ENQUIRY - LOCAL

OFFICE COPY

ENQUIRY NO: I-EN20039

Date: 02/09/2020
Due Date: 22/09/2020 by 5:00 PM (IST)

We invite your rate/s for the following item/s. The instructions to bidders and Terms & Conditions are attached herewith.

Important Note:
1. Enquiry No., Date & Due Date should appear on the envelope otherwise your offer will be rejected.
2. Address quotation only to the Purchase officer.

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Material Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Comprehensive Annual Maintenance Contract (CAMC) for Fire Alarm and Detection System covering scope of inspection, testing and maintenance of overall system installed at ITER India Lab building inside IPR campus, Bhat, Gandhinagar as per the detailed technical specification attached herewith.</td>
<td>08</td>
<td>AU</td>
</tr>
</tbody>
</table>

Note:
(1) Submit your quotation AT THE ABOVE ADDRESS.
(2) Any clarification on this enquiry may be sought from the Purchase Officer, ITER-India.
(3) Quote with complete technical details.
(4) Quotation should invariably be submitted in the attached format (Quotation Format) ONLY else ITER-India may not consider your offer.
(5) AU means Activity units i.e. No. of maintenance services to be carried out in CAMC period of 2 years.
(6) The attached enquiry document Annexure-A (08 pages) to be returned duly filled in, signed & stamped with all the details along with the quotation as a token of acceptance.
(7) Payment shall be made on quarterly basis within 30 days through RTGS/NEFT from the date of final acceptance of quarterly services at purchaser's site and on receipt of error-free invoice and other necessary documents at our end.
(8) Site to be visited and details to be entered as per Annexure-I & to be submitted along with offer. Bidder can contact Mr. Mehul G. Chodavadiya (M) 09328910232 before visiting the site.
(9) The bidder under the category of MSME Enterprise shall attach a MSME Certificate (Udyog Aadhar) along with the offer.
(10) TDS as per CGST Act: As per provisions of section No. 51 of the CGST Act 2017, TDS @ 2% (IGST 2% or CGST 1% and SGST 1%) will be deducted while making payment to the suppliers where total value of orders/contracts/work orders exceeds Rs. 2.5 lakhs, in the event of order in Indian Rupees. Necessary TDS Certificate will be issued to the supplier after TDS deduction. Income tax (TDS) at a prevailing rate on total order value as per Income Tax Act will be deducted from the invoice. Certificate of TDS will be issued by the Purchaser. TDS at the prevailing rate on total order value as per GST Act will be deducted from the Service Provider's Invoice(s). TDS certificate (Form GSTR-7A) will be issued to this effect.
(11) Lowest bidder will be decided on quarterly rate only as per Annexure-III Rate Schedule.

Encl:- as above

Rakhi Dharamdasani
OFFICER-I (PURCHASE & STORES)
ITER-India (IPR)
TERMS AND CONDITIONS

1. The quotation(s) and tender(s) resulting from this enquiry shall be governed by our Conditions of Order and supplier quoting against this enquiry shall be deemed to have read and understood the same.

2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by ITER-India unless the specific written acceptance thereof is obtained.

3. Quotations: Your quotations and tendering against our enquiry No. date wise and brief description of item should be submitted to the Purchase Officer, ITER-India in sealed envelope or before the due date. Late/Deferred/Pending/Intimations will not be considered. Envelopes not containing full quotation number, date, complete and a short description of item may be rejected. The quoted prices should be inclusive of all taxes. The quoted quantities should be delivered within 30 days from the date of the letter. Payment/Order will be issued only after receipt of delivery notes.

4. The quoted prices must be in Rupees.

5. The bid document shall be submitted in English language only.

6. All pages of the bid document shall be numbered. Each page of the bid document shall be stamped and initialized.

7. In case of failure in payment advance, no orders will be placed.

8. ITER-India reserves the right to place order on one or more parties.

9. Specifications, material or design shall be strictly conforming to our specification/frames. Any deviation, if any, should be duly indicated by the supplier in the quotation. The Tenderer should also indicate the make/type number of the materials offered and catalogues, technical literature and sample, wherever necessary to accompany the quotation. Classification of the specific details/drawings should be obtained from the Purchase Officer before submitting the quotation.

10. Terms of Payment: Quotations should be submitted on due dates as indicated in the tender document. The quoted prices shall be final and non-negotiable, and the validity extended is 30 days from the date of quotation. The quoted prices shall be fixed and non-negotiable, and the validity extended is 30 days from the date of quotation.

11. Unit prices should be quoted in Rupees. Unit prices should be quoted per piece. The quoted prices shall be subject to revisions only in the event of fluctuations in the market price of raw materials, labor, etc., that are necessary to maintain the competitiveness of the products.

12. The quotation should be for the items specified in the tender document. The quoted prices shall be fixed and non-negotiable, and the validity extended is 30 days from the date of quotation.

13. The quoted prices shall be quoted in Rupees. The quoted prices shall be subject to revisions only in the event of fluctuations in the market price of raw materials, labor, etc., that are necessary to maintain the competitiveness of the products.

14. Any changes in specifications or designs shall be communicated to ITER-India by the supplier.

15. Inspection: The material(s) offered shall be inspected by the Purchaser's Personnel, and the inspection to be conducted in a timely manner. Any deviations from the specifications shall be noted and reported to the Purchaser, and the supplier shall be informed of any such deviations.

16. Payment: Payment will be made for the material(s) delivered in accordance with the terms and conditions of the contract.

17. No correspondence will be entertained within 30 days of the date of receipt of material and bills, unless otherwise specified.

18. Warranty: The material(s) offered shall be guaranteed against defects in material, design, workmanship, operation and manufacture, for a period of 12 months from the date of acceptance, against defective materials, design, workmanship, operation or manufacture. Any defects notified and communicated during the Guarantee period, replacement or rectification should be arranged/rectified within a reasonable period of time, and any such defects shall be subject to the right of the Purchaser to reject the material(s) and/or reject the order.

19. The Purchaser reserves the right to reject the material(s) and/or the order in case of non-compliance with the specifications and/or tender terms and conditions or failure to meet the delivery dates.

20. Conveying in any form with regard to this tender will lead to rejection of the bid.

21. The Project Director, ITER-India reserves the right to accept or reject any quotations fully or partially or to cancel the enquiry without assigning any reasons.

22. The tenderer should ensure that the order is placed with a supplier who is able to deliver the material(s) within the specified period.

23. The successful tenderer shall be responsible for the results of the enquiry/reward.

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25. The successful tenderer shall be responsible for the results of the enquiry/reward.

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27. The successful tenderer shall be responsible for the results of the enquiry/reward.

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30. The successful tenderer shall be responsible for the results of the enquiry/reward.

31. The successful tenderer shall be responsible for the results of the enquiry/reward.
Enquiry document for Comprehensive Annual Maintenance Contract (CAMC) for Inspection, testing and Maintenance of Fire Alarm and Detection System

[Period: 2 Years]
(Please note that the bidder should sign on all pages)

Enq. No. I-IEN20039

Date: 02/09/2020
Due Date: 22/09/2020

1) INTRODUCTION:

ITER-India laboratory building is located at Bhat village, near Indira Bridge, Gandhinagar. Conventional Fire Alarm and Detection System is installed at this lab building. Total 77 nos. of smoke detectors, 7 nos. of beam detectors, 6 nos. of hooters, 21 nos. of Manual Call Point (MCP), 01 no. of Main Fire Control Panel and 01 no. of Repeater Panel installed.

2) EVALUATION CRITERIA:

i. The bidder shall have experience of inspection, testing and maintenance of Fire Alarm & Detection System for at least one of the well-reputed organization. This contract must not amount to less than Rs. 1,00,000/- per annum within the period of last three financial years i.e. for the year 2017-18, 2018-19 and 2019-20. [Bidder shall submit at least one copy of work order and satisfactorily work completion certificate/invoices.]

ii. The bidder shall have the required infrastructure including tools & tackles for carrying out the contract task at Ahmedabad or Gandhinagar. [Bidder shall submit a detailed list on their letter head of infrastructure facilities like tools & tackles, weight machine, computer with internet facilities, telephone, fax, inventory of spare parts, replacement materials etc. available with them.]

iii. The bidder shall have at least one ongoing contract of inspection, testing and maintenance of Fire Alarm System (FAS) (Bidder shall submit copy of work order from the respective organization)
3) **SCOPE OF WORK:**

**INSPECTION, TESTING AND MAINTENANCE OF FIRE ALARM & DETECTION SYSTEM:**

i. Annual comprehensive inspection, maintenance & service contract covers all-in-all service & maintenance of control panels with all the components, zone circuits with cabling, power circuit with cabling up to power source for the system, detectors, manual call points, batteries, hooters, repeater panel etc. related to Fire Alarm system installed at ITER-India laboratory building. Maintenance is to be carried out as per IS 2189:2008.

ii. The bidder shall clearly define the zone for the fire alarm system, numbering of each Detector, MCP, Hooter etc. and displayed near Main and repeater control panel.

iii. There shall be total **Four** preventive maintenance service in a year (i.e. once in a three months' period). The bidder also provides breakdown services as and when required on call basis at no extra charges the preventive maintenance include following works.

**Fire Control Panel/Repeater Panel:**

- Check any system related error message on control panel.
- Check all zone function working properly or not like RESET, FAULT, ISOLATE, RESET, SILENCE etc.
- Carry out lamp test and check all LEDs are working or not.
- Check the continuity of all cable termination and joints.
- Check the battery for its terminal voltage and charging/discharging.

**Smoke & Beam Detector:**

- Clean the dust/dirt from all detectors.
- Check the tightness/alignment of terminal connection of detector base.
- Check detector's LED functioning.
- Check the sensitivity of detector.
- Test the function of detector by actual smoke or remote test after maintenance.

**Manual Call Point:**

- Check the activation knob.
- Check functioning of manual call point.
Hooter:

- Check the activation of siren with strobe light,

iv. Maintaining the system in proper operating condition by regular & systematic examination, repairs/replacement of all the components of fire alarm system and necessary spares like LED’s, PCB’s, & any other components of fire alarm system required to keep system in healthy working condition.

v. Replacement of required spares shall be of identical make & standard. Approval shall be taken from Engineer In-charge for any item needs to be replaced before installation.

vi. The bidder shall submit the Service and Maintenance Report along with Checklist as per Annexure-II within one week to the Engineer in-charge after each service.

4) SAFETY CODE:

i. The contractor shall cover his employees/workers under PF, ESI, personal accident insurance policy and applicable laws. Contractor has to submit PF details, ESI No. and insurance policy documents of all employees before commencement of the work.

ii. The contractor shall be fully responsible for the behavior, conduct, theft and any breach at security etc. by his personnel and workers.

iii. The contractor shall comply with all Govt. rules & regulations for his staff in regard to maintain the applicable labor laws, their amendments etc. in force from time to time.

iv. The contractor shall comply with the instructions given by the engineer in charge, regarding safety regulations, safety precautions, protective measures, clean-up practices, housekeeping etc.

v. The contractor shall ensure adequate safety precautions at site as required under the law of land. Contractor must be entirely responsible for safety of their personnel and provide them safety helmets, safety shoes, other safety gadgets as required and prescribed.

5) TERMS AND CONDITIONS:

i. The mentioned work shall be carried out under direct supervision of responsible person along with at least two trained persons of the contractor and in the presence of personnel of ITER-India. Change of personnel who carries out the services shall not be allowed.

ii. Care must be taken while carrying out the job to avoid any damage to equipment & property of IPR. Contractor has to pay for the cost of damage.

iii. The schedule to carry out inspection and maintenance of fire Alarm & Detection System shall be fixed at least seven days in advance by the contractor and engineer in charge-ITER-India, with mutual agreement. Any change in schedule must be intimated three days in advance.

iv. Contractor shall be allowed to execute the work from 9.30 a.m. to 5.30 p.m. on all working days.
v. Contractor shall respond promptly for any communication made by ITER-India via letter, e-mail or any other mode.

vi. In case of inspection, servicing or repairing of the system is not carried out as per the schedule, proportionate deduction in payment will be done from the bill.

vii. In case the contractor fails to carry out the work as per specified scope of work, ITER-India reserves the right to terminate the contract & get the work done from any other party at the risk & cost of contractor.

viii. In case of failure to execute the scope of work and obey safety code by contractor, ITER-India shall issue the show cause notice. If found guilty, the contractor shall be penalized for Rs.1000/- (Rupees One Thousand only) that shall be deducted from the payment due for the work. Work order shall automatically get void if the penalty imposed for three times.

ix. Initially, the contract shall for the ONE YEAR only. Further extension may be based on vendor’s performance and recommendation of the engineer in-charge.

x. The bidder should collect the site visit certificate (as per Annexure-I) from the Engineer in charge and shall attach the same with their offer.

xi. Accident/Third Party Liability: The Service Provider will take all possible precautions to avoid damage to the Purchaser’s property during its onsite activities. Service Provider shall also take insurance covering third party liability for the personnel and equipments and/or tools deployed at Purchaser’s site against all risks, such as injuries, loss of life etc. Service Provider will be fully responsible for payment of compensation. In the event of loss and/or damage to Purchaser’s property / any item(s) / equipment and/or injury or loss of life to Purchaser’s personnel during the course of onsite activities due to the Service Provider’s default. Service Provider will be fully responsible and liable for such damages and/or losses and payment of appropriate compensation as assessed by the Purchaser. Service Provider will relieve the Purchaser from all the risk and liabilities under this clause.

xii. Safety requirements: The Supplier shall take all necessary precautions to ensure safety of personnel deployed for the said work. As the work is to be executed in a restricted area, the Supplier shall strictly observe all safety, security and labour regulations prevailing in the campus. The Supplier shall be responsible for the proper behavior of the staff employed by him and also for any breach of security regulations, thefts, sabotage etc. The Supplier shall withdraw any person so desired by ITER-India/IPR, if in the opinion of the representative of ITER-India/IPR it is not desirable to permit that particular person to work inside the campus.
Annexure - I

ITER-India, INSTITUTE FOR PLASMA RESEARCH

Date:

(To be attached with the quotation)

<table>
<thead>
<tr>
<th>Enquiry No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enquiry Date</td>
<td></td>
</tr>
<tr>
<td>Enquiry Due Date</td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that

Mr. [Name]

defined as [Messrs] has/have visited the Institute for Plasma Research on

2020

to understand the work and get acquainted themselves with details of fire alarm & detection system to enable them to quote against the enquiry for services and maintenance of the same.

(Engineer-In-charge)
ITER-India, Gandhinagar
ANNEXURE – II

Check list for Fire Alarm System (Sample)

Location:

Date of Service:

Next Service On:

A. Main & Repeater Control Panel

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Check points</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is there any system related error message on control panel?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Have you checked all zone functions like rest/fault/isolate, reset, silence etc.?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Have you performed lamp test &amp; all LEDs given in the panel found functioning?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Have you checked all cable terminations and joints for its continuity?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Have you checked battery for its terminal voltage and charging/discharging capacity?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Is INPUT &amp; OUTPUT voltage Checked?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Is there any observation? Please specify.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Smoke / Beam Detector:  
(Specify location & No. of faulty)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Check points</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Have you cleaned dust/ dirt from all detectors?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Have you checked the tightness of terminals connections of detector bases? Is LED functioning?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Is sensitivity of the detectors set right?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Is last maintenance date inserted in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Point</td>
<td>Status</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>Have you tested the functioning of the detectors by actual smoke or remote test tool after maintenance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there any other observation? Please specify.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Manual call point (MCP)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Check Point</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is activation knob condition OK?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Have you tested functioning of the manual call point?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Is there any other observation? Please specify.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Hooter

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Check Point</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Have you tested functioning of the hooter with strobe light?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Is there any other observation? Please specify.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Any Remarks:

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Date: ____________________________

Signature & Seal of the Contractor

Signature of the representative- ITER-India

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Annexure – III

RATE SCHEDULE

Name of Agency : 
Address : 
Telephone No. : 
Enquiry No. & Date : 

A. Rate Schedule for Checking/ Comprehensive Maintenance/Servicing
   (Servicing shall be done quarterly. Total four (04) services in a year)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Description and location</th>
<th>Frequency for services and maintenance</th>
<th>Rate per quarterly Service and Maintenance (b)</th>
<th>Total Annual Basic Charges [C= 4xb]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Checking, Services and Maintenance of entire Fire Alarm System</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* CAMC Period – 2 years

Date: 

Signature & Seal of the Contractor

B. Terms and Conditions

<table>
<thead>
<tr>
<th>Sr.No/Description</th>
<th>Bidder’s Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Payment:ITER-India payment terms will apply (Refer Sr. No. 7 of Note)</td>
<td>Comply Yes/No (In case of No Please provide details)</td>
</tr>
<tr>
<td>2. Validity Period (Refer Sr.No. 3 Of Terms and Condition)</td>
<td>Comply Yes/No (In case of No Please provide details)</td>
</tr>
<tr>
<td>3. GST (To Specify as applicable)</td>
<td></td>
</tr>
<tr>
<td>4. GST No.</td>
<td></td>
</tr>
<tr>
<td>5. SAC Code</td>
<td></td>
</tr>
<tr>
<td>6. Udhyog Aadhar No. &amp; Category (Micro/Small/Medium Enterprise)</td>
<td></td>
</tr>
<tr>
<td>7. Discount(if any)</td>
<td></td>
</tr>
<tr>
<td>8. Remarks</td>
<td></td>
</tr>
</tbody>
</table>

Date: 

Signature & Seal of the Contractor