# E-TENDER NOTICE

**Tata Institue Of Social Science ,**
**V.N.Purav Marg, Deonar , Mumbai-400 088.**
**Telephone :91-22-25525000**
**E-Mail :infomumbai@tiss.edu , Website : www.tiss.edu .**

**(Only Through Online e-Procurement Mode)**

**TISS E-Procurement Website : https://www.tenderwizard.com/TISS**

E-Tender Ref No.: FIREAMC2021 Date: 16/07/21

Name Of Work : e-Tender for **"Annual Maintenance Contract for fire fighting equipments and Hydrant System in Main & Naoroji Campus,TISS_ Mumbai."**

E-NIT Cum Tender Document (Single Bid System) for the following Services :

| | |
|---|---|
| **e-Tender No.:** | FIREAMC 2021 |
| **ESTIMATED COST :** | |
| **Tender Cost Fees , EMD & E-Tender Processing Fees.** | **Rs.NIL (Tender Fees)) & EMD Rs.5000/- .The e-Payment Gateway are available on TISS e-Procurement Portal for making the Tender Form /Cost Fees & EMD payment. through online payment method by the payment gateway in e-Tender portal i.e. https://www.tenderwizard.com/TISS . E-Tender Processing Fees are applicable (Non-Refundable)** |
| **Validity** | 120 Days From the date of Tender opening. |
| **Type of e-Tender** | Single Bid |
| **e-Tender Issue Date** | 16/07/21 |
| **Last Date of e-Tender Submission With EMD Submission** | 25/07/21 4:00pm |
| **Date of Opening of Bids** | 26/07/21 11:00am |

1. e-Tender Bid to be submitted online within the due date.
2. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
3. All prospective bidders are requested to visit our TISS E-PROCUREMENT WEBISTE regularly for any such updates / corrigendums.
4. Please see attached e-Tender Documents …

## Standard e-Tender Terms & Conditions For TISS e-Procurement . TISS e-Procurement Website are : https://www.tenderwizard.com/TISS

1. The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "**Tender of TISS"** link in the homepage.
2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on "**Enrolment**" link in the homepage.
3. The Vendor registration fees has to be paid to ITI Ltd for **Rs. 2360/-. ( Inclusive Of All Taxes – Non Refundable )** Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
4. For further details on e-Tender participation, please contact ITI Help desk on :

   - Telephone: 080-49352000 (Bangalore ) & Sanjay KC – Mumbai & Maharashtra (09665721619) Email : sanjay.kc@etenderwizard.com

   - Email: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com.

5. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

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### INFORMATION & INSTRUCTIONS TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

**Special Conditions & instructions for using online Electronic Tendering System through portal (website) http://www.tenderwizard.com/TISS adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees should be pay** through e-Payment Gateway on TISS e-Procurement Portal i.e., **https://www.tenderwizard.com/TISS**

**Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.**

Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal

**(URL: https://www.tenderwizard.com/TISS )** by clicking on the link **" Enrolment "** on the home page of e- Portal which is chargeable. to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in "Vendor Help Manual " .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement .

**Note : Information about e-Procurement Portal.**

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: **https://www.tenderwizard.com/TISS . N.B:** Bidders can download the Vendor's manual by visiting on home page of TISS e-Procurement Website : **https://www.tenderwizard.com/TISS .** KEY INSTRUCTIONS for BIDDERS by clicking on **"Latest Circulars/Formats/Help Manuals/Faq". The complete Step by Step "Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration**

**Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines" & "Digital Signature Certificate Process"** this details are available on TISS e-Procurement Website for e-Tenders.

**Note:** Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through "Team viewer" , "Ammy Admin " Or "Any Desk" Remote software only. For Downloading this software , the downloading software links are available on home page of TISS e-Procurement Website.

# NOTICE INVITING e-TENDER

**1)** Online tenders are invited by The Registrar , Tata Institute of Social Sciences, Deonar, Mumbai 400088 for **Annual Maintenance Contract for fire fighting equipments and Hydrant System in Main & Naoroji Campus,TISS_ Mumbai**

**2) Bids are invited in two forms viz. Comprehensive and Non Comprehensive. Bidders are instructed to fill their rates separately for Comprehensive and Non comprehensive Annual Maintenance Contract . Management will decide finally on entrusting the work as Comprehensive or Non Comprehensive contract. Management's decision on this will be final.**

**3)** The earnest money will be forfeited , if the contractor backs out after tendering or does not start the work within seven days after Date of work order.
**4)** On finalising the tender , the Institute will return the EMD of unsuccessful tenderers .
**5)** The acceptance of tender shall rest with The Registrar, Tata Institute of Social Sciences, who does not bound to accept the lowest tender and reserves the right to reject any or all of the tenders received without assigning any reason. The Registrar reserves the right of acceptance of whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Any attempt of influencing on tender process by the contractor shall not be entertained and his/her tender shall be rejected. **WORK WILL BE AWARDED ONLY AFTER SITE VISITS AND VARIFICATION OF DOCUMENTS UP TO THE SATISFACTION.**
**6)** Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tender and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall deemed to have full knowledge of site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
**7)** All the tenders wherein the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Tenders received without EMD will be summarily rejected.
**8)** The tender for the work shall remain valid for acceptance for a period of four months from the date of opening of tender.

**Signature of Contractor**

ELIGIBILITY CRITERIA:

- The Bidder should have the requisite license for running the establishment from authorities such as Municipality or Local Authority,

- The bidder must submit a self-attested copies of work orders of which the works have been completed within last seven years as a proof of similar work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc.

- The Bidder should have average turnover not less than `5,00,000/- (Rupees three lakhs only) for last seven years.

The tenders of those Bidders who do not fulfill above eligibility criteria are liable for rejection.

**Scope of Work -Facilities Management Services**

- Maintenance of fire fighting equipments/systems as described below such as fire pumps, fire sprinklers, fire alarm system alongwith electrical panels of pumprooms. etc. job includes servicing of equipments/systems, testing of firefighting pumps sets, sprinklers etc. Following is the list of the equipments required to be operated and maintained by bidder for their smooth working and performance.
- The successful contractor will perform the above mentioned duting every quarter of the year. Operations of all units shall be tested every quarter and the functioning shall be shown to the engineer in charge. The agency will generate report every quarter on performance of each syatem.
- Ensuring that the whole system is operational all the time. Any defects observed by Technical/ Security personnel of the Institute shall be rectified immidiately on receipt of intimation of such defect.

Main Campus:-

- Library Building

  a) Fire Hydrant System
  b) Fire Sprinkler System
  c) Fire Alarm System
  d) Pump room and electrical panels of pump room

Naoroji Campus:-

- **Academic Building (G+10)**
  a) Fire Hydrant System
  b) Fire Sprinkler System
  c) Fire Alarm System

2. **Hostel 5 – A,B,C,D wing**
   a) Fire Hydrant System
   b) Fire Sprinkler System

- Fire Hydrant System (Motors, Valves)
- Fire Extinguishers and other fire safety equipments installed
- Pump room and electrical panels of pump room

General Terms & Conditions

- The contract will be initially for a period of one year which may be extended for a further period on mutually agreed terms.

- The vendors are required to study the Fire Alarm and Fire Fighting System related to Annual Maintenance of Fire Alarm & Fire Hydrant System.

- The contractor will be responsible for the trouble free integrated working of the Fire Alarm & Fire Hydrant System, Fire detected, Hooter, Sprinkler, fire pumps, diesel pump all the appliances and system will be checked and certified for their serviceability minimum once a month on regular basis

- INCOME TAX DEDUCTION All statutory dues /taxes & Income Tax shall be deducted from all payments made to the Agency including advances against work done, as per the rules and regulations in force, in accordance with the prevailing regulation & Income Tax Act.

- TAXES AND DUTIES The Agency shall be responsible for the payments, wherever payable at his own cost of all taxes, such as excise duty, custom duty, sales tax, value added tax including the purchase tax, consignment tax, work contract tax, service tax, or any other similar tax in the state concerned, turnover tax, toll tax, octroi charges, royalty, labour cess, levy and other tax (es) or duty (ies) which may be specified by local/state/central government from time to time on all material, articles labour which may be used for this work. The rates quoted by him in the tender in bill of quantities shall be inclusive of all such taxes, duties etc. GST will be paid after submission of B2B.

- LABOUR SAFETY PROVISION The Agency shall be fully responsible to observe the labour safety provisions as per Labour Laws and Law of the Land.

- The Contactor shall provide the maintenance services to the satisfaction of Institute. The performance of the contractor shall be reviewed on monthly basis and in case, the services are not found to be satisfactory, the contract shall be terminated even before the expiry of contract period by giving one month's notice. However, the contract is liable for immediate termination on violation of any of the provisions by the contractor. Institute shall not pay any compensation for early termination.

- The tenderer may be required to produce the documents regarding partnerships and/ or Articles of Association of the company on demand by the Institute. The tenderer may also indicate the name(s) of the Authorized Signatory (ies) of the company.
- If the contractor fails to execute the maintenance work as detailed in 'Scope of Work' within stipulated time, the Institute will be at liberty to execute the works through an alternate source and the charges so incurred shall be recovered from the contractor.

- Care must be taken to ensure that while carrying out the work, no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor failing which the same will be done at his risk and cost.

- The Institute shall be entitled to adjust or appropriate the Security Deposit towards loss or damage caused by the contractor or his staff of the amount of value of breakage or damage in the items & fixtures etc. or against any other liability of the contractor.

- The contractor shall be responsible for any claim arising out of the terms and conditions of the employment under the Minimum Payment of Wages Act and Contract Labour (Abolition and Regulation) Act. or any other low prevalent during this contract period or which comes into force from time to time during the currency of this contract.

- The contractor shall submit the list of his staff to be deployed at Institute along with their personal details like name, age, date of birth, permanent address etc. for gate pass.

- The contractor shall not employ any person who is prohibited by law from being employed.

- The contractor shall take necessary safety measures and he/she is solely responsible for the safety of staff engaged by him.

- Contractor shall maintain the registers/job cards in connection with complaints, works executed etc. for each month.

- The contractor and his supervisor shall be approachable at all times through land line and mobile phone & should be able to render services even in odd hours.

- Institute shall not be responsible for any accident/injury or loss of life of any of the persons engaged by the contractor that may take place while executing the contract and any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the contractor. The contractor shall obtain appropriate insurance cover to his staff at his cost from any such risk of injury or loss of life while at work to meet any such eventualities.

- The contractor shall abide by all the rules and regulations laid down by Institute authorities from time to time.

- The contractor or his staff shall not any time do, cause or permit any nuisance on the site/do anything which shall cause unnecessary disturbances or inconvenience to the occupant/visitors at site or near the site of work.

- Any act. of indiscipline/misconduct/theft/pilferage on the part of any staff engaged by the contractor resulting any loss to the Institute in kind or cash will be viewed seriously and institute shall have the right to levy damages or fine from the contractor and even terminate the contract forthwith.

- The staff engaged by the contractor shall not have any claim whatsoever for employment in the Institute now or at a future date.

- Sale tax, work contract tax, VAT, Service Tax or any other tax on materials in respect of this contract shall be borne by the contractor and the Institute will not entertain any claim whatsoever in this respect.

- The bills together with all necessary details and documents shall be submitted on a monthly basis within 15 days of the succeeding month positively.

- This contract shall be deemed to have been made in Mumbai and only the court of competent jurisdiction in Mumbai shall have jurisdiction to determine any question or dispute arising out of the contract.

- The contractor shall be responsible for the prompt and effective functioning of the personnel deployed by him. He shall be responsible for the quality of the work done by his personnel. Change of personnel will have to be suitably substituted & to be informed to the Institute. The contractor will issue the photo identity card to all workmen with other details.

SPECIAL TERMS AND CONDITIONS

- The rates quoted should be firm and inclusive of all duties and VATs etc. excluding service tax In case prices are not inclusive of duties, Taxes etc., then the rates at which duties, taxes etc., is required to be

paid should be mentioned and if it is not mentioned then it will be presumed that the rates are inclusive of all duties, taxes, VATs etc., and no payment shall be made by the Institute on this account on a later stage.

- The Bidder has to carry out a monthly maintenance and submit detail report to the Institute.

- It may please be noted that any major repairs or replacement of the equipments will be carried out separately according to necessity and the expenditure will be borne by the Institute.

- No major or special repair or overhauling of any equipment such as Fire Pumps & Motors, Fire Fighting/Fire Alarm Panels, Batteries, and Hooters including winding of motors is covered in the scope of this work. However, prevention and routine maintenance including servicing, minor rectification will be the responsibility of the Agency. All material such rectification free of cost except some minor material such as Petrolium Jelly, lubricants, tools & tackles, nuts & bolts, distilled water, old dhoti, log books & stationeries, fuse, rubber packing, threads, indicator lamps, clamps, resistors, diodes etc which are in the scope of this work. Nothing extra shall be paid on account of consumables and small tools & plants. required for the work.

- The contract includes replacement of small spare parts up to the value of Rs. 2400/-. yearly, If any spare part is required to be replaced of the value of above Rs. 2400/-, the same will be informed at the office and on approval, the same will be replaced.
- The systems are to be repaired and serviced by the Service Provider's authorized service Engineer only who shall be properly identified and the Institute shall not allow any other unauthorized person or agency to repair or service the product. Damage to the equipments due to mishandling by the engineer or any person deployed by the Service Provider will be the responsibility of the Service Provider and they will make the equipments good at their costs.

- The Service Provider shall inform in advance and obtain prior permission before carrying out servicing in every month. The company shall take minimum **12** preventive maintenance visits, during the period of the service agreement.

- It shall be the sole responsibility of the Service Provider to comply with all the statutory provisions pertaining to the service conditions of the persons engaged by it to carry out the services under this agreement. The Service Provider shall indemnify the Institute against any claims on this account

- **Routine Services :** It include general cleaning of fire equipments, Checking & replacement of pressure gauges, squeeze grip, Syphon tube, discharge nozzle, repair/ replacement of brass portion, repair/ replacement of valves/ lids, fixing/ positioning of fire extinguishers, refilling, repair/ replacement of grip handle/ PVC base/ trolley (as required) etc. and any other work to maintain the serviceability of the fire extinguishers and submit report accordingly.

The AMC shall include repair or replacement of hose clips, hose nozzles, etc.

**Hydrant System:**
Each Pump should be tested for at least 60 seconds every visit. Discharge of water should be from Hydrant or through a test line. Unnecessary sound and vibration should be noted and corrected. Pump automotation should be checked. Greasing of pumps and motors to be carried out as per manufacturers recommendation or whenever necessary.

Hydrant externally and terrace shall be tested with hose and branch pipe. The jet shall be operated for at least 2 minutes. Hose shall be dried before rolling.

First Aid Hose Reels shall be tested by swinging it on its support and partly opening the hose and discharge of water for 60 seconds. Each Hose shall be tested. There shall be no leakage from MS piping or from clips holding rubber or even from rubber pipe. Hose pipe shall be rolled back uniformly, line by line.

Any line rupture affecting hydrants should be repaired within 12 hours. Others repairs should be carried out within 24 hours.

- **Duties of Bidder :**

- Technical Personnel of the company will make mandatory monthly visit to the site to ensure that the above systems are functioning properly including dry run testing of general operating state.
- Submit report on the status of the system with the observations and suggestions to persons as nominated by Chief Engineer.
- Maintenance of a logbook one each for both campuses to record the details of inspection and the observations on the functioning of the fire safety systems, date of visit, date of testing and counter signed by a person authorised by the Chief Engineer.

- In addition to the regular monthly visits, in case of any complaint as and when required, the Service Provider will be informed and they will attend to the same immediately and within the minimum down time. The rate is inclusive of two such on call services per month and the Service Provider will not charge for these two visits per month.
- In case of failure to attend duties or unsatisfactory service by the Service Provider, proportionate amount will be recovered from the bills for the first time and the service contract will be terminated, if default is continued to be repeated.

- In the event of failure of any equipment or component, the Service Provider shall replace the failed part on approval of the same by the Institute. All parts that have been replaced shall be the property of the Institute and shall not be carried out of the Institutes premises.

- **Arbitration**

  All disputes, differences and questions whatsoever which shall arise between the parties hereto during the continuance of the contract or afterwards, touching any clauses or matter herein contained, or the right, duties and liabilities of either party in connection therewith shall be r eferred to sole arbitrator to be appointed by The Director, Tata Institute of Social Sciences, Mumbai. All such arbitration proceedings shall be held in Mumbai and shall be in accordance with and subject to the provision of the Indian Arbitration Act. 1940 or any statutory modification re-enactment thereof for the time being in force.

- **Termination of contract**

  In case the Institute finds that the service is not satisfactory, the contract shall be terminated by serving a written notice of one month.

Signature of Contractor

**TATA INSTITUTE OF SOCIAL SCIENCES**
**V.N. Purav Marg, Deonar, Mumbai 400 088**

**Name of Work:- eTender For "Annual Maintenance Contract for fire fighting equipments and Hydrant System in Main & Naoroji Campus,TISS_ Mumbai."**

**Tender No : FIREAMC 2021**

**BOQ : Comprehensive AMC for Fire Fighting**

| **Name Of The Bidder ( Mandatory):** | | | | | |
|---|---|---|---|---|---|
| **Sr.No.** | **Discriptions** | **Qty** | **Unit** | **Rate** | **Amount (Rs.)** |
| 1 | Servicing (Quarterly Charges) on fire hydrant System, Fire alarm System,pumps,elecrical panels etc. installed in Library Building (Main Campus),New campus hostel Hostel A,B,C, & d wing and G10 Building,Convention Centre in Naoroji Campus | 4 | No | | 0.00 |
| | Total | | | | 0.00 |
| | SGST 9% | | | 9% | 0.00 |
| | CGST 9 % | | | 9% | 0.00 |
| | Grand Total | | | | 0.00 |

**Note:**

**Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" .**

**"This Is Electronic Spread Sheet Signaure Is Not Required"**

**TATA INSTITUTE OF SOCIAL SCIENCES**
**V.N. Purav Marg, Deonar, Mumbai 400 088**

**Name of Work:- eTender For "Annual Maintenance Contract for fire fighting equipments and Hydrant System in Main & Naoroji Campus,TISS_ Mumbai."**

**Tender No : FIREAMC 2021**

**BOQ :Non Comprehensive AMC for Fire Fighting**

| **Name Of The Bidder ( Mandatory):** | | | | | |
|---|---|---|---|---|---|
| **Sr.No.** | **Discriptions** | **Qty** | **Unit** | **Rate** | **Amount (Rs.)** |
| 1 | Servicing (Quarterly Charges) on fire hydrant System, Fire alarm System,pumps,elecrical panels etc. installed in Library Building (Main Campus),New campus hostel Hostel A,B,C, & d wing and G10 Building,Convention Centre in Naoroji Campus | 4 | No | | 0.00 |
| | Total | | | | 0.00 |
| | SGST 9% | | | 9% | 0.00 |
| | CGST 9 % | | | 9% | 0.00 |
| | Grand Total | | | | 0.00 |

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