



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान  
INDIAN INSTITUTE OF TROPICAL METEOROLOGY,  
(पृथ्वी विज्ञान मंत्रालय का स्वायत्त संस्थान, भारत सरकार के अधीन)  
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

Ordinary Post

No. PWS/141/2014/33

Date

प्रिय महोदय / Dear Sirs,

“दिनांक \_\_\_\_\_ की पूछताछ से \_\_\_\_\_ की अनुक्रिया में दिनांक \_\_\_\_\_ की नवोदित दर सूची,” लिफाफे पर लिखे मुहरबंद निवोदित दर सूची निम्नलिखित भण्डारों की आपूर्ति के लिए संस्थान दिनांक \_\_\_\_\_ के 12.00 घंटों तक निमंत्रित है जिन्हे उसी दिन 15.00 घंटों तक खोला जाएगा।

Quotation in sealed cover super scripted there on quotation due on 2<sup>nd</sup> June 2015 in response to the enquiry No. PWS/141/2014/33 dated 11<sup>th</sup> May 2015 is invited for **Non-Comprehensive Maintenance Contract of Fire fighting, Fire alarm, Public Address System** so as to reach this Institute latest by **12:00 Hrs.** on 2<sup>nd</sup> June 2015 which will be opened on the same day at **15:00 Hrs.** on 2<sup>nd</sup> June 2015.

The quotation shall normally remain valid for a minimum period of 120 days from the date of opening

इस पष्ठ की दूसरी और छपे अनुदेशों को ध्यान में रख कर निवोदित दरसूची भरी जाएगी।

The quotation shall be filled in with the consideration to the instruction printed overleaf.

क्रम सं. Sr. No	विवरण Description	इकाई Unit	मात्रा Quantity
01.	Annual Maintenance Contract of Fire Fighting System as per annexure I & II.	Job	One

एस.टी./सी.एस.टी./आदि के लिए संस्थान कोई रियाती फार्म नहीं दे सकता।

This Institute is unable to furnish any Concessional form for S.T / C.S.T. / etc.

भवदिय / Yours faithfully

  
V.R. Mali  
Scientific Officer - II  
for Director

Encl: 1. Annexure – I & II Terms, conditions & specifications

[www.tropmet.res.in](http://www.tropmet.res.in)

फैक्स : Fax : (020) 25865142 दूरभाष / Telephone : 25904200

डॉ. होमी भाभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune – 411 008 (भारत/India)

## TENDER NOTICE

## Instructions/terms/conditions

- a. Sealed tenders are invited in two bid systems from reputed contractor for AMC of Fire Detections, Hydrants and fire drills.
- b. Duly completed tenders shall be submitted in sealed envelopes at Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune - 411 008 on or before 2<sup>nd</sup> June 2015 till 12:00 hours. The Technical bids will be opened on 2<sup>nd</sup> June 2015 at 15:00 hours; the date of commercial bid opening will be intimated to technically qualified vendors after evaluation of technical bids.
- c. The Director IITM, Pune reserves right to accept or reject any or all the quotations without assigning any reasons.
- d. This tender notice shall form part of Contract / Order. Technical and commercial bids are to be submit in separate envelop. Technical bid is the blank BOQ (without price schedule) along with specifications and highlighted with the makes and material considered; duly signed on each page, super scribing the envelope as technical bid.
- e. Commercial bid with price schedule only, super scribing the envelope as commercial bid.
- f. All section wise total amounts shall be written in words also.
- g. The Tenderers are requested to furnish information about similar works handled, staff and infrastructure etc in technical bid.
- h. EMD shall be in the form of DD/B.G of Nationalized Bank or as mentioned specifically in Tender Notice and shall be enclosed in a separate envelope along with the tender.
- i. The duly completed tender shall be submitted at the following address in a sealed envelope before the time indicated.
- j. All bidders should visit site prior to giving quotes to get acquainted with site conditions. No demand shall later be entertained due to site conditions.
- k. The Tenderers are requested to give detailed sealed tender in their own forms in two Bids i.e. Part –I Technical Bid & Part –II Commercial Bid. Both the sealed bids should be sent in another sealed envelope addressed to the Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, NCL Post, Pashan, Pune -411 008, INDIA so as to reach on or before 2<sup>nd</sup> June 2015.
- l. You have to be Submit EMD of Rs. 7,000.00 (Rs. Seven thousand only) in the form of Demand Draft, Banker's Cheque or Bank Guarantee from Nationalized Bank in favor of Director, Indian Institute of Tropical Meteorology, Pune.
- m. You have to submitting Rs. 500.00 (Rs. Five hundred only) towards Tender Document Fee in the form of Demand Draft, Banker's Cheque in favor of Director Indian Institute of Tropical Meteorology, Pune.
- n. You have to submit two separate bids in two separate envelopes and you may keep both the bid envelopes in an envelope for sending to us. One envelope will contain only the TECHNICAL SPECIFICATIONS, EMD and Tender Fee Amount. Another envelope will contain only the financial bid AMC Price etc. and any other information, which has financial implications. The main envelope, which will contain both the bids, should be super scribed with our tender enquiry No. PWS/141/2014/ due on 2<sup>nd</sup> June 2015, "Quotation for Non-Comprehensive Maintenance Contract for Fire Fighting System".
- o. The technical bids will be opened on the specified due date & the financial bids of only those bidders will be opened whose technical bid is found suitable by us.
- p. This tender is not transferable.
- q. Quotation received after the due date will not be considered.
- r. The quotation must be valid for a period of 90 days from the date of opening.
- s. Quotation received by fax or email will not be considered.



- t. Envelope I of Technical bid shall be opened first. In case the required EMD and tender document fee not enclosed then Envelope II shall not be opened and tender shall be summarily rejected and envelope-II shall not be returned. If the technical bid is found to contain some suggestions that are for incorporation of any condition in the tender, then such tender will be rejected. Price Bid i.e. Envelope - II shall be opened only of those bidders who fulfils the eligibility criteria submit documentary evidence in support of the same in Envelope -I

**1. Selection Criteria:**

- a. Bidders should have turnover of Annual Maintenance Contract minimum for Rs. 1,50,000.00 per year for last 3 years, a documentary evidence may be submitted accordingly.
- b. Details of Minimum 3 clients (i.e. contact details, addresses) where bidder has provided such amc during last three years may be provided.

**2. AWARD OF WORK AND CONTRACT AGREEMENT.**

- a. The tender award, execution and completion of work shall be governed by tender document consisting of (but not limited to) letter of Intent/Letter of work order, Bill of Quantities, Conditions of Contract, Special Condition of Contract, Scope of work. The Tenderers shall be deemed to have inspected the site will acquainted him with requirement & scope of work and duties to be performed here and also gone through the various conditions including accessibility etc. or any other conditions which in the opinion of Agency will affect his price/rates before quoting their rates. No claim whatsoever against the foregoing shall be entertained.
- b. The contractor shall enter into a contract agreement with IITM as per prescribed format (Appendix – III) within 7 days from the date of letter of Intent or within such extended time, as may be granted by the IITM. The cost of stamp papers, stamp duty, registration, if applicable on the contract, shall be borne by the contractor. In case, the contractor does not sign the agreement as above or start the work within 3 days after the issue of letter of intent, his earnest money is liable to be forfeited and letter of Intent consequently will stand withdrawn.

**3. EARNEST MONEY DEPOSIT**

- a. EMD of successful Tenderers shall be refunded after it submits performance bank guarantee as per relevant clause. EMD of unsuccessful Agency shall be refunded within one week of award of work.

**4. COMPLIANCE WITH EPF, ESIC AND OTHER STATUTORY LABOUR LAWS.**

The Agency will strictly compile all labor laws/acts of the land including local laws pertaining with minimum wages act, EPF, ESIC, Bonus, Gratuity, Labour Welfare Law, Labour Safety, insurance under workmen compensation etc. as mentioned in the condition of contract. The agency will submit EPF & ESIC Challan along with their quarterly bills. The agency will submit all documentary evidence in proof of compiling the above laws/acts whenever required by IITM. If at any stage it comes to the notice of IITM that statutory requirements are not being compiled by the agency, its contract will be terminated and all payments will be stopped.

**5. 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.

**6. 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, labor 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 labor 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. The imposition of any new and/or increase in the aforesaid taxes, duties levies (including fresh imposition of any other tax) during the currency of the contract shall be borne by Agency. In the event of non-payment/default in payment of any of the above taxes, IITM reserves the right to withhold the dues/payments of Agency and make payment to local/state/Central Government authorizes or to laborers as may be applicable.



## 7. SERVICE TAX

The contractor must have a valid Service Tax Registration No. His quoted rates shall be inclusive of all taxes including Services Tax. The contractor shall indicate in the running accounts bills / final bill the amount of Service Tax separately while raising the bills to IITM. The contractor shall ensure compliance with Service Tax law & procedure and to produce proof of service tax registration & payment of service tax whenever required by IITM.

## 8. PERFORMANCE GUARANTEE

- a. Within 30 days (thirty) from the date of issue of letter of award or within such extended time as may be granted by IITM in writing, the contractor shall submit to IITM a performance bank guarantee in the form appended, from any Nationalized Bank or approved scheduled bank (refer clause 24 of this section) equivalent to 5% (five per cent only) of the contract value for the due and proper execution of the Contract. No payment shall be released to the contractor till the performance guarantee is submitted. Performance guarantee shall be returned after successful completion/testing/commissioning and handing over the project to the client up to the satisfaction.
- b. In case the contractor fails to submit the performance guarantee of the requisite amount within the stipulated period or extended period, letter of intent automatically will stand withdraw and EMD of the contractor shall be forfeited.

## 9. INSURANCE UNDER WORKMEN COMPENSATION ACT

- a. Agency is required to take insurance cover under the workmen compensation Act, 1923 amended from time to time from an approved insurance company and pay premium charge thereof. Wherever required by NBCC the Agency shall produce the policy or the policies of Insurance and the receipt of payment of the current premiums.

## 10. LABOUR LAWS TO BE COMPLIED BY THE AGENCY

- a. The Agency shall obtain a valid license under the contract labour (R&A) Act Central Rules 1971 and amended from time to time, and continue to have a valid license until the completion of the work including defect liability period.
- b. The Agency shall also abide by the provision of the child labor (Prohibition and Regulation) Act, 1986 and amended from time to time. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out the resultant for non execution of the work before the commencement of work.
- c. No labor below the age of 18 years shall be employed on the work.

## 11. LABOUR SAFETY PROVISION

- a. The Agency shall be fully responsible to observe the labor safety provisions as per Labour Laws and Law of the Land. Ignorance of any labor law related to labor safety will not be an excuse if at any stage the same are found violated by IITM or and by labor inspector

## 12. EMPLOYMENT OF PERSONNEL

- a. The Agency shall employ only Indian Nationals as his representatives, servants and workmen after verifying their antecedents and loyalty. He shall ensure that no personnel of doubtful antecedents and any other nationality in any way are associated with the works.
- b. IITM shall have full power and without assigning any reason to the Agency, immediately remove any representative, agent, servant and workmen or employees on account of misconduct negligence or incompetence or whose continued employment may in his opinion be undesirable. The Agency shall not be allowed any compensation on this account.

## 13. WORKMEN'S COMPENSATION ACT

- a. The Agency shall at all times indemnify IITM and owner against all claims for compensation under the provision of workmen's employed by the Agency or his sub-Agency in carrying out the contract and against all cost and expenses incurred by the IITM herewith.



#### 14. MINIMUM WAGES ACT.

- a. The Agency shall comply with all the provisions of the minimum wages Act, 1948, contract labor Act (R&A) 1970, and rules framed there under and other labor laws/laws affecting contract labor that may be brought into force from time to time.

#### 15. FORECLOSURE OF CONTRACT DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK

- a. If at any time after the commencement of the work the IITM shall for any reason whatsoever is required to abandon the work or is not require the whole thereof as specified in the tender to be carried out, the Engineer-in-charge shall give notice in writing of the fact to the agency, who shall have no claim to any payment of compensation.
- b. Whatsoever on account of any profit or advantages which he might have derived from the execution of the work in full, but which he did not derive in consequence of the full amount of the work not having been carried out or fore-closure, neither shall he have any claim for compensation by reason of any alterations which shall involve any curtailment of the work as originally contemplated.
- c. Provided that the agency shall be paid the charges on the cartage only of materials actually and bonafide brought to the site of the work by the Agency and rendered surplus as a result of the abandonment or curtailment of the work or any portion thereof and then taken back by the agency, provided however, that the Engineer-in-charge shall have in all such cases the option of taking over all or any such materials at their purchase price or at local current rates whichever may be less. In the case of such stores having been issued by IITM and returned by the agency to IITM, credit will be given to him by the Engineer-in-charge at rates not exceeding those at which they were originally issued to him after taking into consideration and deduction for claims on account of any deterioration or damage while in the custody of the agency and in this respect the decision of the Engineer-in-charge shall be final.

#### 16. CANCELLATION/DETERMINATION OF CONTRACT IN FULL OR PART

Subject to other provisions contained in this clause the Engineer-in-charge may, without prejudice to his any other rights or remedy against the agency in respect of any delay or ill performance of the agency by notice in writing, absolutely determine the contract in any of the following cases:

- a. If the agency having been by the Director IITM a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performance in an inefficient or otherwise improper or un-work line manner shall omit to comply with the requirement of such notice for a period of seven days thereafter ; or
- b. If the agency persistently neglects to carry out his obligations under the contract and / or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Director IITM; or
- c. If the agency shall offer or give or agree to give to any person in IITM service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action relation to the obtaining or execution of this or any other contract for IITM; or
- d. If the agency shall enter into a contract with IITM in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Director IITM; or
- e. If the agency shall obtain a contract with IITM as a result of wrong tendering or other non-bonafide methods of competitive tendering; or
- f. If the agency being an individual or if a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administrative of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or if any application be made under any Insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of him creditors; or
- g. If the agency being a company, shall pass a resolution or the Court shall make an order for the winding up of the company, or a receiver or manager on behalf of the debenture holders or otherwise shall be appointed or circumstances shall arise which entitle the court or debenture holders to appoint a receiver or manager;



- n. If the agency shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days; or
- I. If the agency shall assign, transfers, sublets (engagement of labor on a piece-work Basis or of the labor with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer sublet or otherwise parts with the entire works or any portion thereof without and prior written approval of the Director IITM.
- J. When the agency has made itself liable for action under any of the cases aforesaid, the Director IITM may without prejudice to any other right or remedy which shall have accrued or shall accrue hereafter to IITM, by a notice in writing to cancel the contract as whole or only such items of work in default from the contract.

**17. The Director shall on such cancellation by the IITM have powers to:**

- a. Carry out the incomplete work by any means at the risk and cost of the agency and recovering all such payments / costs from the outstanding dues payable to the Agency including payment of Security deposit and amount availed through encashment of performance guarantee' and /or
- b. To determine or rescind the contract as aforesaid (of which termination or rescission notice in writing to the Agency under the hand of the Director shall be conclusive evidence). Upon such determination or rescission, performance guarantee shall be en-cashed and the full security deposit recoverable under the contract shall be liable to be forfeited and any un-used materials, construction plants implements, temporary buildings, etc. shall be taken over and shall be absolutely at the disposal of the IITM. If any portion of the Security Deposit has been paid or received it would be called for and forfeited.
- c. Agency shall carry out all the jobs specified in the scope of work within its quoted rates. Rate payable to the agency shall be as per its quotation in the Bill of quantities to be read in conjunction with the Conditions of the Contract, Scope of work forming part of this tender.

**18. PAYMENT**

- a. The agency will submit a bill to IITM for the work done per Quarterly. The agency will submit two numbers of hard copies for the bills. Taxes should be shown separately.
- b. All payments shall be released by way of e-transfer through RTGS in India directly at their Bank account by IITM.

**19. PENALTY CLAUSE:** Vendor should give SLA for 24X7 supports valid for 1 Year with 2 hours response time and same day's resolution. Penalty shall be imposed for not meeting the SLA i.e. if not responded within 2 hours at the rate of Rs. 500/- for delay of every 2 hours and maximum up to 5% of the total contract value.

**20. FORCE MAJEURE**

- a. Any delay in or failure of the performance of either party hereto shall not constitute default hereunder to give rise to any claims for damages, if any to the Extent such delay or failure of performance is caused by occurrences such as acts of God to the public enemy, expropriation, compliance with any order or request of Government authorities, act of war, rebellions, sabotage fire, floods, illegal strikes, or riots (other than contractor's employees). Only extension of times shall be considered for Force Majeure conditions as accepted by NBCC. No adjustment in contract price shall be allowed for reasons of force majeure.

**21. CO-ORDINATION WITH OTHER AGENCIES**

- a. Work shall be carried out in such a manner that the work of other Agencies operating at the site is not hampered due to any action of the contractor. Proper Co-ordination with other Agencies will be Contractor's responsibility. In case of any dispute the decision of IITM shall be final and binding on the contractor. No claim whatsoever shall be admissible on this account.

**22. JURISDICTION**

- a. The agreement shall be executed at Pune on non-judicial stamp paper purchased in PUNE and the courts in PUNE alone will have jurisdiction to deal with matters arising there from, to the exclusion of all other courts.

**23. SPECIAL CONDITIONS OF CONTRACT (SCC) AND TECHNICAL SPECIFICATIONS**

**Scope of Work and Maintenance Schedule**



- a. The maintenance agency (contractor) shall be solely responsible for the day to day maintenance of Fire Fighting, Fire Alarm, Public Address and Talk Back system on 24 x 7 hours basis in the common areas under this contract. Complete Scope of work and Maintenance schedules of this work is given elsewhere in the tender document. The maintenance shall include Servicing of the fire pumps and cost of consumables will be covered in the quoted rates.
- b. 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 including Diesel oil for Fire Engine Pump will be provided to the Agency by IITM for such rectification free of cost except some minor material such as Petroleum Jelly, grass, 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.
- c. The Agency will promptly inform IITM's engineer in charge as soon as occurrence of any Major defect in these systems so that the latter can take advance action towards its Rectification and procurement of any material required for that purpose. Labour for the Rectification will be provided by the Agency in its quoted rates.
- d. Materials (consumables) used shall be ISI quality or of approved quality only from IITM.
- e. All minor tools and tackles are to be arranged by the contractor at his own cost and Nothing extra will be payable on this account.
- f. Space for suitable office with storage facility will be provided to the agency by IITM free of cost.
- g. The agency shall provide proper dress code to the engaged employees with name badge, photo identification Card.
- h. The agency should ensure that their all employees while on duty should be in proper Uniform.
- i. The electrician and operators to be deployed for work should have valid license or he should be having certificate course from any technical institute/department with a Minimum experience of three years.
- j. The complete bio-data of all the manpower deployed by the agency should be submitted with Engineer In charge, IITM for approval.
- k. The agency should maintain a stock register for material purchased and consumed for Maintenance work. This register should indicate date wise receipts of material and material consumed on work. The agency should also maintain a register for unserviceable material received during repair work.
- l. The Stationery, register, pens & pencils required for maintaining record will be arranged by the contractor on its own.
- m. Supervisor must be passed out of any Fire Institute, Nagpur/Pune/Delhi or equivalent with 1 year Diploma in Fire Safety with a minimum experience of five years in this field.
- n. The Stationery, register, pens & pencils required for maintaining record will be arranged by the contractor on its own.
- o. Firemen cum pump operator should preferably be I.T.I. certificate Holder with an experience of three years or he must be a matriculate with a minimum experience of seven years.
- p. Technician should preferable be ITI certificate holding in wireman/electrician/electronics trade with an experience of 3 years or he must be a matriculate with an experience of seven years in this field
- q. **CONTRACT PERIOD**

The duration of contract will be 12 months from the date of start of work extendable for a further period of 12 months at the sole discretion of IITM, if required, and if IITM is fully satisfied with the performance of the Agency. However, IITM has a right under this contract to foreclose the contract at any time. The contract can also be terminated by IITM by giving one month notice at any time. The agency has to continue his work with due diligence during the termination notice period, if any given by IITM. No claim whatsoever in this regard shall be entertained by IITM.

- r. The agency has to issue photo Identity card for this all working employees deputed for maintenance work at



this institute.

- s. In case the agency fails to abide by any of the conditions a financial penalty of Rs.1,000/- per every default as decided by IITM management will be imposed.
- t. The agency should depute a Supervisor in the maintenance office for coordination with IITM and their maintenance team for smooth functioning of maintenance work.
- u. The Tenderers shall visit the site and shall satisfy him-self as to conditions under which the work is to be performed. He shall also check and ascertain the condition of the complete Fire Fighting and Fire Alarm System, the locations of any existing structures or equipment or any other situation, which may affect the work. No extra claim for ignorance or on the ground of insufficient description will be allowed at a later date.
- v. No employee /manpower deployed for the said job shall consume alcohol, cigarette/bidies/cigar/gutka and use chew gum etc. or do any such act that spoils the housekeeping work. If anybody is found to be consuming the same, then a suitable financial penalty will be recovered from the agency without forfeiting IITM's right to expel the defaulting person from the HPC forever.
- w. **DEPLOYMENT OF WORKERS ON HOLIDAYS**  
The work will be carried out on 24 X 7 hour basis. Nothing extra shall be paid for working on holidays.
- x. **EXPERIENCE**  
Firm\ bidder should have at least 7 to 10 year experience in AMC of Fire Fighting for reputed MNC organization and Government organization.

#### 24. SCOPE OF WORK

- a. The firm will engage trained and experienced technical staff and helpers for routine Maintenance headed by a qualified Fire Supervisor for 24 x 7 hours.
- b. The firm will maintain the logbook for maintenance as detailed below.
  - I. After each maintenance/Testing the test detailed to be entered in the maintenance register with dates and result achieved.
  - II. After carrying out each test, the entry in the register to be got counter signed from the IITM Engineer. Without prior approval, no fitting/material will be removed for repairs; it will be contractor's responsibility to provide alternative temporary arrangement of such items for the period. The item is repaired and put back in to position so that the system remains fully functional all the time.
- c. The Contractor will conduct periodical fire drill at site as per direction of the engineer in charge including imparting training to the user's staff in the use of fire Extinguishers etc.
- d. The checking and maintenance of the batteries for the system shall be done including maintaining specific gravity and distilled water level. However, replacement of defective batteries is not covered in the scope of the work.
- e. The firm shall maintain each fire zone.
- f. The servicing of the system shall be done smoothly including fire detector system and random checking and heat detectors periodically by heat and smoke.
- g. The system shall be kept in fully working condition till completion of contract. The firm will arrange handing over of the total system in fully functional condition on completion of the contract.
- h. The demonstration drill of the working of the system shall be given once a month as and when desired by the Engineer-in-Charge or as per his direction.
- i. All the material to be supplied for replacement of parts shall be ISI make/approved.
- j. The firm shall depute one qualified Electrical Engineer to check the whole system once in every month and shall maintain a test record signed by them and got countersigned by their visit from the Engineer of the employer i.e. IITM. The firm shall submit a list of person deployed for the work.
- k. The firm has to arrange for testing both the fire pumps in the presence of IITM's Engineer once in a fortnight. The test include running of the pressurization pumping set in case of loss of pressure of fire hydrant system and



running or diesel engine pump by artificial closure or electricity. Creating the pressure loss in the pipelines shall test the electricity driven pump set. Test Pressure at the farthest end, bottom most ends and at pump set one of the yard hydrants shall be taped for operation on the same day by creating the desired jet, such test shall be done at least once in a month in the presence of Engineer.

- I. The IITM Engineer or his representative shall have access to installation during all hours
- m. Maintaining liaison with security department in case of fire, test being conducted to check the operation/readiness of the system shall be contractor's responsibility.
- n. The servicing of the fire pumps, jockey pump, motor and engine shall be done twice in a year. During the 1st quarter and 3rd quarter of the contract period to the entire satisfaction of the Engineer nothing extra shall be paid on this account. The department will provide H. S. diesel, Water and electricity free of cost for its running and maintenance.
- o. Department shall be in no way be involved in any dispute of whatever kind between the contractor & the staff engaged by him
- p. Contractor would be bound to execute such additional item which can be termed as logical essential & necessary (even though not listed in schedule of work) for the effective execution of the work in totally rates for such extra items of work shall be rationally analyzed/derived & would be binding on the contractor.
- q. Refilling of Fire Extinguishers will be arranged by IITM at its own cost.
- r. The contractor undertaking the job is advised to verify the particular as detailed in annexure & satisfy itself as regards to the conditions & quantity. On termination of the contract the contractor shall have to hand over the installation in good working condition.

## 25. MAINTENANCE SCHEDULE

The following work/checks are required to be performed on Daily / Fortnight / Monthly / Quarterly / Half Yearly basis and record all the activities in the log book with date and time.

### a. Daily Checks

- I. Daily check of the water pressure and smoke detectors in the system minimum 3.5 kg/sqm.
- II. Daily running of the fire hydrant pump, motor and diesel engine.
- III. Daily checks of leakage etc. in the system.
- IV. Daily check of control panel
- V. Daily check of bell and siren for proper working.

### b. Monthly Checks.

- I. Monthly cleaning of system i.e. draining the same etc. s required.

### c. Fortnightly Checks

- I. Operational readiness of system during mains failure.
- II. Check battery water level and specific gravity.

### d. Monthly Checks

- I. Check the fire circuit of each zone from the panels.
- II. Check whether signals of fire and fault get transmitted from zonal panel to main panel.
- III. Performance check of the hooters should be done. Performance check of manual call points.

### e. Quarterly Checks

- I. Check fault circuit of each zone by actually disconnecting wire by removing a detector.
- II. Check fire circuits by actual smoke to one detector of each zone.
- III. Cleaning of all type of detectors with a cloth piece from outside.

### f. Half Yearly

- I. Clean all the detectors with cleaner.
- II. Performance of system and smoke to one detector before they are cleaned.  
(Note: Above activity has to be divided on weekly basis for available number of smoke detectors so that all the detectors are checked for their performance and cleaned once



in six monthn.)

III. To maintain the wet riser system the contractor should carry out the following operation in the presence of departmental officials.

- g. No tools & plants shall be supplied by the department.
- h. Distilled water for batteries, cleaning material such as Vim/surf/cotton/ old dhotis, pilot lamp for indicating lamp, PVC tape etc. gland dori, grease for pump and motors shall be supplied by the contractor.
- i. All spare parts and consumables required in main/zonal control panels like resistance, capacitors, and all cords shall be repaired/replaced free of cost.
- j. All spare parts required for keeping the wet riser system in operation shall be arranged by IITM free of cost. However the contractor will promptly inform IITM as and when such requirement arises.

Yours faithfully,



V. R. Mali  
Sci. Officer – II  
For Director



Sr. No.	Name of the Equipment	Location	Qty.
1	Fire Detectors	Library building	100
2	MCP	Library building	5
3	Hooters	Library building	5
4	Main panel	Library building + CCCR Incubation centre	1 + 1
5	Fire Detectors	Meghdoot Complex	86
6	MCP	Meghdoot Complex	10
7	Hooters	Meghdoot Complex	10
8	Main panel	Meghdoot Complex	1
9	Fire Detectors	HPC Building	71
10	MCP	HPC Building	6
11	Hooters	HPC Building	12
12	Main panel	HPC Building	1+1
13	Main Fire Pump	UG tank opp. To Director Bungalow	1
14	Wet riser Jockey Pump		1
15	Diesel Engine Pump		1
16	Fire Pump	HPC Building , CCCR office building	2+1
17	Inter Fire Hydrants	HPC Building , CCCR office building	3+6
18	External Fire Hydrants	HPC Building , CCCR office building	22
19	Meghdoot Fire Hydrant Systems	Meghdoot Complex	1 Job
20	Fire Detectors	CCCR Office Building	150 Nos.
21	MCP		10
22	Fire Panels ( Repeater Panel)		1+1
23	Fire Extinguishers	All Buildings	around 100
24	Any Item missed from the list bidder has to consider for quotation		



