



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

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

**Tender Documents**

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

**Price: Rs.200**



**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED**

**Notice Inviting Tender**

**NIT No: – EC:07: Webel: IT Park: Malda: AMC: Fire: 2020-21: 014**

**Dated: 14.09.2020**

West Bengal Electronics Industry Development Corporation Ltd. (WBEIDC Ltd) / 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 (AMC) of Fire Alarm & Fire Protection System installed at Webel IT Park – Malda
2. Location: Webel IT Park, Naldubi, Opp. Tata Motors of NH34, PO - Mangalbari, Dist- Malda, Pin-732142.
3. Tenure of work: 36 months from the date of LOI /LOA.
4. Cost of tender documents: ₹ 200.00 (Rupees Two Hundred only) in form of Demand Draft/ Pay Order (non-refundable) in favour of WBEIDC Ltd.
5. Earnest Money Deposit: ₹ 2,000.00 (Rupees Two Thousand only) in form of Demand Draft/Pay Order drawing in favour of WBEIDC Ltd.
6. Availability of tender: Tender Documents available at GM (ID&M) Office, Webel Bhavan, Block – EP & GP, Sector – V, Bidhannagar, Salt Lake, Kolkata – 700 091, during Office hours **OR** may be downloaded from the WBEIDC website **www.webel.in** against submission of crossed Demand Draft /Pay Order /Banker’s Cheque of Rs. 200.00 (Rupees Two Hundred) payable at Kolkata and drawn in favour of West Bengal Electronics Industry Development Corporation Limited up to 30.09.2020.
7. Pre-Bid meeting: A Pre-bid meeting will be held on 21.09.2020 at 03:00 PM. Interested Agencies may attend the same.
8. Last date of receipt of tenders: Before 3.00 P.M. on 30.09.2020 as per instructions in Tender documents.
9. Address of tender submission : Office of GM (ID&M),  
Webel Bhavan, Block – EP & GP,  
Salt Lake, Sector-V, Kolkata – 700091  
Tel: 033 2339 2322/2377

**Date and time of opening Cover – I: 3.30 P.M. on 30.09.2020**

10. Date of opening Cover – II: After examining the Cover-I of the tender, WBEIDC will open Cover-II of only those eligible tenderers who have satisfied the requirements of Cover-I. Schedule date & time of opening of Cover- II will be intimated to eligible tenderers in due course.

11. Validity of offer: For a period of 60 days from cover – II opening. Tender to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and superscribed with the name of the work.

Cover-I : Forwarding letter, Tender Cost, EMD, Tender Document duly filled(without price bid), Signed-sealed copies of all aforesaid credential in similar works and statutory documents, Record Notes of Pre-bid meeting if any duly signed and stamped if any.

Cover-II: Shall contain the offered price (Annexure - IV of the Tender Document) duly filled with hand written. No other condition stipulated in Cover-II, other than unconditional general rebate, shall be accepted. All pages of the Tender Document should have original signature with seal of the tenderer.

12. Cover-I will be opened on 30.09.2020 at 3.30 P.M. onwards in presence of WBEIDC officials and Tenderers who desire to attend. After examining the Cover-I of the tender, WBEIDC will only open the Cover-II of the successful tenderers who have satisfy the requirement of Cover-I.

Delays in submission of any part arising out of the postal irregularities/or any other at any stage will not be considered. Also the WBEIDC will not be responsible for damage in transit in case of Postal Delivery.

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time or will be intimated by WBEIDC.

**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.25,000.00/- after adjusting the EMD. The security deposit will be adjusted by deducting @10% from each bill and retained (subject to maximum of Rs.25000.00/-) during the contract period. 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. 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 Agency 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 agency 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 agency 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 agency 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 agency 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 agency makes necessary survey (with technical team) to understand the system conditions / healthiness before accepts the system under 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 North Bengal or nearby 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 Protection System at Webel IT Park – Malda**

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	<p><u>Maintenance of Records &amp; Log Books</u></p> <p>The agency shall maintain a Log Book of all activities and the manning staff. Inventory of equipment and spare stocks shall also be maintained.</p> <p>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.</p>	

**Annexure – II**

**Bill Of Quantity of Fire Alarm & Fire Fighting System installed at Webel IT Park – Malda**

<b>Building Details</b>		<b>Howrah IT Park</b>
	<b>No. of floors</b>	<b>G+3</b>
	<b>Area (Sq.ft)[Super Bulit-up],</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>	
	Carbon dioxide extinguishers of 4.5 kg.	10
	Carbon dioxide extinguishers of 2 kg.	
	Dry Chemical Powder fire extinguishers of 5 kg.	15
	Water type CO2 fire extinguishers of 9 Ltrs.	
5	<b>Fire Alarm Panel</b>	
	Modular microprocessor based 4 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	<p>TURNOVER :</p> <p>(Annualized average financial turnover during the last three years ending 31<sup>st</sup> March 2020)</p> <p><b>(This is required only for information and will not qualify /disqualify any bidder)</b></p>	<p>Year INR (in Lacs)</p> <p>2017-18</p> <p>2018-19</p> <p>2019-20</p> <p>Average :</p>	<p>Proof of turnover enclosed (Abridged balance sheet and profit &amp; loss A/c) :</p> <p>YES/NO</p>
2	Permanent Account No. (PAN)		<p>Copy of PAN card enclosed :</p> <p>YES/NO</p>
3	ESI		<p>Copy enclosed :</p> <p>YES/NO</p>
4	PF		<p>Copy enclosed :</p> <p>YES/NO</p>
5	GSTIN		<p>Copy enclosed :</p> <p>YES/NO</p>
6	Trade Licence		<p>Copy enclosed :</p> <p>YES/NO</p>
7	Details of tender fee & EMD in favour of WBEIDC Ltd	<p>DD Nos.</p> <p>_____</p> <p>Dated :</p> <p>Bank : _____</p>	<p>DD enclosed :</p> <p>YES/NO</p>
8	Copy of completion certificate / work order of similar nature of job		<p>Copy enclosed :</p> <p>YES/NO</p>

**Financial Offer**  
**(Financial offer to be submitted with Cover-II)**

**Tender for AMC of Fire Alarm & Fire Fighting System installed at Webel IT Park - Malda**

<b>Sl. No.</b>	<b>Description of the work</b>	<b>Unit</b>	<b>Rate</b>	<b>Qty.</b>	<b>Amount in ₹ including taxes</b>
1	Annual Maintenance Contract of Fire Alarm and Fire Protection System installed at Siliguri IT Park(Ph-III) of WBEIDC Ltd as per the terms and conditions and scope of work.	Month		36	
2	Renewal of Fire Safety Certificate by online application, liaising with Govt. Fire Inspector for fixation of Inspection date, facilitate during field inspection by Govt. Fire Dept. and bearing any incidental cost to obtain renewal of fire safety certificate for Webel/ WBEIDC Ltd.	LS		1	
<b>Total</b>					

**Note :**

1. The AMC rates quoted shall inclusive of all tools and tackles, manpower cost including wages, levies, incidental cost and applicable taxes etc.
2. Serial no. 2 amount can be claimed only after obtaining of renewal of fire safety certificate

We accept all the terms and conditions of the contract. Our rates for the contract are given as above.

Authorized Signatory

Date :