

CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY
Sector 39-A, CHANDIGARH

NOTICE INVITING TENDER

(Advt. No. 2 (358)/2015-Gen.)

Sealed tenders are invited for the following work from Contractors/Firms who have carried out similar work in CSIR, Govt. and Semi Govt. Organizations & MNCs. Tenderers must have completed similar works, each of values, not less than either, three works of 40% of estimated cost or two works 60% of estimated cost or one work 80% of estimated cost, and having valid License under Contract Labour (Regulation and Abolition) Act 1970, Registration with EPFO, ESI, Service Tax, latest IT Certificate, Solvency Certificate, valid copy PAN may apply:

Name of work	Value of Work	Earnest Money Rs.	Date of issue of tender form	Last Date of receipt of completed tender	Date and time of opening of tender
Annual Non Comprehensive round the clock maintenance, repair operation and testing of fire fighting and detection system including sprinkler, motors, pump, engine, hose pipe, stand post, hydrants, NRV sluice valve, fire and smoke detector, conduit floor pipes and panel or RINCP alarm system, talk back public address system and distribution of water supply lines and risers, electrical panels etc. at IMTECH.	Rs. 15.74 Lacs.	Rs. 31,500/- (Rs. Thirty one thousand five hundred only)	From 27.04.2015 to 08.05.2015	11.05.2015 by 3:00 p.m.	11.05.2015 by 3:30 p.m.

Tender Documents (Non-Transferable) can be obtained against a written request from the Office of the Controller of Administration, CSIR-Institute of Microbial Technology, Sector 39-A, Chandigarh during working hours from **10.00 a.m. to 4.00 p.m.** against payment of **Rs.500/-** (Rupees Five Hundred only) (Non-refundable) in cash or through Demand Draft in favour of the Director, CSIR-IMTECH, Chandigarh during the period mentioned above. Tenders complete in all respect may be submitted along with Earnest Money Deposit (EMD) by the stipulated date and will be opened in the presence of tenderers, if any.

Incomplete tender or tender without EMD will be rejected out rightly. The Director, CSIR-IMTECH reserves the right to accept or reject full or part of all tenders without assigning any reasons thereof.

The NIT can also be seen at our website **www.imtech.res.in**.

Sr. S.E (Civil)

Name of work: Organizing Round the clock Operation and Maintenance of Fire Fighting and Detection

Approximate Amount: Rs. 15,74,000/- (Rupees Fifteen lacs seventy four thousands only) p.a.

SPECIFICATIONS

A. INTRODUCTION

A.1 Institute of Microbial Technology located at Sector 39-A, Chandigarh has a large Fire Fighting and Detection system, which is required to be operated and maintained on contract basis. The contract shall be initially for a period of one year, which can be extended upto three years/ curtailed at the discretion of Director, CSIR-IMTECH

SCOPE OF WORK

The scope of work mainly consists of job of safety, fire prevention & protection, fire fighting, schedule & general maintenance of safety equipments and fire fighting facilities installed in different buildings at IMTECH premises. The operation and maintenance job should be carried out as per the detail of the scope of work given below and as per instruction of Engineer-in-charge given to the contractor's supervisor/personnel.

One supervisor should be responsible for administration and co-ordination of various activities to be performed by the deputed personnel.

THE DETAILS OF FIRE FIGHTING EQUIPMENTS AT IMTECH ARE:-

The fire protection system at IMTECH consists of the following:-

- i) Fire Water network including hydrants and water monitors including different of branches of MS pipe lines & valves, hoses and hose fittings.
- ii) Fixed water spray system: At different areas
- iii) Fire Alarm System: Manual fire break glass type has been provided at strategic points inside the plant.
- iv) Fire detection : Automatic fire detection system consists of Control panels, smoke/heat detectors, hooters etc.
- v) Dry chemical powder extinguishers of different capacities.
- vi) Carbon dioxide extinguishers of different capacities.
- vii) Fire water Tanks
- viii) Three nos of Fire Water Pumps (DG Set, Electric Driven & Jockey Pumps) including electric panels

TERMS & CONDITIONS:

1. This contract covers annual maintenance, repairs, operation and testing of fire fighting and detection including sprinkler, engine & motors, hose pipes, hydrants, NRV, S.V. fire and smoke detectors, alarm system/PA system, distribution water supply lines and risers etc. complete in all respects.
2. Contractor shall deploy competent technical persons to operate/keep the system functional round the clock.

3. The firm will ensure that control system is manned round the clock by his competent staff, to ensure timely action in case of any mishappening in building.
4. The work shall be carried out as per directions and to the satisfaction of IMTECH Nodal Officer.
5. The system maintained in the schedule shall be kept in good working condition by the firm during contract period as per detailed below:-
 - a. Cleaning and maintaining control system including all equipment installed therein. Logbooks should be maintained and signed by the IMTECH Nodal officer.
 - b. Servicing, performance check and repair of all the equipments as and when required.
 - c. Cost for round the clock annual maintenance, repairs and operations of all the systems are to be included in the rates.
6. The AMC contractor will carry out rectification of any defect in the system within 72 hours of being intimated, failing which a penalty of Rs 200/- per day shall be imposed on the contractor without notice.
7. All T & P (Tools & Plants), etc. are required to execute the work for rectification of any defect arising in the fire fighting system/ routine maintenance shall be arranged by the AMC contractor free of cost on his own.
8. No extra charges would be payable with regard to the labour deployed by the AMC contractor for rectification of any defect arising in the fire fighting system as the same is included in the charges being paid for the AMC contract.

To maintain above said equipments/ systems in good operational condition, may require:-

- a) Lifting / Shifting / loading / unloading of F&S equipments and related material.
- b) Opening/changing of hydrant landing valves, removal and fixing/ changing of gaskets and spare parts of F&S equipments, testing & checking of various systems as per the instruction of Engineer incharge etc.
- c) Any other job, which is not specifically covered in above but required for maintenance of the equipments.

To ensure proper operation & maintenance of safety and fire fighting equipments installed and to carry out the fire fighting/ rescue operation in case of fire or accident inside IMTECH premises.

The fire personnel will be required to provide assistance to fight fire in case of any emergency, to attend to various emergencies at IMTECH and to maintain firefighting equipments installed at IMTECH such as portable fire extinguisher, water hydrants and fixed water monitors/portable fire monitors etc. and other jobs connected with fire fighting.

Various log books shall be maintained by the contractor supervisor/ personnel and no extra payment for maintaining the logbook will be made. Log book format shall be submitted by the contractor and duly approved by the Officer In charge.

IMTECH's SCOPE:

All Equipment Spare parts and other required material will be supplied by IMTECH free of charge for carrying out maintenance work. Contractor shall make his own arrangements for the safe custody of materials at site while the job is in progress. Proper storage facility is to be maintained by the contractor, if required.

Power/Water supply: Power and water at one point each will be provided to the contractor free of charge for carrying out various works of maintenance.

CONTRACTOR's OBLIGATIONS :

MANPOWER

1. The Contractor shall nominate a Site Supervisor among the personnel deployed and should be a 3 Years Diploma Holder in Mechanical/Fire Engineering with two years experience or ITI in Mechanical/Fire Fighting with five years relevant experience. The nominated person shall coordinate maintenance activities with the Engineer-In-Charge and will follow the instructions and will remain available in the General Shift i.e. from 9 AM to 6 PM.

In each shift (Eight Hours), one Fireman cum Pump Operator and one helper will be deployed by the contractor. The Fireman should have passed matriculation (10th std.) with 6 months fireman course from government recognized institute or ITI in mechanical/ electrical engineering and should have one year experience to the related field and have adequate knowledge in maintenance and operation of fire fighting. The helper should have passed atleast middle (8th std.) and should have one year experience and have some technical knowledge.

The person to be deployed by contractor on work shall be interviewed by IMTECH and shall only be deputed on the job only if they are found suitable. The decision of IMTECH on suitability of candidate shall be final & binding on the contractor.

Contractor should arrange to provide proper Identification Card & Uniform for his employees to be deputed for the work.

The contractor shall have detailed bio-data of all personnel employed by him and submit the copies of qualification & experience for the verification.

It would be the duty of deployed personnel to keep all the fire fighting/detection equipment etc. in an operational state at all times and to carry out fire fighting as per laid down fire safety procedures in case of a fire.

2. Contractor should ensure proper weekly off/leave for deployed manpower as per the acts or applicable law.
3. The contractor shall not dismantle any item without the knowledge of IMTECH authorized officer.
4. In case of any loss of life/injuries to manpower deployed by the contractor shall be the sole responsibility of the contractor.
5. Any loss to the life and property due to negligence/non-functioning of the system shall be the responsibility of the contractor.

ALTERATION IN WORK SCHEDULE:

If at any time after the commencement of the work the IMTECH shall for any reason whatsoever not require the whole or part thereof as specified in the tender to be carried out, the Engr.-Incharge shall give notice in writing of the fact to the contractor who shall have no claim to any payment or compensation whatsoever on account of any profit or advantages which he might have derived from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out. Contractor shall not have any claim for compensation, be reason of any alterations having been made in the original specifications, and instructions which shall involve or curtailment of the work originally contemplated.

TERMINATION:

Termination for unsatisfactory performance: If IMTECH considers that the performance of the contract is unsatisfactory or not upto the expected standards, the IMTECH shall notify the contractor in writing and may specify in details of this agreement if the contractor fails to comply with the requisition contained in the said written notice issued by the IMTECH to the contractor within 15 Days of the receipt thereof by the contractor. Notwithstanding anything elsewhere, the IMTECH may at any time at its option terminate the contract after giving 15 days notice in writing to the contractor without assigning any reasons upon such termination. IMTECH have the right to remove the contractor's materials from work site and contractor shall be paid price of work satisfactorily completed till then, in accordance with the provisions of contract.

PENALTY:

- a) That the contractor shall be responsible for faithful compliance of the terms and conditions, in the event of any breach the security deposit will be forfeited and further work may be got done from another agency at their cost and shall be final and binding on the contractor.
- b) That if the contractor violates any of the terms and conditions or commits any fault or their services are not to the entire satisfaction of IMTECH, in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

FIRE FIGHTING & FIRE DETECTION.

PART- I (SCOPE OF MAINTENANCE)

1. To maintain the system in clean & healthy working condition.
2. Carry out drills/tests/maintenance routine as specified in part III.
3. Operate Fire Fighting system as and when required.
4. Ensure that adequate quantity of sand is always available in fire buckets.
5. Ensure 06 monthly testing of smoke/heat detectors, manual call points, alarm panels etc.

PART – II (TASKS TO BE PERFORMED WITHIN 15 DAYS)

1. Contractor shall Identify person(s) for fire fighting system maintenance and operation as per prescribed qualification & experience. Familiarize them with the system and its working and ensure that they will be able to operate it when required.
2. Inspect the entire installation for proper working, shortcomings to be recorded and brought to the notice of Nodal Officer.

3. Educate maintenance Personnel, regarding steps to be taken in case of fire.
4. Finalize detector cleaning and Zone testing schedule (refer Section III below).

PART- III (MAINTENANCE SCHEDULE TO BE FOLLOWED).

1. Test the working of wet-riser system including Diesel pump & alarms every day. The procedure to be decided in consultation with IMTECH Nodal officer and recorded for future reference.
2. Organize a drill once in a month to demonstrate proper functioning of the system in consultation with IMTECH Nodal officer. Record of such exercise to be kept duly signed by IMTECH Nodal officer.
3. Daily check of the water pressure in the system, minimum pressure 3.5kgs/cm² at the farthest point of the building.
4. Daily check of the water in the Fire fighting underground Tank, If water not available necessary arrangements to be made.
5. Oil change, filter change of diesel engine shall be done as per manufacturer's recommendation.
6. Check working of PA system on daily basis.
7. Check working of F/D system from the control panel on daily basis.
8. Detectors to be cleaned during April and October months from the outside and once a year (October) with blower. During this activity the system should remain in working condition.

PART IV (SPECIAL CONDITIONS RELEVANT TO PARTICULAR JOB/PARTICULAR SITE).

1. In case of fire the maintenance staff of the AMC firm shall organize First Aid operations.
2. He will also inform facility in-charge/fire brigade/Security Supervisor/Security Officer immediately.
3. Arrange inspection by expert if desired by engineer-in-charge to identify persistent problem.
4. Failure of system during fire will invite action as deemed fit by Director, IMTECH.
5. Unsatisfactory working of system during monthly drills shall also invite penalty of Rs 500/ per incident.

NOTE:-

1. The methodology to be worked out in consultation with Engineer-in charge/ nodal officer as the same may vary according to number of detectors/zones.
2. The firm has to demonstrate (Fire Drill) to IMTECH Nodal officer, proper working of the entire fire detection system including PA system once a month. Deficiencies, if any, noticed during demonstration shall be attended within a week's time. The result of fire drill shall be submitted along with the monthly bill.
3. In case of fire alarm it is expected that the maintenance person has to immediately rush to the trouble spot and also inform security supervisor/facility in-charge/fire department. He should also take "First aid" steps depending upon situation. Specific details for first aid steps to be worked out in consultation with IMTECH Nodal officer and kept on record.

MISC. CONDITIONS:

1. Water and electricity will be provided free of cost to the contractor for the maintenance and operation of the system.
2. Contractor shall be abiding by the security arrangement/regulation of the building and other regulations in force.
3. Temporary passes and uniform will be issued by the contractor to its personnel.
4. Any material taken out from the building shall have necessary permission from the competent authority in the form of gate pass.
5. The contractor shall be responsible for his employee welfare statutory requirements as per rules, any labor or staff related problem/disputes will be the sole responsibility of the contractor and IMTECH will not be responsible in any way of the payment on the account of such problem/disputes. All the labor laws shall be complied by the contractor and IMTECH will not be responsible in any way of the payment of the account.
6. Any contract person found incompetent/unsuitable or misbehaving or not complying with the instructions shall be replaced immediately under the instruction of the IMTECH authorized officer.

Liability of the contractor to indemnify:

The contractor shall keep the IMTECH indemnified against any loss caused to the IMTECH's property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the contractor. Contractor shall be responsible for payment of any loss caused to the property of the IMTECH. In case any employee of the contractor so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the contractor concerned to contest the same. In case the IMTECH is also to implead as a party, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the IMTECH by the contractor in advance or on demand. Further, the contractor shall ensure that no financial or any other legal liability comes on the IMTECH in this respect at any time for the acts done by the personnel of the contractor.

Terms of Payment:

- a) The payment shall be made proportionally on monthly basis within one week of submission of bill after rendering satisfactory services and duly certified by the IMTECH nodal officer.
- b) All taxes are included in the lump sum rates except Service Tax
- c) Work satisfaction report from authorized officer shall accompany the bill
- d) All other terms and conditions shall be as per agreement and approved by Director, CSIR-IMTECH.
- e) The Director, CSIR-IMTech has right to terminate the contract by giving one month notice without citing any reason.

Contractor must note that satisfactory work is the most important aspect; merely deploying the manpower does not fulfill contractor's conditions. Therefore, before quoting they should read the tender carefully. Since, all the central machines while in running need attention of the operator therefore, contractor shall deploy skilled/suitable staff accordingly.

1. **WAGES**

The contractors may quote a lump sum monthly amount (including any future increase in the minimum wages) of the services to be provided as per the above details. The amount finally agreed upon by both the parties shall not be increased on any ground whatsoever during the contract period.

- (a) The contractor shall pay his workers not below the rates of minimum wages admissible time to time under various labour laws and shall be responsible for fulfilling all his obligations towards the persons deployed under law namely minimum wages Act, PP Act, ESI Act Bonus Act, maternity Act, shops and establishment Act etc. as admissible and amended from time to time at his own expenses. He will bear employer's share for the statutory share as well as employee share before due dates.
- (b) Wages of the workers will be disbursed in front of designated committee.

2.0 **CONTRACT PERIOD**

The contract shall be awarded for a period of one year from the date of taking over the change of the work. We reserve the right to award a parallel contract to any other Contractor during the pendency of the contract.

The contract is for a period of one year but can be extended up to three years on mutual consent. Hence, the bidder may quote for three years.

2.01 **PAYMENT TERMS**

The monthly payment shall be made to the contractor on the basis of bills raised by him and certified by the officer designed by the Institute.

- 2.02 That the contractor shall make the payment of wages etc. to the persons so deployed in the presence of representative of the Lab./Instt. For having paid all the dues to the persons deployed by the contractor for the work under the Agreement. This obligation is imposed on the contractor to ensure that the contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of the CSIR in this respect as per the provisions of contractor Labour (Regulation & Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the contractor's Labour Regulations made by CSIR from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deduction unauthorisedly made, maintenance of wage book, wage slip publications of scale of wages and terms of employment inspection and submission of periodicals returns.

2.03 **INCOME TAX**

Income tax applicable, if any, as per income tax rules shall be deducted from the monthly bill of the contractor.

3.00 **DISCIPLINE & WELFARE OF THE PERSONNEL**

Discipline/Welfare of the personnel shall be the sole responsibility of the contractor and any indiscipline/misconduct of the personnel shall be promptly attended to by him as desired by this Institute.

4.0 **VALIDITY OF OFFER**

The offer will be kept valid for acceptance for a period of 90 days from the date of opening of tenders.

- 4.01 The contractor shall have to obtain labour licence for the number of personnel engaged for the above services in IMTECH from Asstt. Labour Commissioner (C), Chandigarh within one month from taking over the contract.
- 4.02 The contractor, who is awarded the job, will have to sign the agreement in the format enclosed at Annexure 'A'.
- 4.03 Contractor would abide by the rules/regulations and other instructions issued by Labour Commissioner (C), Chandigarh for providing labourer under labour laws.
- 4.04 In case Contractor fails to provide the Services/manpower as per agreed terms proportionate deductions shall be made from the monthly bills.
- 4.05 In case any theft during the tenure of contract, the contractor shall be responsible for the same and loss of the theft will be recovered from the bill of the contractor.
- 4.06 In case damage caused to the property of the Institute due to negligence of the contractor's labour/manpower, the contractor will have to make good the losses suffered by the Institute, failing which the losses will be recovered from the dues of the contractor.
- 4.07 The contractor shall deposit an Earnest Money @ 2% of the quoted amount in the form of Demand Draft in favour of the Director, IMTECH, Chandigarh along with the tender.
- 4.08 Contractor is required to furnish Security Deposit by way of Bank Guarantee/FDR in the name of Director, IMTECH for the amount equivalent to one month's value of contract at the time of execution of agreement.
- 4.09 Tender is to be submitted in two different envelopes containing EMD, Technical Bid & Financial Bid separately.
- 4.10 Service Tax if applicable shall be paid extra by IMTECH on production of proof of deposit of the same by contractor & same can be charged separately, quarterly.
- 4.11 Tax deduction at source (TDS) will be made as per rules out of the Lump Sum amount paid.