

TENDER DOCUMENTS

FOR

**Routine check up of Fire system including Annual maintenance
operation of Fire Protection and Detection installed at EZCC Salt
lake Kolkata**

Eastern Zonal Cultural Centre
IB-201, Sector-III, Salt Lake City
Kolkata-700106

Notice Inviting Tender for Routine check up of Fire system including Annual maintenance operation of Fire Protection and Detection installed at EZCC Salt lake Kolkata.

A. Tenders:-

1. Sealed tenders are invited by the Director, Eastern Zonal Cultural Centre IB-201, Sector-III, Salt Lake City, Kolkata-700106 from the bonafide agencies for Routine check up of Fire system including Annual maintenance operation of Fire Protection and Detection installed at EZCC Salt lake Kolkata. Director, EZCC reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
2. Tenders to be submitted in sealed cover with the name of the work written on the envelope will be received up to 2.00 pm on 27.08.2015. The tenders will be opened on the same day at 3.00 pm at said office.
3. The EZCC does not bind itself to accept the lowest tender.
4. Tenders which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.
5. Tenders incorporating additional conditions are liable to be rejected.
6. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on this ground alone.
7. Before quoting the service charges, the agency must assess the quantum of work involved after going through the specifications of work at Annexure-1 and physical inspection of the premises.

B. Responsibility of the Agency

1. The Agency shall ensure that all wages and allied benefits like P.F., Bonus ,ESIC, etc. are paid to their employees. The Agency shall remain liable to the authorities

concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. The agency shall have to abide by the minimum wage legislation of Central Government, and must pay minimum wage as per law to their staff deployed for the purpose of the contract.

2 .During the period of this contract, the agency shall provide proper and adequate service and entire satisfaction of the centre. The agency shall constantly keep in touch with the centre for effective performance of the contract and abide by all instructions and directives issued by the centre in this regard.

3. The agency shall be liable to comply with the directions of the centre. To remove within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate service.

C. PAYMENTS:-

1.The payment will be made monthly basis by A/C payee cheque within 30 days from the date of submission of the proper and pre-received bill, duly certified by the authorized representative of centre for the operation /works and by running bill for the repairing work. In case of the agency's failure to provide requisite services on particular day/days; proportionate deduction shall be made from the bill .

D. TENURE AND VALIDITY:-

1. In the beginning, the contract would be for an initial period of one year with a provision for continuance for a further period of two years depending upon the

performance of the agency, provided EZCC. desires it.

2. For reason other than mentioned in the clauses above, the contract can be terminated by either party by providing clear one month notice in writing.

E. SUBMISSION OF TENDER:-

1. Tender must be submitted in clearly marked the name of work and date of opening.

2. The duly signed complete tender as a token of acceptance of the terms & condition strictly without any additional conditions.

3. Price bid strictly in the format annexed to be typed/ written on the Agency's letterhead. The tenders not submitted in above manner/format are liable for rejection.

F. SCOPE OF WORK:-

1. Free replacement of small spares viz. gasket-packing rubber/neoprene setting of hydrant valve/gate valve pumps etc
2. Testing and running of all pumps weekly once.
3. Checking of lubricants in movable items daily.
4. Cleaning of all items, keeping all in healthy conditions.
5. Checking diesel /Mobil level in Diesel Engine
6. Checking weight/level/conditions of refills in the fire extinguishers etc.
7. Ensuring positive suction condition for instant starting of pump set.
8. Checking water level, specific gravity of batteries for Diesel Engine and refilling water, charging batteries as and when required..
9. Checking all the portable extinguishers installed at all locations and bringing to the notice of EZCC authorities for refilling of fire extinguishers..
10. Checking & rectification of relays/contacts in electrical panels.

11 Checking & rectification of external siren.

12. Checking & rectification of water curtain nozzle system in main Auditorium.

13 The service personals shall attend to fire fighting on all occasions.

14 Cost of major spares, cost of refilling of portable extinguishers is excluding from the scope of work.

15 Checking of Zonal panel boards.

16. Checking and rectification of Smoke detectors and its system .

17. Any repairing works shall be completed within 24 hours.

Format for Submission of Offers by the Tenderers

(To be submitted on Agency's Letter head)

To

The Director

Eastern Zonal Cultural Centre

IB -201, Sec-iii, Salt Lake City

Kolkata -700106

Sir,

We have read, understood and accepted all the terms and conditions as stipulated

in the Notice Inviting Tender for Routine check up of Fire system including Annual maintenance operation of Fire Protection and Detection installed at EZCC Salt lake Kolkata We hereby agree to undertake the contract as per your requirement indicated

in the N.I.T for the service charges as follows :-

A) Routine check up of Fire system including Annual maintenance and operation of Fire Protection and Detection installed at EZCC Salt lake Kolkata ..

i) Rate per month may be quoted without operating staff. Rs.....

ii) Rate per year may be quoted without operating staff. Rs.....

