



**BIOTECHNOLOGY INDUSTRY  
RESEARCH ASSISTANCE COUNCIL**  
A Government of India Enterprise

***BID DOCUMENT NO.***

**BIRAC/HR&A/007/2015/Enq-009**

***(Two Bid system)***

**NAME OF WORK:**

**“Comprehensive Annual Maintenance Contract for Biotechnology Industry Research Assistance Council (BIRAC) at 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi”**

Annual Maintenance contract for **All Inclusive** Comprehensive maintenance of Variable Refrigerant Volume (VRV) / Variable Refrigerant Flow (VRF) Modular Type Air-conditioning System, Fire Alarm System, Sprinkler system, LT Panels, Distribution Board, Electrical Fitting and Wiring at Biotechnology Industry Research Assistance Council, 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi.

***CLIENT:***

Biotechnology Industry Research Assistance Council (BIRAC)  
1<sup>st</sup> Floor, MTNL Building, 9 CGO Complex, New Delhi

## INDEX

| <b>Sl. No</b> | <b>Description</b>  | <b>Page No.</b> |
|---------------|---|-----------------|
| 1.            | Index   | 2               |
| 2.            | Bid Notice  | 3-4             |
| 3.            | Detailed Bid Notice   | 5               |
| 4.            | Eligibility Criteria & Cover System   | 6               |
| 5.            | Pre-qualification Criteria –<br>(Provision of Documentary Evidences is Mandatory) | 7               |
| 6.            | Technical Bid   | 8-9             |
| 7.            | Price Bid   | 10              |
| 8.            | General   | 11-13           |
| 9.            | Scope Of Work   | 14-30           |
| 10.           | Bid Evaluation Criteria & Procedure for Opening The Bids                          | 31-32           |
| 11.           | Annexure I      General Information About The Bidder                              | 33              |
| 12.           | Annexure II      Company Profile With Staff Details & Work Experience             | 34-35           |
| 13.           | Annexure III      Undertaking   | 36              |
| 14.           | Annexure IV      List of major client, successfully executed by the Bidder        | 37              |
| 15.           | Annexure V      Details of Similar work in hand (Ongoing)                         | 38              |
| 16.           | Annexure VI      Declaration  | 39              |
| 17.           | Checklist of essential documents to be submitted with Bid                         | 40              |
| 18.           | Performance Bank Guarantee  | 41              |
| 19.           | Agreement   | 42-43           |

## BID NOTICE

Sealed Bids are invited under **Two Bid system** (Technical & Financial) from OEM/Authorised agency of OEM for HVAC plants or experienced & reputed HVAC licensed Contractors, registered with CPWD, Railways, PSUs, MES, P&T, State PWD, Semi Govt. Organization for providing Annual Maintenance contract for **All Inclusive** Comprehensive maintenance of Variable Refrigerant Volume (VRV) / Variable Refrigerant Flow (VRF) Modular Type Air-conditioning System, Fire Alarm System, Sprinkler system, LT Panels, Distribution Board, Electrical Fitting and Wiring at Biotechnology Industry Research Assistance Council, 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi..

|  |   |
|--|---|
| <b>Period of issue of Bid Document :</b>         | The Bid document can also be downloaded from BIRAC website ( <a href="http://www.birac.nic.in">http://www.birac.nic.in</a> )<br><br>From <u>19<sup>th</sup> April 2016</u> to <u>5<sup>th</sup> May 2016</u>                              |
| <b>Cost of Bid Document :</b>                    | Nil   |
| <b>Estimated Cost of the Contract:</b>           | <b>Rs. 5.00/- Lac, Per Annum</b>  |
| <b>Security Deposit by the Successful Bidder</b> | <b>10% of total contract value in the form of Bank Guarantee (B.G) in favour of "Managing Director, Biotechnology Industry Research Assistance Council" payable at Delhi from any Nationalized Bank.</b>                                  |
| <b>Period of Contract :</b>                      | <b>Two Years (extendable thereafter for another two years on the same terms and conditions with 5% per annum escalation applicable on the quoted price).</b>  |
| <b>Office Address &amp; Phone Number</b>         | Biotechnology Industry Research Assistance Council (BIRAC), <b>1st Floor ,MTNL Building ,9 , CGO Complex, Lodhi Road, New Delhi-110003</b><br>(Next to Scope Complex, Infront of Gate no. 13, JLN Stadium)<br><br>Phone: + 91-11-24389600 |
| <b>Inspection of the premises :</b>              | <b>From <u>19<sup>th</sup> April 2016</u> to <u>26<sup>th</sup> April 2016</u></b><br><br><b>Between : 11 AM to 04 PM (Working days)</b>  |

|   |  |
|---|--|
| <b>Last Date / Time of Submission :</b> | <b><u>05<sup>th</sup> May, 2016</u> by 2.30 PM</b> |
| <b>Date of Opening :</b>                | <b><u>05<sup>th</sup> May, 2016</u> at 3.30 PM</b> |

**Biotechnology Industry Research Assistance Council (BIRAC)** reserves the right to accept or reject any or all the Bids without assigning any reason therefore.

## DETAILED BID NOTICE

### NAME OF WORK

**“Comprehensive Annual Maintenance Contract for Biotechnology Industry Research Assistance Council (BIRAC) at 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi”**

Annual Maintenance contract for **All Inclusive** Comprehensive maintenance of Variable Refrigerant Volume (VRV) / Variable Refrigerant Flow (VRF) Modular Type Air-conditioning System, Fire Alarm System, Sprinkler system, LT Panels, Distribution Board, Electrical Fitting and Wiring at Biotechnology Industry Research Assistance Council, 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi.

## I. ELIGIBILITY CRITERIA & COVER SYSTEM

### Sealing and Marking of Bids:

The BID would be processed according to a single stage, two Bid procedures. Offers should be submitted in three parts viz., Pre Qualifying Criteria (PQC), Technical bid and Price Bid in separate envelopes **and put together (all three sealed envelopes) in one large SINGLE SEALED COVER bearing the Bid No. and Bidder's Name.**

**Envelope 1** – Should contain the PQC & supporting documentary evidences and marked as below on the right hand top corner as :

- Envelope No.1- PQC
- Bid No.:
- Bidder's Name:

**Envelope 2** – Should contain the Technical Bid & supporting documentary evidences and marked as below on the right hand top corner as :

- Envelope No.2- Technical Bid
- Bid No.:
- Bidder's Name:

**Envelope 3** – Should contain the Price Bid & supporting documentary evidences and marked as below on the right hand top corner as :

- Envelope No.3- Price Bid
- Bid No.:
- Bidder's Name:

## PRE-QUALIFICATION CRITERIA- Envelope -1

(Provision of Documentary Evidences is Mandatory)

| Sl.No. | Criteria:   | Status<br>YES/No | Documentary<br>Evidence<br>enclosed<br>YES/NO |
|--------|---|------------------|---|
| 1      | Legal Entity of the firm i.e.<br><br>Sole Proprietorship /Private Limited/ Public Sector<br>Undertaking/ Limited Company/Joint<br>Venture/Partnership firm/ LLP   |                  |   |
| 2      | One of the following criteria should be fulfilled with<br>regard to similar completed work in the Last Three Years<br>(FY 2012-13, 2013-14 & 2014-15)<br><br>i. One Similar completed work contract - Rs. 4 Lac<br><b>OR</b><br><br>ii. Two Similar completed work contract - Rs. 3 Lac<br><b>OR</b><br><br>iii. Three Similar completed work contract - Rs. 1.6<br>Lac |                  |   |
| 3      | Year of Experience<br>(minimum 5 years)   |                  |   |
| 4      | Functional office of the Bidder/Agency should be located<br>in New Delhi/NCR  |                  |   |
| 5      | The Bidder/Agency should not have any Legal incapacity<br>or should not have been blacklisted that would render<br>entering into contract invalid.  |                  |   |
| 6      | At least one similar work should have been executed for<br>Govt. Agency / PSU / Bank etc. (completed)   |                  |   |

**Biotechnology Industry Research Assistance Council (BIRAC)** reserves the right to accept or reject any or all the Bids without assigning any reason therefore.

**Sign and Seal of Bidder**

## 1.1 TECHNICAL BID: ENVELOPE -2:

1.1.1 The Technical Bid should contain the following details/information with relevant supporting evidences (duly certified):

| Sl. No. | Name of Document  |
|---------|---|
| 1       | General Information about the Bidder ( <b>Annexure-I</b> )  |
| 2       | Company profile with staff details & work experience ( <b>Annexure-II</b> )   |
| 3       | Undertaking by Bidder/ Agency ( <b>Annexure-III</b> )   |
| 4       | Experience proof in similar class of work (ongoing & completed) in the last three years ( <b>Annexure No. IV &amp; V</b> needs to be submitted) per below norms :<br><br>i. One similar completed work contract of Rs. 4 Lacs or more;<br><br>OR<br><br>ii. Two similar completed work contracts of Rs.3.00 lacs or more;<br><br>OR<br><br>iii. Three similar completed work contract of Rs. 1.60 lacs or more; |
| 5       | Declaration ( <b>Annexure VI</b> )  |
| 6       | Copy of IT return and acknowledgment of the Income Tax Department for three consecutive financial years, 2012-13, 2013-14, 2014-15  |
| 7       | Audited Balance Sheet and Profit & Loss statement (FY 2012-13, FY 2013-14, FY 2014-15)  |
| 8       | Copy of Service Tax Registration Certificate No. and Date of Issue, Valid PAN, TIN & TAN and VAT, ISO Certification or other accreditations.  |
| 9       | Affidavit/ Declaration of Proprietor that he is the sole proprietor of the firm. Memorandum and Article of Association/ Partnership Deed, whichever is applicable.  |
| 10      | Bid documents in original duly filled in and signed by Bidder or his authorized Representative along with seal on each page.  |
| 11      | Documentary evidence for Performance of works (Quality), based on report/visit/presentation/appreciation. Completion certificates of minimum two clients, one of which should be PSU/Govt./Bank etc.  |



***The Bidder should submit self-attested & stamped/sealed of the above mentioned documents.***

Even though the applicants may meet the above criteria, they are subject to be disqualified if they have:

- i) Provided misleading or false representation in the form, statement and attachments submitted in and or
- ii) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
- iii) Found to have been black listed in any other works.
- iv) All essential documents mentioned need to be submitted, failure to which will summarily reject the bid submitted.

## 1.2 PRICE BID: ENVELOPE -3

### PRICE BID

Sealed envelope (Envelope -3) should contain Price Bid as per format

**Subject :-** Comprehensive Annual Maintenance Contract for Biotechnology Industry Research Assistance Council (BIRAC) at 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi

Annual Maintenance contract for **All Inclusive** Comprehensive maintenance of Variable Refrigerant Volume (VRV) / Variable Refrigerant Flow (VRF) Modular Type Air-conditioning System, Fire Alarm System, Sprinkler system, LT Panels, Distribution Board, Electrical Fitting and Wiring at Biotechnology Industry Research Assistance Council, 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi.

| Sl.No | Description of Work<br>(Details as mentioned<br>under Scope of work) | Amount in<br>Figures<br>(Rs) | Amount in words(Rs.)<br>(Inclusive of taxes as may be applicable) |
|-------|--|------------------------------|---|
| 1     | HRV & HVAC SYSTEM  |                              |   |
| 2     | ELECTRICAL FITTINGS &<br>WIRING                                      |                              |   |
| 3     | FIRE ALARM SYSTEM  |                              |   |
| 4     | SPRINKLER SYSTEM   |                              |   |
|       | <b>Total</b>   |                              |   |
|       | <b>amount</b>  |                              |   |

(Signature of the Bidder)

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Seal

*Any condition in regard to financial aspects, payments, terms of rebate etc. beyond the prescribed financial terms of BIRAC will make the Bid invalid. Therefore it is in the interest of the Bidders not to write anything extra in the Price Bid (as per the format given) except price & details mentioned. The Bids may enclose the detailed item-wise, work-wise break-up with the price Bid. However, the Bids will be evaluated on the basis of consolidated price Bid.*

## II. GENERAL

### GENERAL TERMS AND CONDITIONS (GTC)

1. The contract shall be in force for an initial period of **Two Years extendable thereafter for another two years on the same terms and conditions with 5% per annum escalation applicable on the quoted price**. The contract can be terminated by either party by issuing **Two months** advance notice in writing.
2. Bids must be received by BIRAC at the given address, not later than the time and date specified on the cover page. In the event of the specified date for the submission of Bids being declared a holiday for BIRAC, the Bids will be received up to the appointed time on the next working day.
3. Bidders may inspect the site on 19<sup>th</sup> April 2016 or before 26<sup>th</sup> April 2016 in advance to converse themselves of the system before quoting the rates.
4. Bids which do not fulfil all or any of the conditions or are incomplete in any respect are liable to be summarily rejected
5. Duly filled Bids, super subscribed AMC for **“Comprehensive Annual Maintenance Contract for Biotechnology Industry Research Assistance Council (BIRAC) at 1<sup>st</sup> Floor , MTNL Building , 9 ,CGO Complex , New Delhi”** should be sent (not later than the Bid closing date and time mentioned above) to;

**Senior Manager (HR & Admin)**  
**Biotechnology Industry Research Assistance Council**  
**1<sup>ST</sup> floor, MTNL building, 9, CGO complex,**  
**NEW DELHI-110003**

6. **Bid Validity:** The Bids shall be valid for **180 days** from the last date of submission of Bids
7. **Security Deposit:**  
Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10 % of the work order annual value, by way of Bank Guarantee (BG) from a Nationalized Bank in favour of **“Managing Director, BIRAC” payable at Delhi**. The Security Deposit will be forfeited, in case the vendor fails to execute the order to the satisfaction of BIRAC. The Security Deposit will remain with BIRAC till the satisfactory completion of contract duly certified by employer and will not bear any interest whatsoever and will be liable for forfeiture in case of the breach of any terms and conditions of the Contract. In case of the bank guarantee for security deposit, the validity will be Twenty-Four months (+3 months) from the

date of letter of award/commencement of work whichever is later. The BG will be renewed for extended period also.

8. BIRAC does not bind itself to accept the lowest or any Bid and reserves the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rates quoted.
9. Canvassing in connection with the Bids is prohibited and the Bids submitted by the contractor who resort to canvassing are liable for rejection.
10. The Bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the Bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed –
11. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the Bidder shall be taken as correct.
12. When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the Bidder in words shall be taken as correct.
13. When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the Bidder shall be taken as correct and not the amount.
14. Before Bidding, the Bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools, tackles & Plant etc., conditions affecting accommodation and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the employer under any circumstances.
15. The rates quoted in the Bid should be inclusive of all taxes, including service tax, duties & levies applicable on the last date of receipt of the Bids. In case any additional tax / duties are levied subsequently or if the percentage of tax / duty is increased/decrease, then BIRAC will reimburse/deduct the component of the new taxes / duties to the Contractor on submitting satisfactory documentary evidence to prove that the tax is actually paid by the Contractor to the respective Govt. agencies.  
  
The necessary deductions on account of income tax, service tax etc. will be deducted at source, as applicable, as per Government Rules from the bills submitted by the Contractor and necessary TDS certificate will be issued.
16. Bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Bids. Bidders who are desirous to offer

rebate the same should be brought out separately in the covering letter and submitted along with the Bid except wherever needed after referring the details of the Bid and if asked for. Correction / overwriting should be countersigned by the Bidder.

17. The contractor will have to enter into agreement with BIRAC within 15 days of Letter of Acceptance. The agreement is to be executed on adequate stamp paper. Cost of stamp paper will be borne by the contractor.
18. BIRAC reserves the right to accept or reject any Bid in full or in part without assigning any reason.
19. The conditions beyond contractors control such as, but not limited to, war, strikes, fires, flood, governmental restrictions or power failures, damages etc, shall not be deemed a breach of the contract.

#### **RESPONSIBILITY OF CONTRACTOR:**

1. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and abolition) Act, 1970 and rules framed there under, and other labour laws affecting contract labour, if applicable, that may be brought into force time to time.
2. The contractor shall make good all the damages caused to the machinery due to negligent act of contractor within stipulated period decided by the Owner.
3. The Contractor/ Bidder shall either have in possession or shall arrange the required necessary sets of spanners, testing/calibration equipment etc. with the technicians.
4. The surrounding areas and the machinery/tools will be kept neat & clean. Cleaning agents such soap, detergent, cotton waste etc. will be provided by the contractor free of cost.
5. All the waste material like filters, used oil, grease & other component etc. generated as a result of maintenance by the contractor will be immediately disposal off by the contractor in compliance with the local Pollution Control Board norms.
6. The rate shall be fixed for the entire duration of the contract.
7. **LEGAL JURISDICTION** – In case of any dispute the **Delhi Courts** alone shall have the territorial jurisdiction to adjudicate upon the matter arising out of this contract.

### III SCOPE OF WORK

#### Description of Complete Systems for Maintenance:

Broad description of complete systems installed at BIRAC under the contract.

**Note:** Bidders are advised to visit the site for verification of complete system. Variation in quantities of equipment w.r.t as given below is likely to occur as per requirement and during the period of Contract.

#### SCOPE OF WORK

The scope of work as mentioned below are the minimum expected from the firm / agency / contractor apart from break down maintenance and any other work required for “All-inclusive comprehensive maintenance” in proper way as per the operation and maintenance manuals of respective equipment and as per good engineering practices will be required to be done under this scope of work. Successful Bidder will submit Performa for recording the following minimum work schedule/parameters and show to the employer for approval to ensure proper accomplishment of these tasks.

#### HRV & HVAC SYSTEM

| S.No.     | DESCRIPTION   | QTY.<br>APPROX | UNIT |
|-----------|---|----------------|------|
| 1.1       | Repair, Maintenance and replacement of Variable refrigerant volume / Variable refrigerant flow modular type air conditioning system suitable for cooling and heating by inverter driven capacity control compressor complete with indoor and outdoor units with individual controller and with fittings etc., as per quantity given below i/c full charging of R-410A refrigerant gas complete with duly powder coated and outdoor unit having COP at 100% and 50% load to be 3.2 and 4.1 respectively. |                |      |
| <b>a)</b> | <b>Outdoor Units</b>  |                |      |
| i)        | 18 HP   | 4              | No.  |
| ii)       | 10 HP (for TFA)   | 1              | No.  |
| <b>b)</b> | <b>Indoor Units (Nominal Capacity)</b>  |                |      |
|           | <b>Hi-Static Ductable Indoor Unit</b>   |                |      |
| i)        | 4.75TR  | 6              | Nos. |
| ii)       | 4.125 TR  | 2              | Nos. |
| <b>c)</b> | <b>4-Way Cassette (Round Feed) type indoor units</b>  |                |      |
| i)        | 4.125 TR  | 1              | Nos. |
| ii)       | 3.3 TR  | 4              | Nos. |
| iii)      | 2.08 TR   | 2              | Nos. |
| iv)       | 2.64TR  | 1              | Nos. |
| <b>d)</b> | <b>Wall mounted type indoor units</b>   |                |      |

|     |  |     |      |
|-----|--|-----|------|
| i)  | 1.65TR   | 13  | Nos. |
| ii) | 2.075 TR   | 4   | Nos. |
| e)  | Corded Remote (For Hi-Static Ductable and Cassette Unit)   | 33  | Nos. |
| f)  | Repair, Maintenance and replacement of TFA Units for fresh air   |     |      |
| i)  | 8.27TR   | 1   | Nos. |
| g)  | Corded Remote for TFA Units  | 1   | Nos. |
| h)  | Centralized Controller capable of controlling iTouch Unit.   | 1   | No.  |
| 1.2 | Repair, Maintenance and replacement of refrigerant 'Y' joint required for distribution of refrigerant in copper piping etc.  | 29  | Jobs |
| 1.3 | Repair, Maintenance and replacement of interconnecting refrigerant copper pipe work with fitting duly insulated with 19/13 mm thick closed cell elastomeric nitrile rubber tubular insulation between each set of indoor & outdoor units as per specification all piping inside the room which is properly supported with M.S. hanger. |     |      |
| 1.4 | <b>Drain Piping</b>  |     |      |
|     | Repair, Maintenance and replacement of Rigid PVC piping complete with fittings, supports as per specifications and duly insulated with 6mm thick closed cell nitrile rubber insulation.  |     |      |
| 1.5 | Repair, Maintenance and replacement of SITC PUR (Polyurethane foam panel or board) factory fabricated ducts / PIR ( Polyisocynurate foam panel or board) factory fabricated ducts made up of CNC machine cut for <b>internal</b> use   | 300 | Sqm  |
| 1.6 | <b>Grills / Diffusers</b>  |     |      |
|     | Repair, Maintenance and replacement of return air grills / diffusers as per specifications and drawings including frame of G.I. / Wooden in false ceiling / walls.   |     |      |
| 1.7 | <b>Control &amp; Transmission Wiring</b>   |     |      |
|     | Repair, Maintenance and replacement of control cum transmission wiring of 2 core x 1.5 sq.mm. Copper in suitable conduits between indoor and outdoor unit.   | 250 | Rmt. |
| 1.8 | <b>Isolators</b>   |     |      |
|     | Repair, Maintenance and replacement of Weatherproof box with MCCBs of suitable ratings near the outdoor  | 7   | Nos. |
| 1.9 | Loop earthing for system with 6 sqmm dia GI wire   | 120 | Rmt. |

### **ELECTRICAL FITTINGS & WIRING**

| S.No. | DESCRIPTION   | QTY. | UNIT  |
|-------|---|------|-------|
| 2.1   | Repair, Maintenance and replacement of Point wiring in PVC conduit, with modular type switch Wiring for light point / fan point / exhaust fan point / call bell point | 252  | point |
| 2.2   | Repair, Maintenance and replacement of Wiring for Light /   | 57   | point |

|      |   |      |       |
|------|---|------|-------|
|      | Ceiling fan / Exhaust Fan points  |      |       |
| 2.3  | Repair, Maintenance and replacement of Wiring for light/power plug insulated copper conductor single core cable for loop earthing as required.  | 1000 | meter |
| 2.4  | Repair, Maintenance and replacement of 30A, 240V, SPN industrial type, socket outlet, with 2 pole and earth, metal enclosed plug top along with 30 amps 'C' series, SP, MCB, in sheet steel enclosure, on surface or in recess, with chained metal cover for the socket outlet and complete with connections, testing and commissioning etc. as required. | 12   | each  |
| 2.5  | Repair, Maintenance and replacement of GI box along with modular base, cover plate, 1 no. 16A modular switch & 2 nos. 5/6A 3 pin sockets in recess etc. as required. For computer terminal points.  | 68   | each  |
| 2.6  | Repair, Maintenance and replacement of following size/modules, GI box along with modular base & cover plate for modular switches in recess etc. as required.  |      |       |
| a    | 2 Module (75mm x 75mm)  | 10   | each  |
| b    | 3 Module (100mm x 75mm)   | 160  | Each  |
| 2.7  | Repair, Maintenance and replacement of following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.  |      |       |
| a    | 5/6 amps switch and 3 pin 5/6 amp socket outlet   | 36   | each  |
| b    | 16 amp switch and 6 pin 6/16 amp socket outlet  | 124  | each  |
| 2.8  | Circuit / submain / Light plug wiring in PVC conduit:<br>Wiring for circuit/ submain wiring along with earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface / recessed PVC conduit as required.   |      |       |
| 2.9  | Repair, Maintenance and replacement of factory made, painted powder coated paint DLP Aluminium trunking of Size 150x 38mm on wall/floor complete screws, interconnections, joints, earthing etc. as required.   | 15   | meter |
| 2.10 | Repair, Maintenance and replacement of factory made Aluminium trunking cover of 85 mm width   | 15   | meter |
| 2.11 | Repair, Maintenance and replacement of 100x38mm, two compartment PVC raceway with detachable screwed cover made out of 16SWG M.S CRCA sheet complete with primer and powder coated paint as required for installation in the floor : Main Board, DB's & Cables  | 20   | meter |
| 2.12 | Repair, Maintenance and replacement of following LT distribution Panel Boards of 2 mm thick sheet steel cubical design for indoor mounting factory fabricated suitable for operation on 440 V 3 phase, 50 Hz, A.C. supply with ACB/   |      |       |



|   |  |   |     |
|---|--|---|-----|
|   | MCCBs/SFU/MCBs/ contactors and other accessories, all in compartmentalized, cubical construction complete in all respects as per approved drawing and design including internal wiring, labels, ferrules, cable termination gland plates, earth terminals, painting etc. conforming to specifications. Details given below :   |   |     |
| a | <p>MDB-LP</p> <p>400 A (50KA) 4P MCCB - 1 No</p> <p>Bus Bar:-</p> <p>1 Set of 500 Amps. TPN busbars of aluminum alloy with colour coded heat PVC shrinkable sleeves.</p> <p>Outgoing:-</p> <p>200 A TP MCCB (36 KA) –1 No.</p> <p>63 A TP MCCB (36 KA) –7 Nos.</p> <p>40 A, 10 KA, TP MCB - 4 Nos.</p> <p>Metering and Indications:</p> <p>The incomer MCCB is provided with the following:</p> <p>Digital Ammeter range 0-400A- with necessary Ammeter selector switch dual graduated scale shrouded terminal &amp; 144 x 144 mm sq size.</p> <p>Three (3) Nos. LED type Phase indicating lamps with protection 2A SP MCBs.-8 set</p> | 1 | Set |
| b | <p>AC Panel</p> <p>200 A TP MCCB (36 KA) –1 No.</p> <p>Bus Bar:-</p> <p>1 Set of 300 Amps. TPN busbars of aluminum alloy with colour coded heat PVC shrinkable sleeves.</p> <p>Outgoing:-</p> <p>100 A TP MCCB (36 KA) –1 No.</p> <p>63 A TP MCCB (36 KA) –7 Nos.</p> <p>Metering and Indications:</p> <p>The incomer MCCB is provided with the following:</p> <p>Digital Ammeter range 0-300A- with necessary Ammeter selector switch dual graduated scale shrouded terminal &amp; 144 x 144 mm sq size.</p> <p>Three (3) Nos. LED type Phase indicating lamps with protection 2A SP MCBs.-9 sets</p>                                 | 1 | Set |
| c | <p>FDB-U-1</p> <p>Incoming :</p> <p>63A, TP MCCB (36 KA) - 1 No.</p> <p>Bus Bar:-</p> <p>150A TPN AL. Bus Bars with coloured heat shrinkable PVC sleeve - 1Set</p> <p>Outgoing:</p> <p>40 A, 10 KA, TP MCB - 4 Nos.</p>  | 1 | Set |

|      |   |   |      |
|------|---|---|------|
|      | metering and Indications:   |   |      |
|      | The incomer MCCB is provided with the following:  |   |      |
|      | Three (3) Nos. LED type Phase indicating lamps with protection<br>2A SP MCBs.-1 set   |   |      |
| 2.13 | Repair, Maintenance and replacement of following way<br>prewired vertical type TP&N MCB distribution board of steel<br>sheet for 415 volts on surface/ recess complete with loose<br>wire box of sheet steel, dust protected, duly powder painted,<br>inclusive of 200 amps tinned copper bus bar, common neutral<br>link, earth bar, din bar for mounting MCB's, terminal<br>connectors for all incoming and outgoing circuits, duly<br>prewired with adequate size of FR PVC insulated copper<br>conductor upto the terminal connector/ neutral link, earthing<br>etc. as required (But without MCB/ RCCB/ Isolator). (Note :<br>Prewired vertical type MCB TPDB is normally used where 3<br>phase outlets are required.) : 8 way Double door | 1 | each |
| 2.14 | Repair, Maintenance and replacement of S/F prewired TP MCB<br>DB: Fixed in the following way, three pole and neutral,<br>prewired, sheet steel, MCB distribution board, 415 volts, on<br>surface / recess, complete with loose wire box, terminal<br>blocks, duly prewired with suitable size FR PVC insulated<br>copper conductor up to terminal blocks, tinned copper<br>busbar, neutral link, earth bar, din bar, detachable gland<br>plate, interconnections, phosphatized and powder painted<br>including earthing etc. as required. (But without MCB / RCCB /<br>Isolator).   |   |      |
|      | a 6 way (4 + 18), Double door   | 3 | each |
|      | b 8 way (4 + 24), Double door   | 3 | each |
|      | c 12 way (4 + 36), Double door  | 5 | each |
| 2.15 | Repair, Maintenance and replacement of following rating and<br>breaking capacity MCCB in existing cubicle panel board<br>including drilling holes in cubicle panel, making connections,<br>etc. as required.<br>100 Amp, 16 KA  | 1 | each |
| 2.16 | S/F TP MCB Isolator :<br>Repair, Maintenance and replacement of following rating,<br>four pole, 415 volts, MCB Isolator in the existing MCB DB<br>complete with connections, testing and commissioning etc. as<br>required.   |   |      |
|      | a 40 amps   | 6 | each |
|      | b 63 amps   | 5 | each |
|      | S/F DP RCCB : Repair, Maintenance and replacement of<br>following rating, Double pole, 415 volts, Residual current circuit  |   |      |

|      |  |     |       |
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| 2.17 | breaker (RCCB) , having a sensitivity current upto 300 milliamperes in the existing MCB DB complete with connection, testing and commissioning etc. as required.   |     |       |
| a    | 40 amps  | 18  | each  |
| b    | 63 amps  | 15  | each  |
| 2.18 | Repair, Maintenance and replacement of 5 amps to 32 amps rating, 240 volts, 'B' series, miniature circuit breaker suitable for lighting and other loads of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required. |     |       |
| a    | Single pole  | 235 | each  |
| b    | Double pole(O/g of AC DB)  | 12  | each  |
| 2.19 | Repair, Maintenance and replacement of pole blanking plate in the existing MCB DB complete etc. as required.   | 5   | each  |
| 2.20 | Repair, Maintenance and replacement of M.V. danger notice plate of 200 mm X 150 mm, made of mild steel, at least 2 mm thick, and vitreous enamelled white on both sides, and with inscription in single red colour on front side as required.                            | 1   | each  |
| 2.21 | Repair, Maintenance and replacement of 1.1 KV grade single core/multicore aluminum conductor XLPE insulated and PVC sheathed armoured cable conforming to IS 1554 (Part-I) 1988.   |     |       |
| a    | 3.5 Core, 185 sq.mm. XLPE Aluminum Cable   | 40  | meter |
| b    | 3.5 Core, 120 sq.mm. XLPE Aluminum Cable   | 20  | meter |
| c    | 4 Core, 25 sq.mm. XLPE Aluminum Cable  | 30  | meter |
| d    | 4 Core, 16 sq.mm. XLPE Aluminium Cable   | 55  | meter |
| 2.22 | Repair, Maintenance and replacement of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 KV grade of following size on cable tray as required.   |     |       |
| a    | Upto 35 sq. mm (clamped with 1mm thick saddle)   | 80  | meter |
| b    | Above 95 sq. mm and upto 185 sq. mm (clamped with 25/40x3mm MS flat clamp)   | 20  | meter |
| c    | Above 185 sq. mm and upto 400 sq. mm (clamped with 40x3mm MS flat clamp)   | 40  | meter |
| 2.23 | Repair, Maintenance and replacement of cable end termination with brass compression glands and crimped aluminium lugs following sizes of PVC sheathed / XLPE aluminium conductor cable of 1.1 KV grade of the following sizes as required.                               |     |       |
| a    | 3½ X 185 sq. mm (57mm)   | 4   | each  |
| b    | 3½ X 120 sq. mm (57mm)   | 2   | each  |
| c    | 4 X 25 sq. mm (28mm)   | 4   | each  |
| d    | 4 X 16 sq. mm (28mm)   | 4   | each  |
| 2.24 | Repair, Maintenance and replacement of following sizes of perforated M.S. cable trays including horizontal and vertical bends reducers, tees, cross members and other accessories as   |     |       |

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|------|--|------|-------|
|      | required and duly suspended from the ceiling with M.S. suspenders and including painting etc. as required  |      |       |
| a    | 100 mm width X 50 mm depth X 1.6 mm thickness  | 10   | meter |
| b    | 150 mm . Width x 50 mm . Depth x 2 mm Thickness  | 20   | meter |
|      | Conduiting / Wiring for Telephone/LAN  |      |       |
| 2.25 | Repair, Maintenance and replacement of following sizes of medium class PVC conduit alongwith the accessories in surface/recess including cutting the wall and making good the same in case of recessed conduit as required.  |      |       |
| a    | 20 mm  | 250  | meter |
| b    | 25 mm  | 1350 | meter |
| c    | 32 mm  | 550  | meter |
| 2.26 | Repair, Maintenance and replacement of following sizes (nominal size) on surface or recess with suitable size of phenolic laminated sheet cover in front including painting etc. required.   |      |       |
| a    | 180 mm X 100 mm X 60 mm deep   | 4    | each  |
| b    | 200x250x75   | 6    | each  |
|      | Telephone Wiring   |      |       |
| 2.27 | Repair, Maintenance and replacement of RJ-11 telephone socket outlet with GI sheet box and modular cover plate complete as required:-  |      |       |
| a    | Single outlet in One Plate.  | 49   | each  |
| 2.28 | Repair, Maintenance and replacement of following pair, 0.5 sq. mm. FR PVC insulated copper conductor, unarmored telephone cable in the existing surface/ recessed steel / PVC conduit as required:-  |      |       |
| a    | 2 Pair   | 1230 | meter |
| 2.29 | Repair, Maintenance and replacement of telephone cable with soldered terminals on both ends of 0.61 mm dia. annealed tinned electrolytic grade copper conductor, PVC insulated, twisted pairs bunched together in concentric layers so as to minimize crosstalk and wrapped with melinex tape & overall PVC sheathed suitable for indoor telephone wiring conforming to ITD-S/WS-113C and S/WS-114 in existing MS conduit on surface/ recessed/ above false and floor race ways/ ceiling etc. complete as required:- |      |       |
| a    | 10 Pair  | 65   | meter |
| 2.30 | Repair, Maintenance and replacement of KRONE connector type main telephone tag block of following sizes in sheet metal enclosure of suitable dimensions fabricated out of 16 SWG sheet steel with castle key lock, hinged type cover including termination of telephone cables, making connections, painting of box etc. complete as required:-  |      |       |
| a    | 10 Pairs   | 5    | each  |
| b    | 50 Pairs   | 1    | each  |

|      |  |      |       |
|------|--|------|-------|
|      | Computer System Wiring   |      |       |
| 2.31 | Repair, Maintenance and replacement of 4 Pair CAT-6 Non-Plenum UTP cables of 24 AWG solid copper conductors complete as required.  | 1100 | meter |
| 2.32 | Repair, Maintenance and replacement of RJ-45 Flush mounted information outlets wired according to T 5688 standard with a surface mount box complete as required:-  |      |       |
|      | Single Outlet in one Face plate  | 68   | each  |
| 2.33 | Repair, Maintenance and replacement of prewired, fluorescent fittings / compact fluorescent fittings of all types, complete with all accessories and tube etc. directly on ceiling/wall/ False ceiling, including connections with 1.5 sq.mm. PVC insulated, copper conductor, single core cable etc. as required.   | 280  | each  |
| 2.34 | Repair, Maintenance and replacement of prewired, fluorescent fittings of all types, complete with all accessories and tubes etc., including repair, maintenance and replacement of ball and socket 2 nos. down rods of 20 mm. dia. x 1.6 mm. thick steel conduit upto 30 cm. length, painting and wiring the down rods and connections with 1.5 sq.mm. PVC insulated, copper conductor, single core cable as required. | 12   | each  |
| 2.35 | Repair, Maintenance and replacement of exhaust fan upto 450 mm sweep in the existing opening, including making the hole to suit the size of the above fan, making good the damage, connections, testing, commissioning etc. as required.   | 11   | each  |
| 2.36 | Repair, Maintenance and replacement of fan including wiring the down rods of standard length (upto 30 cm) with 1.5 sq.mm FR PVC insulated, copper conductor, single core cable, including Repair, Maintenance and replacement of phenolic laminated sheet cover on the fan box etc. as required.   | 6    | each  |
| 2.37 | Repair, Maintenance and replacement of louvers / shutters for exhaust fan:<br>Supply of Light Fitting/Fans /Luminaries and Fixtures  | 11   | each  |
| 2.38 | Repair, Maintenance and replacement of following lighting fixtures complete with special electronics low loss ballast/ lumilux tube/ lamp/ condenser/ starter /driver/louvers/ reflector/cover etc. complete as required:-   |      |       |
| a    | Integral round shaped surface mounted 6W high powered LED, warmwhite light fitting with opal diffuser. Bajaj BGCML 6W WW or Similar OSRAM/ Philips/Wipro   | 16   | each  |
| b    | Integral 15W LED tube light fitting (Mirror Light) with aluminum diecast housing. Philips LED Linea or similar of Bajaj/Osram/Wipro  | 12   | each  |
| c    | Surface/wall Mounted Strip type flourscent fitting suitable for and with 1 no.28 watt lamps with diffuser Philips TWG 207 HF   | 22   | each  |

|      |  |    |       |
|------|--|----|-------|
|      | or Equivalent make of other as approved..  |    |       |
| d    | Surface mounted round shaped 15W LED luminaire with translucent cover fixed to the housing. Philips green LED Surface 15W or Equivalent make of other make as approved..   | 10 | each  |
| e    | Recessed mounted direct/indirect decorative fluorescent fitting suitable for and with 4 nos 14 watt T5 lamps with full opal acrylic diffuser. Philips TBS570 4XTL5-14W HF ODF-WH or Similar make of other as approved.   | 83 | each  |
| f    | Recessed mounted 2 x 18 watt CFL lamp Fitting suitable for and with 2 Nos. 18 Watt lamp with cover. Philips FBH 225 2XPL-C/2P 18W I 240 or Equivalent make of other make as approved..   | 79 | each  |
| g    | Recessed mounted 1 x 18 watt CFL lamp Fitting suitable for and with 1 No. 18 Watt lamp with glasscover. Philips FBH 085 IXPL-C/2P 18W I 240V RG FR or Equivalent make of other make as approved.   | 50 | each  |
| h    | Recessed mounted 3X1 W watt LED down light Fitting with aluminum front ring with proper heat sink and have seivel effect ,LEDs are lens and separate driver suitable for 3W LED Light . Bajaj BGSL 03 01 WH or Equivalent make of other make as approved..   | 12 | each  |
| l    | Recessed mounted wall washer 2x18 watt CFL downlighter Fitting suitable for 36W LED Light. Bajaj BPWW 218W CFL W2EB or Equivalent make of other make as approved..   | 4  | each  |
| j    | Surface/wall Mounted flexible Strip light(IP65) RGB color with driver suitable for indoor and outdoor use.<br>Bajaj BCFL 300 25W WW IP 65 or Equivalent make of other as approved.   | 30 | meter |
| k    | Surface Mounted 35W CDMT track spot light luminaire suitable for and with 35W CDMT lamp with power coated die cast aluminum body . Philips MRS532 C IXCDMT -TC35W EB 12 or Equivalent make of other as approved.   | 4  | each  |
| 2.39 | Repair, Maintenance and replacement of stepped type electronic fan regulator on the existing modular plate switch box excluding modular plate as required.   | 2  | each  |
| 2.40 | Repair, Maintenance and replacement of following sizes of Exhaust Fans suitable for 230 Volt, 50 Hz, Single phase, A.C. supply and complete with all standard accessories such as motors, blades & louvers, shutters etc. in the existing opening i/c. making the hole to suit the sizes of the above fan & making good the damages and connection with 1.5 Sq.mm PVC insulated FRLS copper conductor wires from the point outlet to the fan as required. Makes GEC/Havels/Usha : LX 300 mm dia. | 11 | each  |
| 2.41 | Repair, Maintenance and replacement of Revolving Type 400 mm sweep wall mounted deluxe fan with remote   |    |       |

|      |  |     |       |
|------|--|-----|-------|
|      | control complete as required.<br>Make : USHA -Helix with remote or similar as approved.  | 4   | each  |
| 2.42 | Earthing with G.I. earth plate 600 mm X 600 mm X 6 mm thick including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 meter long etc. with charcoal/ coke and salt as required.<br>For Panel & Lightning Arrester Earthing | 2   | Set   |
| 2.43 | Repair, Maintenance and replacement of 25 mm X 5 mm G.I. strip in 40 mm dia G.I. pipe from earth electrode including connection with G.I. nut, bolt, spring, washer excavation and re-filling etc. as required.  | 15  | meter |
| 2.44 | Repair, Maintenance and replacement of 25 mm X 5 mm G.I. strip on surface or in recess for connections etc. as required.   | 25  | meter |
| 2.45 | Repair, Maintenance and replacement of Earthing with copper earth plate 600 mm X 600 mm X 3 mm thick including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 meter long etc. with charcoal/ coke and salt as required.   | 2   | Set   |
| 2.46 | Repair, Maintenance and replacement of 25 mm X 5 mm copper strip in 40 mm dia G.I. pipe from earth electrode including connection with brass nut, bolt, spring, washer excavation and re-filling etc. as required.   | 10  | meter |
| 2.47 | Repair, Maintenance and replacement of 25 mm X 5 mm copper strip on surface or in recess for connections etc. as required.   | 20  | meter |
| 2.48 | Repair, Maintenance and replacement of 6 SWG dia G.I. wire on surface or in recess for loop earthing along with existing surface/ recessed conduit/ submain wiring/ cable as required.   | 350 | meter |

### **FIRE ALARM SYSTEM**

| S.No. | DESCRIPTION   | QTY. | UNIT |
|-------|---|------|------|
| 3.1   | Repair, Maintenance and replacement of Analogue addressable Multicriteria heat and smoke detectors with short circuit isolator, base and LED and connection etc. as required.(UL LISTED).                           |      |      |
|       | Multicriteria Smoke detector  | 37   | each |
| 3.2   | Repair, Maintenance and replacement of Addressable fault isolating shorted ,dewired and loose circuits between two successive fault isolators with automatic resetting arrangement (base model) modules (UL LISTED) | 3    | each |
| 3.3   | Repair, Maintenance and replacement of Addressable Manual call box with short circuit isolator ,break glass /push button with built in LED for alarm indication suitable for recessed                               | 3    | each |

|     |   |     |       |
|-----|---|-----|-------|
|     | installation in wall connection etc. as required .(UL LISTED)   |     |       |
| 3.4 | Repair, Maintenance and replacement of Addressable sounders/electronics hooters cum speakers as required for the fire detection and alarm system to be fixed at appropriate height on wall on surface or in recess as required.                       | 3   | each  |
| 3.5 | Repair, Maintenance and replacement of following single core PVC insulated FRLS copper wires in existing conduit for Fire alarm System.   |     |       |
| a)  | 2 x 1.5 sq. mm  | 485 | meter |
| b)  | 4 x 1.5 sq. mm  | 220 | meter |
| 3.6 | Repair, Maintenance and replacement of following sizes of steel conduit along with accessories in surface/recess including painting in case of surface conduit, or cutting the wall and making good the same in case of recessed conduit as required. |     |       |
| a)  | 20 mm   | 225 | meter |
| b)  | 25 mm   | 450 | meter |
|     | Note:- The compatibility of FA & Fire detectors should be maintained to the system existing in the MTNL building .The loop for BIRAC office is to be connected to the existing control panel of Fire alarm .  |     |       |

#### **FIRE FIGHTING AND SPRINKLER SYSTEM**

| <b>S.No.</b> | <b>DESCRIPTION</b>  | <b>QTY.</b> | <b>UNIT</b> |
|--------------|---|-------------|-------------|
| 4.1          | Repair, Maintenance and replacement of class 'c' heavy duty MS pipe conforming to IS 3589/1239 including fittings like elbows, tees, flanges, tapers, nuts bolts, gasket etc. pipe on the wall/ceiling with suitable clamps and painting with two or more coats of synthetic enamel paint of required shade complete as required. |             |             |
| a            | 100mm dia   | 45          | meter       |
| b            | 80mm dia  | 35          | meter       |
| c            | 65mm dia  | 110         | meter       |
| d            | 32mm dia  | 115         | meter       |
| e            | 25mm dia  | 192         | meter       |
| 4.2          | Repair, Maintenance and replacement of headed internal hydrant valve with instantaneous Gun metal couplings of 63mm dia with cast iron wheel ISI marked conforming to IS 5290 (Type -A) with blank gunmetal cap and chain as required.  | 2           | each        |
| 4.3          | Repair, Maintenance and replacement of 6mm thick stainless steel with orifice of required size in between flanged & landing valve of external and internal hydrant to reduce pressure to working pressure of 3.5 kg/cm complete as per specification as required.   | 2           | each        |



|      |   |     |      |
|------|---|-----|------|
| 4.4  | Repair, Maintenance and replacement of gun metal valves of following sizes as required.   |     |      |
| a    | 50 mm dia   | 2   | each |
| b    | 25 mm dia   | 2   | each |
| 4.5  | Repair, Maintenance and replacement of 63mm dia, 15 mtr long RRL hose pipe with 63mm dia male and female gun metal couplings duly binded with GI wire, rivets etc. confirming to IS 636 (type-A) as required.   | 4   | each |
| 4.6  | Repair, Maintenance and replacement of first -Aid hose reel with MS construction spray painted in post office red, confirming to IS 884 with upto date amendments, complete with the following as required.   |     |      |
| a    | 20/30/40m long 20mm (nominal internal) dia water hose thermoplastic (textile reinforced ) type -2 as per IS 12585   |     |      |
| b    | 20mm (nominal internal) dia gun metal globe valve & nozzle.   |     |      |
| c    | Drum and brackets for equipment on wall.  |     |      |
| d    | Connections from riser with 40 mm dia stop valve (gun metal ) & M.S. pipe   | 2   | each |
| 4.7  | Repair, Maintenance and replacement of 63mm gun metal branch pipe with 20 mm (nominal internal diameter) size gun metal nozzle conforming to IS 903, suitable for instaneous connection to interconnect hose pipe coupling as required.   | 2   | each |
| 4.8  | Repair, Maintenance and replacement of 15 mm size quartzoid bulb type sprinklers, of rating 68 degree C. pendent with required accessories.   | 132 | each |
| 4.9  | Repair, Maintenance and replacement of Pressure switch in the MS pipe Line including connection etc. as required.   | 2   | each |
| 4.10 | Repair, Maintenance and replacement of flow switches in 100/150mm dia MS pipe.  | 2   | each |
| 4.11 | Repair, Maintenance and replacement of angle iron (40mmx40mm x5mm) door frame and MS sheet (2mm thick) cum glass shutter of size 2.1 mtr. X 1.2mtr. (N.S.) with 25mmx25mmx3mm angle frame all around & stiffened in between i/c hinges, handle, locking arrangement, painting with approved synthetic enamel paint i/c sign writing on glass at internal hydrant including MS sheet 2mm thick on remaining portion above door to close opening i/c painting etc. as required. | 2   | each |

**1. TOOLS & PLANTS**

All the general & special tools, tackles including chain pulley blocks etc., required for proper maintenance and repairs and attending break down etc, shall be arranged by the contractor at his own cost and issued to the staff deployed by him for this work.

**2. CONSUMABLES**

The rates shall be all inclusive of establishment as well as spares and consumables as per scope of work. The contractor is required to assess the probable quantity of all types of spares and consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract.

The consumables and spares shall be of best standard quality purchased from the original manufactures or authorized dealers only and shall be approved by the BIRAC or before use BIRAC may direct the contractor to use consumables of his choice from the listed/approved vendors.

All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable.

A list shall be prepared by the Contractor for major & minor spares consumables and the decision of BIRAC regarding the major /minor consumables shall be final.

Replaced parts/ spares, used burnt oil etc. will be property of the vendor. It is his responsibility to disposed them off immediately as per norms of **Pollution Control Board**.

Any additional works not covered above, but necessary for the functioning of the system and required as per specification are to be incorporated. The items of minor nature, which are not mentioned, shall be incorporated by the Bidder.

All the maintenance woks shall be carried out in accordance with the manufacturer's specification and instruction. However tentative schedule of maintenance shall be as per the format given.

**3. PENALTY CLAUSE:**

- 3.1 If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs. 500/- per day shall be imposed on contractor for each location

separately and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more than two days, the AMC is liable to be terminated and final decision for this shall rest with the BIRAC.

3.2 If contractor is not able to rectify the fault beyond 24 Hrs. then the same may be got done through some other agency at the risk and cost of contractor failing which the same amount will be deducted from AMC bill and penalty as stipulated above will also be imposed. However, the decision of the BIRAC in this regard shall be final and binding.

**4. Deployment of Site Supervisor and Technician to ensure smooth functioning of HVAC systems as and when required.**

4.1 Mere deployment of MAN POWER does not amount to fulfilment of obligation of the contractor. Contractor will be responsible for satisfactory maintenance of all the systems under the scope of contract and smooth functioning of all services in the BIRAC, New Delhi.

4.2 During break down, if required more skilled/un-skilled workers may be deployed by the contractor to complete the work without interruption of services.

4.3 In case of break down immediate action must be taken to rectify the fault and restore the functioning of systems within reasonable time as considered by BIRAC failing which penalty clause will be invoked.

4.4 The contractor is also expected to maintain a minimum Inventory of critical spares that have long delivery period.

**5. Detailed Terms and Conditions for providing Annual Maintenance Contract for all Inclusive Comprehensive Maintenance.**

5.1 The contractor shall issue the identity cards to his workmen on his own cost and shall intimate to BIRAC in writing as and when there is any change.

5.2 The contractors shall be responsible for the safety of all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of their duties which shall be recoverable from their monthly bill or other dues payable to the contractors by the company.

6. The quarterly bills for the service shall be submitted by the contractor on or before 25<sup>th</sup> of the last month of the corresponding quarter.

6.1 The contractor shall be responsible for the good conduct and behaviour of his employees. If any employee of the contractor is found misbehaving with BIRAC staff, the contractor shall terminate the services of such employees at their own risk and responsibility. The contractor shall issue necessary instruction to his/its employees to act upon the instructions given by BIRAC.

**7. SPECIAL TERMS AND CONDITIONS (STC):**

7.1 Site Technician/Supervisor: The contractor's supervisor shall be available at all times over phone for receiving instructions from the BIRAC. He shall also attend all site meetings & co-ordination meetings & arrange to carry out work smoothly as per the agreed time schedule. Any instruction given to the site supervisor shall be construed as if the same is given to the contractor. The contractor shall provide the technician / mechanics, who have undergone the basic training of all the tools / equipment to handle any emergencies with regard to all inclusive comprehensive maintenance of HVAC systems.

7.2 Any material required for making good the damages will be brought by the contractor at his own cost and risk, and such material should be of proper brand and of good quality.

7.3 The firm will be responsible for the security/insurance of their staff working at site and BIRAC will not be responsible in any manner incase of any accident / miss-happenings.

**8. ADDITIONAL TERMS AND CONDITIONS:**

8.1 They shall be responsible for any periodic statutory inspection to be carried out on the equipment necessary test report and certificate rectification of defects, pointed during such inspection etc.

8.2 Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the testing / maintenance of the equipment leading to injuries / damages to human beings equipment and / or loss of life, the contractor shall be fully responsible for setting all claims and indemnify the

department against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.

- 8.3 This contract can be terminated by the BIRAC without assigning any reasons by giving a notice period of 60 days at any time during the period of contract. No claim for any compensation will however be entertained due to such termination prior to the expiry of stipulated period of contract.

## **9. PAYMENTS:**

The quarterly bills for the service shall be submitted by the contractor on or before 25<sup>th</sup> of the last month of the corresponding quarter.

- 9.1 **Place of installation of equipment under all-inclusive comprehensive maintenance**  
BIRAC, 1ST floor, MTNL building, 9, CGO complex, New Delhi-110003

## **9.2 PAYING AUTHORITY**

BIRAC  
1ST floor, MTNL building,  
9, CGO complex, New Delhi-110003

- 9.3 **PERIOD OF CONTRACT: Two Years (extendable thereafter for another two years on the same terms and conditions with 5% per annum escalation applicable on the quoted price.**

## **9.4 VALIDITY OF PERFORMANCE SECURITY**

The Performance Security Deposit will remain with BIRAC till the satisfactory completion of contract duly certified by employer and will not bear any interest whatsoever and will be liable for forfeiture in case of the breach of any terms and conditions of the Contract. In case of the bank guarantee for security deposit, the validity will be Twenty-Four months (+3 months) from the date of letter of award/commencement of work whichever is later. The BG will be renewed for extended period also.

## **10 WATCH & WARD**

Watch and Ward of their material, machineries and system etc. till end of the contract shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account and will be handed over to client in good working condition at the termination of contract.

## **10.1 OTHER GOVERNING TERMS**

The agreement that will be entered into between BIRAC and the Contractor shall have governing terms binding on both the parties.

## 10.2 SPECIAL CONSIDERATIONS FOR MSME

If the bidding entity is registered under MSME, it can submit relevant proof in this regard. If such bidder secures the minimum required score in the technical evaluation, then the price bid shall be considered with a 10% relaxation. This relaxation will apply on the price quoted by such bidder.

## **IV. BID OPENING AND BID EVALUATION CRITERIA (BEC)**

The procedure of opening of the Bid shall be as under :-

The bids shall be opened at 3:30 pm of the closing date of Bid in the presence of Bidders/ authorized representatives.

Those contacted bidders, qualifying the PQC will then be taken forward to next step. Those BIDs which do not meet the PQC will be summarily rejected.

### **Step 1 - Envelope 1 Technical Bid**

Technical Bid & supporting documentary evidences will be opened and will be evaluated further. Those Bids which **obtain minimum 40** marks out of 70 in Technical evaluation will be considered further for financial evaluation process.

### **Step 2 - Envelope 2 – Price Bid**

The price bids of those bidders who secure minimum 40 marks in technical evaluation shall be opened. The lowest quote shall be considered as L1 and shall be further considered for award of the contract.

### **SPECIAL CONSIDERATIONS FOR MSME**

If the bidding entity is registered under MSME, it can submit relevant proof in this regard. If such bidder secures the minimum required score in the technical evaluation, then the price bid shall be considered with a 10% relaxation. This relaxation will apply on the price quoted by such bidder.

### **Note :**

1. If necessary, the firms may be called for Technical Presentation of their product/service as per the time & date informed by BIRAC.
2. Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from BIRAC.
3. Deviation in any terms and condition either technical or commercial will not be entertained under any circumstances

D. Technical Evaluation Criteria

| Sl.No | Technical Criteria   | Weightage (Maximum 70 marks) |
|-------|--|------------------------------|
| 1.    | <b>Financial strength</b>  | <b>15 marks</b>              |
| 2.    | <b>Experience in similar class of work -ongoing &amp; completed – as per Annexure No. IV &amp; V</b> | <b>20 marks</b>              |
| 3.    | <b>Performance on timely attaining completion/ absence of dispute or arbitration</b>                 | <b>10 marks</b>              |
| 4.    | <b>ISO certifications / other accreditations</b>   | <b>05 marks</b>              |
| 5.    | <b>Manpower Strength (currently working with the Agency/Bidder)</b>                                  | <b>10 marks</b>              |
| 6.    | Number of PSU/ Govt. clients   | <b>10 marks</b>              |

E. **(ii) Financial Bid evaluation:** - The Bidder who has quoted the lowest price (L1) in the Financial Bid will be considered for Award of Work

Points to be considered by Bidder:-

1. The Bid of any Bidder who has not complied with one or more of the conditions will be summarily rejected.
2. Conditional Bids will also be summarily rejected.
3. The technical Bids will be evaluated by the Bid Evaluation Committee on the basis of technical Bid and technical specifications. The authority for the acceptance of the Bid rests with the BIRAC.
4. Financial Bids of technically qualified Bidders will be opened for evaluation in the presence of shortlisted Bidders.

However, BIRAC shall not be bound to accept the lowest or any other Bid or to assign any reason for non-acceptance or rejection of a Bid. BIRAC reserves the right to accept any Bid in respect of the whole or any portion of the work specified in the Bid paper



## GENERAL INFORMATION ABOUT THE BIDDER

|    |   |  |
|----|---|--|
| 1  | Name of the Company   |  |
| 1a | Postal Address  |  |
| 1b | Telephone / FAX No.   |  |
| 1c | E-mail address & Website  |  |
| 2  | <u>Type of Company</u> :<br>Attach Proof of Company Registration along with a copy of the Partnership Deed / Article of Association and Memorandum of Understanding Proprietorship / Partnership / Private Limited / Public Limited |  |
| 3  | Name and designation of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination.   |  |
| 4  | Has the company / firm to pay arrear of income tax? if yes, up to what amount   |  |
| 5  | Has any Govt. Dept / Undertaking ever debarred the company / firm from executing any work?  |  |
| 6  | Reference of any other information attached by the company (give details of attachment)   |  |
| 7  | Registration under MSME (Documentary proof)   |  |

Date

Sign and Seal of Contractor

## ANNEXURE - II

### COMPANY PROFILE WITH STAFF DETAILS (Offsite / Onsite) & WORK EXPERIENCE

(To be typed separately & submitted in Envelope No.2)

|   |  |
|---|--|
| <b>A} Information :</b>   |  |
| Name of Company :   |  |
| Address of Head Office :  |  |
| Contact Person :  |  |
| Telephone :   |  |
| Telefax :   |  |
| E-Mail :  |  |
| No. of Branches (Dealers) and their address   |  |
| Address for Correspondence :  |  |
| Contact Person :  |  |
| Telephone :   |  |
| Telefax :   |  |
| E-mail :  |  |
| <b>B} Business Entity :</b> (Please tick wherever applicable & attach all supporting documents) |  |
| Sole proprietorship   |  |
| Private Limited   |  |
| Public Sector Undertaking   |  |
| Limited Company   |  |
| Joint Venture   |  |
| MSME  |  |
| <b>C} Business Management :</b> Attach Corporate Organization Chart with Name                   |  |
| <b>D} Total Number of Employees Employed :</b>  |  |
| 1) At Head Office   |  |

|   |         |
|---|---------|
| 2) At Branch Office   |         |
| <b>E} Is Your Organization a Subsidiary of Another Company or Franchisee?</b>     | Yes/No  |
| If Yes, of whom?  |         |
| <b>F} Are there any Litigations/ Court cases against your company?</b>            | Yes/ No |
| If yes, give details :  |         |
| <b>G} Any other information that you want to give (may attach separate sheet)</b> |         |

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

**BID DOCUMENT NO. BIRAC/HR&A/007/2015/Enq-009**

**UNDERTAKING**

**THE MANAGING DIRECTOR,  
BIOTECHNOLOGY INDUSTRY  
RESEARCH ASSISTANCE COUNCIL,  
1<sup>ST</sup> FLOOR, MTNL BUILDING,  
9, CGO COMPLEX,  
NEW DELHI-110003**

We the undersigned (herein after called as Contractor/Vendors/Suppliers/Agency) hereby offer to execute the contract and/or supply of items as per specification against which we have quoted our rates and for which this Bid may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Managing Director, BIRAC or officer acting on his behalf. We hereby declare that we have not been black-listed by any Govt. Agency. There is no legal disqualification that will render our Bid invalid.

Date this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Bidder \_\_\_\_\_

## ANNEXURE- IV

### List of Major Clients, successfully executed by the Bidder (Completed)

(To be submitted in Envelop No. 1) List of best 3(Three) similar works performed

| Sl.No. | Name of the Company with full address, phone, fax and name of contact person | Work Description | Ref. & Date of the order | Work Order Value | Details of Order & its Configuration | Dates of |            |
|--------|--|------------------|--------------------------|------------------|--------------------------------------|----------|------------|
|        |  |                  |                          |                  |                                      | Start    | Completion |
|        |  |                  |                          |                  |                                      |          |            |

**Sign and Seal of  
Contractor**

1. Copies of work orders should be attached with this information.
2. If necessary, separate sheet may be used to submit the information

**DETAIL OF THE SIMILAR WORKS IN HAND (Ongoing)**  
*(To be submitted in Envelop No. 1)*

| Sl.No. | Name of Customer | Description of Work | Date of |            | Remarks |
|--------|------------------|---------------------|---------|------------|---------|
|        |                  |                     | Start   | completion |         |
|        |                  |                     |         |            |         |

**Sign and Seal of Contractor**

**Sub: Comprehensive Annual Maintenance Contract for Biotechnology Industry Research Assistance Council (BIRAC) at 1st Floor, MTNL Building, 9, CGO Complex, New Delhi**

Annual Maintenance contract for **All Inclusive** Comprehensive maintenance of Variable Refrigerant Volume (VRV) / Variable Refrigerant Flow (VRF) Modular Type Air-conditioning System, Fire Alarm System, Sprinkler system, LT Panels, Distribution Board, Electrical Fitting and Wiring at Biotechnology Industry Research Assistance Council, 1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, New Delhi.

We have studied the Bid document No. ----- dated \_\_\_\_\_ for the subject mentioned work and we accept all terms & conditions specified under the heading "General Terms & Conditions of Bid and Contract".

We hereby confirm that we will provide services as per the orders placed on us from time to time promptly. We also understand that in case of our failure to execute the order, BIRAC will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, BIRAC has the right to take any legal course of action against us.

We agree to provide the services with required manpower with requisite qualifications enumerated in the bid document & scope of work with all necessary operation and all inclusive comprehensive maintenance services as per the rates quoted by us.

We confirm that our quotations will be valid for 180 days from the date of submission of Bid.

Signature (Name of Bidder along  
With Rubber Stamp of the firm)

Place:

Date:

**CHECKLIST OF ESSENTIAL DOCUMENTS TO BE  
SUBMITTED IN PART – I OF BID**

***PART - I***

Essential Documents:-

| Sl. No. | Name of Document   | Copy Enclosed (Yes/No) | Reference page No. |
|---------|--|------------------------|--------------------|
| 1       | General Information about the Bidder ( <b>Annexure I</b> )   |                        |                    |
| 2       | Company profile with staff details & work experience ( <b>Annexure II</b> )  |                        |                    |
| 3       | Undertaking by Bidder/ Agency ( <b>Annexure III</b> )  |                        |                    |
| 4       | List of Major Client, successfully executed by the Bidder ( <b>Annexure IV</b> )   |                        |                    |
| 5       | Experience of providing at least one similar Service to any Government organization/PSU/Semi Govt. ( <b>Annexure V</b> )   |                        |                    |
| 6       | Declaration – <b>Annexure VI</b>   |                        |                    |
| 7       | Copy of IT return and acknowledgment of the Income Tax Department for three consecutive financial years, 2012-13, 2013-14, 2014-15 and photocopy of PAN card       |                        |                    |
| 8       | Copy of Service Tax Registration Certificate No. and Date of Issue   |                        |                    |
| 9       | Affidavit/ Declaration of Proprietor that he is the sole proprietor of the firm! Memorandum and Article of Association/ Partnership Deed, whichever is applicable. |                        |                    |
| 10      | Certified Copy of Audited balance sheet and profit and Loss statements for the previous three years i.e. FY: 2012-13 & 2013-14, 2014-2015.                         |                        |                    |
| 11      | Bid documents in original duly filled in and signed by Bidder or his authorized Representative along with seal on each page.                                       |                        |                    |
| 12      | Pre-qualification Criteria – as mentioned in Page 3 of the Bid Document<br><br><i>Submission of Documentary Evidences is Mandatory</i>                             |                        |                    |



**PERFORMANCE BANK GUARANTEE**

**Managing Director,  
BIRAC 1ST floor,  
MTNL building,  
9, CGO complex,  
New Delhi-110003**

(With due stamp duty if applicable)

**OUR LETTER OF GUARANTEE No.** : \_\_\_\_\_

In consideration of Managing Director, Biotechnology Industry Research Assistance Council, having its office at 1<sup>st</sup> Floor, MTNL Building, 9 CGO Complex, New Delhi-110003 (hereinafter referred to as "BIRAC" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated \_\_\_\_\_/issued service contract No. \_\_\_\_\_ dated \_\_\_\_\_ with/on M/s \_\_\_\_\_ (hereinafter referred to as "The Service provider" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the service provider having unequivocally accepted to provide the services as per terms and conditions given in the Agreement dated \_\_\_\_\_ /Service Contract No. \_\_\_\_\_ dated \_\_\_\_\_ and BIRAC having agreed that the Service provider shall furnish to BIRAC a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) of the value of the service contract i.e. for \_\_\_\_\_.

We, \_\_\_\_\_ ("The Bank") which shall include all successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. \_\_\_\_\_ in your favour for account of \_\_\_\_\_ (The Service provider) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/ Service Contract.

Hereby, we undertake to pay upto but not exceeding \_\_\_\_\_ (say \_\_\_\_\_ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Service provider having failed to perform the Agreement and despite any contestation on the part of above named Service provider.

This Letter of Guarantee will expire on \_\_\_\_\_ including 90 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

\_\_\_\_\_  
**Authorized Signature  
Manager  
Seal of Bank**

## Agreement

This Agreement is made on ..... (Effective Date) at New Delhi between Biotechnology Industry Research Assistance Council a **Government of India Enterprise having its office at**, MTNL Building, 9 CGO Complex, Lodi Road, CGO Complex – 110003, New Delhi hereinafter called the “BIRAC” (**which expression shall wherever the context so admits include its successors and assignees**) of the First Part.

And

..... having its registered office  
....., hereinafter referred to as the “**Vendor**” (which expression shall wherever the context so admits include all its partners jointly and severally, successors in interest, administrators and permitted assignees) of the **Second Part**.

**WHEREAS all the parts are hereinafter referred to as “Parties”;**

AND Whereas BIRAC and the Vendor agree that certain works should be executed i.e Annual Maintenance Contract for Operation and all Inclusive Comprehensive Maintenance of “Central Air-Condition Plant” (HVAC system) and other System mentioned in the Scope of Work installed at BIRAC, New Delhi.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions have the same meanings as are respectively assigned to them in the conditions of agreement there after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement by reference and accordingly the terms and conditions contained therein shall govern the present Service.
  - a) The Bid No.
  - b) The award letter No. dated
  - c) References as mentioned in the award letter.
  - d) The Price List as appended herein as **Annexure A**
3. In consideration of the payments to be made by BIRAC to the vendor, the vendor hereby covenants upon to execute and maintain the works in conformity in all respects with the provisions of the Contract.
4. BIRAC hereby covenants to pay the consideration of, Complete Contract for providing Annual Maintenance Contract for all Inclusive Comprehensive Maintenance of “Central Air-Conditioning Plant” (HAVC System) and Other systems as described in the Scope of work installed at BIRAC 1ST floor, MTNL building, 9, CGO complex, New Delhi-110003 at the Contract price at the times and in the manner prescribed by Contract.

5. Confidentiality Clause: The Parties, undertake to maintain strict confidentiality and refrain from disclosure thereof, of all or any part of the information and data exchanged/generated from the Process under this Agreement for any purpose other than in accordance with this Agreement. It shall be the responsibility of both the Parties to ensure maintenance of such confidentiality in respect of their behalf and on behalf of their employees, representatives and associates involved in related activities.
6. Governing law & Jurisdictions: The governing law shall be the prevailing laws of India. All the disputes or difference regarding the agreement shall be subject to the jurisdiction of the courts situated at Delhi.
7. WAIVER AND ASSIGNMENT: Any waiver by the BIRAC of a breach of any provision of the governing Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision hereof. The vendor shall not have the right to assign the rights or obligations under this Agreement without the prior written consent of BIRAC.
8. FORCE MAJEURE : In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.
9. The term “force majeure” as used herein shall mean ‘Acts of God’ including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller’s undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the agreement by the said party impossible.
10. Effect and validity of the Agreement : This agreement shall be effective from the date of execution and shall remain valid initially for a period of 2 years The Confidentiality Clause remain valid even after the expiry/termination of this Agreement till such time the confidential material becomes part of public domain without any negligence on the part of the Vendor.
11. DISPUTE RESOLUTION In the event of any dispute or difference between the Parties hereto upon or in relation to or in connection with this Agreement, such dispute or difference shall be resolved amicably by mutual consultation or through the good offices of the Managing Director, BIRAC.
12. NOTICE Any notices, consents, objections, demands, requests or other communications required or permitted to be given pursuant to this Agreement shall be in writing, and shall

be sent by registered post, return receipt requested, to the addresses of the parties set forth in the governing Agreement. Either party may designate, by notice, any change of address.

In witness whereof the Parties have hereunto set their respective hands and seals on the day and year first above written.

For & on behalf of

**Vendor**

Name with Designation

a)

b)

For & on behalf of

BIRAC

Witness (I)

Witness (I)

Witness (II)

Witness (II)

Date:

Place: New Delhi