



**Centre for Cultural Resources and Training
15-A, Sector-7, Dwarka, New Delhi-110075**

Dr. Chetan Singh
Deputy Director (Trg + GA)

CCRT/11013/11/2018

Date: 2018

NOTICE INVITING TENDER

Subject:- Annual Operation, Maintenance Contract (w/o Spares) of Fire Fighting system installed in CCRT building, Plot No-15A, Sector-7, Dwarka, New Delhi-110075

Sir,

Director, Centre for Cultural Resources and Training (in short CCRT), New Delhi, invites tender from the reputed and experienced Contractors/Firms for operation and maintenance of its fire fighting system as per general terms and conditions, specification and schedule of work mentioned as under:-

- | | | |
|-----|-------------------------|----------------------------|
| (a) | Estimated Cost | : Rs 2,46,708/- |
| (b) | Cost of Tender | : Rs. 500/- |
| (c) | Earnest Money | : Rs.7,000/- |
| (d) | Last date of sale | : 30-05-2018 upto 03:00pm |
| (e) | Last date of submission | : 31-05-2018, upto 03:00pm |
| (f) | Date of Opening | : 31-05-2018, upto 03:30pm |
| (g) | Period of time | : One Year |

You are requested to send tender to Director, CCRT in duly sealed envelope super scribed with **“TENDER FOR OPERATION MAINTENANCE OF FIRE FIGHTING SYSTEM”, MANDATORILY.**

CENTRE FOR CULTURAL RESOURCES AND TRAINING

Under the aegis of Ministry of Culture, Govt. Of India

Terms and Conditions

1. The FIRE FIGHTING SYSTEM AMC shall remain valid for a period of one year. Contractor must have three years experience of similar work. Proof of this should be submitted along with tender and submission of proof is mandatory. The contract once awarded can be terminated by either party after giving one month notice.
2. The contractor shall be responsible to maintain the equipments. In case of any damage, contractor shall be responsible to carry out the repairs without any delay to avoid any interruption in service.
3. Contactor must have PAN Number and have to submit the same along with the quotation mandatorily.
4. Contractor must have GST Registration and have to submit the same along with the quotation mandatorily.
5. On termination of the agreement, the contractor will hand over all the equipments as supplied by the CCRT in good working condition back to CCRT.
6. If any breakdown it should be attended within 24 hours from the time of complaint. The contractor has to attend the problem even during holidays / late hours / Sundays for which no additional payment will be paid.
7. Breakdown / complaint have not to be rectified within 3 days else a penalty of Rs. 500/- per day shall be levied by CCRT.
8. Contractor shall deposit Rs.7,000/- as EMD in form of demand draft/pay order in favour of Director, CCRT payable at New Delhi along with the quotation.
9. The payment shall be released on quarterly basis after satisfactory completion of the job and on production of service / preventive maintenance report duly signed by the CCRT authorities along with bill.
10. Contractor/Firm shall issue identity card (ID) card to their workforce whenever they enter CCRT premises for operation / service / maintenance work.
11. The service persons should be skilled and well experienced in similar kinds of fire fighting system to service.
12. The contractor should use only genuine spare parts. Payment of spare part shall be paid after replacing the parts and further depositing the dismantle part in department.
13. The machines are normally required to be repaired on site. In exceptional cases when the machine cannot be repaired in the office premises and is required to be taken to the workshop, the authority will not make any payment towards cartage and the expense for the to and fro transportation of the machines shall be borne by contractor/firm.

14. The contractor shall be responsible to coordinate and liaise with local authorities. Further, renewal of licence certificate.
15. Any accident or damage during operation, maintenance will be the responsibility of the contractor and the CCRT will not entertain any claim, compensation, penalty. Etc., on this account or on account of non observation of any other requirement of law relevant to his work.
16. The agency will provide the workers with necessary testing and safety equipments and also follow all the safety measures strictly.
17. The agency shall submit photocopy of ESI / PF registration documents issued by Govt. while submitting the tender.
18. Contractor shall have to attach the copy of 02 years experience certificate for operation and maintenance of fire fighting system in Govt. building mandatorily.
19. Interested party may inspect the fire fighting system and obtain the tender from GA Section during office hours on all working days from 09:30AM to 05:00PM.
20. Tender in which any of the prescribed condition is not fulfilled likely to be summarily rejected.
21. CCRT reserves the right to accept/reject any of the Tender without assigning any reasons whatsoever.
22. Makes of fire extinguishers are life guard. Tenderer must be distributor of this make. Proof in this regard be submitted.
23. Makes for Hose Reel drum, landing valves, are hose, fire brigade suction four way etc. Fire fighting equipments are Agni Suraksha. Tenderer must be distributor of this make. Proof in this regard be submitted.
24. Agency must have valid Electrical licence from any authorised Govt. Department.

(Dr. Chetan Singh)

Date: , 2018

Additional Terms and Conditions

1. Work shall be carried out as per CPWD specifications .
2. No Tools & plants shall be issued by the Deptt.
3. The agency shall arrange all the tools which shall be used in servicing of fire fighting system.
4. No extra cartage shall be paid.
5. No extra tax and insurance shall be paid.
6. Five percent security shall be deducted from the first running bill.
7. Income tax as per prevailing rates, under the rule shall be deducted from the bill.
8. The agency shall take over the charge of installation from the engineering-in-charge
9. The agency shall appoint the following bona fide persons for maintenance of the fire fighting system.
 1. Fire man (skilled)-1 No
 2. Fitter (skilled) -1 No
 3. Electrician (skilled) - 1 No
 4. Helpers (unskilled)- 2 No
10. The agency shall depute the five person mentioned to visit the premises for operation and maintenance of fire fighting system once in a week or four time in a month and maintain a register for this .
11. The rate quoted by the agency shall be inclusive of GST.
12. The staff deployed shall be liability and responsibility of the agency. Department shall not entertain any complaint.

DD (Trg & Admin)

Schedule

Name of work: Annual Operation maintenance (w/o parts) contracts of Fire Fighting System installed in CCRT office building, Plot No. 15 A, Sector-7,Dwarka, New Delhi-11075

S. No.	Description of Item	Qty	Rate	Unit	Amount
1.	Annual operation maintenance(w/o parts) contract where in periodic servicing would be done as required for various accessories like Diesel Generator Pump set, Electrical motor pump sets etc. of the fire fighting system existing in CCRT office building with grease, waste, dusters etc. as required for keeping the system in good running condition.	12 months		Months	

DD (Trg & Admin)