

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI
(IIIT-DELHI)
Okhla Industrial Estate,
Phase III New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)**

Notice Inviting Tender for Non Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm and PA System

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres with 14 buildings..

IIIT-Delhi invites sealed Financial Bids along with EMD from reputed agencies / companies in the field for “**Non Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm and PA system at IIITD campus, New Delhi**” as per details below:

Bid Schedule

Date of Start and downloading the tender	28th Oct 2019
Earnest Money Deposit (EMD)	Rs. 10,000 in the form of Demand Draft in favour of the” “IIIT-Delhi Collections”” payable at New Delhi
Last date and time for submission of tender	7th Nov 2019 at 1500 Hrs
Date and time of bid opening	7th Nov 2019 at 1530 Hrs
Address for communication & submission of tender documents and opening of technical bid	A-201, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020

Scope of Work

Each building has an independent fire alarm Control panel. All fire alarm control panels are connected to 16 Zone PAVA Control panel. BOQs for AMC of Fire Alarm and PA System at IIITD campus New Delhi is as per enclosure at **Annexure-“A”**.

The scope of work includes:

Maintenance and operation of the automatic fire alarm, public address system, at IIITD campus New Delhi. The systems must be operational/functional at all times.

- a) The maintenance of each type of equipment / system shall be carried out on bi-annual maintenance basis or actuation test basis as listed hereunder:
- (i) For each type of equipment a separate register shall be maintained with separate page allotted for particular number.
 - (ii) After each maintenance/testing, the test details or maintenance work shall be entered giving date, type of test/maintenance and result achieved.
 - (iii) Fortnightly alarm test & check supply from at least one smoke detector point for operation each block.
 - (iv) Providing consumables material likes, fuses, resistance, cleaning material, battery water, and tape provided in scope of work.

FIRE DETECTION, ALARM & PA SYSTEM

- (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).
- (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) Manual (actual) test of public address system – Every Month.
- (g) Visual/working check with cleaning of local control panel every month.
- (h) Visit of technical experts once in a month to review performance of the plant.
- (i) Break down calls- Unlimited break down calls on as and when required basis. The break down calls will cover 24X7 breakdown call within 24 hours of the time of complaint.
- (j) Schedule calls- At least 2 (two) scheduled calls as per the program for regular preventive maintenance.
- (k) A complaint escalation matrix to be provided by vendor.
- (l) To coordinate with maintenance team of IITD for any repairs and spares requirement.

The above are general check lists and test requirements. The contractors shall be bound for undertaking any other check test which is considered necessary or directed by the Institute for efficient functioning of equipment/system, whether included in above schedule or not. The Contractor shall not claim any extra charge for such work, however, replacement of worn-out/defective material shall be paid extra at market rate to the Contractor. The Institute may also decide to purchase these items directly and supply to Contractor for installation. All defects must be attended and rectified within 24 hours.

Pre-qualification Criteria

The agencies / companies who fulfill the pre-qualification criteria mentioned below will only be considered for opening of financial bid:

S. No.	Particulars	Document (s) to Annex
1	As on 31.09.2019, the agency / Company should be in existence for at least Five years.	Certified copy of registration certificate.
2	The bidder should have direct authorization from the OEM for supporting the equipment mentioned or should be a distributor/service provider of M/s Honeywell.	Certificate copy is essential
3	Company should have average turnover of Rs.50 lacs in similar field in previous three financial years ending on 31.03.2019.	Audited accounts of 2016-17 , 2017-18 & 2018-19 may be enclosed. CA certified copy of turnover from annual maintenance contacts.
4	Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last three (03) years.- d i) Three similar completed works costing not less than the amount equal to Rs.2 lakhs. or ii) Two similar completed works costing not less than the amount equal to Rs 3 lakhs. or One similar completed work costing not less than the amount equal to Rs.4 lakhs.	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.
5	Company should have valid PAN, GST registration	Certified Copy of each document

6	Company should not have been barred / blacklisted for taking up similar work in any organisation	A certification to this effect on the letter of the bidder.
7	Earnest Money Deposit (EMD)	Rs. 10,000/- in the form of Demand Draft in favour of "IIITD-Collection Account" payable at New Delhi

Award of Work

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

Financial Bid

Interested agencies may submit financial bid as per enclosed format (**Annexure-“B”**), duly authenticated and stamped. Bidder may inspect the site for the installed systems before quoting the rates. No revision in rates shall be considered after submission of the financial bid. The Financial Bid should contain all relevant price information. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way. The item wise rates ie bifurcation of the cost of AMC (Annexure-“A”) should be provided at the time of issue of award letter.

Payment Terms

GST compliant quarterly bill by the 7th day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute.

Performance Guarantee

Selected company will be required to deposit Performance Guarantee @ 5% of the Work value which shall be in the form of DD/FDR/Bank Guarantee in favour of the Institute. **The format of which will be provided at the time of Award of Work..**

Bidding Procedure:

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for “Non-Comprehensive Annual Maintenance Contract (AMC) of the CCTV Surveillance System and Security Access Control System" addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

Sealed quotations shall be received not later than 3.00 P.M. on **7th Nov , 2019**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope **“Financial Bid for Non Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm & PA System in IIT-D”** enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the Registrar, **IIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020** by **1500 Hrs on 7th Nov 2019**

For and on behalf of Indraprastha Institute of Information Technology Delhi

Signed Registrar

BOQ for AMC of Fire Alarm and PA System at IITD Campus, New Delhi

S.NO	DESCRIPTION
1	<p>Testing Checking and servicing of fire detection and alarm system 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 etc., This system consist of following:</p> <ul style="list-style-type: none">a. Smoke detectors 3390 Nos.b. Heat detectors 193 Nosc. Control Modules: 298 Nos.d. monitor module for monitoring flow switch 17 Nose. Electronic Hooters: 306 Nos.f. Manual Call stations: 306 Nos.g. conventional type Manual Call Point 34 Nosh. wall mounted electronic sounder 34 Nosi. Conventional Fire Alarm Control Panel: 4 Nosj. PA Speakers – 611k. PA system with integrated with main fire alarm panel- 8 Nosl. Fire Alarm Control Panel: 18 Nos <p>Microprocessor based , digital, distributed processing real time, multi task and multi user type 2 Loop Analogue addressable type fire alarm control panel (FACP)</p> <ul style="list-style-type: none">m. 16 Zone PAVA Control panel with mike selection key, amplifier: 01 No <p>Please note: If any detector is required to be replaced same will be paid extra as per market rates and deployment of the following personnel:-</p>
2	1 Engineer visit for 2 days in a month (Fortnightly) and on call within 24 hrs.
3	1 Technician visit for 4 days in a month (Weekly)

Format of Financial Bid for Non Comprehensive Annual Maintenance Contract (AMC) for Fire Alarm & PA System

Sl. No.	Description	Maintenance Cost Without GST	GST	Maintenance Cost including all Taxes as GST etc. (All inclusive) Rupees
A	Non Comprehensive Annual Maintenance Contract (AMC) for Fire Alarm and PA System as per the details provided in the tender document under “Scope of Work”.			
Total (Rs. in figures). Non Comprehensive				
Total (Rs. in words) Non Comprehensive				

We agree to carry out the Work at the rate quoted above for the duration of one full year. We understand that IIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: