



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE
कोलकाता परिसर
KOLKATA CAMPUS

निविदा पत्र
TENDER DOCUMENT

FOR

**OPERATION & COMPREHENSIVE MAINTENANCE OF FIRE FIGHTING SYSTEM
AT IIFT KOLKATA CAMPUS**

निविदा संदर्भ संख्या / TENDER REF. NO.: IIFT (K)/ENG/2022-23/FFS

दिनांक / DATED:- 02 /12 /2022

INDIAN INSTITUTE OF FOREIGN TRADE
(A deemed to be University under Ministry of Commerce and Industry, Govt. of India)
Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107

SUB.:- OPERATION & COMPREHENSIVE MAINTENANCE OF FIRE FIGHTING SYSTEM AT IIFT KOLKATA CAMPUS

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SECTION – 1
NOTICE INVITING TENDER (NIT)

INDIAN INSTITUTE OF FOREIGN TRADE

(A deemed to be University under Ministry of Commerce and Industry, Govt. of India)

Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107

नविदासखं या/Tender No.: IIFT (K)/ENG/2022-23/FFS

दनाकं / Date: 02/12/2022

1.0	Tenders in Single Stage Two Envelope method (Part-A: Techno-commercial bid and Part-B:Financial bid) are invited on behalf of the VC, IIFT for undertaking following works:	
Sl. No.	Name of the Item/ Work	Estimated Cost (Inclusive of taxes and other charges)
1.	OPERATION & COMPREHENSIVE MAINTENANCE OF FIRE FIGHTING SYSTEM AT IIFT KOLKATA CAMPUS.	Rs. 14,16,000.00
1.a)	EMD amount :- 2% -Two percent of total estimated Cost - Rs.28,320.00 (Rupees Twenty eight thousand three hundred twenty only) .	
2.	Time Period:-One Year.	
3.	Tender Document:- The tender document has to be downloaded from IIFT web site www.iift.edu/ / www.eprocure.gov.in	
4.	The tender documents shall be issued free of cost to bidders.	
5.	Eligibility Criteria:-	
5.01.	The bidder should have satisfactorily completed similar work (work of Comprehensive Maintenance and operation of Fire Fighting System) during last three year as detailed below :-	
5.02.	ONE similar work of aggregate cost not less than 80% of estimated cost i.e.Rs.11,32,800.00 or more per year from any Departments/Autonomous Institutions/Public Sector Undertakings of Government of India/ State Government or Public Sector Banks or private organization.	
	OR	
5.03.	TWO similar works of aggregate cost not less than 60% of the estimated cost i.e. Rs.8,49,600.00 each or more per year from any Departments/Autonomous Institutions/Public Sector Undertakings of the Government of India/ State Government or Public Sector Banks or private organization.	
	OR	
5.04.	THREE similar works of aggregate cost not less than 40% of the estimated cost i.e. Rs.5,66,400.00 each or more per year from any Departments/Autonomous Institutions/Public Sector Undertakings of the Government of India/ State Government or Public Sector Banks or private organization.	
5.05.	The bidder should have a valid PAN	
5.06.	The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid and bidder has to give a self-declaration that bidder is not black listed by GST authorities.	
	OR	
5.07.	The bidder should produce certificate that bidder is exempted to register under the Goods and Services Tax (GST).	

5.08.	The bidder has to register himself/herself/itself within one month of award of work with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts, if not already registered.
6.0	The experience certificate should be on the letter head of the organization with name, designation and contact number along with the office seal of issuing authority. The Certificate should be signed/issued by the authority not less than the "Gazetted Officer/Manager" rank officer for Govt. /semi govt./PSU/Private organizations and should be supported by "TDS" certificate, if issued by authorities of private organizations.
7.0	The bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.
8.0	Bid Security / EMD:-The bidder should submit any earnest money in the form of accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents.
9.0	Submission of Tender bids:- The tender should be submitted as detailed below:- Envelope-1: Comprising of tender document with all relevant papers duly signed. The envelope should be super scribed as " Technical Bid for Operation and Comprehensive Maintenance of Fire Fighting System ". Envelope-2: Comprising of Price Bid. The envelope should be super scribed as " Price Bid for Operation and Comprehensive Maintenance of Fire Fighting System ".
	Envelope 1 & Envelope 2 shall be enclosed in a big envelope super scribed as " Tender for Operation and Comprehensive Maintenance of Fire Fighting System " should be submitted to the AO. Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road,Kolkata-700107".
10.0	Last Date & Time of Submission of Tender bids:- 16 /12 /2022 at 15:00 hrs.
11.	Opening of Tender bids:- The Tender shall be opened in the presence of intending renderers or their authorized representatives, who choose to attend, at time & specified date.
12.	Date & Time of Opening of Tender Bids:- Technical Bid:- 16/12/2022 at 16:00 hrs. Financial Bid:- The date will be intimated later on to the responsive bidders only.
13.	Tender bids received after due date & time will not be accepted.
14.	Incomplete, ambiguous, conditional, unsealed tender bids are liable to be rejected.
15.	The purchaser reserves the right to accept or reject any or all tender bids without assigning any reason. The purchaser is not bound to accept the lowest tender.
16.	The bidder shall furnish a declaration in his letter head that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.
17.	In case of any correction/ addition/ alteration/ omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.
18.	The supplier has to indemnify IIFT against loss of input tax credit on account of Black-listing of supplier during tenure of contract.
19.	IIFT has the right to recover input tax credit loss suffered by it due to any miss-declaration of invoice by supplier.

20.	All queries should be mailed to engkol@iift.edu before 15/12/2022
Note-01.	If date fixed for sale/submission opening of bids is subsequently declared as holiday by the IIFT, the revised date will be notified. In the absence of such notification, the date for sale/submission/openings shall be on next working day, time and venue remaining unaltered.
Note-02.	All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translation to be true copy in addition to the relevant certificate.
Note-03.	All computer generated documents should be duly signed/ attested by the bidder/ vendor organization.

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SECTION – 2

TENDER INFORMATION

OPERATION & COMPREHENSIVE MAINTENANCE OF FIRE FIGHTING SYSTEM AT IIFT KOLKATA CAMPUS

1.	Type of tender
a)	Single Stage Two Envelope system.
b)	Techno-commercial & Financial bid to be submitted to AO, Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata-700107.
2.	Bid Validity Period / Validity of bid Offer: - 90 days from the tender opening date.
3.	The bid is invited in single stage two envelope systems:
3.1.	Techno-commercial envelope, shall contains following documents:
i).	Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
	a) Experience certificate.
	b) Copy of PAN
	c) opy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
	d) EMD Declaration.
	e) Tender document.
ii).	Bidder's Profile & Questionnaire duly filled & signed.(Section-8).
iii)	Bidder's Profile & Questionnaire duly filled & signed.(Section-8).
iv)	Near-Relation Certificate duly filled & signed.(Section - 6B).
v)	Undertaking & declaration duly filled & signed.(Section - 6A).
vi)	Undertaking & declaration duly filled & signed.(Section - 6A).
	a) Valid NSIC/MSME certificate, if any.
	b) Certificate of incorporation, if any.
	c) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
3.2	Financial envelope shall contain Price Schedule. (Section-9 Part B (Table A)).

Note 1: First techno-commercial bid will be opened and evaluated by Tender evaluation committee. The financial bid of only responsive

bidders shall be opened.

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SECTION – 3

OPERATION & COMPREHENSIVE MAINTENANCE OF FIRE FIGHTING SYSTEM
AT IIFTKOLKATA CAMPUSSCOPE OF WORK

1.	Operation & Maintenance of Fire Fighting System at IIFT, Kolkata:
	INDIAN INSTITUTE OF FOREIGN TRADE, Kolkata Centre having total plot Area 28338.29 Sq. has three blocks, Administrative/Academic Block, Hostel Block, and Faculty Block.
	IIFT Kolkata Centre has three blocks, Administrative/Academic Block, Hostel Block, Faculty Block in 1583, Madurdaha, Chowbhaga Road, Ward No. 108, Borough – XI, Kolkata – 700 107. The Staff to be deputed for Operation and Routine Maintenance work in the Institute's premises are as follows:
a)	Staff to be deputed in three shifts to cover 24*7 duty allocation.
b)	Two persons must be available round the clock.
2.	Working hours for Operation & Maintenance of Fire Fighting System/equipment will be round the clock, seven days a week, 365 days an year including Sundays, Festivals, National Holidays/ Holidays. Adequate number of personnel as per tender document shall be deployed by the Contractor in suitable shift duties. Exact working hours (if required) will be fixed in consultation with Officer-in-Charge of IIFT (K). The Contractor shall abide by all the Statutory Laws while deputing personnel in IIFT (K) premises. The personnel deployed by the Contractor should be duly qualified and trained having requisite experience of Fire Safety Systems/ Equipment and the safety standards of high-rise buildings. The following minimum criteria are to be adhered to for deployment of Fire Staff for carrying out the duties/works as per requirement:
A).	Fire Officer/ Fire Man:- He must be at-least Intermediate pass and should have qualified for Sub- Fire/Asst. Fire Officer/Fire Man should have undergone training at an institution recognized by the government. The Candidate should have served for two (02) years as Fire/Sub-Fire/Asst. Fire Officer/ or for Five (05) years as Fire Supervisor in high-rise buildings or industry of repute. Fire Safety Officer/Fire Man must be abreast of latest firefighting developments and technology. The Candidate should be willing to work in any shift as and when directed by IIFT (K) and should have his availability round the clock
B)	Maintenance Technician:- As an when required (Mechanical/Electrical), The Candidate (s) should be 10th class passed with certificate course in respective trade and should have undergone firefighting basic training course at recognized firefighting training institute of the duration not less than one month. They must have minimum 01 year practical experience as Mechanical/Electrical technician or fitter. Electrician must be fully trained in rectifying the defects in electrical equipment and he must have undergone training in installing and maintaining the fire safety. Devices such as Fire Alarm Panel, Smoke Detector, and Manual Call Point & AHU Panel etc. Pump mechanic must be trained in rectifying and maintenance procedures of the fire pumps, jockey pumps and sprinkler systems etc.
C)	Welder/Fabricator:- AS when required for any welding works. Welder should be a minimum 10th class passed and in possession of ITI in Arc Welding/Fabrication or equivalent qualification duly recognized by the Govt. He should be having a minimum one year of experience post qualification.
D)	Fire Men cum pump Operator:- Firemen should be 10th class passed and should have qualified certificate course in fire-fighting from a recognized institute. They should have minimum 3 years” of experience in a high-rise building, equipped with latest intelligent firefighting system/equipment.

3.	The Contractor will provide all-inclusive comprehensive maintenance services and will carry out day to day operations, repairs and maintenance of the entire systems/equipment, including supplying, fixing, installing of spare parts/materials/ consumables cabling, pipes, refilling/testing/replacement (as per fire standard norms) of all types of fire extinguishers etc., to ensure smooth, trouble free disruption free functioning of all the systems as well as the systems/equipment installed during tenure of the contract. All the routine, preventive maintenance, overhaul, breakdown maintenance, repair, maintenance, replacements of parts/equipment etc. are included in the "Scope of Work". All spares/ consumables etc. must be of standard make and conforming to ISI/BIS specifications. Further services of firemen and related services should be in accordance with the Kolkata Fire Service requirements for high rise building
4.	Duty allocation and roaster control shall be the Contractor's responsibility. Exact working hours will be fixed in consultation with officer-in-charge of IIFT (K). IIFT(K) reserves the right to advise replacement/change in the manpower deployed by the Contractor, if his service is not found satisfactory
5.	The Contractor has to provide proper uniform with his organization's name/logo, shoe, raincoat, umbrella and I-card etc. to the manpower deployed at IIFT (K).
6.	Details of equipment in respect of fire-fighting systems etc. at IIFT (K) :-
	Tentative, location wise details of Firefighting Systems, Equipment & Accessories were installed at IIFT, Kolkata Campus (as Shown in enclosed in Annexure- X) for Comprehensive Operation & Maintenance of Fire- fighting System.

Note:

The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is/are not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the "Scope of Work". Apart from it, IIFT (K) shall undergo the process of up-gradation of Firefighting Systems/Equipment as well as related Plumbing System at IIFT (K) in next 1 years and the systems/equipment repaired/installed/replaced during this process shall be maintained by the Contractor of this tender. The Contractor shall inspect the building/premises thoroughly, before quoting for the work. The Contractor should physically inspect the entire systems "as is where is" that are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc., before quoting their rates.

7.	B & C Check: Noise testing and other Maintenance job of the Fire-Main Pumps/Diesel Pump Sets (as and when due fall i.e. 1 year is to be got done from company's authorized dealer and including recommended parts/consumables, oil etc. Prior intimation should be given to IFCI, before getting the above jobs and replacement of spares etc.
8.	Routine Preventive Maintenance Schedule: The Contractor shall also prepare a Preventive Maintenance Schedule of all the systems in compliance with the manufacturers' recommendations and consultation with officer-in-charge of IIFT (K). Brief schedule may be modified to improve further. The Contractor shall also maintain Fire Fighting system history card giving full details of equipment and Frequency of check and overhaul. The Contractor should follow and carry out maintenance schedule briefed below in order to keep the system healthy for operation along with their connected equipment and accessories round the clock.
a)	Regular Maintenance: - The Contractor shall ensure Fire-Main System works within the specified limits (as per industry standard) at all the times. The Contractor shall carry out regular maintenance of Pumps, Motors, Sprinklers and other equipment and connected accessories. Monitoring of Fire Pumps and electrical parameters. All the valves & fittings to be checked at regular intervals. Attending to general complaints related to firefighting system and replacement of unserviceable items.
b)	Monthly Maintenance:- The Contractor shall carry out thorough internal checking/ cleaning of Panels, Pumps, Alarms, Valves & NRV" s etc. and confirming the proper functioning of the system. To check motors mounting bolts for proper tightness. To check motor & pumps for alignment and to rectify them in case of misalignment. To repair pump gaskets and valve gland packing,

	gaskets, etc., as required. To lubricate and grease motors/ pumps bearings as and when required. To replace tire-coupling of pump sets in case of its break down or as and when required.
c)	Quarterly Maintenance:- The Contractor should carry out servicing of Pumps, Panels, Fire Alarm Panels, Valves, NRVs etc. Merger testing and other parameter checks as required for the electrical installations like electrical Panel & Motors and other electrical installations. The Contractor should maintain proper records of tests. Oiling/ greasing of motors, etc. Testing and draining out of the system.
9).	The Contractor shall refill all types of fire extinguishers and carry out hydraulic test as and when fall due as per BIS standards. The Contractor shall ensure replacement of fire extinguishers failing hydraulic test or reaching end of life as per standards without any extra cost. On an average 30-35 fire extinguishers may be required to be replaced each year during the tenure of the contract.
10)	The Contractor shall refill all types of fire extinguishers and carry out hydraulic test as and when fall due as per BIS standards. The Contractor shall ensure replacement of fire extinguishers failing hydraulic test or reaching end of life as per standards without any extra cost. On an average 30-35 fire extinguishers may be required to be replaced each year during the tenure of the contract.
11)	While conducting daily/monthly/quarterly maintenance of fire pumps, valves, pressure gauges and fire equipment, the Fire Officer/Fire Man shall endorse the maintenance report that the maintenance work has been concluded satisfactorily in his presence.
12)	The Contractor shall maintain adequate stock of frequently required spares/ consumables for rectification works so as to ensure that the faults are rectified immediately without any down-time. It shall be the responsibility of the Contractor to provide special tools, always in readiness, so that break downs are attended immediately on their occurrence. All routine, preventive maintenance, overhauling, breakdown maintenance etc. are included in the "Scope of Work". The Contractor shall also supply and maintain Electric Arc Welding Machine, sufficient stock of electrodes and safety equipment for the Welder at all the times during the tenure of the Contract.
13)	Monitoring of Fire Alarm Panel and related accessories such as Smoke/heat detectors, MCPs, Hooters etc. shall be the responsibility of the Fire Staff, however maintenance of this system including system software and programming shall be the responsibility of the IBMS Contractor. Fire Staff will check Smoke/heat detectors on weekly basis in such a manner so that each detector is checked at-least once in quarter. The fire detectors shall be checked by joint team of firemen and maintenance staff of IIFT (K).
14)	Regular servicing/maintenance and replacement of accessories such as hoses, nozzles, valves and hydrants of all the hose boxes. Any water leakage in any pipe lines etc. are to be plugged immediately by welding or any other means. Replacement of pipeline if not repairable, is also covered under the contract. The Contractor should report defects, if any, in firefighting system, connected Equipment, accessories immediately to IIFT (K) and get it rectified immediately.
15)	The Contractor will organize necessary training to the staff deputed in IIFT (K) as per directions of IIFT (K). The Contractor will also organize the evacuation drill, basics of firefighting etc. in co-ordination with Kolkata Fire Services for IIFT (K) Staff/Tenants as & when directed by IIFT (K).
16)	The Contractor shall assist IIFT (K) in maintaining liaison with Kolkata Fire Services Department or any statutory body from time to time. The Contractor shall assist in fulfillment of statutory compliances on behalf of IIFT (K) viz., obtaining NOC and Permission/License for IIFT, Kolkata campus and other reason from Kolkata Fire Services Department.
17)	The Contractor shall ensure that in emergency cases the reported fault/support request is to be attended promptly and in any case within six hours from the reporting time and rectification thereof and defects/faults of general or not of serious nature have to be ensured within 48 hours of the reporting and until

	such period standby equipment shall be provided by the Contractor on immediate basis to ensure smooth functioning of the system/equipment.
18).	Periodical cleaning of the all fire water storage tanks, both overhead and underground, is covered in this contract for which no extra payment shall be made.
19)	Painting of entire Fighting System and related systems/equipment or part thereof in IIFT (K) should be done once in an year as per direction of IIFT (K) Officials.
20)	All systems/equipment shall be operated as per mutually agreed programs. The Contractor shall maintain proper entry and upkeep of relevant log books/registers as per statutory obligations in physical and shall also maintain complaints register, and work done/carried out reports to the satisfaction of IIFT (K). The same can also be maintained in soft (CD format).
21)	The Contractor shall be responsible to follow Environmental (Protection) Act 1986, Environment (Protection) Rules, 1986. Further, the Contractor shall be responsible to follow Hazardous waste (Management, Handling and Trans-boundary movement rules,2008), take steps to handle hazardous waste management, selling/disposal of hazardous waste, maintenance of record of hazardous waste handled, packing, labelling and transport of hazardous waste, reporting to state pollution control board in case of accident occurs, obtain no objection certificate from pollution control board whenever required, submit statutory/necessary compliance /annual returns/other obligations to state pollution control board on behalf of itself/IIFT (K). The Contractor shall submit the necessary compliance certificate (Annexure- 13).
22)	The Contractor shall be responsible for disposal of batteries to dealer/manufacturer/registered recycler/importer/re-conditioner or at the designated collection centers etc. as per provision under Batteries (Management and Handling) Rules, 2001 and any other applicable law. The Contractor shall submit the necessary compliance certificate.
23)	All the systems/equipment shall be operated and maintained by the selected Contractor. Due to any wrong operation or improper maintenance of any equipment, if any breakdown occurs in the system (s) or damage to the machinery, the Contractor has to repair/replace the damage equipment(s) for smooth operation of the systems.
24)	The Contractor shall be responsible to carry out any specific work/installation of additional equipment/accessories/up gradation/modernization/replacement, as per requirement, which is not covered under the contract, on competitive prevailing market rates after taking prior approval from IIFT (K). Payment will be made separately on submission of bills for the said work.
25)	If the up-gradation of the firefighting systems and equipment or part thereof is undertaken by any other/external agency, the Contractor shall be responsible for monitoring/supervising the work and maintenance of the same after completion. The Contractor shall extend full co-operation to IIFT (K) and to the Consultant/Vendor executing such works.
26)	The Contractor shall maintain the following records and log books during the contract period: The Schedule of preventive maintenance for all equipment will be prepared in advance by you, in consultation with officer-in-charge of IIFT (K). Necessary records of the services\work carried out will be maintained and the same has to be countersigned by the officer-in-charge of IIFT (K) whenever asked by IIFT (K).
27).	The bidder should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc., before quoting their rates.
28).	Shut Downs: No routine shut down shall be permitted during office hours. The Contractor shall be at liberty to carry out maintenance on holidays and after office hours but with prior permission of IIFT (K).

29).	In case of any damage/theft/injury to IIFT (K)" s people/tenants/premises/property/assets/installations due to negligence of his workers for which Contractor is accountable, the Contractor will be liable to pay the compensation to IIFT(K) as decided and advised by IIFT (K).
30).	Registers and Forms: -The Contractor shall maintain the following records and log books during the contract period:
a).	Necessary records of the services\work carried out will be maintained and the same has to be countersigned by the officer-in-charge of IIFT (K) whenever asked by IIFT (K).
b).	The Contractor shall be responsible to maintain the registers/forms as required under the prevalent labour laws in force from time to time. The Contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice.
31.	Fire Protection Impairment Program: The Contractor shall be responsible for planning and implementing the "Fire Protection Impairment Program" in co-ordination with the vendor executing the up-gradation/modernization/replacement work. The Contractor has to prepare in advance for planned impairment of the Fire Systems and equipment and shall apprise IFCI for the necessary approvals. IIFT (K) shall not make additional payment for preparing and implementing the Fire Protection Impairment Program.
32.	Drawing & Design: The Contractor may be asked to prepare drawings viz., Fire Plan, or Integrated Fire Alarm System, Scheme drawing or any other related drawing in AutoCAD as per existing fire-fighting systems and equipment in the building, or if any changes take place due to repair/up gradation/modernization/replacement of the system/equipment during the period of contract as and when asked by IIFT (K) to do so. The Contractor shall submit the drawings in Hard as well in soft to IIFT (K) for its reference, as and when asked by IIFT (K). Actual cost for preparation of the above said drawing will be reimburse by IIFT (K).
33.	After completion of the said contract period, it will be the responsibility of the Contractor to depute his representative for a minimum period of 30 days to Handover the Charge or to explain about the duties/responsibilities of IIFT (K) Site (s) to the new Contractor/Agency.
34.	IIFT (K) at its discretion can ask the Contractor to arrange for carrying out third party inspection at the end of each year of the contract of the equipment maintained by the Contractor during the period of the contract. Contractor will be responsible for carrying out third party inspection by the vendor/agency/firm of the similar type. The Contractor has to submit the names of at-least two firms/Vendors for third party inspection upon submission of which IIFT (K) will decide the name of final vendor for third party inspection.
	The cost of third party Inspection shall be borne by Contractor. IIFT (K) may also arrange third party inspection of the fire systems/equipment at its own, if it is felt to do so, at the expense of the Contractor.

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ANNEXURE-X

TENTATIVE LIST OF EQUIPMENT AND ACCESSORIES INSTALED AT IIFT, KOLKATA CAMPUS FOR FIRE-FIGHTING SYSTEMS, WHICH WERE UNDER OF AMC OF FIRE-FIGHTING SYSTEM.

Sl. No.	Description of Items.	Unit.	Academic Bldg.	Hostel Bldg.	Faculty Bldg.	Pump House	U G/A G Piping.
1.	Fire Pump with Motor (1500 RPM, 2850 LPM, Capacity at 88 M. Head.	No.				2	
2.	Diesel Drive Pump (1500 RPM, 2850 LPM, Capacity at 88 M Head.)	No				1	
3.	Jockey Pump with Motor (2900 RPM, 180 LPM, Capacity 88 M.)	No.				1	
4.	Fire Protection MCC Panel.					1	
5.	Terrace Pump (900 LPM, 35M Head)	Set.	2	1	1		
6.	Local Control Panel for Terrace Pump.	No.	2	1	1		
7.	Y Strainer 250 NB.	No.				2.	
8.	Gate Valve 250 NB.	No.				4	2.
9.	Gate Valve 200 NB.	No.				6	2
10.	Gate Valve 150 NB.	No.	7	4	3	1	
11.	Gate Valve 100 NB.	No.	13	7	7		
12.	Gate Valve 80 NB.	No.	2.			2	
13.	Gate Valve 65 NB.	No.				2	
14.	NRV 200 NB.	No.				4	
15.	NRV 150 NB.	No.	7	4	3		
16.	NRV 100 NB.	No.	10	5	5		
17.	NRV 80 NB.	No.		8			
18.	NRV 65 NB.	No.				1	
19.	BFV 100 NB.	No.	1				
20.	BFV 80 NB.	No.		8			
21.	BFV 65 NB.	No.				2	
22.	BFV 50 NB.	No.	9				
23.	BALL Valve 50 NB Brass.	No.	7	8			
24.	BALL Valve 25 NB Brass.	No.	36	28	27	4	

Sl. No.	Description of Items.	Unit.	Academic Bldg.	Hostel Bldg.	Faculty Bldg.	Pump House	U G/A G Piping.
25.	Landing Valve (LV-73+ Yv-21)	No.	29	27	27		20
26.	Hose Cabinet(750x450x250)	No.	29	27	27		20
27.	Hose 63 MMx15 M Long	No.	58	54	54		40
28.	Branch Pipe (Gun Metal).	No.	29	27	27		20
29.	Hose Reel (200 MMx37 M).	No.	24	24	24		
30.	Pressure Switch.	No.	4	2	2	4	
31.	Pressure Guage	No.	6	3	3	6	
32.	Flow Switch.	No.	1	8			

33.	Air Release Valve 25 MM.	No.	6	4	3	2	
34.	Alarm Valve with Gong (150 NB).	No.	1	1			
35.	Fire Brigade inlet (4 Way) Assy of Gate Valve & NRV of 150 NB.	No.	6	3	3	1	2
36.	Cabinet for F.B.I (600x600x450).	No.	6	3	3		
37	Air Vessel With SSARV & Valve ETC.	Set.				2	
38	MS PIPE 100 NB For Exhaust with 12 MM Thick Super Ceramic Fibre Rope.	M.				25.	
39	MS Pipe 250 NB 8 MM Thick.	M.				25	160
40	MS Pipe 200 NB 8 MM Thick.	M.				15	640
41	MS Pipe 150 NB C Class (H).	M.		36			555
42	MS Pipe 100 NB C Class (H).	M.	7.4				80
43	MS Pipe 80 NB C Class (H).	M.	1				52
45	MS Pipe 50 NB C Class (H).	M.	342.55				
46	MS Pipe 25 NB C Class (H).	M.	44.30				
47	ICV 150 NB with ACCESSORIES	No.	1	1			
48	SPRINKLER (BRASS) 20 MM DIA.	NO.	110	832			

Sl. No.	Description of Items.	Unit.	Academ ic Bldg.	Hostel Bldg.	Facult y Bldg.	Pu mp Ho use	U G/A G Piping.
49.	FLOW SWITCH 80 MM DIA.	NO.	1	8			
50.	FIRE Extinguisher 6.00 KG.(ABC)	No.					
51.	FIRE Extinguisher 4.00 KG.	No.					
52.	FIRE Extinguisher 2.00 KG.	No.					
53	M Type Fire Extinguisher	No.					
54.	Fire Bucket.	No.					
55.	T.B.System	No.	1	1	1		
56.	Smoke Detector	No.					
57.	Fire Hydrant Box.	No.					22
58.	Wet Riser & Sprinkler System, 100 mm Dia.	No.	2.				
59.	15 mm Dia. Pendent Sprinkler System.	No.	121				
60.	AHU Panel (connected with Firefighting).	No.	21				

SECTION - 4 (PART - A)

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

OPERATION & COMPREHENSIVE MAINTENANCE OF FIRE FIGHTING SYSTEM AT IIFT KOLKATA CAMPUS.

1.0	Contract Period: The Contract will be awarded for a period of one year's initially, with a provision of one year extension subject to evaluation of performance of the Contractor by IIFT (K). All the terms and conditions of the Tender and Contract Agreement will remain unchanged for the 2nd year, if extended. The performance of the Contractor will be evaluated every year on a continuous basis and extension of the contract will be based on performance evaluated by IIFT (K). IIFT (K) reserves the right to award the contract for a duration lesser than one year.
2.0	Award of Work: IIFT (K) reserves the right to split the job into two or more parts and to award the work to separate agencies/Bidders subject to the work experience and fulfillment of other terms & conditions and specifications to the suitability of IIFT (K).
3.0	Acceptance/Rejection of Bid: IIFT (K) reserves the absolute right to reject any or all the Bids at any stage solely based on the past unsatisfactory performance by the Bidder(s) if the bid document is not up-to the expectation of IIFT (K). The decision of IIFT (K) regarding the same shall be final and conclusive.
4.0	Execution of Contract Agreement: The successful Bidder's responsibility under this contract commences from the date as mentioned in the Letter of Intent /Work Order by IIFT (K). The Bidder shall submit an unconditional acceptance to the Letter of Intent/Work order within the period stipulated therein. The successful Bidder shall be required to execute an agreement in the prescribed form, on a non-judicial stamp paper of ₹ 100/- within 15 days from the date of issue of LOI/Work Order. The Contract Agreement shall be signed by a person duly authorized/empowered by the Bidder. The Bidder shall pay for all stamps duty and legal charges, incidental expenses, if any.
5.0	Abnormal Rates: The Bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of the contract. In case, it is noticed that the rates quoted by the Bidder are unusually high or unusually low, it will be a sufficient ground for IIFT (K) to reject such bid (s) unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the Bidder on demand.
6.0	Dispatch Instructions :-
a).	The General Conditions of Contract form part of the Tender specifications. All pages of the tender documents shall be duly signed by hand of the authorized representative, sealed and submitted along-with the offer as a token of acceptance thereof. The information furnished shall be complete by itself.
b).	Bidders are advised to study the tender document carefully. Any submission in tender shall always be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. In case, the Bidder have any doubt about the meaning of any portion of the Tender Specification or finds discrepancies or omissions in the "Scope of Work" or the tender documents issued are incomplete or requires clarification on any of the technical aspect, the "Scope of Work" etc., the Bidder shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before submission of the tender. Bidder's request for clarification shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the Bidder in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in rejection of the tender.
c).	Integrity Pact (IP) shall be applicable for all tenders/contracts as indicated in tender document. This integrity pact shall be issued as part of the Tender documents and shall be submitted by the Bidder along-with Technical bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / Bidders who have

	entered into an IP with IIFT (K) shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification.
7.0	PERFORMANCE GUARANTEE & CONFIRMATION FROM OEM'S:-
a).	The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish performance guarantee to the purchaser for an amount equal to 5% (Five Percent) of the value of purchase order and written confirmation from OEM'S of Fire Fighting System on their letter head that they shall support the contractor with spare and service during O&M period within 14 days from the date of issue of Purchase Order by the purchaser.
b).	The proceeds of the performance guarantee shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
c).	The performance guarantee Bond shall be in the form of Bank Guarantee issued by a scheduled Bank, valid for 18 months, in the Performa provided in Bid Document.
d).	The performance guarantee Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.
8.0	Return of Performance Guarantee :-: Performance Guarantee shall be refunded/Bank Guarantee(s) released to the Contractor after deducting all expenses/other amounts, if any due to IIFT (K), after completion of the contract period plus three months.
9.0	Validity of Offer: The rates in the Tender shall be kept open for acceptance for a minimum Period of 90 (ninety days) from the last date of submission of offer (including extension, if any). In Case, IIFT (K) calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenders.
10.0	Rejection of Tender and Other Conditions :-
a).	Conditional bids, unsolicited bids, bids which are incomplete or not in the form specified herein or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
b).	Bid is liable to be rejected in case of unsatisfactory performance of the Bidder with IIFT (K) or Bidder who do not comply with the latest guidelines of Ministry/Commissions of Govt. Of WB or Govt. of India. IIFT (K) reserves the right to reject a Bidder in case it is observed that he may not be in position to execute this job as per the required schedule. The decision of IIFT (K) will be final in the regard.
c).	If a Bidder, who is a proprietor and expires after submission of his offer or after acceptance of his bid, IIFT (K) may at its discretion, cancel such tender and similarly, if a partner of a firm expires after submission of his tender or after acceptance of his tender, IIFT (K) may then cancel such tender at its discretion, unless the firm retains its character.
d).	The successful Bidder should not sub-contract part or complete work detailed in the tender specification undertaken by him. IIFT (K) will not be bound by any assignment of work/contract awarded to the Contractor by the firm/company subsequent to execution of the contract.
e).	If the Bidder gives wrong information in his tender, IIFT (K) reserves the right to reject such tender at any stage or to cancel the contract, if awarded and may forfeit the Earnest Money/Security Deposit/any other money due.
f).	Canvassing in any form in connection with the bid submitted by the Bidder shall make his offer liable to rejection.
g).	IIFT (K) reserves the right to accept or reject the bids without assigning any reason whatsoever.
h).	In case the proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relation with any person employed in IIFT (K), the authority inviting the Tender shall be informed of the fact as per specified format as per relevant Annexure attached along-with offer. If at any stage of the tendering process or later during the currency of the contract, it comes to the notice of IIFT (K) that the Contractor has any relationship with any of staff employed with IIFT (K) and the same is not reported to IIFT (K) by the Contractor, such bid/contract shall be liable to be rejected and EMD/Security of such Bidder/Contractor shall be forfeited.

i)	The Tender submitted by a techno commercially qualified Bidder shall become the property of IIFT (K) who shall be under no obligation to return the same to the Bidder. However, unopened financial bids and late tenders shall be returned to the Bidders.
j).	Discount letter, if any on financial price shall not be considered by IIFT (K).
k).	IIFT shall not be liable for any expenses incurred by the Bidder in preparation of the tender irrespective of whether the tender is accepted or not.
11.	Cancellation of Contract in Full or in Part: IIFT (K) at its sole discretion can terminate the contract at any time during the period of contract, If the Contractor:-
a).	At any time makes default in proceeding with the works with negligence and continues to do so even after a notice in writing from the IIFT (K) end .; or
b).	Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 15 days after a notice in writing is given to him in that behalf by the IIFT (K) end.; or
c).	Fails in yearly performance evaluation of the service provider/Contractor by IIFT (K); or
d).	Violates any of the terms and conditions stipulated in the agreement/tender document.
11.	Law Governing the Contract and Court Jurisdiction: The contract shall be governed by the law for the time being in force in India. The civil court having original civil jurisdiction at Kolkata shall have an exclusive jurisdiction in regard to all claims in respect of the Contract. No other civil court shall have jurisdiction in case of any dispute, under this contract.
12.	Issue of Notice :-
a).	Service of notice on Contractor: Any notice to be given to the Contractor under the terms of the contract shall be served by sending the same by Registered Post/Speed Post/Email to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the Contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to IIFT (K). Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice
b).	Service of notice on IIFT (K): Any notice to be given to IIFT (K) under the terms of the Contract shall be served by sending the same by post.
13.	Rights of IIFT (K): -IIFT (K) reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the Contractor for any compensation.
a).	To terminate the contract without assigning any reason whatsoever.
b).	To effect recovery from any amounts due to the Contractor under this or any contract or in any other forms, the moneys IIFT (K) is statutorily forced to pay to anybody due to Contractor's failure to fulfil any of his obligations. IIFT (K) shall levy overheads of 5% on all such payments.
c).	To get any part of the work done through other agency or deploy IIFT (K)" sown/hired or otherwise arranged resources, at the risk and cost of the Contractor after giving due notice period of two weeks to the Contractor in the event of: -
i)	Contractor's continued poor progress
ii)	Withdrawal from or abandonment of the work before completion of the work
iii)	Contractor's inability to complete the work as stipulated in the contact.
iv)	Poor quality of work.
v)	Any corrupt act of the Contractor.
vi)	Insolvency of the Contractor.
Vii)	Persistent disregard to the instructions of IIFT (K).
Viii)	Assignment, transfer, sub-letting of contract without IIFT (K)"s written permission.
ix)	Non fulfillment of any contractual obligations.
X).	In the opinion of IIFT (K), the Contractor is overloaded and is not in a position to execute the job as per required schedule.
Xi)	If at any stage during contract period, any complex issue arises as a result of major shift in Central/State Govt. Rules & Regulations/notifications and solution to such issues is not rendered herein or such issues which do not find stable solutions for the contractual period within terms & conditions of the Tender/Contract Agreement, IIFT (K) shall have the right to terminate such contract.

14.	Responsibilities of the Contractor:- The Contractor shall fully indemnify IIFT (K) against any claims of whatsoever nature arising due to the failure of the Contractor in discharging any of his responsibilities. The following are the responsibilities of the Contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.:
a).	The Contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.
b).	The Contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Dispute Act, Employers Provident Act and Miscellaneous Provisions Act, 1952 EPF, Employees State Insurance Act/Scheme, 1948 (ESI), Contract Labour (Regulation and Abolition) Act 1970 Central Rules, 1971/Industrial Disputes Act, 1947 and Central Rules 1957,, Payment of Bonus & Gratuity Act and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also give to the local Governing Body, Police and other relevant Authorities all such notices/information as may be required by the Law.
c).	The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition Act, 1970) as required from the concerned Authorities based on the certificate (Form-V) issued by the Principal Employer/Customer.
d).	The Contractor shall pay all taxes, fees, license charges, deposits, tolls, royalties, commission or other charges which may be liable on account of his operations in executing the contract.
e).	Contractor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.
f).	The Contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.
g).	The Contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.
h).	The Contractor shall ensure that no damage is caused to any person/property of other parties working at site. If any such damage is caused, it is responsibility of the Contractor to make good the losses or compensate for the same.
i).	All safety rules and codes applied by the IIFT (K) at site shall be observed by the Contractor without exception. The Contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment/materials and construction tools and tackles shall be posted at site by the Contractor till the completion of work under this contract.
J).	The contractor shall arrange for such safety devices as are necessary for such type of work and carry out requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.
K).	Contractor has to ensure the implementation of Health, Safety and Environment (HSE) standards as required by the related statutory laws or as per requirement of IIFT (K)/Customer. The Contractor has to assist in HSE audit by IIFT (K)/Customer and submit compliance Report. The Contractor has to generate and submit record/reports as per HSE plan/activities as per instruction of IIFT (K).
l).	The Contractor will be directly responsible for payment of wages to his workmen. A pay roll sheet having details of all the payments given to the workers duly signed by the Contractor's representative should be furnished to IIFT (K) site for record purpose.

m).	In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of IIFT (K).
n).	The Contractor shall ensure hassle-free services to IIFT (K) at all times. All complaints have to be attended to in minimum agreed time as per industry norms/practice, failing which, IIFT (K) will be at liberty to get the work done on its own/another agency and to recover the costs incurred from your running bills/security deposit.
15.	Insurance :-
a).	It is the sole responsibility of the Contractor to insure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work be carried out in protected area and all the rules and regulations of the IIFT (K) in the area of project which are in force from time to time will have to be followed by the Contractor.
b)	If due to negligence and or non-observation of safety and other precautions by the contractors, any accident/injury occurs to the property/manpower belonging to third party, the Contractor shall have to pay necessary compensation and other expense, if so by the appropriate authorities. IIFT (K) will not be responsible for any injury/death caused to the employees provided by Contractor at IIFT (K). It will be the responsibility of Contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by IIFT (K) in this regard. The workforce deployed by the Contractor should be adequately covered under Personal Accident Insurance Plan and proof will be submitted with IIFT (K) by the Contractor.
c)	The Contractor will take necessary precautions and due care to protect the material while in his custody from any damage/loss due to theft or otherwise till the same is taken over by IIFT (K) or customer. The Contractor will submit necessary documents for lodging/processing of insurance claim. IIFT (K) will recover the loss from the Contractor, in case the damage/loss/theft has taken place due to negligence on the part of the Contractor or its staff. In case of any theft of material under Contractor's custody, matter shall be reported to Police by the Contractor immediately and copy of FIR and subsequently Police investigation report shall be submitted to IIFT (K) for taking up with insurance. However this will not relieve the Contractor of his contractual obligation for the material in his custody.
16.	Monthly Payment: The payment shall be released on monthly basis after the close of each month against the invoice provided by the Contractor. The monthly bill for the above said contract shall be submitted by the Contractor by 7th of following month and payment shall be released upon satisfactory performance, after adjusting any cost borne by IIFT (K) due to any reason/damages caused by the Contractor or his employees, down time etc., as applicable. Income tax and other taxes and surcharge at source, as applicable will be deducted from your payments at the prevailing rates. The payment shall be made on submission of the following documents:
a).	Certificates with regard to payment made to staff deployed at IIFT (K) Site (s) in accordance with the latest Minimum Rates of Wages as fixed from time to time as per the State Govt. or the Central Govt. whichever is applicable. The Contractor shall furnish photo copies of monthly Wages Payment Sheet duly signed by individual employees along-with bills.
b).	Photo copies of Bank Challans for the amount deposited in the bank for ESI and PF along-with certificate as per requirement of IIFT (K).
17.	IIFT (K). will not be responsible for any lapse on the part of the Contractor in enforcing of provisions of any statutory compliance (s). The Contractor shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour Laws/regulations and IIFT (K) will have no responsibility, whatsoever. Receipt of any complaints on this ground shall be viewed seriously.

18.	This being a pure works contract, the personnel engaged and deployed by the Contractor at IIFT (K) Office/Residential Premises will be in no way be deemed as working under the employment of IIFT (K) and there shall exist no employer-employee relationship between IIFT (K) and the Contractor or his personnel deployed by him. It is expressly understood that there shall be no legal relationship of whatsoever subsists between IIFT (K) and such personnel employed by the Contractor.
19.	The Contractor or his personnel shall have nothing to do with IIFT (K) either in respect of wages/salary or such other statutory benefits or compensation etc. under the Labour Laws and other related Laws in force or introduced at any time during the currency of the Contract by the State/Central Government. The Contractor shall obtain an appropriate/adequate Policy i.e. Contractor All Risks (CAR) Policy so as to meet any obligation in any eventuality.
20	The employees of the Contractor will work strictly under the direction and administrative control of Manager/Supervisor/Site Engineer designated by the Contractor. However, the Contractor's supervisory staff will have to execute the work through their employees according to the requirement, need and/instructions of the designated officers of IIFT (K).
21.	The employee of the Contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the décor of the most modern mechanized building of IIFT (K) and they shall not in any manner cause any interference, annoyance, nuisance etc. to IIFT (K) staff or its business or working or tenants and will be liable for immediately replacing/relocating the individual employee if the services rendered by him are not found to be satisfactory
22.	The Contractor will have to pay at-least minimum rates of wage, circulated from time to time by Govt. of West Bengal under the Minimum wages Act, to the personnel deployed by him at IIFT (K).. Payment to the workers shall be paid directly in their bank account through Bank as per latest guidelines of Labour Department. IIFT (K) shall not in any way be responsible for making payment wages to the personnel deployed.
23.	Thorough checking of employees of the Contractor during entry/exit shall be done by security staff of IIFT (K).
24.	Penalty: After completion of the contract, if the said work is awarded to another agency/firm/vendor, smooth handing over of entire system be done within 30 days in good working condition to next selected Contractor. During the process of Handing Over-Taking Over, if any fault is observed by IIFT (K)/new Contractor, the same should be rectified within 30 days period. If the defect is not rectified within 30 days than IIFT (K) shall be at liberty to deduct 0.5% of the contract value per week or part thereof delay up-to a maximum of further 2 months from Contractor running /pending bills/security deposit. Thereafter, IIFT (K) shall be free to get the work done through another agency/firm and payment shall be recovered from Contractor balance payments/security deposit and Contractor will have no objection to such deeds. Penalty of 5000/-will be imposed for each failure to comply with terms of the bid.
25.	Strikes & Lockout: The Contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the Contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout is not settled within a period of one month, IIFT (K) shall have the right to get the work executed through any other agencies and the cost so incurred by IIFT (K) shall be deducted from the Contractor's bills/security deposits. Further, IIFT (K) reserves the right to terminate the contract in case of any strike/lockout of the Contractor
26.	Force Majeure: The following shall amount to Force Majeure:
a).	Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, flood, Fire, Cyclones, Earth quake and Epidemic and other similar causes over which the Contractor has no control.
b).	If the Contractor suffers delay in the due execution of the contractual obligation

	due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the Contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the Contractor immediately reports to IIFT (K) in writing the causes of delay and the Contractor shall not be eligible for any compensation.
27.	Arbitration & Reconciliation :-
a).	In case amicable settlement is not reached in the event of any dispute of difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the Contractor in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by the VC of IIFT (K).
b).	The award of the Arbitrator shall be binding upon the parties to the dispute.
c).	Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or reenactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be held at Kolkata and the language of the proceedings shall be in English. Subject to the above, the Courts at Kolkata alone shall have the jurisdiction to deal any disputes between the Parties pertaining to the contract.
d).	The cost of arbitration shall be borne equally by both the parties.
e).	Work under the contract shall be continued during the arbitration proceedings.
f).	Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, penalty as may be decided by IIFT (K) and future blacklisting of the Contractor.
28.	IIFT (K) reserves the right to terminate the contract without assigning any reasons whatsoever giving three months" notice to the Contractor. Similarly the Contractor will also have the right to give three months" notice in case Contractor intends to discontinue the contract.

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SECTION – 5 (PART – A)

SPECIAL CONDITIONS OF THE CONTRACT (SCC)

OPERATION & COMPREHENSIVE MAINTENANCE OF FIRE FIGHTING SYSTEM AT IIFT KOLKATA CAMPUS.

1.	<p>Contractual Rates: The Bidders are required to quote all inclusive rates for 1st year (Inclusive applicable Govt. taxes) in the format given at Annexure. Subject to the performance of the successful bidder being satisfactory during first years of the contract, IIFT (K) may consider extension of the contract by one more year, at its sole discretion, but without any obligation and in such case the rates for the 2nd year shall be 5 (five) percent higher than the rates for the 1st year. The Bidders are advised to consider possible revision in rates of Dearness Allowance (DA) that may occur during the tenure of the Contract/Extension, to be notified by the Govt. of West Bengal from time to time, while quoting the rates. IIFT (K) shall not bear any hike in DA during the tenure of the Contract/Extension. However, in case of any revision in rates of Minimum Wages (MW) duly notified by the Govt. of West Bengal, the differential rates of MW in full shall be borne by IIFT (K). The differential rates shall be arrived at over the prevailing pre revised rates of Minimum Wages and in such case, the other terms and conditions of the Contract shall remain unchanged. No other charges shall be borne by IIFT (K).</p>
2.	<p>Monthly rates shall be arrived at by dividing the Quoted Annual Rates by Twelve. The percentage of hike in MW shall be arrived at by taking AVERAGE percentage of hike in MW over the prevailing pre-revised rates of MW of all the Categories mentioned in „Scope of Work“ except „Above Skilled Category“ . IIFT (K) shall pay the differential MW only if claimed by the Contractor, in case Minimum Wages are increased. The final payment shall be released on the basis of actual deployment of Manpower for the related duration/month.</p>
3.	<p>IIFT (K) reserves the right to adopt any other methodology or provision in terms of statutory compliance/Minimum Wages, if felt necessary at any time during the tenure of the Contract/extension and in such case (s), the decision of IIFT (K) shall be final and binding to the Contractor.</p>
4.	<p>The Contractor shall be required to give an undertaking as a token of acceptance of the extension of the Contract for the 2nd year, if offered by IIFT (K) and in such case, all the other terms and conditions of the Tender, Corrigendum/Addendum, if any, and Contract Agreement will remain unchanged.</p>
5.	<p>GST Clause.</p>
i)	<p>The Contract value should be exclusive of all applicable Indirect taxes, levies, duties, cesses and surcharges. Any Indirect Tax (such as service tax, VAT/ CST, entry tax, customs duty, excise duty or any other tax or GST) will be charged and recovered over and above the agreed consideration.</p>
ii)	<p>In case any credit, refund or other benefit is denied or delayed to IIFT (K) due to any noncompliance by the Contractor (such as failure to upload the details of the sale on the GSTN portal, failure to pay GST to the Government) or due to non-furnishing or furnishing of incorrect or incomplete documents/ invoice prescribed under Law by the Contractor, the Contractor shall reimburse IIFT (K) the loss including but not limited to, the tax credit loss, interest and penalty.</p>
6.	<p>Commencement of Work: The Contractor shall commence the work as per time/date indicated in the Letter of Intent/Work Order issued by IIFT (K) and shall proceed with the same with due Expedition without delay. If the Contractor fails to start the work within stipulated time as per LOI/Work Order, IIFT (K) will have the right to cancel the contract. The Earnest Money /or Security Deposit/ or Bid security with IIFT (K) will stand forfeited without any further reference to him and without prejudice to any and all of IIFT (K)" s other rights in this regard. All the work shall be carried out under the direction and to the satisfaction of IIFT (K).</p>
7.	<p>Manpower: The Contractor shall deploy the stipulated manpower in the tender document at IIFT (K) and other sites of IIFT (K) having requisite qualifications, professional competency and work experience in respective areas of their duties as outlined in “Scope of Work” to the satisfaction of IIFT (K) in appropriate shift duties.</p>
8.	<p>IIFT (K) will not be responsible for any overtime (OT) or extra payments to the personnel deployed</p>

	by the Contractor for any reason whatsoever. The above services are required on monthly job basis. The Contractor shall deploy adequate number of personnel as stipulated in the tender document in suitable shift duties. Providing relievers or payment/OT in lieu of weekly off or Gazetted Holidays or leave to personnel deployed at IIFT (K) Site, will be the responsibility of the Contractor without any extra payment by IIFT (K). The Contractor shall consider all the charges including relieving charges/service charges/material charges/administrative charges etc. while quoting the offer.	
9.	IIFT (K) reserves the right to modify requirement of personnel on need basis from time to time. In case the proposed manpower deployed by the Contractor is increased or decreased, accordingly the monthly charges will also be paid proportionately by IIFT (K) based on applicable rates quoted by the Contractor.	
10.	A list of persons deployed personnel, together with their qualification, experience and copies of the appointment letters, photograph of each personnel in uniform have to be submitted to IIFT (K) at the time of commencement of the contract or whenever change/replacement of any person (s) takes place during the period of the contract. Any subsequent changes in the deployment of personnel shall be notified in advance. IIFT (K) may ask to furnish the details of personnel deployed by the Contractor at any time during the period of contract.	
11.	The Contractor has to arrange for the latest Police verification from the parental Police station of the employee as well as from the present residential address Police station of the persons deployed within forty five days (45) from the date of Award of Work.	
12.	Performance Indicator/Uptime: The Contractor during the contract shall be responsible to maintain the complete systems/equipment/software in good working condition by maintaining minimum uptime 95%, which shall be calculated for each individual system, which form part of the overall system of the building. The uptime shall be calculated on monthly basis and proportionate deductions shall be made from the payment to be made to the Contractor for the correspondence month for which an uptime of 95% could not be maintained. The deduction shall be as follows:	
Sl. No.	Uptime	Deductions
i)	95 – 100%	No deduction
ii)	80 – 95%	10% of the total value of the Monthly bill
iii)	70 – 80%	20% of the total value of the Monthly bill
iv)	Below 70%	30% of the total value of the Monthly bill
Note:-	(a) No complaints in regard to systems etc. should remain pending for more than 24 hrs. however these need to be attended immediately without loss of time.	
	(b) Non-availability of spares/any other reasons shall not be acceptable under any Circumstances and will attract penalty, as applicable.	
13	The employee of Contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the décor of the most modern mechanized building and the employees of Contractor shall not in any manner cause any interference, annoyance, nuisance etc. to IIFT (K) staff or its business or working and will be liable for immediately replacing the individual employee if the services rendered by him are not found to be satisfactory	
14.	After completion of the said contract period/extension, it will be the responsibility of the Contractor to keep his existing operational team along-with representative of the firm/Co. at site till handover of the charge and to explain about the duties/responsibilities of IIFT (K) Site (s) to the new Contractor/agency to the satisfaction of IIFT (K), else IIFT (K) shall be at liberty to take appropriate action.	
15.	All Annexure are to be submitted with the bids duly signed and stamped. Instruction of Bidder, Tender Information, Scope of Work, General Conditions of the Contract (GCC), Tender Forms, Special Conditions of the Contract (SCC) and Corrigendum/Addendum, if any will form part of the Contract Agreement.	

SECTION – 6 (A)

UNDERTAKING & DECLARATION

6(A) - FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

22.1 Certified that:

1. I/ Wehave read, understood and agree with all the terms and conditions, Specifications included in the tender documents & offer to execute the work at the rates quoted by us inthe tender form.
2. If I/ We fail to enter into the agreement & commence the work in time, the Performance guarantee deposited by us will stand forfeited to the IIFT.
3. I/ We are not blacklisted by GST authorities.

22.2The bidder hereby covenants and declares that:

1. All the information, Documents, Photocopies of the Documents/ Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, IIFT reserves the right to reject our tender offer/ cancel the LOA/ Purchase/ work order if issued and forfeit the Performance guarantee/ Bill amount pending with IIFT. In addition, IIFT may debar the contractor from participation in its future tenders.

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6(B) -NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate)

"I.....S/o..... R/o.....
hereby certifies that none of my relative(s) as defined in the tender document is/are employed in IIFT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, IIFT shall have the absolute right to take any action as deemed fit/without any prior intimation to me."

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

SECTION- 7

BIDDER'S PROFILE & QUESTIONNAIRE
(To be filled in and submitted by the bidder)

A) BIDDER'S PROFILE:

1. Name of the Individual / Firm:
2. Present correspondences address:

 Telephone No., Mobile No., FAX/E-mail ID No.....

- 3 Address of place of Works/ Manufacture:.....

 Telephone No., Mobile No., FAX/E-mail ID No.....

4. State the Type of Firm: Sole proprietorship/ Partnership Firm / Private Limited Company
 (Tick the correct choice)
5. Name of the sole proprietor/ partners/ Director(s) of Pvt. Ltd Co.

S. No.	Name	Father's Name	Designation
1.			
2.			
3.			
4.			

6. Name of the person authorized to enter into and execute contract/ agreement and the capacity in which he i authorized (in Case of partnership/ Private Ltd Company):

7. Permanent Account No.:.....
8. Details of the Bidder's Bank for effecting e-payments:.....
 (a) Beneficiary Bank Name:.....
 (b) Beneficiary Branch Name:.....
 © FSC code of Beneficiary Branch:
 (d)Beneficiary Account No.:.....
 (e) Branch Serial No. (MICR No.):.....

9. Whether the firm has Office/ works (i.e. manufacture of the tendered item) in Kolkata. If so, state its Address:-

.....
.....

B. QUESTIONNAIRE

1.0 Do you think any other detail/ material is required to complete the work specified in the specification?

Yes / No

1.1 If Yes, Give details:.....

.....

2.0 Do you think any other item of work need to be included in tender form to complete the work specified in the specification? Yes/ No

2.1 If Yes, Give details:

.....

3.0 Suggestion for improvement of the tender document:

.
.....
.....

Date

Signature of bidder.....

Name of bidder

SECTION – 8(PART – A)**TECHNICAL BID LETTER**

**To,
Section-Officer (Admin)
Indian Institute of Foreign Trade (IIFT)
Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata –
700107**

**Sub.: Tender for “Operation & Comprehensive Maintenance of Fire Fighting Plant installed at IIFT Kolkata Campus,
1583, Madurdaha, Chowbaga Road, Kolkata –**

Ref.: Tender No.: IIFT (K)/ENG/2021-22/FFS, Dated:- 02 /12/ /2022

With reference to the above mentioned Tender for “Operation and Maintenance of Fire Fighting Plant in IIFT Kolkata Campus”, we have read the terms and conditions in the Bid Document and accept the same and furnish the following documents;

Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause-4, Section-1 of the NIT viz;

- (a) Experience certificate.
- (b) Copy of PAN.
- (c) Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that Bidder is exempted to register under Goods and Service Tax.
- (d) EMD / MSME Declaration.
- (e) DD/ Bankers cheque Details of Tender Documents Fee in case of downloaded tender.
- (f) Bidder’s Profile & Questionnaire duly filled & signed.(Section-8).
- (g) Near Relationship Certificate duly filled & signed. (Section-6B)
- (h) Undertaking & declaration duly filled & signed. (Section-6A)
- (i) Documents (self-attested) stated in Clause 10 of Section-4. Viz;
 - i) Valid NSIC/MSME certificate, if any.
 - ii) Certificate of incorporation, if any.
 - iii) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.

Yours truthfully,

Signature _____

Date:.....

Name _____

Address _____

Telephone

Seal of the firm _____

SECTION – 8 (PART – B)PRICE**SCHEDULE**

Name of Work: Operation & Comprehensive Maintenance of Fire Fighting System installed at IIFT Kolkata Campus, 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.

Table – A:

Sl. No.	Description	Cycles	Amount (₹)
1	Operation	MONTHLY	
2	Maintenance		

TOTAL AMOUNT (in Rs.)

TOTAL (in words): Rupees only.

- Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the Scope of Work and Technical Specification of Section-3 of the tender document excluding Goods and Service Tax, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.
- Minimum wage, EPF employer's contribution, ESIC employer's contribution or any statutory obligation has to be paid by vendor as per Govt. notification from time to time.

BIDDER'S SIGNATURE WITH OFFICIAL

SEAL/STAMP

SECTION – 9 (A & B)**PROFORMAS****9 (A): For the Performance Guarantee***(To be typed on non-judicial stamp paper of appropriate value)***PERFORMANCE GUARANTEE**

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued an APO no. Dated/...../2021 awarding the work of "Operation & Comprehensive Maintenance of Fire Fighting System installed at IIFT Kolkata Campus, 1583, Madurdaha, Chowbaga Road, Kolkata-700107" to M/sR/o (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Vice-chancellor, IIFT of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../20..... (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank Branch having (Address) and Regd. office address as (hereinafter called 'the Bank') agreed to give this guarantee as hereinafter contained:

1. We, "the Bank" do hereby undertake and assure to the IIFT that if in the opinion of the IIFT, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the IIFT the said sum limited to Performance Guarantee amount or such lesser amount as IIFT may demand without requiring IIFT to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
2. Any such demand from the IIFT shall be conclusive as regards the liability of Bidder to pay to IIFT or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and IIFT regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the IIFT shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by IIFT against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of IIFT or any indulgence by IIFT to Bidder or any other

matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.

5. Notwithstanding anything herein contained;

- (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.
- (b) The guarantee shall stand completely discharged and all rights of the IIFT under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.

6. In case IIFT demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "Indian Institute of Foreign Trade" and payable at "Kolkata".

7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place...

Date...

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

..... Telephone Numbers Fax

numbers..... E-mail ID:

9 (B): For Letter of Authorization for Attending Bid Opening Event
(To be typed preferably on letter head of the company)

Subject: AUTHORIZATION FOR ATTENDING BID OPENING

I / We Mr./Ms have submitted our bid for the tender no., Dated:-
//2021 in respect of "Operation and Comprehensive Maintenance of Firefighting System in IIFT Kolkata Campus" which is
due to open on //2022, in the chamber of AO, Indian Institute of Foreign Trade (IIFT), Plot No.1583, Madurdaha,
Chowbaga Road, Kolkata – 700107.

We hereby authorize Mr. / Ms. & Mr./Ms (Alternative)
whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

..... Signature of
the Representative

.....
Signature of the Representative

Signature of Bidder/Officer authorized to
on behalf of the Bidder

.....
Signature of the alternative Representative

..... Name
of the alternative Representative

Above Signatures Attested

Note 1: Maximum of two representatives will be permitted to attend the Bid opening.

Note 2: Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed
above is not received.

ANNEXURE – A**DRAFT – AGREEMENT***(To be typed on non-judicial stamp paper of appropriate value)*

Articles of agreement made and entered in to this day between the **INDIAN INSTITUTE OF FOREIGN TRADE** and **M/s** hereinafter referred to as the contractor.

Whereas the contractor have contracted with the **INDIAN INSTITUTE OF FOREIGN TRADE** in respect of “ Operation & Comprehensive Maintenance of Fire Fighting System installed at IIFT Kolkata Campus, 1583, Madurdaha, Chowbaga Road, Kolkata – 700107” vide **LOA No.** **Dated** for a period of **one year w.e.f.** **to**

And whereas the said contractor have prior to the execution of these presents offered a **Bank Guarantee No.** **dated**as Performance Guarantee vide which the said has undertaken to pay to the **INDIAN INSTITUTE OF FOREIGN TRADE** an amount not exceeding **Rs.**/- (**Rupees****only**) against any loss or damage caused to or suffered by the **INDIAN INSTITUTE OF FOREIGN TRADE** by reason of any breach of contract by the said contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said contractor shall execute/perform the works contracted to be performed by them and observe, perform and fulfill the contract entered in, to the satisfaction of the said **INDIAN INSTITUTE OF FOREIGN TRADE** and also if the said contractor or their representative shall pay or cause to be paid to the said **INDIANINSTITUTE OF FOREIGN TRADE** for the time being all losses, damages, costs and expenses which he or they have sustained/incurred or be put in consequence of the default or failure by the said contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said contractor in the performance of the said contract to the satisfaction of the **INDIAN INSTITUTE OF FOREIGN TRADE** or in making good any losses damages or expenses hereinbefore mentioned or any part thereof, then it shall be lawful for the **INDIAN INSTITUTE OF FOREIGN TRADE** to claim **Rs.**...../- (**Rupees** **only**) towards the liquidation of the liability of the said contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said **INDIAN INSTITUTE OF FOREIGN TRADE** may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said contractor to the satisfaction (to be certified as aforesaid) of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being & until the final adjustment of the accounts between the said contractor & the **INDIAN INSTITUTE OF FOREIGN TRADE** and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being or in any **Treasury** in which they may be lodged by the **INDIAN INSTITUTE OF FOREIGN TRADE**. In witness where of the said contractor and the said **INDIAN INSTITUTE OF FOREIGN TRADE** acting in the premises as aforesaid have set their respective hands and seals the day and year first above written.

The terms & condition of NIT No.: IIFT(K)/ENG/2021-22/FFS

ढदनाकं / DATED:- 02 /12 /2022 forms the integral part of this agreement.

ANNEXURE – B

CERTIFICATE OF SITE INSPECTION

THIS IS TO CERTIFY that:

I, _____ (*name of bidder or his representative*) of
the(*name of the firm*) visited the site in connection with
the Bid No. _____ for the _____ (*name of
the Tender*)

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

***Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making site visit he will be solely responsible for all or any discrepancy.**

Signature of Bidder with seal:

Name and title of Signatory: _____

Stamp of Address of Company: