



GOVERNMENT OF MADHYA PRADESH

TENDER DOCUMENT FOR

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF FIRE FIGHTING SYSTEM

AT

MADHYANCHAL, 12 IHC POCKET, INSTITUTIONAL AREA,
VASANT KUNJ, NEW DELHI



MADHYANCHAL BHAWAN

A- NIT, Technical Bid & Financial Bid

OFFICE OF THE RESIDENT COMMISSIONER
MADHYA PRADESH BHAWAN
PLOT NO. 29C-D, JESUS & MARY MARG, CHANAKYAPURI,
NEW DELHI -110021

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

Website: www.mpbhawan.gov.in or www.mptenders.gov.in
Tel.No.+011-267772001/ 2002

TENDER DOCUMENT FOR

Comprehensive Annual Maintenance Contract of Fire Fighting System

at Madhyanchal Bhawan, Plot No. 12 IHC Pocket, Institutional Area,
Vasant Kunj, New Delhi - 110070

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OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS MARY MARG
CHANAKYAPURI, NEW DELHI - 110021
Website - www.mptenders.gov.in
Tel.No.+011-267772001,2002

NIT NO. 24/AMC/FIRE/MPB/2024

Dated: 13/12/2024

1. NOTICE INVITING TENDER (4th Call)

- 1.1 Online tenders for Comprehensive Annual Maintenance Contract of Fire Fighting System at Madhyanchal Bhawan, Plot No. 12 IHC Pocket, Institutional Area, Vasant Kunj, New Delhi - 110070 in single stage two envelope systems (Technical bid & Financial bid through online e-Tendering) in the prescribed proforma from interested parties/ Registered Firms/ Registered Companies/ Reputed Organizations/ Agencies for 01 Year which may be extended to another 01 year from the date of work order on same terms & conditions, rates and mutual consent.
- 1.2 Detailed job and items descriptions is made in the relevant section of the body of tender document.
- 1.3 Offers in Physical form will not be accepted in any case.
- 1.4 Incomplete and / or illegible document will not be considered and such documents tender / bid will be considered as NON - RESPONSIVE
- 1.5 Tender documents to be downloaded from the website: www.mptenders.gov.in and submission of bids through e-tendering with non-refundable cost of the form Rs. 500/- (Rs. Five Hundred only) to be paid online.
- 1.6 The last date of submission of online Technical Bid is 06/01/2025, up to 11:00 AM and the same will be opened in the presence of such bidder who may wish to be present in the office Madhya Pradesh Bhawan, 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi on 07/01/2025 at 11.00 AM.
- 1.7 The financial bid is to be submitted online through e-tendering process till 03:00 PM on 06/01/2025 on website: www.mptenders.gov.in. In no case financial bids would be received and accepted by hand or in hard copy. Financial bid would be opened in respect of bidders whose technical bids are found acceptable by the committee constituted for this purpose on 15/01/2025 at 11:00 AM
- 1.8 Technical bid must be submitted along with online e-payment receipt of EMD Rs. 3,000/- (to be paid online)
- 1.9 A pre-bid conference will be held on 27/12/2024 at 11.00 AM in the conference hall of Madhya Pradesh Bhawan, Plot no. 29 C-D, Jesus and Mary Marg Chanakyapuri, New Delhi
- 1.10 The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.

**Addl. Resident Commissioner,
M.P. Bhawan, New Delhi**

SECTION-2

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

NIT NO. 24/AMC/FIRE/MPB/2024

Dated: 13/12/2024

2. BRIEF INFORMATION ON BID DOCUMENT

Name of Work : **Comprehensive Annual Maintenance Contract of Fire Fighting System at Madhyanchal Bhawan, Plot No. 12 IHC Pocket, Institutional Area, Vasant Kunj, New Delhi - 110070**

Time for completion of work : **One year from the date of acceptance, which can be extended for another one year on mutual consent**

S. No	Description of Items	Remarks
2.1	NIT No. & Date	24/AMC/FIRE/MPB/2024 Dated 13/12/2024
2.2	Issuance of tender	M.P. Bhawan, New Delhi website (www.mptenders.gov.in)
2.3	Date of Submission of tender	Submission on or before 06/01/2025 up to 11.00 AM
2.4	Date of Opening of technical bid	07/01/2025 at 11:00 AM
2.5	Date of opening of financial bid	15/01/2025 at 11:00 AM
2.6	Annual Probable Amount of Contract	₹ 1,00,000/-
2.7	Cost of Tender cost	₹ 500/- (to be paid online)
2.8	Earnest Money Deposit (EMD)	₹ 3,000/- (to be paid online)
2.9	Security Deposit	₹ 3,000/-
2.10	A pre-bid conference	27/12/2024 at 11:00 AM
2.11	Email ID	sebmpbhawan@mp.gov.in , palarcmpbhawan@mp.gov.in
2.12	Contact Name & No.	Sh. Neeraj Lal, Assistant Engineer, Mob. No. 9313280984 Sh. G.D. Jaiswal, Sub Engineer, Mob. No. 9893532259

**Any other website related technical queries,
please call at 24 x 7 Help Desk Numbers 0120-4001002,
0120-4001005 & 0120-6277787**

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

**OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021**

3. TECHNICAL BID

Comprehensive Annual Maintenance Contract of Fire Fighting System at Madhyanchal Bhawan, Plot No. 12 IHC Pocket, Institutional Area, Vasant Kunj, New Delhi - 110070

Technical Bid			
Annexure- 3.1	Particular of Firm	Details	Page No.
3.1.A	Name of Firm		
3.1.B	Constitution of Firm		
3.1.C	Office Address		
3.1.D	Telephone/ Mobile Number		
3.1.E	Fax No.		
3.1.F	E-mail Address		
3.1.G	Alternative E-Mail Address		
Annexure-3.2	Full Particulars of The Bankers Of Firm, With Full Address / Tel. No.(Attach Self Cancelled cheque)		
3.2.A	Name of the Bank		
3.2.B	Bank Account Number		
3.2.C	IFSC Code		
3.2.D	Address of the Bank		
3.2.E	Telephone No.		
3.2.F	Fax No.		
3.2.G	E-mail address		
Annexure-3.3	Registration Details of firm		
3.3.A	PAN (Attached Photocopy)		
3.3.B	GST Registration No. (Attached Photocopy)		
Annexure-3.4	Details of Earnest Money Deposit & cost of Tender Fee		
3.4.A	Tender document cost as mentioned in bid document	Rs. 500/-	
3.4.B	EMD amount as mentioned in bid document	Rs. 3,000/-	
3.4.C	Online payment receipt date (Attached Photocopy)		
3.5	Undertaking as per Section 4 to be submitted on firm's/ company's letterhead duly sealed & signed by bidder		
3.6	Experience of at least one year in last three years for Comprehensive Annual Maintenance Contract of Fire Fighting System. (Completion certificates / work order for completed work in Government Departments/ Public/ Pvt. Sector or any reputed organization for similar works to be attached)	Attach Proof Completion Certificate/work order supported by payment or transaction certificate/dated)	
3.7	Any other relevant document.	Attach proof	

Note: -All uploaded documents should be clear, legible, stamped and self-attested.

This is to certify that I/We have carefully read the contents of the Tender Document and fully understood all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Date
Place

Authorised Signature
Name
Seal

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

4. UNDERTAKING

*Tender For Comprehensive Annual Maintenance Contract of Fire Fighting System
at Madhyanchal Bhawan, Plot No. 12 IHC Pocket, Institutional Area,
Vasant Kunj, New Delhi - 110070*

- 4.1 I/We hereby tender for **Comprehensive Annual Maintenance Contract of Fire Fighting System** as per schedule attached to this tender form for one year at M.P. Bhawan New Delhi.
- 4.2 I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto (Section-6) so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successor in office the sum of money mentioned in the said conditions.
- 4.3 The Earnest Money Deposit of **Rs. 3,000/- (Rupees Three Thousand Only)** is to be paid online forwarded as earnest money deposit as per the terms & Condition of contract.
- 4.4 I/We..... don't stand blacklisted by any of the Department/ Organization as on date of submission of tender.
- 4.5 We have all valid statutory requirements needed for Comprehensive Annual Maintenance Contract of Fire Fighting.
- 4.6 We hereby agree to use/replace all parts needed as per applicable standards.
- 4.7 I/We have completed the work with respect to the work order copy submitted for experience certificate under Section (3.6 & 6.1.3).

Dated / /20

Signature of Contractor

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

5. Brief Description of the Work

Scope of work:

**TENDER FOR Comprehensive Annual Maintenance Contract of Fire Fighting System
at Madhyanchal Bhawan, Plot No. 12 IHC Pocket, Institutional Area,
Vasant Kunj, New Delhi - 110070**

Particulars of AMC

Comprehensive Maintenance of Fire Fighting System, Fire Alarm System, Fire pumps, valves, smoke detectors, Sprinklers, Fire pipe lines, Fire hydrant, Fire pump and Refilling of Fire Extinguishers, safety valves and painting of fire pipe lines etc. and servicing & maintenance of DG set, replacement of damaged Hose reel at Madhyanchal, 12 IHC Pocket Institutional Area, Vasant Kunj, New Delhi.

Addl. Resident Commissioner
M.P. Bhawan, New Delhi

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

6. GENERAL CONDITIONS OF CONTRACT

6.1 ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically

- 6.1.1 Legal Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of a Proprietorship, Partnership & Limited Company or a Private Limited Company registered under the Companies Act, 1956. **Bidder in the form of JV/consortium, is not permitted.**
- 6.1.2 Registration: The Bidder should be registered with the Income Tax Department (PAN card) and GST Department.
- 6.1.3 Experience: The bidder should have experience in the similar field for Comprehensive Annual Maintenance Contract of Fire Fighting System in the Government Departments / reputed public/private sector organizations or any reputed organization at least any one year during last three years. Completion Certificate or Copy of work order of AMC Contract/Tender of Fire Fighting System.

6.2 EARNEST MONEY DEPOSIT

- 6.2.1 The Tender should be accompanied by Earnest Money Deposit (EMD) of Rs. 3,000/- to be paid online. The Tender received without EMD shall be rejected summarily.
- 6.2.2 The EMD of successful Tenderer will be forfeited if he fails to deposit the Security Deposit amount within 15 (fifteen) days after the issue of Letter of Acceptance.
- 6.2.3 The EMD of unsuccessful Tenderer shall be released only after signing of the contract.
- 6.2.4 M.P. Bhawan reserve the right of forfeiture of the EMD in additions to other claims and penalties in the event of the bidder's failure to fulfill any contractual obligation or in the event of termination of contract as per terms and conditions of the contract.

6.3 SECURITY DEPOSIT

Security Deposit Amount is Rs. 3,000/- The Security Deposit must be deposited by account payee bank draft /D.D. Banker's Cheque/FDR/Irrevocable Bank Guarantee of any scheduled commercial bank drawn in favour of "**Additional Resident Commissioner, M.P. Bhawan, New Delhi**" payable at New Delhi. The Security Deposit should be valid for minimum 60 days after completion of contractual obligation. Any compensation or other sums payable by the contractor to the MP Bhawan under the terms & conditions of this contract may be deducted from his security deposit or from any sums which may be due or may become due to the contractor by the MP Bhawan on any account whatsoever. The security deposit will be returned to the bidder after successful completion of the contract.

6.4 BID EVALUATION CRITERIA

- 6.4.1 Online Technical Bids shall be evaluated by a Tender Evaluating Committee based on the documents submitted online by the tenderer.
- 6.4.2 The Online Financial Bid of those bidders who are found eligible in Technical Bid shall be opened on 15/01/2025 at 11:00 AM in the presence of bidders who choose to be present.
- 6.4.3 M.P. Bhawan Authority reserves the right to seek confirmation / clarification on the supporting documents submitted by the tenderer.
- 6.4.4 In situation where two or more contractors/ bidders are at par with each other in respect of their rates after all the arithmetic and other checks are carried out, then the Rebate on the quoted amount from all the agencies whose rates are at par shall be invited, in sealed envelopes, which shall be opened in the presence of the agencies or their authorised person whosoever choose to remain present.
- 6.4.5 Rate per month shall be quoted in financial bid. The lowest quoted amount (L-1) (total amount inclusive of GST) shall be considered as successful bidder. If L-1 bidder fails to execute the contract within the stipulated time limit, then the E.M.D. of L-1 bidder will be confiscated and the competent authority reserves the right to award the contract to L-2 bidder on L-1 quoted rates.

6.5 TENURE OF TENDER

The initial period of Contract will be for one year which can be extended for another one year from date of acceptance, subject to satisfactory services and mutual consent of both parties on same rates and terms & conditions.

6.6 VALIDITY OF TENDERS

Tenders shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Tenders.

6.7 GOVERNING LAWS AND SETTLEMENT OF DISPUTE

- 6.7.1 The contractor shall be responsible for all rules/regulations of central and state Government.
- 6.7.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including terms may be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties.
- 6.7.3 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Delhi..

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

7 TERMS & CONDITIONS

- 7.1 AMC will be comprehensive, which include all spares/parts/existing operating systems and software/service charges transportation and taxes if any.
- 7.2 The Client will have the right to inspect the existing work of the contractor before awarding the work through a committee constituted for the purpose.
- 7.3 The contractor shall supervise and maintain the equipment directly or through his authorised trained staff without any assistance/resonance from client.
- 7.4 In the event of any accident or major damage due to inadequate maintenance/repairs or negligence of the Contractor's staff, the complete compensation will have to be borne by the contractor and the Client will not be responsible for any compensation (under various Central & State Acts, like Workmen's Compensation Act (Amendment) 2009, etc.) and repair/replacement of the equipment.
- 7.5 The contractor will keep store of necessary spares, lubricants and tools at the worksite at all time to minimize the repair time.
- 7.6 The contractor must ensure that staff engaged by him are technically qualified for the job and bear good moral character and shall also be responsible for their good behavior and other deeds. The contractor shall arrange for obtaining security clearance/ verification from proper authority of the person engaged by him and replace them if so asked by the authorities.
- 7.7 The contractor must provide the details of persons engaged for services duly verified by police. Frequent change in manpower engaged may be avoided and any change in the manpower must be brought to the knowledge of Bhawan Authorities in advance.
- 7.8 Monthly running payment will be made and no advance payment shall be given. TDS will be deduction as per rule.
- 7.9 All old/unserviceable items replaced by new items will be retained by the contractor and can be taken out of the premises only after obtaining written consent of the engineer-in-charge.
- 7.10 Conditional tender will not be accepted.
- 7.11 All statutory certificates / licences etc. should be obtained by the bidder and copy submitted to the client.

7.12 PENALTY

SR No.	Particulars	Penalty
7.12.1	For any inconvenience caused on accounts of the workman's dereliction of duty, disobedience of orders or shabby work performances.	Minimum penalty of ₹ 500/- per occasion
7.12.2	The firm will carry out weekly checking for the equipment as per the maintenance schedule provided by the Bhawan Authorities to the full satisfaction of the Bhawan Authorities, any other checking required will also be done by the firm as per the direction of the engineer-in-charge and will submit monthly report to the engineer-in-charge. It may be necessary that one person is available weekly for four hours on working days.	Failing which a penalty of ₹1,000/ per day
7.12.3	The contractor must ensure round the clock telephonic contact at his residence and workshop etc. The complaints will be lodged by the client to the contractor on his registered mobile number or email. The contractor shall ensure immediate rectification of such complaints within two hours.	failing which a penalty of ₹ 500/- per hour not repairing on time
7.12.4	In the event of non-satisfactory performance or if it observed that services rendered are not up to the expectations or are delayed (normally).	An additional penalty up to maximum of 3% of the contract value or part thereof
7.12.5	On violation of any clause.	A minimum penalty of ₹ 500/- per day

7.13 TERMINATION OF CONTRACT

- 7.13.1 The M.P. Bhawan will have the right to terminate the contract by issuing 30 days notice if it is felt that the services rendered are not satisfactory or there is a delay in rendering service/ repairs.
- 7.13.2 In the event of total failure for providing services within 24 hours, the Bhawan Authorities are free to hire services from the other service provider at the cost of contractor in addition to terminating the contract and forfeiting the security deposit.

7.14 SPECIAL TERMS & CONDITIONS

The following special terms & conditions are to be strictly followed:-

- 7.14.1 Breakdown maintenance as and when required with in time limit will have to be ensured by the contractor.
- 7.14.2 Emergency services beyond office hours will have to be provided by the contractor.
- 7.14.3 Problems experienced during operation must be rectified immediately by the contractor.
- 7.14.4 Regular weekly inspection visit by a technically trained person for particular equipment has to be ensured and precautionary measures to be taken for avoiding any break downs should be incorporated in the routine reports.
- 7.14.5 Repairs/periodic services only to be taken up by trained technical person for equipment with genuine spare and lubrications.
- 7.14.6 A mock fire drill to be done quarterly by the contractor.
- 7.14.7 Since the contract will be comprehensive in nature, spare parts required as a result of normal wear & tear except due to external damage, major breakdown & natural calamity would be provided by the contractor.
- 7.14.8 Periodic servicing of sets are to be done with changing of oil, lubricants & chemicals etc. at their cost as per respective manufacturer manual.
- 7.14.9 Contractor should keep at least two Fire Fighting System as spare standby for immediate replacement in the event of Fire Fighting System needs repair.
- 7.14.10 All works will be carried out as per the procedures prescribed by the manufacturer or standard specification or as may be directed by the engineer in charge.
- 7.14.11 Complaint Register, Log Book for FIRE FIGHTING SYSTEM and history books will be provided & maintained by the Contractor & it should be deposited in the office of Addl. Resident Commissioner on quarterly basis.
- 7.14.12 The contractor will have to submit a performance report of the FIRE FIGHTING SYSTEM every quarter along with the details of all major repairs with the monthly bills.
- 7.14.13 All the statutory requirements for annual maintenance contract should be complied by contractor.

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

**OFFICE OF THE RESIDENT COMMISSIONER
GOVT. OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG,
CHANAKYAPURI, NEW DELHI - 110021
Phone No. 011-26772001/ 2002**

8. FINANCIAL BID

- Name of Work** : **Comprehensive Annual Maintenance Contract of Fire Fighting System at Madhyanchal Bhawan, Plot No. 12 IHC Pocket, Institutional Area, Vasant Kunj, New Delhi - 110070**
- Annual Probable Amount of Contract** : **Rs. 1,00,000/-**
- Amount of Earnest Money** : **Rs. 3,000/- (To be paid online)**
- Period** : **One year from the date of acceptance, which can be extended to another one year on mutual consent**

S. N.	Particulars of AMC	Period of AMC	Rate per month Excluding GST	GST at applicable (Rate to be quoted)		Total Amount Quoted (Inclusive of GST)	
				(B)	(C)	(D) (A+C=D)	
			(A)	Percentage	Amount in Rupees	Amount in figs	Amount in words
1.	Comprehensive Maintenance of Fire Fighting System, Fire Alarm System, Fire pumps, valves, smoke detectors, Sprinklers, Fire pipe lines, Fire hydrant, Fire pump and Refilling of Fire Extinguishers, safety valves and panting of fire pipe lines etc. and servicing & maintenance of DG set, replacement of damaged Hose reel at Madhyanchal, 12 IHC Pocket Institutional Area, Vasant Kunj, New Delhi	One year.					

* L-1 will be decided on basis of rate quoted in column D.

Note: 1. Bidders are advised to visit Madhyachal Bhawan, Vasant Kunj, New Delhi before quoting rates.

Signature of Tenderer _____

Name of the Signatory _____

Name of the Firm/ Agency _____

Seal of the Firm/Agency _____