



F-85/O&M/Maint./H.Q/2017

### निविदा सूचना

संयुक्त सचिव (प्र. एवं वि.) केंद्रीय माध्यमिक शिक्षा बोर्ड द्वारा ऐसे पात्र ठेकेदारों से दो बोली प्रणाली के अंतर्गत मुहरबंद निविदाएं आमंत्रित की जाती है जो केंद्रीय लोक निर्माण विभाग / एम.ई.एस / एन.डी.एम.सी / दूर संचार विभाग रेलवे / केंद्रीय पी.एस.यू और दिल्ली लोक निर्माण विभाग में उपयुक्त वर्ग एवं श्रेणी में वैध पंजीकरण हो। एजेंसी के पास अग्रिशमन प्रचालन एवं अनुरक्षण, अग्नि संसूचना तथा संकट सूचना प्रणाली कार्य के लिए ISO 9001 होना चाहिए तथा ठेकेदार द्वारा पिछले तीन वर्षों में दो कार्य प्रत्येक रु. 14.5 लाख की लागत के अथवा रु. 19.0 लाख या उससे अधिक का एक कार्य निष्पादित किया होना चाहिए। निविदा को सीबीएसई वेबसाइट [WWW.CBSE.nic.in](http://WWW.CBSE.nic.in) अथवा ई पब्लिशिंग पोर्टल भारत सरकार के <https://eprocure.gov.in/epublish/app> से डाउनलोड किया जा सकता है।

**कार्य का नाम : शिक्षा केंद्र, शिक्षा सदन और क्षेत्रीय कार्यालय दिल्ली भवन में स्थापित अग्रिशमन प्रणाली का 24 घंटे प्रचालन एवं अनुरक्षण।**

अनुमानित खर्च	:	रु. 24,20,000/-
धरोहर राशि	:	रु. 50,000/-
निविदा दस्तावेज की कीमत	:	रु. 1000/- (अप्रतिदेय और निविदा के साथ प्रस्तुत करनी है)
निविदा प्राप्त करने की अंतिम तिथि	:	17.05.2017 को 2:00 अप: बजे तक और उसी दिन 3:00 अप: बजे तक खोलो जाएगी।

यदि निविदा जमा करवाने की अंतिम तिथि अवकाश घोषित होती है तो अगला कार्यालय दिवस को निविदा जमा करवाने का अंतिम दिन माना जाएगा।

बयाना राशि के रु. 50,000/- व निविदा दस्तावेज की कीमत रु. 1,000/- को बैंकर्स चेक / बैंक ड्राफ्ट / के रूप में सचिव सीबीएसई दिल्ली में पक्ष में आहरित हो निविदा दस्तावेज के साथ जमा करनी चाहिए।

लिफाफा संख्या-1 "तकनीकी बोली", लिफाफा संख्या-2 "वित्तीय बोली" एवं लिफाफा संख्या-3 "निविदा दस्तावेजों की कीमत व धरोहर राशि" अलग-अलग सीलबंद लिफाफों में राखी जाएगी, प्रत्येक पर क्रमशः तकनीकी बोली, वित्तीय बोली और "बयाना राशि" अंकित हो। तीनों लिफाफे एक साथ दूसरे सीलबंद लिफाफे में जिस पर कार्य का नाम और खोलने की तिथि लिखी हो, प्रस्तुत किए जाएंगे। केवल ऐसे निविदाकर्ताओं के लिफाफे जिस पर तकनीकी बोली व धरोहर राशि अंकित होगी खोले जाएंगे जिसकी बयाना राशि दूसरे लिफाफे में होंगी, सही क्रम में पाई जाती है।

विधिवत रूप से पूर्ण निविदाओं को स्वागत पटल सीबीएसई मुख्यालय "शिक्षा केंद्र", 2 समुदाय केंद्र, प्रीत विहार, दिल्ली-110092 के पास रखी निविदा पेटी में डालना चाहिए। पात्रता मानदंड और अन्य विवरण के लिए सीबीएसई वेबसाइट [www.cbse.nic.in](http://www.cbse.nic.in) पर जाएं।

केंद्रीय माध्यमिक शिक्षा बोर्ड के सक्षम प्राधिकारी बिना कारण बताए किसी अथवा सभी निविदाओं को अस्वीकार करने अथवा उनको हिस्से में स्वीकार करने का अधिकार है। सक्षम प्राधिकारी का निर्णय अंतिम तथा बाध्यकारी होगा।

**संयुक्त सचिव (प्र. व वि.)**



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TENDER NOTICE

Sealed tenders under two bid system are invited by the Joint Secretary (A&L), CENTRAL BOARD OF SECONDARY EDUCATION from the eligible contractor having valid registration in appropriate class & category in CPWD / MES / Deptt. Of telecommunications/ Railways/NDMC/Central PSU & Delhi PWD. Agency should have ISO 9001 certificate for the following work and satisfactorily completed at least two similar work estimated value of Rs. 14.5 lacs and above or 1 works value 19.0 lacs and above. The tender document can be downloaded from Boards website [www.cbse.nic.in](http://www.cbse.nic.in) or e-publishing portal Govt. of India, <https://eprocure.gov.in/epublish/app>.

**Name of Work:** 24 hrs. operation & maintenance of the Fire fighting system installation Shiksha Kendra, Shiksha Sadan & Regional office Delhi building.

Estimate Cost: Rs. 24,20,000/-  
EMD Rs. 50,000/-  
Cost of tender: Rs.1000 (Non- Refundable and to be submitted along with application of issue of tender)  
Last Date of receipt of tender:- 17/05/2017 upto 2:00P.M and will be opened on the same day at 3.00 P.M.

In case holiday is declared on the last date of receipt of application, the next working day will be treated as last date of receipt of applicant.

Earnest money Rs.50,000/- and tender cost Rs. 1,000/- should be deposited along with tender document in the shape of bankers cheque/bank Draft/NEFT of scheduled Bank drawn in favour of Secretary CBSE Delhi.

Envelop-1 "The Technical bid", Envelop-2 "Financial bid" and Envelop-3 "EMD & Tender Fee" shall be placed in separate envelopes, each marked, "Technical Bid" "Financial Bid" and "EMD of tender fee" respectively. All three envelopes shall be submitted together in another sealed envelope with the name of work and due date of opening written on envelope. The envelopes marked, "Tender" of only those tenderers shall be opened, whose earnest money, placed in the other envelope, is found to be in order.

The Technical Bids shall be opened in the "Central Board of Secondary Education, H.Q building, 2 Community Centre, Preet Vihar, DELHI-110092 . In the presence of bidders who may wish to be present. The financial bids of only those bidders who's Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date & time of opening of the financial bids shall be intimated to the technically qualified bidders.

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority of the Central Board of Secondary Education, shall be final and binding.

Joint Secretary (A & L)

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<b>Name of Work: "Operation and Maintenance of Fire fighting, Wet Riser, Fire Detection and Fire Alarm System at Dak Bhawan, New Delhi."</b>		
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## **NOTICE INVITING TENDER**

1. See press notification/ Notice Inviting Tender on page no. 1-5.
2. The site for the work is available.
3. (i) Tenders shall be accompanied with **Earnest Money of Rs. 50,000/-** in Cash / Demand Draft/ NEFT in favor of “**Secretary, CBSE, Payable at Delhi.**”

(ii) The Technical Bid, Financial Bid and the earnest money and tender fee shall be placed in separate sealed envelopes, each marked Technical Bid, Financial Bid and EMD of tender fee and tender Cost. All these envelopes shall be submitted together in another sealed envelope with the name of work and due date of opening written on envelope. In cases where earnest money in cash is acceptable, the same shall be deposited with the Cashier of the CBSE the receipt placed in the envelope meant for earnest money. All three envelopes shall be submitted together in another sealed envelope with the name of work and due date of opening written on envelope, Tender duly completed should be placed in tender box placed at Reception Counter CBSE, HQ, “Shiksha Kendra,” 2, Community Centre, Preet Vihar, Delhi-110092. On or before upto 2:00 P.M on 17.05.2017 and will be opened by Committee on the same day at 03:00 P.M. The envelope marked “Tender” of only those tenderers shall be opened, whose earnest money and tender fee, placed in the other envelope, is found to be in order.

4. The contractor whose tender is accepted will be required to furnish performance guarantee of 5% (five percent) of the tendered amount. This guarantee shall be in the form of Banker’s Cheque of any scheduled bank/ Demand Draft of any scheduled bank/ Govt. Securities or Fixed Deposit Receipts or Guarantee Bonds of any scheduled bank in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated including the extended period, if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
5. The description of work is as follows:

**24 Hrs. Operation and Maintenance of Fire fighting, Wet Riser, Fire Detection and Fire Alarm System at installed at Shiksha Kendra, Shiksha Sadan and Regional Office (Delhi) building.**

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, 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. and local conditions and other factors having a bearing on the execution of the work.

6. The Competent Authority of the Board 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 will be liable to rejection.
8. The Competent Authority of the Board reserves to himself 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. The contractor shall not be permitted to tender for works in CBSE, in which his near relative is posted in CBSE, in any capacity. He shall also intimate the names of persons who are working with him in any capacity. Any breach of this condition by the contractor would be liable to rejections.
10. 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 two years 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.
11. The tender for the works shall remain open for acceptance for a period Sixty days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, which-ever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Board shall, without prejudice to any other right or remedy, be at liberty to forfeit of the said earnest money as aforesaid.
12. 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, shall, within 15 days from the stipulated date of start of the work, sign the agreement. The cost of agreement on non judicial stamp paper of RS. 100/- shall be born by the agency.

**Joint Secretary ( A & L )**

## **PROCEDURE FOR SUBMISSION OF TENDERS**

The tender documents can be downloaded from CBSE, website [www.cbse.nic.in](http://www.cbse.nic.in) or [epublishing portal of Govt. of India, https://eprocure.gov.in/epublish/app](https://eprocure.gov.in/epublish/app) and the downloaded tender document can be used for quoting the tender. The tenderer using downloaded tender document shall submit the tender in Two separate sealed envelopes, marked 'A' & 'B', consisting following documents:

### **ENVELOP 'A'**

- i) Tender Cost & EMD (separately) for in the shape of Demand Draft / Pay Order of a Schedule Bank or Nationalized Bank/ State Bank/ NEFT in favor of Secretary, CBSE, Payable at Delhi.

OR

The original receipt(s) (in case tender cost and/ or EMD is deposited in cash with the Cashier of CBSE).

- ii) Copies of all the documents duly attested by a Public Notary, required in support of their eligibility as per the NIT.

### **ENVELOP 'B'**

1. Tender document.
2. Tenderer shall submit the tenders in two sealed covers marked as cover 'A' and 'B'. Both covers should be separate and they should be enclosed in a common 3<sup>rd</sup> cover. In case 1<sup>st</sup> cover 'A' is not annexed or Earnest Money/ Tender Cost/ Documents required for eligibility criteria is not in proper form, the 2<sup>nd</sup> cover 'B' containing tenders will not be opened at all and the documents shall be returned to the tenderer.

**NOTE:** The intending tenderers are advised not to tamper the Tender Document downloaded from website. In case the Tender Document is found tampered, the offer shall not be considered.

**Accepted by me (Prop/ Manager)**

## INSTRUCTIONS TO THE TENDERER

While submitting the tender document in a sealed cover the contractor must note following points:

1. For the Bidding / Tender Document Purposes, 'Central Board of Secondary Education, Delhi shall be referred to as 'Client' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder.
2. The Bidders are advised to inspect the site before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
3. The sealed bidding documents should be dropped in the tender box placed near reception counter CBSE, H.Q building, Preet Vihar, Delhi-110092. by the stipulated date and time. Tender Documents may be downloaded from Board's website i.e. [www.cbse.nic.in](http://www.cbse.nic.in).
4. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
5. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Client. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.**
6. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
7. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.
8. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Central Board of Secondary Education. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
9. No additional condition has been stipulated by the tenderer.
10. Tenders with any condition including that of conditional rebate shall be liable for rejection.
11. The intending tenderers are advised not to tamper the tender document downloaded from website. In case the tender document is found tampered, the offer shall not be considered.
12. The agency shall be bound to enclose analysis of rates in supporting its quoted rates for each building separately.

**Accepted by me (Prop/ Manager)**

## UNDERTAKING FROM THE FIRM ON LETTER HEAD OF COMPANY

1. I / We do hereby undertake to have gone through the terms and conditions of prescribed tender which shall form part of the agreement as well as the various conditions of this tender documents before quoting the tender and agree to abide by the same.

(Signature of contractor with seal)

### **Near relative(s) of CBSE employee is (are) not permitted to tender**

The company or firm or any other person is not permitted to tender for works in CBSE, in which his near relative(s) is (are) posted.

Therefore, it has been decided by the Competent Authority that a clause must be added in the tender and other related documents that the tenderer should give a certificate that none of his/her such near relative is working in the CBSE, as defined above where he is going to apply for tender work. In case of proprietorship firm certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company.

Any breach of these conditions by the company or firm or any other person, the tender/ work will be cancelled and earnest money/ security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the tender.

Format of the certificate to be given by the firm/ person:

I \_\_\_\_\_ S/o \_\_\_\_\_  
R/o \_\_\_\_\_

here by certify that none of my relative(s) as defined below is/ are employed in CBSE, as per details given in the tender document. In case at any stage, it is found that the information given by me is false/ incorrect, CBSE, shall have absolute right to take any action as deemed fit/without any prior intimation to me.

The near relatives for this purpose are defined as:

- a. Members of a Hindu Undivided family,
- b. They are husband and wife,
- c. The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother in-law)

**Signature of the firm/ person**

## **IMPORTANT NOTE FOR CONTRACTORS**

**1. SUFFICIENCY OF TENDER:**

The firm shall be deemed to have satisfied himself before entering into the contract as to the correctness and sufficiency of his offer for the work and of the rates quoted in the schedule of works. These rates and amount shall, except as otherwise provided cover all his obligations under the Contract and all matters and things necessary for proper completion and maintenance and guarantee of the work.

**2. INDEMNITY:**

The successful tenderer shall at all times indemnify the department, consequent on this works Contract. The successful tenderer shall be liable, in accordance with the Indian Law & Regulations for any accident occurring due to any cause and the department shall not be responsible for any accident and damage incurred or claims arising there from during the period of Erection, construction & putting into operation the equipments and ancillary equipment under the supervision of the Successful tenderer in so far as the latter is responsible. The successful tenderer shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful tenderer due to the above.

3. The maintenance staff has to be available round the clock during the currency of the contract i/c Saturdays, Sundays and Holidays without any extra cost. Since the firm will be doing the maintenance of critical services., responsible & trained person(s) placed at site, shall be capable to take initial steps under emergency situation
4. The vendor agrees that it shall at all times indemnify CBSE, against all claims for compensation under the provisions of any law for the time being in force or in respect of any person employed by it in carrying out the contract. Further, such staff have no right to claim employment from CBSE.
5. The workers engaged by the firm should wear uniform with detachable badge indicating the name of the person and firm's name. The colour of uniform shall be approved by the Engineer-in-charge.
6. The workers engaged by firm should maintain proper discipline and good behavior with occupants. The firm shall remove such workers from the site whose behavior is found improper. Engineer-In-Charge decision shall be final.
7. Agency has to observe all the labour rules and regulations in force. The necessary registration with local labour office shall be the responsibility of the agency deploying the labour irrespective of the quantum of labour. The agency will comply the provisions of EPF & misc. Provisions Act 1952, Employees Provident Fund Schemes 1952 and the ESI Act, 1948 in respect of labourers / employees engaged by them for performing the work.
8. The agency shall be bound to enclose analysis of rates in supporting its quoted rates for each building. The tender received without analysis of rates should not be accepted.

**Accepted by me (Prop/ Manager)**

## TERMS & CONDITIONS

1. Work shall be carried out as per CPWD General Specification for wet riser system and fire fighting system and fire detection system.
2. The Contractor shall provide the staff round the clock i.e. in three shifts including Sundays and all Gazetted Holidays. No extra payment for working on Sundays and Gazetted Holidays shall be paid to the contractor. The additional staff if required for regular maintenance, servicing and attending the faults, shall have to be arranged by the agency within the quoted rates. The agency shall have to engage experienced and skill staff.
3. The staff provided by the contractor shall possess qualifications as stipulated in CPWD works manual. Necessary certificate shall be submitted.
4. The contractor shall be responsible for the security of all equipment and system round the clock for which nothing extra shall be paid to contractor.
5. The attendance register for the staff for the work under the agreement shall be maintained regularly without fail which should be produced to Engineer-in-Charge when ever asked for and staff also make there attendance on biometric machine.
6. Whole of the system shall be kept in proper working conditions.
7. The equipment's and system shall be kept neat and clean for which nothing extra shall be paid.
8. Servicing including greasing etc. of all types of fire fighting pumps & valves shall be done by the firm as per maintenance schedule. The material required shall be arranged by the contractor and nothing extra shall be paid on this account.
9. All the pumps and valves shall be greased as per manual of equipment.
10. Any loss or damage to the building whether due to negligence of firm's staff or due to theft of equipments which are under the operation and maintenance of the firm, shall be the firm's responsibility and shall be made good by the firm free of cost within 10 days from the date of occurrence.
11. If the firm does not rectify the damage /loss within the stipulated time, the same shall be got done by the department and expenditure incurred shall be recovered from the firm.
- 12. The contract included satisfactory operation and maintenance of equipments, whole system, and other auxiliaries including attending day to day faults of equipment's and auxiliaries.**
13. Agreement can be terminated at any time without giving any reason and notice.
14. The system shall always be kept on upto date.

15. The diesel will be supplied free of cost by the department at site store during office hours on demand on working days and shall be filled in the diesel engine tank by the contractor, it is the contractor's responsibility to check up the fuel levels at proper intervals and inform the Engineer-in-Charge for its requirement. In case the contractor fails to obtain its requirement of fuel from department the head of the firm shall make direct arrangement of his own without any claim for extra payment from department. The servicing of fire fighting Engine including replacement of lube oils & filters etc. shall be done by the firm as per Maintenance Schedule. The material required shall be arranged by the firm.
16. The contract includes maintenance of lead acid batteries with material i.e. distilled water, electrolyte etc. i/c periodical cleaning of thimbles/ terminals and greasing. New batteries shall also be provided for replacement by the firm, as and when required.
17. Log books will be maintained by the firm showing breakdown timings, operation timings, lubricant oil consumption and other detailed as directed by the Engineer-in-charge. The log books will be arranged and kept by the contractor in his control and shall be deposited with the department on completion of work.
18. The regular servicing of the equipment / system in the scope of work shall be one strictly as per recommendations and instructions of the Engineer-in-Charge and nothing extra will be paid in this account.
19. Contractor shall be responsible for any loss of life or property in case the fire fighting equipment under the charge of contractor does not work when fire occurs. Any compensation to be paid on account of loss of life or property shall be recovered from the contractor.
20. Contractor shall test & check the equipment under the wet riser system and fire address system from time to time to the entire satisfaction of the department as well as Delhi Fire Service.
21. The contractor **shall give his telephone number and address** where he can be contacted. Any change in the above should be directly communicated to department.
22. For the satisfactory, operation and comprehensive maintenance of above mentioned work the contractor shall have to depute the required staff at site as per schedule of work. The staff must be available round the clock on all days including weekly and Govt. holidays.
23. The manpower deployed by the contractor shall be dressed in uniform. The manpower for operation and maintenance shall be deployed round the clock i/c Sunday and holidays in three shifts of 8 hrs. duty each (A shift, B Shift, C Shift and General Shift) however agency shall follow all the labour law. Attendance of worker be verified through bio metric machine.
24. In case of any absence a recovery of Rs. 500/- per 8 Hr. Shift shall be made from the monthly bill.

25. In case, the fire pump set operates automatically due to some emergency/fault or other reason the reason for the same shall be investigated immediately and suitable remedial measures shall be taken by him.
26. The firm shall have the capability for removing the defects in the existing system. They should be able to point out the defects along with the cause/ symptom.
27. Contractor will not replace the workers frequently.
28. The worker engaged by the firm should maintain proper discipline and good behavior with occupants. The firm shall remove all such worker from the site whose behavior is found improper. The decision of Engineer-in-charge shall be final.
29. The firm has to supply details as per annexure attached of all the workers likely to be engaged by it before start of work.
30. All the T & P, testing and safety equipment's required to carry out the various tasks relevant to operation and routine maintenance have to be arranged by the agency at his own cost and no T & P will be issued by the department.
31. The agency has to observe all labour rules and regulations in force. The minimum wages to be deployed should not be less than the wages for skilled person.
32. The rates quoted must be full and final.
33. The CBSE, reserves the right to extend/terminate the contract on the same terms and conditions. If the performance to the agency found satisfactory contract will be extended for further one year.
34. The firm has to maintain the log book and fuel consumption record as per Annexure attached.
35. The firm has to carry out the routine maintenance checks as per maintenance schedule annexed and reports shall be submitted periodically well in time otherwise following rates shall be applicable for making recovery for non submission of reports.
  - a. Daily @ R 100/- (b) Monthly @ R 1500/- (c) Yearly @ R 5000/-
36. Painting including Paint of all the Panels, Ring Main, Hydrant Boxes, Battery Boxes etc. should be done once in every year during currency of contract, failing which the recovery @ Rs. 5,000/- shall be made from the bills. The Paint shall be arranged by the contractor and nothing extra shall be paid on this account.
37. Cleaning of fire extinguishers and fire buckets including sand filling has to be done by the firm. Nothing extra shall be paid on this account.
38. A minimum pressure of 3.5 kg./cm<sup>2</sup> has to be maintained in the system.
39. Piping system shall be checked daily and reported to the concerned Engineer.

40. The agency shall run fire system daily to ensure satisfactory working condition.
41. The agency shall check electrical control panels and keep them in perfectly working order.
42. Spare parts such as switch gear, contactors PCB'S, relays batteries, exit sign lamps pump seal, Bearing, sleeve, P.4, pressure switch etc. and other electrical components shall be supplied by the agency as actual billing purchase invoice with 15% over heads and transportation.
43. Distilled water, cleaning materials, CTC, Cotton, old dhoti, pilot lamps, gland dori, grease, packing sheets, nut bolts, HRC fuses, torch and other minor materials shall be kept in the store by the agency. Cost included in AMC.
44. Dismantled material shall be returned to the Board.
45. The agency shall maintain a line diagram of the system in the Pump House.
46. The Bio data of the technicians deputed on the duty shall be submitted.
47. The watch and ward of the complete installation including the Pump House and Fire Hydrants inside and outside the building shall be the responsibility of the agency.
48. Payment shall be made on monthly basis, nothing extra shall be paid for holidays.
49. The agency shall have to deposit a sum of Rs.50,000/- as security respectively for each bldg. before start of the work. The same shall be retained till the contract is in-force and shall be returned after getting clearance from the Engineer-Incharge after expiry of the Contract.
50. The agency shall ensure that none of his staff associates in unlawful activities. Their meetings with the general staff which is no way connected with the maintenance of the Fire system is strictly prohibited.
51. Operator's presence all the time is the essentiality of the contract, hence operator must be on duty and plant room should not be left unattended. In case the reliever does not report, the first operator shall continue to be on duty.
52. The agency shall be solely responsible for any damage/loss to the Board's property/equipments.
53. In case of any dispute, Chairman, CBSE shall be the sole Arbitrator and his decision shall be binding on CBSE and the Agency.

54. The agency shall be bound to take over the system with complete installations within a period of 15 days from the issue of the work order failing which E.M.D. is liable to be forfeited.
55. If any legal dispute arises pertaining to this contract, the courts of Delhi will have jurisdiction over all the disputes.
56. The agency shall ensure that the wages to the workmen are paid according to minimum wages prescribed by the Govt. of N.C.T. Delhi.
57. The agency shall depute the workmen whose credentials have been got verified through the Police.
58. The work may be awarded to agency who quoted over all lowest rates for all three building.
59. The cost of agreement on non judicial stamp paper of R.100/- shall be born by the agency.

**ACCEPTED BY ME**

**(PROP./MANAGER)  
ADDRESS**

## **Maintenance Schedule and Check List for**

### **AUTOMATIC FIRE DETECTION/ FIRE ALARM AND PUBLIC ADDRESS SYSTEM**

#### **DAILY**

1. Check working of system from the Control Panel.
2. Check Each Zone for short or open, healthy circuit.
3. Check working of the lamps.
4. Check working of the P.A. System.
5. Check battery charging ensures that is on trickle charging position.
6. Check specific gravity of electrolyte (>1180) and its level.
7. Check operation of all alarms /sounder in zonal control Panel.
8. Check talkback operation from both ends.

#### **MONTHLY**

1. Check operation of detectors by creating artificial heat/ smoke at one place.
2. Check operation of response indicators.
3. Check operation of manual call point by removing the glass.
4. Cleaning of detectors.
5. Check proper installation of hooters.

#### **YEARLY**

1. Check the entire system for its healthiness.
2. Tightening of loose connection if any in the main/zonal control Panels.
3. Painting of the main Panel/ Zonal Panel/ Battery boxes.

### **PUBLIC ADDRESS SYSTEM**

#### **DAILY**

1. Check individual microphone.
2. Check individual speaker.
3. Check amplifier.
4. Check battery back up.
5. Check main supply power points for the system.
6. Check interconnecting leads are in proper condition.

#### **TESTING**

Detailed testing of the installation shall be done once in a year to find out capacity and efficiency of various equipment with respect to their rating. The testing procedure shall be same as adopted at the time of original testing.

#### **NOTES**

1. The attendants shall check respective items daily as per the check list. This shall be 100% test checked by Engineer – in - Charge or firm's Engineer/ Supervisor once in 15 days.
2. Monthly, Quarterly, Half yearly & Yearly checks shall be performed directly under the supervision of Engineer In-Charge and monthly report shall be prepared for the defects and discrepancies notice.
3. The firm has to demonstrate to the maintenance in charge proper working of the entire fire detection system including PA system once in a month.
4. The detectors should be cleaned so that all the detectors are cleaned once in every year.

## **Maintenance Schedule & Check List for FIRE FIGHTING SYSTEM**

### **DAILY**

1. Check whether pump develops required pressure.
2. Check automatic operation of the system by drop of pressure.
3. Check working of instruments, indication lamps and selector switches on the Panel.
4. Check that rubber mats are laid properly in front of Panel.
5. Check fuel level in the Generator Tank.
6. Check battery voltage of the stand by engine.
7. Check specific gravity and level of electrolyte (>1180).
8. Check availability of fire extinguisher as per norms.
9. Check fire buckets filled with sand/water.
10. Check water pressure at the farthest point (It should not be less than 3.5 Kg/ cm<sup>2</sup>).
11. Check water availability in the underground tank.

### **Monthly**

1. Check for refilling of fire extinguishers.
2. Check operation of fire extinguishers (Testing only).
3. Check working of gate valves.
4. Check air filter/oil filter of the standby generator.
5. Check belt tension.
6. Check the chart for due maintenance of engine and alternator.
7. Organize fire drill.

### **Half Yearly**

1. Cleaning of bus bars in the Panel.
2. Earth testing and Meggering.
3. Relay and other protection devices in the Panel.
4. Check hose reels, nozzles, hose pipe for their healthiness.
5. Servicing including greasing etc. of all types of fire fighting pumps & valves.
6. Servicing of fire fighting Engine including replacement of lube oils & filter etc.

### **Yearly**

1. Painting of Panel, ring main, hydrant boxes etc.
2. Check working of the complete system and organize fire drill in coordination with building authorities.

### **Testing**

Detailed Testing of the installation shall be done once in a year to find out capacity and efficiency of various equipment with respect to their rating. The testing procedure shall be same as adopted at the time of original testing.

### **NOTES**

1. The firm has to demonstrate to the maintenance in charge proper working of the entire fire fighting system once in a month.
2. The attendants shall check respective items daily as per the check list. This shall be 100% test checked by Engineer – in - charge or firm's Engineer/ Supervisor once in 15 days.

3. Monthly, Quarterly, Half yearly & Yearly check s shall be performed directly under the supervision of Engineer – in - charge or firm's Engineer/ Supervisor and monthly report shall be prepared for the defects and discrepancies noticed.
4. Monthly fire drill has to be done by the contractor and necessary report shall be submitted.

CONTRACTOR

**MAINTENANCE SCHEDULE – FIRE ALARM SYSTEM**  
**FREQUENCY-DAILY**

<b>S.NO</b>	<b>Description of Item</b>	<b>MONDAY to SUNDAY</b>	<b>Remarks</b>
1.	Check the power supply position of all the panels placed at various floors & buildings control accessories.		
2.	Check the LEDs or panels through lamp test switch.		
3.	Check the healthiness of battery from battery low indication on panel.		
4.	Check any fault if indicated on any or the panels and rectify the same.		
5.	Checking PA system & talk back facility.		
6.	Operational readiness of the system during mains failure.		
7.	Cleaning the control panel and surrounding.		

**MAINTENANCE SCHEDULE – FIRE ALARM SYSTEM**  
**FREQUENCY-DAILY**

<b>S.NO</b>	<b>Description of Item</b>	<b>MONDAY to SUNDAY</b>	<b>Remarks</b>
1.	Check the fire circuit of each zone from the panels		
2.	Check the LEDs or panels through lamp test switch.		
3.	Check weathered signals of fire and fault get transmitted from zonal panel to main panel.		
4.	Check any fault if indicated on any or the panels and rectify the same.		
5.	Performance check of manual call points.		
6.	Check battery water level and specific gravity		

**MAINTENANCE SCHEDULE – FIRE ALARM SYSTEM**  
**FREQUENCY-DAILY**

<b>S.NO</b>	<b>Description of Item</b>	<b>January</b>	<b>July</b>	<b>Remarks</b>
1.	Clean all the detectors with Vacuum cleaner or a Blower (Floor Wise) Ground Floor.			
	1 <sup>st</sup> Floor			
	II <sup>nd</sup> Floor			
	III <sup>rd</sup> Floor			
	IV <sup>th</sup> Floor			
	V <sup>th</sup> to X <sup>th</sup> Floor on floors of building			

**MAINTENANCE SCHEDULE – WET RISER  
FREQUENCY-DAILY**

S.NO	Description of Item	MONDAY to SUNDAY	Remarks
1.	Check of water pressure in the system for minimum 3.5 kg/ cm <sup>2</sup> at the highest point.		
2.	Running of fire hydrants pumps and diesel engine.		
3.	Checking of leakage etc. in the system.		
4.	Checking of control panel.		
5.	Checking of bell and siren for proper working.		
6.	Check water level and record.		

**MAINTENANCE SCHEDULE – WET RISER  
FREQUENCY-DAILY**

S.NO	Description of Item	May	November	Remarks
1.	Cleaning the system i.e. Draining the line and refilling the same as reqd.			
2.	Checking and cleaning of: i) Diesel Engine driven pump set. ii) Electricity driven pump set. iii) Jockey pump set. iv) Power and control panel. v) Earthing arrangement vi) Pressure switches & LED indicators			
3.	Checking of Hydrant Valves.			

**MAINTENANCE SCHEDULE – FIRE BUCKET  
FREQUENCY- QUARTERLY (FEB./ MAY/ AUGUST/ NOV.) DAILY**

LOCATION	No. of Buckets	Condition satisfactory or not	Filled with sand or not fill/ replace if necessary	Painting & sign writing satisfactory or not Paint if necessary	Remarks	Sign of AWM/ WM	Sign of JE/ AE

**MAINTENANCE SCHEDULE – FIRE EXTINGUISHERS  
FREQUENCY- MONTHLY (IV WEEK)**

LOCATION	No. of Fire Extinguishers	Capacity	Condition/ weight satisfactory or not	Refilling due on	Remarks

**Note: Please look for any tampering or missing items like horns, hose etc. and report for the same to contractor and record in the remarks column before taking action for replacement.**

**MAINTENANCE SCHEDULE – EXIT SIGN BOARD  
FREQUENCY-WEEKLY (MONDAY)**

LOCATION	No. of Exit Sign Board	Bulb/ LED	Condition satisfactory or not	Remarks	Sign of AWM/ WM	Sign of JE/ AE

**Note: If any tempering or missing item is noticed please report to the Engineer In-Charge and record in the remarks column before taking action for replacement.**

**DETAILS TO BE DISPLAYED AT  
SITE 1 Details to be supplied before starting the work.**

<b>1. Name of Agency (With Office Address)</b>	
<b>2. Name of Proprietor</b>	
<b>3. Telephone No (s) of the firm</b>	<b>Office:</b>
	<b>Residence:</b>
	<b>Mobile:</b>
<b>4. Name and Address of the Supervisor</b>	
<b>5. 24 hours contact No.</b>	
<b>6. Particulars of the License/ Registration</b>	

**2 Details of Staff to be posted at site.**

S. No.	Name and Address	Qualification	Responsibility

**ACCOUNT OF FUEL**

Date	Opening Balance	Fuel Added	Total	Consumed	Balance

**CENTRAL BOARD OF SECONDARY EDUCATION, 2, COMMUNITY**  
**CENTRE, PREET VIHAR, DELHI-92**

PART-A Technical-Bid

Last Date for submission: ...../2017

Upto:- 2:30 P.M

Opening of tender:- ...../2017 on 3:00 P.M

**Name of Work** :- 24 hours O & M of Wet-Riser, Fire Detection & Alarm System.

**Location** :- H.Q building at Preet Vihar, R.O Building P.P Ganj & Shiksha  
Sadan, Rouse Avenue .

**General:**

1. Name of the company.....
2. Name of the authorized person submitting the Bid “Shri/Smt.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....  
.....
5. Address of the company.....
6. Tel no. with STD code (O).....(Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address (if any) .....
11. Registration & incorporation particulars of the firm:
  - i) Private Limited
  - ii) Public Limited
  - iii) Any other - Please specify.....
12. Name of Director/owner or partner (s).....
13. Email ID of Director (s).....
14. Mobile Number of Director (s).....
15. Bidder's bank, its address and current account number .....
16. Permanent Income Tax number,.....  
**(Please attach copies of income tax return for last three years)**
17. Service Tax Number.....  
**(Please attach copies of Service Tax Registration Number)**
18. EPF Registration Number.....

19. ESIC Registration Number.....

20. Particulars of EMD

- i) Demand Draft / Bank Guarantee No/NEFT/ Cash receipt no.....
- ii) Date.....
- iii) Name of Bank.....
- iv) Address of Bank.....
- v) Validity of BG/DD.....

22. Particulars of Tender Fee

- i) Demand Draft No/ NEFT/ Cash receipt no. ....
- ii) Date. ....
- iii) Name of Bank.....
- iv) Address of Bank.....
- v) Validity of DD.....

23. Description of similar work of 24 hrs. O&M of fire fighting services executed during the last three years (Please furnish copies of completion certificate from the Government Department / Organization).

As per Clause	Description of Work /order executed	Actual Value of work / order executed	Name of Government Department / Organization with T.NO	Start Date	Finish Date	Document evidence at page No.
60% Value						
80% Value						

24. Present assignment in hand complying tender parameters: particularly in multi-storied bldgs. (Supported with documentary evidence)

- (i)
- (ii)
- (iii)

24.1 Manpower details in terms of supervisors, & staff.

25. **TECHNICAL QUALIFICATION**

- a. The tenderer should have minimum 03 years experience in the area of O & M of Wet-Riser, sprinkler, Hydrant, Fire Detection & Alarm System in High rise building upto 12 floor with double basement copy with companies of repute, preferably Govt. organizations/PSU/Autonomous organizations (Please enclose copy of the contracts executed indicating floor and basement no's during past 36 months).

- b. The tenderer should have completed satisfactorily at least two similar work in above field of estimated value of Rs. 14.50 lakh and above or 1 works value 19.0 lacks & above (A satisfactory execution certificate must be enclosed for each work from the contractee).
- c. The tenderer should be registered with concerned authorities any having ISO 9001 certificate. The tenderer is required to furnish legible photocopy of the concerned registrations alongwith its technical offer clearly indicating the contractor's code no. etc. in case of non-submission of the copy of the requisite registrations, the offer shall be treated as being from an unqualified contractor and summarily rejected.
- d. The tenderer shall furnish copy of registration under Service Tax and Income Tax – giving its service tax & income tax registration number.
- e. The office of the tenderer should be located in Delhi or NCR.

**26. Earnest Money Deposit (EMD)**

- i. The Govt. Departments, Public Sector Units, Small Scale Industrial (SSI) units (only & Permanently registered) agencies registered with NSIC etc., are exempted from submitting EMD.
- ii. SSI Units and agencies requesting for exemption from submission of EMD shall submit a copy of their Registration Certificate.  
Only such SSI Units and agencies registered for the same trade/ Item for which the tender is relevant shall be exempted from submission of EMD
- iii. EMDs of unsuccessful tenders shall be refunded after reasonable time without interest.
- iv. The tenders without EMD or partial EMD shall be summarily rejected.
- v. Earnest money to successful tenderers shall be returned after submitting the Initial Security Deposit (ISD) @ 10% of contract value in from as prescribed under General Financial Rules, 2005. No interest will accrue on such deposit.

27. The Financial-Bid of the Agencies selected through Technical-Bid shall only be opened.

**UNDERTAKING**

- 1. I/We the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- 2. The rates quoted by me/undersigned are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
- 3. I/We give the rights to the competent authority of the CBSE to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
- 4. I /We hereby undertake to provide the mechanized housekeeping services as per the directions given in the tender document/contract agreement.

**Place:**

**Date:**

Signature of Bidder/Authorized signatory .....

Name of the Bidder .....

Seal of the Bidder

**PART- 'B' PRICE-BID**

**A- Name of work:** 24 Hrs. Operation & Maintenance of the Fire fighting Installation H.Q. Bldg. Preet Vihar, Delhi-110092.

<b>S. No.</b>	<b>Description of items</b>	<b>Qty.</b>	<b>Rate per month</b>
01.	24 Hrs. operation and maintenance of Fire fighting system consisting of Wet Riser and Sprinkler System comprising 90 HP pump set- 2 nos., Jockey Pump sets 20/15 H.P.- 1 no. Down comer pressurization pump set 15 HP - 1 no. & Diesel engine coupled pump set 85/90 BHP with head 90 mtr. head-1 no. along with 2 nos. Axial flow fans for pressurizing the lift-shaft i/c all respective the control panels & safeties.	Comprehensive	
02.	Operation and maintenance of Fire Detection & Alarm System comprising 13 Zonal panels, Master control panel at Ground floor i/c the P.A. system with talk-back complete.	Comprehensive	
<b>Total</b>			
<b>Tax (if any)</b>			
<b>Grand Total</b>			

**PART- 'C' PRICE-BID**

**SCHEDULE OF WORK**

**B-Name of work:** 24 hrs. operation & maintenance of the Fire fighting system at SHIKSHA SADAN, Bldg. 17, Rouse Avenue, New Delhi.

<b>S. No.</b>	<b>Description of items</b>	<b>Qty.</b>	<b>Amount/rates per month.</b>
01.	24 hrs. operation and maintenance of Fire fighting system consisting of Wet-Riser and Sprinkler System comprising the 75 HP pump set 1 no., Terrace pump-10 HP- 1 no. 79 BHP Diesel Engine coupled pump set-01 nos., Jockey pump set 15 H.P.- 1 no. along with all respective control panels & safeties.	Comprehensive	
02.	Operation and maintenance of Fire Alarm system comprising 01 master control panel at Ground floor & Basement floor with 15 Nos. MCP's and 11 Nos. Hooters including the P.A. system.	Comprehensive	
<b>Total</b>			
<b>Tax (if any)</b>			
<b>Grand Total</b>			

**Acceptance by the Tenderer**

I hereby affirm that I have read all the instructions, terms & conditions before submission of the Financial Bid and are acceptable to me.

**PART- 'D' PRICE-BID**

**C-Name of work:** 24 Hrs. Operation & Maintenance of the Fire fighting Installation at R.O. Bldg. I.P. Extn., P.P. Ganj, Delhi-110092.

S. No.	Description of items	Qty.	Rate Per Month
01	24 Hrs. operation and maintenance of Fire Installation consisting of Wet-Riser and Sprinkler System comprising 75 HP pump sets-2 nos., 79 BHP Diesel engine coupled pump set-1 no. Jockey pump set 15 HP-1 Comprehensive no. along with all respective control & safeties.	Comprehensive	
02	Operation and maintenance of Fire detection & Alarm system comprising 14 Zonal panels, One Master control panel at Ground floor i/c the P.A. system with talk- back complete.	Comprehensive	
<b>Total</b>			
<b>Tax (If any)</b>			
<b>Grand Total</b>			

**Acceptance by the Tenderer**

I hereby affirm that I have read all the instructions, terms & conditions before submission of the Financial Bid.

**(SIGNATURE OF**

**TENDERER) with office seal**

**Telephone No:** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Place:** \_\_\_\_\_