.res.in

NOTICE INVITING TENDER (NIT)

(OPEN TENDER)

Subject: Operation & Annual Maintenance Contract (AMC) of fire-fighting, sanitary and plumbing system at INSA.

Sealed tenders are invited from eligible, registered, reputed, financially sound and experienced companies/firms/agencies/co-operative societies for the above said work under **Two Bid System** (Technical Bid and Financial Bid) for a period of one year which can be extended for further period of 4 years (two years + two years) on the same terms & conditions with mutual consent of both parties.

The firms/agencies holding valid labour license under Contract Labour (Revolution & Abolition) Act, 1970, registered with ESIC, EPF, Goods & Service Tax (GST), PAN from concerned departments/authority/statutory bodies and have successfully carried out at least one similar work of costing Rs. 25.60 Lakhs (80% of total annual value of Rs. 32.00 Lakhs approx.) or above per annum OR two works of each costing Rs. 12.80 lakhs (40% of total annual value of Rs. 32.00 Lakhs approx.) or above per annum during last three (3) years in Govt./Semi-Govt./Autonomous Institutions /Public Sector Undertakings (PSUs) are eligible to apply. The company/firm/ agency selected for the work will have to ensure the compliance of minimum wages fixed by Central/State Government, ESIC & EPF.

The tender document (Non-returnable/ non-transferable) with terms, conditions and scope of work can be downloaded from CPP portal and INSA website: <https://insaindia.res.in> also from 6th September, 2022 at 17:00 hours onwards. The tender duly filled up may be submitted on or before last date and time i.e. 16th September, 2022 till 17:00 hrs. The tenders shall be opened by a committee appointed by the competent authority for this work on 19th September, 2022 at 11:00 hrs at INSA. The Academy reserves the rights to reject or accept any or all the tenders without assigning any reason thereof.

Deputy Executive Director-I (F&A)

TENDER NO.

: INSA/ESTATE/AMC/FIRE/2022-23/

TENDER DOWNLOADED BY:

**TENDER DOCUMENT
(OPEN TENDER)**

**OPERATION & ANNUAL MAINTENANCE CONTRACT OF FIRE FIGHTING,
SANITARY AND PLUMBING SYSTEM
AT
INSA, BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110 002**

**DATE & TIME TENDER AVAILABLE
ON CPP PORTAL and INSA WEBSITE**

: 06.09.2022 at 17:00 Hrs.

**LAST DATE & TIME FOR SUBMISSION
OF TENDER AT INSA**

: 16.09.2022 (up to 17:00 Hrs.)

DATE & TIME OF OPENING OF TENDER

: 19.09.2022 at 11:00 Hrs.



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi – 110002

**Tel: 91-11- 23 221931 – 23221950 (EPABX), Fax: 91-11- 23235648, 23231095
E-mail: estate@insa.nic.in, insaestate@gmail.com; Website: <https://insaindia.res.in>;**

INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi – 110002

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Note:

Tenderers should confirm that they have received all the above documents. The nature and the site of works can be seen personally. Duly signed & stamped bid security declaration (Form V) may please be attached with the tender. **The parties are required to mention their full address, contract number and email ID on the envelope for any future correspondence.**

Tender can be downloaded from CPP Portal and Academy's website: <https://insaindia.res.in> from **06.09.2022 at 17:00 Hrs** onwards. The tenderer does not need to submit the tender fee along with tender at the time of submission. The Academy will not charge any fee against the tender cost.

NOTICE INVITING TENDER

1. Sealed tenders are hereby invited for **Operation & Annual Maintenance Contract of Fire Fighting, Sanitary and Plumbing system** from eligible, reputed and experienced firms/ agencies in two separate bids. The technical and financial bids should be submitted separately super-scribing on the envelope "Tender for Operation & Annual Maintenance Contract of fire-fighting, sanitary and plumbing system within INSA Campus" **Technical Bid** and **Financial Bid**. The financial bid will be opened when the firm is technically qualified. The mode of submission for offers is explained in the **APPENDIX - A** attached herewith.
2. The scope of work is given as **APPENDIX - B** of this tender's scope of work. Please work out and quote your monthly rates accordingly.
3. Tenders should be submitted on the specified form (Non-transferable) which can be downloaded from CPP Portal and Academy's **website: <https://insaindia.res.in>** from 06.09.2022 at 17:00 Hrs.
4. The tender will be addressed to the Deputy Executive Director-I (Finance & Administration), **Indian National Science Academy**, Bahadur Shah Zafar Marg, New Delhi - 110002 and same will be submitted at reception of the Academy up to 17:00 Hrs. on or before **16th September, 2022** along with earnest money deposit (EMD) of Rs 64,000/- (Rupees Sixty Four Thousand only) in the form of Demand Draft/ Banker's Cheque/ Pay Order in favour of **Indian National Science Academy** of any nationalized bank payable at New Delhi.
5. Tender should be submitted at the reception of the Academy on or before the last date and time of submission of tender as mentioned above. Tenders received without earnest money (EMD) will be treated as invalid. The tender shall be opened at INSA on **19.09.2022 at 11:00 Hrs.** by a committee appointed by the competent authority.
6. Canvassing in any manner in connection with the tender is prohibited and the tender submitted by the tenderer who resort to canvassing is liable for rejection.
7. Total Earnest money deposit will be forfeited if the contractor fails to commence the work as per letter of award or the time to start the work is duly extended on the basis of valid reason if provided by the contractor to whom the work has been awarded.
8. The tenderer shall not be permitted to tender for works in the Academy in case his relative is posted in the Academy. He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.
9. Complete tender documents to be complied with by the tenderer who intends to submit the tender, the tenderer may see the tender document at the office of the Assistant Executive Director, INSA, Bahadur Shah Zafar Marg, New Delhi-110 002. If he face the problem in downloading tender from CPP portal and INSA website also.

10. Tender submitted remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be extended by mutual consent and with approval by the competent authority.
11. The Tenderer should quote rates in figures as well as in words, which he shall also work out the amount for each item of work and write both in figures and words. On checking if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure will be followed:
- i. When there is a difference between the rates in figures and in words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
 - ii. When the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
 - iii. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.
 - iv. Overwriting in tender document is not allowed.
12. The Academy has reserved the right to accept or reject/cancel any or all the tenders without assigning any reason thereof.

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ELIGIBILITY CRITERIA:

S. N.	DESCRIPTION
1.	Registration of Company with Statuary Body of State/Central Government
2.	ESI Registration
3.	EPF Registration
4.	PAN Number
5.	GST Registration
6.	Power Attorney
7.	The charges towards the tender cost will be free as per the GFR 2017 Rules.
8.	The EMD of Rs. 64,000/- through banker's cheque/demand draft
9.	Work Experience: (i) At least one work of similar nature of amounting to Rs. 25.60 Lakhs (80% of the total annual value of Rs. 32.00 Lakhs approx.) or above per annum under a single contract in last three (3) years. OR (ii) Two works of each amounting to Rs. 12.80 Lakhs (40% of the total annual value of Rs. 32.00 Lakhs approx.) or above per annum under a single contract in last three (3) years.

MODE OF SUBMISSION:

The sealed tender will have to be submitted by the tenderer in two separate bids. One is 'Technical Bid' and another is 'Financial Bid'. The technical and financial bids shall be submitted separately, super-scribing on the envelopes "Tender for Operation & Annual Maintenance Contract (AMC) of fire-fighting, sanitary and plumbing system at INSA" 'Technical Bid' and 'Financial Bid'. The financial bid will be opened when firm qualifies in their technical bid (technically).

1. The offer may be inclusive of latest minimum wages as per Govt. of NCT of Delhi rates (VDA), EPF, ESI, Goods & Service Tax (GST), administrative charges and other charges including uniforms and identity cards etc. (detail given in financial bid).
2. All covering letters and information to be included in the offer shall be submitted in original or attested copies and all the pages of the offers are to be signed and stamped by the authorized signatory.
3. Tenderers are advised to submit their offer strictly according to the terms and conditions, indicated in the **Annexure - I**.
4. In case of any clarifications/doubts, you are advised to contact Assistant Executive Director-II (Estate) on any working day from 10:00 AM to 5:00 PM.
5. The Deputy Executive Director-I (F&A), Indian National Science Academy reserves the right to accept/reject or cancel any or all the tenders without assigning any reason thereof.
6. Tender papers are not transferable.

First Envelope (Technical Bid):

First Envelope should contain details of following:

1. The offer shall accompany your company profile giving details of successfully carried out at least one work of similar nature of amounting to Rs. 25.60 Lakhs (80% of the total annual value of Rs. 32.00 Lakhs approx.) or two works of each amounting to Rs.12.80 Lakhs (40% of the total annual value of Rs. 32.00 Lakhs approx.) or above per annum under a single contract in last three (3) years in Centre/State Govt./ Semi Govt./Autonomous/Govt. Institutions/ Public Sector Undertakings (PSUs).
2. Annual contract(s) during the last three (3) years to be supported by Performance Certificate (Issued by the Head of Division or by the organization which awarded the work).
3. Details of Registration of the firm with Statuary Body, EPF, ESI registration detail and PAN Number under the Income Tax Act and registered with Goods & Service Tax (GST) Department. Attested copies should be attached with the tender.

4. The firm should have at least two (2) years' experience in providing the contract of fire-fighting, sanitary and plumbing in Central/State Govt. /Semi-Govt./Autonomous/ Govt. Institutions/Public Sector Undertakings of repute.
5. Registration with Statutory Body/agencies i.e. Labour Department under contract labour (Regulation & Abolition), Act 1970 to provide services of contract manpower in organizations.
6. List of clients where contract manpowers were deployed on Annual Maintenance Contracts (AMCs) for fire-fighting, sanitary and plumbing system.
7. Registration of Company with Statuary Body of State/Central Government.
8. It is mandatory that the contractor should have their own office (head/ registered/ branch) in Delhi for dealing day to day affairs of contract.

Second Envelope (Financial Bid):

Second envelope should contain a '**Financial Bid**' as per the terms and conditions **ANNEXURE - I** and scope of work is given in the tender form **APPENDIX - B** respectively.

The tender shall be opened on **19.09.2022 at 11:00 Hrs.** by a committee appointed by the competent authority. The last date of submission of completed tender document is **16th September, 2022 till 17:00 hrs.**

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TERMS AND CONDITIONS OF CONTRACT:

1. The work shall be carried out as per scope of work as mentioned in APPENDIX-B. Wherever it is mentioned in the scope of work that the contractor shall provide certain facilities/materials, if required. It is implied that the contractor shall do so.
2. The tender form shall be clearly filled in ink legible or typed. The tenderer should quote amount tendered by him/them in figures and as well in words. Each sheet of the tender form should be signed by the tenderer himself. The forwarding letter attached should be signed by the party along with tenderer. Copies of the PAN number and satisfactory performance certificate issued by the concerned agency(s), organizations where such type of work/jobs have been performed by the contractor earlier should also be enclosed.
3. If the quoted amount by the two or more bidders/tenderers matches with each other, then the Academy will decide the successful bidder (lowest one) based on the number of successfully completed works and their contract values in last three (3) years.
4. If any bidder or tenderer quote the administrative charge/ service charge as "NIL or Zero (0)" then the Academy will reject/ cancel the tender as per GFR-2017.
5. Providing of suitable manpowers as and when required in addition to the requirement already mention in the tender.
6. The Manpower as mentioned in the tender document may increase or decrease at any time as per the site requirement during the currency of contract.
7. The following information should be indicated on the envelope.
 - a) Tender for Operation & Annual Maintenance Contract (AMC) of fire-fighting, sanitary and plumbing system at INSA.
 - b) Name of the firm with complete address, telephone number & email id.
8. 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.
9. The Academy will deduct income tax/ TDS and other taxes as applicable from time to time from monthly bill as per Govt. of India Rules.
10. At the time of award of work from the Academy, the successful firm shall furnish the security deposit of 3% of the total value of annual contract by Pay Order/ Bank Draft in favour of the **Indian National Science Academy** for due performance of the contract. 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 Security Deposits (SD) deposited by the contractor. The contractor will have to submit security deposit over and above 3%, if there is any amendment made by the Government during the currency of the contract.

11. The contractor shall prepare an agreement on a non-judicial stamp paper of Rs.100/- after due approval by INSA. The first payment shall be released only after the agreement is signed. The contractor will provide the stamp paper at their own cost.
12. No worker below the age of 18 years and above the age of 65 years shall be deployed at site. The contractor shall pay not less than minimum wages as provided by Govt. of NCT of Delhi norms to his workers plus EPF & ESI and keep INSA indemnified in this respect. The contractor will submit monthly bill along with copies of bill calculation sheet, challans/ECRs of EPF, ESI and proof of payment made to his employees deployed under the contract at INSA.
13. The Contractor shall comply with all the relevant laws and statutory requirements covered under various Laws/Acts such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF, ESI and various other Acts as applicable from time to time with regards to the persons engaged by the contractor at INSA.
14. As far as EPF is concerned, it shall be duty of the contractor to get EPF code numbers (UAN) allotted by RPFC against which the EPF subscription, deducted from the payment of the persons engaged and equal employer's amount of contribution should be deposited with respective EPF authorities within stipulated time in every month. Giving particulars of the employees engaged for the works at INSA, is required to be submitted to the INSA. In any eventuality, if the contractor failed to remit employee/ employer's contribution towards EPF subscription etc. within the stipulated time, INSA is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of persons engaged at INSA under this contract.
15. The contractor will provide EPF and ESI registration numbers of persons to whom the payments/wages are paid by him at INSA. ECRs of EPF deduction and ESI deduction, wages sheet and ESI/EPF challans, monthly attendance sheet and bill calculation sheet shall be provided by the contractor every month with monthly bill.
16. The contractor will provide EPF statements/Universal Account Number (UAN) and ESI smart cards to his persons deployed in the Academy and contractor will help to their employees if face any difficulty in this regard.
17. The contractor will provide services of manpower whenever is required by the Academy on extra hours duty.
18. The contractor will pay OTA to his workers in case they are retained for extra hours/ works. EPF and ESI will be paid on OTA amount as per the Govt. of India rules.
19. The agency shall be responsible to provide immediate replacement of their staff under intimation to concern officer of INSA 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 the total absence of the worker from duty plus suitable penalty as decided by INSA. This exercise should not be repeated frequently otherwise Academy will take appropriate action in the matter.

20. That the agency staff shall be available all the time as per their duty timings/roasters and they shall not leave their place of duty without prior permission of Estate Supervisory staff of the Academy.
21. The agency staff shall work under overall supervision and direction of the Academy's Estate Supervisory staff will be given to the contractor from time to time The attendance register be maintained by the contractor and that shall be produced when required by the Academy.
22. Tender must be unconditional. The conditional tenders shall not be accepted by the Academy.
23. The contractor will provide all their staff/worker who is having adequate experience in the relevant field. The manpower deployed at INSA will be interviewed by dealing officer(s) to know their aptitude before they are deployed to work at INSA.
24. The Academy shall have the right to ask the contractor for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
25. The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
26. That the tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
27. Joint inspection of the complete installation will be carried out once in every month by the contractor or his supervisor along with INSA supervisory staff. A report in this regard will be signed by the both parties (Contractor & INSA).
28. The contractor shall provide manpower (Plumber, Pumps Operators & Helpers) of different categories strictly as per the details mentioned under the head of "Manpower". The manpower deployed must have qualifications (educational & technical) and work experience of similar nature/field. In case of helpers, they should be qualified minimum class 10th with 2 years' experience in the relevant field OR helper having minimum 10 years' experience with similar installation of fire-fighting system then no formal qualification is mandatory. The manpower shall be adjudged by the Academy about their capabilities before deployment at INSA.
29. The Academy reserves the right to withhold the payment in the event of unsatisfactory performance of the work contract. In such eventuality, the Academy further reserves the right to get the work done through other agencies and payment will be recovered from the contractor's monthly bill or his security deposit and same may be forfeited.
30. 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.
31. The contractor will pay monthly wages to his workers on or before 10th day of every month positively.

32. The contractor shall disburse/transfer the wages to his employees deployed in INSA every month through RTGS/ECS or by Cheque in the presence of representative of the INSA. The cash payment made by the contractor to his employees will only be allowed in special cases on the basis of prior permission from the Academy.
33. The contractor will provide to INSA name(s) of person/employee/partner authorized to sign the papers/deals with INSA.
34. In case any accidents happen during course of duty of a worker at the site, the contractor will take care to their person(s) in all respects. INSA will not be bound to pay any compensation in this respect.
35. The contractor shall indemnify of the Academy against all other damages/charges and expenses for which the Academy may be held liable or pay on account of the negligence of the contractor or his employees or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
36. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without issue any notice and the security deposit is liable to be forfeited by the Academy.
37. The contract can be terminated by giving one month's notice in writing on either side even before the expiry of said contract without assigning any reason.
38. 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 or withheld unreasonably.
39. The contractor shall adhere to safe maintenance practice and guard against unsafe/hazardous working conditions and shall comply all safety rules.
40. The contractor shall certify in writing that there is no dispute between the contractor and his employees of any sort regarding statutory requirement. The contractor will also certify that persons deployed in the Academy do not have any criminal record.
41. The contractor will rotate his persons form time to time with full knowledge of INSA and provide substitute thereof. The staff engaged by the contractor shall work within the ambit of the scope of work.
42. This is an operation & annual service contract (contractual agreement) and not one of creating any employment. There shall be no employer/ employee relationship between INSA and contractor or his employee(s). The contractor will be liable to discharge statutory liabilities to their employees and furnish photocopies or proof done so. The contractor shall give an undertaking that the persons so deployed in the Academy are on his pay rolls.
43. INSA will have no liability as far as contractor's staff is concerned.

44. Any claim/compensation will be settled by the contractor directly with his workers without INSA's involvement. In case labour case is filed the expenses shall be borne by the contractor to settle the case.
45. The contractor will provide curriculum vitae (CV) duly pasted recent coloured photograph along with valid ID proofs i.e. Aadhar Card, voter ID, driving license and proof of age and qualification of all the persons for this job at INSA and after getting clearance from the Academy only such persons will be deployed.
46. The contractor shall deploy his persons only after obtaining the INSA approval duly submitting curriculum vitae (CV) of their persons, the INSA shall be informed at least one week in advance and contractor shall be required to obtain the INSA approval for all such changes along with their CVs. The person deployed at INSA under the category of helper (un-skilled) should have 10 years' experience in similar field. In this case the formal qualification is not mandatory.
47. The contractor will provide the **Police Verification Report (PVR)** of all his employees before deployment at INSA under this contract.
48. The contractor shall get workers screened for visual, hearing, gross physical defects and contagious diseases and will provide a **Medical Fitness Certificate** to this effect for each person deployed. Only physically and mentally fit personnel shall be deployed for duty.
49. The contractor will provide the **uniform duly labeled or logo** of his firm and identity card duly pasted recent coloured photograph, duly stamped and signed by the authorized signatory to his all employees. No worker shall be allowed to work at site without full or partly uniform on any working day. If any contractor's employee found without full or partly uniform a suitable penalty will be imposed on the contractor on each occasion except any specific reason and habitual offender in this regard shall be removed from INSA.
50. The contractor will ensure that the persons deployed under this contract must have their own vehicle such as bicycle, motor cycle, scooter etc. so that they can attend their duties in shifts and in absence of availability of public transport due to any specific reason.
51. The persons deployed by the contractor under this contract should reside within the distance of 30 Kilometers (approx.) from the premises of the Academy.
52. In case any complaint of INSA employee's is received attributable to misconduct/ misbehavior of contractor's person, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's monthly bill. Further the concerned person of the contractor shall be removed from the INSA premises immediately.
53. During the currency of contract, if any person of contractor is found to be indulging in any corrupt or illegal practices causing any loss of revenue to the INSA shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security.

54. The contract can be terminated at any time by the Academy (INSA) even before the expiry of said term/period as mentioned in NIT without assigning any reasons.
55. The manpower engaged by the contractor shall not take part in any union and association activities.
56. The contract period will be one year from the date of commencement as mentioned in award letter. This contract may be further extended maximum up to four (4) years (two years + two years) by the Academy on same terms and conditions, if the services of company/firm are found satisfactory during the period of previous contract(s).
57. The contractor shall have his own Establishment / Setup/ Mechanism etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
58. The INSA shall not be responsible for providing residential accommodation to any of the employee of the contractor.
59. The INSA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The INSA does not recognize any employees-employer relationship with any worker of the contractor.
60. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the INSA from the agency.
61. If any underpayment is discovered, the amount shall be duly paid to the agency by the INSA.
62. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the INSA.
63. Any dispute or differences whatsoever arising between the parties relating to meaning scope, operation or effect of this contract/agreement or validity or branch thereof shall be settled by arbitration of a single arbitrator to be appointed by the president of this Academy (INSA) and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration proceeding shall be in New Delhi. The court at New Delhi shall only have the jurisdiction over the matter in case of any dispute.

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DETAILS OF EQUIPMENTS:

- A. The Fire-Fighting, Plumbing & Sanitary System installed at INSA, consisting of the following assemblies/ sub-assemblies are covered under the contract. List of pumps are given as below:

S.N.	Description of Machines/Equipment	Quantity	Location
1.	Main Fire Pump 100 HP, 3 Phase	01 No.	Fire Pump Room
2.	Sprinkler Pump 75 HP, 3 Phase	01 No.	Fire Pump Room
3.	Jockey Pump 20 HP, 3 Phase	01 No.	Fire pump room
4.	Sump Pump (Submersible Pump) 3 HP, 3 Phase	02 Nos.	Fire Pump Room
5.	Domestic Water Pump 7.5 HP, 3 Phase	02 Nos.	Fire Pump Room
6.	Soft Water Pump 5 HP, 3 Phase	02 Nos.	Fire Pump Room
7.	Raw Water Pump 3 HP, 3 Phase	02 Nos.	Fire Pump Room
8.	Diesel Engine driven fire pump 75 KW/100 HP	01 No.	Fire Pump Room
9.	Sump Pump 3 HP, 3 Phase	08 Nos.	Basement Jubilee Centre
10.	Sump Pump, 1 HP, 1 Phase	02 Nos.	Basement Service Centre

- B. Fire Extinguishers details:

S. N.	Type of Extinguisher	Brand	Capacity	Total Quantity
1.	Water Type Fire Extinguisher (CO ₂ Gas cartridge type)	Foamtech	9 Ltrs.	54
2.	ABC Powder Type Portable Fire Extinguisher	Andex	6 Kgs.	31
3.	ABC Powder Type Portable Fire Extinguisher	In Time	5 Kgs.	7
4.	CO ₂ Gas Type Fire Extinguisher	In Time	4.5 Kgs.	9
Total number of fire extinguisher in installed				101

SCOPE OF WORK:

- 1.0 The contractor's scope of work shall include the following:
- 1.1 The operation, maintenance and repairs of the following plant, machinery, equipments and fittings etc. on the basis of 365 days (round the clock) in a year.
- 1.2 Maintenance & upkeep of the plumbing, sanitary fittings for around 70 washrooms of guest rooms in transit accommodations, toilets (ladies and gents), pantries, kitchen in all buildings within the premises of the Academy.

1.3 WATER SOFTENING PLANT:

- a) Operation & Maintenance of water softening plant comprising 1 No. softener, 1 No. press filter each of capacity 18000 PH, blower and dossier 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.
- b) Checking of hardness and PH values are directed by INSA daily & keep them within the desired limits.
- c) Return wash of the plant will be done on regular intervals or as and when required.
- d) Daily checking & recording of water meter reading of soft water daily.
- e) Result of soft water hardness & PH value will have to be submitted to INSA twice in a month.

1.4 JOBS RELATED TO DRINKING/ SOFT/ RAW WATER PUMPS:

- a) Tube well water should not be filled in any underground storage tanks except in case of any emergency like fire etc. (At present, there is no tube well is the premises of the Academy).
- b) Checking & recording of pressure gauges and current drawn by motor reading daily on regular intervals or as directed by INSA.
- c) Observing of any unusual sound noise/vibration of any motor or pump & rectifying the fault immediately.
- d) Replacement of grease in machines & equipments as and when required.
- e) Replacement of stuffing box (an assembly which is used to house a gland seal) packing as and when required.

- f) Checking of sealing, coupling, connection & alignment of pumps sets as and when required.
- g) To ensure the proper supply of drinking and flushing water on all floors of buildings & entire premises of the Academy.
- h) Mixing of chlorine in drinking water as and when required and maintain the chlorine ratio within the permissible limit. Proper record of chlorine mixing is also to be maintained.

All overhead & underground water tanks should be cleaned at least once in a month or periodically as decided by INSA from time to time and proper cleaning record of water tanks should be maintained as per the direction of INSA.

All valves & fittings should be checked/descaled periodically including fittings which have been fitted in the shafts & immediately reporting to the concerned officer of the Academy in case of improper functioning of any fitting/valve.

1.5 JOB RELATED TO FIRE FIGHTING SYSTEM:

- a) To ensure the water pressure within 4-8 Kg/cm² in all fire hydrants/ hose reel lines for all the times.
- b) The fire line should always be charged up to the terrace level & pressure should be at within the limits as recommended by DFS.
- c) To ensure the checking/ operation of wet riser, fire hydrants, water sprinklers, fire extinguishers and the pumps at least once in a month or as and when required.
- d) The Fire-drill should be carried out at least once in month to ensure the proper function of complete 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 required for fire drill will be under the scope of the contractor.
- e) 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' checks will be provided by INSA.
- f) Cleaning of all the fire extinguishers, fire-fighting equipments & their connected accessories daily.
- g) The contractor will maintain daily/weekly/quarterly/half yearly record of temperature /pressure/oil as may be necessary and entry in log book which shall be provided daily to INSA official for verification/counter signature.

1.6 JOBS RELATED TO FIRE EXTINGUISHERS AND FIRE ALARM PANEL:

- a) The maintenance of fire extinguishers of Water type (CO₂ gas cartridge type - 9 Ltrs. each) - 54 Nos., CO₂ gas type (4.5 Kg. each) - 09 Nos., ABC dry powder (06 Kg. each) - 31 Nos., & ABC dry power (5 kg each) - 07 Nos. (**Total = 101 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.
- b) The material required (excluding refilling) for the above said job will be supplied by the contractor free of cost. The payment towards the cost of gas cartridge will be made by INSA.
- c) Checking & testing of fire alarm panel installed at Reception of Jubilee Centre building and complete P.A. system connected with fire alarm panel every month. The material required for repairing if any will be provided by the Academy.
- d) Checking & testing of fire panel installed at ground floor, Informatics Centre (Archive Section) every month. The material required for repairing if any will be provided by the Academy.

1.7 JOB RELATED TO ELECTRICAL MAINTENANCE OF FIRE DIESEL PUMP CONTROL, FIRE PUMPS, DOMESTIC WATER PUMPS, RAW WATER PUMPS, SOFT WATER PUMPS & OTHER ELECTRICAL CONTROL PANELS ETC.

- a) Daily checking and recording of all electrical parameters of each and every pumps like current drawn by the motor, voltage supplied etc.
- b) Checking and repairing of all electrical control circuits which are connected with the water pumps and fire pumps circuits as and when required.
- c) Checking and recording of earth resistance and insulation resistance tests results at least twice in a year or as and when required.
- d) The overhauling of all pump motors' starters/ switches/ relays etc. on quarterly basis by the qualified engineer/ technician.
- e) Checking of batteries & replenishment of electrolyte at the required level as and when required.
- f) The joint inspection of complete fire system will be carried out once in a month or as directed by INSA and reported to the officer concerned of the Academy.

1.8 OTHER JOBS WHICH ARE ALSO COVERED UNDER THIS AMC:

- a) Painting of all equipment's, which are covered under this AMC at least once in a year. Paint and painting material will be provided by the Academy.

- b) Repairing/ overhauling of any pump or motor and other equipment which is covered in this AMC will be the responsibility of the contractor. The spares shall be provided by INSA and the skilled manpower including labour required for shifting etc. will be provided by the contractor.
- c) All kinds 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.
- d) Descaling of valves including acid or any other descaling chemical required for the purpose will be under the scope of contractor.
- e) Any unusual event/incident of the fire-fighting/ plumbing/sanitary system will be reported to the officer concerned at INSA immediately.
- f) To maintain the complete system as per DFS norms will be the responsibility of the contractor.
- g) 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.
- h) All the jobs related to maintenance/ repairing of any motor, pump, diesel engine, fire - fighting/plumbing equipments/ fitting etc. shall be under the scope of the contractor.
- i) In case of any exigency/emergency or any major breakdown in the fire system installed in the Academy the contractor will provide/arrange the fire engineer to rectify the fault/problem occurred in the fire system immediately as and when required. The material required to resolve the problem will be provided by the Academy or the contractor is asked to supply the same then the Academy will make the payment towards the cost of spares on actual basis with handling charge @ 10% over & above cost of spare/material to the contractor

2.0 TOOLS & TACKLES AND CONSUMABLES:

- 2.1 For the maintenance & repairing of the equipment, fitting, pumps, motors electrical panels & valves etc. which are covered in the AMC, all tools required for the purpose shall be provided by the Academy.
- 2.2 The tools required for day-to-day electrical & mechanical maintenance like screw drivers (all sizes & types), 'D' spanner sets, ring spanners sets, box spanners sets, pipe wrenches (different sizes), hammers, chisels, pliers, die sets for thread cutting & vices (bench vice and pip vice etc.) shall be provided by the Academy.
- 2.3 Special tools/ machines like welding set, brazing set, gas cutting set, blow lamp, drill machines, grinding machine, torque wrench, chain pulley & block for lifting of pumps shall be arranged by the contractor as and when required at his own cost.

- 2.4 The portable electrical measuring instruments/ meters like Megger, Digital multi-meter, Earth tester, High voltage tester, Lamp tester, Hydrometer, water hardness tester, PH meter etc. shall be provided by the Academy.
- 2.5 All consumables such as old clothes/dhotis, grease, lubricating oil, gear oil, sealing compound/material, rubber seals, adhesives/rubber solution and all type of hardware (nut-bolt & washers/nails/screws etc.), welding electrodes, electrolyte for batteries, clamps to fasten the weak and leaking pipes etc. will be supplied by the Academy.
- 2.6 PVC tapes, teflon tape, dhaga & safeda, torch with cells (at least four cell torch), two umbrellas, cement (black & white) for petty job, gland dori/packing rubber washers and 'O' rings for sanitary fittings will also be supplied by the Academy for day-to- day maintenance work.
- 2.7 The stationery material such as attendance register and pumps' log books or any other related stationary material required from time to time will be provided by the contractor at his own cost. All other stationery material except as mentioned above will be provided by the Academy.
- 2.8 Any spare part required for replacement which is not covered under the AMC will be provided by the Academy. If, the contractor is asked to supply the same then the Academy will make the payment towards the cost of spare on actual basis with handling charge @ 10% over & above cost of spare/material to the contractor.

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3.0 MANPOWER

The manpower requirement of plumber, pumps' operators, helpers & reliever shall be on round the clock basis and 365 days in a year. The detail of manpower required is given as under:

S. N.	Description	Category	Number of persons
A.	<u>Duty in shifts (Shift - A, Shift - B & Shift - C):</u> Shift A: 6:00 AM - 2:00 PM, Shift B: 2:00 PM - 10:00 PM, Shift C: 10:00 PM - 6:00 AM		
1.	Pumps operators (10th pass+fire-fighting diploma/certificate (12 months or 6 months) with 7 years' experience or 10+2 pass +fire-fighting diploma/certificate (12 months or 6 months) with 5 years' experience with similar fire protection system/installation).	Skilled	03 Nos.
2.	Helpers (10th pass with 2 years' experience or 10 years' experience (no formal qualification is required) with similar fire protection system/ installation).	Un-skilled	03 Nos.
3.	Reliever for pumps operators & helpers (10th pass+fire-fighting diploma/certificate (12 months or 6 months) with 5 years' experience or 10+2 pass +fire-fighting diploma/certificate (12 months or 6 months) with 3 years' experience with similar fire protection system/installation).	Semi-skilled	01 No.
B.	<u>General Duty (Monday to Saturday):</u> Timings: 9:00 AM to 5:30 PM		
1.	Plumber (8th/10th pass+ ITI (1 year) in plumbing trade with 5-7 years' experience or any certificate course in plumbing trade from any Govt. institutes with 10 years' experience with similar plumbing system/installation).	Skilled	01No.
2.	Helper (10th pass with 2 years' experience or 10 years' experience (no formal qualification is required) with similar plumbing system/installation)	Un-skilled	01 No.
	Total number of persons in all category		09 Nos.

*Plumber, Fitter, Wireman, Electrician or any other trade/branch

- 3.1 The services of electrician/ fitters/ welder/ engineer / other specified technician as and when required for the above said job shall also be provided by the contractor free of cost.
- 3.2 The additional manpower for fire-drill or any other maintenance job will be provided by the contractor free of cost.

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INFORMATION REQUIRED

The contractor including individual firm is requested to provide the following information with necessary supporting documents.

- a) Contractor's identification data as per enclosed Form-I
- b) Contractor's financial resources as per enclosed Form-II
- c) Contractor's previous experience as per enclosed Form-III

The detail of work experience in the field of annual maintenance contract (AMC) of fire-fighting, sanitary and plumbing system.

- 1) Contractor's current job details as per enclosed Form-IV

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

- 2) Details of at least one similar work of costing Rs. 25.60 Lakhs (80% of the total annual value of Rs. 32.00 Lakhs approx.) or above per annum OR two works of each costing Rs. 12.80 lakhs (40% of the total annual value of Rs. 32.00 Lakhs approx.) or above per annum under a single contract should be carried out in last 3 years with supporting documents such as work orders and Completion Certificate etc.

Performance/experience certificates issued by clients establishing the agency's credibility, etc.

Incomplete tender or tender without supporting documents is not likely to be considered.

Tenderer 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.

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FORM-I

CONTRACTOR'S IDENTIFICATION DATA

Affix duly attested
P.P. size photograph
of the tenderer.

1. Name:

2. Firm Type:

3. Registration Data:
Date of registration and name (s) of
Govt. agencies from where registered
(Copy of registration from statutory body
attested or self attested may be enclosed)

4. Specialized work area:

5. Registered office address:

6. Telephone Nos. :
Mobile Nos.:
Email ID:

7. List of names of Partners/directors of your firm:

8. Delhi Office Address:

Note:

1. Please attach separate sheets, if required.
2. If the firm is partnership firm given name and address of both the partners. If it is Pvt. Ltd. Company - give the names and addresses of authorized signatory (s) and directors to act on behalf of your company.

FORM-II

CONTRACTOR'S FINANCIAL DATA

LATEST YEAR 2022-2023:

- a) Total annual turnover-----
- b) Job work turnover-----
- c) No. of clients/organizations-----
- d) ITCC, if issued-----

PREVIOUS YEAR 2021-2022:

- a) Total annual turnover-----
- b) Work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

FOR THE YEAR 2020-2021:

- a) Total annual turnover-----
- b) Maintenance work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

BANKERS

- 1. Name:-----
- 2. Branch address:-----
- 3. Account No. & IFSC Code:

FORM-III

CONTRACTOR'S PREVIOUS EXPERIENCE DATA

I. EXPERIENCE: 2021-2022

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

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

II.

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

I. EXPERIENCE : 2020-2021

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

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

II.

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

I. EXPERIENCE: 2019-2020

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

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

- II.
- a) Name of the contract-II -----
 - b) Client's name-----
 - c) Client's address and telephone number-----

 - d) Start date-----
 - e) Nature of job-----
 - f) Completion date-----
 - g) Total value of work-----
 - h) Supporting documents-----
 - i) Number of Person/Manpower Deployed-----

Note: Please give details of actual current jobs in hand. Please attach separate sheet, if required.

FORM-IV

CONTRACTOR'S CURRENT EXPERIENCE DATA

I. EXPERIENCE: 2022-2023

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

- d) Start date-----
- e) Nature of job-----
- g) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

II.

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

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

FINANCIAL BID

Sub: Operation & Annual Maintenance Contract of Fire-Fighting, Sanitary and Plumbing system at INSA.

<u>PART- I OF CONTRACT: MANPOWER PARTS</u>				
S. N.	Particulars	No. of Persons	Monthly wages (Minimum Wages)	Amount
1.	Fire pumps operator	03 Nos.	Rs. 20,019/- per month	Rs. 60,057.00
2.	Plumber	01No.	Rs. 20,019/- per month	Rs. 20,019.00
3.	Reliever (for pump operator & helpers)	01 No.	Rs. 18,187/- per month	Rs. 18,187.00
4.	Helpers	04 Nos.	Rs. 16,506/- per month	Rs. 66,024.00
	Total			Rs.1,64,287.00
5.	ESI @ 3.25% of Rs. 1,64,287/-			Rs. 5,339.32
6.	EPF @ 13% of Rs. 1,35,000/-			Rs.17,550.00
	Total (1-6 of Part - I)			Rs. 1,87,176.32
<u>PART- II OF CONTRACT: MAINTENANCE PARTS</u>				
1	Visit Charges for Fire Specialist/ Fire Engineer /Technician etc. (Per Month) (as per scope of work given in the tender document)			
2	Consumables (details of consumables are given in tender document)			Provided by the Academy
3	Tools and measuring instruments charges (details of tools and instruments are given in tender document)			Provided by the Academy
	Total (1-3 of Part - II)			Rs.
	Total (Part - I & Part - II)			Rs.
4.	Administrative charges @ % of Rs.			
	Total including administrative charges			Rs.
5.	GST @ 18% on Rs.			
	Total value of contract per month (all inclusive)			Rs.
	In words: Rupees			

(Signature of authorized signatory
with seal)