



# पूर्वोत्तरआयुर्वेद एवं होम्योपैथी संस्थान

(भारत सरकारआयुष मंत्रालय के अधीन एक स्वायत्त संस्थान )

माउडियाँडियाँमेघालय ,शिलांग,- 793018

**NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY (NEIAH)**

(An Autonomous Institute under the Ministry of AYUSH, Government of India)

Mawdiangdiang, Shillong, Meghalaya -793018



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No.6-3/2019/NEIAH/F&ES/Pt-I/2218

Dated: 28/11 /2022

## INVITATION FOR TENDER/BIDS

The North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, Meghalaya an Autonomous Institute under the **Ministry of AYUSH**, Government of India invites sealed bids for “Annual Maintenance Contract and one time servicing of Firefighting, Detection system and Pipeline system at NEIAH” at its Institute Campus. Interested eligible bidders are requested to quote their best offer.

### IMPORTANT DETAILS: -

Estimated AMC value	Rs. 17,60,000/-
Price of Bidding Document	Rs. 1000/-
Last Date and Time for receipts of tender/bid	22 <sup>nd</sup> December, 2022 at 12:00 P.m.
Address of Communication	<b>The Director</b> <b>Office of The Director</b> <b>North Eastern Institute of Ayurveda &amp; Homeopathy</b> <b>Mawdiangdiang, Shillong, Meghalaya – 793018</b>
City office contact number	7005562856
Date of opening of Bids/Tender and address	At 2:00 pm at the O/o <b>The Director</b> , <b>North Eastern Institute of Ayurveda &amp; Homeopathy</b> <b>Mawdiangdiang, Shillong, Meghalaya – 793018</b>
Earnest Money deposit	Rs. 35,200/-
Site Inspection	During bidding period

**Dr. Neeta Maheskar**  
**Director, NEIAH**

## General Terms & Conditions:

1. **Preparation and Submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid (Annexure-I) and Financial Bid (Annexure-II). The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers named "Technical Bid of the Tender Annual Maintenance Contract and one time servicing of Firefighting, Detection system and Pipeline system at NEIAH" and "Financial Bid of the Tender Annual Maintenance Contract and one time servicing of Firefighting, Detection system and Pipeline system at NEIAH". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for Annual Maintenance Contract and one time servicing of Firefighting, Detection system and Pipeline system at NEIAH".
  - a. At the time of submission of bid document, the Tenders may be dropped in the Tender Box kept in the Office of the Director, NEIAH, Shillong or sent through Speed/ Registered post to "The Director, Office of The Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang, Shillong, Meghalaya-793018" so as to reach by the stipulated date and time.
  - b. Bidder shall submit a copy of the tender document with each page of the document duly signed and stamped to confirm the acceptance of the entire Terms& Conditions as mentioned in the tender enquiry document.
2. **Authority of person signing document:** A person signing the tender form or any other document forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so signing, had no authority to do so, the North Eastern Institute of Ayurveda & Homeopathy, Shillong may without prejudice to other Civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
3. **Tender Fee:** Tender fee will be Non-refundable amount of Rs.1000/- (Rupees One Thousand only) and shall be payable in the form of Bank Draft/ Pay Order in favor of "Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang, Shillong, Meghalaya-793018", and should be enclosed in separate cover along with the Technical Bid and on the cover "Tender Fee" should be neatly written. No form downloaded through website would be accepted/considered valid without payment of the Tender fee.
4. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 35,200/- by way of Demand Draft only. The DD shall be drawn in favor of "Director, North Eastern Institute of Ayurveda & Homoeopathy", payable at Shillong, Meghalaya". The Demand Draft for Earnest Money Deposit must be enclosed in the envelope containing the Technical Bid. The EMD of the successful bidder(s) shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without DD of EMD shall be rejected.
  - a. Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill in respect of any previous work shall not be entertained.
  - b. Tenderer shall not be permitted to withdraw his offer or modify the Terms and Conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of EMD shall be forfeited.
  - c. The tender without EMD and tender fee shall be summarily rejected
  - d. The EMD, in case of unsuccessful Bidders shall be retained by the North Eastern Institute of Ayurveda & Homoeopathy; Shillong, Meghalaya, till the finalization of the tender. No interest will be payable by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong, Meghalaya on the EMD.

### 5. Tender Value:

1.	AMC value	Rs. 14,00,000/-
2.	One time servicing	Rs. 3,60,000/-
3.	Total Tender Value	Rs. 17,60,000/-

6. **Rate:** Rate should be quoted in Indian Rupees (INR) inclusive of all the charges (i.e. installation charges at Institute Campus, taxes, basic cost etc.) with break-up as:
  - Basic Cost.
  - GST.
  - Total Cost (for North Eastern Institute of Ayurveda & Homeopathy, Shillong).

7. **Validity:** The quoted rates must be valid for a period of 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same shall be treated as unresponsive and it shall be rejected.

In case the tenderer withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the EMD shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any of the Terms & Conditions etc. of the original tender

8. **Breach of Terms and Conditions:** In case of breach of any of Terms and Conditions as mentioned above, the competent authority will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by North Eastern Institute of Ayurveda & Homeopathy, Shillong. In that event the EMD shall also stand forfeited.

- a) North Eastern Institute of Ayurveda & Homeopathy will not be responsible for any postal delay or delay due to any other reason

9. **Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 3% of contract value after receiving work order in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the " Director, North Eastern Institute of Ayurveda & Homeopathy, Shillong " which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of North Eastern Institute of Ayurveda & Homeopathy, Shillong in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance, as deemed by NEIAH or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.

10. **Contract Period:** The contract of AMC at NEIAH will be initially for a period of 1 (one) year and can be continued / renewed for a further 4 (four) Months at a time and maximum up to 1(one) year subject to satisfaction of the North Eastern Institute of Ayurveda & Homeopathy, Shillong and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time

11. **Contract Agreement:** The contractor shall enter into and execute the contract agreement in the form of Agreement within 7 days from the date of issue of letter of acceptance/ award. The stamp papers of the requisite value as per the prevailing laws shall be provided by the contractor at his own cost. Original Agreement shall be retained by the Institute and a certified copy shall be made available to the contractor.

12. **Sub-Contracting:** The contractor shall not sub-contract the whole or part of the work.

13. **Commencement of Work:** The contractor shall commence the work within a period of 7 (seven) days from the date of issue of Commencement Order.

14. **Terms of payment:** Quarterly payment will be made for the Annual maintenance work after successful completion of 3(three) months duly certified by the concerned official/Engineer-in-Charge. All maintenance reports/records as specified in the "Scope of work" be submitted along with the bills for making payment.

15. **Legal Jurisdiction:** Any dispute, if arises, is subject to exclusive jurisdiction of competent court and forum in Shillong, Meghalaya, India only.

16. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

17. **Taxes:**

- a. GST/Income Tax if payable extra should be clearly mentioned otherwise no GST/Income Tax charges shall be paid.
- b. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

#### 18. Tolerance Clauses:

- a. NEIAH reserves all rights to reject any tender including those of bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of NEIAH in this regard shall be final and binding.
- b. NEIAH reserves the right to split the bid/proposal between multiple eligible bidders if it finds that it is in interest of the Institute to purchase different items from the list, from different bidders, without assigning any reason thereof.
- c. NEIAH reserves the right to reduce or increase the order when felt necessary. For any additional quantities the same rate quoted by the bidder may be considered.
- d. The firm shall not assign or sublet the work or any part of it to any other person or party.
- e. NEIAH shall have the right to call upon information regarding status of work at any point of time.

#### 19. Eligibility Criteria.

The firm /company/manufacturer, who fulfill the following qualification criteria, are deemed provisionally eligible to bid:

- (a) The bidder should have minimum 03 (three) years' experience in the field of Annual Maintenance and Operation of Firefighting, Automatic Firefighting and Detection system (AFFDS) and Pipeline system.
- (b) The contractor should be an income tax assesses and should have filed income tax return for the last three assessment years.
- (c) The average financial turnover during the last three years ending as on 31st March 2022 should be minimum Rs. 25(Twenty five) lakhs per year.
- (d) The bidder should be a sole proprietary concern/partnership firm or a company and should be registered of Firms/Companies wherever applicable.
- (e) The company/ firm/bidder should have valid Income Tax/GST No., etc. whichever is applicable.
- (f) Trading license.
  - The bidder has to submit valid Trading License or any other relevant document for exemption.
  - In compliance to the Govt. of Meghalaya letter No.DCA.36/91/323 dated 24.06.2015, Non- tribal Bidders has to furnish trading license from the concerned District Council (Khasi Hills Autonomous District Council). In case of non submission of the trading license an undertaking for submission of the trading license within 07 days from the award of contract is to be submitted along with the bid document failing of which the bid may be rejected.

#### 20. List of documents to be submitted

The Bidder shall submit the following document with Technical Bid -

- (a) Copy of Firm/Agency's Certificate of Registration with government.
- (b) The tenderers should furnish a copy of Income Tax/G.S.T Registration Number. Tenders not complying with this condition shall be rejected.
- (c) Income Tax / Exemption Certificate.
- (d) Copy of PAN Card of the firm/ agency.
- (e) Copy of documents in support of annual turnover and financial standing.
- (f) Earnest Money Deposit (EMD) of. Rs 35,200/- in the form of Bank Draft drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.
- (g) Tender Fee of Rs. 1000/- in the form of Bank Draft drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.
- (h) Bid Documents with each Page duly signed and stamped by the bidder as a token of acceptance of the Terms and Conditions laid down by this Institute. The bid should contain all the pages including "Declaration Form" as per the format attached and in case of any page missing, bid is liable to be rejected.
- (i) Experience Certificate.
- (j) Document relevant to ESI and EPF details of the engaged personnel working under the firm.

21. **Manpower:** The contractor shall mention in the tender document the deployment of stipulated manpower at NEIAH having requisite qualifications, professional competency and work experience in respective areas of their duties as outlined in the "Scope of Work" to the satisfaction of NEIAH in appropriate shift duties.
22. **Labour Laws:** In dealing with Labour and employees, the contractor shall fully comply with all prevailing statutory laws and regulations and also update itself on any new Regulations/Laws etc. from time to time. Labour cess, if applicable shall be paid by the contractor.
23. The contractor shall inspect the site to fully acquaint himself with the condition and function of the complete system installed in the campus and after assessing the system, quotes their rates accordingly.

24. **Penalty Clause:** Penalties shall be imposed on the bidder on any case of delay in their scheduled work. An amount equivalent to 2% of the annual rate shall be deducted per day if the bidder fail to adhere to the timeline mentioned for repair/replacement work mentioned by the Engineer-in-Charge.
25. **Termination Clause:** After completion of the one-time repair and commissioning of all the machineries, any delay from the bidder's side beyond 3 months of intimation by this office shall lead to termination of the contract without the payment of that quarter.

Decision of Director, NEIAH regarding ambiguity of any rule (if any) shall be deemed final.

**Director**  
**NEIAH, Shillong**

## SCOPE OF WORK

1. A One-time Servicing of Firefighting, Detection system and Pipeline system at NEIAH is required before the start of the AMC. In case of any damaged components or parts that are in need of repair/replacement found, the bidder shall inform the Institute upon which after proper verification, instructions shall be given to the bidder for further progress of the work. The cost of which shall be borne by this Institute.
2. The Bidder shall be responsible for liaison for all matters regarding Clearance/Approval required by Fire department/ Disaster Management whenever necessary.
3. The bidder shall organize Mock drills in every quarter. Consumables used during the mock drills shall be paid for by the bidder.
4. The contractor shall be responsible for the overall round the clock and day to day operations and maintenance of Manual Firefighting and fire protection system and equipment, fire detection and alarm systems, water way and pipeline system for firefighting, automatic firefighting and fire detection system and Pumps for firefighting during the contract period.
5. The contractor shall provide all-inclusive Annual maintenance services, repairs, checking, installation of new system/parts or spare-parts/materials of installed systems , fixing, servicing, replacements (preventive as well as corrective) of all equipment related to firefighting system, cleaning, checks, audits, testing, and up-gradation of the system (when required); so as to ensure smooth, trouble-free, disruption-free functioning of all the systems/equipment installed during the tenure of the contract. All spares /consumables etc. must be of standard make and conforming to ISI/BSI specifications.
6. The contractor shall maintain regular servicing/maintenance and replacement (if required) of accessories such as hoses, nozzles, valves, pressure gauge, hydrant post and all the hose boxes/cabinets etc. and other related equipment in NEIAH.
7. Painting of all Hydrants, hydrant/hose reel cabinets and pipeline and other related system/equipment or part thereof in NEIAH shall also be done at least once in a year as per direction of NEIAH officials during the tenure of the contract. Any water leakage in any pipe lines etc. is to be plugged immediately by welding or any other means. Replacement of pipeline if not repairable, shall also be covered under the contract.
8. The contractor shall submit the status of the installations to Fire officer/Junior Engineer Civil on a weekly basis. Any instructions received from or as directed by Fire officer/Junior engineer civil must be immediately and fully comply with by the contractor without any delay.
9. The contractor shall ensure that in emergency cases the reported faults/support request is to be attended to promptly and in any case within six hours from the reporting time and rectification thereof and defects/faults of general or not of serious nature have to be ensured within 24 hours of the reporting and until such period standby equipment shall be provided by the contractor on immediate basis to ensure smooth functioning of the system/equipment.
10. The contractor shall report and attend to defects (minor/major/technical/electrical/mechanical), if any, in firefighting and detection system, connected equipment, accessories immediately at NEIAH and get it rectified immediately. For minor defects rectification shall be done within 48 hours and major defects within a week period after making alternative arrangements; failing which penalty for non-performance will be imposed. In the event of any damage to property or life arising out of non-performance and negligence of his workers, the contractor will be solely held accountable. The contractor shall be liable to pay compensation to NEIAH as decided and advised by NEIAH.
11. During the execution of any maintenance work/replacement work, installation of equipment or any up-gradation work or planned shutdown related with firefighting system, the contractor is to co-ordinate with Fire Officer/J.E (civil), NEIAH and obtain a work clearance prior to the commencement of the work for effective servicing, testing and operation of firefighting, fire detection, sprinklers and water line system. Contractor shall take all safety precautions to avoid any accident/incident, unsafe act/condition, to avoid damage or loss to property of human life.
12. The contractor shall maintain adequate stock of required spares/consumables for rectification work so as to ensure that the faults are rectified immediately without any down-time. It shall be the responsibility of the contractor to keep special tools, always in readiness, so that break downs can be attended to immediately on their occurrence. All routine, preventive maintenance, overhauling, breakdown maintenance, etc. are included in the "Scope of work".
13. Monitoring of Fire alarm panel and related accessories such as smoke/heat detectors, MCP's, hooters, P.A system, etc. shall be the responsibility of the Fire staff, however, maintenance of this system including system software/hardware and programming shall be the responsibility of the contractor. Detectors are to be checked on weekly basis in such a manner that each detector is checked at least once in a quarter. The detectors shall be checked by a joint team of NEIAH fire staff and the contractor. **(Note: Zoning of detection and sprinkler system is required).**

14. The contractor shall not prevent the system from detecting the faults by using any electrical devices etc. but rather shall be responsible and take all necessary precautions to ensure that the system functions properly for detecting all the technical faults and rectify such faults immediately.
  15. The contractor shall be responsible for maintaining the registers/forms as required under the prevalent labour laws in force from time to time. The contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and for NEIAH officials even at short notice.
  16. The contractor shall maintain proper entry and upkeep of relevant log books/registers as per statutory obligations and shall also maintain complaints and hindrance register, work done/carried out reports to the satisfaction of NEIAH. The same can also be maintained in soft data and print out and has to be countersigned by the Officer in charge of NEIAH. The same is to be provided in case of any internal/external audit/inspection and whenever asked by NEIAH. (Note: No work will be considered done without proper documentary evidence).
  17. The contractor shall be responsible for carrying out any specific work/installation of additional equipment/accessories/up-gradation/modernization/replacement, as per requirement, which is not covered under the contract, on competitive prevailing market rates after taking prior approval from NEIAH. Payment will be made separately on submission of bills for the said work.
  18. If up-gradation of the firefighting systems and equipment or part thereof is undertaken by any other/external agency, the contractor shall be responsible for monitoring/supervising the work and maintenance of the same after completion. The contractor shall extend full co-operation to NEIAH and to the consultant/vendor executing such works.
  19. The contractor shall be responsible for confirming to the Environment (Protection) Act, 1986, and Environment (Protection) Rules, 1986. Further, the contractor shall be responsible for complying with the Hazardous waste (Management, Handling and Trans-boundary movement Rules, 2008), take steps to handle hazardous waste management, selling/disposal of hazardous waste, maintenance of record of hazardous waste handled, packing, labeling and transport of hazardous waste, reporting to State Pollution Control Board in case of accident occurs, obtain NOC from Pollution Control Board whenever required, submit statutory/necessary compliance/ annual returns/ other obligations to state pollution control board on behalf of itself/NEIAH. The contractor shall submit the necessary compliance certificate/ documents related.
- (Note: Prior to the disposal/condemnation of any consumable/equipment of hazardous/non-hazardous nature, the contractor is to obtain approval/permission from NEIAH) and the same is to be handed over to the Institute.**
20. All replaced spares/parts/consumables are to be handed over to the Institute.
  21. In case of any damage/theft to NEIAH's property/assets/installations during the tenure of the contract, the contractor shall be fully responsible and shall immediately replace the same
  22. In case of emergency, the firm shall give full support for mitigation of fire accident at no additional payment.
  23. **ROUTINE PREVENTIVE MAINTENANCE SCHEDULE:** The contractor shall also prepare a Preventive Maintenance Schedule of all the systems in compliance with the manufacturer's recommendations and consultation with the Officer/ Engineer in charge of NEIAH. Brief schedule may be modified to improve further. The contractor shall also maintain Fire Fighting system history card/data giving full details of equipment and frequency of check and overhaul. The contractor should follow and carry out maintenance schedule briefed below in order to keep the system healthy for operation along with their connected equipment and accessories round the clock.
    - A. **Regular/Daily Maintenance Checks:** The contractor shall ensure Fire-Main System works within the specified limits (as per industry standard) at all the times. The contractor shall carry out regular maintenance check of Hydrants, Hose reels, Pumps, Motors, Sprinklers, detectors and other equipment and connected accessories. Monitoring of Fire Pumps and electrical parameters. All the valves and fittings to be checked at regular intervals. Attending to general complaints (fire calls, fire signals etc.) related to firefighting system and replacement of unserviceable items.
    - B. **Monthly Maintenance checks:** The contractor shall carry out thorough internal checking/cleaning of Panels, Pumps, Alarms, Valves and NRV's etc. and confirming the proper functioning of the system. To check motors mounting bolts for proper tightness. To check motor and pumps for alignment and to rectify them in case of misalignment. To repair pump gaskets and valve gland packing, gaskets, etc., as required. To lubricate and grease motors/pumps bearings as and when required. To replace tyre-coupling of pump sets in case of its break down or as and when required.
    - C. **Quarterly Maintenance Checks:** The contractor should carry out servicing of Pumps and pipelines, Panels, Fire Alarm Panels, Valves, NRV's etc. Merger testing and other parameter checks as required

for the electrical installations like electrical panels and motors and other electrical installations. The contractor should maintain proper records of tests. Oiling/greasing of motors, etc. testing and draining out of the system.

- D. Daily Performance tests and checks:** The contractor shall maintain the following performance test on a day to day basis so that every system is checked at least once/twice in a week.
- a) Performance test of Hydrant Post and checking of Hydrant cabinets
  - b) Performance test of Hose reel and check Hose reel cabinets.
  - c) Performance test of water pressure, pressure gauge and check water level (both overhead tank and underground) as well as cleaning of water tanks (once in two months).
  - d) Performance check and test of Jockey Pump (automatic-start and stop) and motors at pre-set pressure.
  - e) Performance check and test of Main Fire Pump.
  - f) Performance check of fuel in fuel oil tanks of Diesel operated pumps.
  - g) Performance checks of alarm motor and gong of Sprinkler System.
  - h) Performance check of water pressure of Sprinkler System.
  - i) Performance test of smoke/heat detectors by introducing heat/smoke using hair dryer/incense sticks/paper fire. Each zone shall be tested in proper sequence.
  - j) Performance test of hooter, PA system, and response indicator.
  - k) Performance test and check of Manual call Points.
  - l) Performance check of open/short condition of detection system, resulting in false fire alarms and checking of LEDs indicators to ensure they are in healthy conditions.
  - m) Performance test and check of Power Back-up System of Fire alarm Panels and other related firefighting system in case of Mains failure.
  - n) Performing proper Housekeeping of all equipment related to firefighting installed in the premises.

**24. MAN POWER AND DUTY ALLOCATIONS:** The contractor will have to deploy manpower as under:

Sl.no	Deployment type	No. of person to be deployed	Category
1.	Pump-operator	1	Skilled
2.	Helper	1	Un-skilled
<b>TOTAL</b>		<b>2(Two)</b>	

- A.** Working hours will be as per office timing. Adequate number of personnel as per tender document shall be deployed by the contractor. Exact working hours will be fixed in consultation with Officer-in-charge of NEIAH. The contractor shall abide by all the statutory laws while deputing personnel to NEIAH premises. The personnel deployed by the contractor should be duly qualified and trained and having requisite experience of Fire Safety systems/Equipment and the safety standards of high rise buildings. The following minimum criteria are to be adhered to for deployment of fire staff for carrying out the duties/works as per requirement:
- a) **Pump Operator:** The candidate must be at least 10<sup>th</sup> Standard pass with a certificate course in Pump operation and must have at least One(1) Year practical experience in Pump operation and plumbing works.
  - b) **Helper:** The candidate must be 10<sup>th</sup> standard pass and must have undergone One month basic firefighting training from a recognized firm/agency or have at least 2 years working experience in such work.
- B.** Duty allocation and roster control shall be the contractor's responsibility. Exact working hours will be fixed in consultation with the Officer/Engineer In-charge of NEIAH. NEIAH reserves the right to advise replacement/change in the manpower deployed by the contractor, if his service is not found satisfactory.
- C.** The contractor has to provide proper uniform with his organization's name/logo, shoe, raincoat, umbrella, I-card etc. to the manpower deployed at NEIAH.
- D.** In case of absence of the personnel deployed by the contractor, his duty must be covered and if not, penalty will be imposed accordingly.
- E.** NEIAH has the right to engage the allocated personnel with different works whenever deems necessary.

**NOTE:** The contractor may quote their rates of manpower component by keeping sufficient provision to ensure that the minimum wages as per prevalent labour laws are paid to all workers (i.e. inclusive of EPF, ESI, etc) to be deployed at NEIAH during the entire period of the contract.





Sl. No.	Specification	Quantity per Floor						Total Quantity
		Basement	Ground Floor	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	3 <sup>rd</sup> Floor	4 <sup>th</sup> Floor	
1.	Branch Pipe/Nozzle	-	2	1	1	-	-	4
2.	Hose Pipe	-	2	1	1	-	-	4
3.	Hose Reel	-	1	1	1	-	-	3
4.	Fireman's Axe	-	1	1	1	-	-	3
5.	Sprinkler	-	-	-	-	-	-	-
6.	Smoke Detectors	-	17	13	10	-	-	40
7.	Hooter	-	1	1	1	-	-	3
8.	Manual Call Point	-	1	1	1	-	-	3
9.	Fire RI	-	-	-	-	-	-	-
10.	P.A	-	-	-	-	-	-	-

Sl. No.	Specification	Quantity per Floor						Total Quantity
		Basement	Ground Floor	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	3 <sup>rd</sup> Floor	Terrace Floor	
1.	Branch Pipe/Nozzle	-	4	1	1	1	1	8
2.	Hose Pipe	-	5	2	2	2	2	13
3.	Hose Reel	-	1	1	1	1	1	5
4.	Fireman's Axe	-	1	1	1	1	-	4
5.	Sprinkler	-	-	-	-	-	-	-
6.	Smoke Detectors	-	28	31	29	19	-	107
7.	Hooter	-	1	1	1	1	-	4
8.	Manual Call Point	-	1	1	1	1	-	4
9.	Fire RI	-	-	-	9	3	-	12
10.	P.A	-	-	-	-	-	-	-

#### Inventory List of firefighting Water Pumps System and Hydrant system

Sl. No	Description	Location	Unit	Quantity
1.	Diesel Pump (75 HP, 70 M Head, 2280 LPM Capacity)	U.G Tank	No's	2
2.	Main Pump (75 HP, 70 M Head, 2280 LPM capacity)			3
3.	Jockey Pump (7.5 HP, 180 LPM capacity)			2
4.	Terrace Fire Pump (30 M Head, 450 LPM Capacity)	Ayurveda Hospital Block	No's	4
5.	Terrace Fire Pump (30 M Head, 450 LPM Capacity)	Homoeopathy Hospital Block	No's	2
6.	Terrace Fire Pump (30 M Head, 450 LPM Capacity)	Ayurveda Teaching Block	No's	1
7.	Terrace Fire Pump (30 M Head, 450 LPM Capacity)	Homoeopathy Teaching Block	No's	1
8.	External Hydrants	NEIAH Building	No's	18
9.	Internal Hydrants	NEIAH Building	No's	26

**NOTE:** The above list of equipment is indicative only. Any equipment/device/wiring/panel/pipeline etc. which is/are not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the "Scope of work". Apart from it, NEIAH shall undergo the process of up-gradation of Fire Fighting Systems/equipment as well as the

plumbing system at NEIAH and the systems/equipment/ repaired/installed/replaced during this process shall be maintained by the contractor of this tender. The contractor shall inspect the buildings/premises thoroughly, before quoting for the work. The contractor should physically inspect the entire system that is to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc. before quoting their rates.

## **26. ADDITIONAL CONDITIONS:**

### **1. Pump Operating System And Pipelines:**

- A. Jockey Pumps are all to be kept in auto-mode.
- B. Pump operator shall always be kept on stand-by duty in case of failure of maintaining/drop of water pressure by the Jockey pump and he shall be responsible for manual pump operation of the Fire Main Pump.
- C. Flow Test, Water pressure Test and Hydrostatic test are to be done once a month and the reports of the same is to be submitted and countersigned by NEIAH officials/Fire Officer.
- D. All tests are to be performed in presence of NEIAH officials/ Fire officer.
- E. Water pressure shall always be maintained at 7-8 Bar/ 100-116 psi for Firefighting/stand-by mode and must be ready for operation at a moment's notice.
- F. Servicing and maintenance of Fire Pumps (jockey/motor/engine) in the vicinity shall be done twice in a year during the First quarter and third quarter of the contract period.
- G. Pressure gauge must be functional and in case of non-functionality or un-availability, shall be replaced or installed by the firm.
- H. It is the responsibility of the firm to keep every pipeline for firefighting charge and ready for operation.
- I. Any malfunction/fault in the system must be rectified as mention in Clause 7-8 in the "Scope of work".

### **2. Fire Hydrant System:**

- A. It is the responsibility of the contractor to keep all Hydrants and Hydrant Cabinets well coated with paint to prevent from rust as mentioned in clause 5 in the "Scope of work".
- B. All Hydrant Cabinets are to be kept in a clean state and must at least have one Hose and one branch pipe for firefighting operation.
- C. All Hydrant Cabinet's door is to be maintained properly (locks/glass/knobs etc.) and other related parts and in case of damage must be repaired.
- D. All Hydrants must be charged and pressurized (as per Industry Standard) and ready for operation.
- E. All Hydrant caps are to be properly attached to every Hydrant and in case of non-availability/damage; it is the responsibility of the contractor to install/replace the same during the contract period.
- F. Hydrant Valve and wheel are to be properly greased and servicing must be done once a month for smooth operation.
- G. In case of leakage/damage of the female coupling attached to the Hydrant, it is the responsibility of the firm for the replacement of the same and that it should be of ISI marking.

### **3. Integrated Alarm Panel System:**

- A. It is the responsibility of the firm to ensure that all Detectors (smoke/heat) installed in the premises are functional.
- B. In case of non-functionality/damage of the detectors, the firm is to be responsible for the replacement/repairing of the same.
- C. Alarm Panels installed in the vicinity must have a secondary power backup supply in case of mains failure and if not, the contractor shall be responsible for upgrading of the same.
- D. It is the responsibility of the contractor to rectify any short/open circuit line of the system.
- E. All detectors are to be properly cleaned and maintained as mentioned in Clause 11 of the "Scope of work".
- F. Visual inspection and functional testing of the Fire Alarm Control Panel components and power supply and the proper functioning of indicating devices.
- G. Visual inspection and functional testing of automatic and manual alarm initiating devices (Hooters and MCP's)
- H. Zone marking is to be done by the contractor as soon as he takes over the contract.

### **4. Sprinkler System and Wet Riser System:**

- A. It is the responsibility of the contractor to ensure that water pressure for Sprinkler system is maintained and are as per required for firefighting.
- B. It is the responsibility of the Contractor to check that all valves are in good condition and if damaged, he must be responsible for the replacement/repair of the same.
- C. He must ensure that there is no leakage in the system and if there is, he should rectify it as soon as possible as mentioned in clause 7-9 in the "Scope of work".
- D. He must ensure that the water flow alarm system is functional and that there is no leakage.

- E. NFPA 25-2011, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, published by the National Fire Protection Association (NFPA), requires that the main drain of an automatic sprinkler system should be tested at least annually and more often for special conditions. A main drain test is used to identify major reductions in water flow for the system under test. Thus, it is the responsibility of the contractor to at least perform the required test on the first quarter of the contract.

5. **Man-power:**

- A. All personnel deployed for work at NEIAH must follow all its rules and norms and shall be utilized for other works if required by the Institute.
  - B. The contractor must provide the proper tools and equipment required for maintenance/repair/firefighting operation/work for their personal safety at all times.
  - C. The contractor is to provide them each set of uniform and shoes for their daily shift and another one set of dungaree and gumboots for firefighting operation for helpers.
  - D. The personnel employed by the firm should be well-discipline.
  - E. In case of any indiscipline/disobedience/misconduct of the personnel employed by the successful contractor; the personnel shall be terminated from his duties with immediate effect and the firm is to be responsible for replacement.
  - F. The successful bidder should strictly comply with prevalent labour laws and regulation as applicable from time to time.
  - G. The Institute will not entertain any claim/compensation on account of accidents of the manpower deployed for operation and maintenance. The firm will have to be responsible for the safety of its deployed manpower.
  - H. No staff will be allowed to perform his duties in the premises without proper uniform and safety equipment.
  - I. Wearing of Identity card is mandatory for all the personnel employed.
  - J. No personnel will be allowed to leave his post/duty without proper handing over of his duties.
6. **Drawing and Design:** The Contractor may be asked to prepare Drawings Viz., Fire Plan or Integrated Fire Alarm System, Scheme Drawing or any other related drawing in AutoCAD as per existing Firefighting systems and equipment in the building, or if any changes take place due to repair/up-gradation/modernization/replacement of the system/equipment during the period of the contract as and when asked by NEIAH to do so. The Contractor shall submit the drawings in hard as well as in soft copies to NEIAH for its reference, as and when asked by NEIAH.
7. After the rectification of all the equipment and installation the contractor shall be responsible for liaison with the State Fire and Emergency Service for procuring the No Objection Certificate (NOC) on behalf of the Institute.
8. After completion of the said contract period, it shall be the responsibility of the contractor to depute his representatives for a minimum of 30 days to Handover the change or to explain about the duties/responsibilities of NEIAH Site (S) to the new contractor or agency.

## Annexure – I

### Format of Technical Bid

(In Separate Sealed Cover-I super scribed “Technical Bid for Annual Maintenance and Operation of Firefighting, Automatic Firefighting and Detection system (AFFDS) and Pipeline system at NEIAH”)

1. Name of Firm/ Contractor/ Supplier	
2. Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
3. Name of the owner(s)/proprietor(s)/partner(s)/Director(s) with address and phone numbers.	
4. Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
5. Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization etc. if so, give details.	
6. Yearly turnover of the organization during last three years (year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last 03 years)	
7. No. of years of experience in the relevant field. (enclose certificate)	
8. Office Address at Guwahati/Shillong/Rest of India	
9. Bank Account Details: Name of Bank Branch Account No IFSC code	
10. Details of EMD No. Date, Amount, and Bank name	
11. Details of Tender Fee No. Date, Amount, and Bank name	
12. Service Tax Number/GST Number(attach documentary evidence)	
13. Income tax no: - Permanent A/c no (enclose documentary evidence)/Tax exemption Certificate.	

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place:

## Annexure – II

A. **Details of similar experience:** Annual Maintenance and Operation of Firefighting, Automatic Firefighting and Detection system (AFFDS) and Pipeline system.

Sl.no	Name & Address of the client, Concerned person and Contact/Mobile No.	Name & Location of work	Type of Building as per NBC in which M&O Services of firefighting provided	Value of work in INR	Contract Period (from ___ to ___)	Completion/Performance Certificate enclosed "yes/No"	Any other information (optional)
1.							

(Fill the above table & Enclose legible copies of the supporting documents)

B. **Details of Technical and Skilled Manpower:**

Sl. No.	Name & Designation	Qualification (Enclosed Copies)	Experience (certificate enclose)	Any other Information
1.				

(Fill the above table & Enclose legible copies of the supporting documents)

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place:

## Annexure – III

### Format of Financial Bid

(In Separate Sealed Cover-I super scribed “Financial Bid for Annual Maintenance and Operation of Firefighting, Automatic Firefighting and Detection system (AFFDS) and Pipeline system at NEIAH”)

Serial no.	Description of Work	Rates to be quoted in INR and in words
1.	a. Maintenance Charges for the 1 <sup>st</sup> quarter	
	b. Labour Charge for the 1 <sup>st</sup> quarter	
<b>TOTAL</b>		
2.	a. Maintenance Charges for the 2 <sup>nd</sup> quarter	
	b. Labour Charge for the 2 <sup>nd</sup> quarter	
<b>TOTAL</b>		
3.	a. Maintenance Charges for the 3 <sup>rd</sup> quarter	
	b. Labour Charge for the 3 <sup>rd</sup> quarter	
<b>TOTAL</b>		
4.	a. Maintenance Charges for the 4 <sup>th</sup> quarter	
	b. Labour Charge for the 4 <sup>th</sup> quarter	
<b>TOTAL</b>		
5.	a. One time servicing of Firefighting, Detection system and Pipeline system.	
<b>TOTAL</b>		

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place: