



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

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

TENDER IDENTIFICATION NO. - 314/2022/1635/HO1/PREMISES

LAST DATE OF SUBMISSION OF SEALED TENDER – JUNE 21,2021 UPTO 15:00
HR

Issued By:-

The Dy. General Manager [Premises]

SIDBI TOWER, Small Industries Development Bank of India (SIDBI),
5th Floor, Premises Vertical,
15, Ashok Marg,

Lucknow-226001

Phone No. 0522-4261633/685

Mob:- 7705012705

Notice Inviting Tender

Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 266 001 invites tenders for Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow.

The tenderers are requested to submit their quotation in the attached Tender Document, Form of Quotation, General terms and conditions, Tender details, Technical specifications, EMD Draft – Envelope I and containing Price Bid – Envelope II duly filled in and signed on each page.

The tender document can be obtained from the Office of Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 266 001 from May 31st 2021 to June 18th, 2021 between 11 a.m. to 5.00 p.m. on working days (Monday to Friday) .

The tender along with requisite DD towards Earnest Money Deposit (EMD) and Price Bid shall be submitted in two separate sealed envelopes super scribing “Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow – Envelope I (Technical Bid)” and “Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow – Envelope II (Price Bid)” respectively.

Both the sealed envelopes duly sealed and properly superscribed tenders must be submitted in a common envelope super scribing “Tender Document for Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow – Envelope I and II” and shall be sent at the above mentioned address of the office of SIDBI either by speed post or by registered post or by dropping in the specified tender box kept at Ground Floor of the above mentioned building near reception before the due date and time, so as to reach on or before 15:00 hrs of March 05, 2021. Late tenders will not be accepted and are liable to be rejected.

If the tender envelope is not superscribed, there are chances of accidental opening and liable for rejection of the tender. Therefore, it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose.

The above offer will be subject to various terms and conditions given in the tender document. The Bidders are requested to visit the site to acquaint with the site conditions and type of supply involved. Site visit can be done between May 31, 2021 to June 20, 2021, timing 10.00 a.m. to 5.00 p.m.

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

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

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

Signature :
Name of the tenderer :
Date / Place :
Seal :

**All the intending Agencies/Contractors are also
requested to note following important provisions.**

1. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, Govt.
2. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
3. If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services (about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
4. Further, such MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
5. Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP/RFQ.

Tender Summary

Sl. No.	Particulars	Details
1	Nature of Work	Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow.
2	Site of Work	SIDBI Tower at 15, Ashok Marg, Lucknow - 226 001
3	Stipulated dates a. Last date and time of submission of tender document b. Site Visit c. Pre bid Meeting d. Opening of Tender e. Validity of Tender	15:00 hrs, June 21, 2021 10.00 a.m. to 5.00 p.m. May 31 st , 2021 to June 20,2021. 11.30 am, June 14, 2021 15:30 hrs of June 21,2021. 120 days from the date of opening of Price Bid If holiday is declared on any of the dates mentioned above, the next working day and time shall be the date for the same purpose.
4	Time period of Contract	The period of contract will be 24 months from the date as mentioned in work order.
5	Earnest Money Deposit (EMD)	Demand Draft for an amount of ` 20,000/- (Rupees Twenty Thousand only) drawn in favour of "Small Industries Development Bank of India" payable at Lucknow.
6	Refund of EMD (Each Lot)	(i) To unsuccessful Bidder : After award and acceptance of work by successful tenderer and EMD shall bear no interest. (ii) If the successful bidder fails to accept the LOI / sign the contract or do not provide the required performance security or expresses inability to carry out the contract or fails to start the work within the stipulated time, SIDBI shall forfeit the bid security amount (EMD) of the bidder and ban the contractor from subsequent bidding for a period of 3 years.
7	Other Terms	The total security deposit (EMD + Retention money) amounting to 6% of the accepted contract value will be required to be deposited by the successful bidder within 7 days of award of contract to successful bidder. Total security

		deposit will be released to the contractor without interest after successful completion of the contract.
8	Estimated Amount	Rs.10.00 lakh

Signature :
Name of the tenderer :
Date / Place :
Seal :

Form of Quotation

The DGM(Premises)SIDBI,
Lucknow

Dear Sir

Sub : Tenders for Annual Maintenance Contract (AMC) of Fire Alarm and Fire Fighting System installed at SIDBI Tower at 15, Ashok Marg, Lucknow – 226 001

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

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

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

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

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

Signature :

Name of the tenderer :

Date :

Place :

Seal :

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

Eligibility Criteria for Contractors

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

Minimum qualifying criteria :

1. Contractors should have minimum 5 years of experience in the field.
2. Contractors should have done at least one job of following magnitude in the last 3 years – Fire Fighting system Annual Maintenance and repair works of similar nature for the office premises having minimum cumulative built-up area of 50,000 sq. ft.
 - Should have done one such kind of AMC work of ` 8 lakh or such kind of 2 Nos. AMC work costing around ` 5 lakh per annum.
3. The contractor should have valid Goods and Service Tax Registration, Registration with labor department, P.F. and ESI registration
4. The contractor should be an income tax assessee and should have filed Income Tax return for the last assessment year.
 - a. Contractor to be in profit, at least in one financial year during the last three financial years.
 - b. Annual gross income reflected in any one of the three financial years shall be taxable.
5. The contractor could be a sole proprietary concern / partnership firm or a company and should be registered with Registrar of Firms / Companies wherever applicable.
6. Contractor should have sufficient and competent manpower and tools to take up the work.

How to apply

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

- 1) Certificate of registration of the firm, if any
- 2) Solvency certificate from the Bankers or Income tax return filing to assess the soundness
- 3) Letters of empanelment with other organization / statutory bodies, if any.
- 4) Letters of intent / work order / certificate from other employers showing details of work, value, etc., done in last 2 years.
- 5) Necessary license, Registration certificates with various above mentioned departments, PAN, etc. duly signed and stamped by the contractor to be attached with the Tender.

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

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

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

(Deputy General Manager)

APPLICATION FORM

(Technical Bid to be submitted in Envelope I)

1. Name of the Organisation :
2. Registered Address :
 - (i) Telephone No -
 - (ii) Fax No -
 - (iii) E - mail address -
 - (iv) Name of contact person -
3. Office Address / Branch Address :
 - (i) Telephone No -
 - (ii) Fax No -
 - (iii) E-mail address -
 - (iv) Name of contact person -
4. Year of Establishment (Attach Supporting Document) :
5. Status of the firm :

(whether Company / Firm / Proprietary)
(In case of Ltd Company,
Memorandum and Articles of
Association to be attached)
6. Name of the Directors / Partners / Proprietor
 - 1.
 - 2.
 - 3.
7. Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention number and date :
8. a) Name and address of Bankers
 - i) ii)
 - ii) iv)

b) Enclose Solvency Certificate from the Bankers or Income Tax return filing
9. Permanent Account Number (copy to be attached):
10. GSTIN:

11. Details of last three years Income Tax return filed (copy to be attached):
12. Details of registration with the Labor Office (copy to be attached) :
13. Details of Excise / Goods and Service Tax Registration (copy to be attached):
14. Details of P.F. / E S I registration (copy to be attached)
15. If registered in the panel of other organizations / statutory bodies, such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.
 - i) ii)
 - iii) iv)
16. What are your fields of activities? Mention the fields on preference basis. (copy of LOI / work order / contract / completion certificate to be attached).
 - i) ii)
 - ii) iv)
17. Furnish detailed description and value of :
works done in last 3 years in Proforma-1
and other details as per proforma-2
18. Specify the maximum value of work
executed in a year during the period :
of last 5 years (copy of LOI / work
order to be attached).
19. Furnish the names of responsible persons and their contact details
who will be in a position to certify about the quality as well as past
performance of your organization :
 - i)
 - ii)
 - iii)

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

Annexure - I

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

General Terms and Conditions

1. The contract shall be valid for a period of **24 months** commencing from the date of award of contract. However, Bank reserves its right to review and terminate the same before completion of the said period. **The contract shall remain effective normally for two years. However, SIDBI reserves the right to renew the contract after completion of 1st year (i.e., 12 months) year as per prevailing minimum wages as per Ministry of Labour&Employment , Office of Chief Labour Commissioner, N. Delhi and depending on satisfactory performance of the contractor.**
2. The EMD of successful contractor shall be returned on submission of security deposit as Bank Guarantee as follows. The security deposit equivalent to 6% of contract value (including EMD), the Bank Guarantee (BG) shall be 6% of contract value per year as security deposit. No charges shall be payable on this account. The Bank Guarantee(BG) should be in the format approved by the Bank and should be kept valid for a period of 24 months with a claim period of 6 months. **No payment shall be released till the BG is submitted.** In the event of breach of contract by the contractor, the security deposit will be forfeited. Decision of SIDBI in such matters shall be final and cannot be challenged.
3. The monthly maintenance charges shall be paid to the contractor after completion of services of each month. The contractor shall submit monthly bill indicating that, the whole work is carried out satisfactorily along with the attendance sheet. Applicable taxes will be deducted at source. A copy of receipt of payments made to the workers (Cheque/ RTGS payments) shall be provided with the monthly bills. If observed that the payments being made are not as per labour law, Bank reserves the right to deduct required amount found eligible to be paid to the worker and pay the same directly to the worker. In that case bank may also impose suitable penalty to the contractor for non compliance of labour Law. SIDBI has the right to insist that the payment to the workers be made in presence of Bank's nominee.
4. **The contractor is required to obtain police verification report of his staff employed within one month from the award of contract at his own cost. Else, SIDBI reserves the right to withheld the payments and no plea in this regard shall be entertained.**
5. Contractor shall provide receipt of deposition of P.F.,ESI etc. of workers from concerned department along with the monthly bill.

6. The Material rate quoted by the contractor shall be remain unchanged for the entire period of the contract, however manpower wages would be paid on actual labour deployed at site as per the prevailing minimum wages as per Ministry of Labour & Employment , Office of Chief Labour Commissioner, N. Delhi.
7. The rates quoted shall include cost of all tools & tackle, manpower cost including wages (including P.F., ESI contribution Employee and Employer), liveries etc. taxes & duties (including applicable taxes such as GST etc.) insurance (if any) etc. payable to the appropriate authority. No extra payment over and above the rate quoted shall be made to the contractor in this respect.
8. **The contractor should comply with the requirements of latest Labour Laws and Minimum Wages Act, 1948 and its latest amendments, etc. Minimum wages of labor to be paid as per the approved latest applicable central minimum wages.**
9. **Insurance:**The CONTRACTOR shall keep the employer, its servants or agents indemnified against claims, actions or proceedings brought or instituted against the employer, its servants or agents by any of contractors' employees or any other third party in connection with relating to or arising out of the performance of the services under the agreement. The contractor is also required to obtain the third party insurance for each incident as follows:-
 - a. Personal injury - `3.00 lacs
 - b. Property Damage - `3.00 lacs

Besides covering all employees of contractor under ESIC scheme, the contractor shall also require to obtain a workman compensation policy for an amount atleast `2 Lacs per employee and covering all the staff during the contract period deployed at site. If contractor fails to comply with the above provisions, SIDBI reserves its right to deduct suitable amount from the contractors payment and pay the insurance company.

10. **The contractor shall be entirely responsible for the conduct of his staff. In case of any misbehaviour / misconduct by the staff, contractor would have to remove such staff, as advised by SIDBI.**
11. The contractor shall be solely responsible for all injury to the workmen and for all damages caused to the building, DG set, transformer, HT substation, Main LT Panel etc. and other properties that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. The contractor shall duly indemnify SIDBI and hold SIDBI harmless in respect of all and any such expenses arising from all such injuries or damages to any person(s) or property as aforesaid and also in respect of any claim made in respect of injury or damage under any act of compensation or damage consequent upon such claim.

12. In case of unsatisfactory service, SIDBI reserves the right to terminate the contract by giving 15 days notice and forfeit the security deposit. Decision of SIDBI in such matters shall be final and cannot be challenged.
13. Before quoting, the bidder may visit the site and make himself familiar with the site, nature and conditions of work involved.
14. The contractor or his authorised representative shall be present at site every day and closely supervise / monitor the entire work entrusted to him and report the progress of work / repairs etc. that needs to be taken up, to the caretaker / concerned officer regularly.
15. The successful Bidder shall be required to give an undertaking with the monthly bills in the enclosed format that he is making regular payments to his employees as per the Minimum Wages Act, ESI, EPF Act and complies all other applicable labour laws/ statutes.
- 16. The contractor is required to carry out additional minor repair / replacement works. No labour payment for the same shall be made as it is deemed to be included in the quoted rates. The cost of material, if any, shall be paid to the contractor on reimbursement basis subject to production of cash memos/ tax invoice and after verification from market. Contractor shall take up such works only after obtaining due approval of SIDBI. SIDBI's decision in all such matters shall be final and binding on the contractor.**
17. The contractor is required to provide a mobile phone to his site staff (atleast 1 no.), so as to contact him as and when needed. Else, penalty of ` 1000 per month would be applicable.
18. The contractor shall maintain necessary records / registers for stock of electrical fittings, fixtures and consumption of materials, etc. as advised by the Administration and Premises Vertical.
19. All workers should be provided with uniform/shoes/identity card and they should be all the time in uniform while in office premises.

Annual Maintenance Contract

Fire Alarm and Fire Fighting System

SCOPE

The scope under this work entails the following :

1. Testing of various Fire Fighting Systems as per schedule given below
2. Maintenance of Records
3. Replacement of defective equipments / parts. Some equipments / parts shall be covered in the AMC rates (as noted in the schedule of testing in bold). Others will be paid on actual basis based on paid bills of the suppliers. The contractor shall maintain spare parts and / equipments as given in schedule of testing at its own cost. In case of any replacement of any part, SIDBI will reimburse the price of the parts actually replaced, based on paid bills of the suppliers of the parts. All labor charges for replacement of the parts / equipments shall be included in the AMC and no extra on this account shall be paid to the contractor. All consumables such as grease, kerosene etc. except fuel shall be included in the AMC rate.
4. The period of replacement of parts that affect the system is indicated below. Those which are considered essential shall be rectified immediately. For others the period of repairs is indicated.
5. To guide security personnel for extinguishing fire at the time of actual fire
6. To conduct fire drill in coordination with the fire department and Bank's representative twice in a year.
7. To provide required training to its staffs for providing the necessary services towards fire safety.
8. **It is the responsibility of the Contractor to renew the Fire NOC of SIDBI Tower periodically as per stipulated guidelines of Uttar Pradesh Fire Services. Bank will reimburse the payment done to the Fire Department on production of Original Payment Receipts.**

DUTY HOURS - 24 Hours every day including all holidays.

The indicative manpower required for overall scope of Fire Fighting and Fire Alarm maintenance work is as under (including all tools & tackles):

- 3 nos Semiskilled Fireman of proven competence and two years prior experience, in consultation with SIDBI 8 hours shifts round the clock.

Penalty clause:

- The penalty will be imposed in the form of deduction of ` 1,000/- per day in case of absence of any of the Fireman/ unsatisfactory work as

may be found at site or may be brought to the notice of Caretaker. The attendance register will be kept with the Guard at all the Premises & entry shall be made in the presence of Guard on Duty.

Systems Provided

The following systems have been provided :

1. Main electric pump of 2850 LPM, Diesel Engine drive pump of 2850 LPM and jockey pump of 280 LPM complete with valves, instrumentation and panel.
2. 2 numbers hydrant risers with hydrant valves, first aid hose reel, branch pipe RRL hose.
3. Sprinkler system in Basement and stilt floor
4. Nittan protocol (with Morley panel) Fire Alarm System
5. Public Address System
6. Portable fire extinguishers

Schedule of Testing

Sl. No.	Item of work	Interval of Testing (in weeks)
1.1	Drain the line and check that the Turbine Bell with the installation control valve has operated. In case of choking, the same shall be cleaned and made operational. Water should be discharged until clear water is obtained.	2
1.2	Close and open all valve lines fully charged to remove internal coating on the seat. Wherever possible, where an outlet is available after the location of the valve, then the outlet should be opened and the valve should be closed. No water discharge should be seen through the valve. In case water discharge is in occupied area or an area where water discharge is not desired, then contractor should make provisions to dispose water to required location. All valves should be so tested. All valves shall be greased.	4
1.3	Record in log book the pressure in gauge at the ICV location.	1
1.4	Rupture a sprinkler head at any location as directed by owner & after closing of valve, new sprinkler shall be provided. The cost of new sprinkler is to be included in AMC rate.	26
1.5	Clean all exposed pipes with lightly wet cloth and then with dry cloth until all dust has been removed.	8
1.6	Carry out spot welding and threading work in all parts of the system as required, either by leakage or due to operation. Subsequent painting shall also be carried out.	As required

1.7	Party must maintain a stock of 3 number sprinkler heads at site.	
1.8	Any line rupture affecting at least 10 sprinklers should be repaired within 12 hours. Other repairs should be carried out within 24 hours. In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.	
Fire Alarm Testing		
2.1	<p>Test at least 10% of all detectors with smoke from Aerosol Spray and Hair Dryer for Heat Detectors. The LED on the detector should be lit after fire signal. Wherever response indicators are provided they should be illuminated to be visible.</p> <p>Immediately after alarm is sounded, the Hooter of floor shall be activated and the floor AHU should shut down.</p> <p>The signal shall be available on the main panel as well as in the Repeater panel. The exact address of the detector shall be available in the Panel.</p> <p>After resetting the alarm, the AHU shall start running and hooter should stop sounding. Detector should be cleaned with vacuum cleaner.</p>	4
2.2	<p>Manual call boxes should be tested with Key switch. Immediately on alarm, the key should be removed.</p> <p>The signal shall be available on the main panel as well as in the Repeater Panel. The exact address of the call box shall be available in the panel.</p>	4
2.3	A detector shall be removed from Base. This should come on as a signal on the panel with the local sounder.	4
2.4	Cleaning of all detectors with vacuum cleaner.	8
2.5	AHU shut down should be tested only one per floor. For other detector testing the output module connection can be disengaged and again re-connected after completion of works.	4
2.6	Above false ceiling detectors to be tested, wherever possible in areas with removable panels.	4
2.7	Main panel to be tested with Acknowledge, alarm switch. During testing, the panel should be operated on battery. The scroll command shall be used to check the last 20 events. Monthly status reports shall be submitted to the owners	2

	of operational detectors, faulty detectors / devices etc.	
2.8	Any loop defect affecting more than 5 detectors shall be repaired within 12 hours. Any defective detector shall be replaced within 6 hours, or by start on next working day. Any defect in the panel shall be repaired within 6 hours. This includes Loop Cards, Master Card, Power Card, Loop Drivers, Transformer etc. Other repairs should be carried out within 24 hours. In case of any delay in carrying out of such works, a fine of Rs.500/- per hour shall be imposed. The replaced parts shall be paid extra as per actual.	As required
2.9	Contractor must maintain an inventory of 5 number Nittan Ionization Detectors, 2 numbers each of Photo Electric and Rate of Rise Heat Detectors, 2 numbers output module 2 numbers Manual call Box, 100 meters wire, 5 numbers of response indicators, 1 number Morley Loop Card, 1 number Loop driver unit at site which shall be inspected by owner regularly	
Portable Fire Extinguishers		
		Total number of extinguishers installed at SIDBI Tower
3.1	All extinguishers shall be numbered and inventory maintained.	
3.2	Carbon Dioxide cylinders shall be tested by checking the pressure gauge. Once in a quarter randomly 1 to 2 extinguishers shall be fully discharged and refilled. Cost to be included in AMC.	24
3.3	All DCP type extinguisher shall be checked by weight once in a week and once in a quarter randomly 1 number DCP cylinder be fully discharged and refilled within one week. Cost to be included in AMC.	6
3.4	ABC type fire extinguishers to be tested by checking the pressure gauge and randomly once in a quarter 2 to 3 extinguishers shall be fully discharged and refilled within one week. Cost to be included in AMC.	47 + 27
3.5	All extinguishers and boxes shall be cleaned twice in a week.	104
3.6	All extinguishers shall be pressure tested every year. The cartridges of extinguishers shall be weighed and refilled if required. Complete inventory shall be maintained in log book on a monthly basis. The cost of refilling of cartridge shall be borne by SIDBI.	104

3.7	Not more than 10% of extinguishers of each type shall be kept inoperative at any time. Inoperative extinguishers shall be replaced / refilled within 7 days. The cost of refilling shall be borne by SIDBI. In case of any delay in carrying out of such works, a fine of ` 500 per hour shall be imposed.	
P A System		
4.1	Play cassette and check that consistent volume is available on all areas. There should be no disturbance in sound.	2
4.2	On fire signal, the hooters should go onto sounder mode for the respective floor.	4
4.3	The floor selector switches shall be switched on and off for different floors and the cassette sound should be checked on respective floor. The play back of the local floor should be heard through the talk back handset.	2
4.4	The micro phone should also be tested. Staff may use it to make announcements and to locate any persons.	As required
4.5	Any PA system defect affecting more than one floor shall be repaired within 12 floors. Other repairs should be carried out within 24 hours. In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.	
Hydrant System		
5.1	One Hydrant externally and one of terrace shall be tested with hose and branch pipe. The jet shall be operated for at least 2 minutes. Hose shall be dried before rolling.	2
5.2	First Aid Hose Reels shall be tested by swinging it on its support and partly opening the hose and discharge of water for 60 seconds Each hose shall be tested. There shall be no leakage from MS piping or from clips holding rubber or even from rubber pipe. Hose pipe shall be rolled back uniformly, line by line.	4
5.3	First aid Hose reel shall be extended to full length and water discharged for 120 seconds. The pipe shall be rolled back uniformly, line by line.	8
5.4	Internal Hose cabinet shutters (including glass) shall be cleaned every week. Dust and dirt within cabinet shall be removed in 4 weeks.	As noted
5.5	Hydrant on each floor shall be tested with hose and branch. The contractor shall make all arrangements for disposal of water in the premises so that there is no damage. The hose can be laid along the stair case down to the ground floor and discharged outside. After the hydrant on	8

	8 th floor is tested, the hose should be removed and connected to the hydrant on the lower floor and so on.	
5.6	Any line rupture affecting at least 4 hydrants should be repaired within 12 hours. Other repairs should be carried out within 24 hours. In case of any delay in carrying out of such works, a fine of Rs.500 per hour shall be imposed.	
5.7	The AMC shall include repair or replacement of hose clips, hose nozzles, hydrant lugs, lug springs, hydrant rubber rings, hand wheel.	
Pumping System		
6.1	Each pump should be tested for at least 60 seconds every day. Discharge of water should be from Hydrant or through a test line. Unnecessary sound and vibration should be noted and corrected.	Each day
6.2	Pump automation should be checked.	1
6.3	Voltage and current should be recorded prior to testing	1
6.4	Engine Oil, Battery water to be checked and topped every week. Cost to be included in AMC.	1
6.5	Fuel filter and other consumables to be changed as per recommended practice of manufacturer. Cost to be included in AMC.	As required
6.6	Greasing to be carried out as per Manufacturers recommendation. Cost to be included in AMC.	As required.
6.7	Pump sets including foundation shall be cleaned with dry cloth and subsequently with Kerosene dipped brush.	4
6.8	Close and open all valves in pump house to remove internal coating on the seat. Wherever possible, where an outlet is available, after the location of the valve, then the outlet should be opened and the valve should be closed. No water discharge should be seen through the valve.	1
6.9	The Pump Repeater panel shall also indicate whenever a pump has been tested.	1
6.10	Cleaning of fuel tank. Tank should be cleaned and refilled and reconnected within 12 hours. This should be done on a holiday.	25
6.11	Underground and Overhead fire tanks shall be drained and cleaned of any debris, muck, and slime.	52
6.12	Any line rupture affecting the pump should be repaired within 12 hours. Other repairs should be carried out within 24 hours. In case of any delay in carrying out	

	of such works, a fine of `1000/- per hour shall be imposed.	
7.1	<p>Maintenance of Records & Log Books</p> <p>The contractor shall maintain a Log Book of all activities and the manning staff. Inventory of equipments and spare stocks shall also be maintained.</p> <p>The contractor shall provide to the owner in an A4 format file a summary of works carried out, its reports and materials requiring replacement on monthly basis</p>	

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

1. The rates quoted shall include cost of all tools & tackles etc. in addition to the man power cost (wages, liveries, insurance etc.). Contractor is required to provide full dress with safety shoes for his employees as approved by SIDBI. The contractor's staff should always be in full uniform failing which a sum of `500/- per day per staff would be deducted from his bills at the discretion of SIDBI.
2. In case of non-attending to any defects / works in a reasonable time period as decided by SIDBI, a penalty of `500-2000/- per incidence would be recovered as the case may be at SIDBI's discretion.
3. In case, any absence of above minimum required no. of worker as indicated above, a penalty of @ `1000/- per person per day may be deducted.
4. If required, the contractor shall provide additional manpower to execute the major works, if any and in reasonable time, cost of which will be reimbursed on the basis of rates quoted by contractor accepted by the Bank.
5. The man power of the deployed should be well experienced. If the same is not found satisfactory, Bank can ask for their replacement without any obligations.
6. No conveyance will be paid separately for liasoning work.
7. SIDBI reserves the right to delete part work from scope of contract without any compensation. In that case rates shall be reduced proportionately.
8. Manpower suggested above/in the tender are indicative and if required for proper execution of the mentioned work man power may be added or adjusted by the contractor without any additional cost to that quoted rates above.

9. Rates quoted by the contractor shall be firm and no escalation will be considered for the first one year period of the contract. We accept all the terms and conditions of the tender as given in format above and Annexure I & II. Our rates for the contract are given as above.
10. The firm shall depute one qualified Electrical Engineer to check the whole system once in every month and shall maintain a test record signed by them and got countersigned by their visit from the Engineer of the employer i.e. SIDBI.
11. Prevention and routine maintenance including Servicing, minor rectification will be the responsibility of the Contractor. All material including Diesel oil for Fire Engine Pump will be provided to the Contractor by Bank for such rectification free of cost except some minor material such as Petroleum Jelly, grass, lubricants, tools & tackles, nuts & bolts, distilled water, old dhoti, log books & stationeries, fuse, rubber packing, threads, indicator lamps, clamps, resistors, diodes etc which are in the scope of this work. Nothing extra shall be paid on account of consumables and small tools & plants required for the work.
12. Distilled water for batteries, cleaning material such as Vim/surf/cotton/old dhotis, pilot lamp for indicating lamp, PVC tape etc. gland dori, grease for pump and motors shall be supplied by the contractor.
13. All spare parts and consumables required in main/zonal control panels like resistance, capacitors, and all cords shall be repaired/replaced free of cost.
14. No tools & plants shall be supplied by the Bank.
15. All minor tools and tackles are to be arranged by the contractor at his own cost and Nothing extra will be payable on this account.
16. Labour for the Rectification will be provided by the Contractor in its quoted rates.
17. Maintaining liaison with security department in case of fire, test being conducted to check the operation/readiness of the system shall be contractor's responsibility.
18. The Fire men deployed will be responsible for providing fire safety services including manning fire console rooms, holding and maintaining fire safety equipment like fire alarm system, hydrant system, wet riser system, fire extinguishers, training of general staff, local statutory liaison for obtaining NOC (NO objection certificate) with local fire brigade at Lucknow.
19. The contractor shall assist Bank in maintaining liaison with Fire Services or any statutory body from time to time. The contractor shall be responsible for fulfilment of statutory compliances on behalf of Bank viz., obtaining NOC and Permission/License for SIDBI Tower or for any other reason from Lucknow Fire Services Department.

ARTICLE OF AGREEMENT

ARTICLE OF AGREEMENT made at Lucknow on this ___ day of ___ 2021 between Small Industries Development Bank of India, a corporation established under the Small Industries Development Bank of India Act, 1989 (39 of 1989) and having its Head Office at 15, Ashok Marg, Lucknow (hereinafter called the Bank) of One Part And " _____" a ___ within the meaning of the ___ and having its Registered Office at _____ [hereinafter called the Fire Fighting and Fire Alarm Maintenance of SIDBI Tower, Lucknow (CONTRACTOR)], the Other Part / Second Part.

Whereas the Bank is desirous of awarding the job of Fire Fighting and Fire Alarm Maintenance of SIDBI Tower, LUCKNOW. (hereinafter referred to as the premises and more precisely described in the Tender Documents) under Fire Fighting and Fire Alarm Maintenance of SIDBI Tower, Lucknow(CONTRACTOR) Contract. The services include Fire Fighting and Fire Alarm maintenance and repairs of Fire Fighting/Alarm equipments etc. and any other similar systems and services for the Bank's Office building. The details of services and scope of work / services are given in Tender Document and Addendum which forms part of the Agreement and the Tender Document and Addendum for the sake of brevity will be referred to as the " Contract Document " in these presents.

Whereas the said contract was awarded to the Contractor vide Bank's letter No. _____ dated _____, 2021 which was duly accepted by the contractor on ____, 2018 (hereinafter referred to as the 'offer letter'). Whereas as per the offer letter, Contractor is required to execute an agreement with the Bank and to reduce the terms and conditions as agreed upon into writing through these presents.

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. For the consideration hereinafter mentioned, the Contractor will hereby agree upon and subject to the terms and conditions contained therein, carry out all the work and render the services, as indicated in Annexure land more particularly described in contract document at all the designated places.

2 a) The Bank after satisfaction of the services rendered by the Contractor, will pay to the contractor contract amount of

_____ (Rupees _____ only) per year (hereinafter referred to "the Contract Sum"), details of which are given at Annexure II or such other sum as shall become payable hereunder on monthly basis after completion of each month and submission of bill thereof after performing all the work in pursuance of the Contract Document and to the satisfaction of the Bank.

b) The GST is included in the contract amount and Contractor will pay Tax directly to the concerned authority and produce its necessary proof, if demanded by the Bank.

3. The Contractor shall arrange every reasonable facility and carry out all works relating to the maintenance of various services in the manner laid in the contract documents till the completion of the contract.

4. This contract is neither a fixed Lump Sum contract nor a Piece work contract. But is a contract for comprehensive Electrical Maintenance of SIDBI Tower, Lucknow and its services / facilities and to be paid for proportionately according to the actual service performed.

5. The Bank reserves to itself the right of altering the scope of work and nature of the work by adding to or omitting any items of work or having portion of the same carried out through other contractor without prejudice to this contract. The contractor will only be paid for the actual service performed and work done payable at the accepted unit rates.

6. The parties hereto shall abide by, submit themselves to the conditions and perform the task as per the agreement on their parts respectively in such conditions contained.

7. This agreement and the documents mentioned herein shall form the basis of the contract. The provisions contained herein shall be read in conjunction with the provisions of the said documents.

8. The Contractor hereby agree and declare that

a) his quoted cost / rates as indicated above includes day to day maintenance and repairs as detailed out in the contract document and shall be inclusive of all labour and material including all duties, royalties GST or any other taxes or local charges. No extra claim on this account will be entertained. However, Labour charges for major repairs (beyond scope of work) will be paid extra to the Contractor as explained in the tender.

b) It shall not demand any conveyance charges from the Bank for performing the work as per the terms and conditions of the contract.

c) The contractor shall liaison with the statutory authorities for compliance of statutory requirements and produce all the relevant statutory documents for inspection by the Bank and Government Authorities.

9. If the Bank is not satisfied for the services rendered by the contractor, recovery will be made by the Bank for not carrying out the job stipulated within reasonable period as per the terms and conditions of the contract document.

10. The contractor, as per the terms of the contract, agrees and declares that number of full time / part time skilled / unskilled workers to be employed by the contractor shall be strictly adhered to so as to perform the work satisfactorily during the entire period of the contract. In case, additional resources are required for satisfactory performance of the job, the same shall be employed by the Contractor at its own cost and no additional payment shall be made by the Bank.

11. Both parties hereby agree that timely performance of the contractual obligation shall be considered as the essence of the contract and the contractor hereby agrees to perform the job to the satisfaction of the Bank during the stipulated contract period within reasonable time.

12. All payments by the Bank under this contract will be processed only at Lucknow in Indian Rupees and shall be within 15 working days from the submission of bills including period of checking subject to bill being in complete shape as described in the contract document and format to be mutually agreed.

13. That the several parts of the contract documents have been read by the contractor and fully understood by him/them. The contractor shall not be entitled for the payments for any extra major work done beyond the contract unless ordered for, by specific instructions with prior approval from the Bank.

14. This contract shall be initially for a period of 2 years from the date of commencement of the work i.e. _____, 2018 and The Material rate quoted by the contractor shall be remain unchanged for the entire period of the contract, however manpower wages would be paid on actual labour

deployed at site as per the prevailing minimum wages as per Ministry of Labour & Employment , Office of Chief Labour Commissioner, N. Delhi.

The contract can be extended further, if need be on the mutually agreed terms. If the Contractor fail to perform any of its obligations under this agreement and if the Bank is dissatisfied with the services of the Contractor during the regular and / or extended period, the services of the Contractor will be terminated by the Bank after giving a notice period of one month and the Bank shall have right to encash the Bank Guarantee submitted as Security Deposit. The Bank shall not be liable for any cost, damage, expenses or any loss whatsoever that Contractor may suffer due to termination of the contract. In case Contractor do not want to continue with the contract, he may terminate the contract by giving 3 months notice to the Bank and he shall continue to perform his duties during notice period or till alternate arrangement is made by the Bank, whichever is earlier. Under such situations, the Bank shall have right to forfeit the security deposit by encashment of the Bank Guarantee and to award the contract to new contractor.

15. During the currency of the contract, it shall be the responsibility of the contractor to keep all their labour /staff insured for the amount indicated in the tender as well as to comply all the provisions of prevailing labour legislation and all other relevant Acts for minimum wages, health facilities, Provident Fund, ESIC etc. and the Bank will not be liable or responsible for any damages, claim, charges whatsoever demanded by any Authorities / Forum for Servants or Agent of the Contractor for any wrongful act or omission not complying the statutory requirement or for any matter connected therewith. In case any claim is received by the Bank on this account, the contractor shall indemnify the Bank for the same.

16. In case, contractor do not carry out any items of work or any work carried out by the contractor, is not satisfactory, the Bank will have right to get this work executed by other contractor at the risk and cost of contractor and the expenses shall be adjusted from the contractor's bill.

17A. The Contractor shall maintain a proper record / register indicating reason for not attending to any particular complaint within time schedule and also for non-completion of routine activities, failing which appropriate compensation as indicated in contract document shall be recovered.

17B. All the works shall be carried out as per the prevailing practices and by using best quality materials as indicated in tender or instructed by the Bank. The contractor shall be wholly responsible for the damages to the property of Bank / occupants due to improper practices or carelessness, etc.. In such cases, Bank reserves the right to recover appropriate compensation.

18. The contractor cannot sublet the work without the prior permission of the Bank. However, he may be required to depute specialised agencies for a particular work, approval of which may be sought from the Bank before appointing. It shall be entirely contractor's responsibility to pay timely such agencies without any implication on the work.

19. Conduct of its worker

The contractor and his workers shall maintain necessary decorum / discipline while carrying out the work. Any indecent behavior shall not be tolerated and stern action for the same shall be initiated against the contractor / his staff.

20. All disputes and differences of any kind whatsoever arising out of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at Lucknow and only court in Lucknow shall have jurisdiction to determine the same.

IN WITNESS WHEREOF the Employer has set its hand to these presents through its duly authorised official and the contractor has set its hand through Power of Attorney holder Mr. _____, M/s. _____ has caused these presents and the said to duplicates hereof to be executed on its behalf, the place, day, month and year first herein above written.

SIGNED AND DELIVERED by the Small Industries Development Bank of India by the hand of Shri _____, General Manager, Administration and Premises Vertical.

in the presence of

Shri _____, Deputy General Manager, SIDBI, LUCKNOW

Shri _____, Manager, SIDBI, LUCKNOW

SIGNED AND DELIVERED by M/s. _____ by the hand of Shri _____.



Annual Maintenance Contract for Fire Fighting System and
Fire Alarm system at SIDBI Tower, Lucknow

In the presence of

i)

ii)

TO BE PRINTED ON RS.100/- STAMP PAPER BY ANY PSU BANK OFFICIAL

PERFORMANCE BANK GUARANTEE

1. Small Industries Development Bank of India (hereinafter called as "SIDBI") have entered into Agreement / Contract / Order- _____ (hereinafter called "the said Agreement / the said Order"), with _____, M/s. _____(hereinafter called "the said Contractor / Supplier(s)"), for Fire Fighting and Fire Alarm Maintenance of SIDBI Tower, Lucknow (indicate the scope of supply).
2. Where as under the terms of the said Agreement / Contract / Order, the contractor / Supplier is required to furnish a Performance Bank Guarantee for Fire Fighting and Fire Alarm Maintenance of SIDBI Tower, Lucknow (indicate the amount in Rs. / foreign currency) Rs._____-/ (Rupees _____ Only) towards the due fulfillment of the terms and conditions during the agreed time period or extension thereof, and also satisfactory performance of the items supplied to SIDBI during warranty period as per the warranty terms stipulated in the Agreement / Contract / Order.
3. Accordingly we, Bank Name Lucknow (hereinafter referred to as "the Bank") at the request of _____ (Contractor / Supplier(s)) do hereby undertake to pay to SIDBI an amount not exceeding Rs._____-/ (Rupees _____ Only) on the failure of Contractor / Supplier in performance of their obligations as per the terms and conditions of the Agreement / Contract / Order including the satisfactory performance of the item during warranty period as per the warranty terms stipulated in the Agreement / Contract / Order.
4. We, Bank Name Lucknow do hereby unreservedly, irrevocably undertake to pay forthwith the amounts due and payable under this guarantee without any demur, merely on demand from SIDBI stating that the amount claimed is due by way of non performance / unsatisfactory performance by the contractor with respect to the terms and conditions of the Agreement / Contract / Order including failure in satisfactory performance of the items supplied / services rendered

under the warranty terms stipulated in the Agreement / Contract / Order. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to and amount not exceeding Rs. _____/- (Rupees _____ Only).

5. We undertake to pay to SIDBI an amount not exceeding Rs. _____/- (Rupees _____ Only) so demanded notwithstanding any dispute or disputes raised by the contractor(s) / supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this guarantee being absolute and unequivocal.
6. We, Bank Name Lucknow further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement / Contract / Order and that it shall continue to be enforceable till all the dues of SIDBI under or by virtue of the said Agreement / Contract / Order have been fully paid and its claims satisfied or discharged of till SIDBI certifier that the terms and conditions of the said Agreement / Contract / Order have been fully and properly carried out by the said Contractor / supplier(s) and accordingly discharges this guarantee.
7. We, Bank Name Lucknow further agree with SIDBI that SIDBI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor / Supplier(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by SIDBI against the said Contractor / Supplier(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement / Contractor / Order and we shall not be relieved from our liability by reason of any such variation, of extension being granted to the said Contractor / Supplier(s) or for any forbearance, act or omission on the part of SIDBI to the said Contractor / Supplier(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
8. We, Bank Name Lucknow lastly undertake not to revoke this guarantee during its currency except with the previous consent of SIDBI in writing

and agree that any change in the constitution of the said Contractor(s) / Supplier(s) or the said Bank shall not discharge the Bank of its liability under this deed.

9. The validity of Bank Guarantee shall be up to _____(atleast 6 months from 2 years of date of issue) and such date shall cover the period of warranty of all the supplies and also the period of defect liability / warranty period for last batch of supplies.

This Bank Guarantee shall be governed by and constitute in accordance with Indian Law and shall be subject to exclusive Jurisdiction of Indian Courts.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN ABOVE

1. Our Liability under this Guarantee shall not exceed Rs. _____/- (Rupees _____ Only).
2. This Bank Guarantee shall be valid up to (atleast 6 months from 2 years of date of issue).
3. We are liable to pay the guaranteed amount or any part thereof under this guarantee only and if you serve upon us a written claim or demand on or before (atleast 6 months from 2 years of date of issue).
4. We shall be released and discharged from all liabilities hereunder unless a written claim for payment under this guarantee is lodged on us on before (atleast 6 months from 2 years of date of issue) irrespective of whether or not the original guarantee is returned to us.

UNDERTAKING BY THE LABOUR CONTRACTOR

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

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

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

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

Labour Contractor

Authorised Signatory

PROFORMA – 1

PARTICULARS IN RESPECT OF WORK EXECUTED AND WORK IN PROGRESS

Sl. No.	Name of work / Project with address	Short description of work and built up area	Name, contact details & address of owner	Value of work executed	Stipulated time of completion	Actual time of completion	Name & contact no. of Organisation / Architect / Engineering-in-charge
1	2	3	4	5	6*	7*	8*

*Applicable for executed works

PROFORMA - 2

KEY PERSONNEL PERMANENTLY EMPLOYED

Sl. No	Name	Designation	Qualification	Experience	Years with the Firm	Any other