



**भारतीय लघु उद्योग विकास बैंक**  
सिडबी टॉवर, 15 अशोक मार्ग, लखनऊ - 226 001

**कार्य का नाम - सिडबी टॉवर 15 अशोक मार्ग लखनऊ में सञ्चालित  
अग्निशमन अलार्म तथा अग्निशमन प्रणाली का लिए वार्षिक रखरखाव  
करार(एएमसी)।**

**टण्डर आमन्त्रण की सूचना**

भारतीय लघु उद्योग विकास बैंक (सिडबी), सिडबी टॉवर, 15 अशोक मार्ग लखनऊ - 226 001 अपना सिडबी टॉवर 15 अशोक मार्ग लखनऊ - 226 001 स्थित प्रधान कार्यालय में सञ्चालित अग्निशमन अलार्म एवं अग्निशमन प्रणाली का लिए वार्षिक रखरखाव करार करने हेतु टण्डर आमन्त्रित करता है।

टण्डरकर्ताओं से अनुरोध है कि वे लिफाफा I में सीलबद्ध करके अपनी बोली टण्डर दस्तावेज का साथ सौंपें जिसमें अधिसूचना, टण्डर दस्तावेज, टण्डर सारांश, बोली का आवेदन सामान्य नियम एवं शर्तें टण्डर विवरण तकनीकी विवरण तथा धरोहर राशि(ईएमडी) का ड्राफ्ट लगा हुआ हो। साथ ही लिफाफा II में वित्तीय बोली लिखा हो। इन दोनों लिफाफों का अक्षर सारांश तथा हर एक पृष्ठ हस्ताक्षरित होना चाहिए।

टण्डर दस्तावेज हमारा कार्यालय संप्रति भी कार्य-दिवस(शनिवार-रविवार व अवकाश को छोड़कर) पर 19 जनवरी 2015 से प्रातः 10.00 बजे सुबह से सायं 5.30 बजे का बीच भारतीय लघु उद्योग विकास बैंक(सिडबी) सिडबी टॉवर 15 अशोक मार्ग लखनऊ - 226 001 से रु. 200/- दफ्तर प्राप्त किए जा सकते हैं।

निविदा फॉर्म सिडबी की वेबसाइट [www.sidbi.in](http://www.sidbi.in) से अथवा समेट्रल पब्लिक प्रोक्योरमेंट (सीपीपी) का पोर्टल <http://eprocure.gov.in> से 08 फरवरी 2015 तक डाउनलोड किए जा सकते हैं। जो फर्म उपर्युक्त फॉर्म को वेबसाइट से डाउनलोड करते हैं उनसे अनुरोध है कि वे टण्डर दस्तावेज का साथ सलग्न कर उक्त फॉर्म का शुल्क का मद में सिडबी का पक्ष में लखनऊ में आहरित रु. 200/- (रुपय दो सौ मात्र) का डिमाण्ड ड्राफ्ट प्रेषित करें।

धरोहर राशि जमा(ईएमडी) का आवश्यक डिमांड ड्राफ्ट तथा वित्तीय बोली दो अलग अलग लिफाफों में जमा की जानी चाहिए और इन लिफाफों – लिफाफा -1 का उपर “सिडबी टॉवर 15 अशोक मार्ग लखनऊ -226001 में सस्थापित अग्निशमन अलार्म एवमग्निशमन प्रणाली का लिए वार्षिक रखरखाव करार(एएमसी) (तकनीकी बोली)” तथा लिफाफा -2 का उपर “सिडबी टॉवर 15 अशोक मार्ग लखनऊ -226001 में सस्थापित अग्निशमन अलार्म एवमग्निशमन प्रणाली का लिए वार्षिक रखरखाव करार(एएमसी) (वित्तीय बोली)” क्रमशः लिखा होना चाहिए। दोनों सीलबद्ध लिफाफों को एक लिफाफा में बद्ध करका और उसका उपर “सिडबी टॉवर 15 अशोक मार्ग लखनऊ – 226 001 में सस्थापित अग्निशमन अलार्म एवमग्निशमन प्रणाली का लिए वार्षिक रखरखाव करार(एएमसी) (तकनीकी बोली) तथा लिफाफा 2 (वित्तीय बोली) ” लिखकर सिडबी कार्यालय का उपर्युक्त पतपर उक्त टण्डर को इस प्रकार सभजे कि व09 फरवरी 2015 को अधिकतम प्रातः 11.00 बजतक पहुँच जाए। जो बोलियाँ विनिर्दिष्ट समय तक नही पहुँचेंगी उसी स्वीकृत नही किया जाएगा और वी अस्वीकृत हो जाएगी।

उपर्युक्त ऑफर टण्डर दस्तावज में दिए गए विभिन्न नियम एवम शर्तों का अधीन होगा। बोलीकर्ताओसआग्रह हकि वकृपया वबसाइट को दखें और स्थल की स्थिति एवम इसस जुड आपूर्ति का बार में जानकारी ललें। स्थल निरीक्षण 19 जनवरी 2015 स06 फरवरी 2015 का दौरान प्रातः 10 बजससाय05 बजतक किया जा सकता ह।

शर्तसहित टण्डर को तुरत ही निरस्त कर दिया जाएगा और उसका मूल्यांकन नही किया जाएगा। टण्डर दस्तावज को प्रस्तुत करनस पूर्व किसी भी तरह का शकाओ का समाधान और स्पष्टीकरण का लिए प्रभारी अधिकारी समिला जा सकता ह।

टण्डर की वधता मूल्य बोली का खुलनस120 दिन तक रहगी।

कृपया नोट करें कि सिडबी बिना कोई कारण बताए सभी या किसी भी आवदन को निरस्त कर सकती ह।

हस्ताक्षर :  
टण्डरकर्ता :  
तिथि/ स्थान :  
सील मुहर :

इच्छुक एजेंसियों/ करारकर्ताओं/संअनुरोध हकि वटडर जमा करत  
समय निम्नलिखित प्रावधानों को ध्यान में रखें -

### पञ्जीकृत सूक्ष्म एवलघु उद्यम(एमएसई) का लिए प्राथमिकता

भारत सरकार की नीति का अनुसार उन सूक्ष्म एवलघु उद्यमी टडरकर्ताओं को निम्नलिखित खरीद प्राथमिकता प्रदान की जा सकती हजो जिला उद्योग कन्द्र या खादी एवल गामीण उद्योग आयोग या खादी एवल गामीण उद्योग बोर्ड या नारियल बोर्ड या राष्ट्रीय लघु उद्योग निगम या हस्तशिल्प एवल हस्तकरघा निदक्षालय या सूक्ष्म लघु एवल मध्यम उद्यम मन्त्रालय भारत सरकार द्वारा चिह्नित किसी अन्य निकाय में पञ्जीकृत होंग-

1. बैंक उन टडरकर्ताओं को मुफ्त में टडर दस्तावज उपलब्ध कराएगा जो पञ्जीकृत सूक्ष्म एवलघु उद्यम हों और एसउद्यमियों को धरोहर राशि जमा (ईएमडी) करन सभी मुक्त रखा जाएगा।
2. सूक्ष्म एवलघु उद्यमों को करार मूल्य का न्यूनतम 20 प्रतिशत तक सार्वजनिक अभिग्रहण करन की अनुमति प्रदान की जा सकती ह। यह तभी संभव होगा जब यसूक्ष्म एवलघु उद्यम एल 1 योग 15 प्रतिशत तक की मूल्य सीमा का अघर का कोटेशन मूल्य ऑफर करें और उस परिस्थिति में अपना मूल्य एल 1 का बराबर ल आएयदि एल 1 मूल्य सूक्ष्म एवलघु उद्यमों का अतिरिक्त किसी इकाई का ह। यदि इस स्थिति में एक संअधिक सूक्ष्म एवलघु उद्यम हो जात हैं तो आपूर्ति को आनुपातिक आधार पर बाटना होगा।
3. बैंक उपर्युक्त 20 प्रतिशत का 4 प्रतिशत कार्य/सघा का भाग का सार्वजनिक अभिग्रहण उन सूक्ष्म एवलघु उद्यमों संकरणा जिनका मालिक अनुसूचित जाति या अनुसूचित जनजाति का उद्यमी हों।

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**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**  
**SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001**

**Name of Work - Annual Maintenance Contract ( AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow,**

**Notice Inviting Tender**

Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001 invites tenders for Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow.

The tenderers are requested to submit their quotation in the attached Tender Document comprising Notification, Tender documents, Tender summary, Form of Quotation, General Terms and conditions, Tender Details, Technical specifications, EMD Draft – **Envelope I** and containing Price Bid - **Envelope II** duly filled in and signed on each page.

The tender document can be obtained from the office of Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001 from **January 19, 2015** between 10.00 am to 5:30 pm on working days (Monday to Friday) at a price of ₹200/- (Two hundred only).

The tender documents may also be downloaded from our website [www.sidbi.in](http://www.sidbi.in) as well as Central Public Procurement (CPP) Portal <http://eprocure.gov.in/>. upto **February 08, 2015**. Those who download the tender documents from the website will be required to submit a DD of Rs. 2,00/- (Rupees Two hundred only) towards cost of tender document by demand draft drawn in favour of **Small Industries Development Bank of India** payable at **Lucknow** along with the tender documents.

The tender along with requisite DD towards Earnest Money Deposit (EMD) and Price Bid shall be submitted in two separate sealed envelopes super scribing “Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow, – **Envelope I (Technical Bid)**” and “Annual Maintenance Contract ( AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow, . – **Envelope II (Price Bid)**” respectively. Both the sealed envelopes should be sent in a common envelope super scribing “Tender Document for Annual Maintenance Contract ( AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow, – Envelope I and II” and shall be sent at the above mentioned address of the office of SIDBI so as to reach on or before **11.00 am of February 09, 2015**. Late tenders will not be accepted and are liable to be rejected.

The above offer will be subject to various terms and conditions given in the Tender Document. The Bidders are requested to visit the site to acquaint with site conditions and type of supply involved. Site Visit can be done between **January 19, 2015 to February 06, 2015** timing 10.00 am to 5.00 pm.

**Conditional tenders will be summarily rejected and the tender may not be considered for evaluation.** Any doubt or clarification may be clarified from the officer-in-charge before submitting the Tender Document.

The validity of tender will be 120 days from the date of opening of the Price Bid.

Please note that SIDBI reserves the right to reject any or all the tenders without assigning any reason thereof.

**Signature** :

**Name of the Tenderer** :

**Date / Place** :

**Seal** :

**All the intending agencies/ contractors are also  
requested to note the following important provisions**

**Preference for registered Micro and Small Enterprises (MSEs)**

As per Policy of Government of India following purchase preference shall be given to Micro and Small Enterprises (MSEs) tenderers which are registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

1. The Bank shall provide the tender documents free of cost to the tenderers who are registered MSEs and such shall also be exempted from submission of earnest money deposit (EMD).
2. MSEs quoting price within the price band of L1 +15% shall also be allowed to provide a portion of requirements (services) by bringing down their price to L1 price, in a situation where L1 price from someone other than a MSEs and such MSEs shall be allowed to supply upto 20% of total tender value. In case of more than one such MSEs, the supply shall be shared proportionately.
3. The Bank has also earmarked a sub target of 4% procurement of goods/Services, out of 20% from MSEs, owned by SC/ST Entrepreneurs from MSEs.

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## Tender Summary

Sr. No.	Particulars	Details
1	Nature of Work	Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow.
2	Site of Work	SIDBI Tower at 15, Ashok Marg, Lucknow,- 226 001.
3	Stipulated dates Last date and time of submission of Tender Document	11:00 am <b>of February 09, 2015.</b>
	Opening of Tender	11:30 PM <b>of February 09, 2015.</b>
	Site Visit	Between <b>January 19, 2015 to February 06, 2015</b> between 10.00 am to 5.00 pm.
	Validity of Tender	120 days from the date of opening of Price Bid
4	Time period of contract	The period of contract will be 12 months from the date as mentioned in work order. This may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).
5	Earnest Money Deposit (EMD)	Demand draft for an amount of <b>₹13,000/- (Rupees thirteen thousand only)</b> drawn in favour of ' <b>Small Industries Development Bank of India</b> ' payable at Lucknow.
6	Refund of EMD	(i) To unsuccessful tenderer: After award and acceptance of work by successful tenderer without any Interest.  (ii) If the successful bidder fails to accept the LOI / sign the contract or do not provide the required performance security or expresses inability to carry out the contract or fails to start the work within stipulated time, SIDBI shall forfeit the bid security amount (EMD) of the bidder and ban the contractor from subsequent bidding for a period of 3 years





## Form of Quotation

**The DGM**  
SIDBI,  
Lucknow

Dear Sir,

**Sub:- Tenders for Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow.**

We have examined the terms and conditions for the Tender Document. We have also visited the sites where above work has to be carried out and acquainted ourselves with the nature of work involved. We hereby offer our quotations as specified in the Tender Document-Envelope II (Price Bid).

We have fully understood all the conditions made for the captioned work and have taken into account all the conditions while quoting the rates in the Tender Document- Envelope II (Price Bid). The bill of quantities in Price Bid has been read in conjunction with all the terms and conditions of Tender.

A Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ for an amount of ₹ \_\_\_\_\_ /- (Rs. \_\_\_\_\_ only) is enclosed herewith towards Earnest Money Deposit for the captioned work.

We are also aware that SIDBI reserves the right to reject any or all the offers without assigning any reason whatsoever. As required by you, I/We am/are returning herewith Tender Document (Envelope I & II ) duly signed by me/us at each page as a token of our acceptance of the provisions of the Tender Document.

In the event of this tender being accepted, I/we agree to undertake the work as specified in tender.

Signature :  
Name of the Tenderer :  
Date :  
Place :  
Seal :

**Tender for Annual Maintenance Contract ( AMC) of  
Fire Alarm and Fire Fighting System  
installed at SIDBI Tower at 15, Ashok Marg, Lucknow,**

**Eligibility criteria for Contractors**

Applications are invited from experienced and competent contractors ( Lucknow based/ having Branch office at Lucknow ) for taking up the Annual Maintenance Contract ( AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow subject to fulfilling following eligibility criteria

**Minimum qualifying criteria**

1. Contractors should have **minimum 5 years of experience** in the field.
2. Contractors should have done at least one job of following magnitude **in the last 3 years** -Fire fighting system Annual Maintenance and repair works of similar nature for the office premises having minimum cumulative built-up area of 50,000 sq.ft. Should have done one such kind of AMC work of **₹5.5 Lakh** or such kind of 2 nos. AMC work costing around **₹3.50 Lakh** per annum in last 3 years (ending with the last date for receipt of application).
3. The contractor should have valid Service Tax Registration, Registration with the labor Department, P.F. and ESI registration.
4. The contractor should be an Income-tax assessee and should have filed Income Tax return for the last assessment year.
  - a. Contractor to be in profit, at least in one financial year during the last three financial years.
  - b. Annual gross income reflected in any one of the three financial years shall be taxable.
5. The contractor could be a sole proprietary concern/ partnership firm or a company and should be registered with Registrar of Firms/ Companies wherever applicable.
6. Contractor should have sufficient manpower and tools to take up the work.

**How to apply**

Application should be submitted in the prescribed form (enclosed) along with signed and stamped copies of the following documents:-

- 1) Certificate of registration of the firm, if any
- 2) Solvency certificate from the Bankers or Income Tax return filing to assess the soundness
- 3) Letters of empanelment with other organization/ statutory bodies, if any.

- 4) **Letters of intent/ work order/ certificate from other employers showing details of work, value, etc., done in last 2 years.**
- 5) Necessary license, Registration certificates with various above mentioned departments, PAN, etc. duly signed and stamped by the contractor to be attached with the Tender.

Completed application form along with the above documents shall be submitted in sealed envelope clearly indicating the name of work on top of the envelope to :-

The Deputy General Manager ( Premises)  
Small Industries Development Bank of India  
SIDBI Tower, 15, Ashok Marg  
Lucknow - 226 001 (Uttar Pradesh)

Furnishing of false information or suppression of any information would lead to rejection of application and/or initiation of penal proceedings by the Bank.

(Dy. General Manager)

**APPLICATION FORM**

**(Technical Bid to be submitted in Envelope I)**

1. Name of the Organisation :.
2. Registered Address :
  - i. Telephone No. -
  - ii. Fax No. -
  - iii. E-mail address -
  - iv. Name of contact person -
3. Office Address/ Branch Address :
  - I. Telephone No. -
  - II. Fax No. -
  - III. E-mail address -
  - IV. Name of contact person -
4. Year of Establishment (Attach Supporting Document) :
5. Status of the firm :  
(whether Company/ Firm/ Proprietary)  
(In case of ltd. Company,  
Memorandum of Articles and  
Association to be attached)
6. Name of Directors/ Partners/ Proprietor
  - i)
  - ii)
  - iii)
7. Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention number and date :
8. a) Name and address of Bankers
  - i) ii)
  - ii) iv)

b) Enclose Solvency Certificate from the Bankers or Income tax return filing
9. Permanent Account Number (Copy to be attached) :

10. Details of last three years Income Tax return filed (Copy to be attached):
11. Details of Registration with the Labor office (copy to be attached) :
12. Details of Excise/ Service Tax Registration (copy to be attached) :
13. Details of P.F. ,ESI registration (copy to be attached) :
14. If registered in the panel of other organisations/ statutory bodies, such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.
  - i) ii)
  - iii) iv)
  - v) vi)
15. What are your fields of activities ? Mention the fields on preference basis.(Copy of LOI/ work order/ contract/ Completion certificate to be attached)
  - i) ii)
  - iii) iv)
  - v) vi)
16. Furnish detailed description and value of works done in last 3 years in Proforma-1 : and other details as per Proforma-2 .
17. Specify the maximum value of :  
work executed in a year during  
the period of last 5 years (copy of LOI  
/ work order to be attached)

18. Furnish the names and contact details of responsible persons who will be in a position to certify about the quality as well as past performance of your organization.

i)

ii)

iii)

**Note :** Where copies are required to be furnished these are to be certified copies preferably by the concerned agencies or a Government Officer.

**Annexure - I**

**Tender for Annual Maintenance Contract (AMC) of  
Fire Alarm and Fire Fighting System installed  
at SIDBI Tower at 15, Ashok Marg, Lucknow.**

**General Terms and Conditions**

1. The period of contract will be 12 months from the date as mentioned in work order. This may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).
2. Successful bidder shall deposit a security deposit equivalent to 7% of contract value (including EMD) in the form of Demand Draft drawn in favor of Small Industries Development Bank of India payable at Lucknow within a week from the date of issue of work order. The deposit will not carry any interest and will be refunded after completion of the contract. In the event of breach of contract by the contractor, the security deposit will be forfeited. Decision of SIDBI in such matters shall be final and cannot be challenged.
3. The monthly maintenance charges shall be paid to the contractor after completion of services of each month. The contractor shall submit monthly bill indicating that, the whole work is carried out satisfactorily along with the attendance sheet. Applicable taxes will be deducted at source. A copy of receipt of payments made to the workers (Cheque/ RTGS payments) shall be provided with the monthly bills. If observed that the payments being made are not as per labour law, Bank reserves the right to deduct required amount found eligible to be paid to the worker and pay the same directly to the worker. In that case bank may also impose suitable penalty to the contractor for non compliance of labour Law. SIDBI has the right to insist that the payment to the workers be made in presence of Bank's nominee.
4. Contractor shall provide receipt of deposition of P.F., ESI etc. of workers from concerned department along with the monthly bill.
5. **The contractor is required to obtain police verification report of his staff employed within one month from the award of contract at his own cost. Else, SIDBI reserves the right to withheld the payments and no plea in this regard shall be entertained.**
6. Rates quoted by the contractor shall be firm and no escalation will be considered for the first one year period of the contract. Contract may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).

7. The rates quoted shall include cost of all tools and tackles, manpower cost including wages(including P.F, ESI contribution Employee and Employer), liveries etc., taxes & duties (including applicable taxes such as services tax, Works contract Tax etc.), Insurance (if any) etc. payable to the appropriate authority. No extra payment over and above the rate quoted shall be made to the contractor in this respect.
8. **The contractor should comply with the requirements of latest Labor Laws and Minimum Wages Act, 1948 and its latest amendments, etc. Minimum wages of labour to be paid as per the approved latest applicable central Govt. minimum wages.**
9. Insurance - The contractor should take adequate insurance cover as per the extant rules / acts for its staff. In case the contractor fails to take necessary insurance cover, SIDBI may obtain such insurance cover and adjust the amount from contractors bills, deposits, etc. without any recourse to the contractor.
10. The contractor shall be entirely responsible for the conduct of his staff. In case of any misbehaviour / misconduct by the staff, contractor would have to remove such staff, as advised by SIDBI. If required, the contractor may be advised to obtain police verification report of his staff employed, whenever felt necessary. In case of non-compliance, SIDBI reserves the right to withhold the payments partly and no plea in this regard shall be entertained.
11. The contractor shall be solely responsible for all injury to the workmen and for all damages caused to the building, DG set and other properties that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. The contractor shall duly indemnify SIDBI and hold SIDBI harmless in respect of all and any such expenses arising from all such injuries or damages to any person(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.
12. In case of unsatisfactory service, SIDBI reserves the right to terminate the contract by giving 15 days notice and forfeit the security deposit. Decision of SIDBI in such matters shall be final and cannot be challenged.
13. Before quoting, the bidder may visit the site and make himself familiar with the site, nature and conditions of work involved.
14. The contractor or his authorized representative shall be present at site every day and closely supervise / monitor the entire work entrusted to him and report the progress of work / repairs etc. that needs to be taken up, to the caretaker / concerned officer regularly.
15. The successful Bidder shall be required to give an undertaking with the monthly bills in the enclosed format that he is making regular payments to his employees as per the Minimum Wages Act, ESI, EPF Act and complies all other applicable labour laws/ statutes.



16. The contractor is required to carry out additional minor repair / replacement works. No labour payment for the same shall be made as it is deemed to be included in the quoted rates. The cost of material, if any, shall be paid to the contractor on reimbursement basis subject to production of pucca bills / cash memos and after verification from market. Contractor shall take up such works only after obtaining due approval of SIDBI. SIDBI's decision in all such matters shall be final and binding on the contractor.
17. The contractor is required to provide a mobile phone to his site staff (atleast 1 no.), so as to contact him as and when needed. Else, penalty of Rs. 1000 per month would be applicable.
18. The contractor shall maintain necessary records / registers for stock and consumption of materials, etc. as advised by the Premises Department.
19. Technician/ workers deployed to the works shall be minimum 10<sup>th</sup> pass well trained and should have attended the fire safety course being arranged by District Chief fire officer from time to time and should have qualified written examination of same course. The supervisor involved should have minimum diploma in fire safety systems. The contractor is required to provide the educational qualification details and take prior approval from Bank before deploying any staff for the purpose.
20. The contractor shall organize fire drill once in every 6 months coordinating with the fire department and Bank and providing proper rescue training to the Bank's staff at the time of any emergency.
21. All workers should be provided with uniform and they should be all the time in uniform while in office premises.

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**Annexure - II**

**ANNUAL MAINTENANCE CONTRACT**

**Fire Alarm and Fire Fighting System**

**SCOPE**

The scope under this work entails the following :

1. Testing of various Fire Fighting Systems as per schedule given below.
2. Maintenance of Records.
3. Replacement of defective equipments / parts. Some equipments / parts shall be covered in the AMC rates ( as noted in the schedule of testing in bold). Others will be paid on actual basis based on paid bills of the suppliers. The contractor shall maintain spare parts/ equipments as given in schedule of Testing at its own cost. In case of replacement of any part, SIDBI 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 / equipments 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.
6. To conduct Fire drill in coordination with the fire department and Bank's Representative twice in a year.
7. To provide required training to its staffs for providing the necessary services towards fire safety.

**Systems provided**

The following systems have been provided:

- 1) Main Electric Pump of 2850 LPM, Diesel Engine drive pump of 2850 LPM and Jockey Pump of 280 LPM complete with valves, instrumentation and panel.
- 2) 2 numbers hydrant risers with hydrant valves, first aid hose reel, branch pipe RRL Hose.
- 3) Sprinkler system in Basement and stilt Floor.
- 4) Nittan Protocol (with Morley Panel) Fire Alarm System.
- 5) Public Address System.
- 6) Talk Back System.
- 7) Portable Fire Extinguishers.

### Schedule of Testing

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 choking, 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 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. 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 Guage at the ICV location	1
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 spinkler is to be included in AMC rate.</b>	26
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 3 number sprinkler heads at site.	
1.8	Any line rupture affecting at least 10 sprinklers should be repaired within 12 hours. Other repairs should be carried out within 24 hours. <b>In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.</b>	
<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.</p> <p>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, the AHU shall start running and hooter should stop sounding. Detector should be cleaned with vaccum cleaner.</p>	4

2.2	Manual Call Boxes should be tested with key switch. Immediately on alarm, the key should be removed.  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.	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 vaccum cleaner	8
2.5	AHU shut down should be tested only one per floor. For other detector testing the Output Module connection can be desengaged and again reconnected after completion of works	4
2.6	Above false ceiling detectors to be tested, where ever possible in areas with removable panels.	4
2.7	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 events.  Monthly status reports shall be submitted to the Owners of operational detectors, faulty detectors/ devices, etc.	2
2.8	Any Loop defect affecting more than 5 detectors shall be repaired within 12 hours. Any defective detector shall be repalced within 6 hours, or by start on next working day. Any defect in the Panel shall be repaired within 6 hours. This includes Loop Cards, Master Card, Power Card, Loop Drivers, Transformers, etc. Other repairs should be carried out within 24 hours. <b>In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.</b> <b>The replaced parts shall be paid extra as per actuals.</b>	As required
2.9	Party must maintain an inventory of 5 number Nittan ionisation Detectors, 2 numbers each of Photo Electric and Rate of Rise Heat Detectors, 2 numbers Output Module, 2 numbers Manual call box, 100 metres wire, 5 numbers response Indicator, 1 number Morley Loop Card, 1 number Loop Driver Unit at site which shall be inspected by Owner regularly or at least on a monthly basis. Reimbursement shall be made for the parts actually replaced, based on paid bills of the suppliers of the parts.	
<b>Portable Fire extinguishers</b>		
		Total no. of Extinguishers Installed at SIDBI tower .
3.1	All Extinguishers shall be numbered and inventory maintained	
3.2	Carbon Dioxide Cylinders shall be tested by checking the pressure gauge. Once in a quarter randomly <b>1 to 2</b> extinguishers shall be fully discharged and refilled. <b>Cost to be included in AMC.</b>	24

3.3	All DCP type extinguisher shall be checked by weight once in a week. And once in a quarter randomly <b>1 number DCP</b> Cylinder be fully discharged and refilled within one week. <b>Cost to be included in AMC.</b>	6
3.4	ABC type Fire Extinguishers to be tested by checking the pressure gauge and randomly once in quarter <b>2 to 3</b> extinguishers shall be full discharged and refilled within one week. <b>Cost to be included in AMC.</b>	47+27
3.5	All extinguishers and boxes shall be cleaned twice a week.	104
3.6	All extinguishers shall be pressure tested every year. The Cartridge of extinguishers shall be weighed and refilled if required. Complete inventory shall be maintained in Log Book on a Monthly basis. <b>The cost of refilling of Cartridge shall be borne by SIDBI.</b>	104
3.7	Not more than 10% of extinguishers of each type shall be kept inoperative at any time. Inoperative extinguishers shall be replaced / refilled within 7 days. <b>The cost of refilling shall be borne by SIDBI. In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.</b>	
<b>P A System</b>		
4.1	Play cassette and check that consistent volume is available on all areas. There should be no disturbance in sound.	2
4.2	On Fire Signal, the hooters should go onto sounder mode for the respective floor.	4
4.3	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
4.4	The micro phone should also be tested. Staff may use it to make announcements and to locate any persons.	As required
4.5	Any PA System defect affecting more than one floor shall be repaired within 12 hours. Other repairs should be carried out within 24 hours. <b>In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.</b>	
<b>Hydrant System</b>		
5.1	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
5.2	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
5.3	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
5.4	Internal Hose Cabinet shutters (including glass) shall be cleaned every week. Dust and dirt within cabinet shall be removed in 4 weeks.	As noted

5.5	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
5.6	Any line rupture affecting at least 4 hydrants should be repaired within 12 hours. Others repairs should be carried out within 24 hours. <b>In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.</b>	
5.7	<b>The AMC shall include repair or replacement of hose clips, hose nozzles, hydrant lugs, lug springs, hydrant rubber rings, hand wheel.</b>	
<b>Pumping System</b>		
6.1	Each Pump should be tested for at least 60 seconds every day. Discharge of water should be from Hydrant or through a test line. Unnecessary sound and vibration should be noted and corrected.	Each day
6.2	Pump automotation should be checked	1
6.3	Voltage and current should be recorded prior to testing.	1
6.4	Engine oil, battery water to be checked and topped every week. <b>Cost to be included in AMC.</b>	1
6.5	Fuel filter and other consumables to be changes as per recommended practice of manufacturer. <b>Cost to be included in AMC</b>	As required
6.6	Greasing to be carried out as per manufacturers recommendation. <b>Cost to be included in AMC.</b>	As required
6.7	Pump sets including foundation shall be cleaned with dry cloth and subsequently with kerosene dipped brush.	4
6.8	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.	1
6.90	The Pump Repeater Panel shall also indicate whenever a pump has been tested.	1
6.10	Cleaning of Fuel tank. Tank should be cleaned and refilled and reconnected within 12 hours. This should be done on a holiday.	25
6.11	Underground & Overhead Fire Tanks shall be drained and cleaned of any debris, muck and slime.	52
6.12	Any line rupture affecting the pump should be repaired within 12 hours. Other repairs should be carried out within 24 hours. <b>In case of any delay in carrying out of such works, a fine of Rs. 1000 per hour shall be imposed.</b>	
7.1	<b>Maintenance of Records &amp; Log Books</b>  The agency shall maintain a Log Book of all activities and the manning staff. Inventory of equipments 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.	
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**DUTY HOURS** - 24 Hours every day including all holidays, Saturday & Sundays round the clock.

The indicative minimum manpower required at site including uniform and all tools & tackles as follows,

1. One Supervisor (Experienced Person minimum 10 years with Diploma in Fire safety/ Trade relevant Certificate) - Minimum two to three visit in a week for at least 1(one) hours and also as and when required)
2. One Fire Safety cum Pump and Panel experienced Operator (Semi- Skill) be on duty for 24 hrs round the clock in 3 shift basis at site, i.e. SIDBI Tower.

**Note:** The Contractor's staff should also guide/ help security personnel of the office in case of any fire incident. These technicians/supervisors must also be available on call during off-duty hours in case of emergency.

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**UNDERTAKING BY THE LABOUR CONTRACTOR**

I, ..... S/o .....  
Proprietor / Partner / Director of ..... do hereby declare and  
undertake as under:

That in the capacity of independent Labour Contractor for M/s. ....  
..... I have complied with the provisions of all laws as applicable. I  
have paid the wages for the month of ..... which are not less  
than the minimum rates as applicable, to all my employees and no other  
dues are payable to any employee.

That I have covered all the eligible employees under Employees'  
Provident Funds and Miscellaneous Provisions Act and the Employees' State  
Insurance Act and deposited the contributions for the following months and  
as such no amount towards contributions whatsoever is payable.

I further declare and undertake that in case any liability pertaining to  
my employees is to be discharged by the M/s. .... due to  
my lapse, I undertake to reimburse the same M/s. .... is  
also authorized to deduct the same from my dues as payable.

LABOUR CONTRACTOR

Authorised Signatory

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**PROFORMA - 1**

**PARTICULARS IN RESPECT OF WORK EXECUTED and WORK IN PROGRESS)**

Sl. No.	Name of Work/ Project with Address	Short Description of Work and built up area	Name, Contact no. & address of Owner	Value of Work Executed	Stipulated Time of Completion	Actual Time of Completion	Name & contact no. of Organization /Architect/ Engineering-in-charge
1	2	3	4	5	6 *	7 *	8 *

**\* Applicable for executed works**

**PROFORMA - 2**  
**KEY PERSONNEL PERMANENTLY EMPLOYED**

Sl. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any Other
1	2	3	4	5	6	7

**APPLICATION FORM****(Price Bid to be submitted in Envelope II )**

**Tender for Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow.**

Sl. No.	Description of the work	All inclusive rate per month in (₹) (in words and figures)
1	<p>Providing Services for Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow as per the terms and conditions given in <b>Annexure-I</b> and scope of work given in <b>Annexure-II</b>.</p> <p>Suggested Manpower required :</p> <p><b>1. Supervisor - 1 No.</b> (two to three visit in a week for at least 1(one) hour and also as and when required) (10th pass &amp; completed an appropriate diploma course in fire fighting) (<i>Visit weekly two to three times or as required for checking the entire system at SIDBI Tower</i>)</p> <p><b>2. Semi Skilled Technician: 1 No.</b> 24 hrs in 3 shift basis round the clock including all holidays, Saturdays and Sundays.</p>	
	Discount if Any	
	Add - Service Tax @ 12.36%	
	<b>Total cost per month (All Inclusive )</b>	
	<b>Total cost per annum (All Inclusive ) x12 months</b>	

The rates/Charges/amount as indicated above are inclusive of all taxes, duties, ESI, EPF, Insurance, etc.

SIDBI would award the contract to the L-1 contractor but at the same time it would be seen that the offer is reasonable and in compliance with the minimum rates of wages as per Central Govt, ESI and EPF contribution. Offers not meeting the above criteria are liable for rejection. SIDBI reserves the right to call for the break-up of the cost towards manpower, wages proposed to be paid, to verify the reasonableness of the quoted price etc. in this regard.

**Note :**

1. The rates quoted shall include cost of all tools & tackles etc., in addition to the manpower cost (wages, liveries, Insurance etc.). Contractor is required to provide full dress with safety shoes for his employees as approved by SIDBI. The contractor's staff should always be in full uniform failing which a sum of Rs. 200/- per day per staff would be deducted from his bills at the discretion of SIDBI.
2. In case of non-attending to any defects / works in a reasonable time period as decided by SIDBI, a penalty of Rs. 500-2000/- per incidence would be recovered as the case may be at SIDBI's discretion.
3. In case any absence of above minimum required no. of worker as indicated above, a penalty @ Rs.500/- per person per day may be deducted).
4. If required, the contractor shall provide additional manpower to execute the major works, if any and in reasonable time, cost of which will be reimbursed on the basis of rates quoted by the Contractor accepted by the Bank.
5. The man power of the deployed should be well experienced. If the same is not found satisfactory, Bank can ask for their replacement without any obligations.
6. No conveyance will be paid separately for liasoning work .
7. SIDBI reserves right to delete part work from scope of contract without any compensation. In that case, rates shall be reduced proportionately.
8. Manpower suggested above/ in the tender are indicative and if required for proper execution of the mentioned work manpower may be added/ adjusted by the contractor without any addition cost to that quoted rates above.
9. Rates quoted by the contractor shall be firm and no escalation will be considered for the first one year period of the contract. Contract may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).

We accept all the terms and conditions of the Tender as given in format above and Annexure - I & II. Our rates for the contact are given as above.

Place:

Date :

[Authorised Signatory]  
[Rubber Stamp]