

TENDER DOCUMENT
FOR
MAINTENANCE OF ELECTRICAL AND FIRE FIGHTING SYSTEM



**NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION
(NITS)
BUREAU OF INDIAN STANDARDS
A-20, 21, INSTITUTIONAL AREA
SECTOR 62
NOIDA 201307**

Tel: 0120-2402204 FAX: 2402202/3
E-Mail: nits@bis.org.in Web: www.bis.org.in

Price: Rs 200.00
Those who download the tender document from
Website should enclose a DD for Rs 200.00
towards cost of tender

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NIT No. TI/G-50:3

Date: 30-11- 2009

**TENDER NOTICE
FOR
ELECTRICAL AND FIRE FIGHTING SYSTEM SERVICES**

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION(NITS) invites sealed tenders under **two-bid** system from reputed and experienced agencies for electrical and fire fighting system at the above address.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for **Annual Maintenance Service Contract for Electrical and Fire Fighting System**", should reach NITS before 1500 hrs on or before **23 December 2009**. The technical bids shall be opened on the same day at 1600 hrs at NITS.

The Tender Document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from NITS on any working day between 0930 and 1700 hrs on payment of Rs 200.00 only or can be downloaded from BIS website. Those who download the Tender Document from website should enclose al DD/pay order for Rs 200.00 along with their Tender Bid in the Cover-I "Technical Bid. The EMD of Rs 15,000.00 (Rupees fifteen thousand only) should be paid by Demand Draft in favour of **BUREAU OF INDIAN STANDARDS** payable at Delhi/NOIDA and the same should also be enclosed with Technical Bid.

Any future clarification and/or corrigendum(s) shall be communicated through Tender section on the BIS website www.bis.org.in

AD (A&F)
NITS, NOIDA

TENDER DOCUMENT

BUREAU OF INDIAN STANDARDS

QUOTATION FOR “ANNUAL MAINTENANCE SERVICE CONTRACT FOR ELECTRICAL AND FIRE FIGHTING SYSTEM” at NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS), NOIDA

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

1. Name & Address of the Tenderer Organization/Agency with phone number, e-mail and name and telephone/mobile number of contact person	
2. Experience in the work of providing electrical and fire fighting system maintenance Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job was carried out.	In following format

Sl.No.	Name of organization with complete address and telephone numbers to whom services provided	From	To	Contracted Amount(Rs per month)	Reason for Termination

3. Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: a) Is the establishment registered with the Government; please give details with document/evidence. b) Do you have labour licence. Please provide details and attach a copy. c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in NITS.	
4. Are you covered by the labour Legislations, such as, ESI, EPF, Gratuity Act etc.	
5. Please give EPF No: ESI Code: Gratuity Act Regn. No:	
6. Are you governed by minimum wages rules of the Govt of UP. If yes, please give details.	

7. Please attach copy of last return of Income Tax	
8. Please attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years.	
9. PAN No. (Please attach copy)	
10. Vat No. (Please attach copy)	
11. Trade Licence No. (Please attach copy)	
12. Service Tax Registration No. (Please attach copy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14. Power of Attorney/authorization for signing the bid documents	
15. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
16. Details of the DD/Pay Order of Rs 15,000.00 towards bid security (EMD) and a DD for Rs 200/- in case tender document is downloaded from BIS website. DD/PO No. Date: Drawn on:	

Declaration by the Tenderer :

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Pay Order No. _____
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

(Signature of Tenderer with seal)

Name:
Seal:
Address :
Phone No (O) :

Date:

(To be made on Rs 100.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This agreement is made on _____ day of _____ Two thousand nine between NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS), BUREAU OF INDIAN STANDARDS, NOIDA, as one part, hereinafter called 'NITS' and M/s _____, having its registered office at _____ hereinafter called the 'Agency' for providing **Electrical and Fire Fighting System** Services on the other part.

WHEREAS the NITS is desirous to engage the Agency for providing **Electrical and Fire Fighting System Services** for NITS, NOIDA on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc relating to electrical and fire maintenance personnel deployed in NITS. The NITS shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NITS. The NITS shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the NITS reserves its right to:
 - a) Cancel/revoke the contract; and/or
 - b) Impose penalty upto 10% of the total annual value of contract.
6. Security deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in NITS.
8. The Technical personnel provided by the Agency shall not claim to become the employees of NITS (BIS) and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in NITS.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
10. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
11. Decision of NITS with regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.

12. In case of any dispute between the Agency and NITS, NITS shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at NOIDA.

THIS AGREEMENT will take effect from _____ day of _____ Two thousand nine and shall be valid for one year & the contract may be extended for another one year on the basis of satisfactory service.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Noida in the presence of the witness:

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS)

Witness: 1.
2.

AGENCY

Witness: 1.
2.

ANNEX
TERMS & CONDITIONS OF CONTRACT
(Annexure to Agreement)

SCOPE OF WORK:

Providing **Annual Maintenance Services for electrical and fire fighting system** at National Institute of Training for Standardization, A-20-21, Institutional Area, Sector 62, NOIDA 201307 by deploying required number of Technical Personnel with Similar works experience related to the Maintenance and Operation of:

- A) Preventive, Routine & Breakdown Maintenance of Electrical System**
- B) Diesel Generator Set including its Panel (Operation & Maintenance)**
- C) Fire Fighting System (Including Panel & Motor Pump Sets)**
- A) Preventive Routine & Breakdown Maintenance of Electrical System:**
 - 1) All the electrical equipments shall be serviced in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the equipments. Generally, following activities are to be done during routine maintenance. The cost of spare parts/components, if necessary, replacement of defective and damaged components will be supplied /borne by NITS. However no labour charges shall be applicable for such works as fitting, installation and repairs.

Transformer: Two sets (400- KVA, 11000V/433V)

- a) The periodical checking of transformer oil level in conservator once in a month, In case the oil level falls below the minimum level it should be topped up by new tested insulating oil of appropriate grade as per IS :335 and to be examined for leakage of oil, if detected, the leakage is to be repaired.
- b) The various connections of the transformer e.g, L.T connections neutral & body-earthing are to be checked once in a month and if found loose ,are to be tightened.
- c) Bushings are to be examined for crack and dirt deposit and is to be cleaned or replaced as necessary once in three months
- d) Testing of transformer oil for dielectric strength and acidity are to be done as per IS: 1866 once in a year.
- e) In case of failure of oil sample in dielectric strength the entire oil is to be filtered and dehydrated till it achieves the specific strength (as per IS: 1866) or replaced if necessary. In case of failure in acidity test, the entire oil is to be replaced by new tested oil of appropriate grade (as per IS: 335) and sludges are to be cleaned from the inside of the tank of the transformer.
- f) Checking of neutral earth and equipment body earth once in a year.
- g) Insulation testing of the following once in a year.
 - i) Between L.T and earth with 1000V meggar
 - ii) Between H.T and earth with 1000V meggar
 - iii) Between H.T and L.T winding with 5000V meggar
- h) Silica Gel is to be examined for colour and is to be changed as and when required.
- i) To check noise/humming sound, temperature rise (over heating) and crack in bituminous compound once in a month.
- j) General cleaning of transformer to keep it free from dust and soots once in a month.

The agency is liable to furnish certificate regarding (f) & (g)

H.T Panel & H.T Line

- a) The panel shall be maintained as per the frequency indicated below; shut down in prescribed proforma must be taken before attending to this panel. Solid earthing must be done after making busbars dead. Only licensed and registered technician/ supervisor shall attend to H.T.Panel System.
- b) General cleaning of the H.T, VCB inside and outside once in six months.(H.T.V.C.B 11KV,623Amps)
- c) Checking of power auxiliary contacts, minor fittings to be cleaned with emery cloth and circuit breaker oil once in six months.
- d) Greasing /oiling of the moving/sliding mechanism of VCB (Vaccum Circuit Breaker) once in six months.
- e) Tightening of termination nuts /bolts/screws once in six months.
- f) Checking of closing and tripping mechanism of VCB &Testing of relays once in six months
- g) Measuring insulation of bus –section i.e. phase to phase and phase to earth once in a year.
- h) Insulation resistance of H.T cables incoming to and outgoing from consumer H.T.VCB is to be measured including transformer H.T winding once in a year.
- i) Di-electric strength and acidity value of the insulation oil inside the tank of VCB to be checked once in a year.
- j) In case of failure of oil sample, same actions are to be followed as indicated in case of transformer in clause (e), and oil level of H.T.VCB tank and condition of all gaskets shall be checked once in a month and it shall be ensured that there is no leakage.
The agency is liable to furnish certificate regarding (g), (h) & (j)
- k) If necessary, replacement of the defective and damaged component is to be done once in a year to keep the system in operation.
- l) Checking, cleaning, testing and calibration of relays in H.T panel for protection once in a year.
- m) To check over heating, crack in bituminous compounding once in a month.
- n) Checking of specific gravity of the liquid of the battery cell and maintenance of minimum level by adding distilled water checking ampere capacity of the battery cell with cell tester once in a month(not applicable for maintenance free battery)
- o) Checking of battery charger and its operation once in three months.

L.T Panel & L.T Line

- a) General cleaning of the L.T. Panel, inside and outside for removal of dust and soot once in a month.
- b) Checking the tightness of the connection of the bus-bars, with gear, control wiring for indicating lamps, voltmeter with selector switches, ammeter with selector switches, incoming and outgoing cables once in a month.
- c) Visual inspection of the main contacts of the ACB is to be carried out once in six months. Minor pitting of the contacts of the ACB is to be cleaned with emery cloth and carbon tetrachloride/contact cleaning liquid. Major pitting or damaged contacts are to be replaced.
- d) Castle locking arrangement is to be checked for correct operation once in six months.
- e) Relays for protection are to be checked and cleaned once in six months.
- f) Replacement of damaged /burnt out component when necessary.
- g) Greasing /oiling of moving or sliding parts of ACB/MCCB once in six(6) months
- h) Checking of tripping mechanism of ACB/MCCB once in a year.
- i) Testing and calibration of the relays once in a year.
- j) For L.T.Panel, insulation test for phase to phase and phase to earth with 1000V meggar are to be carried out once in a year. The contractor is liable to furnish the certificate for the above.

Air Conditioners Maintenance (including AC Duct plant)

The agency shall maintain all Air Conditioners installed at various places of NITS, and following activities are to be done during routine maintenance:

- a) The Air Conditioners installed at various places shall be operated & maintained by agency.
- b) The general cleaning of all Air Conditioners once in a month and servicing shall be done once every six months. If any part damaged /burnt/need replacement shall be done as per requirement in consultation with NITS.
- c) The Periodical testing (once in 06 months) of Air Conditioners compressor and leakage of compressor gas, fan motor, stabiliser, and plugs, sockets shall be carryout. In case gas leakage or refilling is required action shall be taken in consultation with NITS & charges shall be paid at agreed rate.
- d) The Air Conditioning Plant installed for auditorium and conference hall shall be operated & maintained and necessary repair and replacement shall be carried out in consultation with NITS.
- e) The Air Conditioning Plant shall be run continuously at least for half an hour once in 03 months (as trial run)

Earth Electrode & Earthing System

- a) Checking of the earth resistance of the combined earth electrode (equipment and neutral separately) once in a year.
- b) Checking of earth leads to all equipment for its continuity after tightening all connection once in a year.
- c) In case the earth resistance found higher than 1ohm, new earth electrode is to be installed in parallel, to reduce the earth resistance. The agency is liable to furnish certificate for this.
- d) Checking of earth continuity of all testing machine/equipment,3-phase,415V or every section in NITS once in a year.

All Distribution Boards including Power D.B/Lights D.B/Fuse D.B

- a) General cleaning of distribution boards inside and out side for removal of dust and soot once a month.
- b) Checking of tightness of connection inside the distribution boards once in a month.
- c) Replacement of damaged /burnt out (if found any) components of the distribution boards when necessary.

Maintenance of all fittings including Lights,Fan,Regulator, Switch, Plug, Fuse, Calling bell and other Electrical Fittings in NITS building/ Air Conditioners/ Plugs and Sockets/ Motor Pumps

- a) Routine maintenance /servicing of all tube light fittings, street lights, lamps sheds, ceiling fans (inside coil/bearing/bush), fan regulator, calling bell, plugs, fusers' etc.
- b) Operation and Maintenance of 04 Pump sets of the Fountain opposite to Office Building entrance and fountain of inside Administrative Building.
- c) Operation and routine Maintenance of 06 numbers of water lifting pump sets (02 Pump sets and one submersible for supply of water to Office Building as well as Hostel Building + 03 Pump sets for fire fighting operation out of which one is Diesel Operated).
- d) Day to day Maintenance /Service note book has to be maintained by the electrician.
- e) The cost of the repairing materials for major or minor repair as and when required will be borne by NITS.

B) Diesel Generator Set including its Panel (Operation & Maintenance)

- a) Routine maintenance of 180 & 160 kVA Diesel Gensets coupled with Greaves make Engine and Kirloskar & Jyoti Ltd. Alternator and operation of the same as and when required.
- b) Periodical checking of Diesel Gen sets shall be done once in a month. Servicing once in six (06) months or 250 hrs meter reading of each set with authorised service providers of Greaves Cotton Limited shall be done at BIS cost, however the agency shall provide full support to the service provider.
- c) Checking of DG set panel battery charger & its operation shall be carried out on every month, including batteries volt, amperes and battery water.
- d) The agency should check and shall be carry out the maintenance of Alternator, Dynamo, Solenoid, Control Panel, and Self Starter with Lub Oil, any leakage of oil from sump, Lub, oil cooler etc.
- e) The agency shall carry out cleaning & repair of Radiator, inter-cooler, waterpump, Turbo charger, and calibration or testing and repair of the fuel injection system.
- f) Replacement of damaged /burnt out (if found any) components of the Diesel Gen sets when necessary.
- g) Checking of all the meters, indicating lamps, batteries, controls, DG set-engine oil level, lubricant system, air pressure, air filter system, radiator, etc. for their proper working periodically.

C) Fire Fighting System (Including Motor Pump Sets)

- a) Running of Pump for 10 minutes weekly with automatic start of jockey pump and main pump at pre-set pressure.
- b) Periodical maintenance and servicing with Greasing of pump bearings, checking of glands and non-return valve.
- c) Operation and Maintenance of Diesel engine and its batteries with proper day to day checking for effective performance of system.
- d) Checking of all Fire Extinguishers provided at various locations for their serviceability w.r.t re-charging on expiry/leakage, thorough cleaning, safety seal check, nozzle and hose pipe, hose reel checks to keep the entire system in ready to operate state once in a quarter period.
- e) The personnel deployed for Fire Fighting work maintenance shall have at least 02 fire escape masks and 02 fire escape blankets.
- f) Functional check in every quarter of the entire Fire Fighting System, Overhauling and Cleaning of fire control panels.
- g) Routine re-filling of Fire Extinguishers of CO₂ and re-charging of other Fire Extinguisher on due dates shall be the responsibility of the Contractor at owner's cost.
- h) Cost of refilling/re-charging of fire extinguishers of used for actual operation shall however be paid to the Contractor.
- i) The Agency shall have equipment for checking of Fire Extinguishers i.e pressure gauge for on site testing using a special magnet to ensure that it is working perfectly and is 100% accurate.
- j) The contractor will be required to make safety tests recommended or directed by the Statutory Authorities at his own expenses.
- k) The Agency shall carry out the Mock Drill once in 06 months to provide training & to check the workability of all Fire Fighting System. A report shall be prepared after the Mock Drill & submitted to NITS.

Break-Down Maintenance

- a) Besides the routine maintenance on occurrence of a break down the faulty circuit shall be isolated and the power is to be restored to all the other equipment. The job shall be attended and rectified urgently.
- b) Short cut method of temporary rectification should be avoided. However, if in the interest of the work it is done so, it must be rectified at the earliest available opportunity.

General Terms and Conditions

- 1) The agency shall carryout all minor civil work for new installations such as concreting, drilling of holes welding, soldering, fixing of the down rod of the light fittings, and fitting of switch boards, lying of cable, electrical appliances such as Air Conditioners, tube lights, fans and other minor repairs.
- 2) The H.T.Panel shall be operated by the qualified operator/switch board operator/electrician, having valid certificate, to work on H.T.Installation.
- 3) In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, no compromise is allowed as regards safety provisions.
- 4) After completion of every preventive (routine) maintenance work in every month cited above as per the frequency, it shall be reported to NITS.
- 5) The personnel deployed by the contractor shall be disciplined, polite and courteous. They will not misbehave with any of NITS employees and will not enter into any unlawful activities in the premises.
- 6) Contractor should coordinate with UPPCL officials in case of supply voltage being low or any other problem faced by the NITS, i.e. power failure, meter reading etc.
- 7) If the services rendered by the agency or performance of the persons deputed by the agency are not found satisfactory , the NITS reserves the right to terminate the contract by giving 15 days notice without assigning any reason.
- 8) The contractor shall abide by the regulations/requirements meant for security department and strictly follow the rules. NITS' security will have the right to check, search or interrogate any contractor's personnel while entering/leaving the NITS premises for security purpose.
- 9) If the contractor fails to maintain required number of qualified manpower, the contractor shall be liable to pay penalty at double the notified rates in force for the category of personnel concerned.
- 10) NITS reserve the right to verify the bonafides of the contractor's staff deputed at NITS and would be justified in asking for their replacement for bonafides reasons. The decision of the NITS in this regard will be final.
- 11) The contractor will ensure that at no time there is any violation of infringement of any rules and regulations of the bye laws under Indian Electricity Act and or under the UPPCL Rules for Electrical as well as Fire Fighting System.
- 12) The contractor shall depute adequate staff to ensure round the clock for preventive and break down maintenance services on all days at NITS as per below given details.

i) **Electrical System (Includes Diesel Generator set)**

- | | |
|-----------------|---------------------------------|
| a. Electricians | One in each shift of 8 hours |
| b. Helpers | One in general shift of 8 hours |

ii) **Fire Fighting System**

- | | |
|--|---------------------------------|
| a. Supervisor | One in general shift of 8 hours |
| b. Skilled staff with the knowledge in fire fighting Systems | One in each shift of 8 hours |

Shift	Time	Electricians/Staff for Fire Fighting	Supervisor	Helper
First	0600-1430	1/1	-	-
Second	1400-2230	1/1	-	-
Third	2200-0630	1/1	-	-
General	0900-1730	-	1	1

However, the above number and arrangement of deployment of the Technical personnel is without prejudice to the right of NITS to deploy the Technical personnel in any other number or manner considered to be more suitable by NITS in the interest of the Bureau.

- 13) Qualification and experience of various categories of staff deputed by contractor shall be as follows:
- Electrician (skilled): Having Diploma in Electrical Engineering or certificate in Electrician/Wireman trade issued by ITI/Local authorities/Govt. of India and minimum 3 years experience in this field and in operation of DG set.
 - Helpers (skilled): Minimum 3 years experience in this field.
 - Supervisor for fire fighting systems having requisite qualifications, experience certificate (min. 3 years) indicating satisfactory execution of by him. Additionally, he/she shall also have the knowledge and experience in electrical systems as above.
 - Supporting staff for the supervisor for fire fighting systems should be semi-skilled and have knowledge/certificate of 3 years experience in this line.
- 14) The contractor shall keep the necessary testing equipments and tooling for performing the above tasks at site.
- 15) The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to NITS along with testimonials before they are actually deployed for the job.
- 16) The agency shall not deploy or shall discontinue deploying the specific person(s), if so desired by the NITS at any time without assigning any reason whatsoever.
- 17) A local representative of Agency shall be In-charge of the electrical and fire fighting system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of NITS, they shall work under directives and guidance of Head, NITS and will be answerable to NITS. This will, however, not diminish in any way, the agency's responsibility under contract to the NITS.
- 18) The agency shall submit Weekly Maintenance Report (WMR) and will bring to the notice of the NITS officials any such matter which needs their attention as and when necessary.
- 19) Any repair or replacement necessitated due to accidental damage on account of natural calamity or due to any other causes beyond control in any such eventuality the contractor shall submit the details of repair/replacement that may be necessary for maintaining satisfactory services along with estimated expenditure towards the same.
- 20) Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by any workman of agency or any other person, whether in the employment of the agency or not; while in or upon the said works or site of the same, the NITS shall not be bound to entertain any claim or such claim brought under the Workman's Compensation Act.
- 21) The agency shall deploy personal trained in all facets of electrical and fire fighting work. The Agency shall provide necessary undertaking and documentary evidence in this regard.
- 22) A senior & experienced Technical Engineer of the Agency shall visit NITS premises at least once-a-week and review the service performance of their personnel. During the weekly visit, The Engineer will also meet the NITS officer dealing with service under the contract for mutual feed back regarding the work performed by their personnel and removal of deficiencies, if any, observed in their working.
- 23) The Agency shall ensure that any replacement of the personnel, as required by NITS for any reason specified or otherwise, shall be effected promptly without any additional cost to the NITS. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the NITS at Agency's own cost.
- 24) The Agency shall provide reasonably good uniform with name badges to its personnel deployed at NITS at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell & safetygear such as rubber gloves etc shall be borne/supplied by the Agency at its cost.
- 25) The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the NITS/Govt. of India/any State/or any Union Territory.

- 26) The day-to-day functioning of the services shall be carried out in consultation with and under direction of the NITS. Proposals for efficient functioning of the electrical and fire fighting system shall be discussed, considered and implemented from time to time by the agency with approval of NITS.
- 27) In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to NITS and maintain liaison with the police. FIR will be lodged by NITS, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
- 28) In the event of any technical personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
- 29) The Agency shall submit to NITS an attested photocopy of the attendance record and enclose the same with the monthly bill.
- 30) The NITS shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- 31) There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
- 32) The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
- 33) In case of non compliance/non-performance of the services according the terms of the contract, the NITS shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- 34) The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify NITS against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in NITS premises/facility.
- 35) The decision of NITS in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 36) In case of any dispute between the Agency and NITS, NITS shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Noida District Gautam Budh Nagar.
- 37) In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Head, NITS. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.
- 38) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
- 39) **An agreement shall be signed with the successful bidder as per specimen enclosed.**
- 40) The agency shall follow the instructions given by NITS from time to time.
- 41) Income –tax applicable shall be deducted from the bill every month.
- 42) There would be no increase in rates payable to the agency during the contract period.
- 43) The agency shall be solely liable for all payments /dues including wages to persons deputed in NITS. In the event bureau makes any payments or incurs any liability the contract shall indemnify NITS completely.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between NITS and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

FINANCIAL BID
(In sealed Cover-II super scribed "Financial Bid")

C Quotation for Annual Maintenance Service Contract for Electrical & Fire Fighting System" at National Institute of training for Standardization, NOIDA

Sl. No.	Description	Rate/Month
A)	Annual Maintenance contract for preventive and Routine maintenance of electrical systems as per the schedule and details scope of work	
B)	Service Tax (as per Govt.rate, if applicable)	
C)	Total (including taxes)A+B=C	

NOTE:

1. Declaration by the Tenderer :

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

2. No escalation shall be permitted during the period of contract except for increase/addition of statutory taxes, if any.

***Break-up of the rate may also be provided along with the copy of the Govt Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt.**

(Signature of Tenderer with seal)

Name:

Seal:

Address :

Phone No (O) :

Date:

