

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT  
CORPORATION LIMITED.**

**WEBEL BHAVAN  
BLOCK-EP&GP  
SECTOR – V, BIDHANNAGAR  
SALT LAKE  
KOLKATA – 700 091**

**E-Tender Documents**

**For Annual Maintenance Contract of Fire Alarm & Fire Protection  
System installed at Webel IT Park – Rajarhat**

**Price: Rs.500**

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED**

**Notice Inviting E-Tender**

**NIT No: – EC:07: Webel: IT Park: RAJ: AMC: Fire: 2022-23: 043**

**Dated: 26.09.2022**

West Bengal Electronics Industry Development Corporation Ltd. (WBEIDC) / Webel invites sealed tenders from the firms who are eligible as per eligibility criteria given herewith for the under mentioned work.

1. Name of Work: Annual Maintenance Contract (Non Comprehensive) of Fire Fighting, Fire Alarm & Detection System installed at Webel IT Park – Rajarhat
2. Location: Webel IT Park, DH Block, Action Area I, Newtown, North 24 Pgs., PIN: 700156,
3. Tenure of work: 36 months from the date of LOI /LOA.
4. Estimated cost of work : Total estimated cost ₹ 3.50 Lakhs inclusive of taxes for 36 months
5. Cost of tender documents: ₹ **500.00** (Rupees Five Hundred only) per tender document has to be remitted through Net banking or through RTGS /NEFT through the [https://wbtenders.gov.in //portal](https://wbtenders.gov.in//portal) as per **G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.**
6. Earnest Money Deposit: ₹ **7000.00** (Rupees Seven Thousand only) through Net banking or through RTGS / NEFT through the [https://wbtenders.gov.in //portal](https://wbtenders.gov.in//portal) as per **G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.**
7. **Additional performance Security:** The Additional Performance Security @10% of the tendered amount shall be obtained from the successful bidder /contractor if the accepted bid value is 80% or less of the estimate put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee/ demand draft from any Scheduled Bank before issuance of the work order. If the bidder fails to submit the Additional Performance Security within 7 days from the date of issuance of Letter of Acceptance, his/her earnest money will be forfeited and other necessary action as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee (BG) shall have to be valid to the end of the contract period and shall be renewed accordingly, if required. The BG shall be returned immediately on successful completion of the contract. If the contractor fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor.
8. Availability of tender: Tender documents will be available at the official website of WBEIDCL, [www.webel.in/tender.html](http://www.webel.in/tender.html) & also <https://wbtenders.gov.in> on and from 29.09.2022 The agencies have to download tender document from website.

9. Last date of receipt of tenders: Upto 3.30 P.M. on 19.10.2022 as per instructions in Tender documents.

10. Validity of offer: For a period of 90 days from the date of opening of Cover – II.

**11. TWO BID SYSTEM**

This NIT is of Two Bid Tender, i) Technical & ii) Financial, both to be submitted concurrently in the portal. The Bidders who will be Technically pre-qualified in respect to Technical and Financial eligibility/capability criteria specified in the below mentioned subsequent clauses can only be permitted to participate in the Financial Bidding.

**12. TENDER DOCUMENT**

- a. In the event of e-tendering intending bidder may download the tender document from the website directly by the help of his Digital Signature Certificate & upload the same with other documents along with necessary Earnest Money. The bidder shall pay an EMD of Rs. 7,000.00 (Rupees Seven Thousand only) through Net banking or through RTGS /NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal . Necessary cost of tender documents (tender fees) of Rs. 500/- (Rupees Five Hundred only) has to be remitted through Net banking or through RTGS /NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
- b. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website [wbtenders.gov.in](https://wbtenders.gov.in).
- c. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Page – 1 of this Tender Document.
- d. The FINANCIAL OFFER of the prospective tenderer/Bidder will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' of WBEIDC. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

**13. Eligibility criteria for participation in the tender**

- i) Intending bidders should have credential with proper completion certificate of executing two similar works i.e. Annual Maintenance of Fire Fighting, Fire Alarm & Fire detection System each costing not less than Rs. (50% of estimated cost on annual basis) or one similar work costing not less than Rs. (80% of estimated cost on annual basis) within any office/commercial/industrial building premises under Govt., Semi-Govt., PSU or reputed private utility companies during last 5 years.
- ii) Credential certificate issued by the competent authority of any State / Central Govt., State / Central Govt. Undertaking, Statutory / Autonomous bodies, on the executed value of completed / running work will be taken as credential.

- iii) All intending Bidders are required to produce Tax return (for the last assessment year as applicable) as submitted along with valid Trade License, PAN, PF registration, ESI registration, GST Registration Certificate as applicable (to be documented through e-filing).
- iv) Registered Partnership deed should be furnished (for partnership firm only) along with Power of Attorney to sign on the tender documents (if required) and the company shall furnish the Article of Association and Memorandum (to be documented through e-filing).
- v) A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.

#### 14. PRICE ADJUSTMENT/PRICE PREFERENCE

- a) No Adjustment of Price OR Price Escalation of any kind will be allowed. The bidder shall quote their rate accordingly considering that no escalation and/ or price- adjustment will be allowed by the department thereto under any circumstances.
- b) No Mobilization Advance will be allowed
- c) No Price preference will be allowed for the Work under this NIT.

#### 15. Date & Time Schedule

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	29.09.22 at 4:00 PM
2	Documents download/sale start date (Online)	29.09.22 at 4:30 PM
3	Documents download/sale end date (Online)	19.10.22 at 2:00 PM
4	Pre Bid Meeting at Webel Bhavan (Off Line)	
5	Corrigendum, if any will be published (On Line)	11.10.22 at 4:00 PM
6	Bid submission start date (On line)	11.10.22 at 4:30 PM
8	Bid Submission closing (On line)	19.10.22 at 3:30 PM
9	Bid opening date for Technical Proposals (Online)	20.10.22 at 3:30 PM

10	Date of uploading list for Technically Qualified Bidder (online)	To be intimated later
11	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be intimated later
12	Date for opening of Financial Proposal (Online)	To be intimated later

## 16. FINANCIAL PROPOSAL

Price Bid as per format provided in the relevant section to be submitted separately as mentioned in the tender document. Insertion of Price bid in Techno-Commercial proposal will summarily cancel the bid.

## 17. Amendment of Invitation

At any time 3 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

18. The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from relevant website.

19. a. The bidder shall pay an EMD of Rs. 7,000.00 (Rupees Seven Thousand Hundred only) within the period of tender submission through Net banking or through RTGS /NEFT through the [https://wbtenders.gov.in //portal](https://wbtenders.gov.in//portal) as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.

b. Necessary cost of tender documents (tender fees) of Rs. 500/- (Rupees Five Hundred only) has also to be remitted within the period of tender submission through Net banking or through RTGS /NEFT through the [https://wbtenders.gov.in //portal](https://wbtenders.gov.in//portal) as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.

20. The Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of the tenderers qualifying the technical bid shall be communicated to them at a later date.

Online tender documents submitted by intending bidders shall be opened only of those bidders, whose EMD & Cost of Tender Documents will be in order.

21. The contractors should quote the rate in figures as well as in words. The amount for each item should be worked out and the requisite totals given.

Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

All rates shall be quoted on the proper form of the tender alone.

The WEBEL does not bind it-self to accept the lowest or any tender and reserves to itself 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.

It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the competent authority in the WEBEL.

List of Documents to be scanned and uploaded within the period of tender submission:

Certificates of Work Experience.

Article of agreement of the firm, Certificate of incorporation, Partnership Deed as applicable.

Current Tax return (for the assessment year as applicable) along with valid Trade License, Professional Tax deposit Challan.

PAN, GST, PF Registration, ESI

The Managing Director  
WBEIDCL  
Webel Bhavan  
Block-EP & GP, Sector-V

**SECTION – A**  
**INSTRUCTION TO BIDDERS**

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**General guidance for e Tendering :**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Bidders to participate in e-Tendering

**i) Registration of Bidder :**

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to [wbtenders.gov.in](http://wbtenders.gov.in) (the web portal of Public Works Department) the Bidder is to click on the link for e-Tendering site as given on the web portal.

**ii) Digital Signature Certificate (DSC) :**

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

**iii) The Bidder can search & download NIT & Tender Document(s) electronically from**

computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**iv) Submission of Tenders :**

Tenders are to be submitted through online to the website stated in Clause A.(i). in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**Technical Proposal :**

The technical proposal should contain scanned copies of the following in two covers (folders).

**a) Statutory Cover Containing the following documents :**

**1) Technical Document**

- ◆ Scanned copy / Screenshot of the receipt of online submission of Tender Cost and EMD through Net banking or through RTGS /NEFT in the portal of the website: <https://wbtenders.gov.in>

**2. Tender Document**

- ◆ NIT to be Uploaded Digitally Signed (Do not fill the details)

**b) Non-statutory cover containing the following documents :**

- i) PAN, ESI, PF registration, GST Registration
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v) Current Tax return (for the assessment year as applicable) along with valid Trade License, Professional Tax deposit Challan.

N.B. : Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder.

Next Click the tab “ Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	CERTIFICATE(S)	CERTIFICATE(S)	Current Income Tax return (for the assessment year as applicable) , PAN, ESI, PF registration, GST Registration Certificate & Professional Tax receipt challan
B.	Company Detail(s)	Company Details – I	i) Proprietorship Firm (Trade License), ii) Partnership Firm (Partnership Deed, iii) Ltd. Company (Incorporation Certificate, Trade License), iv) Society (Society Registration Copy, Trade License), v)



			Power of Attorney
C.	Credential (in applicable cases)	Credential-1  Credential-2	<ul style="list-style-type: none"> <li>- Refer to the eligibility criteria</li> <li>- The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.</li> </ul>

**c) Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the rate online through computer in the space Marked for quoting rate in the BOQ.

The FORM OF TENDER as per annexed format is to be filled up under letter-head and uploaded by the Tenderer in cover-II.

**PENALTY FOR SUPPRESSION/ DISTORTION OF FACTS OR SUBMISSION OF INCORRECT INFORMATION:**

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates and audited balance sheets), or any other documents on demand of the Quotation Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the quotation on e- Tender platform for 3 (three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, West Bengal Electronics Industry Development Corporation Ltd. (Webel Bhavan) may take appropriate legal action against such bidder.

**AWARD OF CONTRACT:**

The Tender Committee reserves the right to accept or reject any quotation and to cancel the quotation inviting process and reject all Quotations at any time.

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter/email.

The notification of award will initiate the execution of agreement.

The Agreement in prescribed composite Tender Form will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

**GENERAL TERMS & CONDITIONS OF THE CONTRACT (GTC)**

1. The period of contract will be 36 (Thirty Six) months from the date of placement of work order. The period of contract may be extended for another term of one year or multiple of it against the prayer from the Agency. However, the same is dependent on their satisfactory services / performance, although the decision of the management in this respect is final.
2. Successful bidder shall deposit a security deposit of amounting Rs.35,000.00/- after adjusting the EMD within 7 (Seven) days after awarding work order. The deposit will not carry any interest and will be refunded after 3 months of expiry of the contract (satisfactory completion of work). In the event of breach of contract or found unsatisfactory performance by the contractor, the security deposit will be forfeited & WBEIDC management decision in such matter shall be final.
3. The maintenance charges shall be paid to the contractor after the end of each month. 1% labour cess will be deducted from the bill. The contractor shall submit monthly bill along with service reports/ certificates duly signed by WBEIDC's representative indicating that, the whole work is carried out satisfactorily.
4. Rates quoted by the contractor shall be firm for the entire period of the contract.
5. The rates quoted shall include cost of all tools and tackles, manpower cost including wages, applicable taxes, levies, etc., payable to the appropriate authority. No extra payment over and above the rate quoted shall be made to the contractor in this respect.
6. The contractor should comply with the requirements of latest Labour Acts and Minimum Wages Act, 1948 and its latest amendment including taking necessary insurance cover for its staff, if required.
7. The contractor shall be solely responsible for all injury to the workmen and for all damages caused to the building and other properties that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. If required, contractor may obtain necessary insurance cover for his employees. The contractor shall fully indemnify WBEIDCL and hold WBEIDCL harmless in respect of all and any such expenses arising from all such injury or damages to any persons(s) or property as aforesaid and also in respect of any claim made in respect of injury or damage under any act of compensation or damage consequent upon such claim.
8. The authority reserves the right to accept or to reject any or all part of this tender at any point of time without assigning any reason what so ever.
9. In case of unsatisfactory service, WBEIDCL reserves the right to terminate the contract by giving 30 days' notice and forfeit the security deposit. Before quoting, the bidder may visit the site and make himself familiar with the site, nature and conditions of work involved.

10. The successful contractor is required to give an undertaking with the bill that he is making regular payments to his employees as per the Minimum Wages Act and complies all other applicable laws.

11. The contractor is required to carry out additional minor repair/replacement works. No additional payment for the same shall be made as it is deemed to be included in the quoted cost.

12. Renewal of fire safety certificate need to be applied and arranged by the contractor on behalf of WBEIDC Ltd from the concerned Fire Office, Govt. of WB. All application process including any incidental charges towards Fire NOC renewal is under the scope of the contractor. No additional payment for the same shall be made as it is deemed to be included in the quoted cost.

### SPECIAL TERMS & CONDITION (STC)

1. Any complaints in respect of the scheduled jobs/ defective equipment/parts/repairs etc. should be attended by the Agency at the earliest after obtaining the information. **In fact the emergency repairing work/ works to be attended on the next day if complaints being lodged before 12 noon.**
2. The material charges, if any, shall be paid to the contractor on reimbursement basis subject to production of invoice/ cash memos and after verification from market. Contractor is to take up such works only after obtaining due approval of WBEIDCL. WBEIDCL decision in all such matters shall be final and binding on the contractor.
3. Monthly bill would be raised by the Agency regularly. Pro-rata deductions of claimed amount against their bill may be made by the Corporation for lack of proper execution / non execution of any work / part of the work as mentioned in Order.
4. If the Corporation finds any of the Agency's workmen unsuitable on good and reasonable ground, the decision of the Corporation shall be final and binding. And in all such cases, if so required, the Agency shall have to replace such personnel immediately.
5. The Contractor shall have to comply with the Scope of work with stated frequency of job, General Terms & Conditions and Special instruction, if any, as furnished in respective Annexures.
6. The Contractor shall also comply with provision of ESI Act. 1948 and rules framed there under in respect of your workers to be engaged for this job. The agency shall have to obtain ESI Code Number from the local ESI authorities for the said purpose and furnish the Code Number allotted by **ESI authorities**.
7. The Contractor shall confirm to in all respect with provision of any such statute, ordinance or law as aforesaid and the rules, regulations or bye-laws of any local or other duly constituted authority which may be applicable to the works or to any temporary work and such rules and regulation of public bodies as aforesaid and shall keep the Corporation identified against all penalties and liability of every kind of breach of any such statute. Ordinance, law rule, regulations or bye-laws etc.
8. The Contractor shall have to comply with the provisions of all labour rules, wages Act and 1948 Workmen's Compensation Act and modification thereof in respect of men to be employed by the Contractor, for carrying out the specified job observing the latest amendment in Minimum Wages Act and workmen's compensation Act. Moreover, the Agency shall have to pay at least Minimum wage to the deployed persons, as fixed by Govt. of West Bengal, during the tenure of the contract.

9. The Contractor shall have to register with **Provident Fund Authority** under Contract Labour Act and consequently they shall have to obtain PF Registration number. The Agency shall also have to deposit requisite amount to PF authority as per statutory PF Rules applicable for Contract Labour.
10. The Contractor may survey (with technical team) to understand the system conditions / healthiness before participating in the tender of Annual Maintenance Contract.
11. Annual Maintenance Contract shall cover cost of consumables if require for preventive maintenance or repairing of the system or any part of the system. In case of any items, which require replacement shall be chargeable.
12. Annual Maintenance Contract covers Preventive Maintenance once in a month.
13. A Log book / register shall be maintained at site for keeping records of the system healthiness and other relevant information's on whole period of Annual Maintenance Contract.
14. Rules of Preventive Maintenance Services shall follow the guideline either of ISI or NFPA, as and when define.
15. Required Consumable under Annual Maintenance Contract shall be under scope of agency.
16. Annual Maintenance Contract shall also include a professional training to all conservancy workers, security persons and WBEIDC officials at site with drilling once in a quarter. Mock drills to be conducted twice in a year.
17. From minor defects to complete break – down of the systems, the agency always informs to the owner with a complete report of the systems along with list if items require for repairing the system along with estimated cost.
18. Required freight charges to be paid by the owner in case of machineries handling for repairing. No additional payment for the same shall be made as it is deemed to be included in the quoted cost.

19. The agency always update the customer with features and benefits about the technical advancement happenings / possibilities of the systems.
20. In case of changes of installation location of any items or the whole systems that already installed with the system shall be charge separately.
21. Bidder must have credentials for execution of similar type Fire AMC job in Govt. building/ Offices or Reputed Private Organization. Also the firm preferably have service setup at Newtown/ Rajarhat or Kolkata area.

### **DETAILED SCOPE OF WORK**

The scope under this work as follows,

1. Testing of Fire Fighting System as per schedule which is attached as "**Annexure-I**" & "**System Installed**" is given below.
2. Maintenance of Records.
3. Replacement of defective equipment / parts & which will be paid on actual basis based on paid bills of the suppliers. The contractor shall maintain spare parts/ equipment of the "Schedule of Testing" for Testing at its own cost. In case of replacement of any part, WBEIDC will reimburse the price of the parts actually replaced, based on paid bills of the suppliers of the parts. All labour charges for replacement of the parts / equipment shall be included in the AMC and no extra on this account shall be paid to the contractor. All consumable such as grease, kerosene etc. except fuel shall be included in the AMC rate.
4. The period of replacement of parts that affect the system is indicated below. Those which are considered essential shall be rectified immediately. For others the period of repair is indicated.
5. To guide security personnel for extinguishing fire at the time of actual fire.

### **System Installed**

The following systems are installed as follows –

1. Main Electric Pump, Diesel Engine drive pump and Jockey Pump of complete with valves, instrumentation and panel.
2. Hydrant riser with hydrant valves, first aid hose reel and branch pipe RRL Hose.
3. Sprinkler system in respective floors.
4. Fire Alarm & Control System (FACP).
5. Public Address System.
6. Talk Back System.
7. Portable Fire Extinguishers.

**Detailed is attached as Annexure –II**

**Annexure-I**

**Schedule of Testing and Maintenance of Fire Fighting, Fire Alarm & Detection System at Webel IT Park Rajarhat**

Sl. No.	Item of Work	Interval of Testing (In weeks)
<b>Sprinkler System</b>		
1.1	Drain the line and check that the turbine bell with the Installation Control Valve has operated. In case of chocking, the same shall be cleaned and made operational. Water should be discharged until clear water is obtained.	2
1.2	Close and open all valves lines fully charged to remove internal coating of the seat. Wherever possible, where the outlet is available after the location of the valve, then the outlet should be opened and the valve should be closed. No water discharge should be seen through the valve. In case water discharge is in occupied area or an area where water discharge is not desired, then contractor should make provisions to dispose water to required location. All valves should be so tested. All valves shall be greased.	4
1.3	Record in Log Book the pressure in Gauge at ICV location	2
1.4	Rupture a sprinkler head at any location as directed by owner & after closing of valve, new sprinkler shall be provided. <b>The cost of new sprinkler is to be included in AMC rate.</b>	12
1.5	Clean all exposed pipes with lightly wet cloth and then with dry cloth until all dust has been removed.	8
1.6	Carry out spot welding and threading work in all parts of the system as required, either by leakage or due to operation. Subsequent painting shall also be carried out.	As required
1.7	Party must maintain a stock of number of sprinkler heads at site.	
1.8	Any line rupture affecting at least 10 sprinklers should be repaired within 24 hours. Other repairs should be carried out at the earliest.	



Sl. No.	Item of Work	Interval of Testing (In weeks)
<b>Fire Alarm Testing</b>		
2.1	<p>Test at least 10% of all detectors with smoke from Aerosol Spray and Hair Dryer for Heat Detectors. The LED on the detector should be lit after fire signal. Wherever Response Indicators are provided they should be illuminated to be visible.</p> <p>Immediately after alarm is sounded, the Hooter of floor shall be activated and the Floor AHU should shut down. The signal shall be available on the Main Panel as well as in the Repeater Panel. The exact address of the detector shall be available in the panel.</p> <p>After resetting the alarm, Detector should be cleaned with vacuum cleaner.</p>	4
2.2	<p>Manual Call Boxes should be tested with key switch. Immediately on alarm, the key should be removed.</p> <p>The signal shall be available on the Main Panel as well as in the Repeater Panel. The exact address of the Call Box shall be available in the panel.</p>	4
2.3	A detector shall be removed from Base. This should come on as a signal on the Panel with the local sounder.	4
2.4	Cleaning of all detectors with vacuum cleaner.	8
2.5	Above false ceiling detectors to be tested, where ever possible in areas with removable panels.	4
2.6	<p>Main Panel to be tested with Acknowledge, Alarm switch. During testing the Panel should operated on battery. [The scroll command shall be used to check the last 20 event, if applicable.]</p> <p>Monthly status reports shall be submitted to the Owners of operational detectors, faulty detectors/ devices, etc.</p>	2
2.7	<p>Any Loop defect affecting more than 5 detectors shall be repaired within 24 hours. Any defective detector shall be replaced within 48 hours. Any defect in the Panel shall be repaired within a week.</p> <p>Other repairs should be carried out at the earliest.</p>	As required
<b>P A System</b>		
3.1	Play cassette and check that consistent volume is available on all areas. There should be no disturbance in sound.	2
3.2	On Fire Signal, the hooters should go onto sounder mode for the respective floor.	4

Sl. No.	Item of Work	Interval of Testing (In weeks)
3.3	The Floor Selector Switches shall be switched on and off for different floors and the cassette sound should be checked on respective floor. The playback of the local floor should be heard through the talk back handset.	2
3.4	The micro phone should also be tested. Staff may use it to make announcements and to locate any persons.	As required
3.5	Any PA System defect affecting more than one floor shall be repaired within 24 hours. Other repairs should be carried out at the earliest	

<b>Hydrant System</b>		
4.1	One Hydrant externally and one of terrace shall be tested with hose and branch pipe. The jet shall be operated for at least 2 minutes. Hose shall be dried before rolling.	2
4.2	First Aid Hose Reels shall be tested by swinging it on its support and partly opening the hose and discharge of water for 60 seconds. Each Hose shall be tested. There shall be no leakage from MS piping or from clips holding rubber or even from rubber pipe. Hose pipe shall be rolled back uniformly, line by line.	4
4.3	First Aid Hose Reel shall be extended to full length and water discharged for 120 seconds. The pipe shall be rolled back uniformly, line by line.	8
4.4	Internal Hose Cabinet shutters (including glass) shall be cleaned every week. Dust and dirt within cabinet shall be removed in 4 weeks.	As noted
4.5	Hydrant on each floor shall be tested with hose and branch. The Agency shall make all arrangements for disposal of water in the premises so that there is no damage. The hose can be laid along the staircase down to the ground floor and discharged outside. After the hydrant on the 8th floor is tested, the hose should be removed and connected to the hydrant on the lower floor, and so on.	8
4.6	Any line rupture affecting at least 4 hydrants should be repaired within 24 hours. Others repairs should be carried out at the earliest.	
4.7	The AMC shall include repair or replacement of hose clips, hose nozzles, hydrant lugs, lug springs, hydrant rubber rings, hand wheel.	

<b>Pumping System</b>		
<b>Sl. No.</b>	<b>Item of Work</b>	<b>Interval of Testing (In weeks)</b>
5.1	Each Pump should be tested for at least 2 minutes twice in a month. Discharge of water should be from Hydrant or through a test line. Unnecessary sound and vibration should be noted and corrected.	2
5.2	Pump automation should be checked	2
5.3	Voltage and current should be recorded prior to testing.	2
5.4	Engine oil, battery water to be checked and topped every week. <b>[Cost to be included in AMC.]</b>	2
5.5	Fuel filter and other consumables to be changes as per recommended practice of manufacturer. <b>[Cost to be included in AMC]</b>	As required
5.6	Greasing to be carried out as per manufacturers recommendation. <b>Cost to be included in AMC.</b>	As required
5.7	Pump sets including foundation shall be cleaned with dry cloth and subsequently with kerosene dipped brush.	4
5.8	Close and open all valves in Pump House to remove internal coating on the seat. Wherever possible, where an outlet is available after the location of the valve, then the outlet should be opened and the valve should be closed. No water discharge should be seen through the valve.	2
5.9	The Pump Repeater Panel shall also indicate whenever a pump has been tested.	2
5.10	Cleaning of Fuel tank. Tank should be cleaned and refilled and reconnected within 12 hours. This should be done on a holiday.	25
5.11	Underground & Overhead Fire Tanks shall be drained and cleaned of any debris, muck and slime.	52
5.12	Any line rupture affecting the pump should be repaired within 24 hours. Other repairs should be carried out at the earliest.	
5.13	<u>Maintenance of Records &amp; Log Books</u> The agency shall maintain a Log Book of all activities and the manning staff. Inventory of equipment and spare stocks shall also be maintained. The Agency shall provide to the Owner in an A4 format file a summary of works carried out, its reports and materials requiring replacement on monthly basis.	

Annexure – II

**Bill Of Quantity of Fire Fighting, Fire Alarm & Detection System installed at Webel IT Park  
Rajarhat**

<b>Building Details</b>		<b>Rajarhat IT Park</b>
	<b>No. of floors</b>	<b>G+4</b>
	<b>Area (Sq.ft)[Super Built-up],</b>	<b>42191</b>
	Basement sq. ft.	
<b>Sl.No.</b>	<b>Description of item</b>	<b>Qty.</b>
1	Horizontal centrifugal pumps rated for 2850 LPM, totally enclosed fan cooled with supply conditions 415V, 3 phase 50 Hz, with mounting arrangement (1 Hydrant Pump and 1 Sprinkler Pump).	2
2	Standby diesel engine driven pumps 2850 LPM, totally enclosed fan cooled with supply conditions 415V, 3 phase 50 Hz, with mounting arrangement, direct injuction system, four stroke engine, coupling of engine and pump, accessories for engine include instruments panel with RPM indicator, ammeter, oil pressure gauge, starter button actuator, radiator with oil cooler, 200 ltrs.	1
3	Electrically driven jockey pump rated for 180 LPM, totally enclosed fan cooled with supply conditions 415V, 3 phase 50 Hz, with mounting arrangement.	1
4	<b>Fire Extinguishers</b>	
	ABC Powder type extinguishers of 2 kg.	07
	Carbon dioxide extinguishers of 4.5 kg.	15
	Dry Chemical Powder fire extinguishers of 9 kg.	02
	Mechanical Foam type fire extinguishers of 9 Ltrs.	
5	<b>Fire Alarm Panel</b>	
	Modular microprocessor based 2 loop panel.	1
6	Talk Back Panel	1
7	Flow switch indication Panel	1

Annexure - III

**Checklist (To be submitted along with Tender Application)**

1	2	3	4
Ref. No.	Qualifying Criterion	Particulars	Enclosure check list
1	TURNOVER :  (Annualized average financial turnover during the last three years ending 31 <sup>st</sup> March 2021)  <b>(This is required only for information and will not qualify /disqualify any bidder)</b>	Year INR (in Lacs)  2018-19  2019-20  2020-21  Average :	Proof of turnover enclosed (Abridged balance sheet and profit & loss A/c) :  YES/NO
2	Permanent Account No. (PAN)		Copy of PAN card enclosed :  YES/NO
3	ESI		Copy enclosed :  YES/NO
4	PF		Copy enclosed :  YES/NO
5	GSTIN		Copy enclosed :  YES/NO
6	Trade Licence		Copy enclosed :  YES/NO
7	Details of tender fee & EMD in favour of WBEIDC Ltd	DD Nos. _____  Dated :  Bank : _____	DD enclosed :  YES/NO
8	Copy of completion certificate / work order of similar nature of job		Copy enclosed :  YES/NO