

 SAS Nagar	<p style="text-align: center;">NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH (NIPER), SECTOR 67, S.A.S NAGAR (MOHALI) PUNJAB – 160062</p> <p style="text-align: center;">www.niper.gov.in Telephone No. 2214682-87, Fax No. 0172-2214692,2230068</p>
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No. NIPER/PUR/NIQ17/

Date 06.07.2017

Subject: Annual Maintenance and Up Keep of Fire safety Installations at NIPER, S.A.S Nagar

NIPER intends **Annual Maintenance and Up Keep of Fire safety Installations at NIPER, S.A.S Nagar.**

Detailed Tender Documents is enclosed for your reference

You are, therefore, requested to send your offer for the same.

1. Eligibility criteria documents along with Part-I Technical Bid {must be submitted in the Ist envelope along with Earnest Money Deposit EMD and Tender Fee (Part –I) will be opened on **28.07.2017** at 3.30 PM in the presence of tenderer or their representative who may wish to present.
2. Price bid Part-II (to be submitted in separate envelope) of parties who qualify in the Eligibility Criteria will be opened on a subsequent date to be informed separately.

Your Tender superscribed as “**Annual Maintenance and Up Keep of Fire safety Installations at NIPER, S.A.S Nagar**” should reach **Reception Counter in the Secretariat Building of NIPER on or before 28.07.17 upto 3.00 p.m. to be opened on 28.07.17 at 3.30 p.m. in the Conference Room on the first floor of Administrative Bhawan of NIPER.**

Yours faithfully

(Bhuvan Gautam)
Store Purchase officer

National Institute of Pharmaceutical
Education and Research (NIPER)
Sector 67, S.A.S NAGAR MOHALI (Punjab)



TECHNICAL BID

For

PART - I

**ANNUAL MAINTENANCE AND UP KEEP OF FIRE FIGHTING
INSTALLATIONS AT NIPER, S.A.S NAGAR**

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION RESEARCH,
S.A.S NAGAR, PUNJAB

TENDER NOTICE

Sealed tenders in Two Bid system (Technical bid and Price Bid)on behalf of Director, NIPER are invited from reputed agencies/ contractors having experience in working for CPWD/ Railway/ P&T/MES/State PWD/ Institutions/ PSUs/ other Govt. organizations/ reputed corporate, for Annual Maintenance and Up Keep of Fire safety Installations as per detailed tender documents.

Name of Work	Estimated cost of manpower wages per annum (Rs.)	Earnest Money Deposit (Rs.)	Cost of Tender documents	Time period of contract	Last date and time of receipt of tender form	Date and time of opening of tender
Annual Maintenance and Up Keep of Fire safety Installations at NIPER, S.A.S Nagar	4.46 lacs	8920/-	Rs. 500/-	12 months	28.07.17 upto 3.00 pm	28.07.17 at 3.00 pm

Eligibility Criteria

1. EMD as mentioned above (to be submitted in a separate envelope along with eligibility criteria documents and Part-I Technical Bid.EMD should be in the form of Demand Draft in favour of Director, NIPER drawn on any scheduled bank payable at SAS Nagar / Chandigarh.
2. The Agencies who fulfill the eligibility criteria regarding possession of the following documents may participate in the bid for the above work.
 - a) Copy of PAN No. duly self attested with agency's seal
 - b) Copy of Documentary evidence of Statutory Service Tax No. w.r.t Fire Safety & allied services .
 - c) Copy of Average annual financial turnover during the last 3 years, ending 31 March of previous financial year, should be at least **Rs. 1.34** (Please attach self attested copies with seal w.r.t Profit and Loss statements & Balance sheets).
 - d) Should not have incurred loss in more than 2 years during the last 5 years ending 31 March of previous financial year. (Please attach self attested copies of Profit and Loss statements & Balance sheets).
 - e) Submission of documentary evidence certifying successful completion of similar works during last 7 years, ending last day of month previous to the one in which tenders are invited either of the following :-
 1. Three similar completed works each cost not less than the amount equal to **Rs. 1.80 lacs.**

Or

- II. Two similar completed works each costing not less than the amount equal to **Rs. 2.70 lacs.**

Or

- III. One similar completed work costing not less than the amount equal to **Rs. 3.60 lacs.**

3. Similar nature of works means Annual Maintenance and Up Keep of Fire safety Installations in any Govt. Organisation/ Public Sector Undertaking/Reputed Corporate Sector.
4. The Agency should have office/ sub office with relevant maintenance workshop in tri-city (Chandigarh/ S.A.S Nagar/ Panchkula) and proof of same need to be attached.
 5. Eligibility criteria documents along with Part-I Technical Bid (must be submitted in 1st envelope along with EMD) will be opened on 28.07.17 at 3.00 p.m. in the presence of tenderer or their representative who may wish to present.
 6. Price Bid –Part II (To be submitted in a separate envelope) of the parties, who qualify in the eligibility criteria shall be opened on a subsequent date to be informed separately).
 7. The offer will remain valid for four months from the last date of submission of tender.
 8. Telegraphic, Fax, late received, conditional tenders and tenders not submitted strictly as per eligibility criteria requirements and without EMD shall not be accepted.
 9. Any information furnished by the applicant found incorrect at the later stage will make the agency liable to be debarred from tendering taking up the work in NIPER. The department reserve the right to verify the particulars furnished by the applicant independently.
 10. The tenderer should visit the site before filling in tender so that he could access the requirements prevailing site conditions.
 11. Any deviation for Terms and Conditions of tender or conditional tender should liable to be rejected
 12. The Director, NIPER reserves the right to accept or reject in part or in full any or all the tenders without assigning any reasons thereof.

(Signature of the Tenderer)

PART-I
(TECHNICAL BID)

MEMORANDUM

Name of Work : Annual Maintenance and Up Keep of Fire Fighting Installations at NIPER, S.A.S Nagar

1. Estimated Cost : Rs. 4.46 lacs
2. E.M.D. : Rs. 8920/-
3. Period of Contract : 12 months.
4. Security Deposit : A sum @ 10% of the gross amount of the bill shall be deducted from each RA bill of the contractor till the sum along with the sum already deposited as EMD, will amount to Security Deposit of 5% of the tendered value of the work. The earnest money that is deposited at the time of tender shall be treated as part of the Security Deposit.

5. Defect Liability Period : NA
6. Date and time of issue of tender documents : **As per Tender**
7. Date and time of submission of : **As per Tender**
8. Tender documents
9. Date and time of opening of Technical Bid. : **As per Tender**

10. Date and time of opening of Price Bid. : **will be conveyed via email to the successful bidders**

11. Validity of Tender : 120 days from the date of opening of Tech. Bid.
Tenders should be submitted in Two Envelops systems. Ist Envelop should contain EMD as specified along with all eligibility criteria documents and second envelop should contain **Price Bid only (Part-II) only**. Above noted envelopes should be enclosed in a single envelop super scribed with the word "**Annual Maintenance and Up Keep of Fire Safety Installations at NIPER, S.A.S Nagar**".

12. Tender Forms are not transferable.
13. Price Bids will be opened only those parties who qualify in the Technical Bid.
14. Telegraphic, Fax, conditional and tender without EMD shall not be accepted.
15. Canvassing in any form will entail disqualification.
16. Director, NIPER reserves the right to accept or reject any or all the tenders without assigning any reasons.

Dated the Day of.....

Signatures of the Issuing Officer

Signature of the Tenderer
(With seal of the firm)

TENDER

I/ We have read the examined the NIT specifications applicable, drawings and design general rules and directions, conditions of contract, clauses of contract, special conditions, schedule of rates and other documents and rules referred to in the conditioning of contract and all the contents in the tender documents for the work.

I/ We hereby tender for the execution of the work, specified in the schedule of quantities within the time specified there in and in accordance with specifications, designs, drawings, and instructions in writing referred therein and with such materials as are provided for and in all respects in accordance with such conditions so far as applicable.

I/ We agree to keep the tender open for 90 days from the due date of opening thereof and not to make any modifications in its terms and conditions.

A sum of Rs. _ is hereby forwarded by Demand Draft issued by a National Bank in favour of Director, NIPER and payable at Mohali/ Chandigarh.

If I/ We fail to commence the work specified, I/We agree that the authority competent to accept the tender or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said EMD absolutely otherwise the said EMD shall be retained by him towards Security Deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered upto maximum of the percentage therein.

I/We hereby declare there, I/We what treat the tender documents, drawings and other records connected with the work as secret/ confidential documents and shall not communicate information/ derived there from to any persons or use the information in any manner prejudicial to the safety of the institute.

I/ We agree that should I/We fail to commence the work specified in the above memorandum, an amount equal to the amount of the EMD mentioned in the form of invitation of tender shall be absolutely forfeited to NIPER and the same may at the option of competent authority in law out of any other money due to me/us under this contract otherwise.

Date :

Witness :

Address :

General Rules and Regulations

1. In the event of the tender being submitted by a firm. It must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney is to be produced with the tender and must disclose that the firm is duly registered under the Indian Partnership Act.
2. Conditional tender & tenders not filled as per instructions contained in DNIT are liable to be rejected.
3. Rates (s) and / or amount(s) must be quoted in decimal coinage amount must be quoted in full rupees by ignoring fifty paisa and less and considering more than fifty paisa as rupee one.
4. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall be taken as correct. If the amount of an items is not worked out by the contractor or it does not correspond with the rates written either in figures or in words then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly the rates quoted by the contractor will be taken as correct and not the amount.
5. All rates shall be quoted on the tender form. The amount for each item should be worked out and requisite total given. Rates should be written in figures as well as in words and the amount in figures and in words.
6. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.
7. Sales Tax, Purchase tax, Turnover Tax or any other tax on material in respect of the contract shall be payable by the contractor and NIPER will not entertain any claim whatsoever in respect of the same. The rates of items should be inclusive of all the above charges.
8. The contractor shall obtain temporary passes for self his agents, servants, work people and vehicles from the security personnel of NIPER before start of the work. The contractor and his work people shall observe all the rules promulgated from time to time by the NIPER authorities. Cost of photographs etc required for passes etc shall be borne by the contractor.
9. The contractor shall not carryout any hidden work on Sundays & Holidays without the prior written approval of the Engineer-in-Charge.
10. The rate for all items of work, shall unless clearly specified otherwise include cost of all labour, materials and inputs involved in the execution of the item.
11. Any clarifications required to be sought may be had from Engg. Section, NIPER before due date of submission of tender.
12. It is the sole responsibility of the agency to entertain all types of claims legal/ financial related with workers during the period of contract. NIPER shall not responsible for any dispute arising out between the agency and its workers and will not be liable for any compensation in this regard.

(Signatures of the Tenderer)

SPECIAL CONDITIONS FOR CONTRACT

1.0 GENERAL.

1.1 The following special conditions shall be read in conjunction with conditions of contract. Any provision contained in these special conditions, if at variance with the corresponding provisions of contract shall take precedence there over.

2.0 INSPECTION OF SITE.

2.1 The tenderers shall contact the Engineer-in-Charge for the purpose of inspection of site and relevant documents, other than those sent herewith, who will give reasonable facilities for this purpose; the tenderers shall also make themselves familiar with the working conditions, accessibility to site, availability of materials and other conditions which effect the entire completion of work under this contract. The contractor should also satisfy himself as to the nature of the existing means of transportation and communications.

2.2 The tenderers shall deemed to have visited the site and made themselves familiar with the working conditions before submitting the tender irrespective of the fact whether they inspect the site or not.

3.0 MATERIAL AND SAMPLES.

3.1 All materials, articles, fittings and accessories etc shall comply with the relevant Indian Standard Specification where specified and shall be approved make. The Engineers and the representative of the owner shall have the discretion to check quality of materials and equipments to be incorporated in the work at source of supply, site of work and even after incorporation in the work. They shall also have the discretion to check the workmanship of various items of work to be executed in this work. The contractor shall provide all necessary facilities and assistance for this purpose.

3.2 The above provision shall not absolves the contractor in getting the material and workmanship quality checked and approved from Engineer-in-Charge as provided elsewhere in this agreement.

3.3 The contractor shall produce samples of all materials, articles, fittings, accessories, etc. that he proposes to use and get it approved in writing by the Engineer-in-Charge. The materials articles etc. as approved shall be labeled as such and shall be signed by the Engineer-in-Charge and the Contractor's representative. The samples excepts those destroyed during testing shall be returned to the contractor. No payment will be made to the contractor for the sample destroyed in testing.

4.0 INDIAN STANDARDS.

4.1 Whenever any reference is made to any IS in the particular specifications, drawings and in schedule it means the latest editions with all amendments current at the date of issue of tender documents.

5.0 STANDARD OF WORKMANSHIP.

5.1 To finalize the acceptable standard of workmanship and layout of fittings, fixtures wiring etc. Engineer-in-Charge may order the contractor to complete one portion of item of work in all respect sufficiently in advance to serve as guiding samples. This shall be completed under the close supervision of the Engineer-in-Charge/his representative as required as per site conditions . On approval of the sample by Engineer-in-Charge the said item of work shall be treated as guiding sample and all further works shall be executed confirming to this sample.

6.0 TIME AND PROGRESS.

- 6.1 Time allowed for carrying out the works as entered in at the tender shall be three reckoned after 10th day from the date on which the letter of intent is issued to the contractor.
- 6.2 During the currency of the work the contractor is expected to adhere to the time schedule and this adherence will be a part of the contractor's performance under the contract.
- 6.3 Contractor is expected to mobilize and employ sufficient resources as indicated in the agreement to achieve the detailed schedule within the broad framework of the accepted methods of working and safety.
- 6.4 No additional payment will be made to the contractor for any multiple shift work or other incentive methods contemplated by him in his work schedule even though the time schedule is approved by the Engineer-in-Charge.

7.0 PERSONNEL OF CONTRACTOR.

- 7.1 The contractor shall employ only Indian National as his representative, servants and workmen after verifying their antecedents and loyalty. He shall ensure that no personnel of doubtful antecedents and nationality is in any way, associated with the works. In case of technical collaboration or other consideration with foreign company/individual, the contractor at the time of submission of tender, must submit proof of the company's / individual's nationality. He shall render a certificate to Engineer-in-Charge in one month from the date of acceptance of the tender to this effect. In case the Engineer-in-Charge, desires contractor will have the police verifications of the personnel employed by him.
- 7.2 The Engineer-in-Charge shall have full power and without giving any reason to the contractor, immediately to withhold the services/works being carried out by the representative of contractor in case the performance/quality of works is found unsatisfactory.

8.0 ADMISSION TO SITE.

- 8.1 The entire work lies in the restricted area. However the security of men, materials and work is completely the responsibility of the contractor.

9.0 ELECTRICITY.

- 9.1 Electricity, if available, will be provided for testing of equipments of that particular area.

10.0 WATCHING AND LIGHTING.

- 10.1 The contractor shall at his own cost take all possible precautions to ensure safety of life and property by providing necessary barriers, lights, watchmen etc during the progress of work as directed by the Engineer-in-Charge.

11.0 ARBITRATION & JURISDICTION

- 11.1 In case any dispute or difference shall arise between the NIPER (or the Engineer-in-Charge on the their behalf) and the Contractor on any matter within the scope of this Contract except as to matters entirely left to the decision of the NIPER or the Engineer-in-Charge under the provisions of this Agreement, dispute or difference and such disputes or difference shall be referred to a sole Arbitrator to be selected by the Contractor from among the panel of three nominees to be indicated by the NIPER at the time of reference of the disputes to arbitration. The award of the Arbitrator shall be final and binding on both parties. The procedure laid down in Indian Arbitration Act of 1996 and the rules made there under from time to time shall apply in the matter of the reference. Only Courts at SAS Nagar(Mohali) shall have jurisdiction to entertain a claim or for enforcement of the award.

- 11.2 Notwithstanding reference of any matter for arbitration, the Contractor shall continue to execute the Contractor in all respects except to the extent such execution itself is the subject matter for the arbitration.
- 11.3 It is a term of the Contract that the party invoking arbitration shall specify the dispute or dispute to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.
- 11.4 It is also a term of the Contract that if the Contractor does not make any demand for Arbitrator in respect of any claim(s) in writing within 90 days of receiving the intimation from the NIPER that the bill is ready for payment, the claim of the Contractor will be deemed to have been waived and absolutely barred and the NIPER shall be discharged and released of all liabilities under the Contract in respect of the claims.
- 12.0 COOPERATION WITH OTHER AGENCIES.**
- 12.1 The contractor shall permit free access and generally offer a reasonable facilities to other agencies or departmental workers engaged by NIPER to carry out other works, if any, under separate arrangements. The contractor's price shall be deemed to cater for all the above contingencies and nothing extra shall be admissible.
- 13.0 RECOMMENDATION FOR PROCUREMENT OF MATERIALS.**
- 13.1 The contractor shall at his own cost and expense provide all materials required for the work. The shall ensure that material consumption amd work executed is recorded in the relevant log books as approved by Engineer-in -charge.
- 14.0 CLEANING DOWN.**
- 14.1 The contractor shall clean all fire equipments and carry out all other necessary items of work to make the premises clean and tidy before handing over the work and the rates quoted by the contractor shall be deemed to include for the same.
- 15.0 EXTENSION FOR DELAY BY ENGINEER-IN-CHARGE.**
- 15.1 In the event of delay by the Engineer-in-Charge to handover the contractor possession of site necessary for the execution of the work or to give the necessary notice to the contractor to commence work or to provide the necessary details or instructions or to do any act or thing which has the effect of delaying the execution of the work then notwithstanding any thing contained in the contract such failure or delay shall in no way affect or vitiate the contract or after the character thereof or entitle the contractor to any damage or compensation thereof but in all such cases the Director, NIPER may grant such extension or extensions of completion date as may be deemed fair and reasonable by the Engineer-in-Charge and such decision shall be final and binding on the contractor .
- 16.0 PENALTY.**
- 16.1 The contractor is expected to attend the maintenance complaints and complete the assigned work within the allotted time frame. Under normal circumstances, the complaint shall have to be attended within 24hrs from the time of complaint. Failure of the contractor to complete the assigned work as required shall invite penalty for the delay period.

For normal maintenance jobs:

- (a) If delay is more than one day, penalty of Rs 50 per day(upto one week) shall be deducted from service bill/security deposit.
- (b) If delay is more than one week, penalty of Rs 100 per day (upto two weeks) shall be deducted from service bill/security deposit.

- (c) If delay is more than two weeks, the engineer-incharge NIPER shall get the work done/item(s) purchased and installed as per the requirement of the institute at the contractor's risk and cost. The cost incurred by NIPER in such case shall be deducted from contractor's service bill/security deposit as deemed fit by engineer-incharge NIPER.

For emergency jobs:

- (a) Emergency maintenance jobs/in case of fire incident, the contractor is required to attend the emergency immediately. No delay will be acceptable under such circumstances. The contractor is expected to be equipped with all fire safety gadgets/machinery/spares/vehicle/manpower at site as required to control the fire immediately.
- (b) Liaisoning with the fire deptt./fire officials of SAS Nagar/Chandigarh for deputing fire brigades/fire protection facilities in time to prevent the fire incidents at site shall be the sole responsibility of the contractor. Any charges applicable in such circumstances shall be in the scope of contractor. Failure of the contractor to comply with the requirement of the fire emergency of the institute shall invite cancellation of the contract and the loss incurred due to such incident shall be deducted from the contractor's service bill/security deposit as deemed fit by engineer-incharge NIPER.

17.0 SETTING OUT.

- 17.1 The contractor shall be responsible for the true and proper setting out of the services/schedules of maintenance at site along with necessary instruments, appliances and labour in connection herewith. If, at any time during the progress of the work/services, any discrepancies appears in fire safety equipments, the contractor is required to make good the same at his own expense and rectify such errors to the satisfaction of the Engineer-in-Charge. The checking of work/services by the Engineer-in-Charge shall not in any way prevent the contractor of his responsibilities.

18.0 MATERIAL TESTING.

- 18.1 Materials as and when required for testing will be provided by contractor at his own expenses. The tests considered necessary by the Engineer-in-Charge shall be got carried out by the contractor at his own expenses in recognized testing laboratory in the presence of Engineer-in-Charge or his authorised representative.

19.0 LABOUR WAGES.

- 19.1 The contractor shall be required to comply with all the labour laws and regulations contained in various prevalent act/ regulations/ instructions issued by Central/ State Govt as applicable. He shall also be responsible for the future rules and regulations, which may be enacted from time to time.
- 19.2 His rates shall be deemed to have taken into account the above.

20.0 CARE OF WORKS.

- 20.1 From the commencement to the completion of the services/works the contractor shall take full responsibility for the care thereof and of all temporary works and in case any damage loss or injury shall happen to the works or to any part thereof or to any part temporary works due to lack of precaution/ negligence on part of contractor, the same shall be made good at his/ their own cost. The contractor shall have to comply with the schedule of works /assignments as directed by Engineer in charge.

21.0 GOVERNING LAWS.

- 21.1 The contract shall be governed by and construed according to the laws in force in India.

22.0 ALTERNATION IN SCOPE OF WORK.

22.1 If at any time after acceptance of the tender. Director, shall decide to abandon or reduce the scope of the services/works for any reasons whatsoever and hence not require the whole or any part of the services/works to be carried out. NIPER shall give notice in writing to that effect to the contractor and the contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advance which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the services/work.

23.0 INTERIM PAYMENT.

23.1 Payment will be released on the basis of running bills / final bill put up by the Agency on the basis of actual services /works provided as mentioned in the tender. Payment shall be on 6 monthly basis only subject to verification by Engineer-in-Charge & approval of The Director, NIPER.

23.2 No mobilization advance will be paid against this work.

23.3 Tender must be un-conditional & based upon provisions of the NIT. Any conditional tender if received is liable to be rejected.

24.0 MATERIAL FOR THE WORK.

24.1 Cost of any material if issued by owner shall be recovered in full from the contractor's dues under this contract at the procurement cost + 10% storage charges.

24.2 The quoted rates shall include all the wastage/ cutting allowances/scraps/transportation/manpower costs etc.

25.0 STATUTORY TAXES

25.1 The rates quoted by the contractor shall be deemed to be exclusive of all statutory taxes applicable, octroi, duties and royalties etc and nothing extra shall be payable on this account. The transportation charges.

26.0 INCOME TAX.

26.1 Income tax deductions at source (TDS) shall be made from all payments made to the contractor as per rules and regulations in force in accordance with the income tax Act prevailing from time to time.

27.0 SPECIFICATIONS.

27.1 Specifications of works other than specified in BOQ will confirm to CPWD specifications/ latest Indian Standard specifications.

28.0 METHOD OF MEASUREMENT

28.1 Measurement of work done should be as per units specified in BOQ. Measurement of any other item not indicated in BOQ but required to be executed shall be as per the approval and directions of Engineer-in-Charge.

29.0 QUANTITIES

29.1 The quantities in the bill of quantities are tentative and there may be variation to the extent maximum 25%. Minimum quantity shall be as per actual site requirement. Additional quantity more than 25% shall not be payable on this account.

30.0 PAYMENTS

30.1 Payment bills of the Agency shall be accepted on six monthly basis during the yearly contract period subject to satisfactory performance and verification by the Engineer-in-Charge, NIPER. Tentative time for release of payments shall be 21 days after technical verification.

(Signatures of the Tenderer)

Extra Items/ Substituted items

Rates for altered, additional or substituted items of work shall be determined by the Engineer-in-Charge as follows :

- a) If the rate for altered additional or substituted item of work is specified in the BOQ, the contractor shall carry out the same at the same rate. In the case of composite tender, where two or more schedule of quantities may form part of the contract, the applicable rate shall be taken from the schedule of quantities of that particular part in which the deviation is involved, failing that at the lowest applicable rate for the same item of work in the other schedule of quantities.
- b) If the rate for any altered, additional, or substituted item of work is not specified in the schedule of quantities, the rate for the same shall be derived from the rate for the nearest similar item specified therein.
- c) If the rate for any altered, additional, or substituted items of work can not be deterred in manner specified in sub Para `a` and `b` above, then such tem of work shall be carried out at the rate entered in schedule of quantities, the rate following in the tender plus/ minus the percentage by which the tendered amount of the works actually awarded is higher or lower than the corresponding estimated amount of the works actually awarded.
- d) If the rate for altered, additional or substituted item of work can not be determined in the manner specified in Para `a` to `c` above, then the rate for such items shall be derived from the schedule of rates specified in sub Para `c` above plus/ minus the percentage mentioned in the Para. In the case of material issued by NIPER, issue rates of materials, with storage charges recovered, enhanced by two and a half percent for profits and overheads shall be adopted in place of schedule rates plus percentage specified in sub Para `C`. Provided always that if rate(s) for Para (s) of the item (s) are not available in the schedule of rates specified above, rates for part (s) of such items shall be determined on the basis of market rate(s) prevailing during the fortnight following the date of the order plus 10% for profit and overheads.
- e) If the rates for any altered, additional or substituted item of work can not be determined in the manner specified in Sub Para (s) `a` to `d` above, the contractor shall within 15 days of the date of receipt of order to carry out the said work, inform the Engineer-in-Charge of the rate which he proposes to claim for such item of work, supported by analysis of the rate claimed and the Engineer-in-Charge shall within three months thereafter, after giving due consideration to the rate(s) claimed by the contractor determine the rate on the basis of market rate(s). In the event of the contractor failing to inform the Engineer-in-Charge within the stipulated period of time, the rate which he proposes to claim, the rate of such items shall be determined by the Engineer-in-Charge on the basis of market rates.

Discrepancies and adjustment of Error

In case of discrepancy between the schedule of quantities, the specifications and or drawings, the following order of preference shall be observed.

- a) Description of schedule of quantities.
- b) Particular specifications and special conditions if any.
- c) Drawings.
- d) Specifications specified in the contract.

e) Indian standard specification of BIS.

Dismantled Materials

The dismantled material obtained after carrying out maintenance shall be deposited with the Engineering deptt. and duly recorded in the log sheets as per directions issued by Engineer-in-Charge from time to time.

Safety precautions/ health and sanitary arrangements for workers.

All precautions as per CPWD safety code for the workers and necessary health and sanitary arrangements for them will be taken by the contractor.

(Signatures of the Tenderer)

The quoted rates in BOQ shall be exclusive of all statutory taxes such as GST and other taxes/govt levies as applicable from time to time.

Cost of transportation, insurance for transit and storage cum erection charges, testing and commissioning shall be inclusive in rates to be quoted by agency. No claim in respect of the same shall be payable by NIPER.

(Signatures of the Tenderer)

General Conditions of Contract

1. **SCOPE OF WORK**. The work under the contract shall comprise of regular maintenance/ preventive maintenance and up keep of all fire Safety installations, fire work is defined in the Annexure `A'- Maintenance and up keep of fire safety installations, Annexure `B'-Refilling of Fire Extinguishers) and Annexure `C'- Spares for Fire Hydrants/ Fire Extinguisher and Fire Alarm system attached to this tender documents. The contractor shall have to detail qualified man who is fully conversant with the job of maintenance and up keeping of fire fighting installations and fire alarming system.
2. **AGREEMENT**
The contractor is required to enter into an agreement with NIPER after acceptance of his tender under the Terms and Conditions stipulated in the above tender as well any other conditions which may be considered necessary for inclusive in the agreement.
3. **LICENSING**
The Agency must have license of Fire Safety for carrying out AMC services as issued by the concerned govt deptt. within the norms applicable and should have required validity on the date of applying for the tender.
4. **STATUTORY REQUIREMENT**
Payment of minimum wages, provident fund and ESI or any other statutory requirement benefits to the staff/ workman deputed at NIPER site shall be borne by the contractor as per prevalent labour laws and will have to be followed by the Agency. NIPER shall not be responsible for any delay and non payment of wages to workers of contractor.
5. **DETAILS OF INSTALLATIONS ETC.**
These are given in Annexure-A and Annexure-B to this tender. Tenders are required to carefully study and carry out the site inspection of each installation/ building etc to apprise themselves of all the relevant factors.
6. **TERMINATION OF THE CONTRACT**
In the event of failure/ negligence by the contractor/ un-satisfactory performance with respect to fire safety services during the period of contract, Director, NIPER reserves the right to terminate the contract without assigning any reason after giving one month notice under normal circumstances. Further, NIPER shall not pay any damages/ compensation or other expenses on account of termination/ cancellation of the contract.
In case of breach of contract or any serious legal/ administrative issues related and within the period of contract, by the contractor, the Director, NIPER reserves the right to terminate the contract without giving any notice or reasons.
7. **MAINTENANCE OF RECORDS**.
The contractor's quoted rates shall include the following :-
 - (a) Cost of stationary required to maintain the records.
 - (b) Log sheet for fire hydrants/ fire alarm systems.

8. Complete Fire Alarming and Fire Hydrant system along with all equipments and other related accessories shall be handed over to the Agency in working conditions and it is the responsibility of the Agency to maintain and upkeep it properly during the contract period and hand over back to NIPER after the completion of the contract in proper working conditions.
9. **BUILDING DETAILS.**
The NIPER campus is spread over the area of 130 acres approx. The campus is covered with various type of buildings like Teaching & Research Blocks and Research labs (A-I), Animal house, Pilot Plant, Type- II, III, IV, V and VI houses, community centre, Guest House, Swimming Pool and Health Centre, Convention Centre, Bio-availability Centre, Library, Management Building, Heritage Centre, Hostels (Satluj, Ravi, Beas and Chenab), Sectt. Building, GLP, TDC, Dosage Form Scale Up Plant, Sub-Station, Utility and other buildings within the NIPER campus.
10. Complete water hydrant system located at different locations in NIPER shall be checked every month by the Agency.
11. To maintain proper positioning of all the fire extinguisher at each location with reference to that particular area.
12. **IDENTITY CARD AND PASSES**
The maintenance staff shall individually be in possession of a temporary identity card/ pass issued by the Contractor/ NIPER. The identity card or pass shall be examined by the security staff at the time of entry and exit from the campus and also at any time or number of times inside the campus. Cost of photos for this purpose shall be borne by the Contractor.
13. **FIRE PRECAUTIONS**
The maintenance and operation staff shall strictly observe the instructions pertaining to fire precautions in the NIPER complex.
14. **CONTRACTOR'S REPRESENTATIVES, AGENTS AND WORKMEN**
Contractor shall employ only Indian Nationals as his representatives, SERVANTS and workmen after verifying their antecedents/ public record and loyalty. He shall ensure that no person of doubtful antecedents and nationality is, in any way, associated with the his contract job.
15. **SPARES FOR OPERATION, REPAIR AND MAINTENANCE (Ref Annexure-C)**
Spares and other consumables required for maintenance of fire hydrant, extinguisher and fire alarm system are mentioned in Annexure-C. The agency has to quote the rates as mentioned in Annexure-C and shall be paid to the Agency if the same are consumed during maintenance. The quantity of particular item may increase or decrease depending upon actual requirement as per site conditions. Those items/ spares which are not covered in Annexure-C shall be treated as extra item and rates for that item shall be derived on the basis of market rates analysis.
16. **DAMAGE TO EQUIPMENT etc.**
The contractor shall be fully responsible for making good any damage/ loss due to employment of inexperienced staff or due to negligence in workmanship. The same shall be made good by the contractor as per the existing specifications without any extra cost to the institute. In the event of contractor not fully complying with the

above provisions to the satisfaction of the Engineer-in-Charge, the same may be provided by the institute for which the expenses incurred will be recovered from the contractor. The decision of the Director in regard shall be final, conclusive and binding.

17. **LOSS OF LIFE**

In case of any death of contractor's workers deputed at site due to any accident or otherwise, the sole responsibility for any compensation will be borne by the contractor and NIPER shall not be at any stage responsible for any compensation to contractor.

18. **WATER AND ELECTRICITY**

Water and electricity required for operation/maintenance shall be supplied free of cost. No water charges for the purpose of fire testing/operation shall be applicable to the contractor.

(Signatures of the Tenderer)

Special Conditions

1. Before quoting rates for execution of this work, the prospective agency shall inspect the campus and collect any information along with those provided herewith may seek any clarification from Security-in-Charge/Engineering Section. The tenderer shall also make themselves familiar with the working conditions, accessibility and location of different fire fighting installations inside the campus and buildings.
2. Monthly visit by the representative of the Agency to inspect all the fire safety installations such as fire extinguishers, fire hydrants, fire alarm system etc. will be undertaken free of cost and report of the same to be submitted to NIPER by the contractor.
3. Unlimited emergency services will be attended free of cost as and when required by the Institute.
4. Agency representative will conduct/ demonstrate/carry out drill during monthly maintenance to train the NIPER employees in operation of equipments free of cost.
5. Replaced spares shall have to be returned by the Agency to NIPER engineering deptt. and maintenance of records for the same will have to be done by the Agency for inspection of NIPER authorities as and when required.
6. Payment shall be made on the basis of running bills to be submitted by the Agency as per actual services provided by them as per specific schedule.
7. The agency will maintain record of all the services/ maintenance carried out to the machinery/ equipment along with the log sheet of machinery run on a specific Performa which will be produced for inspection to NIPER authorities.
8. The maintenance and operation of fire safety equipments undertaken by the Agency will be got inspected by Security Officer/Engineer-in-charge NIPER for satisfactory performance of the assigned task.
9. Any statutory tax/ levies imposed by the Government on the services to be provided by the Agency shall have to be indicated separately.
10. All services shall be provided in cooperation with all the NIPER departments to facilitate their smooth functioning during routine maintenance operations.
11. The agency shall clean/repair all the floors, areas, which might get defaced due to maintenance operations without any cost on NIPER.
12. This contract shall be initially executed for the period of 12 months from the date of issue of LOI. The contract may however, be further extended for next two years depending upon satisfactory performance of the agency during contract period with mutual consent of both parties

13. The operation of the above contract will be performed under the control and direction of NIPER, Security In-Charge.
14. Any liaison with local fire authorities with regard to any compliance/ statutory requirement for fire safety of the institute as a whole shall be done by the Agency on behalf of NIPER.
15. Agency will provide inspection report of each service rendered by him of fire alarming system, fire hydrant system and pump system and fire extinguisher (as per Annexure-A).
16. The agency shall have to submit monthly certification in given format, that all fire installations are in proper working conditions after each inspection and take necessary steps immediately if any installation found not to be in working order without any additional cost to NIPER.
17. The Agency shall have to depute its service personnel at NIPER site during servicing and during special institutional function or as and when required by Engineer-in-Charge.
18. All complaints shall be attended with in 24 hours under normal circumstances or as reqd. by institute as per the directions of Engineer-in-Charge .

(Signatures of the Tenderer)

MAINTENANCE SCHEDULE OF FIRE ALARM SYTEM

1. Checking and inspection of general operating system of the fire alarm control panel. It will be the responsibility of the agency to ensure that the panel is maintained properly to avoid any failure during emergency.
2. The agency will ensure the operation of the system in perfect condition during failure of main power supply. Necessary test check will be carried out by the agency in this direction per month.
3. System will be checked for fault signal by generating an artificial fault signal by generating an artificial fault in the system.
4. All optical/ acoustic alarm devices will be checked for their working.
5. Alarm hooter or any other warning devices will be checked for their proper operation.
6. All detectors will be checked for their proper installation, working and functioning.
7. Performance test of one detector in each zone will be checked.
8. Performance check of all automatic fire control panels.
9. Complete overhauling of control panel.
10. Performance check of all automatic fire control panels.
11. Complete overhauling of control panel.
12. Maintenance and up keep of fire alarm system and fire/ smoke/ heat/ beam detectors and related accessories, complete wiring installed in buildings like auditorium, GLP, library as per detail mentioned in Annexure-A.
13. Checking/ operation/ maintenance of all fire alarming system complete with all related accessories shall be carried out at the various locations once in two months.
14. All type of maintenance for fire alarm system shall be carried out as per standard statutory norms.

MAINTENANCE SCHEDULE FOR HYDRANT SYTEM

1. **HYDRANT VALVE**. Repair of hydrant valve, lubricating of lugs, performance check of the valve and checking of washers. Checking of water flow with required pressure.
2. **BRANCH PIPE**. Leak proof connections, cleaning and replacement of branch pipes and nozzles.
3. **FIRE HOSE PIPE**. Testing of fire hose pipe under water pressure, washing, cleaning with water and brush, drying, applying of French chalk inside the hose. Polishing of coupling, lubricating of hollow lugs, rerolling and keeping the same back in hose box.
4. **PUMP HOUSE**. Running test of all fire pumps installed at various locations at NIPER.
5. **HYDRAULIC PRESSURE TESTING**. Pressure testing of pipe line including control valves and fittings.
6. **Painting**. Painting of fire hydrants, if required.
7. Excavation of pipeline, if required, for maintenance/ repair work will have to be done by the Agency.
8. Maintenance and upkeep of hydrants complete with all related accessories including replacement of gaskets, nuts, bolts, checking if any leakage, rectification of valves, checking of pipe line and related accessories, hose reel, fire hoses along with water lines installed at various buildings in NIPER campus. Spares shall be paid a per quoted rates in Annexure-C as per actual requirement. The services shall be provided once in two months.
9. Maintenance and upkeep of fire motor pump unit included all mechanical parts and electrical parts. Payments for spares shall be given extra as per Annexure-C. Any

problem arises out at any time shall be got rectified by the Agency. Details of installation is as under :-

- Library 10 HP pump set	-	02 units.
- Library 7.5 HP pump set	-	01 Unit.
- Main pump house pump set 30 HP	-	01 unit.
- Convention centre pump set 10 HP.	-	01 unit.
- Pilot Plant 10 HP.	-	01 unit.
- Chenab Hostel 7.5 HP.	-	04 units

10. All type of maintenance for fire hydrants system shall be carried out as per standard statutory norms.

MAINTENANCE SCHEDULE OF FIRE EXTINGUISHERS

Following jobs concerning above will be carried out quarterly.

1. Opening of extinguishers, examining any corrosion from inside.
2. Complete cleaning of fire extinguishers from inside outside.
3. Cleaning of nozzle bore and rubber hose, if any.
4. Checking of chemicals and washers.
5. Oiling and greasing of all threading components, if required.
6. Refilling of extinguishers, if required.
7. Maintaining record of extinguishers with date of refilling/ servicing and pressure testing/ stickers indicating refilling and expiry date.
8. Replacement of faulty parts.
9. Weight/ pressure checking of CO2 cylinder and gas cartridge in regular interval of time.
10. Complete checking to be done once in two months.
11. All type of maintenance fore Fire extinguisher shall be carried out as per standard statutory norms.

HYDRAULIC PRESSURE TESTING.

1. Water CO2, Mechanical Foam, CO2 type, DCP extinguishers to be tested hydraulically as per IS standards at their due date as per requirements of NIPER, S.A.S Nagar and within the specifications of local authorities.

Engineer-in-Charge may inspect at any time the functioning and the status of the fire safety equipments and the contractor shall have to comply with the directions issued from time to time.

The agency has to comply with all type standard maintenance practices being following for fire fighting installation and fire safeties.

(Signatures of the Tenderer)

**National Institute of Pharmaceutical
Education and Research (NIPER)
Sector 67, S.A.S NAGAR MOHALI (Punjab)**



PRICE BID

For

PART – II

**ANNUAL MAINTENANCE AND UP KEEP OF FIRE FIGHTING INSTALLATIONS AT
NIPER, S.A.S NAGAR**

PRICE BID**PART-II****MAINTENANCE & UPKEEP OF FIRE FIGHTING INSTALLATION AT NIPER**

S. No.	Description of items	Unit	Qty	Rate	Amount
1	Maintenance and Upkeep of fire extinguisher installed at various locations of different buildings in NIPER campus as per Annexure-A of tender (Frequency once in two months).	Services	6		
2	Maintenance and Upkeep of fire hydrants and their accessories includes replacement of gasket, nuts and bolts, checking if any leakage, rectification of valves, checking of pipe line and related accessories, hose, reels, fire hoses , painting of Fire safety installations/equipments setc along with the water lines etc. installed for various building in NIPER campus spares shall be paid as per quoted rates (Annexure-C) and as per requirement (Frequency once in two months). Location and quantity of Fire Hydrants including all related accessories. a) Teaching & research Block - 13 sets. b) Library - 06 Sets. c) Auditorium - 05 Sets. d) Chenab Hostel - 28 Sets. e) TDC - 05 Sets. f) Hose reels including fittings - 25 Nos.	Services	6		
3	Maintenance and upkeep of fire alarm system and fire/ smoke/ beam detectors, main fire control panel, hooters, manual call point and complete wiring installed in building (Library, Auditorium and GLP) at NIPER spares shall be paid extra as per quoted rates (Annexure-C) and as per requirement. (Frequency once in two months). a) Auditorium 4 zone system - 01 Set. b) Library 4 zone system - 06 Sets. c) GLP 4 zone system. - 01 Set.	Services	6		
4	Maintenance and upkeep of fire motor pumps including of all Mechanical and Electrical parts like foot valves in water tank, butterfly valves, flange, gaskets, NRV's, welding of joints, nuts & bolts, bearing etc and control panel including star delta starters (contractors, overload relays, timer, fuses, control wiring etc.) shall be within the scope of contractors. (Spares shall be paid extra as per quoted rates in Annexure-C. (Frequency once in two months) a) Library - 10 HP - 02 Sets. - 7.5 HP - 01 Set. b) Main Pump House - 30 HP - 01 Set.	Services	6		

	c) Auditorium - 10 HP - 01 Set.				
	d) Chenab Hostel - 7.5 HP - 04 Sets.				
	e) Pilot Plant - 10 HP - 01 Set.				
		TOTAL Annexure A			

Annexure-B

REFILLING OF FIRE EXTINGUISHER

S. No.	Description of items	Unit	Qty	Rate	Amount
1	CO ₂ Type 2 Kg.	No	12		
2	CO ₂ Type 4.5 Kg.	No	62		
3	ABC Type 2 Kg.	No	15		
4	ABC Type 5 Kg.	No	46		
5	DCP 5 Kg capacity.	No	83		
6	Water CO ₂ Type 9 Litre	No	70		
7	Mechanical Form 9 Liters capacity	No	7		
8	Mechanical Form 50 Liters capacity	No	7		
		Total Annexure B			

Annexure-C

SPARES FOR FIRE HYDRANTS/ EXTINGUISHERS AND FIRE ALARM SYSTEM

S. No.	Description of items	Unit	Qty	Rate	Amount
1	Providing first aid hose reel wall mounting swinging type duly painted with provision of handle to rotate duly painted and supported dia 500mm x 220mm (width). Newage/ Padmini Make.	No	2		
2	Providing High pressure braided rubber hose pipe cable to withstand pressure of 10 Kg/cm ² dia 25mm x 30 meters (length)	No	6		
3	Providing GM shut off valve with 6mm bore.	No	2		
4	Providing heavy duty C.I. gate valves, internal threaded of dia 25mm as per IS 884-1969.	No	2		
5	Providing synthetic cotton fibre circular woven jacketed rubberized fabric reinforced rubberline fire hose delivery, pipes as per IS:636 including winding instantaneous type coupling in complete dia 63mm. a) 15m	No	10		
	b) 30m	No	1		
6	Providing Gun Metal Male Female instantaneous type coupling	No	2		
7	16 gauge MS sheet replacement - 1.5mm x 30cm	No	1		
8	Glass 1.5' x 1' x 3mm thick	No	10		
9	Hydrant gasket dia 63mm x 4mm thick	No	5		
10	Providing gunMetal shut off nozzle (Newage Make).	No	6		
11	Providing and fixing standard heavy duty gun metal branch pipe nozzle dia 15mm normal bore outlet with standard instantaneous type winding 63mm.	No	2		
12	Providing and fixing Neoprene gasket two way for glass fitting in hydrant box.	No	10		
13	Hose with foam making branch for mechanical foam type fire extinguisher	No	2		

14	Providing and fixing of fire extinguisher pipe for ABC/ DCP type fire extinguisher of capacity 5 Kg.	No	20		
15	Manual Call Point	No	2		
16	Base for ionisation type optical smoke detector system. Sensor/ Appolo Make.	No	1		
17	Ionisation type optical smoke detector complete with base LED flasher (6 flashers/ minute) with accessories conforming to BS-5446-1977-BSS445-1984 system. Sensor/ Appolo Make.	No	3		
18	Providing and fixing of butterfly valve of the following dia sizes complete with bolts nuts washers and rubbers gasket as required. Make - Sir/ Castle/ Zoloto.				
	150mm dia	No	1		
	100mm dia.	No	1		
	80mm dia.	No	1		
	65mm dia.	No	1		
19	Providing and fixing iron double flanged type Non Return Valve/ Wafer type of size complete with bolts nuts washers and rubber gasket as required. Make - Kalpana/ Castle/ Taj/ ISI/ Arrow				
	150mm dia	No	1		
	100mm dia.	No	1		
20	Providing & fixing free hose cabinet for two hoses.	No	2		
21	Hose with foam making branch for mechanical foam type fire extinguisher 9 Liters.	No	4		
22	Providing/Fixing/Testing of Air release valve 15 nb.	No	1		
23	Providing/Fixing and two way fire brigade inlet to hydrant outside the building.	No	1		
24	Providing/ Fixing/ Testing of pressure gauge complete with valve and other accessories 100mm dia.	No	2		
25	Providing/ Fixing electronic hooter with in built speaker, mounted in MS sheet box duly painted and finished with cover plate.	No	3		
26	Providing/ Fixing of fire extinguisher horn for CO2 fire extinguisher 4.5 kg	No	10		
27	Handle with siphon gauge etc for 5 Kg/ 2 Kg ABC type fire extinguisher.	No	15		

28	DCP/ water Co2 Fire Extinguisher cap	No	5		
29	Co2 type Fire extinguisher capacity 4.5 kg	No	5		
29	Horn for CO2 type 2 Kg Fire Extinguisher	No	5		
30	Safety pin for DCP/Water CO2 type Fire Extinguisher.	No	10		
31	Safety lock set for CO2 type Fire Extinguisher.	No	10		
32	Safety Pin for CO2 type Fire Extinguisher 4.5/ 2.0 kgs.	No	20		
33	Gas Cartridge for Water CO2 type fire Extinguisher 9 liters.	No	20		
34	Gas Cartridge for Mechanical foam type fire Extinguisher 9 liters.	No	10		
35	Gas Cartridge for DCP type fire extinguisher 9 liters.	No	20		
36	Hook for all type of Fire Extinguisher.	No	25		
37	Adopter GM for hydrant valve 63mm	No	3		
38	Wheel CI for hydrant valve	No	2		
39	Hydrant valve complete set	No	1		
40	4 Zone fire alarm control panel micro processor based make apollo/ system sensor	No	1		
41	Ball bearing for pumps ZZ6308	No	6		
42	Ball bearing for pumps ZZ6309	No	6		
43	Ball bearing for pumps ZZ6305	No	6		
44	Foot valve leather gasket dia 150mm	No	4		
45	Foot valve leather gasket dia 100mm	No	4		
46	Fire Extinguisher ABC type 4 kg.	No	7		
47	Fire Extinguisher ABC type 2 kg.	No	5		
48	Butter Fly valve dia 100mm castle	No	2		
49	Contacto ML 6 rating. Make siemens	No	2		
50	Contacto ML 4 rating Make siemens	No	2		
51	Rewinding of 10 HP fire pump motor.	No	1		
52	Rewinding of 7.5 HP fire pump motor.	No	1		
53	Rewinding of 30 HP fire pump motor.	No	1		
54	Over load relay 25-45 Amp.	No	1		
55	Paint Post office Red shade	Litre	10		
56	Paint Post office White shade	Litre	10		
57	Battery for Fire alarm & control panel 9/12V	No	4		

58	Fire Bucket for sand cap 10 kg	No	5		
59	Mech foam type fire extinguiser cap 50/45 litre with Co2 cylinder 2 kg	No	1no		
	TOTAL Annexure C				
	Taxes as applicable				
	Grand Total				

NOTE:-

- * Rates quoted by the Agency shall be inclusive of supplying and fixing of the above mentioned material at NIPER site .
- * Rates quoted for spares shall be inclusive of all statutory taxes if applicable.
- * Usage of spares shall be as per actual requirement at site. Accordingly payment shall be released only for spares consumed during the contract period.

Total (Annexure-A) =

Total (Annexure-B) =

Total (Annexure-C) =

Grand Total (Fig) =

Grand Total (in words) =