

QUOTATION
For
Non Comprehensive Annual Maintenance Contract
For FIRE ALARM SYSTEM

AT
INDIAN BANK, CORPORATE OFFICE,
NO. 254-260, AVVAI SHANMUGAM SALAI,
ROYAPETTAH, CHENNAI – 600 014.
ISSUE DATE: 22.06.2016

Estate Department
Indian Bank, Corporate Office
254-260, Avvaishanmugam Salai
Royapettah
Chennai –600 014
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Last date for submission of Quotation: **03.00 PM on 14-07-2016**

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INDIAN, BANK, CORPORATE OFFICE, PREMISES, ESTATE & EXPENDITURE DEPT,NO. 254-260,
AVVAI SHANMUGAM SALAI, ROYAPETTAH,
CHENNAI – 600 014.

AMC FOR FIRE ALARM SYSTEM

Terms and Conditions

1. Quotation shall be submitted in prescribed form only. If submitted in any other form the same shall be summarily rejected. No correspondence will be entertained in this regard and Bank decision shall be final in this regard and binding on all the bidders.

2. Eligibility:

a) The bidder should have minimum Two years experience of similar nature of works (ending 31.03.2016). The bidder shall submit the relevant documents as proof of his experience or else his quotation will be rejected. If the bidder is found to be the lowest and is not having minimum experience of 2 (Two) years then his quotation will not be considered for further evaluation and will not be considered as valid quotation. Bank's decision shall be final in this regards.

Note: similar nature of works means "annual maintenance contract for Fire Alarm System"

3. AMC Period:

a) AMC shall be for the period of one year w.e.f the date of issue of work order.

b) Bank reserves the right to extend AMC for another year on the same terms and conditions depending on the satisfactory services rendered by the contractor.

4. Payment:

a) The payment of Rs. _____ /-(the amount payable) shall be released on quarterly basis on successful competition of the respective quarter, against the bill furnished by the party on due certification of satisfactory services by officer in charge. T.D.S as applicable will be deducted from the payment.

b) The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of one year from the date of award of contract. However, in case of any revision in the tax structure during the currency of the contract, the contractor can raise the bill for the increased tax component, with necessary proof for the same.

c) Submission of Bill: The bill for payment shall be submitted at the end of every quarter.

d) Sales Tax or any other tax on material or on finished works or Service Tax any other taxes in respect of this contract shall be payable by the Contractor only and the Bank will not entertain any claim whatsoever in this respect. Bidders should have applicable tax registrations (PAN, TIN, VAT, CST etc. supported by documentary evidences.

5. Bill of Materials / Schedule of items for Quotation:

a) Prices may be quoted to items given in **Annexure – I (Quotation)**

6. Penalty:

a) The contractor has to carry out the preventive maintenance in every week on Sunday. The Bank shall deduct an amount of Rs. 500/- (Rupees Five Hundred Only) per Sunday, if the preventive maintenance is not carried out as per schedule. The complaint / breakdown calls have to be attended within 6.00 hours positively. The contractor has to maintain a register for the periodical inspections, which have to be produced before officer in charge and carry out the checks as per the preventive maintenance schedules as **per Sl.No. 25.VII (a-j)**. The contractor should depute qualified/experienced technicians for carrying out the preventive maintenance work.

b) If performance is not found satisfactory **for more than one month**, payment for that quarter will be forfeited and if un-satisfactory performance is continued then contract is liable to be terminated.

c) If the bidder after award of work fails to undertake the job satisfactorily at any period of time or withdraws his services permanently or for more than three consecutive weeks, the Bank shall have right to cancel the contract and forfeit the Quarterly payment / due amount without assigning any reason.

7. The Appendix (1-5) along with declaration shall be filled in and submitted along with quotation. The quotation should be filled in and submitted in strict accordance with the instructions given in the quotation / laid down herein otherwise the quotation is liable to be rejected. The quotation is liable to be rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Appendix to the quotation are not filled in.

8. The quotation shall be signed by authorized signatory.

9. The quotation should be submitted in sealed envelopes super scribed as “Quotation for AMC of Fire Alarm System” addressed to **The Assistant General Manager (P&E)**, Indian, Bank, Corporate Office, Premises, Estate & Expenditure Dept, No. 254-260, Avvai Shanmugam Salai, Royapettah. The quotations will be opened on **14.07.2016 at 3.30 P.M.** in the presence of such of the bidders who may wish to be present, either by themselves or through their authorized representatives.

10. The validity of bids shall be 60 days from the date of opening of the quotation. In the case of the successful bidder, rates quoted shall be valid for the entire period of the Annual Maintenance Contract(AMC).

11. Correction if any must be self attested.

12. The bidder may inspect the premises during office hours on any working day for getting acquainted before submitting the quotations. Non-familiarity with the site condition will not be considered a reason either for extra claims or for not carrying out the work.

13. Bank reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
14. The Annual Maintenance Contract once awarded can be terminated by either party after giving due notice to the other party by giving one month time. Nevertheless, Bank may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms & conditions of the contract. Bank's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
15. The Contractor will work in close co-operation with Dept. concerned for the AMC services as per bid.
16. All statutory obligations under various laws from time to time will have to borne by contractor for which no extra payment shall be made to him at any time during the contractual period.
17. The contractor shall at all times indemnify and keep indemnified the Bank and its officers, servants and agents from and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
18. The agreement will be valid for AMC of Fire Alarm System incorporated in the contract document. This should be strictly adhered to.
19. Bank shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify Bank in case of any damage or liability, which may arise on account of action of contractor.

Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Bank, at Chennai as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Submitting to arbitration may be considered as an additional remedy and its does not preclude the parties seek redressal / other legal recourse
20. The quotation format (BOQ) is given in **Annexure - I** & the evaluation of bid will be on the basis of total bid value.
21. The Scope of Non-Comprehensive Annual Maintenance contract is **as per SI.No.25 (I-VII)** which is a general check lists and test requirements. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule or not. He shall not claim any extra labour charge for such work. However, replacement of worn-out/defective material shall be paid extra at market rate to the contractor
22. Bidders before bidding may inspect the Fire Alarm System during working hours on any day if required by the bidders.
23. Part bids will be disqualified; the bidder should quote for the complete scope of work. The validity of quotation should be **60 days** from the date of opening of quotations.

24. The bidder must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original bid document should be signed and returned back and this will form a part of the contract.

25. The Scope of Non-Comprehensive Annual Maintenance (NCAMC) Contract for Fire Alarm System at Indian Bank, Corporate Office, Royapettah, Chennai:

- I. The works including labour, cartage, loading unloading, technical services for attending to complaints of break down / problems in the Fire Alarm system within 6 hours of complaint and periodic servicing for ensuring proper maintenance of the Fire Alarm system at premises of Bank as directed.
 - II. A separate register shall be maintained for AMC stating the work done during each AMC visit viz mandatory checks as detailed in Sl.No. 25. VII (a-h) i.e after each maintenance / testing, the test details or maintenance work shall be written clearly in the register stating type of test/maintenance and result achieved.
 - III. Providing consumables material likes, fuses, resistance, cleaning material, distilled water, tape, colin spray etc., provided in scope of work.
 - IV. The contract is for preventive as well as breakdown maintenance
 - V. Maintenance of all items (Sl.No.1) mentioned in BOQ (Annexure-I) are the responsibility of the contractor. However any material required for replacement of faulty part/defective component during the maintenance/breakdown will be provided by the Bank. The labour charges etc for replacement/rectification of the same are included in the scope of work. The safely operation & healthy maintenance of the Fire Alarm system shall be responsibility of the AMC contractor.
- VII. FIRE DETECTION, ALARM SYSTEM - AMC Checks / Preventive Maintenance Check Shall be as follows::**
- a) **Weekly** visual check, working test of detectors – (external check only).
 - b) Cleaning of smoke/heat detectors in every **3 months** (removal of dirt if any using blower).
 - c) **Monthly** actuation of smoke detector by turn – at least one detector in each floor to be subjected to test. **Monthly** actuation of test of heat detector.
 - d) Circuit Test/Panel Test – for fault and fire condition every month for fault test and every quarter for fire condition.
 - e) **Fortnightly** test of Manual call box.
 - f) **Fortnightly** alarm test & check supply from at least one smoke detector point for operation each Wing (in all floor)
 - g) Manual (actual) test of public address system – **Every Month**.
 - h) Visual/working check with cleaning of local control panel **every month**.
 - i) EST-3 panel checks but not limited to the following: **every month**
 - i. Connections of all the existing device into the loop,
 - ii. Connections of all the loops into the panel
 - iii. Healthiness of Configuration in the panel using dongle based on the field devices *if required*
 - iv. Naming the devices as per locations *if found incorrect*.
 - v. Conduct testing for any new modifications done in the system.
 - j) In case of any fault / programme corrupted in the EST-3 Panel / Intelligent Addressable Panel – EST, re-programming & loop testing detectors correction fault rectifying charges and testing & commissioning shall be included in the AMC and no extra charges will be paid on this account.

Note:

- (i) Checking includes repair/ replacement in case of equipment was found faulty. Concurrence shall be obtained before replacing any defective items under the scope of AMC from Bank
- (ii) Cost for replacement of spares will be borne by Bank and not the labour charges (deemed to be included in the quote).
- (iii) If any detector is required to be replaced same will be paid extra as per market rates

26. The successful bidder must enter in to an agreement as per the **Appendix-6**.

27. If any information furnished by the bidder is found incorrect at a later stage, he shall be liable to be debarred from bidding / taking up the work in Indian Bank.

28. The Bank is not liable for the cost incurred in the inspection and preparation of bid and submission / participation and also not liable for any other cost what so ever may be.

Appendix-1

GENERAL INFORMATION ABOUT THE BIDDER
(To be filled by the bidder)

1	Name of the Bidder	
1a	Registered Address	
1b	Postal Address	
1c	Telephone / FAX No.	
1d	E-mail address & Website	
2	Name and designation of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination.	
3	Has any Govt. Dept / Undertaking ever debarred the Bidder from executing any work?	
4	Reference of any other information attached by the Bidder (give details of attachment)	

Date

Sign and Seal of Bidder

Appendix-2

**Detail of the similar works In Hand
(To be filled by the bidder)**

Sl.No.	Name of Customer	Description of Work	Date of		Remarks
			Start	completion	

Date

Sign and Seal of Bidder

Appendix-3

**Details of works of similar type executed by the bidder
(To be filled by the bidder)**

Sl.No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order & its Configuration	Dates of	
						Start	Completion

Sign and Seal of Bidder

1. Copies of work orders should be attached with this information.
2. If necessary, separate sheet may be used to submit the information

Appendix-4

**Details of technical personnel with the bidder who will be deployed for this work
(To be filled by the bidder)**

Sl.No.	Name of the person	Qualification	Whether working in Field or in Office	Mode of employment & Experience	Period for which the person is working with the Bidder	Remarks

Sign and Seal of Bidder

Appendix-5

**List of work related Equipment, Machinery and tools tackles etc
Immediately available with the Bidder for use on this work.
(To be filled by the bidder)**

Sl.No.	Description	Make	Date/ Cost of Purchase	Function / Purpose	Remarks

Date

Sign and Seal of Bidder

Appendix - 6

Agreement

THIS AGREEMENT is made on this day of 2016 between Indian Bank having its Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014 .(hereinafter referred to as the "Bank") which expression shall include its successors, legal representatives and assigns of the one part.

AND

* Shri _____ S/D/o _____ resident of _____ the sole proprietor of M/s _____ having office at the following address _____

* M/s. _____ the partnership firm having an administrative/principal office at _____ represented by its Managing director / duly authorised partner.

* M/s. _____ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address _____, duly represented at _____ duly represented by its constituted and authorised Managing Director, Shri _____

hereinafter referred to as "Contractor / Service Provider", which expression shall unless repugnant to the context be deemed to include their executors, administrators, legal representatives, nominees, subsidiaries and assigns of second part.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions have the same meanings as are respectively assigned to them in the terms & conditions of contract there after referred to.
2. The bank awards the work to the service provider and the service provider accepts the work on a clear understanding that the service provider shall not be an employee of the bank for any reason whatsoever including for the reason of award of work by virtue of this agreement and on the terms and conditions set-forth as stated in the foregoing, which shall form part and parcel of the agreement
3. The following documents shall be deemed to form and be read and construed as part of this agreement viz.
 - a) The Bid No / date.
 - b) The award letter No / date.
 - c) References as mentioned in the award letter
 - d) All the correspondences till award of contract
4. In consideration of the payments to be made by the Bank to the contractor, the contractor hereby covenants upon to execute and maintain the works in conformity in all respects with the provisions of the contract.

Indian Bank hereby covenants to pay the consideration of, complete contract for providing All inclusive Non - Comprehensive Annual Maintenance Contract of Fire Alarm System at the Office of Indian Bank having its Corporate



CO:ESTATE DEPARTMENT

Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014 at the contract price at the times and in the manner prescribed by contract.

In witness whereof the parties have hereunto set their respective hands and seals the day _____ and _____ year first above written.

For & on behalf of
Contractor

For & on behalf of
Indian Bank

Witness (i) _____ (i)

Witness (ii) _____ (ii)

Date :

Place:

DECLARATION OF THE BIDDER
(To be given be the bidder)

I / We, hereby declare that I/We have made myself / ourselves thoroughly conversant with the site conditions, local conditions regarding all materials and Labour of which I/We have based my/our rates of this work. The specification, conditions, results and lead of manpower on this work have been carefully studied and understood by me/us before submitting this Bid.

In case, if I/We fail to complete the work in stipulated time schedule, the penalty shall be levied as per contract condition.

I / We declare on solemn affirmation that whatever information submitted in this Bid is true and correct to the best of my knowledge and belief.

I / We hereby certify that my / our firm has not been disqualified by any office / Department / undertaking of the state / central Govt. of India at any time for providing manpower services or services of any description.

I hereby certify that I/we shall provide any related documents/certificate for which asked for

Place:

Date:

Sign and Seal of Bidder

**CHECKLIST OF ESSENTIAL DOCUMENTS TO BE
SUBMITTED**

Essential Documents:-

Sl. No.	Name of Document
1	Bid documents (containing 17 pages) in original duly filled in and signed by Bidder or his authorized Representative along with seal on each page.
2	Copy of Income-tax PAN Card, PF & ESI registration certificate
3	Copy of Service Tax Registration/WCT Certificate No. and Date of Issue
4	Copies of Work Orders & Certificate Indicating proof of having requisite Experience of Operation and All inclusive comprehensive Operation and Maintenance / AMC of Fire Fighting and Protection & Detection System in Govt. Firms/Public Sector undertakings /reputed organizations during last Two years .
5	Copy of IT Returns and audited balance sheet and profit and Loss statements for the previous Two years i.e. FY: 2014-15, 2015-16

Annexure - I QUOTATION

BOQ for AMC of Fire Alarm System at Indian Bank, Corporate Office, No: 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014

S.NO	DESCRIPTION	QTY	RATE (RS).	AMOUNT (Rs.)
1	<p>Annual Maintenance Contract of the "Fire Alarm System" Without spares. <i>The cost of spares required for maintenance of the systems (including replacement for the defective parts) shall be borne by the Bank. However, no labour charges for replacement/rectification are payable and are deemed to be included in the scope of work of AMC but not limited to the following:-</i></p> <p>Testing checking and servicing of automatic fire detection and alarm system zone at fire control room along with heat and smoke detectors, response indicators, hooter detectors, manual call point with talk back facilities, batteries, charger and other apparatus related with above system (including provision of consumables such as battery water, fuses, L.E.D.'s, connectors, tap, colin spray, cleaning materials etc.) and scope of Work mentioned in SI.No. 25(I-VII) of page 6 of 17</p> <p>This system consist of following*:</p> <ul style="list-style-type: none"> i. PSD :Photoelectric smoke Detectors : 331 Nos ii. MSD :Multi sensor Detectors: 32 Nos iii. HD :Heat Detectors (Fixed cum rate of rise): 43 Nos iv. MCB :Break glass type Manual Call Box : 15 Nos v. LS :Loop sounder: 15 Nos vi. MM :Monitoring Modules :15 Nos vii. CM :Control Modules: 39 Nos viii. Intelligent Addressable Panel: 01 No. <p><i>*The actual quantities shall be checked at the site before submitting the bid.</i></p>	1 JOB		
	Total (Inclusive of all taxes duties etc)			

Amt. in words (.....)

(Signature of the bidder)

Name : _____
Place: _____
Date : _____

Seal