

BID for Annual Maintenance Contract (AMC) for Fire Fighting System for single building of Regional Research Institute for Homoeopathy & Unani Medicine, Kharghar, Navi Mumbai.

Name of job: Annual Maintenance Contract (AMC) for Fire Fighting Systems for single building of Regional Research Institute for Homoeopathy & Unani Medicine.

Duration of contract: 01 year extendable up to 2 years commencing from the date of issue of work order.

Location of work: Regional Research Institute for Homoeopathy & Unani Medicine, Plot No 38 & 39, Sector-18, Kharghar, Navi Mumbai.

SCOPE OF WORK:

Important Note:

Additional One Time Repair Cost of the System is to be included in BID so it is mandatory for BIDDER to visit the institute before quoting the rate in the financial bid, as the financial bid is inclusive of one time charges for any repair/replacement of parts of the existing fire alarm & fire hydrant system. No additional amount will be paid to the bidder for any work, replacement of parts, or systems once the bidder accepts the contract. It will be the bidder's obligation to ensure that the system works properly on first day of the contract period, the team expert will inspect the same.

1. Fire Alarm System (Zone Panel)

- a. Check of the Fire Alarm Panel to confirm normal operational indication and to ensure that the system can operate under emergency conditions.
- b. Inspect, check, clean and service the Main Panel.
- c. In case of any alarm circuit has been disconnected; ensure that it is reinstated after proper corrective actions as soon as possible.
- d. Thorough cleaning, testing, re-adjusting, replacement of parts needed for proper operation.
- e. To repair defects during the Contract of the contract.
- f. Carry out testing of all systems periodically and prepare quarterly test report.
- g. To keep the equipment in up-to-date condition during the period of the contract.
- h. Cleaning to remove dust or dirt and test/ Examine of visible & easily approachable MCP & hooter for correct operation as per standard procedure.
- i. In case of any alarm circuit has been disconnected; ensure that it is reinstated after proper corrective actions as soon as possible.
- j. Ensure all MCP/ hooter is in good working condition.

- k. All license application software's, operating systems software; media etc. will be in the scope of the contractor. This department will not provide any such software or hardware support to the contractor.

2. Fire Hydrant System

- a. Clean and Grease all Hydrant Valves wheels and Lugs.
- b. Inspect Hose Reel Drums for free movement with the pipe and shut off the nozzle for proper operation. Check hose reel drums for free movement with the pipe and verify the proper operation of the shut-off nozzle.
- c. Inspect the Hose Box, Hose pipe, and Branch pipe.
- d. Ensure smooth operation of the Butterfly valve, NRV, and Ball valve.
- e. Inspect Fire Brigade Inlet.
- f. Check of the ON-OFF Switch for manual operation of Pump.
- g. Test & Check of the Main / Jockey/DG pump set, fire panel, and pressure setting.
- h. Inspect MCP / Hooter / Zone panel etc.
- i. Check the fire hose pipes for any leakage damages.
- j. The hose reel will be completely checked to ensure its proper operation.
- k. Test the of Pressure and Jet flow of the entire system according to AMC Fire norms.
- l. Each Pump should be tested for at least 60 seconds quarterly. Discharge water from a hydrant or through a test line. Note and correct any unnecessary sounds or vibrations.
- m. Pump automation should be checked.
- n. Greasing of pumps and motors to be carried out as per manufacturer recommendation or whenever necessary.
- o. The hydrant shall be tested with a hose and branch pipe. The jet shall be operated for at least two minutes. The hose shall be dried before rolling.
- p. First Aid Hose Reels shall be tested by swinging it on its support and partly opening the hose and discharging water for 60 seconds. Each Hose shall be tested. There shall be no leakage from MS piping from clips holding rubber or even from rubber pipe. Hose pipe shall be rolled back uniformly, line by line.
- q. The 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
- r. Internal Hose Cabinet shutters (including glass) shall be cleaned. Dust and dirt within the cabinet shall be removed.
- s. Any line rupture affected hydrants should be repaired within 24 hours. Other repairs should be completed within 72 hours or a reasonable time depending upon the situation.
- t. Replace gland packing/seals in various pumps and valves as needed to prevent leakage.

- u. Check electrical terminals, contact points of the starters/contractors, and relays installed in various control panels.

3. Sprinkler System – Scope of Maintenance

- a. Sprinkler Heads: Inspection, cleaning, testing and replacement of damaged/leaking/corroded sprinkler heads. Ensure proper alignment, unobstructed operation and compliance with fire safety standards.
- b. Control Valves: Inspection, operation and servicing of all control valves including lubrication, leakage checking, tightening, painting and replacement of defective components. Ensure valves remain in operational condition.
- c. Flow Switches: Testing and maintenance of flow switches including checking of electrical connections, calibration, alarm integration and replacement of defective parts.
- d. Alarm Valves: Inspection, testing and servicing of alarm valves, trim assemblies and alarm gong system. Rectification of leakage, blockage and defective components.
- e. Pipe Network: Inspection of sprinkler pipelines for leakage, corrosion and damage. Tightening of joints, flushing, pressure testing and replacement of damaged pipe sections/supports wherever required.
- f. Pressure Switches:- Testing, calibration and servicing of pressure switches for proper automatic operation of the firefighting system and pumps. Replacement of defective switches/components as required.

4. Pre-Qualification Criteria

SN	Eligibility Criteria	Documents Required
1.	The existence of the firm/business entity for at least three years.	Documentary Evidence to be submitted.
2.	Experience: 3 Years. The Bidder should have 3 years of experience of FIRE AMC Service to any Central / State Govt. Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.	Documentary Evidence to be submitted as work orders.
3.	Availability of office of service provider: An office of the Service Provider must be located in Maharashtra.	Documentary Evidence to be submitted in the form of Shop registration/GST registration/Any Govt document in the name of the firm only.

4.	Agency should have minimum average annual turnover of Rs.1 lakh in the last Three Years.	Certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
5..	The bidder should be registered with appropriate tax authorities such as GST, Income tax, etc and should submit valid certificates of registration with these authorities i.e. GST certificate/PAN card	Documentary Evidence to be submitted.

5. General Terms & Conditions

1. The company/firm should have all the statutory approvals/documents/Certificates from the respective Government department to perform the above AMC work.
2. The company/ firm will do all liaisoning work with local body i.e. CIDCO/Municipal corporation for form –B etc, Institute will provide only required signed document to the Bidder.
3. Service charges accepted will be firm and final during the Contract of the contract.
4. While the contract is intended for one year, the user reserves the right to terminate the contract by giving a notice of one month without any financial obligation on the part of the department. In the event of cancellation of the contract for any reason, the payment for the service carried out shall be paid on pro-rata basis.
5. If the work executed by the contractor is unsatisfactory, this department reserves the right to terminate the work order without any financial obligation to the department.
6. Periodicity of routine visits during Contract of contract: Minimum one service per quarter year shall be carried out, i.e., four services in a year.
7. Emergency/Break-down call from the user department should be attended immediately but not later than 24 hours at no extra cost.
8. Suitable vendors/contractors having sufficient and relevant experience in operation and maintenance of Fire Alarm systems shall only quote. All spares and equipment for up keeping of the system will be supplied and installed by the successful vendor and all such items are included in the contract. No spares or additional charges will be paid for replacement of any spare parts. All spare parts should be replaced by the same make and model of the original equipment without any additional charges.
9. All manpower and experts for this AMC will be sourced and provided by the successful contractor/vendor and no additional charges will be paid for bringing/attending any OEM experts for this AMC.
10. No advance payment will be made for the execution of the work. The contract amount mentioned would be firm and final throughout the period of the contract. No revision will be permissible.

11. The Service Provider should conduct one training program per quarter, without any additional cost.
12. If The Service Provider fails to conduct one training program per semester within the stipulated period as requested, it will be conducted through other agencies, and expenditure for the same will be deducted from the AMC contractor dues.
13. Legal matters related to disputes will be subject to the jurisdiction of the Mumbai Court only.
14. Bidders are advised to visit the site and review the complete system before participating in the bid process. The full fire fighting system shall be covered under the AMC which broadly consists of the following: (i) Fire Alarm system, Zone panels, MCP, Hooters, associated cabling and battery backup, etc. (ii) Fire hydrant system consisting of main fire pump, Hydrants, hoses, nozzles, pipes, valves and chambers, piping, instruments.
15. At the end of each service quarter year, payment shall be made on pro-rata basis.
16. Income tax @ 2% plus TDS on GST @ 2% shall be deducted from the total value.
17. Service reports may be forwarded after completion of each servicing certifying that the equipment has been serviced as per terms and conditions of this contract.
18. Any delay in execution of the work, which is attributable to the contractor, is liable for penalty @ ½ % per week (max 10%) will be imposed on the contractor.
19. The contractor shall give guarantee for materials used and workmanship for a period of one year from the date of replacement of spares.
20. The contractor and their workmen shall take all safety precautions while executing the job.
21. All tools and safety gears required for executing this work shall be provided by the contractor. All persons engaged in this work shall wear proper industrial uniform and electrical safety shoe.
22. The department shall not be responsible for any accident while doing the maintenance work and no compensation will be paid for such incidents.
23. The offer must meet all points mentioned in technical specifications, ATC, STC etc.
24. The service provider will provide a single point of contact for all related work
25. Submission of a bid by a bidder implies he has read all the terms and conditions in this document and is aware of the scope and specifications of the work to be done and of conditions and other factors having a bearing on the execution of the work.