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ITER-India, Institute for Plasma Research

Block A, Sangath SKYZ, Bhat- Motera Road, Koteshwar, Ahmedabad 380005 Gujarat, India. Ph.No.

: +91-79-23269656/9575 FAX : +91-79-23269591 / 9501

Email : purchase@iter-india.org

ENQUIRY - LOCAL

OFFICE COPY ENQUIRY NO : I-IEN20039
Date : 02/09/2020
Due Date : 22/09/2020 by 5:00 PM (IST)

We invite your rate/s for the following item/s. The instructions to bidders and Terms & Conditions are attached herewith.
Important Note :

1. Enquiry No., Date & Due Date should appear on the envelope otherwise your offer will be rejected.
2. Address quotation only to the Purchase officer.

Sr No.	Material Description	Quantity	Unit
1	Comprehensive Annual Maintenance Contract(CAMC) for Fire Alarm and Detection System covering scope of Inspection, testing and maintenance of overall system installed at ITER-India Lab building inside IPR campus, Bhat, Gandhinagar as per the detailed technical specification attached herewith.	08	AU

Note :

- (1) Submit your quotation AT THE ABOVE ADDRESS.
- (2) Any clarification on this enquiry may be sought from the Purchase Officer, ITER-India
- (3) Quote with complete technical details.
- (4) Quotation should invariably be submitted in the attached format (Quotation Format) ONLY else ITER-India may not consider your offer.
- (5) AU means Activity units i.e No. of maintenance services to be carried out in CAMC period of 2 years.
- (6) The attached enquiry document Annexure-A (08 pages) to be returned duly filled in, signed & stamped with all the details along with the quotation as a token of acceptance.
- (7) Payment shall be made on quarterly basis within 30 days through RTGS/NEFT from the date of final acceptance of quarterly services at purchaser's site and on receipt of error free invoice and other necessary documents at our end.
- (8) Site to be visited and details to be entered as per Annexure I & to be submitted along with offer. Bidder can contact Mr.Mehul G Chodavadiya (M) 09328910232 before visiting the site.
- (9) The bidder under the category of MSME Enterprise shall attach a MSME Certificate (Udhyog Aadhar) along with the offer.
- (10) TDS as per CGST Act: As per provisions of section No. 51 of the CGST Act 2017, TDS @2% (IGST 2% or CGST 1% and SGST 1%) will be deducted while making payment to the suppliers where total value of orders/contracts/work orders exceeds Rs. 2.5 lakhs, in the event of order in Indian Rupees. Necessary TDS Certificate will be issued to the supplier after TDS deduction. Income tax (TDS) at a prevailing rate on total order value as per Income Tax Act will be deducted from the invoice. Certificate of TDS will be issued by the Purchaser. TDS at the prevailing rate on total order value as per GST Act will be deducted from the Service Provider's Invoice(s). TDS certificate (Form GSTR-7A) will be issue to this effect.
- (11) Lowest bidder will be decided on quarterly rate only as per Annexure-III Rate Schedule.

Encl:- as above

Rakhi Dharamdasani
OFFICER-I (PURCHASE & STORES)
ITER-India (IPR)

TERMS AND CONDITIONS

1. The quotation and any order resulting from this enquiry shall be governed by our Conditions of Order and supplier quoting against this enquiry shall be deemed to have read and understood the same in toto.
2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by ITER-India unless our specific written acceptance thereof is obtained.
3. Quotation: Your quotation superscripting our enquiry No., date, due date and brief description of item should be submitted to the Purchase Officer, ITER-India in sealed envelope on or before the due date. Late/Delayed/incomplete quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 90 days from due date for placing order. ITER-India is not bound to accept lowest rate/s. Bidders shall submit the price bid/offer on bidder's letter head with official seal and sign on each page.
4. The bid documents shall be prepared in English language only.
5. All pages of the bid documents shall be numbered. Each page of the bid document shall be stamped and initialized.
6. In the event of any date indicated above is a declared Holiday, the next working day with the same time limit shall become operative for the respective purpose mentioned herein.
7. In case of deviation in payment terms including demand of advance other than specified in payment schedule and accepted by ITER-India, prevailing Prime Lending Rate (PLR) of SBI will be loaded for price comparison purpose.
8. ITER-India and their authorized representatives may visit the Contractor/Sub-contractors if required as part of technical evaluation process.
9. ITER-India reserves the right to place order on one or more parties.
10. Specifications: Material should be offered strictly conforming to our specifications/drawings, if any. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature and samples, wherever necessary should accompany the quotation. Clarification/s on specifications/drawings should be obtained from Purchase Officer before submitting quotation.
11. Terms of Prices: Quotation should be submitted on door delivery basis, duly packed & insured without extra charge wherever possible. In the case of Indian suppliers, the material is to be delivered at our stores free of charge duly packed & insured.
12. Unit rate/s should be valid throughout the validity of Purchase Order for addition/deletion purposes. Break-up of price should be furnished. The quoted price should not be subject to price escalation for whatsoever reasons. The quoted price shall be firm, fixed and non-revisable during the validity/extended validity of Purchase Order.
13. Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When Quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
14. Tender should be free from Correction and Erasures; Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected.
15. ITER-India shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted. ITER-India also reserves the right to split the order at its sole discretion.
16. Delivery Date/Period: Delivery period is essence of the Order. Supplier must indicate the firm delivery date by which the materials will be dispatched / delivered by them from the date of our order.
17. Delivery period shall be clearly indicated against each item separately.
18. Inspection: Materials on its arrival at ITER-India will be inspected by our Engineer/Stores In-Charge, and his decision in the matter will be final. However, where the items are required to be inspected at the Suppliers Premises, Supplier has to give advance notice to the Purchaser regarding readiness of the material to enable Purchase/Stores section to depute his representative for inspection.
19. Payment: Payment will be arranged for accepted materials only within 30 days from the date of acceptance of materials at ITER-India and receipt of error free bills in our accounts section, complete in all respects.
20. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.
21. Warranty: The Stores/Items offered should be guaranteed for a minimum period of twelve months from the date of acceptance, against defective materials, design, workmanship, operation or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notification. In case where our specifications call for a guarantee period more than 08 months specifically, then such a period shall apply.
22. The Contractor/Supplier shall at all times indemnify the purchaser against all claims which may be made in respect of the stores for infringement of any right protected by Patent, Registration of design or Trade Mark and shall take all risks of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfillment of the Order.
23. Successful tenderer will have to furnish in the form a Bank Guarantee or in Indemnity Bond form as called for by the Purchaser towards adequate security for the materials/property provided/issued by the Purchaser as Free Issue Material for the due execution of the Order. Insurance for the Free Issue Material shall be arranged by the Supplier/Contractor at his risk and cost.
24. Non-compliance to tender specifications and/or tender scope and/or tender terms and conditions are liable for rejection. Decision of ITER-India in respect of non-compliance shall be final and binding on the bidders.
25. Canvassing in any form with regard to this tender will lead to rejection of the bid.
26. The Project Director, ITER-India reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reasons.
27. This enquiry is not a commitment and the Purchaser reserves the right to reject or cancel any or all offers.
28. Jurisdiction: The Order shall be governed by the Laws of India for the time being in force. The Courts of Ahmedabad/Gandhinagar only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Order.
29. Unsuccessful bidders will not be intimated about the results of the enquiry/tender.
30. Purchase will not be responsible for payment of any interest to the Supplier, in case of delay in releasing payment.
31. The price evaluation shall be carried out on Landed price.

**Enquiry document for Comprehensive Annual Maintenance Contract (CAMC)
for Inspection, testing and Maintenance of Fire Alarm and Detection System
[Period: 2 Years]
(Please note that the bidder should sign on all pages)**

Enq. No. I-IEN20039

Date: 02/09/2020
Due Date: 22/09/2020

1) INTRODUCTION:

ITER-India laboratory building is located at Bhat village, near Indra Bridge, Gandhinagar. Conventional Fire Alarm and Detection System is installed at this lab Building. Total 77 nos. of smoke detectors, 7 nos. of beam detectors, 6 nos. of hooters, 21 nos. of Manual Call Point (MCP), 01 no. of Main Fire Control Panel and 01 no. of Repeater Panel installed.

2) EVALUATION CRITERIA:

- i. The bidder shall have experience of inspection, testing and maintenance of Fire Alarm & Detection System for at least one of the well-reputed organization. This contract must not amount to less than Rs. 1, 00,000/- per annum within the period of last three financial years i.e. for the year 2017-18, 2018-19 and 2019-20. **[Bidder shall submit at least one copy of work order and satisfactorily work completion certificate/invoices.]**
- ii. The bidder shall have the required infrastructure including tools & tackles for carrying out the contract task at Ahmedabad or Gandhinagar. **[Bidder shall submit a detailed list on their letter head of infrastructure facilities like tools & tackles, weight machine, computer with internet facilities, telephone, fax, inventory of spare parts, replacement materials etc. available with them.]**
- iii. The bidder shall have at least one ongoing contract of inspection, testing and maintenance of Fire Alarm System (FAS) (Bidder shall submit copy of work order from the respective organization)



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3) SCOPE OF WORK:

INSPECTION, TESTING AND MAINTENANCE OF FIRE ALARM & DETECTION SYSTEM:

- i. Annual comprehensive inspection, maintenance & service contract covers all-in-all service & maintenance of control panels with all the components, zone circuits with cabling, power circuit with cabling up to power source for the system, detectors, manual call points, batteries, hooters, repeater panel etc. related to Fire Alarm system installed at ITER-India laboratory building. Maintenance is to be carried out as per IS 2189:2008.
- ii. The bidder shall clearly define the zone for the fire alarm system, numbering of each Detector, MCP, Hooter etc. and displayed near Main and repeater control panel.
- iii. There shall be total **Four** preventive maintenance service in a year (i.e. once in a three months' period). The bidder also provides breakdown services as and when required on call basis at no extra charges the preventive maintenance include following works.

Fire Control Panel/Repeater Panel:

- Check any system related error message on control panel.
- Check all zone function working properly or not like RESET, FAULT, ISOLATE, RESET, SILENCE etc.
- Carry out lamp test and check all LEDs are working or not.
- Check the continuity of all cable termination and joints.
- Check the battery for its terminal voltage and charging/discharging.

Smoke & Beam Detector:

- Clean the dust/dirt from all detectors.
- Check the tightness/alignment of terminal connection of detector base.
- Check detector's LED functioning.
- Check the sensitivity of detector.
- Test the function of detector by actual smoke or remote test after maintenance.

Manual Call Point:

- Check the activation knob.
- Check functioning of manual call point.



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Hooter:

- Check the activation of siren with strobe light,
- iv. Maintaining the system in proper operating condition by regular & systematic examination, repairs/replacement of all the components of fire alarm system and necessary spares like LED's, PCB's, & any other components of fire alarm system required to keep system in healthy working condition.
- v. Replacement of required spares shall be of identical make & standard. Approval shall be taken from Engineer In-charge for any item needs to be replaced before installation.
- vi. The bidder shall submit the Service and Maintenance Report along with Checklist as per Annexure-II within one week to the Engineer in-charge after each service.

4) SAFETY CODE:

- i. The contractor shall cover his employees/workers under PF, ESI, personal accident insurance policy and applicable laws. Contractor has to submit PF details, ESI No. and insurance policy documents of all employees before commencement of the work.
- ii. The contractor shall be fully responsible for the behavior, conduct, theft and any breach at security etc. by his personnel and workers.
- iii. The contractor shall comply with all Govt. rules & regulations for his staff in regard to maintain the applicable labor laws, their amendments etc. in force from time to time.
- iv. The contractor shall comply with the instructions given by the engineer in charge, regarding safety regulations, safety precautions, protective measures, clean-up practices, housekeeping etc.
- v. The contractor shall ensure adequate safety precautions at site as required under the law of land. Contractor must be entirely responsible for safety of their personnel and provide them safety helmets, safety shoes, other safety gadgets as required and prescribed.

5) TERMS AND CONDITIONS:

- i. The mentioned work shall be carried out under direct supervision of responsible person along with at least two trained persons of the contractor and in the presence of personnel of ITER-India. Change of personnel who carries out the services shall not be allowed.
- ii. Care must be taken while carrying out the job to avoid any damage to equipment & property of IPR. Contractor has to pay for the cost of damage.
- iii. The schedule to carry out inspection and maintenance of fire Alarm & Detection System shall be fixed at least seven days in advance by the contractor and engineer in charge-ITER-India, with mutual agreement. Any change in schedule must be intimated three days in advance.
- iv. Contractor shall be allowed to execute the work from 9.30 a.m. to 5.30 p.m. on all working days.



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- v. Contractor shall respond promptly for any communication made by ITER-India via letter, e-mail or any other mode.
- vi. In case of inspection, servicing or repairing of the system is not carried out as per the schedule, proportionate deduction in payment will be done from the bill.
- vii. In case the contractor fails to carry out the work as per specified scope of work, ITER-India reserves the right to terminate the contract & get the work done from any other party at the risk & cost of contractor.
- viii. In case of failure to execute the scope of work and obey safety code by contractor, ITER-India shall issue the show cause notice. If found guilty, the contractor shall be penalized for Rs.1000/- (Rupees One Thousand only) that shall be deducted from the payment due for the work. Work order shall automatically get void if the penalty imposed for three times.
- ix. Initially, the contract shall for the ONE YEAR only. Further extension may be based on vendor's performance and recommendation of the engineer in-charge.
- x. The bidder should collect the site visit certificate (As per Annexure-I) from the Engineer In charge and shall attach the same with their offer.
- xi. Accident/Third Party Liability: The Service Provider will take all possible precautions to avoid damage to the Purchaser's property during its onsite activities. Service Provider shall also take insurance covering third party liability for the personnel and equipments and/or tools deployed at Purchaser's site against all risks, such as injuries, loss of life etc. Service Provider will be fully responsible for payment of compensation. In the event of loss and/or damage to Purchaser's property / any item(s) / equipment and/or injury or loss of life to Purchaser's personnel during the course of onsite activities due to the Service Provider's default. Service Provider will be fully responsible and liable for such damages and/or losses and payment of appropriate compensation as assessed by the Purchaser. Service Provider will relieve the Purchaser from all the risk and liabilities under this clause.
- xii. Safety requirements: The Supplier shall take all necessary precautions to ensure safety of personnels deployed for the said work. As the work is to be executed in a restricted area, the Supplier shall strictly observe all safety, security and labour regulations prevailing in the campus. The Supplier shall be responsible for the proper behavior of the staff employed by him and also for any breach of security regulations, thefts, sabotage etc. The Supplier shall withdraw any person so desired by ITER-India/IPR, if in the opinion of the representative of ITER-India/IPR it is not desirable to permit that particular person to work inside the campus.



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Annexure - I

ITER-India, INSTITUTE FOR PLASMA RESEARCH

Date:

(To be attached with the quotation)

Enquiry No.	
Enquiry Date	
Enquiry Due Date	

This is to certify that

Mr.

of Messrs

has / have visited the Institute for Plasma Research on

2 0 2 0

to understand the work and get acquainted themselves with details of fire alarm & detection system to enable them to quote against the enquiry for services and maintenance of for the same.

(Engineer-In charge)
ITER-India, Gandhinagar



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ANNEXURE – II

Check list for Fire Alarm System (Sample)

Location:

Date of Service:

Next Service On:

A. Main & Repeater Control Panel

Sr. No.	Check points	Status	Remarks
1.	Is there any system related error message on control panel?		
2.	Have you checked all zone functions like rest/fault/isolate, reset, silence etc.?		
3.	Have you performed lamp test & all LEDs given in the panel found functioning?		
4.	Have you checked all cable terminations and joints for its continuity?		
5.	Have you checked battery for its terminal voltage and charging/discharging capacity?		
6.	Is INPUT & OUTPUT voltage Checked?		
7.	Is there any observation? Please specify.		

B. Smoke / Beam Detector:

(Specify location & No. of faulty)

Sr. No.	Check points	Status	Remarks
1.	Have you cleaned dust/ dirt from all detectors?		
2.	Have you checked the tightness of terminals connections of detector bases? Is LED functioning?		
3.	Is sensitivity of the detectors set right?		
4.	Is last maintenance date inserted in		

	detectors through remote programmer?		
5.	Have you tested the functioning of the detectors by actual smoke or remote test tool after maintenance?		
6.	Is there any other observation? Please specify.		

C. Manual call point (MCP)

(Specify location & No. of faulty)

Sr. No.	Check Point	Status	Remarks
1.	Is activation knob condition OK?		
2.	Have you tested functioning of the manual call point?		
3.	Is there any other observation? Please specify.		

D. Hooter

(Specify location & No. of faulty)

Sr. No.	Check Point	Status	Remarks
1.	Have you tested functioning of the hooter with strobe light?		
2.	Is there any other observation? Please specify.		

E. Any Remarks:

Date:

Signature & Seal of the Contractor

Signature of the representative- ITER-India



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Annexure – III

RATE SCHEDULE

Name of Agency :
Address :
Telephone No. :
Enquiry No. & Date :

A. Rate Schedule for Checking/ Comprehensive Maintenance/ Servicing
(Servicing shall be done quarterly. Total four (04) services in a year)

Sr. No.	Item Description and location	Frequency for services and maintenance	Rate per quarterly Service and Maintenance (b)	Total Annual Basic Charges [C= 4xb]
1.	Checking, Services and Maintenance of entire Fire Alarm System	Quarterly		

* CAMC Period – 2 years

Date:

Signature & Seal of the Contractor

B. Terms and Conditions

Sr.No	Description	Bidder's Compliance
1	Payment:ITER-India payment terms will apply (Refer Sr. No. 7 of Note)	Comply Yes/No (In case of No Please provide details)
2	Validity Period (Refer Sr.No. 3 Of Terms and Condition)	Comply Yes/No (In case of No Please provide details)
3	GST (To Specify as applicable)	
4	GST No.	
5	SAC Code	
6	Udhyog Aadhar No. & Category (Micro/Small/Medium Enterprise)	
7	Discount(if any)	
8	Remarks	

Date:

Signature & Seal of the Contractor