

AIR INDIA LTD.
PROPERTIES & FACILITIES DEPT.

TENDER NO.PF/DL/HQ/2011-12/05

Dated- 06-01.2012

TENDER FORM

Sub: "Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi

1. This tender shall consist of the following documents:
 - i. Tender Form
 - ii. Tender Notice
 - iii. Format of Acceptance letter
 - iv. Important Note
 - v. Format of Regret letter
 - vi. Terms & Conditions of contract & General Terms & conditions
 - vii. Additional conditions
 - viii. Scope of work
 - ix. Schedule of Quantities
 - x. Declaration
2. The tender documents duly completed and signed must be returned to the office of General Manager, Properties & Facilities Dept., Air India Ltd, Old Vayudoot Bldg., AI Complex at S'jung Airport, New Delhi, on the date and by the time stipulated in the tender notice, duly superscribing on the envelope the work as mentioned in the tender notice and tender number.
3. A tender sent by Registered Post will not be accepted and shall be delivered by hand by an accredited representative of the firm. The tender will be opened on the 15-02-2012 at 1530 hrs. in the office of the General Manager, Properties & Facilities Dept, AIL in the presence of intending tenderers, who may wish to be present.
4. AIL reserves to itself the right to accept or reject any tender either in whole or in part without assigning any reason for doing so and does not bind itself to accept the lowest or any tender.

AIR INDIA LIMITED

For GENERAL MANAGER (P&F)

AIR INDIA LTD.
PROPERTIES & FACILITIES DEPT.

TENDER NO. PF/DL/HQ/2011-12/05

Dated-06-01-2012

TENDER NOTICE

Sub: "Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi

Estimated cost: Rs. 3,00000/- per annum
Tender opening date: 15-02-2012(1530 hrs)
Earnest Money Deposit Rs. 8,000/-
Security Deposit: 10% (including EMD)

Dear Sir,

1. Sealed tenders are invited by the Air India Ltd. for the subject work.
2. Tender documents can be collected from Cash and Bank section, 1st floor, Airlines House, 113, Gurudawara Rakabganj Road, New Delhi on payment of Rs. 500/- (Rupees five hundred only) (IN CASH ONLY) per tender set (NON REFUNDABLE) payable to Cash Section, 1st floor, Airlines House, 113 Gurudawara Rakabganj Road, New Delhi-110001 between 1000 Hrs. to 1600 hrs.(except between 1300 hrs to 1400 hrs) except on Saturdays, Sundays & Holidays from dt.23-01-2012 to 14-02-2012. The same can also be downloaded from Air India website www.airindia.in. In this case a demand draft of Rs 500/- favouring Air India payable at New Delhi may be enclosed together with the Tender Form
3. The complete tender documents accompanied by EMD in form of Demand Draft in favour of Air India Ltd. should be submitted to the Office of General Manager (P&F), Air India Ltd., Old Vayudoot Bldg., AI Complex at S'jung Airport, New Delhi before **1500 hours on 15-02-2012**. No tender will be considered without of EMD. The tender will be opened on the same day i.e. **15-02-2012 at 1530 hrs** in the office of General Manager(P&F) in the presence of any intending tenderer who may wish to be present.

OR

TENDER NO.PF/DL/HQ/2011-12/05

Dated-06-01-2012

You are requested to send us "REGRET LETTER" in the enclosed format on your Company's letter head, duly signed with rubber stamp, well in advance, so as to reach us before the Tender Opening date.

4. Contractors are requested to note that if they have got different firm, they should submit the quotation in one firm name only.
5. AIL Reserves to itself the right to accept or to reject any tender either in whole or in part without assigning any reason for doing so and does not bind itself to accept the lowest or any tender.

Thanking you,

Yours faithfully,
Air India Limited

For General Manager (P&F)

ACCEPTANCE LETTER

The General Manager,
Properties & Facilities Dept.
Air India Ltd.
A.I. Complex,
S'jung Airport,
New Delhi-110003

Dear Sir,

We hereby unconditionally accept the tender terms and conditions in its entirety for Tender No.PF/DL/HQ/2011-12/05 dated 06-01-2012

We also confirm that payment of Earnest Money Deposit has been made in the form of Demand Draft and receipt of the same is enclosed where applicable.

We understand that if Rates against each item of Schedule of Quantities are not WRITTEN IN both FIGURES as well WORDS, the tender will STAND REJECTED.

Dated:

Signature of the Tenderer with Rubber Stamp

DUPLICATE

ACCEPTANCE LETTER

The General Manager,
Properties & Facilities Dept.
AI Complex,
S'jung Airport,
New Delhi-110003
Sir,

We hereby unconditionally accept the tender terms and conditions in its entirety for Tender No. PF/DL/HQ/2011-12/05 dated 06-01-2012

We also confirm that payment of Earnest Money Deposit has been made in the form of Demand Draft and receipt of the same is enclosed where applicable.

We understand that if Rates against each item of Schedule of Quantities are not WRITTEN IN both FIGURES as well WORDS, the tender will STAND REJECTED.

Dated:

Signature of the Tenderer with Rubber Stamp

Submission of Tenders: -

1. The tenderer shall submit the tender in the following manner:-

a) **Envelope/Cover No. 1 –**

Eligibility documents (Technical bid)

Envelope/Cover No. 1 must be super-scribed with the following words in the center "Cover No.- 1 –Technical Bid for **"Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi** and at the bottom left hand side of the envelope/cover the name, address and telephone no. of the tenderer must be super-scribed. This envelope must contain the following documents:-

- (i) True copy of letter of registration, if any with Govt. Organization /Public Sector.
 - (ii) Proof of financial and technical capabilities.
 - (iii) List of similar nature of works carried out during the last 03 years along with supporting documents & performance certificates (Detail of public sector/ reputed company where similar nature of work carried out) for the works executed/ under execution for the Last Three years.
 - (iv) The contractors who have successfully completed similar works during the last seven years as detailed below only shall be considered.
 - (a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
- OR
- (b) Two similar completed work costing not less than the amount equal to 50% of the estimated cost.
- OR
- (c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.
 - (iv) Average Annual turnover during last three years should be at least 30% of respective contract value.
 - (v) The bidder should have PAN NO.

- (vi) The bidder should be registered with ESI to cover his employees under the ESI Act.
- (vii) The bidder should have separate PF-Code no. allotted by the concerned RPFC under EPF Scheme 1952.
- (viii) In case the tenderer is required to obtain labour licence from the Labour Commissioner as per rules. they should have valid labour licence however if he does not have, the tenderer must give an undertaking along with technical bid that within 15 days of placement of Work Order, he will arrange labour licence under Contract labour Act issued by the Competent Authority and the requisition registrations and licences under all the applicable local and central taxes and laws and to be specified separately under each applicable tax/law Act (i.e. Service Tax/Provident Fund Act/ establishment Act/Income Tax Act etc. The award of work would be subject to compliance of this condition and the Work Order would be withdrawn, if this requirement is not fulfilled.

Intending tenderers are required to submit their credentials and their documents required alongwith EMD of Rs. 8,000/- in the form of Bank Draft/Pay Order drawn in favour of Air India Ltd. payable at New Delhi in token of acceptance of terms and conditions with signature of the authorized official of the Company and seal on each page. It is also required to submit the cash receipt of Rs. 500/- (non-Refundable) towards the purchase of Tender document alongwith the credentials.

If any financial bid is contained in the Technical bid cover/envelope, the bid will be disqualified and technical bid of such party will not be opened.

In case the tender document is downloaded from AI website, a separate demand draft/pay order towards cost of tender document shall also be placed in the same envelope.

b) **Envelope/Cover No. 2 –**

Financial Bid

The envelope/cover no. 2 must be super scribed with the following words in the center – “Envelope/cover no. 2 – Financial Bid towards **Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S’jung Airport and Regd. Office at Air Lines House, New Delhi.**

This envelope/cover must contain only the financial bid i.e. tender document Part – B only.

Both the envelopes/covers must be put in yet another master envelope duly superscribed "Master Envelope" **"Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi.**

and at the bottom left hand side of the Master Envelope the name, address and telephone no. of the tenderer must be super-scribed and deposited in the tender box located in the office of GM (P&FD) Air India Ltd. , Ist floor, Old Vayudoot Building, AIL Complex, S'Jung Airport, New Delhi.

2nd ENVELOPE CONTAINING PART 'B' OF THE TENDER DOCUMENT, i.e. 'FINANCIAL BID' OF THOSE FIRMS SHALL ONLY BE OPENED WHO FULFILL THE ELIGIBILITY CRITERIA CONTAINED IN TENDER DOCUMENTS PART- 'A'.

AIR INDIA LTD.
PROPERTIES & FACILITIES DEPT.

TENDER NO. PF/DL/HQ/2011-12/05

Dated-06-01-2012

IMPORTANT NOTE

PROCEDURE FOR SUBMITTING OF TENDER

The tender for this work shall be submitted in two separate sealed covers. The tenderers are required to convey in writing in the 'Acceptance Letter' OR "Regret Letter" which shall be issued in duplicate along with the tender, their unconditional acceptance to AIL's tender terms and conditions in its entirety. It shall be the responsibility of the contractor to collect the 'Acceptance Letter' in duplicate from the issuing authority prior to submission of the tender OR "**Regret letter**".

'Cover No. 1' superscribed 'Acceptance of AIL's Tender Conditions regarding tender for(as per the subject tender).....and bearing on the bottom left corner the name of the tenderer, will contain the following:

- 1 Receipt of Earnest Money Deposit/Demand Draft.
- 2 Acceptance Letter duly completed.

OR

"Regret Letter" on your Company's letter head. Format enclosed for ready reference.

Cover No. 2 will contain only the tender document with price offer and superscribed (as per the subject of the tender).... and bearing on the bottom left corner the name of the tenderer.

The sealed cover shall be properly seal and submitted. Tenders will be opened in the presence of any intending tenderers who may wish to be present at the time on the date at the place indicated.

The offer from those tenderers who have submitted in cover No. 1 their letter of Acceptance, conveying their unconditional acceptance of AIL's Conditions of Contract together with the receipt of Earnest Money Deposit only shall be considered valid. The offers from those tenderers, who are unable to unconditionally accept AIL's Conditions of Contract will be rejected.

REGRET LETTER
(To be sent under Contractor's Letter head)

To

The General Manager
Properties & Facilities Dept.,
Air India Ltd.,
Old Vayudoot Bldg.,
A.I. Complex,
S'jung Airport,
New Delhi-110003

**Sub: "Annual Maintenance Contract of Fire Fighting System
installed at Admin. Bldg., Air India Complex, S'jung
Airport and Regd. Office at Air Lines House, New Delhi.**

TENDER NO. PF/DL/HQ/2011-12/05

Dated-06-01-2012

Dear Sir,

We regret to inform you that we are unable to quote for the subject tender due to the following reasons:

1. _____
2. _____

Date: _____

**Signature of the tenderer
with rubber stamp**

AIR INDIA LTD.
PROPERTIES & FACILITIES DEPT.

TENDER NO. PF/DL/HQ/2011-12/05

Dated-06-01-2012

Sub: "Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi.

TERMS & CONDITIONS OF CONTRACT

1. Tenderers should quote their rates of individual items inclusive of all taxes and for rebate offered in figures as well as in words. If the rates, are not quoted in words in addition to figures, such tenders will be rejected. Incomplete tender in any form shall be rejected.
2. Offer shall be valid for acceptance for a period of 90 (Ninety) days from the date of opening of tenders.
3. Intending tenderers are advised to visit the site of work before quoting so as to be familiar with site conditions.
4. Our Standard Conditions of Contract are applicable for the work and are available for perusal in our office.
5. The Contractor will not be entitled for any compensation due to Service tax, VAT, Sales Tax / Turnover Tax, Work Contract Tax, or any other Taxes levied by the Central / State Governments. The Contractor's rates should cater for the same.
6. All safety precautions are to be taken by the Contractors and his workmen during execution of the work.
7. No escalation claim on account of material or labour whatsoever during the period of contract shall be entertained on any account.
8. The Contractor shall consider in his tender the payment of prevailing minimum wages fixed by Labour Deptt., Govt. of Delhi.

TERMS & CONDITIONS OF CONTRACT

9. The Tenderer whose Tender is accepted is bound to execute a formal agreement on non-judicial stamp paper with AIL in accordance with the draft agreement.
10. This liability under the contract shall commence from the date of written order to commence work whether the formal agreement is drawn or not. The Contractor shall bear all expenses in connection with the execution of the said agreement including fees for stamps as required.
11. Any matter, dispute, controversy or claim arising out of or in any way touching or concerning this contract/agreement, or the breach, termination or invalidity thereof, shall be settled by arbitration. Such reference shall be made to the sole arbitration of a person to be appointed by the Chairman & Managing Director of AIL or in case the designation of the Chairman & Managing Director is changed or his office is abolished, by the person for the time being entrusted, whether or not in addition to other function, with the functions of the CMD of AIL Any such reference shall be deemed to be a submission to arbitration within the meaning of the Arbitration and Conciliation Act, 1996.

Any such arbitration proceedings shall be heard at Delhi. The language of the proceedings shall be English. The award of the arbitrator shall be final and binding on the parties hereto this agreement. Such reference shall in no way operate as a waiver of the obligations of the parties hereto to perform their respective obligations under the agreement.

AIR INDIA LTD.

TENDER NO. PF/DL/HQ/2011-12/05

Dated: 06-01-2012

**Sub "Annual Maintenance Contract of Fire Fighting System
installed at Admin. Bldg., Air India Complex, S'jung
Airport and Regd. Office at Air Lines House, New Delhi.**

1. **SCOPE OF CONTRACT:**

Routine maintenance of pumps, motors, valves, electric control panels, suction and delivery line, Down comer, yard hydrants, pipe lines, hose reels, hose cabinets, fire hoses, landing valve, manual fire alarm system and automatic sprinkler system as per list and work schedule, required to keep in working order and attending to all faults as per terms and conditions complete with all labour and staff but without spare parts.

2. **PERIOD OF CONTRACT:**

Period of contract shall be for one year to be reckoned from the date of award of work. The contract may be extended thereafter on such terms and conditions as both parties mutually agree.

3. **PAYMENT :**

Monthly payment will be made on submission of bill. While claiming full payment contractor shall certify that all staff as required under this contract were deployed on the contract work during the month and have been paid as per the minimum wages act.

4. **ESCALATION:**

No escalation on any account will be paid during the currency of the contract since this is a lump sum contract.

5. **MANPOWER:**

1. For satisfactory maintenance of the above mentioned work adequate man power shall be provided by the contractor. A person having sufficient experience in maintenance of Fire Fighting/protection Systems shall be deployed at site between 9.00 Hrs. to 1800 hrs. on all days of work including Saturdays, Sundays & Holidays.

2. The contractor has to provide maintenance staff on all days for maintenance including on Sundays/and holidays. Payment on account of working on Holidays/Sundays will not be paid extra.
3. All the staff except helpers shall be qualified/skilled.
4. The contractor shall be required to maintain permanent attendance register/roll within the building premises. The register will be open for inspection and check, any time by the Officer-in-charge of the Building.
5. Whole of the system shall be kept in proper working condition all the times.
6. Cleaning of all the equipments and systems etc. shall be the responsibility of the firm for which nothing extra will be paid by Air India.
7. All the pumps and other equipments are to be greased as per respective maintenance schedules.
8. The contractor shall give his telephone number and address where his authorized representatives can be contacted day and night.
9. The staff engaged in maintenance shall be well experienced, able to do preventive maintenance and visualize the faults likely to come during operation to avert major break-down wear and tear of the equipments and the systems.
10. The regular servicing of all the equipments and other auxiliaries of the system in the scope of work shall be done strictly as per recommendations of manufacturers or as and when required whichever is early and nothing extra will be paid on this account.
11. The firm is expected to be fully aware of the by-laws and requirements of Delhi Fire Service Department & Labour Commissioner's Office and shall abide by them.
12. During inspection/demonstration of the system by DFS or other statutory bodies connected with 'FIRE' if some requirements are indicated to improve the maintenance, the firm shall immediately comply with them. No extra charges on account of that will be payable.
13. A log book will be maintained by the firm showing break-down time, and other details. The log book will be arranged by the Firm and shall be deposited with the Department after completion of the Contract.
14. Material required for maintenance of the system shall be supplied and replaced by the contractor on cost plus basis as and when required. Providing all consumable items of system shall be contractor's responsibility. The expenditure made for replacement of Batteries shall be reimbursed by the Department.

15. For proper maintenance of work contractor's staff will directly work under the supervision of contractor under the instructions of Engineer-in-charge of Air India.
16. The Contractor shall be responsible to keep required tradesman for maintenance work and necessary insurance cover for all tradesman/labourers. Nothing extra shall be paid on this account. The contractor shall take adequate measure to prevent an accident in the aforesaid area. If any accident occurs due to carelessness or otherwise, the contractor shall be responsible and nothing extra shall be borne by AIL. It will be the responsibility of the contractor shall compensate the staff suitably to fullest satisfaction of the Engineer-in-charge.
17. All the staff provided by the Contractor shall be unblemished in character and any person found to be of doubtful nature shall have to be removed immediately as per the instructions of Engineer-in-charge. Any staff provided by the Contractor found to be failing his/their duties shall be removed by the Engineer-in-charge with out assigning any reason thereof.
18. The persons working at site will be provided with free water & electricity.
19. Proper identify card shall be issued by the contractor to the persons posted at our building but this will be duly certified /verified by us.
20. The persons posted by the contractor shall be governed by their Company's rules and regulations, however, in case of emergencies the instructions of our maintenance Engineers shall be followed.
21. For proper maintenance of work contractor's staff will directly work under the supervision of contractor under the instructions of Engineer-in-charge of Air India.
22. The check list and test requirements are general and some modifications may be necessary for efficient functioning of equipments/system whether included in the above schedule or not. The contractor shall not claim any extra charge for such modifications.
23. Non-availability of competent staff/Engineers, unjustified delay in rectification of fault noticed and unsatisfactory maintenance of complete system shall be treated as a breach of contract. Department may consider imposing suitable penalty or deduction of suitable amount from payments to be made to the contractor in such event. The decision of the Department shall be final and binding in this regard.
24. If the contractor fails to abide by the above terms and conditions of contract, the contract can be terminated by giving one month notice by Air India.

25. If there is any damage done to any of the installations due to negligence of contractor or his staff, the contractor shall have to replace/repair the same at his own cost.
26. Maintenance Charges will not be paid for the period in case the system remains out of order for more than 24 hours for minor complaints after being brought to the knowledge of contractor.
27. Water leakages in the system must be attended immediately but not later than 24 hours of occurrence of the same.

AIR INDIA LTD.
PROPERTIES & FACILITIES DEPT.

TENDER NO. PF/DL/HQ/2011-12/05

Dated: 06-01-2012

**Sub: "Annual Maintenance Contract of Fire Fighting System
installed at Admin. Bldg., Air India Complex, S'jung
Airport and Regd. Office at Air Lines House, New Delhi.**

ADDITIONAL CONDITIONS

1. The contractor will have to observe all rules and regulations of Govt. Regulatory body. The contractor should pay the wage to the workers as per minimum wages Act & comply ESI / PF requirements.
2. The Contractor shall take out workmen Compensation Policy covering all his workmen and submit the same to AIL. This policy shall be in the joint name of AIL and the Contractor with AIL's name appearing first in the policy. The insurance shall cover the period of contract.
3. The workers should be healthy and not less than 18 years of age.
4. The payment shall be made on monthly basis.
5. The Contractor shall provide to his employees photo identification badges approved by AIL's Security. The Contractor's employees shall display the badges while on duty and they shall be visible to enable AIL Security for easy checking.
6. Every person engaged by the Contractor for the work in AIL Premises shall be deemed to be Contractor's employees and no such employee shall have any right or claim from AIL.
7. The Contract shall be for a period of 12 (Twelve) months. At the end of contract period the position may be reviewed. If mutually acceptable, the contract may be extended on the same terms and conditions for a further period of 12 months.
8. Adequate precautions will have to be taken by the Contractor to prevent any injury to the structures / staff or outsiders moving in the premises either while carrying out the work.

9. The premises shall be kept clean during the working hours and the AIL staff shall not be disturbed by the Contractor's Labourers while working at the site.
10. The work shall be carried out as described in the attached schedule of quantities should there be any details of required, materials which have not been referred to in the Schedule of Quantities but necessity for which may be implied or inferred there from or which are usual or essential for completion of work in the trades, the same shall be purchased by contractor & they shall be reimbursed for actual expenditure incurred for procuring the material with 20% contractor overhead & profit. The quoted rate for items shall include cost of materials, taxes, transportation, etc. which are required for correct and complete execution of the job.
11. The Tenderers shall abide by the security requirements of AIL. The tenderers have to satisfy themselves about the antecedents of their Employees and obtain certain certificates from the Police Station and the same should be submitted to AIL Security.
12. The Tenderer is advised to understand the tender conditions and the person authorized to sign the tender should sign on all important pages including Condition of Contract, Additional Conditions Schedule of Quantities & Declaration etc.
13. The deployment, rostering, supervision, attendance monitoring, granting of leave, maintenance of discipline, of the staff deployed by the Contractor pursuant to this contract shall be sole responsibility of the Contractor.
14. The Contractor shall make payment of monthly salary/wages to its workmen on or before 7th day of subsequent month. The Contractor will submit the monthly bills to AIL. Every month after making payment of salary wages to the workmen.

AIL advises the Contractor not to delay payment of wages/salary to his workmen under any circumstances and to ensure availability of adequate funds with him to pay wages/salary to his workmen in the eventuality of delay in payment of his monthly bills.

The bills of the Contractor shall be cleared subject to his submitting adequate proof of his having complied with all applicable labour laws viz. Payment of Wages to the staff deployed for the purpose of this contract, deposit of P.F. & ESI contributions before the appropriate authority and like benefits to its staff, wherever applicable. AIL shall make payments to the Contractor on monthly basis subject to the terms and conditions of the agreement and in no case such monthly payment shall exceed 1/12th of the contract amount.

Sub: "Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi

SCOPE OF WORK

(Air India Complex at S'Jung Airport)

- A. The scope of work for each type of work shall be to carry out monthly/quarterly/annual or Bi-Annual maintenance or actuation tests as listed against each item separately hereinafter.
- (i) Each equipment like Hydrant valves, hoses, hose reel, manual fire alarm panels, and hooters, call points and exit signs motor/pumps etc. shall be serially numbered for easy identification.
 - (ii) For each type of equipments a Register shall be maintained with separate pages half/quarter page allotted for a particular number.
 - (iii) The register must be got signed at the end of each week by the officer in charge designated by AIL for such purpose.
 - (iv) After each maintenance/testing, the test details or maintenance work shall be entered in the register giving date, type of test/maintenance and result achieved. This drill shall apply for all equipments/components of the system.
 - (v) In case of actuation of any fire equipments either for testing or due to actual Fire, the contractor must inform the office-in-charge of the equipment to be recharged, and get it entered in the register, countersigned by the officer, thereafter it will be the contractor's responsibility to provide necessary replacement with the correct type at his own expenses, for which he will be reimbursed by AIL for and when the replacement is made, its-re-installation record with date in the register appropriately.
 - (vi) The contractor may employ other persons/sub-contractors for execution of the work, but he/they will remain directly liable to the Airlines for all maintenance/testing/replacement work to be carried out as per schedule given hereinafter.

B. Quarterly discharge test from at least one external hydrant and one internal hydrant (preferably from ground/terrace floor) by attaching single length of fire hose, with nozzle. To check automatic starting of pump with hydrant operation.

C. **PUMPS AND CONTROL:**

- i) Starter contacts cleaning every week.
- ii) Insulation resistance of pump motor circuit etc.
- iii) Any other instructions as contained in manufacturers literature for pump and controls.

D. **MANUAL FIRE ALARM SYSTEM:**

- 1. Monthly visual check of each item installed.
- 2. Quarterly actuation of system on each floor.
- 3. Circuit Test/Panel Test-for fault and Fire condition every month for fault test and every quarter for fire condition.
- 4. Quarterly test of Manual Call points by turn-at least one third of MCPs to be tested per quarter.
- 5. Visual check with cleaning of switches every month at least one third of switches.
- 6. Actuation test of switches – 3 nos. every quarter.

E. **HYDRANT SYSTEM/DOWN COMER SYSTEM/HOSE REEL SYSTEM:**

- 1. weekly visual test/check of sprinkler head and valves, outlets, washers etc. by turn, 10 sprinklers per week.
- 2. Monthly test of control valve outlets, with actual discharge test with water.
- 3. Monthly visual check of Gong Bell and other fittings.

F. **PUMPS:**

Weekly physical check/greasing nipples etc. (weekly) dry starting of pump per week running for 3 minutes.

G. **FIRE BRIGADE INLETS:**

To check physically, about the non-return valves fitted, this should not be too-stiff and yet should allow water to go in when pushed from outside under pressure.

H. **SPRINKLER SYSTEM IN BASEMENT:**

1. Monthly check
2. To check leakage and gaskets and operation of sprinklers etc.

I. **EXIT SIGNS:**

1. To clean the Exit Signs/Sheets every month.

J. **GONG BELL/ELECTRICAL:**

1. To clean and operate (fortnightly).

SCOPE OF WORK

(For Fire Fighting System at Regd. Office Airlines House)

1. Wet Riser cum I own Comer System
 2. Hose Reel System
 3. Automatic fire alarm system
 4. P.A. System
 5. Illuminated Exit Signs
- A. The scope of work for each type of equipments/system shall be to carry out monthly/quarterly/annual or Bi-Annual maintenance or actuation tests as listed against each item separately hereinafter.
- i) Each equipment like Hydrant Valves, Hoses, Hose Reel, fire Detectors with panels, PA System etc., shall be serially numbered for easy identification.
 - ii) For each type of equipment a Register shall be maintained with separate pages half/quarter page allotted for a particular number. For example, for smoke detectors, after numbering them serially. Nos. 1-4 to be allotted one page of the register, Nos. 5-8 given the second page of register and so on.
 - iii) The register must be got signed at the end of each week by the officer in-charge designated by the AIL for such purpose.
 - iv) After each maintenance/testing, the test details or maintenance work shall be entered in the register giving date, type of test/maintenance and result achieved. This drill shall apply for all equipments/components of the system.
 - v) In case any equipment is found defective & needs repair/replacement after testing or due to actual Fire, the contractor must inform the officer in-charge, of the equipment to be repaired/replaced and get it entered in the register. Countersigned by the officer, thereafter it will be the contractor's responsibility to provide necessary replacement with the correct type at his own expense, for which he will be reimbursed by AIL. As and when the replacement is made its re-installation details with date will be recorded in the register appropriately.

vi) The contractor may employ other persons for execution of the work but they will remain directly liable to the AIL for all maintenance/testing/replacement work to be carried out as per schedule given hereinafter.

B. SCHEDULE OF WORK:

(i) HYDRANTS:

Quarterly discharge test from at least on external hydrant and one internal hydrant (preferably from ground/terrace floor) will be carried out by attaching single length of fire hose, with nozzle to check automatic starting of pump with hydrant operation.

(ii) PUMPS AND CONTROL

(a) Starter contacts cleaning every week.

(b) Insulation resistance of pump motor circuit etc.

(c) Any other instructions as contained in manufacturers literature for pump and controls.

(iii) FIRE DETECTORS AND ALARM/PA SYSTEM:

(a) Monthly visual check of each detector (external check only).

(b) Six monthly cleaning of smoke/heat detectors (removal of dirt if any)

(c) Quarterly actuation of smoke detector by turn-at least one detector in each floor to be subjected to test. Six monthly actuation test of heat detector.

(d) Circuit Test/Panel Test- for fault and Fire condition every month for fault test every quarter for fire condition.

(e) Quarterly test of Manual Call Box by turn- at least one third of MCB to be tested per quarter.

(f) Manual (Actual test of Public Address System-every Month.

(g) Visual check with cleaning of smoke switch every month at least one third of switches.

(h) Actuation test of smoke switches-3 Nos. every Quarter.

iv) HYDRANT SYSTEM/WEST RISER CUM DOWN COMER SYSTEM/HOUSE REEL SYSTEM.

a) Weekly visual test/check of external or internal Hydrant valves, outlets, washers etc. by turn, 6 Hydrant per week.

b) Monthly test of Hose Reel, Hydrant control valve outlets, with actual discharge test with water.

c) Monthly visual check of fire hose including couplings/washers etc. with at least one third of total no. of hoses visual checked each month.

(v) PUMPS/JOCKEY PUMP:

Weekly physical check/greasing nipples (weekly) dry starting of pump weekly and running for 10 minutes.

(vi) AUTOMATIC START OF PUMPS:

A Monthly check to test automatic start of jockey pump at pre-set pressure and auto stop also a preset pressure. Auto start of Main pump at fall in pressure, jockey pump to stop automatically when main pump starts, to run for 15 minutes with discharge of water through 2 outlets simultaneously one from terrace and another from ground hydrant, Main pump stopping will be manual.

Take over by stand-by pump to automatic by cutting off main pump at control.

(vii) FIRE BRIGADE INLETS:

To check physically, about the non-return valves fitted, this should not be too-stiff and yet should allow water to go in when pushed from outside under pressure.

The above are general check-list and test requirements etc. the contractor shall be bound for undertaking the check/test which is considered necessary for efficient functioning of equipments/systems.

TENDER NO. PF/DL/HQ/2011-12/05

Dated: 06-01-2012

Sub: "Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi".

Routine maintenance of pumps, motors, valves, electric control panels, suction and delivery line, Down comer, yard hydrants, pipe lines, hose reels, hose cabinets, fire hoses, landing valve, manual fire alarm system and automatic sprinkler system as per list and work schedule, required to keep in working order and attending to all faults as per terms and conditions complete with all labour and staff but without spare parts.

List of Equipments/Materials to be maintained

(Part A for Admn. Bldg. at S'Jung Airport.

1.	Hydrant Internal valve D/H	10
2.	Hydrant valve S/M(yard)	04
3.	Hose Reel with drum	10
4.	Fire Hose(RRL)	28
5.	Shut off nozzles	10
6.	Branch pipe	14
7.	Fire Brigade inlet 4 way	01
8.	Draw off connection	01
9.	Fire Brigade connection 3 way	02
10.	Sluice valve 100 mm	08
11.	Non-return valve	03
12.	Manual Fire Alarm Panel control	01
13.	Air Release Valve	03
14.	"EXIT" sign English	20
15.	Main pump/Motor on terrace 7.5 HP	03
16.	Sprinkler heads	222
17.	Pump Control Electrical Panel	03
18.	Hooters	08
19.	Manual call points	08
20.	Gong Bell	01
21.	Electrical siren	01
22.	Sintex Tanks connection	05

Part 'B' Regd. office at Air Lines House, New Delhi.

1.	Fire Extinguishers	12
2.	Hydrant Control Valve	28
3.	Hose Reel	12
4.	Fire Hose (RRL)	24
5.	Nozzle	12
6.	Fire Brigade Inlet	2
7.	Draw off coupling	1
8.	Fire Brigade Connection 4 way	1
9.	Smoke Detectors	223
10.	Hat Detectors	19
11.	Fire alarm Panel Control	1
12.	Repeater Zonal Panel	6
13.	Main Pump/motor	2
14.	Jockey Pump	1
15.	Pump/Elect. control panel	3
16.	Terrace pump	1
17.	Branch Pipe	12
18.	Sluice valves	19
19.	Non-Return valves	33
20.	Fire Brigade inlet 2way	2
21.	Manual Call Box	12
22.	Electronic Hooters	18
23.	Response Indicators	157
24.	Gate valves 50mm dia	7
25.	Air cushion Tank	2
26.	Air vessels	2
27.	Wall mounted speakers	182
28.	Ceiling mounted speakers	25
29.	PA System Control Panel	1
30.	Solid state amplifiers for PA System	18
31.	Column speakers	12
32.	Boosters Pumps	2
33.	Elect. panel for Booster pump	1

AIR INDIA LTD.
PROPERTIES & FACILITIES DEPT.

TENDER NO. PF/DL/HQ/2011-12/05

Dated:06-01-2012

**Sub: : "Annual Maintenance Contract of Fire Fighting System
installed at Admin. Bldg., Air India Complex, S'jung
Airport and Regd. Office at Air Lines House, New Delhi".**

DECLARATIONS

1. I/We hereby declare that I/We have read and understood the conditions of contract, Scope of work, schedule of quantities etc. and hereby agrees to abide by them. In token thereof I/We have signed below and at the end of schedule of quantities. I/We also understand that otherwise this Tender is liable to be rejected.
2. I/We understand that our Tender will not be considered, if the rates for item are not written both in FIGURE AND WORDS.
3. I/We hereby confirm that only the relevant entries asked for have been made within the Tender documents issued to us. I/We also confirm that in the event of any entry in this tender document, other than the relevant entry, shall make this Tender invalid.
4. I/We hereby agree to comply with all the provisions of the applicable Labour laws and other enactments and amendments made thereto, from time to time. It shall remain exclusively and solely liable for all obligations under all applicable laws such as The Contract labour (Regulations & Abolition) Act, 1970, The Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923, The Industrial Disputes ACT, 1947, The Minimum Wages Act, 1948, The Payment of Bonus Act, 1965, The Employees Provident Funds and Miscellaneous Provisions Act, 1952 & The Employees State Insurance Act, 1948. The Fatal Accident Act, The Delhi Shops & Establishment Act, any other rules/by laws that are prevalent or may be promulgated in this matter. I/We shall also be responsible to comply with all provisions of any other labour laws as or may be in force and applicable.
5. I/We hereby declare that my/our firm is registered for Works Contract Tax/VAT/Service Tax etc. as per its applicability with the respective Govt. Authority. I/We shall submit an attested copy of valid registration certificate with AIL immediately on award of work.

Date

Signature of the Tenderer
With Rubber Stamp

Place:

AIR INDIA LTD.
PROPERTIES & FACILITIES DEPT.

TENDER NO. PF/DL/HQ/2011-12/05

Dated: 06-01-2012

Sub: : "Annual Maintenance Contract of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi".

SCHEDULE OF QUANTITIES

S.N	DESCRIPTION OF ITEMS	QTY	RATE (Rs.)	AMOUNT(Rs.)
1.	Carrying out maintenance of Fire Fighting System installed at Admin. Bldg., Air India Complex, S'jung Airport and Regd. Office at Air Lines House, New Delhi. by deputing two persons (one at each location) the work include all tools & plants for maintenance. Location:- i) AI Complex, Safdarjung Airport, New Delhi ii) Regd. Office Airlines House, Gurudwara Rakabganj Road, New Delhi	02 Persons	Per Month	
			TOTAL	
			Rebate ___ % if any	
			TOTAL	

Total Amount for the Contract

Period of 12 Months = Rs. _____

Service Tax @
(If applicable) = Rs. _____

NET TOTAL = Rs. _____

NET TOTAL IN WORDS (RUPEES _____
_____)

PLACE
DATE:

**SIGNATURE OF THE TENDERER
WITH RUBBER STAMP**

