



**Annexure: I**  
**INDIA TRADE PROMOTION ORGANISATION**  
**E-TENDER NOTICE**

Online item rate bids are invited on behalf of CMD, ITPO, in two bid system for the work **"Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years"** from Specialized agencies dealing in the field of **"Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories"**. The detail of tender is as under.

S.N	Name of work	Time for Completion	Estimated Cost(Rs)	Earnest Money(Rs)	Cost of Tender (Rs)
1.	Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam , New Delhi for two years.	730 days	84,61,396/-	1,69,300/-	1,180/- i/c GST

- a. The above work includes for **"Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories"**.
- b. The tender documents are available on our website [www.indiatradefair.com](http://www.indiatradefair.com)(for reference only) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be down loaded.

**Eligibility Criteria:**

**Bidders who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.**

1. The agency should have **PAN, GST, ESI, EPF Registration and valid Electrical license**.
2. The agency having experience in **"Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories"**.  
(Similar ratio shall also be consider in the one work of 80%, two work of 60% and three work of 40% of estimated cost put to tender).  
**(Bidder having experience certificate from non government /non PSU organisations should submit copy of TDS certificate (tax deduction at source )**.
3. The Agency should not have been blacklisted by any Government of India organisation in the past. In all such cases, the tender would be rejected.
4. The agency/company should not have been involved in any kind of litigation, legal cases or ever been blacklisted by any government department or have any pending government investigation against them either directly or indirectly.
5. The intending bidders must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
6. EMD Payment & Tender cost: Earnest Money Deposit & Cost of tender is to be deposited in the account of ITPO before the last date of bid submission and upload the mandatory scanned document of EMD payment. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose Tender fee and EMD deposited in ITPO Account or documents for relaxation have been verified by tender opening authority and are found in order.

7. The bidder should have had average annual financial turnover @50% of the estimated cost, i.e. **Rs. 42,30,698/-** during immediate last three consecutive financial years ending 31<sup>st</sup> March . 2024. (Scanned copy of certificate from CA to be uploaded only).

8. The agency/company Should have satisfactorily completed the works as mentioned below during the last Seven years ending last day of month previous to the one in which tenders are invited.

i) One similar work costing not less than 80% of estimated amount put to tender i.e (**Rs. 67,69,117/-**)

OR

ii) Two similar works each costing not less than 60% of estimated amount put to tender i.e (**Rs. 50,76,838/-**)

OR

iii) Three similar works each costing not less than 40% of estimated amount put to tender i.e(**Rs. 33,84,559/-**)

(The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of the month previous to the one in which tenders are invited.

((Similar work shall mean works of "**Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories**".

(The completion certificate issued by the officer in charge will have to be furnished along with all the details. **The completion certificate must clearly indicate:-**

- The date of start ,date of completion and total work done amount
- Nature of work
- That the work has been completed satisfactorily.

(The copy of any other details related to the work if required may be asked from the bidder after opening of eligibility bids. There is no need to upload entire voluminous schedule and abstract of work.

9.The agency/company Should have the following

i. Gross Annual Turnover of last three years ending 31st March 2024.Scanned copy of certificate from Chartered Accountant to be uploaded on portal at the time of submission of bid ) contractor should upload **only Certificate from CA, mentioning Financial Turnover of last 3 years** as per the period as specified below in **form –A**

( The Related further details if required may be asked from the contractor after opening of eligibility bids. There is no need to upload entire voluminous balance sheet.)

**FORM-A**  
**FINANCIAL INFORMATION**  
**Financial Turnover of last 3 years**

Description	Financial year 2021-22 ( Rs. )	Financial year 2022-23( Rs. )	Financial year 2023-24 ( Rs. )
<b>a. Gross annual turn over</b>			

**Signature of Chartered  
Accountant with Seal**

**Signature of Bidder(s).**

10. The agency/company should have a **Solvency equal to 40 % of the estimated cost** put to tender, Certified by his bankers (on the format prescribed in form -B) OR **net worth certificate equal to 10%** of the estimate cost put to tender (on the format prescribed in form- C) issued by the certified Chartered Accountant. Certified copies of **Solvency OR net worth certificate** should be uploaded on portal at the time of submission of bid.

(The Related further details if required may be asked from the contractor after opening of eligibility bids. There is no need to upload entire voluminous balance sheet.)

### FORM-B

#### SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s/Sh. .... having marginally noted address, ..... Customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs. .... Rupees).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

**(Signature) For the Bank**

#### NOTE :

- i. Bankers certificates should be on letter head of the Bank,
- ii. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

### FORM- C

#### NET WORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited balance sheet and profit and loss account during the financial year....., the Net Worth of M/s ..... (Name & Registered Address of Individual/firm/company), as on ..... (the relevant date) is Rs. .... after considering all liabilities. It is further certified that the Net worth of the company has not eroded by more than 30% in the last five years ending on (the relevant date)."

Signature of Chartered Accountant

Name of Chartered Accountant

.....

Membership No. of ICAI .....

Date and Seal .....

11. The bidder can submit shortfall documents in online system if required and permitted by tender inviting officer, except the mandatory eligibility documents e.g Tender fee, EMD.

12. While selecting any of the cells in the BOQ, a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).

13. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of ITPO is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.

14. The contractor shall not be permitted to bid for works in ITPO, if the contractor or any of his/ her near relatives are posted in ITPO. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him/her and who are near relatives to any officer in ITPO or ministry of commerce and industries. Any breach of this condition by the contractor would render him liable to be removed from the contract and further works in ITPO.

15. Tender documents may be downloaded from ITPO's web site [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

#### INDICATIVE CRITICAL DATE SHEET

<b>Published Date</b>	<b>26/11/2024</b>
<b>Bid Document Download Start Date</b>	<b>26/11/2024</b>
<b>Pre bid meeting Date</b>	<b>----</b>
<b>Bid Submission Start Date</b>	<b>26/11/2024 at 3.00 PM</b>
<b>Bid Submission End Date</b>	<b>02/12/2024 at 3.00 PM</b>
<b>Bid Opening Date</b>	<b>03/12/2024 at 3.00 PM</b>

16. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

17. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have

Business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

18. Tenderer who has downloaded the tender from the **ITPO's web site** [www.indiatradefair.com](http://www.indiatradefair.com) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with ITPO.

19. Intending tenderers are advised to visit again ITPO website [www.indiatradefair.com](http://www.indiatradefair.com) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 2 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

### EMD Payment & Tender cost:

Earnest Money Deposit & Cost of tender is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

#### BANK Details for EMD Payment through NEFT/RTGS:

Name of the Beneficiary	India Trade Promotion Organisation
Name of the Bank	Central Bank of India
Branch Address	Pragati Maidan, New Delhi
Account No.	1167404133
Type of Account	Saving
RTGS Code	CBIN 0284078
MICR CODE	110016150
PAN NO.	AAATI2955C

a. The Hard Copy of original instruments in respect of cost of tender document must be delivered to the **Manager (Electrical)** India Trade Promotion Organisation, 2<sup>nd</sup> Floor, Administration Building, Bharat Nandapam, New Delhi - 110001 on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD/RTGS, etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

b. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

Due consideration and relaxation in the norms for MSME/NSIC/Start up/MSE in Public procurement will be given as per the directions issued by Govt. of India and also preference would be given to SC/ST – MSME entrepreneurs up to 4% within the 20% ceiling earmarked for MSME entrepreneurs subject to the production of valid /relevant registration documents for the specific work i.e. **“Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories”** as required in NIT.

- **Submission of Tender**

The tender shall be submitted online in Two part, viz., technical bid and Financial bid.

All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

- **Technical Bid**

The following documents are to be furnished/ uploaded by the Contractor along with **Technical Bid within the period of bid submission** as per the tender document (As applicable):

- i) Scanned copy of Demand Draft/ RTGS of any scheduled Bank for tender fee and EMD.
- ii) Scanned copy of PAN, EPF, ESIC, GST registration and valid electrical license .
- iii) Certificate of Work Experience /Completion certificate issued by an officer in charge (**TDS certificate is mandatory if work experience is from private sector**).
- iv) Scanned copy of Tender Acceptance Letter and Price Bid undertaking.
- v) Certificate of **Gross annual turnover** for last three financial years, **Solvency certificate** OR **net worth certificate** as per eligibility criteria, in given format –A,B and C respectively .

**Financial Bid**

- (a) Schedule of price bid in the form of BOQ\_XXXX .xls. format

## **Annexure: II**

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is

7) maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.



**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**Annexure: III**  
**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

**To,**

\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: - Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years'.**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy .

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

**Annexure: IV****.FINANCIAL BID UNDERTAKING**

From: (Full name and address of the Bidder)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

I submit the Price Bid for **Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years**’.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

**1.** I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive **of all applicable taxes with GST@18%.**

Authorized Signatory  
(Signature of the Authorized  
Person)

**INTEGRITY PACT****To,**

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Sub: NIT No. - - - - -

for the work - **Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years'.**

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Dear Sir,

It is hereby declared that ITPO is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the renderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement on behalf of the ITPO.

Yours faithfully,  
 (Manager Electrical))

**GOVERNMENT OF INDIA  
INDIA TRADE PROMOTION ORGANISATION  
General Detail of Notice Inviting Tender**

Item rate tenders through e-tendering are invited on behalf of CMD, ITPO for the work **Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years** in two bid system up to **3.00 pm on 02/12/2024** which will be opened by him (or) his authorized representative at **3.00 pm on 03/12/2024**. The work is estimated to cost **Rs. 84,61,396/-**. This estimate, however, is given merely as a rough guide.

1. Agreement shall be drawn with the successful tenderer on prescribed Form No. C.P.W.D. 7/8 which is available as a Govt. of India publication. Tenderer should quote his rates as per various terms and conditions of the said form which shall form part of the agreement.
2. **The time allowed for the completion of work is 730 days.**
3. The site for the work is available and will be handed over as specified in scope of work.
4. Tenders shall be accompanied with Earnest money of **Rs. 1,69,300/- & Tender Fee of Rs. 1,180/-** (demand drafts of a scheduled bank issued in favour of India Trade Promotion Organisation, New Delhi or NEFT/RTGS).
5. The Contractor, whose tender is accepted, will be required to furnish performance guarantee of 5% (Three percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs.1, 00,000/-) or Government Securities or Fixed Deposit Receipts in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderer at the office of the above mentioned officer. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
6. The competent authority on behalf of the CMD, ITPO does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
7. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing shall be liable to rejection.
8. The competent authority on behalf of CMD, ITPO reserve the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
9. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

**10.** The tender for the works shall remain open for acceptance for a period of **Seventy five (75) days** from the date of opening of financial bid ,in case tenders are invited on 2/3 envelope system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government , without prejudice to any other right or remedy, be at liberty **to reject the tender** as aforesaid. Further the tenderer not be allowed to participate in the re-tendering process of the work.

**11.** This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/ contractor on acceptance of his tender by the Accepting Authority, **within 7days** from the stipulated date of start of the work, sign the contract consisting of:-

- (i) Non Judicial Stamp for **Rs. 100/-**
- (ii) Schedule of Work with terms and conditions.
- (iii) GCC-2023 for maintenance work
- (iv) And any other relevant documents

#### **SCHEDULE 'E'**

Schedule of component of Cement, Steel, other materials, Labour etc. for price escalation.- Nil  
CLAUSE 10 CC

Component of Cement – expressed as percent of total value work.	N/A
Component of Steel-expressed as percent of total work.	N/A
Component of civil (except cement & steel)/Electrical construction	N/A
Materials-expressed as percent of total value of work.	
Component of labour-expressed as per cent of total value of work.	N/A
Component of P.O.L. – expressed as percent of total value work.	N/A

#### **SCHEDULE 'F'**

Reference to General Conditions of contract.

Name of work: **"Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years"**.

(i) Estimated cost of work	<b>Rs. 84,61,396/-</b>
(ii) Earnest money:	<b>Rs. 1,69,300/-</b>
(iii) Performance Guarantee	5% of tendered value
(iv) Security Deposit	2.5% of actual work done

#### **General Rules & Directions**

Officer inviting tender Manager  
(Elect.)

Maximum percentage for quantity of items of work to be executed beyond  
Which rates are to be determined in accordance with Clauses 12.2 & 12.3 50%

#### **Definitions**

2(v)	Engineer-in-Charge	Manager (E)
2(viii)	Accepting Authority	As per DFPR Sch. V of ITPO
2(x)	Percentage on cost of materials and Labour to cover all overheads and profits.	15%
2(xi)	Standard Schedule of Rates	market rates
2(xii)	Department	ITPO (Electrical Engg.)
9(ii)	Standard -CPWD contract For CPWD form <b>7/8</b> as modified & corrected upto date	

**Clause 1**

- (i) Time allowed for submission of Performance Guarantee  
From the date of issue of letter of acceptance 7 days
- (i) Maximum allowable extension with late fee @0.1% per day  
of performance guarantee amount beyond the period  
provided as above in (i) 4 days

**Clause 2**

Authority for fixing compensation under clause 2. GM (Works)

**Clause 2A**

Whether clause 2A shall applicable No  
Clause 5

Number of days from the date of issue of letter  
Acceptance for reckoning date of start 7 days

Mile stone(s) as per table given below:

Mile stone(s) as per table given below:

**Table of Mile Stone(s)**

No.	Description of Milestone(Physical)	Time allowed in days (from date of start)	Work is to carried as per requirement and direction of engineer in-charge
1.	As per the direction of engineer in-charge	365 days	As per the conditions of contract
	-	-	- do-
	-	-	- do-
	-	-	- do-

Time allowed for execution of work **730 days**

**Clause 6, 6A**

Clause applicable – (6 or 6A) Clause 6

**Clause 7**

Gross work to be done together with net payment/adjustment  
payment or advance for material collected, if any since the last such  
for being eligible to interim payment **- payment shall be made on the actual work done basis**

**Clause 10A**

List of testing equipment to be provided by the contractor at site lab **As per the requirement of engineer in charge at site**

**Clause 10 B (ii)**

Whether Clauses 10 B (ii) shall be applicable No

**Clause 10CA**

Materials covered under this clause Nearest Material for which All India Wholesale Price Index is to be Followed

\_\_\_\_\_NA\_\_\_\_\_

**Clause 10CC**

Clause 10CC to be applicable in contracts with stipulated period of  
Completion exceeding the period show in text column -----N/A-----

**Clause 11**

Specification to be followed for execution of work I & II with correction slips.

CPWD Specifications 2013, Part  
Up-to-date

**Clause 12**

Deviation limit beyond which clauses 12.2 & 12.3

50%

**Clause 16**

Competent Authority for deciding reduced rates.

GM (W)

**Clause 18**

List of mandatory machinery, tools & plants to be deployed by the contractor at site:-  
As per the site requirement and as per direction of Engineer In charge

**Clause 36(i)**

S.N.	Minimum qualification of Technical Representative	Discipline	Designation (Principal Technical/Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)
	ITI/Diploma	E/M	Technical	5 Years/2 years	1No.	20,000/-

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

**CLAUSE 42**

**N/A**

(i)(a) Schedule/statement for determining theoretical quantity of cement & Bitumen on the basis of Delhi Schedule of Rates DSR 2022 printed by C.P.W.D.

(ii) Variations permissible on theoretical quantities.

a) Cement for works with estimated cost put to Tender not more than Rs. 5 Lakhs  
For works with estimated cost put to tender More than 5 Lakhs

N/A

N/A

b) Bitumen for all works

N/A

c) Steel Reinforcement and structural steel  
Sections for each diameter, section and category

N/A

d) All other materials

Nil

**RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION**

S.No.	Description of Item	Rates in figures and words at which recovery shall be made from the contractor	
		Excess beyond permissible variation	Less use beyond the permissible variation
1.	Cement	N/A	N/A
2.	Steel reinforcement	-	-
3.	Structural Sections	-	-
4.	Bitumen issued free	-	-
5.	Bitumen issued at stipulated fixed price	-	-



## INDIA TRADE PROMOTION ORGANISATION

(Engineering Division)

CORRIGENDUM TO FORM 7/8/9 (CPWD) MUST BE READ ALONGWITH THE PAMPHLET

S.N o.	FOR	READ
1.	Govt. of India	India Trade Promotion Organisation (A Govt. of India Undertaking)
2.	CPWD of Government	India Trade Promotion Organisation
3.	CPWD – 7/8/9	ITPO – 7/8
4.	President/President of India	CMD, ITPO
5.	Chief – Engineer	General Manager (Works)
6.	Superintending Engineer	Deputy. General Manager (Elect.)
7.	Engineer-in-charge/ Divisional Engineer/ Executive Engineer/ Divisional Office	Manager (Elect.)
8.	Sub-Divisional Officer/Asstt. Engineer	Deputy Manager (Elect.)
9.	C.T.E.	General Manager (Works)
10.	Admn. Head	C.M.D./General Manager
11.	Ministry of Works & Housing	ITPO/Ministry of Commerce
12.	CPWD Code, Paragraph'90	Shall be applicable to ITPO works.
13.	DSR-2022	Shall be applicable to ITPO works.
14.	CPWD specifications	Shall be applicable to ITPO works.
15.	DSR(Internal) 2022 for Electrical works.	Shall be applicable to ITPO works.
16.	CPWD general specification -2013 for electrical works	Shall be applicable to ITPO works.
17.	DSR External 2022 for Electrical works and specification.	Shall be applicable to ITPO works.
18.	Provision of section 12 Subsection (i) of the works man compensation	Shall be applicable to ITPO works.
19.	Provision of contract labour (Regulation and abolition Act 1970 and contract labour (Regulation and abolition) control rules 1971 section 20 sub-section (A) of the contract labour (Regulation and abolition Act 1970).	Shall be applicable to ITPO works.
20.	Provision of the payment of wages Act, 1986 Minimum wages Act, 1986 1943 industrial disputes Act, 1947 Material benefits Act, 1961.	Shall be applicable to ITPO works.
21.	CPWD safety code framed from time to time.	Shall be applicable to ITPO works.
22.	CPWD maternity benefits to labour.	Shall be applicable to ITPO works.
23.	Provision of the Arbitration Act, 1972.	Shall be applicable to ITPO works.
24.	Section 74 of India Contract Act, 1973.	Shall be applicable to ITPO works.
25.	Model Rules of the protection health and sanitary appointment for workers employed by CPWD,	Shall be applicable to ITPO works.
26.	CPWD Contractor labour regulations.	Shall be applicable to ITPO works.

MANAGER (Elect.)

**INDIA TRADE PROMOTION ORGANISATION**  
**Electrical Division**

**No.169-ITPO(6)E-E/2024-25/36**

**Dated: 25.11.2024**

**NOTICE INVITING TENDER**

**Manager, Electrical** India Trade Promotion Organisation, Pragati Maidan, New Delhi on behalf of CMD, ITPO invites **Item rate tender** for the following work from the Specialized agencies dealing in the field of **"Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years"** in two bid system **through online e-tendering. Manual/offline bids shall not be accepted.** The details of which briefly described are hereunder:

<b>S. N</b>	<b>Name of work</b>	<b>Time for Completion</b>	<b>Estimated Cost(Rs)</b>	<b>Earnest Money(Rs)</b>	<b>Cost of Tender (Rs)</b>
1.	Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at Bharat Mandapam, New Delhi for two years.	<b>730 days</b>	<b>84,61,396/-</b>	<b>1,69,300/-</b>	1,180/- i/c GST

**The bids can be submitted on line up to 02/12/2024 up to 3.00 pm** with date of opening at **3.00 pm on 03/12/2024** . For further details including eligibility, downloadable form of tender documents etc. please refer website [www.indiatradefair.com](http://www.indiatradefair.com), [www.gem.gov.in](http://www.gem.gov.in)(For Reference) & [www.eprocure.gov.in](http://www.eprocure.gov.in) (for e-tendering)

**Manager(Elect.)**  
**I.T.P.O.**

# INDIA TRADE PROMOTION ORGANISATION

## Electrical Division

### Schedule of works

**Name of work :-** Operation & Maintenance of fire fighting, Sprinkler System & Automatic Fire Alarm System i/c replacement of worn out accessories at pragatimaidan, New Delhi for the period of Two Years)

S.No.	Description of Items	Qty.	Unit	Rate	Amount
<b>(A)</b>	<b>SCHEDULE ITEMS</b>				
<b>1</b>	<b>A - Operation and Maintenance</b>				
1.01	Operation & Maintenance of fire alarm system and smoke extraction fans installed in Hall No. 7 (A to H) – 1 job, Hall No. 8 to 11 – 1 job , Hall No.12, 12A -1 job and cleaning etc. on all working days i/c Saturday, Sunday & Holidays by deputing one operator during each shift (Total no. of shifts = 3 nos. of 8 hrs each) in each job and one Helper in one shift in each job for round the clock operation including fault rectification during Fair period complete as required.	24.00	Month		
1.02	Operation & Maintenance of fire fighting system and water supply pumps, Diesel Generating set in fire pump House, and associated equipment and cleaning etc. on all working days i/c Saturday, Sunday & Holidays by deputing one operator and one helper in each shifts (Total no. of shifts = 3 nos. of 8 hrs each) for round the clock operation at Pragati Maidan .	24.00	Month		
<b>2</b>	<b>B – Supply and installation of Material</b>				
2.01	Providing & fixing plain glass of 4mm (nominal) thickness on existing hydrant box i/c cutting, rubber bidding etc as required.	200.00	Sq. mtrs.		
2.02	Providing and fixing of Stainless steel female ball coupling/adaptor 63 mm dia ISI marked in the existing hydrant landing valves complete with welding as required.	15.00	Each		
2.03	Providing and fixing of stainless steel landing valve 63 mm dia ISI marked in the existing hydrant complete with welding etc. as required.	10.00	Each		
2.04	Providing and fixing of 12 V 200 Ah Battery including connections etc. as required.	2.00	Each		
2.05	Providing & fixing, testing & commissioning of size 15mm dia Pendent/upright/side stream Type complete quartzite bulb type sprinklers UL listed rating 68 degree centigrade i/c dismantling of existing broken sprinkler as reqd.	100.00	Each		
2.06	Supplying and replacement of first aid hose reel drum with MS construction spray painted in post office red, confirming to IS 884 with upto date amendments complete i/c dismantling the old worn-out hose reel drum as required.	5.00	Nos.		
2.07	Servicing existing Non return valve/stoles valve up to 150mm dia to avoid the leakage i/c replacement of gland, rubber gasket, bolts nuts, washers etc as reqd.	50.00	Per job		
2.08	Painting of M S pipe and Fire Hydrant boxes with synthetic enamel paint of approved brand and shade of required colour to give an even shade.	3000.00	Sq mtr.		

2.09	Lettering on door of FH box with black Japan paint of approved brand manufacturer of five(05) cm height.	1500.00	Nos.		
2.1	Supplying and fixing, testing & commissioning of manual call point made out of 16 SWG sheet i/c painting in red colour complete i/c dismantling etc. as reqd.	30.00	Each		
2.11	Providing & fixing, testing & commissioning of optical smoke detector with blinking LED and mounting base i/c dismantling the old as reqd.	200.00	Each		
2.12	Supplying and replacement of twin LED's type complete i/c dismantling old unserviceable RI as reqd.	50.00	Each		
2.13	Supplying, installation, testing & commissioning fire alarm sounder with facility to make announcement, mounted in A.B.S. box with hinged cover plate & suitable for operation with amplifier i/c line matching transformer etc. complete as required.	30.00	Each		
2.14	Supplying, installation, testing & commissioning talk back slave station in surface/recess suitable for operation on simplex mode complete with P.T.T. knob & speaker/microphone enclosed in a M.S.(16 SWG)/ ABS box with break glass in front etc. complete as required.	30.00	Each		
2.15	Supplying, installation, testing & commissioning sector panel suitable for following zones, complete with visual indications for short circuit fault, open circuit fault, fire condition and all other standard facilities as per IS:2189 with mimic diagram for all area/zone covered, complete with all connections, interconnections as required.				
(i)	4 Zone	2.00	Each		
(ii)	6 Zone	3.00	Each		
2.16	Supplying SMF Battery of 12V 7AH. Make - Amaron Quanta, Exide, Luminous, Life guard.	10.00	Each		
2.17	Supplying & laying of 2x1.5 sqmm fire alarm armoured cable, 600/1000V rated with annealed copper conductor having XLPE insulation, steel wire armouring & FRLS outer sheath complete as required. Make:- Havells/ Gloster/ capcab/ Polygon /Fusion polymers	500.00	RM		
2.18	Providing & fixing of pressure switch in M.S. pipe line including connection etc. as required.	5.00	Each		
<b>3</b>	Supplying, fixing, testing and commissioning of MS pipe IS 1239(I) heavy duty C class including screwing welding etc. and providing all fittings the cost include for all the elbows, reducer, clamps, hangers, chases in brick / RCC wall and digging, refilling, making good complete as required.				
3.011	100 mm dia	100.00	RM		
3.012	150 mm dia	40.00	RM		
3.03	Excavation and repairing of existing underground MS pipe upto 150 mm dia including cutting, welding, wrapping & coating with asphalt tape (4mm thick) etc and re-filling making good the same as required.	10.00	Job		

3.04	Repairing of existing surface/above false ceiling MS Pipe upto 150mm dia to stop the leakage including cutting, welding, painting etc as required.	10.00	Job		
3.05	Supplying and fixing of hose cabinet of size 900mm X 600mm X 500mm (NS) made of 2 mm thick MS sheet with 4 mm thick glazed glass doors i/c necessary locking arrangement suitable of accommodating valve-1 No,15 mtr. Long hose pipe and a branch pipe complete with angle iron frame for support made out of 40mmX40mmX6mm(NS) thick & duly painted with post office red externally and while internally with synthetic enamel paint complete in all respect, for hydrant i/c credit the dismantle to the work etc as reqd.	10.00	Nos.		
<b>(A)</b>	<b>Total including GST @ 18%</b>				

S.A(Electrical)

Dy Manager ( Elect)

Manager ( Elect)

**INDIA TRADE PROMOTION ORGANISATION**  
**Electrical Division**

Terms & Conditions

**Scope of work**

1. The work shall be carried out as per CPWD specifications.
  - 1.1 CPWD General Specifications for Electrical Works Part-VI Fire Detection and alarm system- 2018.
  - 1.2 General Specifications for Heating, Ventilation & Air Conditioning (HVAC)- 2017.
  - 1.3 CPWD General Specifications for Electrical Works Part-I Internal-2013.
  - 1.4 CPWD General specifications for Electrical Works Part-IV Sub Station- 2013
  - 1.5 CPWD General specifications for Electrical Works Part-VII D.G. Sets- 2013
- 2. The scope of work includes the operation and maintenance of complete Fire Fighting System, sprinkler system, automatic fire alarm system, Smoke Extraction Fans & PA system, as per specification round the clock (24x7) including Saturday, Sunday and holidays as per direction of Engineer-in-charge. This covers the routine maintenance of Jockey Pump, Sprinkler pump, Diesel Pump, Main Electric Pump, Electrical Panels and Fire Alarm Panel as and when required.**
3. The operation & maintenance of all firefighting equipment like main pumps jockey pump, Diesel fire pump, panels, valves, gauges water line piping of all sizes, hose reels, syntex water tanks on roof, Fire alarm panels, Mimic Panels, Sprinklers, Response indicators, hooters, wiring/cabling, Painting of various sizes of pipe and , Batteries of DG set etc.
4. The firm shall provide police verification of each employee along with the valid id for entry passes to be issued by security division of ITPO and the each employee of agency shall have valid entry pass along with their id during any exhibition and shall be in touch with SA (E)/DM(E) for arranging duty passes and to perform duty as per requirement.
5. No T & P shall be issued by the department except tower ladder.
- 6. The contractor shall maintain the log book/register for operation/maintenance/checking the Fire Fighting System, Fire alarm system, sprinkler system, PA system, operation of fire fighting pumps etc. The log book maintenance register etc. Shall be the property of the department (Separate Log book for each Hall/panel & pump & control room shall be maintained by the Contractor).**
7. The contractor shall arrange log book, register, distilled water cleaning material like old dhoti, detergent, broom, soldering wire, electric wire, screw, nut bolts, etc. For which nothing shall be paid extra on this account.
- 8. All the control panels & Sub-panels should be kept clean and operational.**
- 9. All equipments such as Annunciation Panels, Hydrant, Hose reel, mimic panel, smoke decorator, MCB Talk back etc are required to be kept neat and clean for which nothing extra shall be paid on this account.**
10. The firm should maintain the installation as per specification and as per instruction of the Engineer-in-Charge or his authorized representative.
11. The inventory of installations shall be handed over to the firm at the time of taking over the installation in working condition and after completion of the agreement all equipment shall be handed over to the department in working condition.
- 12. Fire alarm control Rooms**
  - a) Hall No. 7 A-H and Existing office buildings.
  - b) Hall No. 8-11 and Existing office buildings.
  - c) Hall No. 12-12A and Existing office buildings.

- i) **Operator-9 Nos. (One no. in each shift, in each of the three fire control rooms round the clock daily)**
- ii) **Helper-3 Nos. (One helper in one shift at each of three control rooms daily).**
- iii) **In addition to the above staff, reliever shall be provided as per norms.**

**In Fire Pump House:**

- i) **Operator-3 (One no. in each shift, round the clock in the each pump house daily).**
- ii) **Helper-3 Nos. (One no. In each shift, round the clock in the each Pump House daily).**
- iii) **In addition to the above staff, reliever shall be provided as per norms.**

13. The recovery shall be made in case of absence of any staff:

- i) **Operator/Mechanic @Rs 1500/- per day per shift with no payment for the shift.**
- ii) **Helper @Rs 1300/- per day per shift with no payment for the shift.**

14. In case of leakage in joints, Valves, Hose reels, pipes and sprinklers etc & the firm has to take remedial action immediately. It includes internal and external hydrant, ring main, sprinkler system, overhead storage tanks and all piping works from pump house to Halls.

15. In case of any fault in the fire alarm system or fire fighting system, the same shall be intimated to the department and repairing/replacement of the equipment shall be done immediately as per the scope of work.

16. In case of any major fault in the fire alarm system or fire fighting system, i.e., in Jockey Pump, Diesel Pump, Sprinkler Pump, Main Electric Pump, Main fire Alarm Panel, Electric Panel the same shall be intimated to the department and repairing/replacement of the equipment shall be done immediately by the Agency so that System should be keep in operation condition and payment Made as Extra Item on Market Rate basis. **If the System remains under break down for more than 8 Hours Penalty @ Rs. 3000/- per Day shall be imposed.**

17. If performance of contractors staff is not found satisfactory or as per the Terms & Conditions of the contract, the agreement shall be cancelled without notice and no claim whatsoever will be entertained on this account.

18. Experience of the staff deputed shall be as under:

1. **Operator:- Minimum educational qualification 10<sup>th</sup> and Experienced worker having practical experience of 5 years in the installation/operation in handling Fire Alarm system/wet riser/Fire fighting system or had undergone certified course in fire fighting system.**

2. **Mechanic/Technician: - Minimum educational qualification Diploma/Graduation and Experienced worker having practical experience of 5 years in the installation/operation in handling Fire Alarm system,/wet riser/Fire fighting system or had undergone certified course in fire fighting system.**

19. **The firm shall pay wages to his staff up to 7<sup>th</sup> of every month through Bank/ECS/Online transfer to worker's account and the copy of bank statement in proof of wage disbursement to employees should be submitted to office of ITPO/Engineer in-charge before 10<sup>th</sup> of every month during the contract .**

20. The operator has to run the submersible pump, water supply pumps etc. round the clock for which nothing extra shall be paid on this account.

21. The staff deputed in pump room has to check availability of water in underground tank and over head storage tanks. If water is short it is duty of staff to get it filled water by coordinating to the other agencies.

22. **Approved make of material ii) Paint- Nero lack/Asian/Berger iii) Fire alarm accessories: Agni Suraksha iv) Fire fighting accessories:-Padmani/New age/Lifeguard/GE Tech v) Sprinkler-Tyco ID vi) Smoke decorator-Apollo/System Sensor/Edward vii) Valve-Kartar/Sant/Castle.**

23. The firm shall report immediately if any item found missing/stolen on daily basis.

24. The fire fighting system shall be inspected by the Delhi Fire Department and ITPO Fire Department before every exhibition/as and when required. Hence, the system shall be kept in operational round the clock throughout the year. The firm has to give the testing

whenever demanded by the concerned authority and firm has to liaison (including payment to the authority if any) for taking NOC from the Fire Department for which nothing extra shall be paid on this account.

25. The Fire drill shall be carried out monthly for which ITPO Department shall be informed. All the fire drills shall be recorded in register.

26. The firm shall provide the name of staff during any exhibition and shall be in touch with Engineer-in-Charge for information.

**27. The rates Quoted shall be including GST and all other applicable Taxes.**

28. The contractor shall maintain register of wages or wages cum muster roll at site and payment of wages due to his every worker shall be paid by the contractor through Bank or ECS or online-transfer to his bank account only.

29. The EPF & ESI, ECR copies of the employees deployed for this work shall be submitted in triplicate before release of payment in each quarter.

30. The EPF & ESI on the part of the employer in respect of this contract shall be paid by the contractor and the contractor shall submit the up loaded copy of ECR in the proof of EPF & ESI contribution of employees deployed in the work. **(The amount of EPF and ESIC is already include in the contract and nothing extra shall be paid in this account ).**

### **Maintenance Schedule**

#### **A) Daily routine Checks:**

1. **Keep the Pump room clean.**
2. **Clean the Pump room and fire control room. Wipe out dirt from external surface of equipments. See that the approach to pump room and ventilation openings in pump room are free.**
3. **Inspect the engine for any leakage of diesel oil, engine (lub) oil, and coolant in the respective systems. Check the levels of diesel in daily service tank, lub Oil in engine crank case, and water level in radiator.**
4. **Check that the selector switch in control panel is in AUTO mode.**
5. **Record the readings of voltage of supply, battery voltage at control panel and pressure of water in the system at pump room.**
6. **Observe whether there is any external sign of leakage in internal piping and damage to yard hydrant and attend to the same immediately.**
7. **To check control and power Panels of AFA system.**
8. **Clean all the control Panels, sounders and call boxes.**
9. **While cleaning each panel, verify whether any fault indication lamp is on with or without an alarm.**
10. **Check whether all panel lamps are healthy by the "panel lamp test button" in each panel.**
11. **Check that the system operates under mains failure condition, by switching of the mains supply to the C&I panel and testing any zone for fault/ fire condition from the zonal panel. Confirm also that the audio visual alarm comes up in the C&I panel. Restore mains supply after the test. Checking of PA systems.**

#### **(B-1) Weekly checks at Pump room:**

1. **The starting and stopping of Pressurization pump should be checked.**
2. **Check the automatic starting of engine driven fire pump/ motor driven fire pump. In a similar manner and record the pressure reading at starting. Check healthiness of sequence of operation by switching off the supply to motor and checking the starting of the engine. ( If the pressure switch is sluggish in tests 1 or 2 above, attend to the same. Cleaning/ Lubrication may be required).**
3. **While conducting this check, run the pumps one by one for 5 minutes each. Observe for any abnormality of noise, vibration, smell (from cable) and bearing surface (whether warm) etc.**
3. **Check the alarm systems in the pump room.**
4. **Check the level of electrolyte in the battery of the engine. Top up with distilled water as necessary. Check specific gravity. If the battery needs charging (as can be judged by the cell voltage), arrange for its charging early.**

#### **(B-2) Check on control panel operation**

1. **All Zonal (sector) panels and C&I panel should be checked once a month.**
2. **Repeater panels if any should also be checked once a month.**



3. The check is to confirm operation of the system in each zone, through the test button in zonal (Sector) panel. The check should confirm initiation of audio visual indication in the zonal (sector) panel concerned and in the C&I panel and also relevant sounders.
4. Check the talk back system from both ends and also PA system of C&I panel.
5. Check that Air- Conditioning/ ventilation blowers are automatically switched off, when fire condition is simulated by the test button in the zonal (sector) panel.
6. Check the battery condition from there log book readings of voltage. Check the charger, if there is any problem. Check battery terminal and replace old grease with fresh grease to prevent corrosion.

**(B-3) Weekly checks of Wet riser components.**

1. Clean the Internal hydrant point. See that these spaces are not misused for dumping rubbish or for storage.
2. Look for damages to/ pilferages of components, including the front glass cover. Attend as required.
3. Look for leakages in the system within the building. Attend as required, for example bolts at joints may need tightening; gasket there may need replacement etc.
4. Visually inspect the roof tank and checking water level in the tank.

**(B-4) Auto-operation of wet riser (Weekly)**

1. All hydrants, internal and external, should be operated to check the operational readiness of the system. For this purpose, open the hydrant valve of one hydrant at a time and stop the pump after 1 or 2 minutes of operation. Take due precaution to see that there is no flooding of areas within the building during testing. Water should be directed towards drains. The test may be for programmed on Saturdays, Sunday or when the halls are vacant.
2. While checking the internal hydrants, verify the free turning of First Aid hose reel at that location. Lubrication if necessary.

**(C-1) Monthly checks on Engine and pump:**

1. Checks engine radiator for air restriction if any. Clean up. Check the condition of drive belts, hose and radiator cap.
2. Clean the battery terminals and apply grease to prevent corrosion. Check specific gravity of the electrolyte.
3. Check the exhaust system for the leakage, corrosion and vibration. See whether the exhaust smoke is not very dark.
4. Check that there are no restrictions to air flow in air cleaner.
5. Check coupling with pumps for any sign of fatigue.
6. Lubricate bearings of motors and pumps as required. Check the gland seal in pumps for leakages and tighten as necessary.
7. Check also the water level in the static tank.

**(C-2) Monthly check on system components:**

1. Roll out the hose pipes in an open space and test for leakage by filling with water. After the test, wash the hose and suspend free from an upper floor vertically in shade (not sunshine) so as to drain and dry evenly, with the female coupling end at the centre, so that roll out for fire fighting operation is quick without twisting. Alternatively the hose may be folded at mid length and rolled up evenly from the fold so that both the male and female coupling will be on the periphery.
2. Check the integrity of all gate valves, in the pump room, internal and external hydrants and elsewhere in the Wet riser/ sprinkler system Lubricate if required.
3. Clean the sprinkler heads externally and also the sprinkler bulbs carefully, to be free from dirt. See that the sprinkler heads are correctly repositioned.
4. Inspect the electrical control panel and starters to see that all power / control contactor's are clean, all terminations are sound; and all fuses are intact.

**D) Six Monthly checks on Fire Alarm System**

1. All fire detectors should be cleaned. Do not blow in heavily into the detector, Use a proper suction device . Never leave a detector base without replacement of the detector. Restore the zonal panel , if it was switching off for this operation. Agency has to do all preventive, routine and breakdown maintenance of complete fire fighting and fire alarm system including leakage in pipe line, replacement/repair of

**valve, pumps, SIP, detectors, fire panel, servicing/repairing of diesel engine etc. within the scope of work for which nothing extra shall be paid by the department.**

LIST OF MAKES

1) Female coupling/Adaptor	Make- New Age/ Life Gurad/
2) M.S Pipe	Make- Jindal / ITC/
3) MCP	Make- Agni/ Life Gurad
4) Battery Guard	Make- Excide/ Luminus/Life
5) Pendent Switch	Make- HD tco/ Life Gurad/Agni
6) Smoke Detector	Make- Cofem/ Agni/Honey Well
7) LED type Response Indicator Well	Make- Agni/ Life Gurad/Honey
8) Hose Drum	Make- Padmini/ Life Gurad/Agni

Manager [E]

### **ADDITIONAL CONDITIONS**

1. Contractor will have to make his own arrangements for tools & plants required for the work. The department will not supply any tools and plants unless otherwise specified.
2. The contractor must see the proposed site for the work and study specifications, scope of work and conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions of ignorance.
3. The site is available; tenderer should see the approaches and conditions of the site. In case any approaches for main road is required at site or existing approach is to be improved and maintained for cartage of materials by the contractors the same shall be provided, improved and maintained by the contractor for stacking materials erection of Go down, site office erection of his plant and machinery etc. at his own cost. The contractor should plan the procurement of materials according to the space available. No claim on account of cost of such works shall be entertained by ITPO.
4. The contractor will have to work according to progress of work decided by the Engineer-in-charge. No claim what-so-ever will be entertained on his account.
5. The contractor shall consult the Executive/Engineer-in-charge in writing regarding collection and stacking of materials in any place other than those approved by the Engineer-in-charge. No excavated earth or building materials shall be stacked on areas for which permission of Engineer-in-charge has not been taken.
6. The contractor must take all precautions to avoid all accidents by exhibiting day and night necessary caution boards, speed limit boards, red flags and red lights and providing barriers. He shall be responsible for all damages and accidents caused due to the negligence on his part. No hindrance shall be caused to Traffic during execution of work.
7. The contractor shall maintain in good condition all work executed till the completion of the entire work allotted to the contractor and handing over of the same to ITPO.
8. No compensation shall be payable to the contractor for any damage caused by rains windstorm or floods during execution of work. He will make good all such damages at his own cost and no claim on this account will be entertained. The contractor shall bail cut rain water collected during execution of the work from the excavated trenches at his own cost. Nothing extra will be payable on this account.
9. At least one authorized representative of supervisor level should always be available at site of work to take instructions from departmental officers and ensured proper execution of work.
10. The contractor shall have to work as per program of the department. No claim what-so-ever will be entertained on this account.
11. If the tenderer withdraws his option before award of the work or make any modification in the conditions of the tender which are not acceptable to the India Trade Promotion Organization shall without prejudice to any other right, or remedy, be at liberty to forfeit the EMD/PG amount and reject the tender.
12. The work shall be carried out strictly as per CPWD specifications 2013, part I & II with up to date correction slips.
13. The contractor shall take approval from the Manager (Electrical) in writing for collection and stacking of materials.
14. The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD works.
15. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.
16. Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the Engg.-in-charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.
17. The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of Rs. 100.00 and the cost of such stamp paper will be borne by the contractor.
18. Electrical material shall be stacked by the contractor at space provided by ITPO of stipulated quantities at his own cost in his own.
19. All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra will be paid to him on this account.
20. The earnest money will not be accepted in the form of the Bank guarantee.
21. The agency must **quote their rates including all taxes with GST and EPF, ESIC as applicable.**

22. The Final/Running bill payment will be released after fulfilling the following conditions.

- (i) The agency will deposit total GST amount chargeable in the work before submission of the final bill for payment.
- (ii) EPF& ESI numbers of employees engaged by the contractor for ITPO's works .
- (iii) That the agency should file a separate ECR against ESI & EPF for the individual workers engaged in ITPO work and submit the same with certified copy, bill, and wage sheet.
- (iv) That the agency should disburse the payment to individual contractual workers in their bank account and submit the wage sheet to engineer in charge.
- (v) Contractual labour Act Registration, if applicable.

### **FORCE MAJEURE**

1) The Parties shall not be liable for any failure to perform, any of its obligations under this Agreement if the performance is prevented, hindered or delayed by a Force Majeure event (defined below) and in such case its obligations shall be suspended for so long as the Force Majeure Event continues. Each party shall promptly inform the other of the existence of a Force Majeure Event and shall consult together to find a mutually acceptable solution.

"Force Majeure Event" means any event due to any cause beyond the reasonable control of the Party, including, without limitation, unavailability of any communication system, sabotage, fire, flood, explosion, acts of God, civil commotion, , riots, insurrection, war or acts of government.

### **RESOLUTION OF DISPUTES**

In respect of any dispute or difference, if any, between the parties

#### **Arbitration**

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996.

The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties.

The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English. The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Maidan, New Delhi.

#### **Jurisdiction**

All disputes arising out of and in relation to the contract between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.

#### **Force Majeure**

If at any time, during the continuance of this Contract, the performance in whole or in part, by either party, of any obligation under this Contract is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, epidemic, pandemic, quarantine restriction, strikes and lockouts(as are not limited to the establishments and facilities of the Parties), fire, floods, natural calamities or any act of GOD (hereinafter referred to as "Event"), provided notice of happenings of any such Event is given by the affected party to the other, within 7 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Contract, nor shall either Party have any such claims for damages/compensation/costs/expenses against the other, in respect of such non-performance or delay in performance provided the Contract shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at its option, terminate the Contract.

#### **Indemnity**

Contractor/Agency shall indemnify, defend and hold ITPO and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever – whether financial or otherwise, including liability for payment of contributions/dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc. which ITPO may sustain, incur, suffer or be exposed to at any time during the subsistence of

the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Contractor/Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

#### **Confidentiality**

Contractor/Agency shall maintain high level of professional ethics and shall not act in any manner, which is contrary to any laws and/or detrimental to ITPO's interest. Contractor/Agency shall treat as confidential any and all data, information and records, obtained/received in the performance/execution of its responsibilities, in strict confidence and shall not reveal such data, information or records to any other person/party without the prior written approval of the ITPO, even after expiry/termination/determination of the Contract. ITPO shall take necessary legal and other remedial actions for infringement of this clause.

#### **Intellectual Property Rights**

ITPO's name/logo/other IPRs shall be the sole and exclusive property of ITPO only. For any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs by the Contractor/Agency and/or their sub-agents/sub-contractors/employees etc., the Contractor/Agency shall be held solely responsible. ITPO shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs. Contractor/Agency shall indemnify ITPO against any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees etc. ITPO shall take necessary legal and other remedial actions, as deemed fit, for such violations.

#### **Compliance with Statutory Laws**

All applicable laws (Central/State/Municipal/Local Laws etc.) including labour laws must be complied with/followed by the contractor/agency.

#### **Disclaimer**

- a) The information contained in this Bid Document or subsequently provided to Bidders, whether verbally or in documentary form or otherwise by or on behalf of ITPO, or by any of its employees, is provided to Bidders on the terms and conditions set out in this Bid document and such other terms and conditions subject to which such information is provided.
- b) This Bid document is neither an agreement nor an offer by ITPO to the prospective Bidders or any other person. The purpose of this Bid document is to provide interested parties with information to assist in the formulation of their proposals for selection pursuant to this Bid. The assumptions, assessments, statements and information contained in this Bid document may not be complete, accurate, adequate or correct and each Bidder should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid document and obtain independent advice from appropriate sources.
- c) ITPO, or its employees, make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid and any assessment, assumption or information contained therein or deemed to form part of this Bid document.
- d) ITPO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, its assessment or assumptions contained in this Bid document. Such changes shall be intimated to all the Bidders. In case additional period for submission, if required due to such amendments, is necessitated the same shall be intimated to all the Bidders.
- e) The issue of this Bid document does not imply that ITPO is bound to select or to appoint any Bidder for the contract and it reserves the right to reject all or any of the Bidders without assigning any reasons whatsoever.
- f) ITPO reserves the right not to proceed with the Bidding Process at any time or stage, without notice or liability, and to reject any or all Bid(s) without assigning any reasons whatsoever.

**Manager (Elect.)**

**Minimum Wages**

<b>Description</b>	<b>Unit</b>	<b>Rate (Rs.)</b>
Wireman, Grade -1	1 day	954.00
Fitter, Grade - 1	1 day	954.00
Fitter, Grade -2	1 day	868.00
Mason , Grade- 2	1 day	868.00
Painter	1 day	868.00
Khallasi	1 day	783.00

### **AGREEMENT**

AN AGREEMENT is made this ..... Day of .....two thousand ..... between the India Trade Promotion Organization,. A company incorporated under the Companies Act, 1956 and with its registered office at Pragati Maidan, New Delhi – 110001, which expression shall include its successor, unless repugnant to or excluded by the contract here of and assignees of and represented by its Managing Director, ITPO the first party (hereinafter called the Authority) and by its sole Proprietor/Partner/Managing Director ..... Residence of .....(which expression shall be include his/its successors heirs, executors, representatives and or assignees of the second party (hereinafter called the contractor).

WHEREAS the Authority had, under Notification .....dated ..... invited tenders for the work of .....

WHEREAS the contractor has submitted tender for carrying out the .....as per the tender documents page 1 to page..... and has represented that in conformity with his/its obligation contained in the tender as modified by the correction slips and corrigendum contained he/it shall carryout the same truly, faithfully and honestly.

THE SAME has been accepted by both the parties on the terms and conditions, corrections, corrigendum contained in the tender as modified as well as the letter of acceptance issued party No.1 annexed here to as.

The same shall be binding on both the parties.

IN WITNESS WHERE OF, the parties have signed the deed of agreement on the date month and year referred to above.

Date the

AT New Delhi

WITNESS:

- |    |            |
|----|------------|
| 1. | Party No.1 |
| 2. | Party No.2 |