	Title of the Tender	:	**Annual Maintenance Contract of fire-fighting installation system at plot no.3A, sector-10, Kapas Bhavan, CBD Belapur, Navi Mumbai – 400 614(MS).**
2	Tender Ref. No.	:	CCI/HO/Kapas Bhavan/Estate/AMC_FF/2025-26 dated 31/10/2025
3	Product Category	:	Maintenance Contract
4	Sub Category	:	Annual Maintenance Contract for fire-fighting system Installation at Kapas Bhavan
5	Tender value	:	Rs. 5.77 lakhs
6	EMD	:	Rs. 15,000/- (Rupees Fifteen Thousand only)
7	Document Cost	:	NIL
8	Tender type	:	Annual Maintenance Contract
9	First announcement Date	:	31/10/2025
10	Pre-Bid Meeting	:	12/11/2025 at 14:30 hrs. (Kapas Bhavan)
11	Last Date & Time of Document Collection	:	All working days between 10.00 am to 5:30 p.m up to 19.11.2025
12	Last Date & Time of Submission	:	20.11.2025 up to 15:00 hrs. i.e. 3:00 p.m
13	Opening Date & Time	:	20.11.2025 up to 15:30 hrs. i.e. 3:30 p.m
14	Work description	:	Annual Maintenance Contract of fire-fighting system at Kapas Bhavan, CBD, Belapur, Navi Mumbai- 400 614
15	Pre-Qualification		i. Requisite EMD amount of Rs 15,000/- ii. Income Tax PAN (Self attested copy to be attached) iii. PF Reg. No. (Self attested copy to be attached) iv. ESI Reg. No. (Self attested copy to be attached) v. GST Number (Self attested copy to be attached) **vi. The party must be approved/valid licensing agency under Directorate of Maharashtra Fire Services, Govt. of Maharashtra approved for :** A. Fire Fighting System installation such as hydrants, sprinklers pumping etc. B. Detection and fire suppression system vii. (Self-attested copy of valid certificates to be attached) viii. The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years. ix. Average annual financial turnover during the last three year ending 31st March of the previous financial year (FY 2022-23, 2023-24, 2024-25) should having minimum 30% of estimate cost i.e. Rs. 1.73 lacs. The copy of certified certificate from independent chartered Accountant must be enclosed. x. Experience of having worked as Fire Fighting system Maintenance services/work in last Five years in any Office Building of *Government/PSU/Private organizations of repute.* The intending Tenderer must have successfully completed similar nature of works during last Five years ending last day of previous month should be either of the following :- 1. One work of Rs. 4.62 lacs per annum or above OR *2.* Two works of Rs 2.89 lacs per annum each. OR *3.* Three works of Rs. 2.31 lacs per annum each ***Please Note-*** *The self-attested copy of work experience certificate should be from the agency/agencies for which the tenderer has provided the AMC of firefighting & similar work i.e. self-attested copy of work completion certificate must be enclosed.*

भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

सूचना का अधिकार

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
निगमित पहचान संख्या :U51490MH1970GOI14733
दूरभाष् /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in,http://www.ministryoftextiles.gov.in

No. CCI/ HO/Kapas Bhavan/Estate/AMC_FF/2025-26 Date: 31.10.2024

1. भारतीय कपास निगम लिमिटेड, कपास भवन, सीबीडी, बेलापुर, नवी मुंबई में ग्राउंड फ्लोर पर भारतीय कपास निगम लिमिटेड अपने कपास भवन प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 (महाराष्ट्र राज्य) में स्थित विद्यमान फायर फायटिंग अधिष्ठापन की वार्षिक रखरखाव सेवाओं संबद्ध कार्य हेतु प्रतिष्ठित और अनुभवी एजेंसियों /फर्म /व्यक्तियों से दो बोलियों प्रणाली में मोहरबंद निविदा आमंत्रित करता है |

क्र.संख्या	कार्य का ब्यौरा	रिक्त टेंडर दस्तावेज मुल्य (रूपये में).	बयाना राशी रूपये	कार्य आदेश जारी करने के बाद कार्य पूरा करने की तारिख
I	भारतीय कपास निगम लिमिटेड अपने कपास भवन प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 (महाराष्ट्र राज्य) में स्थित विद्यमान फायर फायटिंग अधिष्ठापन की वार्षिक रखरखाव सेवाओं संबद्ध कार्य	विना मुल्य	15000/-	एक वर्ष (01.01.2026 से 31.12.2026)

2. इछुक एजेंसी/ कंपनी लोकेशन भारतीय कपास निगम लिमिटेड, **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सीबीडी बेलापुर नवी मुंबई-400 614** में सोमवार से शुक्रवार कार्यालय समय में सुबह 10 बजे से शाम 5.30 बजे के बीच दि. **31.10.2025 से 19.11.2025** तक निगम के कार्यालय से सुचना देकर देख सकते है । कार्या. दुरध्वनी क्र. 022-27579217 विस्तार क्रं 433/481.
3. निविदा के विस्तृत नियम एवं शर्तों के साथ एजेंसी / कंपनी अपना प्रस्ताव भारतीय कपास निगम लिमिटेड् के पक्ष मे किसी भी अनुसुचित बैंको में से तैयार बयाना राशी रूपये **15,000/-** (पंद्रह हजार रुपये केवल) का डिमांड ड्राफ्ट/ पे-आर्डर /बैंकर चेक अथवा NEFT/RTGS ऑन लाइन द्वारा नीचे लिखे बैंक विवरण के अनुसार भुगतान कर सकते है तथा उसके भुगतान का विवरण जैसे UTR, बैंक का नाम तथा तिथि का उल्लेख टेन्डर फार्म में अवश्य करे ।

Account Name	Cotton Corporation of India Ltd. ,	Account No.	29100500000074
Bank Name	Bank of Baroda , CSF Branch Mumbai	IFSC Code	BARB0CFSBAL

अपेक्षित बिना बयाना राशी के साथ आपका प्रस्ताव स्वीकृत नही किया जायेगा । एमएसई रजिस्टर्ड पार्टियों को (self-attested) certificate की कॉपी लगाने पर टेंडर में भाग लेने के लिए बयाना राशि जमा करने की छूट दी जायेगी, परंतु अगर काम दिया जाता है, तो ईएमडी राशि जमा कराना होगा ।

4. पूर्व बोली बैठक दि. **12.11.2025** अपराह्न **2:30** बजे **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614** मे होगी ।
5. इछुक एजेंसी/ कंपनी अपनी मोहरबंद निविदा अपराह्न **3:00** बजे दि. **20.11.2025** को या इसके पूर्व निगम की चौथी मंजिल पर रखी गई निविदा पेटी (टेंडर बॉक्स) कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 मे डाल सकते है ।
6. मोहरबंद निविदा निम्मानुसार भेजे :-
   लिफाफा "ए "– (तकनिकी बोलि -1 एवं बयाना राशी), लिफाफा "बी "– वित्तीय बोलि -2
   लिफाफा "सी"–लिफाफा "सी " में लिफाफा "ए " और "बी" दोनों होने चाहिए ।
   प्रत्येक लिफाफे पर **"भारतीय कपास निगम लिमिटेड अपने कपास भवन प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 (महाराष्ट्र राज्य) में स्थित विद्यमान फायर फायटिंग अधिष्ठापन की वार्षिक रखरखाव सेवाओं संबद्ध कार्य "** लिफाफे पर अंकित करे एवं और लिफाफे की बायी तरफ निविदा कर्ता का पूरा पता होना चाहिए ।
7. प्राप्त निविदा उसी दिन दि. **20.11.2025** को अपराह्न **3:30** बजे उपस्थित निविदा प्रतिनिधी के समक्ष खोले जायेंगे ।

निगम कोई निविदा स्वीकर या अस्वीकार (सभी निविदा अस्वीकार) करने का अपना अधिकार आरक्षित रखता है । तथापि निविदाकर्ता निगम से उनके निविदा की अस्वीकृत करने का कारण पुछ सकता है।

मुख्य महा प्रबंधक (विपणन)

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
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प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
निगमित पहचान संख्या :U51490MH1970GOI14733
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No. CCI/ HO/Kapas Bhavan/Estate/AMC_FF/2025-26 Date: 31.10.2025

TENDER NOTICE

The Cotton Corporation of India Limited invites sealed tenders in two bid system from eligible & experienced agencies/firms for Annual Maintenance contract for Fire Fighting installations at Kapas Bhavan situated in CBD, Belapur, Navi Mumbai-400 614 (Maharashtra State).

Sr. No	Particulars of the work	Blank Tender docs. Cost in Rs.	E M D in Rs.	Date of completion of work after issue of work order
I	**Annual Maintenance contract for Fire Fighting installations at Kapas Bhavan situated in CBD, Belapur, Navi Mumbai-400 614 (Maharashtra State).**	NIL	15000/-	One Year (from 01.01.2026 to 31.12.2026)

1. Interested party may visit the location during all office working days i.e. Monday to Friday between 10:00 a.m to 5:30 p.m **31.10.2025** to **19.11.2025** by intimation to The Cotton Corporation of India Ltd. , Kapas Bhavan Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai- 400 614 CCI Office contact No. 022-27579217 Extension No. 433/481**.**
2. Earnest Money Deposit (EMD) amounting to Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of Crossed Demand Draft/Pay Order/Banker's Cheque drawn on any of the scheduled Banks in favour of THE COTTON CORPORATION OF INDIA LTD., payable at Mumbai must accompany the tender or payment shall be made through NEFT/RTGS online as per the bank details mentioned below and the details of payment like UTR, Bank name and date must be mentioned in the tender form.

Account Name	Cotton Corporation of India Ltd. ,	Account No.	29100500000074
Bank Name	Bank of Baroda , CSF Branch Mumbai	IFSC Code	BARB0CFSBAL

3. Any Tender not accompanied by the requisite Earnest Money, shall be summarily rejected. . MSE's registered firms shall enclose self-attested copy of registration for exemption of EMD for participating in tender, however, if work is allotted, then EMD has to be deposited.
4. Pre Bid Meeting will be held on **12.11.2025** at 2:30 p.m venue at Kapas Bhavan Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai- 400 614.
5. The interested agency/Firm may submit their sealed tenders in the Tender Box situated at 4thfloor, The Cotton Corporation of India Ltd., Kapas Bhavan Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai- 400 614 up to **3:00 p.m on or before 20.11.2025.**
6. Sealed Tender documents may be submitted as under:
   Envelope A– (Technical bid-I with all enclosures and EMD), Envelope B - (Financial bid-II)
   Envelope C: Envelope "C" should contain both Envelope "A" & Envelope "B"
   Each envelope be subscribed as **"Annual Maintenance contract for Fire Fighting installations at Kapas Bhavan situated in CBD, Belapur, Navi Mumbai-400 614 (Maharashtra State) ",** and should bear the full address of tenderer at left side bottom of the envelope.
7. Tenders shall be opened on the same day i.e. on **20.11.2025 at 3.30 p.m**. in the presence of tenderers who may wish to remain present.
   Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Chief General Manager (Marketing)

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E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in,http://www.ministryoftextiles.gov.in

TENDER DOCUMENT FOR

ANNUAL MAINTENANCE CONTRACT FOR FIRE FIGHTING INSTALLATIONS AT "KAPAS BHAVAN" SITUATED AT PLOT 3A, SECTOR 10, CBD BELAPUR, NAVI MUMBAI -400614.(MS)

TECHNICAL BID-I

SR. NO.	PARTICULARS	PAGE NO.
1	Submission of tender and Declaration	1
2	Scope of work	2-6
3	General Terms and Conditions of the Tender	7-9
4	SELF DECLARATION FORM	10
5	Eligibility Criteria Evaluation of Tender	11
6	Checklist	12

DECLARATION

A I/We have read and understood the instructions and hereby agree to abide by them.

B I/We am/are enclosing requisite Earnest money of Rs. _____ vide Demand Draft/ Pay Order No./NEFT _____ dtd. _____ issued by _____

C I/We have filled and signed the tender documents and the same are enclosed here with.

D Declaration by tenderer for the tender document down loaded.

(I) I/We hereby declare that I/We have down loaded the tendered document from and printed the same. I/We have verified the content of the printed document from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.

(II) I/We declare that the information/tender form down loaded is original and in the event of this being different from original tender document, my tender form may be rejected by the corporation including forfeiture of Earnest Money.

Signature and seal of tenderer
Name
Capacity /authority to sign
Full address:

ANNUAL MAINTENANCE CONTRACT OF FIRE-FIGHTING SYSTEM AT PLOT NO.3A, SECTOR-10, KAPAS BHAVAN, CBD, BELAPUR, NAVI MUMBAI – 400 614.

No.	Installation details	Scope of Work
Maintenance & repairs works of fire fighting systems Viz Fire Alarm system, PA system, talk back, system, hydrant & riser system, sprinkler system, with diesel engine pump, wet riser pump, sprinkler pump, Jockey pump, dewatering pumps, two submersible pumps.		
1.	Fire Electrical Control Panels **at Basement** Hydrant pump - 60 HP, Sprinkler pump -45 HP, Jockey pump- 15 HP	Proper Checking for functioning of the pumps, pressure testing, maintenance etc. complete. (Excluding Electrical Repairs but necessary assistance to get the system in order if required)
	Booster Pump- 15 HP at terrace	
2.	Fire Hydrant System	a. Checking of system leakage & line pressure in all gauges b. Checking of hoses and Branches pipes & operation of all auxiliary units c. Checking the setting of the pressure switches and all the pumps by operating d. Checking of hydrant valves washers and Brass lock e. Starting the Pump manually through the control panels f. Operating the pumps in Auto Mode and checking the System g. Checking of isolation valves for glands leakages h. Checking up Diesel in stock, battery connections and Fluid level, correct it, if necessary i. In case of issuing maintenance report to Customer and advising the customer about deficiency
3.	Fire Sprinkler Pump	a. Checking of system leakage & line pressure in all gauges b. Checking of alarm valve and all the pumps c. Cleaning of sprinkler if accumulated by dust d. Checking of isolation valves and operation of all auxiliary unit e. Checking of sprinkler Bulb head for proper conditions
4.	Fire Jockey Pump	a. Servicing, Overhauling, checking and testing of pump
	Booster Pump-	a. Servicing, Overhauling, checking and testing of pump
5.	Fire Extinguisher	a. Refilling, Servicing, checking, validating etc. complete
6.	Fire doors and Bucket	a. Servicing, checking, greasing and painting
7.	Fire Hydrant with hose reel	a. Checking including hose pipe, hose reel drum, jet shut off Nozzle, Branch pipe nozzle, cabinet door servicing, cleaning, painting, installation changing of gasket/ nut bolts if required.
8.	Fire Hydrant single	a. Checking including hose pipe, hose reel drum, jet shut off Nozzle, Branch pipe nozzle, cabinet door servicing, cleaning painting, installation changing of gasket/ nut bolts if required.
9.	Air vessel	a. Checking including servicing, cleaning of pressure gauge, pressure switches, ball valves, piping servicing, installation and painting.
10.	Sprinkler Valve	a. Servicing, cleaning, installation, flashing attending minor leakages.
11.	Siamese connection	a. Servicing, checking, greasing and painting.
12.	Pipe Line (Including all risers)	a. For Hydrant pump, Sprinkler pump, Jockey Pump, Booster pump, including butter fly valves, NRV, CI Brackets and hook bolts,/ sprinkler system, alarm Bell, Servicing, checking, greasing and painting and replacement of gaskets if required attending minor leakages, Flashing, testing, commissioning both system.
13.	Spare parts	a. Required material/ spare for repairing, new work as per approved unit rate/ actual invoice/cash memo of materials.
14.	Daily Inspection	Experienced person holding fireman licence.

15.	Inspection Reports	a. Training of fire fighting system to our security personal at the starting of AMC contract. b. All above installation and their reports Monthly with counter signature of agency's responsible person. c. Annual report based on Monthly report with counter signature of agency's responsible person and necessary submission of the same to Local Fire authority including Licensing with fire authority. d. Demonstration of fire fighting system quarterly. e. Maintaining inspection register based on fire manual. f. Complaint to be attended within 24 hours. g. Emergency call shall be attended immediately. h. Required spare /components shall be arranged / supplied on urgent basis without disturbing the regular services. Installations register with proper location and also inspection register.
16.	Smoke alarm system	Each and every smoke alarm should be functional according to system design and arrangement should be such that any fault occurring in any of smoke alarm, connection breakage or panel problem may be identified automatically and repaired/replaced immediately.
17.	PA system/Fire detection system/Fire protection system/ Fire Alarm Panel	Must be operational 24 hours. Should be checked, maintained & tested everyday
18.	63 KVA DG set	Servicing as and when required from the authorized agency/operation as and when required/regular checkup

A-MAINTENANCE AND OPERATION OF WET RISER SYSTEM

Objective: -

To keep the entire system fully operational and functional at all times.
In case full system cannot be kept functional for unavoidable reason as much as possible, the installation shall be retained functional by isolating the defective section.

MAINTENANCE REQUIREMENT OF SYSTEM COMPONENTS

For maintaining firefighting system following points are to be taken care of: -
To ensure the availability of water in UG tank 24 hrs.
To ensure the piping system is free from leakage. Any portion found to be leaking is to be isolated, rectified and connected with healthy system in shortest possible time.
To ensure all pumps are in good running condition. Any pump found to be defective is to be isolated by closing valves and attended immediately and put in to service in minimum time.
To ensure availability of power for electrical pumps, working of starters, switchgear and other electrical components.
To ensure healthiness of diesel engine starting system, battery voltage, battery charger and availability of adequate diesel for engine operation.
To check all landing valves of internal and external hydrants, isolating valves and replace the defective ones whenever necessary.

PERIODICAL TESTING:

For achieving the objective and meeting the requirement of periodical testing and checking the system is essential. Various activities and their duration have been tabulated in Table 1.

PROCEDURE:

Water for fire fighting purpose is shall be changed / cleaned as per exigencies

Maintaining Diesel Engine is very important for the system operation. Maintenance shall be through Authorized service center of manufacturer. Adequate diesel should either be available in the pump house or near by so that operation is not discontinued for want of diesel-Management is required.

If any out let is found to be defective and replacement is not easily available the whole assembly should be removed and be replaced by bank off plate so that the systems remain operational

Hose reels shall be subjected to regular inspection to ensure that all valves are functional, out let nozzle not chocked. All isolating valves shall be checked for operation. The valves in closed position be opened and closed couple of times and the hosepipes and their coupling shall be checked to ensure there is no leakage during their use. The female coupling cam tooth mechanism be operated and lubricated for ensuring ease of operation.

Power supply to the pump house is not to be discontinued for any reason.

It has to be ensured that there are no obstructions in front of the hydrants impending accessibility.

TABLE - 1

PERIODICAL TESTING AND MAINTENANCE CHART

Sr. No	System Component	Activity	Duration
1	Water Tanks	(i) Level Check	Daily
		(ii) Cleaning	Once in a year
2	Pumps	(i) Running	Daily
		(ii) Test flow	Quarterly
		(iii) Lubrication	Quarterly
3	Engine	(i) Running	Daily
		(ii) Lubrication	Quarterly
		(iii) Battery	Weekly
		(iv) Fuel Tank/Radiator	Daily
		(v) Servicing	As per engine manufacturer's recommendations
4	Motor	(i) Running	Daily
		(ii) Starter	Weekly
		(iii) Insulation Resistance	Twice in a year
5	Piping	(i) Pressure	Weekly
		(ii) Flushing	Once in a year
6	Valves (landing and isolation)	(i) Operation	Monthly
7	Control System	(i) Operation	Monthly
		(ii) Connection and System Components	Quarterly
8	Hose Reel and Hose Pipes	**(**i) Physical check	Weekly
		(ii) Operation check	Quarterly
		(iii) Replacement	Depending upon physical condition,
10	Instantaneous coupling	(i) Physical Check	Monthly
		(ii) Lubrication	Once in Six Months
11	Painting	(i) Out Door	Once in a year
		(ii) In door	Once in a year
12	Mock drill	To be carried out	Once in Six Months

B- MAINTENANCE OF AUTOMATIC SPRINKLER SYSTEM

Maintenance of fire fighting installation has been described at A, which hold good for sprinkler installation also. In addition following points shall be taken care. Number of sprinkler available is approx 200 and it is at basement.

Sprinkler shall not be reconditioned or repaired. Used / or defective sprinklers shall be replaced by new ones.

Sprinklers shall not be painted after installation.

Spare Sprinklers – A stock of spare sprinklers shall be kept in Fire control Room so that prompt replacement is possible after open

Ration/damage of a sprinkler head. A minimum of 5% of the installed capacity or 25 sprinklers of all types, which ever is more, shall be kept in stock.

Spanners for sprinklers and Teflon tape shall also keep along with spare sprinklers in readiness.

The in operative part, if defective shall be attended to and connected with the operative system.

Action following Sprinkler operation:

Following the operation of sprinklers, the operated head shall be replaced with new ones and water supply shall be restored.

The sprinklers in the vicinity of the operated sprinklers shall also be checked for damage by heat or any other cause and replaced if necessary.
The sprinkler pump shall not be shut off until complete extinguishments of the fire. The starting of the pump shall be automatic but the stopping of the pump after extinguishments shall be manual.
All piping shall be examined to determine its conditions at least after 3 months.
All installation valves and associated equipment shall be serviced and tested annually.
Discharge test of sprinklers shall be carried out at least once in three months.
Manual testing of the system shall be carried out once in six months.
When normally opened valves are closed following system operation or test, suitable procedure shall be instituted to ensure that they are re-opened.
The entire system shall flush at least once in a year.
The sprinkler bulbs shall be kept free from paint or dust.

MAINTENANCE GUIDELINES

Following guidelines shall be followed for sprinkler maintenance.
Maintenance and testing shall be carried out in a planned and systematic manner and records kept.
Only trained personnel shall be engaged in the work.

C. MAINTENANCE OF FIRE ALARM

WEEKLY TESTS:

The following tests shall be made every week to ensure that the system is capable of operating under alarm conditions.
Once a week, at least one trigger device on one zone circuit shall be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm and operate other warning devices.
If there is more than one zone on a system having unmonitored wiring each unmonitored zone shall be tested each week, but without sounding the alarm more than once.
The control and indicating equipment shall be visually inspected for signs of moisture ingress and other deterioration.
A visual inspection shall be made to ensure that structural or occupancy changes have not affected the requirements for re-sitting of trigger devices, manual call points, smoke detectors and heat detectors.
Any defect shall be recorded in the logbook reported to the responsible person, and action taken to correct it.
All the wiring of smoke alarm should be done in such a way that each and every smoke alarm should be functional according to system design and arrangement should be such that any fault occurring in any of smoke alarm, connection breakage or panel problem may be identified automatically and repaired/replaced immediately

GENERAL POINTS ABOUT DETECTORS:

It is essential to ensure specified range of sensitivity range shall be checked on equipment as specified.
If the operation of the alarm sounders and / or the transmission of the alarm signal has been prevented by disconnection, then a further test shall be carried out to prove the final reinstatement of the sounders, and if permissible, the alarm transmission circuit.

A visual examination of the battery and connections shall be made to ensure that they are in good conditions.
Action shall be taken to remedy any defect, including low electrolyte level.
Any defect shall be recorded in the logbook, reported to the responsible person, and action taken to correct it.

QUARTERLY INSPECTION AND TEST

The following checklist and test sequence is recommended.
Entries in the log book since the previous inspection shall be checked for actions.
Batteries and their connections shall be examined and tested to ensure that they are in goods serviceable condition.
Where provided, secondary batteries shall be examined to ensure that the specific gravity of electrolyte in each cell is correct. Necessary remedial action must be taken and an appropriate entry made in the logbook.
The alarm functions of control and indicating equipment shall be checked by the operations of a trigger device in each zone as described.
The operation of alarm sounders and any link to remote manned center shall be tested.
All ancillary functions of the control panel shall also be tested where practicable.
All fault indicators and their circuits shall be checked preferably by simulation of fault conditions.

It is essential to apply frequent sensitivity checks and routine tests as prescribed in the rules so that the correct sensitivity levels/degree is maintained during the entire service span of the installation.

CLEANING AND MAINTENANCE: -

Detectors require periodic cleaning to remove dust or dust accumulated. The frequency of cleaning depends on the type of detector and the local ambient conditions. In any case, the interval shall not exceed a period of 3 months, for each detector.
The cleaning, checking, operating and sensitivity adjustment shall be attempted only after referring manufacturers' instructions.
These instructions shall details methods such as creating vacuum to remove loose dust and insects or washing heavy greasy and grimy deposits, following partial disassembly or the washing of detectors to remove contamination.

D- FIRE PUMP HOUSE (Basement)

The glands/packing of pumps, sluice valves shall be maintained in good condition and any leakage there in shall be stopped immediately.
Special care is to be taken to check working of non-return valves.
Bearing caps shall be checked weekly and topped up.
Correct type of oil/grease must be used as per lubrication survey.
Starter contacts shall be checked weekly and be replaced if necessary.
Insulation resistance of motors shall be checked once in 6 months and record shall be maintained.
Starting mechanism of diesel engine, battery, chargers must be checked regularly.
As far as possible the starting mechanism and its auxiliaries shall be uniform for all the diesel engine driven fire pumps. There shall at least one set alternative available for immediate replacement.
Diesel tank provided inside the fire pump room shall be checked every day and maintained to full capacity.
Level of water in prime tank shall be checked daily.
In case of negative suction, leaking of foot-valve may cause serious problems for starting of pump. Auto filling arrangement for priming tank shall be ensured and checked-up every day.
Sump pump provided in the fire pump room shall also be kept in good working condition.

E-OTHER WORKS TO BE CARRIED OUT BY THE PARTY

- A tenderer shall deem to have full knowledge of installations whether he inspects it or not.
- The agency shall attend unlimited breakdowns.
- The scope of this contract includes all major and minor repairs (spares will be installed only after approval from corporation and the payment will be made on producing bills)
- The contractor shall submit his tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract.
- The contractor shall co-ordinate with SBI-Life Insurance, SBI Bank (CCI's tenants) for systematic operation of fire fighting system at all floors.
- The contractor shall co-ordinate with our electrical AMC contractor for any electrical related concern.
- The party shall make the evacuation plan for the building and submit the same after the award of work.
- The party should handover necessary layouts/drawing for maintaining fire orders.
- The party should carry out mock drill once in six months.
- Taking the NOC/fitness certificate from the Fire department is the sole responsibility of the party.
- The submission of B FORM for taking the NOC twice a year is the sole responsibility of the party.
- The party shall ensure that the process of renewal of NOC/fitness certificate must be initiated in advance so that the NOC/fitness certificate is issued by the fire department within time.
- All the tools, tackles, scaffolding, high rise ladders, safety equipments etc required for proper maintenance has to be provided by the party.
- Transportation and loading/unloading for refilling of fire extinguishers is the sole responsibility of the party.
- Filling of sand in the fire buckets and replacement of damaged fire buckets will be sole responsibility of the contractor as and when required.

Signature and seal of tenderer
Name
Capacity /authority to sign
Full address:

GENERAL TERMS & CONDITIONS:

VISIT TO SITE

1) **Intending tenderer shall visit the site and make him thoroughly acquainted with the local site condition, nature and requirements / rectification / replacement of fire fighting works involved in the systems.**

TENDERS

2) The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials & STAMP on every page. Initial /signature will indicate the acceptance of the tender papers by the tenderer.

GOVERNMENT AND LOCAL RULES

3) The contractor shall abide to the provisions of all local Fire safety byelaws and Acts relating to the work and to the regulations etc, of the Government and local Authorities and building bye-laws etc.,
4) Corporation will pay all fees payable to such authority / authorities for obtaining of Renewal No Objection Certificate from local fire service authorities or the authorities of state on submission of receipt. However, incidental expenses if any will be borne by the Contractor.
5) The work should be carried out strictly as per MAHARASHTRA FIRE PREVENTION AND LIFE SAFETY MEASURES ACT-2006 and its subsequent amendments.

TAXES AND DUTIES

6) The quoted rates should be Exclusive of all taxes.

BILL PAYMENT

7) The agency shall have to raise their Monthly Bill after completion of one month period in the next 1st week of succeeding month. The Bill should be submitted along the attendance sheet of desired Employees deputed by the contractor, copy of EPF &ESIC challans for previous month. The Corporation shall release the payment of work in Monthly Running Bills after the satisfactory completion of work within 45 days of receipt of invoice from the agency. The applicable statutory deductions, such as Income Tax, GST TDS, and TDS surcharges, will be deducted from the bills at the prevailing rates as prescribed by the Income Tax Act 1961 and the GST Act 2017.

CONTRACTOR'S EMPLOYEES

8) The contractor shall employ technically qualified and competent supervisors holding fireman license for the work.

ASSIGNMENT

9) The contractor shall execute the whole of the works included in the contract and the contractor shall not directly or indirectly transfer, assign or underlet the contract or any part, share or interest therein.
10) Vendor would be responsible and liable for due observation and implementation of all statutory renewal of NOC from local fire service, Navi Mumbai, condition and requirement of law including labour laws as applicable to its employees from time to time.
11) Period of Contract: The tenure of the contract will be initially for a period of 1 year & may be renewed further at the discretion of the Corporation on the same terms and condition, for maximum 2 renewals of 12 months each. In case it is not renewed, it shall automatically stand terminated at the end of contract period.
12) Vendor shall take necessary precautions for the safety of its staff, personnel and other persons connected with the work and shall keep the corporation fully indemnified against all claims or demands or obligations which may arise or may be advanced against the corporation by any persons including third party in respect of any thing or matter which may arise in connection with or consequent to work.
13) Shall also abide by any statute in force during the currency of this order. Shall also indemnify the corporation in respect of any damages loss, or injury whatsoever to the property/ Employees of the corporation which may arise from the operation or negligence of any of employees, personnel and vendor itself.
14) Vendor shall maintain necessary registers with up to date correct entries indicating the work done and incidents and follow up action

15) Shall guide and advice the corporation regarding the care upkeep, safe keep of fire fighting and fire preventing system, including up gradation of fire fighting and fire preventing system, including up gradation of fire fighting and fire preventing system. The corporation will be guided by but not bound by such advice.

16) Visit on daily basis of the successful tenderer's technically qualified competent supervisors holding fireman license for the work to ensure that Smoke alarm system, PA system, Fire detection system, Fire protection system, Fire Alarm Panel, hydrant system are in auto mode and 24 hour active mode and in working condition.

17) In case of absenteeism appropriate substitute for required manpower shall have to be provided by the agency or otherwise proportionate deductions shall be made from the monthly running bills. In case of absence of supervisor's daily visit, penalty would be levied as per applicable current minimum wages per day as per Ministry of Labour and Employment to the particulars category of manpower.

18) If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the above conditions or any of them, the earnest money deposit already paid shall be forfeited and may be blacklisted/debarred. This is applicable in case of the party surrenders itself / himself from their rates quoted and not ready to execute even if fit for award of work by the corporation or back out from the work by keeping it incomplete.

19) EMD Exemption: Vendors registered under 'Micro & Small Enterprises Act' (MSE) are exempted from submission of EMD. Exempted bidders should provide a valid certificate issued by any approved body of 'Ministry of Micro, Small & Medium Enterprises' (MSME) such as 'National Small Industries Corporation' (NSIC) for EMD exemption. However, if work is allotted, then Interest free security deposit has to be deposited of the amount equaling EMD.

20) The contractor shall be required to submit bill within one week of the succeeding month along with attendance sheet, proof of disbursement of wages with full details viz. Basic rate, VDA, HRA, other allowances, and statutory deductions etc. duly verified by the authorized representative of CCI. Proof of deposit of PF (Employee-Employer share), ESI and GST etc along with details of amount deposited in respect of personnel with concerned authority, quoting respective PF Registration No. of personnel against whom the amount deposited under due acknowledgement, for the previous month.

21) The employees engaged by the contractor will be in the employment of the contractor only and not of the Corporation. The contractor will be responsible for payment of wage as per Minimum Wages as prescribed/revised by Government and other service benefits to its skilled personnel posted as per WAGES ACTS and rules including any amendments made by the authority during contractual period.

22) Corporation is following minimum wages fixed by Government of India, Ministry of Labour & Employment Office of the Chief Labour Commissioner(C), New Delhi. Wages payable shall not be less than the minimum wages payment as declared by the Central Government.

23) No sub-contracting of any work or part of a work would be allowed. No escalation in rates due to any reasons, statutory or otherwise shall be allowed. The Corporation shall not absorb any increase in DA or any statutory rates etc. within the contractual period including extension period, if any.

24) The security deposit the successful bidder/tenderer shall be kept as interest free deposit for 12 months and will be returned after successful completion of the said period, including extension, if any.

25) The Corporation holds the right to not accept the tenders/quotations of the past non performing/ unsatisfactory performing/debarred/backlisted parties.

GENERAL CONDITIONS

The Agency shall pay the gratuity and bonus as per the provisions of the Payment of Bonus Act, 1965 and Payment of Gratuity Act, 1972, including modifications up to date of tender. Payment of PF/ESIC of the employees deputed for the work will be sole responsibility of the Contractor.]

Only able bodied, physically fit, well-trained disciplined and honest personnel shall be appointed for duty. The names of the persons Appointed / employed by the Agency shall be intimated to corporation before commencing deployment. Frequent changes in the manpower deployed will not be allowed. Agency shall also give the details of staff like age, qualification, residence address, performance track and other details required by the corporation. They shall perform their duties to the satisfaction of the office.

The Successful agency/firm shall have their coordinating office in Mumbai/Navi Mumbai (including Panvel Municipal, JNPT, Ulwa, Dronagiri and Taloja)/Thane region

The agency shall provide proper uniform consisting of full pants, shirts, shoes, torchlights, etc., to the staff

The staff of the agency are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the agency will solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.

Any dispute arising out of this agreement or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the instance, failing which the dispute will be subject to Navi Mumbai Jurisdiction only. The corporation is entitled to withhold payments due to the Agency in case of dispute of claims till it is resolved.

Note: Training of corporation's security personnel, quarterly demonstration of full fire fighting system, weekly testing of smoke alarm system, obtaining NOC from NMMC, keeping/maintaining fire fighting equipment as per government rules and acts, keeping fire fighting system/detection system 24 hours active and refilling/validating/repair/replacement of defective equipments is the sole responsibility of contractor at no extra cost.

Signature and seal of tenderer
Name
Capacity /authority to sign
Full address:

SELF DECLARATION FORM

(This form shall be duly filled-up and signed by the bidder on their Letter Head & submitted along with the original copy of the Bid.)

Tender Notice No: ----------

To,
The Cotton Corporation of India Limited,
Kapas Bhavan, Plot No. 3A,
Sector- 10, CBD Belapur,
Navi Mumbai- 400 614 (MS)

Sir/ Madam,

1. I / we, the undersigned do hereby declare that, declare that my/our firm/company M/s…….. is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. dept. from participating in the tender as on date.
2. I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in the performance of the contract entrusted to us in any other essential commodity during last three years, not involved in any illegal activity and/or not charge sheeted for any criminal act of theft etc
3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the corporation.

Place
Date-

Yours faithfully,
Signature of the Tenderer with seal

Annexure "I": Technical Eligibility Criteria:

1. Name of the firms:	M/s. _____ Official Address:_____ _____ City: -_____ PIN: - _____ Tel.No. _____ (O) _____(R) Mobile No. _____ E-mail ID._____
2. Earnest Money Deposit Amount & their details: MSE's registered firms shall enclose self-attested copy of registration for exemption of EMD for participating in tender, however, if work is allotted, then EMD has to be deposited.	Rs. _____ (Rupees _____) Drawn on _____ Vide DD/PO No. _____ in favour of The Cotton Corporation of India Ltd. Mumbai/Navi Mumbai is enclosed.
3. Registration of various authorities and their Nos. *(Self attested Copies of the same shall be enclosed)* A. PAN with Income tax authority B. EPF Registration Number C. ESI Registration Number D. GST Reg. No.	 A. PAN No._____ B. E.P.F. No. _____ C. E.S.I.C. No._____ D. G.S.T. No. _____
4. The party must be approved/valid licensing agency under Directorate of Maharashtra Fire Services , Govt. of Maharashtra approved for:- 1. Fire Fighting System installation such as hydrants, sprinklers pumping etc. 2. Detection suppression system and fire.	 1. FFSI No. _____ 2. DAFS No._____
5. The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Self certificate Letter No and date. _____ Authorized Name & Signatory _____
6. Average annual financial turnover during the last three year ending 31st March of the previous financial year (FY 2022-23, 2023-24 & 2024-25) should having minimum 30% of estimate cost i.e. Rs. 1.73 lacs. The copy of certified certificate from independent chartered Accountant must be enclosed.	**Financial Year** | 2022-23 | 2023-24 | 2024-25 **Annual turnover Amount in Rs (Lakhs)** | | | **Annual profit Amount in Rs (Lakhs)** | | | **Annual Average turnover in Rs. (Lakhs)** |
7. Copies of Experience certificates. Experience of having worked as Fire Fighting system Maintenance services/work in last Five years in any Office Building of Government/PSU/Private organizations of repute. The intending Tenderer must have successfully completed similar nature of works during last Five years ending last day of previous month should be either of the following:- 1. One work of Rs 4.62 lacs per annum or above OR 2. Two works of Rs 2.89 lacs per annum each. OR 3.Three works of Rs. 2.31 lacs per annum each **Please Note-** The self-attested copy of experience certificate should be from the agency/agencies for which the tenderer has provided the AMC of firefighting & similar work i.e. self-attested copy of work completion certificate must be enclosed.	**I.** a. Name of the Agency: --_____ b. Address of Work & Location_____ c. Date of award of work: _____ d. Value of Work done: _____ e. Date of completion:_____ **II.** a. Name of the Agency: _____ b. Address of Work & Location_____ c. Date of award of work: _____ d. Value of Work done: _____ e. Date of completion:_____ **III.** a. Name of the Agency: _____ b. Address of Work & Location_____ c. Date of award of work: _____ d. Value of Work done:_____ e. Date of completion:_____._____

Signature and seal of tenderer
Name
Capacity /authority to sign
Full Address

Checklist of documents

Please mark (√)

1. Earnest Money Deposit Amount of Rs. 15,000/- in favour of The Cotton Corporation of India Ltd., Mumbai is enclosed.	Yes	No
2.Registration of various authorities and their Nos. for Eligibility Criteria *(Self attested Copies of the same shall be enclosed)* **MSE's registered firms shall enclose self-attested copy of registration for exemption of EMD for participating in tender, however, if work is allotted, then EMD has to be deposited.**	Yes	No
a) PAN under Income tax authority (Govt. of India),	Yes	No
b) P.F. Registration Number	Yes	No
c) E.S.I. Registration Number	Yes	No
d) G.S.T. Registration Number	Yes	No
e) **The party must be approved/valid licensing agency under Directorate of Maharashtra Fire Services , Govt. of Maharashtra approved for :-**		
A. Fire Fighting System installation such as hydrants, sprinklers pumping etc.	Yes	No
B. Detection suppression system and fire.	Yes	No
3. The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Yes	No
4. Average annual financial turnover during the last three year ending 31st March of the previous financial year (FY 2022-23, 2023-24 and 2024-25) should having minimum 30% of estimate cost i.e. Rs. 1.73 lacs. The copy of certified certificate from independent chartered Accountant must be enclosed.	Yes	No
5. Copies of Experience certificates.		
Experience of having worked as Fire Fighting system Maintenance services/work in last Five years in any Office Building of Government/PSU/Private organizations of repute. The intending Tenderer must have successfully completed similar nature of works during last Five years ending last day of previous month should be either of the following: 1.One work of Rs 4.62 lacs per annum or above OR 2. Two works of Rs 2.89 lacs per annum each. OR 3.Three works of Rs. 2.31 lacs per annum each **Please Note-** The self-attested copy of experience certificate should be from the agency/agencies for which the tenderer has provided the AMC of firefighting & similar work i.e. self-attested copy of work completion certificate must be enclosed.	Yes	No

Signature and seal of tenderer
Name
Capacity /authority to sign
Full address:

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
निगमित पहचान संख्या :U51490MH1970GOI14733
दूरभाष् /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in,http://www.ministryoftextiles.gov.in

TENDER DOCUMENT FOR

ANNUAL MAINTENANCE CONTRACT FOR FIRE FIGHTING INSTALLATIONS AT "KAPAS BHAVAN" SITUATED AT PLOT 3A, SECTOR 10, CBD BELAPUR, NAVI MUMBAI -400614.(MS)

FINANCIAL BID - II

INDEX

Sr.No.	Particulars	Page No.
1	Bill of Quantity	1-2

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
निगमित पहचान संख्या :**U51490MH1970GOI14733**
दूरभाष् /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in,http://www.ministryoftextiles.gov.in

1.

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.3A, Sector 10,
CBD Belapur,**NAVI MUMBAI – 400 614(MS)**

FINANCIAL BID-II

Sub: Annual Maintenance contract for Firefighting System installations at "Kapas Bhavan" situated at Plot 3A, Sector 10, CBD Belapur, Navi Mumbai -400614.(MS)

Sir,

I/we are submitting my/our Finacial Bid for the above work as below

Sr. No	Particulars	Unit	Qty	Monthly Unit rate in Rs. (exclusive GST)		Amount in Rs. (12 x unit rate per month)
I	II	III	IV	V	VI	VII
				in Fig	In word	
1	Annual charges for Operation and Maintenance of Fire Fighting, Protection & Detection System at the Kapas Bhavan and also as per prescribed in the 'Scope of Work' completed as mentioned in the tender Technical Bid etc. However , Brief scope as under : A. Maintenance & repairs works of firefighting systems Viz Fire Alarm system, PA system, talk back, system, hydrant & riser system, sprinkler system, with diesel engine pump, wet riser pump, sprinkler pump, Jockey pump, dewatering pumps, two submersible pumps. B. The scope of this contract includes all major and minor repairs (spares will be installed only after approval from corporation and the payment will be made on producing bills) (ii) The contractor shall submit his tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract. (iii) The contractor shall co-ordinate with CCI's tenants for systematic operation of firefighting system at all floors. (iv) The contractor shall co-ordinate with our electrical AMC contractor for any electrical related concern. (v) The party shall make the evacuation plan for the building and submit the same after the award of work. (vi) The party should handover necessary layouts/drawing for maintaining fire orders. (vii) The party should carry out mock drill once in six months. (viii) Taking the NOC/fitness certificate from the Fire department is the sole responsibility of the party. (ix) The submission of B FORM for taking the NOC twice a year is the sole responsibility of the party. (x) The party shall ensure that the process of renewal of NOC/fitness certificate must be initiated in advance so that the NOC/fitness certificate is issued by the fire department within time. (xi) All the tools, tackles, scaffolding, high rise ladders, safety equipments etc required for proper maintenance has to be provided by the party. (xii) Transportation and loading/unloading for refilling of fire extinguishers is the sole responsibility of the party. (xiii) Filling of sand in the fire buckets and replacement of damaged fire buckets will be sole responsibility of the contractor as and when required	**Month**	**LS**			
				Amount **(exclusive GST)**In Rs		

Total (12 x Unit rate per month) exclusive GST In words Rupees._____)

1. The Monthly unit rate shall be exclusive GST as applicable, Manpower, required Handling tools, safety glozes & testing equipment, Scaffolding to reach the installations at premises etc. complete.
2. Only substantially responsive Bids will be checked by the corporation for any arithmetic errors. Errors will be corrected by the Owner as follows :
   i. In case of lump-sum bid, if there is any discrepancy between the offer quoted in figures and in words, the lower of the two will be treated as the offer.
   ii. In case of item rate bid, if there is any discrepancy between the rates in figures and in words, the rate in words will govern and where there is discrepancy between the unit rate and the line item total, resulting from multiplying unit rate by the quantity, the unit rate as quoted will govern.
   iii. If there is any arithmetical error in totaling of individual items, the correct total shall be computed by the Owner and the same shall govern.
3. I /We hereby agree to execute the work on the rates as mentioned above by me/us in the Bill of quantity complying with the tender Terms and conditions of contract of the corporation.
4. L-1 shall be decided on net value.

I /We hereby agree to execute the work on the rates as mentioned above by me/us in the Bill of quantity.

Signature and seal of Tenderer

Name
Capacity /authority to sign
Full address: