

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

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

Indraprastha Institute of Information Technology Delhi (IIIT-D) was created as a State University by an Act of Delhi Government empowering it to do research and development and grant degrees. The Institute has a campus spread over an area of more than 25 acres with eight buildings.

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

**Bid Schedule**

Date of Start and downloading the tender	<b>12 sep 2018</b>
Earnest Money Deposit (EMD)	Rs.25,000/- in the form of Demand Draft only in favour of “IIITD-Collection Account” payable at New Delhi
Last date and time for submission of tender	04 Oct, 2018 at 1400 Hrs. (tender may be deposited in the Tender Box kept in Service Block of the Institute)
Date and time of bid opening	04 Oct, 2018 at 1500 Hrs
Address for communication & submission of tender documents and opening of technical bid	IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020

**Scope of Work**

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

The scope of work includes:

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

(a) The maintenance of each type of equipment / system shall be carried out on bi-annual maintenance basis or actuation test basis as listed hereunder:

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

## **FIRE DETECTION, ALARM & PA SYSTEM**

- (a) Weakly visual check, working test of detectors – (external check only).
- (b) Cleaning of smoke/heat detectors in every 3 months (removal of dirt if any).
- (c) Monthly actuation of smoke detector by turn – at least one detector in each floor to be subjected to test. Monthly actuation of test of heat detector.
- (d) Circuit Test/Panel Test – for fault and fire condition every month for fault test and every quarter for fire condition.
- (e) Fortnightly test of Manual call box.
- (f) Manual (actual) test of public address system – Every Month.
- (g) Visual/working check with cleaning of local control panel every month.
- (h) Visit of technical experts once in a month to review performance of the plant.
- (i) Break down calls- Unlimited break down calls on as and when required basis. The break down calls will cover 24X7 breakdown call within 24 hours of the time of complaint.
- (j) Schedule calls- At least 2 (two) scheduled calls as per the program for regular preventive maintenance.
- (k) A complaint escalation matrix to be provided by vendor.
- (l) To coordinate with maintenance team of IIITD for any repairs and spares requirement.

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

### **Pre-qualification Criteria**

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

<b>S. No.</b>	<b>Particulars</b>	<b>Document (s) to Annex</b>
1	Company should be in existence for last <b>Three</b> years.	Certified copy of registration certificate.
2	Company should have average turnover of Rs.50 lacs in similar field in previous three financial years ending on 31.03.2018.	Audited accounts of 2015-16, 2016-17 and 2017-18 may be enclosed. A CA certified copy of turnover from annual maintenance contracts must be enclosed.
3	Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last three (03) years.	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.
4	Company should have valid PAN, GST registration	Certified Copy of each document
5	Company should not have been barred / blacklisted for taking up similar work in any organisation	A certification to this effect on the letter of the bidder.
6	Earnest Money Deposit (EMD)	Rs. 25,000/- in the form of Demand Draft in favour of "IIITD-Collection Account" payable at New Delhi

### **Award of Work**

The agency quoting the lowest rate for AMC shall be considered for award of work. IIIT, Delhi, however, does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

### **Financial Bid**

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

### **Payment Terms**

Quarterly bill by the 7<sup>th</sup> day of next month shall be raised for 25% of the total contract value plus service Tax/other taxes, as applicable. Payment shall be released within 15 days of raising bill.

### **Performance Guarantee**

Selected company will be required to deposit Performance Guarantee @ 5% of the Work value which shall be in the form of DD in favour of the Institute.

### **How to submit**

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope **“Financial Bid for Non Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm System in IIIT-D”** enclosing separate sealed envelopes marked as **Pre-qualification Bid** and **Financial Bid**, so as to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020** by **1400 Hrs on 04<sup>th</sup> Oct 2018**

For and on behalf of  
Indraprastha Institute of Information Technology Delhi

Signed  
Registrar

BOQ for AMC of Fire Alarm System at IIITD Campus, New Delhi

S.NO	DESCRIPTION
	<p>Testing Checking and servicing of fire detection and alarm system along with heat and smoke detectors, response indicators, hooter detectors, manual call point with talk back facilities, batteries, charger and other apparatus related with above system including provision of consumables such as battery water, fuses, L.E.D.'s, connectors, tap, colin spray etc., This system consist of following:</p> <ul style="list-style-type: none"><li>a. <b>Smoke detectors 1013 Nos.</b></li><li>b. <b>Heat detectors 133 Nos</b></li><li>c. <b>Electronic Hooters: 137 Nos.</b></li><li>d. <b>Manual Call stations: 137 Nos.</b></li><li>e. <b>Control Modules: 99 Nos.</b></li><li>f. <b>Fire Alarm Control Panel: 08 Nos</b></li></ul> <p>Microprocessor based , digital, distributed processing real time, mulyi task and multi user type 2 Loop Analogue addressable type fire alarm control panel (FACP)</p> <ul style="list-style-type: none"><li>g. <b>Speakers 6 watt: 149 Nos</b></li><li>h. <b>16 Zone PAVA Control panel with mike selection key, amplifier: 01 No</b></li></ul> <p><b>Please note:</b> If any detector is required to be replaced same will be paid extra as per market rates and deployment of the following personnel:-</p>
(I)3	1 Engineer visit for 2 days in a month (Fortnightly) and on call within 24 hrs.
(II)	1 Technician visit for 4 days in a month (Weekly)

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

<b>Sl. No.</b>	<b>Description</b>	<b>Amount</b> <b>(All inclusive)</b> <b>Rupees</b>
<b>A</b>	Non Comprehensive Annual Maintenance Contract (AMC) for Fire Alarm System as per the details provided in the tender document under “Scope of Work”.	
Total (Rs. in figures)		
Total (Rs. in words)		

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

(Name and Signature of Authorized Signatory with seal)

**(Signature of the bidder)**

Date: