| | | | |
|---|---|---|---|
| 1 | Title of the Tender | : | **Annual Maintenance Contract of fire-fighting system at plot no.3A, sector-10, Kapas Bhavan, CBD Belapur, Navi Mumbai – 400 614.** |
| 2 | Tender Ref. No. | : | CCI/HO/Estate/ AMC-Fire/18-19 |
| 3 | Product Category | : | Maintenance Contract |
| 4 | Sub Category | : | Annual Maintenance Contract of fire-fighting system. |
| 5 | EMD | : | Rs. 10,000/- (Rupees Ten thousand only) |
| 6 | Document Cost | : | NIL |
| 7 | Tender type | : | Annual Maintenance Contract |
| 8 | First announcement Date & Time | : | 04/12/2018 at 15:00 hrs |
| 9 | Pre-Bid Meeting | : | 12/12/2018 at 15:00 hrs. |
| 10 | Last Date & Time of Document Collection | : | 18/12/2018 to 17.30 hrs. |
| 11 | Last Date & Time of Submission | : | On or before 19/12/2018 at 15.00 hrs. |
| 12 | Opening Date & Time | : | 19/12/2018 at 15:30 hrs only technical |
| 13 | Work description | : | Annual Maintenance Contract of fire-fighting system at Kapas Bhavan, CBD, Belapur, Navi Mumbai-400 614 |
| 14 | Pre-Qualification | i) | Requisite EMD amount of Rs 10,000/- |
| | | 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 Govt. of Maharashtra approved by Maharashtra as under :**<br>1) Fire Fighting System installation such as hydrants, sprinklers pumping etc.<br>2) Detection and fire suppression system<br>(Self attested copy of certificates to be attached) |
| | | vii) | The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years. |
| | | viii) | Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 0.76 lacs .The copy of certified certificate from chartered Accountant must be enclosed. |
| | | ix) | **Experience of minimum three year duration for 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 party/agency should have completed as ending last day of month previous to the one which application are invited should be either of the following :**<br>1. One work of Rs 2.01 lacs per annum or above<br>OR<br>2. Two works of Rs 1.51 lacs per annum each.<br>OR<br>3. Three works of Rs.1.00 lacs per annum each<br>***Please Note-*** Self attested Copy of work-order or completion certificate should be enclosed. |

# भारतीय कपास निगम लिमिटेड ,

(भारत सरकार का उपक्रम्, वस्त्र् मंत्रालय् के अंतर्गत्)

**प्रशासकीय एवं प्ंजीकृत कार्यालय:कपास भवन प्लॉट नं.3 ए, सेक्टर -10,सीबीडी बेलापुर, नवी मुंबई – 400614**

**निगमित पह्चान संख्या /CIN : U51490MH1970GOI14733**

दूरभाष /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069

**ई-मेल/E-mail:headoffice@cotcorp.com हमारीबेब साईट/ website:www.cotcorp.org.in तथा**

**वस्त्र मंत्रालय् बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in**


सं . भा.क.नि./संपदा /मु./ एएमसी-फायर फाइटिंग सिस्टम /2018-19 दिनांक: 04/12/2018

## निविदा सुचना

भारतीय कपास निगम लिमिटेड, कपास भवन, सीबीडी, बेलापुर, नवी मुंबई में स्थापित अग्निशमन प्रणाली के वार्षिक रखरखाव अनुबंध के लिए अनुभवी और प्रतिष्ठित कंपनियों/फार्मों/व्यक्तियों से दो बोली प्रणाली में मोहरबंद निविदाएँ आमंत्रित करता है।

| सं क्र. | कार्य का विवरण | रिक्त निविदा दस्तावेज़ लागत रु. | बयाना राशि रुपये में | वार्षिक रखरखाव अनुबंध की अवधि |
|---|---|---|---|---|
| I | भारतीय कपास निगम लिमिटेड, कपास भवन, सीबीडी, बेलापुर, नवी मुंबई में स्थापित अग्निशमन प्रणाली के वार्षिक रखरखाव कार्य। | शून्य | 10,000/- रुपये | एक वर्ष |

1. इछुक एजेंसी/ कंपनी लोकेशन, भारतीय कपास निगम लिमिटेड, **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी.बी.डी. बेलापुर , नवी मुंबई - 400 614** में सोमवार से शुक्रवार कार्यालय समय में सुबह 10 बजे से शाम 5.30 बजे के बीच दि. 04/12/2018 से 18/12/2018 तक निगम के कार्यालय से सुचना देकर देख/प्राप्त कर सकते है। कार्यालय दुरध्वनी क्रमांक : 022-27579217 विस्तार क्रं 481/415.
2. निविदा दस्तावेज को निगम वेब साइट यानी www.cotcorp.org.in से या सरकारी निविदा पोर्टल www.eprocurement.gov.in से भी लोड किया जा सकता है। निविदा दस्तावेज की लागत शून्य है।
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 राशि रूपये **10,000** /- ( दस हजार रुपये केवल )का डिमांड ड्राफ्ट/ पे आर्डर /बैंकर चेक मुबंई पर देय के साथ दे सकती है। अपेक्षित बिना बयाना राशि के साथ आपका प्रस्ताव स्वीकृत नही किया जायेगा।
4. पूर्व बोली बैठक दि. 12/12/2018 अपराह्न 3:00 बजे **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर ,नवी मुंबई- 400 614** मे होगी।
5. **उन पार्टियो से जिनका कार्य निष्पादन भून्य है उनके कार्य का भूतपूर्व अनुभव को देखते हुए निगम को उनके द्वारा प्रस्तुत निविदा को अस्वीकार करने का हक सुरक्षित है।**
6. मोहरबंद निविदा निम्नानुसार से भेजे
   लिफाफा "ए "– (तकनीकि 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, कपास भवन, सीबीडी, बेलापुर, नवी मुंबई में स्थापित अग्निशमन प्रणाली के वार्षिक रखरखाव कार्य "** अंकित करे एवं और लिफाफे की बायी तरफ निविदाकर्ता का पूरा पता होना चाहिए।
7. इछुक एजेंसी/ कंपनी अपनी मोहरबंद निविदा **अपराह्न 3:00 बजे दि. 19/12/2018** 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।
8. प्राप्त निविदा उसी दिन दि. 19/12/2018 को अपराह्न 3:30 बजे उपस्थित निविदा प्रतिनिधि 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।**

**प्रबंधक (संपदा / प्रशा.)**

**भारतीय कपास निगम लिमिटेड ,**
(भारत सरकार का उपक्रम्, वस्त्र् मंत्रालय् के अंतर्गत्)
**प्रशासकीय एवं प्ंजीकृत कार्यालय:कपास भवन प्लॉट नं.3 ए, सेक्टर -10,सीबीडी बेलापुर, नवी मुंबई – 400614**
**निगमित पह्चान संख्या /CIN : U51490MH1970GOI14733**
दूरभाष /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069
**ई-मेल/E-mail:headoffice@cotcorp.com हमारी बेब साईट/website:www.cotcorp.org.in तथा**
**वस्त्र मंत्रालय् बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in**

TENDER NO.: CCI/HO/AMC-Fire Fighting/2018-19 Date: 04/12/2018

## TENDER NOTICE

The Cotton Corporation of India Ltd., invites sealed tenders in two bid system from experienced contractors for Annual maintenance Contract of Fire Fighting system at Kapas Bhavan , CBD Belapur, Navi Mumbai- 400 614.

| Sr. No | Particulars of the work | Blank Tender document Cost in Rs. | E. M. D in Rs | Period for AMC |
|---|---|---|---|---|
| I | Annual maintenance Contract for Fire Fighting system at Kapas Bhavan, CBD Belapur, Navi Mumbai- 400 614. | NIL | Rs. 10,000/- | One year |

1. Interested party may visit the location and collect the blank tender form during 04/12/2018 to 18/12/2018 **on** all office working **between 11.00 am to 5.00 p.m up to 18/12/2018** by intimation to The Cotton Corporation of India Ltd., Kapas Bhavan Plot **No. 3/A, Sector- 10, CBD Belapur, Navi Mumbai- 400 614** CCI Office contact No. 022-27579217 Extension No. 481/415**.**
2. The tender documents can also be down loaded from the corporation web site i.e. www.cotcorp.org.in or from Government Tender Portal i.e. www.eprocurement.gov.inThe cost for tender document is NIL.
3. Earnest money amounting to Rs 10,000/- in the form of Crossed Demand Draft/Pay Order/Banker's Cheque drawn on any Scheduled Banks drawn in favour of **THE COTTON CORPORATION OF INDIA LTD.,** payable at Mumbai/Navi Mumbai must accompany the tender. Any Tender not accompanied by the requisite Earnest Money and other documents that are not complete, is liable to be rejected.
4. The pre bid meeting will be held at Kapas Bhavan, Plot No.3A, sector-10 , CBD Belapur , Navi Mumbai -400 614 on 12/12/2018 at 03:00 pm.
5. **The corporation reserves the right for not accepting the tender submitted by the parties who are non-performer looking to the past experience of working with them**
6. Tenderer should submit the tender 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 of fire-fighting system at Kapas Bhavan, CBD, Belapur, Navi Mumbai- 400 614" and should bear the full address of tenderer at left bottom side.
7. The sealed tenders must be submitted/dropped in the Tender Box placed on 4th floor of Kapas Bhavan, Plot No.3A, 1Sector-10, CBD Belapur, Navi Mumbai-400 614 on or before up to 3.00 p.m. on 19/12/2018
8. Tenders shall be opened on the same day i.e. on 19/12/2018 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.

**Manager (Estate/Admin)**

भा.क.नि.

CCI

# THE COTTON CORPORATION OF INDIA LTD.,
# KAPAS BHAVAN, CBD BELAPUR, NAVI MUMBAI – 400 614.

## TENDER DOCUMENT FOR

## ANNUAL MAINTENANCE CONTRACT OF FIRE FIGHTING AT KAPAS BHAVAN, CBD BELAPUR, NAVI MUMBAI- 400 614.

## 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 | 7-8 |
| 4 | SELF DECLARATION FORM | 9 |
| 5 | Eligibility Criteria Evaluation of Tender | 10 |
| 6 | Checklist | 11 |

## 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. _____ 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 The Cotton Corporation of India Ltd website. www.cotcorp.org.in 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<br>b. Checking of hoses and Branches pipes & operation of all auxiliary units<br>c. Checking the setting of the pressure switches and all the pumps by operating<br>d. Checking of hydrant valves washers and Brass lock<br>e. Starting the Pump manually through the control panels<br>f. Operating the pumps in Auto Mode and checking the System<br>g. Checking of isolation valves for glands leakages<br>h. Checking up Diesel in stock, battery connections and Fluid level, correct it, if necessary<br>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<br>b. Checking of alarm valve and all the pumps<br>c. Cleaning of sprinkler if accumulated by dust<br>d. Checking of isolation valves and operation of all auxiliary unit<br>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.<br>b. All above installation and their reports Monthly with counter signature of agency's responsible person.<br>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.<br>d. Demonstration of fire fighting system quarterly.<br>e. Maintaining inspection register based on fire manual.<br>f. Complaint to be attended within 24 hours.<br>g. Emergency call shall be attended immediately.<br>h. Required spare /components shall be arranged / supplied on urgent basis without disturbing the regular services.<br>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 operation/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, Bank of Baroda (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 Corporation shall release the payment of work in Monthly basis after the satisfactory completion of work. 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 alongwith the attendance sheet of desired Employees deputed by the contractor, copy of EPF &ESIC challans for previous month.

**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) The contractul period for said work will be for 12 months. Contractual time period for said contract could be considered for extension for further period of one year subject to satisfactory performance and mutually agreed by the both i.e Corporation and successful tenderer.
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 actions.

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 your 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 on the basis of minimum wages per day applicable as per the Ministry of Labor and Employment to the particular category of manpower.

**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 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. de
2. pt. from participating in the tender as on date.
3. 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
4. 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. _____<br><br>Official Address:_____<br>_____<br>City: -_____ PIN: - _____<br>Tel.No. _____ (O) _____(R )<br>Mobile No. _____<br>E-mail ID._____ |
| **2. Earnest Money Deposit Amount & their details:** | Rs. _____ (Rupees _____)<br>Drawn on _____<br>Vide DD/PO No. _____<br>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 No._____<br>B. E.P.F. No. _____<br>C. E.S.I.C. No._____<br>D. G.S.T. No. _____ |
| **4. The party must be approved/valid licensing agency under Govt. of Maharashtra approved by Maharashtra as under :-**<br>1. Fire Fighting System installation such as hydrants, sprinklers pumping etc.<br>2. Detection suppression system and fire. | 1. FFSI No. _____<br>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. _____<br>Authorized Name & Signatory _____ |
| **6.** Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 0.76 lacs .The copy of certified certificate from chartered Accountant must be enclosed. | **Financial Year** \| 2015-16 \| 2016 - 17 \| 2017 - 18<br>**Annual turnover Amount in Rs (Lakhs )** \| \| \| \|<br>**Annual profit Amount in Rs (Lakhs )** \| \| \| \|<br>**Annual Average turnover in Rs. (Lakhs)** \| \| |
| **7. Copies of Experience certificates.**<br>Experience of minimum three year duration for 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 party /agency should have completed as ending last day of month previous to the one which application are invited should be either of the following :<br><br>1. One work of Rs 2.01 lacs per annum or above OR<br>*2.* Two works of Rs 1.51 lacs per annum each.OR<br>*3.* Three works of Rs. 1.00 lacs per annum each<br>**Please Note-** The self attested copies of completion certificate/work-order issued by the agency/agencies should be attached in confirmation of above | **I.**<br>a. Name of the Agency: --_____<br>b. Address of Work & Location_____<br>c. Date of award of work: _____<br>d. Value of Work done: _____<br>e. Date of completion:_____<br>**II.**<br>a. Name of the Agency: _____<br>b. Address of Work & Location_____<br>c. Date of award of work: _____<br>d. Value of Work done: _____<br>e. Date of completion:_____<br>**III.**<br>a. Name of the Agency: _____<br>b. Address of Work & Location_____<br>c. Date of award of work: _____<br>d. Value of Work done:_____<br>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. 10,000/-** 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)* | 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 Govt. of Maharashtra approved by Maharashtra as under :-** | | |
| 1) Fire Fighting System installation such as hydrants, sprinklers pumping etc. | Yes | No |
| 2) 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 should having minimum 30% of estimate cost i.e. Rs. 0.76 lacs .The copy of certified certificate from chartered Accountant must be enclosed. | Yes | No |
| **5. Copies of Experience certificates.** | | |
| Experience of minimum three year duration for 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 party/agency should have completed as ending last day of month previous to the one which application are invited should be either of the following :<br><br>4. One work of Rs 3.07 lacs per annum or above<br>OR<br>5. Two works of Rs 2.30 lacs per annum each.<br>OR<br>6. Three works of Rs.1.53 lacs per annum each<br>***Please Note-*** Self attested Copy of work-order or completion certificate should be enclosed. | Yes | No |

Signature and seal of tenderer

Name

Capacity /authority to sign

Full address:

भा.क.नि.

CCI

**THE COTTON CORPORATION OF INDIA LTD.,**
**KAPAS BHAVAN, CBD BELAPUR, NAVI MUMBAI – 400 614.**

# TENDER DOCUMENT FOR Annual Maintenance Contract of Fire fighting at Kapas Bhavan, CBD Belapur, NAVI MUMBAI- 400 614.

## FINANCIAL BID-II

# भारतीय कपास निगम लिमिटेड ,

(भारत सरकार का उपक्रम्, वस्त्र् मंत्रालय् के अंतर्गत्)

**प्रशासकीय एवं प्ंजीकृत कार्यालय:कपास भवन प्लॉट नं.3 ए, सेक्टर -10,सीबीडी बेलापुर, नवी मुंबई – 400614**

**निगमित पह्चान संख्या /CIN : U51490MH1970GOI14733**

दूरभाष /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069 **ई-मेल/E-mail : headoffice@cotcorp.com**

**हमारी बेब साईट /website : www.cotcorp.org.in तथा**

**वस्त्र मंत्रालय् बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in**




**(FINANCIAL BID should placed in Envelope-B)**

Date:_____

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

Sir,

I/we submitting our offer for the said work as below.

**Name of Work - AMC of Fire-Fighting System at Plot No.3A, Sector-10, Kapas Bhavan, CBD, Belapur, Navi Mumbai-400 614.**

**BILL OF QUANTITIES**

| Sr.No | Description of item | Unit rate in Rs per Month | Amount in Rs (12 x unit rate per month) |
|---|---|---|---|
| (i) | (ii) | (iii) | (iv) |
| 1. | Monthly 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 etc. | | |
| **Total amount for 12 months** | | | |

Total Amount in words: - _____

**Note: Quoted rates should be Exclusive of all taxes and payment shall be made monthly basis after the after the satisfactory completion of work.**

Signature and seal of tenderer

Name

Capacity /authority to sign

Full address: