

INDIA TRADE PROMOTION ORGANISATION
(A GOVERNMENT OF INDIA ENTERPRISE)
PRAGATI MAIDAN, NEW DELHI-110001.

PREQUALIFICATION BID

OFFER FOR EMPANELMENT OF FIRE AGENCIES WITH
INDIA TRADE PROMOTION ORGANISATION, NEW DELHI TO PROVIDE
MAN-POWER ON CONTRACT BASIS FROM 1st April 2015 TO 31st MARCH 2017

1. Name of the Fire Agency :
2. Postal and Registered office Address :
3. Telephone :
4. Fax :
5. Email :
6. (a) Registration No. with Registrar of Co. :
(b) ESI Registration Code No. :
(c) EPF Registration Code No. :
(d) Service Tax No. :
(e) PAN / TIN No. :
7. Nature of the organization company :
Incorporated / Proprietorship Firm /
Partnership Firm / Society
(Please enclose copy of the certificate)
8. No. of fire personnel employed :
(Organizational setup)
9. Date of start of business :
10. Total work experience in the field :
11. Work experience with ITPO, if any :
12. Annual turn-over of the agency during :
the last three years certified by C.A.
13. List of companies where applicant had :
Provided Fire guards in preceeding 3 years
(Kindly attach separate sheet)

Note: Please attach attested copies of the above documents.

Instructions for filling up the tender documents:

Please carefully read the eligibility criteria and terms and conditions before filling the quotation form.

1. The form should be fully filled and completed, the incomplete Tender Form or the quotation received without the supporting documents and DD for cost of form and earnest money amounting to **Rs. 500/-** and **Rs. 20,000/-** respectively by way of bank draft in favor of ITPO, New Delhi will be summarily rejected.
2. The self attested copies of all the documents as mentioned above at Sr. No. 6-13 are to be enclosed. The ITPO reserve the right to call for original documents as and when deemed fit.
3. Enclose balance sheet for the last three years **2011-12, 2012-13 & 2013-14** certified (copy) by the Chartered Accountant.
4. The applicants must ensure he/they are having registrations as incorporated in para 6 and own set-up of fire ground, training centre and fire fighting equipments for training of fire guards / fire supervisors.

UNDERTAKING/ VARIFICATION

I have read the eligibility criteria and terms and conditions for empanelled agencies and declare that I, S/o, R/o Designation / Authorized Signatory of my Firm (COPY OF Authorization attached), hereby declare that I have gone through the eligibility criterion and Terms & Conditions and declare that all information given are correct and true to the best of my knowledge and belief.

In case any information is found incorrect at any stage, I have clearly understood that I can be de-empanelled and the security deposit would be forfeited.

Place.....
Date.....

Signature.....
Name.....
Designation.....
Address.....
.....

Quotation Form duly filled-in should be submitted to the office of :

**The Senior Manager (Security)
India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan
New Delhi 110 001.**

TERMS & CONDITIONS
(Eligibility Criterion for Pre-Qualification Bid / Financial Bid)

1. To qualify in the Pre Qualification Bid, the bidders must fulfill the following Technical parameters /conditions:-
 - a. The fire agency should be registered.
 - b. Minimum turnover of Rs. 30 Lakh per annum for last three years.
 - c. Minimum work experience of three years in the field of Fire service.
 - d. Minimum strength of 150 Fire Guards should be on the Pay Roll of the Agency.

2. In addition to the above the attested copies of the following document should also be enclosed along the tender form which should be self attested with the seal of the company:-
 - a. PF Registration certificate.
 - b. ESI Registration certificate.
 - c. PAN No. / TAN No.
 - d. Service Tax No.
 - f. Legal standing of the company Proprietorship/partnership/co-operative society of the agency.
 - g. Balance sheet for the last three years certified (copy) by the Chartered Accountant.
 - h. Number of employees should be certified by a Practicing Chartered Accountant.

(Each enclosure needs to be signed with list of Enclosures & numbered)

3. The sealed tender form should be submitted in single stage i.e. in two envelop systems as per the details given below:-
 - a. **Envelop I** – should only contain the **Technical Bid** with enclosures of supporting documents as stated in terms & conditions of Technical Bid and also acceptance of terms & condition. DD for required amount for EMD and cost of FORM (if downloaded from web site).
 - b. **Envelop II** – should contain the Financial Bid only.
 - c. Both the envelops should be sealed and kept in 3rd envelop super-scribed with the due date of opening, name of work and address of the bidder and should be addressed to Senior Manager (Security), India Trade Promotion Organisation, Pragati Maidan, New Delhi 110 001, and should be deposited by 1.30 pm on 27.02.2015 in the tender box kept in the Security Control Room of ITPO.
 - d. Please note that any bidder who does not submit the tender documents as prescribed above, the pre-qualification bid would be rejected.

4. The Technical Bid will be opened at 3.00 p.m. on 27.02.2015 by the Committee formed to open the tender in the presence of available representative of the agencies. The financial offer will be opened only those who qualify the Technical Bids.

5. The job contract of ITPO in respect of providing man power (fire staff) requirement during the tenure of this empanelment shall be governed in accordance with the terms and conditions as mentioned in part 'B'.

6. In case at later date, if it is noticed/found that the information provided/incorporated in the quotation form is incorrect or false, the security deposit would be forfeited and party's empanelment would be cancelled.
7. ITPO reserve rights to empanel more than one fire agency and award part/ whole of job to other empanelled fire agency.
8. The tentative man-power requirement of ITPO is as under:

1)	On Monthly basis	12 Per day (3 Fire guards + 1 Fire supervisor in each shift of 8 Hrs.)
2)	During IITF in the month of November	150-200 Fire guards per day (approx.).
3)	During other fairs/exhibitions. of ITPO except November	15 -20 approx. Fire Guard.

The Fire staff of the Fire agency will work in three shifts of 8 hrs. duty i.e. Morning, Evening & Night Shifts.

In case the empanelled Fire agency, at any stage fails to provide the man-power requirement of ITPO as mentioned above would tantamount to the cancellation of the empanelment and the amount of the **EMD** shall be forfeited in full by the ITPO and in this regard no representation would be entertained thereafter.

9. The incomplete Technical Bid/Empanelment offer received without the supporting documents will not be entertained.
10. ITPO reserves the right to reject any/all panel without assigning any reason.
11. All the pages of terms and conditions of tender form are to be duly signed by authorized signatory of the fire agency.
12. The empanelment of Fire agency's man-power with ITPO shall be subject to police verification/clearance of its manpower including the proprietor of agency.
13. Any Change in the format is strictly forbidden and if noticed the bid would summarily be rejected.
14. Any disputes or differences between the ITPO and the bidder (proposed empanelled agency) arising out of or in connection with the empanelment shall be referred to the Chairman & Managing Director, ITPO or his nominee to act as a sole Arbitrator in accordance with the Arbitration and Conciliation Act 1996. The award of the Arbitrator to the dispute, so referred, shall be final and binding on the parties.
15. The participating agencies would be required to quote their agencies service charge in their bid and which should not be less than 3% of minimum wages of NCT of Delhi as mentioned in Column No. 1 of the Financial Bid otherwise Tender will be rejected.
16. In the event of the quoted rates of the first two or more agencies in the sequence remains the same, in such a situation the order of preference for the empanelment is vested with ITPO.
17. The job contract of ITPO in respect of man-power (fire staff) requirement during the tenure of this empanelment shall be governed in accordance with the terms & conditions as mentioned in Part 'B'.
- 18. The sealed Tender Form should reach The Senior Manager (Security) by 1.30 p.m of 27.02.2015 and will be opened in the Security Office, Pragati Bhawan, Pragati Maidan, New Delhi on the same day at 3.00 p.m.**

INDIA TRADE PROMOTION ORGANISATION
Pragati Maidan, New Delhi 110 001

TERMS AND CONDITONS FOR EMPANELMENT OF FIRE AGENCIES WITH
INDIA TRADE PROMOTION ORGANISATION, NEW DELHI TO PROVIDE REQUISITE
MAN-POWER ON CONTRACT BASIS FROM 1st April 2015 TO 31st MARCH 2017

A. Tenure

(1) The tenure of this empanelment would be for a period from 1st April 2015 to 31st March, 2017.

B. General

- i) The empanelment of Fire agencies with ITPO shall be subject to its police verification/clearance. The personnel deployed by fire agencies should have police verification and clean chit from Delhi Police and will be in possession of proper photo I/Card when on duty.
- ii) It shall be the sole liability of empanelled Fire Agency to maintain all records with respect to deployed Fire personnel and also responsible for deduction/payment on account of contributory employees provident fund, ESI and service tax, pension and other statutory liabilities/obligations/stipulations as given in various Central/State Labour Laws from time to time in-force. The Fire agencies would be required to submit the deposit receipt/challan of EPF & ESI and service tax along-with their payment bills.
- iii) No worker, less than the age of 18 years, shall be deployed to perform duty under this contract.
- iv) In the event of any mishap within the premises of Pragati Maidan the responsibility for losses/damages etc., if subsequently attributed to carelessness/negligence of agency fire staff on duty, will have to be borne by the agency and shall have to be compensated in full. This would include absence of staff, delayed response, defective equipments and any other lapse.
- v) No fire personnel are allowed to leave their place of duty without proper handing over of the charge of the duty post to his reliever. In case of any difficulty Shift In-charge/Duty Officer of Security Control may be contacted.
- vi) Fire guards will ensure that no equipment/appliance are used without proper approval of authority at designated place of duty.
- vii) The fire agency will have to ensure that fire guards deployed are well trained and technically qualified in handling of fire safety equipments and fire guards will also be made aware about all the emergency exits of the Halls where they are posted and made well versed with existing fire fighting equipments, fire hydrants and will carryout operational checks in advance.
- viii) Fire staff would, neither consume liquor/alcohol within the premises of Pragati Maidan nor smoke inside the Exhibition Halls and also prevent others from doing so.
- ix) No payment of wages shall be paid in respect of fire staff found absent/missing/ sleeping while on duty.
- x) The fire personnel deployed on duty should be on the permanent pay roll of the agency and they must also hold their individual EPF & ESI Card No.

xi) ITPO shall give at least five working days notice to the Empanelled Fire Agency about the requirement of guards and period of deployment.

xii) ITPO also reserve its right to check the worthiness of deployed Fire guards and in case same is not to the satisfaction of concerned, the Fire agency shall replace the same and ITPO shall not be liable for payment of wages for such fire guards.

C. STANDARD FOR FIREGUARD/SUPERVISOR:

(The Fire Staff having following qualifications only will be taken on duty by ITPO as and when required)

1. Fire Guard

a)	Educational Qualification	10 th Pass
b)	Technical Qualification	6 months Fireman Training from a recognized Fire institute located any where in India
c)	Physical Fitness	He shall be Physically Fit to perform the Duty of Fireman
d)	Practical Fireman ship	<ol style="list-style-type: none"> 1. He should be able to perform the Fire/Rescue drills. 2. He should be able to handle fire hydrants/Hose Reel system. 3. He should be able to operate/handle Fire Alarm/Sprinklers and Fire Detection Systems. 4. He should have knowledge of operation of Fire Tender Equipments. 5. He should be able to handle the First Aid Fire Fighting Equipment/Fire Extinguishers. 6. He should have knowledge of providing First Aid to the injured and transporting them up to the Ambulance by manually/Stretcher.

Fire Supervisor

a.	Education Qualification	10 th Pass
b.	Technical Qualification	6 Months Fireman Training from a recognized Fire Institute located anywhere in India
c.	Experience	At least one year experience as a Fireman.
d.	Physical Fitness & Practical Fireman ship	Physical Fitness and Practical Fireman ship should be same as prescribed above for Fire Guards

D. Reporting Time

- (1) Fire personnel of the agency will report to our Security Office daily 30 minutes before the scheduled timing of each shift in order to mark their attendance and subsequently their deployment at various duty points.
- (2) No Fire personnel is allowed to leave his place of duty without proper handing over the charge of the duty post to his reliever. In case of any difficulty, Shift In-charge/Duty Officer may be contacted.

E. Uniform

- (1) Fire staff provided by the empanelled private Fire agencies will be properly dressed while on duty. Dress items to be worn by the fire staff would be as given under. (Poor turn-out and any deviation from approved dress will amount to breach of contract under this empanelment).
- (2) The Fire staff of the empanelled agency would wear the Identity Card of their agency and shall also carry the On Duty pass issued by the ITPO while on duty. The Fire staff of the agency shall also wear an arm badge indicating “**ON ITPO DUTY**” as and when required by ITPO and same will have to be provided by the agency at their own cost.

Uniform for Fire Guards / Fire Supervisor

- i. Khaki Shirt (For Summer & Winter Separately)
- ii. Khaki Trouser -do-
- iii. Maroon Beret Cap with Agency Metallic Cap Badge.
- iv. Shoulder Flap with Agency Metallic Shoulder Badge (For Fire Guard & Fire Supervisor).
- v. Black Ammunition Boots / Safety Boots with Non Skid Rubber Sole.
- vi. Black Leather Belt along with Insulated Fireman Axe with Leather Pouch.
- vii. Black Gum Boots of Swastik Make (Soft Rubber).
- viii. Yellow FRP Helmet along with safety neck cover.
- ix. Maroon Lanyard with Thunder Bolt Whistle.
- x. Khaki Woolen Jersey (For Winter).

F. Security Deposits

A total amount of **Rs. 50,000/-** will be charged from the Fire Agency who will be taken on panel by the ITPO as refundable security deposit. Therefore the agency have to deposit **Rs.30.000/-** by the way of demand draft/pay order drawn in favour of India Trade Promotion Organisation and the earnest money amounting to **Rs. 20,000/-** deposited by the fire agency by way of demand draft/pay order drawn in favour of India Trade Promotion Organisation along with the Quotation Form will also stand converted into the security deposit (**totaling Rs. 50,000/-**) in respect of fire agency taken on panel. The security deposit shall be refunded to the fire agencies on request after six months of satisfactory completion of the empanelment period. The earnest money as well as the security deposit will not bear any interest.

G. Payment of wages to deployed Fire Guards/Supervisor

The empanelled Fire agencies to pay minimum wages and other statutory obligation as laid down by the Govt. of NCT of Delhi in accordance with the minimum Wage Notification issued by the Government of NCT of Delhi from time to time. The responsibility of timely payment of wages to its employees and compliance of labour law, EPF Law & ESI Law will rest with the empanelled agency.

H. Rate and Taxes

- i) The Service Tax as applicable from time to time shall be payable by ITPO on the total billing. The amount of Service Tax as calculated by the empanelled agency will be deposited with the concerned Government department and the copy of challan of payments to be submitted along with the bill to ITPO.**
- ii) TDS as applicable from time to time shall be deducted on gross amount of the bill as per rules.
- iii) Taxes extra as applicable will be payable by the empanelled agency as levied by the State/Central Government from time to time.

I. Submission of bills – The bills shall be submitted by the party within one month after conclusion of the event/fair **along with following documents:-**

- i) Copy of job order
- ii) Copy of attendance sheet
- iii) Copy of challan for service tax deposited
- iv) Copy of challan of ESI
- v) Copy of challan of EPF
- vi) Form 36 B for EPF
- vii) ECR for EPF

J. Insurance Cover

- (1)** The Empanelled Fire Agency shall take out comprehensive insurance cover for all the personnel deployed to cover any accident, and copy of same shall be submitted to ITPO.
- (2)** The Empanelled Fire Agency undertakes all responsibilities to keep alive the insurance cover and shall not allow the lapse of such policy at any point of time.

K. Indemnity

- (1)** The empanelled Fire Agency shall indemnify ITPO from any claims arising out of its own employees.
- (2)** The agency undertake all responsibility/responsibilities arising out of loss, damage, theft excluding natural wear and tear/calamity to make good or replace the equipment/accessories within 24 hrs. to 72 hrs. as per exigency and shall bear the expenses thereto. The agency undertake to make good to the ITPO the loss to the property (movable or immovable) if it is found the same is out of their negligence/non application of diligence of deployed personnel.
- (3)** The empanelled fire agency is required to submit the indemnity bond indemnifying ITPO from any claim arising on account of deduction/payment to statutory authority on account of contributory employees provident fund, ESI, pension and other statutory liabilities/obligations/stipulations as given in various Central/State Labour Laws from time to time in-force.

L. Termination

- (1)** Any breach of the terms and conditions of the empanelment shall culminate into termination of empanelment.

(2) ITPO reserves its right to review the performance of the empanelled Fire agency from time to time and point out the short comings. The Fire agency shall be under obligation to act upon to rectify/remove the notified short-comings. The empanelment of the agency will be cancelled on account of their poor performance, or violation of terms and conditions.

(3) Either party may terminate the agreement by issuing the notice to this effect in writing with clear 30 days excluding first and last holidays.

M. Assign & control (Sub contract)

(1) No empanelled agency shall be allowed to further assign/sub-assign/sub-contract the requirement of ITPO without prior approval deduced in writing and its breach would lead to de-empanelment.

N. Arbitration

Any disputes or differences between the ITPO and the empanelled agency arising out of or in connection with the agreement shall be referred to the Chairman & Managing Director, ITPO or his nominee to act as a sole Arbitrator in accordance with the Arbitration and Conciliation Act 1996. The award of the Arbitrator shall be final and binding on the parties.

O. Jurisdiction

The Courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes between the parties arising out of this agreement.

AFFIRMATION:

I have read/understood the terms & conditions for empanelment of fire agency from 1st April 2015 to 31st March, 2017 with India Trade Promotion Organisation, New Delhi to provide fire staff on contract basis in Pragati Maidan and in acceptance of same I put my hand on _____ day _____ month _____ year here-in-under.

Place.....

Signature.....

Date.....

Name.....

Designation.....

Full Address.....

.....

Witness:

1.....

2.....

INDIA TRADE PROMOTION ORGANISATION
(A GOVERNMENT OF INDIA ENTERPRISE)
PRAGATI MAIDAN, NEW DELHI-110001.

FINANCIAL BID

**EMPANELMENT OF FIRE AGENCIES WITH INDIA TRADE PROMOTION ORGANISATION TO PROVIDE REQUISITE
MAN-POWER ON CONTRACT BASIS FROM 1st April 2015 to 31st March, 2017**

SCHEDULE OF RATES OF WAGES FOR PER DAY PER PERSON FOR 8 HRS. DUTY

S.No	Description	Fire Guard Per Day	Fire Supervisor Per day
1.	Minimum wages for skilled Fire Guard / Fire Supervisor		
2.	EPF 12% of (1) above		
3.	ESI 4.75% of (1) above		
4.	EDLI & Admin. charges 1.61% of (1) above		
5.	Agency Service charges (not below 3% of (1) above) as per Condition No. 15 of the Terms & Conditions.		
	COST PER HEAD		
6.	Service Tax As Applicable (AT PRESENT 12.36%)		
7.	GRANT TOTAL (In Rs.)		

I have read the Terms & Conditions for empanelment of fire agencies with ITPO from **1st April 2015 to 31st March 2017** as mentioned above and accepted the same. I have quoted above mentioned rates for per day for 8 hrs.

Place.....

Date.....

Signature.....

Name.....

Designation.....

Address.....

.....

News Paper 'Ad'



INDIA TRADE PROMOTION ORGANISATION

No. 20(15)/ITPO/SU/2015

Date: February 2015

Empanelment of Fire Agencies

ITPO invites sealed quotations from the Govt. approved reputed "Fire Agencies meeting all statutory requirements and having requisite certification from Govt. agencies" for empanelment to provide services of skilled Fire Guards and Fire Supervisors for the period of two years from 1st April 2015 during fairs being held at Pragati Maidan. Last date for submission of tender forms is 1.30 pm on 27.02.2015. For further details please visit our website www.indiatradefair.com and www.eprocure.gov.in

ITPO's web-site

**INDIA TRADE PROMOTION ORGANISATION
PRAGATI MAIDAN, NEW DELHI-110001.**

F. No. 20(15)/ITPO/SU/2015

Date Feb 2015

**EMPANELMENT OF FIRE AGENCIES WITH INDIA TRADE PROMOTION
ORGANISATION, NEW DELHI TO PROVIDE REQUISITE
MAN-POWER ON CONTRACT BASIS FROM 01 APRIL 2015 TO 31st MARCH 2017**

The INDIA TRADE PROMOTION ORGANISATION, a Government of India Enterprise, invites sealed quotation from recognized and registered reputed "Fire Agencies" who qualify the eligibility criteria prescribed by Government and meet all statutory requirement and are in position of prescribed certification to provide the services of skilled Fire Guards and skilled fire Supervisors for the period mentioned above on demand by ITPO for Monthly requirement and requirement during fairs held at Pragati Maidan, New Delhi.

The interested agencies may obtain the tender document from the Senior Manager (Security), India Trade Promotion Organisation, Pragati Maidan, New Delhi-110001 on payment of Rs. 500/- by way of demand draft drawn in favour of **India Trade Promotion Organisation, payable at Delhi** or download same from the website and submit the same along-with the demand draft of Rs. 500/- & Rs. 20,000/- towards cost of tender document and earnest money respectively latest by 27/02/2015 by 1.30 PM. The sealed tenders will be opened at 3.00 PM on the same day in the presence of the available representatives of the companies/agencies. ITPO reserves the right to reject any/all offers without assigning any reason.