

F.No.D-21013/86/2015-DC  
Government of India  
Ministry of Health and Family Welfare  
Directorate general of Health Services  
Central Drugs Standard Control Organisation (HQ)

FDA Bhawan, Kotla Road, New Delhi  
Dated, the 23<sup>rd</sup> September, 2016.

**Notice inviting Tender**

Subject: Comprehensive Annual maintenance contract (CAMC) for making fire fighting system in FDA Bhawan functional as well as operationa and maintenance of fire fighting system and water pumps at the FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi.

The CDSCO(HQ) invite Bids (Technical and Financial) for making existing fire fighting system in FDA Bhawan functional as well as comprehensive annual maintenance contract for operation and maintenance of fire fighting system and water pumps at the FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi. Rates are to be quoted in the prescribed format for making the existing system operational and its further maintenance operation including service and consumable on yearly basis.

2. The Bidder can be asked for said Fire safety arrangements at the place other than indicated in this Tender, in case there is any shifting of any unit of CDSCO(HQ) / FSSAI within Delhi. **The Bidder can also visit FDA Bhawan, Kotla Road, New Delhi-110002, for assessment of the status of existing fire fighting system before quoting the rates for making it functional as well as operational and CAMC for maintenance of fire fighting system.** The tender documents can be downloaded from CDSCO's website [www.cdco.nic.in](http://www.cdco.nic.in).
3. Bidder should submit the required documents in the specified manner in a sealed envelope superscripted **Envelope No.1 – Technical Bids: for pre- qualification for (a) making the existing fire fighting system functional and (b) Comprehensive Annual Maintenance Contract for Operation and Maintenance of Fire Fighting System at FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located] and their units in New Delhi**.
4. The Second sealed envelope marked **Envelope-II** (as above) shall contain the **Financial Bid : for (a) Making fire existing fighting system functional and (b) for Comprehensive Annual Maintenance Contract (CAMC) for Operation and Maintenance of the Fire Fighting System at FDA Bhawan, and their units in New Delhi.**
5. Both the sealed envelopes should be put into a separate sealed envelope & superscribe as **Tender documents for (a) Making fire existing fighting system functional and (b) the work of Comprehensive Annual Maintenance Contract (CAMC) for Operation and Maintenance of Fire Fighting System at FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi.** The tender complete in all respect along with an EMD of **Rs.50,000/- (Rupees Fifty Thousand only)** payable in favour of the "Accounts Officer, PAO, Dte. General of Health Services" addressed to the **Section Officer Administration (D)** must be submitted latest on or before 7/10.2016 up to **1500 hrs.**, and dropped in the tender-box placed at Ground Floor near Reception Counter, CDSCO(HQ), FDA Bhawan, New Delhi-110002.
5. The Terms and Conditions and Technical Specifications are in Annexure I. The Technical Parameter in support of the Bidder's ability to handle the proposed job and the rates **for (a) Making existing fire fighting system functional and (b) the work of Comprehensive Annual Maintenance Contract (CAMC) for Operation and Maintenance of Fire Fighting System at FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi,** may be quoted in the Annexure - II and III respectively.
6. The tenders will be open on the same day i.e. **17<sup>th</sup> October, 2016 at 1530 hrs.** Incomplete and conditional tenders shall be summarily rejected. The Awardee firm for the purpose would be required to deposit 5 to 10% of the work value as Performance Security. The EMD will be returned after finalisation of Tender.

7. The CDSCO(HQ), New Delhi-110002, reserves the right to reject any or all the tenders without assigning any reason thereof.

**Yours faithfully**



**(U.S. Mehta)**

**Deputy Director Administration(D)**

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**TERMS AND CONDITIONS**

**Subject:** Comprehensive annual maintenance contract (CAMC) for making the existing fire fighting system in FDA Bhavan operational as well as operation and maintenance of fire fighting system at the FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi.

**1. PAYMENT TERMS**

- a) Payment shall be made on quarterly basis on satisfactory performance.
- b) Contractor shall submit his monthly bill to the Officer-in-charge, attaching all the required documentary proof confirming there upon that all statutory obligations as per rules are being observed. No interest shall be paid in case of delay in payments.
- c) Payment shall be released after all statutory deduction at source as per rules and acts enforced during the tenancy of the contract.

**2. Responsibilities of the Contractor:**

- 2.1 The contractor shall be fully responsible for theft, burglary, fire or any other mischievous deeds done by the staff.
- 3.1 All staff deputed should have:-
  - a) Clearance from Delhi Police/Vigilance department.
  - b) Wear proper uniform provided by the contractor as decided by the management.
  - c) Not misbehave with any staff member and shall not enter into any in unlawful activity.
4. One time Security Deposit of 5% of the work value will be deposited by the firm on award of work. This S.D. will be refunded six months after expiry of contract. The EMD will/can be adjusted towards one time Security Deposit.
5. The contract shall be for one year and extendable for a further period of one year or terminated on approval of competent authority at any time by the corporation by giving one month notice if the service/works are found unsatisfactory or staff deputed by the contractor found indulging in any unlawful activities or the performance is not found up to the mark/requirement or any act of omission and commission by the contractor or their staff.
6. Contractor will arrange the Inspection from concerned authority if required and proper arrangement will be made for NOC.
7. In the event of award of work, the contractor shall bring all the materials required for execution of work along with challans in duplicate indicating reference of work order, quantity, specifications etc., and get them checked/verified through security.
8. One copy of the challan will be retained with the security department. The original copy will be stamped and signed by the security and will be returned to the Contractor, who will submit the same along with the bills for necessary verification and processing for payment. For materials brought inside the FDA Bhawan, New Delhi, without proper challans /security checks, No payment shall be released by the CDSCO(HQ).
9. In case the materials are required to be taken back from the CDSCO(HQ) campus after execution of the work, the same will be allowed only through proper non-returnable gate pass.
10. Any damage to the equipments due to negligence of contractor's staff which are under the Operation and maintenance of this contract shall be contractor's responsibility and have to be made good by the contractor without any extra charge.

11. The contract includes satisfactory operation / maintenance / of the equipments and of the whole system and other auxiliaries attending day to day faults of equipments and other auxiliaries.
12. The system shall always be kept on in operational / auto modes.
13. The contractor shall have to demonstrate operations periodically / from time to time to the entire satisfaction of the officer-in-Charge as well as Delhi Fire Service.
14. The contractor's staff shall have to be present even if the system is under repair.
15. The staff engaged in operation and maintenance should be able to do preventive maintenance and visualize the faults which develop during operation to avert major break down or wear and tear of the equipments and system.
16. The regular servicing of all the equipments and other auxiliaries of the system in the scope of work shall be done strictly as per recommendations of manufacturers or as and when required whichever is earlier and nothing extra will be paid on this account.
17. The contractor / firm are expected to be fully aware of the bye laws and requirements of consent authority and shall be fully responsible for their compliance.
18. CDSCO(HQ) shall be at liberty to discontinue the contract if the performance is found unsatisfactory or is not accordance with the terms & conditions.

### **Technical specification**

#### **FIRE ALARM SYSTEM**

##### **1. SCOPE OF WORK**

1.1 The work relating to making existing fire fighting system operational and comprehensive annual maintenance contract for maintenance of fire fighting system at the FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi..

1.2 The complete System must always be maintained in perfect running order as per the standard and requirement of fire safety measures. The maintenance part includes the following:

##### **2. FIRE EXTINGUISHERS**

2.1 (A) The Service and refilling and maintenance of various types of fire extinguishers and fire detection system installed in FDA Bhawan, Kotla Road, New Delhi.

(i) Fire Extinguishers

S. No.	Type	Total No.
1.	Co 24.5 kg	20
2.	Water 9 ltr	13
3.	ABC 5 kg	03
4.	ABC 2kg	03
	TOTAL	39

(ii) Fire Detection system installed in the FDA Bhawan.

(iii) Servicing and maintenance of the Fire hydrant system and machine installed at FDA Bhawan.

##### **2.1.2 TERMS AND CONDITIONS:**

(a) The rates include all charges and taxes as applicable;

(b) The rates include refilling, servicing and maintenance of fire extinguishers;

(c) The separate rates are to be quoted for different extinguishers;

- (d) Specific and standard gas should be filled as per requirement of fire extinguishers;
- (e) The contractor / firm for the purpose will stand warranty / guarantee for the fire extinguishers serviced and refilled and in case any unit does not work, would make good of it;
- (f) The contractor / firm would complete the job of refilling and servicing of units as per requirement within 15 days from the date of issue of supply order.

**2.1.3 (B) – Repair and Maintenance of Fire Hydrant System – Terms and conditions:**

**TERMS AND CONDITIONS:**

- (a) The rates include repair, maintenance of the machine and the Fire Hydrant Systems installed in FDA Bhawan, Kotla Road;
- (b) The rates include replacement / repairing of the parts, if any, of the fire hydrant machines and its attached accessories;
- (c) The work includes checking of Main Pump, Diesel Engine Pump, Fire Panel, House Reel, Hydrant Valves, and Terrace Pumps etc. The thorough check has to be done with base frame, coupling, greasing, alignment, repair and replacement of nozzles etc., whatsoever required;
- (d) System has to be checked point to point and a demonstration drill to be arranged by the Contractor / Firm so as to ensure that entire system is operational / functional.

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FDA Bhawan, Kotla Road, New Delhi  
Dated, the \_\_\_\_\_, 2016.

**TECHNICAL PARAMETER**

**Last Date for submission:** \_\_\_\_\_, 2016.

**Up to 3.00 P.M. (1500 Hrs.)**

**Name of work:** Comprehensive annual maintenance contract (CAMC) for making existing fire fighting system in FDA Bhawan, New Delhi, operational and further operation and maintenance of fire fighting system at the FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi.

## 1. Credentials of Bidder:

1.1 Name of the Agency: \_\_\_\_\_

1.2 Office Address and  
Tel. Nos. \_\_\_\_\_1.3 Licence No. & Registration details  
(with documentary evidence) \_\_\_\_\_1.4 P.F. A/c No.  
(With documentary evidence) \_\_\_\_\_1.5 PAN No.  
(with documentary evidence) \_\_\_\_\_1.6 Service Tax Regd. Certificate:  
(supported with documentary evidence) \_\_\_\_\_2. Annual turnover for last three years  
(supported with documentary evidence) \_\_\_\_\_

3. Experience (last three years) \_\_\_\_\_

3.1 Proof of having successfully completed similar works during last 3 years ending last day of the month previous to the one in which tenders are invited as per the following:-

a) Three similar completed works costing not less than the amount equal to 40 % of the estimated cost OR

b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost OR

c) One similar completed works costing not less than the amount equal to 80% of the estimated cost.

3.2 Contract details fulfilling eligibility criteria:

S. No.	Year	Name of the Organization	Cost of the work (Executed)	Officer Concerned. in the Organization with T. No.	Period	
					From	To
(1)	(2)	(3)	(4)	(5)	(6)	(7)

3.3. Present assignment in hand complying tender parameters: particularly in multi-storied bldgs.  
(Supported with documentary evidence)

(i)

(ii)

(iii)

3.4 Manpower details in terms of supervisors & staff

3.5 Earnest Money Deposit (EMD)

- i) The Govt. Departments, Public Sector Units, Small Scale Industrial (SSI) Units (only permanently registered) & agencies registered with NSIC etc., are exempted from submitting EMD.
- ii) SSI Units and agencies requesting for exemption from submission of EMD shall submit a copy of their Registration Certificate.
- iii) Only such SSI Units and agencies registered for the same trade/Item for which the tender is relevant shall be exempted from submission of EMD.
- iv) EMDs of unsuccessful tenders shall be refunded after finalisation of Tender without interest.
- v) The tenders without EMD or partial EMD shall be summarily rejected.
- vi) Earnest money to successful Bidder shall be refunded / adjusted against the security deposit of 05 to 10% of the contract value. The Security Deposit of contract value in the form as prescribed under General Financial Rules, 2005 shall be refunded after the expiry of defect liability period of six month. No interest will accrue on such deposit.

4. Particulars of D.D. as earnest money:

Amount Rs.50,000/- ( Rupees Fifty thousand only ) vide D.D/B.D Nos. :

\_\_\_\_\_ Issuing Bank with Date of Issue : \_\_\_\_\_

5. Copy of the documents at Serial Nos.1.3 to 3.5 be attached.

Declaration: All terms and conditions as mentioned in the tender are acceptable to me / us.



**(Signature of the Bidder)**

With complete address and seal

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Place: \_\_\_\_\_

Date : \_\_\_\_\_

**Subject:** Comprehensive annual maintenance contract (CAMC) for making the existing fire fighting system in FDA Bhavan operational as well as operation and maintenance of fire fighting system at the FDA Bhawan [wherein CDSCO(HQ) and FSSAI are located], and their units in New Delhi.

S. No.	Description Of Item	QTY.	UNIT	Rate (In Words & Figures)	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)
1.	Itemised rates for <b>making existing fire safety system operational / functional:</b>  (a) (b) (c) (d) (e) (f)				
2.	Itemised rates for <b>Comprehensive Annual Maintenance Contract</b> for keeping the fire safety system operational / functional:  (a) (b) (c) (d) (e) (f)				

*W. Das*

**(Signature of the Bidder)**

With complete address and seal

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Place: \_\_\_\_\_

Date : \_\_\_\_\_