



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI  
(IIIT-DELHI)**

**Okhla Industrial Estate,  
Phase III New Delhi 110020  
(Tel No 011-26907400, Website: [www.iiitd.ac.in](http://www.iiitd.ac.in))**

**NOTICE INVITING TENDER FOR NON-COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT (AMC) OF FIRE ALARM AND PA SYSTEM**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres with 14 buildings. The Institute invites sealed tender for the work of **Non Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm and PA system at IIITD Campus, New Delhi**, from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's and also from the reputed manufacturers or their authorized dealers or service providers as per the requirements and details enclosed..

Name of Work:	Non Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm and PA system at IIITD Campus Okhla Phase-III New Delhi-110020.
Tender No	<b>04/2023 dated 10.02.2023</b>
Date of Start and downloading the tender (Tender document available from <a href="http://www.iiitd.ac.in">www.iiitd.ac.in</a> )	<b>13.02.2023</b>
Tender Fee/cost	Rs.1180/- including GST in the form of a demand draft/ pay order in favor of <b>“IIIT Delhi Collection”</b> which is non-refundable. The bidder can also make online payment of by using following details : NEFT Transfer A/c details are as under: Bank - HDFC Bank LTD , Okhla Industrial Area Phase –III New Delhi 110020 Beneficiary's Name - IIIT Delhi Collections Account No - 20741110000035 IFSC code- HDFC0002074 In case of on-line payment of Tender Fees - UTR No. (For Tender Fee)
Earnest Money Deposit (EMD)	Rs.10000 /- (Rupees Ten Thousand only) is to be submitted with tender document as earnest money. The above payment shall be made in the shape of deposit at pay order/demand draft of a scheduled bank issued in favour of <b>“IIIT Delhi Collection”</b> payable at New Delhi. (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection

Last date of submission of tender	The complete tender in a bigger envelope, containing two small envelopes, in which one envelope containing Technical bid having documents & EMD and Second envelope containing –Financial bid, shall be submitted by <b>27<sup>th</sup> Feb 2023</b> up to 3.00 PM at A- 203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020. (tender deposit in the Tender Box kept on 2nd Floor of Academic Block of the Institute)
Date of opening of <b>Technical Bid</b> ( envelope-1)	The first envelope containing Technical documents and EMD will be opened on <b>27<sup>th</sup> Feb 2023</b> at 4.00 PM at A-203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020
Financial bids ( <b>envelope-2</b> ) of only those bidders, who qualify for bidding will be opened.	The date for opening of second envelope containing financial bid will be intimated to the qualified bidders
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020.
Performance Guarantee	To be submitted by L1 bidder. The bidder whose bid is accepted will be required to furnish a Performance Guarantee 3% of the tendered value of the accepted tendered amount. This guarantee shall be in the form of DD / FDR in favour of “ <b>IIIT Delhi Collection</b> ” payable at New Delhi-110020. Bank Guarantee of any scheduled bank drawn in favour of IIIT-Delhi. Will be returned 1 month after completion of AMC
Date for start of services	From 1 <sup>st</sup> April 2023
Clarification/Queries, if any, can be addressed to	email ID: admin-project@iiitd.ac.in phone no- 01126907563/565

**(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document with registration for similar works in envelope No. 1 instead of EMD demand draft. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite Tender Fee).**

If there is any addendum/corrigendum related to tender, it shall only be published on IIITD website (<https://www.iiitd.ac.in/tenders>). The Bidders are advised to check IIITD website regularly. No other mode of notice will be given.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

1. The tenders shall be super scribed with “Tender for Non-Comprehensive AMC of Window/split/tower/package unit air conditioners and Storage type drinking water coolers installed at IIITD Campus Okhla Phase-III, New Delhi-110020 to be submitted in office by 3 P.M on **27<sup>th</sup> Feb 2023** to be opened on the same day at 4.00` P.M. Any bid submitted after 3 P.M. on **27<sup>th</sup> Feb 2023** shall not be considered by IIITD.
2. The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of tender on IIITD website, payable in favour of “**IIIT Delhi Collection**”. The GST No. & copy of PAN card of the firm shall be enclosed with the tender.
3. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also, the company stamp shall be placed under the signature of person on each and every page of tender document.
4. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. The rates shall always be both in figures and words.
5. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed. The Technical bid of the bidders will be opened at 4.00 P.M. on **27<sup>th</sup> Feb 2023** and financial bid of the technically qualified bidders only will be opened on a later date. All technically qualified bidders will be intimated accordingly for the same.
6. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
7. Complete tender document available on our website <https://www.iiitd.ac.in/tenders>, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.
8. The equipment are to be repaired maintained and serviced as per the SOP

## **Scope of Work**

Each building has an independent fire alarm Control panel. All fire alarm control panels are connected to 16 Zone PAVA Control panel. BOQs for AMC of Fire Alarm and PA System at IITD Campus New Delhi is as per enclosure at **Annexure-“A”**.

The scope of work includes:

Maintenance and operation of the automatic fire alarm, public address system, at IITD campus New Delhi. The systems must be operational/functional at all times.

- a) The maintenance of each type of equipment / system shall be carried out on bi-annual maintenance basis or actuation test basis as listed hereunder:
  - (i) For each type of equipment, a separate register shall be maintained with separate page allotted for particular number.
  - (ii) After each maintenance/testing, the test details or maintenance work shall be entered giving date, type of test/maintenance and result achieved.
  - (iii) Fortnightly alarm test & check supply from at least one smoke detector point for operation each block.
  - (iv) Providing consumables material likes, fuses, resistance, cleaning material, battery water, and tape provided in scope of work.

### **FIRE DETECTION, ALARM & PA SYSTEM**

- (a) Weekly visual check, working test of detectors – (external check only).
- (b) Cleaning of smoke/heat detectors in every 3 months (removal of dirt if any).
- (c) Monthly actuation of smoke detector by turn – at least one detector in each floor to be subjected to test. Monthly actuation of test of heat detector.
- (d) Circuit Test/Panel Test – for fault and fire condition every month for fault test and every quarter for fire condition.
- (e) Fortnightly test of Manual call box.
- (f) Manual (actual) test of public address system – Every Month.
- (g) Visual/working check with cleaning of local control panel every month.
- (h) Visit of technical experts once in a month to review performance of the plant.
- (i) Break down calls- Unlimited break down calls on as and when required basis. The break down calls will cover 24X7 breakdown call within 24 hours of the time of complaint.
- (j) Schedule calls- At least 2 (two) scheduled calls as per the program for regular preventive maintenance.
- (k) A complaint escalation matrix to be provided by vendor.
- (l) To coordinate with maintenance team of IITD for any repairs and spares requirement.

The above are general check lists and test requirements. The contractors shall be bound for undertaking any other check test which is considered necessary or directed by the Institute for efficient functioning of equipment/system, whether included in above schedule or not. The Contractor shall not claim any extra charge for such work, however, replacement of worn-out/defective material shall be paid extra at market rate to the Contractor. The Institute may also decide to purchase these items directly and supply to Contractor for installation. All defects must be attended and rectified within 24 hours.

### **Pre-qualification Criteria**

The agencies / companies who fulfill the pre-qualification criteria mentioned below will only be considered for opening of financial bid:

<b>S. No.</b>	<b>Particulars</b>	<b>Document (s) to Annex</b>
1	As on 31.01.2023, the agency / Company should be in existence for at least <b>Five</b> years.	Certified copy of registration certificate.
2	The bidder should have direct authorization from the OEM for supporting the equipment mentioned or should be a distributor/service provider of M/s Honeywell.	Certificate copy is essential
3	Company should have average turnover of Rs.50 lacs in similar field in previous three financial years ending on 31.03.2022.	Audited accounts of 2019-20, 2020-21 & 2021-22 may be enclosed. CA certified copy of turnover from annual maintenance contacts.
4	Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last <b>Seven (07)</b> years. - i) Three similar completed works costing not less than the amount equal to Rs.2 lakhs. or ii) Two similar completed works costing not less than the amount equal to Rs 3 lakhs. or One similar completed work costing not less than the amount equal to Rs.4 lakhs.	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.
5	Company should have valid PAN, GST registration	Certified Copy of each document
6	The bidder Should have a EPF & ESIC Registration	Certificate to be furnished/enclosed
7	Company should not have been barred / blacklisted for taking up similar work in any organisation	A certification to this effect on the letter of the bidder.
8	Earnest Money Deposit (EMD)	Rs.10,000/- in the form of Demand Draft in favour of “ <b>IIT Delhi Collection</b> ” payable at New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection
9	The Firm/office/service should have well established servicing facility in Delhi - NCR (Address proof)	Certificate to be furnished/enclosed
10	Bidder must have sufficient Technical & supervisory staff proficient in managing the tender service (Please enclose undertaking on bidder’s business letterhead signed by the authorized signatory	Certificate to be furnished/enclosed

## **Award of Work**

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

## **Financial Bid**

Interested agencies may submit financial bid as per enclosed format (**Annexure-“B”**), duly authenticated and stamped. Bidder may inspect the site for the installed systems before quoting the rates. No revision in rates shall be considered after submission of the financial bid. The Financial Bid should contain all relevant price information. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way. The item wise rates ie bifurcation of the cost of AMC (Annexure-“A”) should be provided at the time of issue of award letter.

## **Payment Terms**

GST compliant quarterly bill by the 7th day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute.

## **Performance Guarantee**

Selected company will be required to deposit Performance Guarantee @ 3% of the Work value which shall be in the form of DD/FDR/Bank Guarantee in favour of the Institute. **The format of which will be provided at the time of Award of Work..**

## **Bidding Procedure:**

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for “Non-Comprehensive Annual Maintenance Contract (AMC) of the CCTV Surveillance System and Security Access Control System” addressed to Registrar IIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

Sealed quotations shall be received not later than 3.00 P.M. on **27<sup>th</sup> Feb 2023**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

Addition/deletion of total quantity up to 20% covered under the contract is also possible during the contract period. Contract amount will be modified & intimated to the vendor accordingly.

Penalty will be recovered in quarterly bills of AMC as per following in case of non-satisfactory services provided under AMC, Rs 500/- per unit per day if the unit is not rectified within same day of reporting of

complaint for minor complaints and within 48 hours for major complaints like fire panel , motherboard repair, etc.

List and quoted rates for all parts may require change or replacement shall have to be included in the BOQ.

**How to submit**

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope “**Financial Bid for Non Comprehensive Annual Maintenance Contract (AMC) of Fire Alarm & PA System in IIT-D**”enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the Registrar, **IIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020** by **1500 Hrs on 27<sup>th</sup> Feb 2023**

For and on behalf of  
Indraprastha Institute of Information Technology Delhi

Signed Registrar

**PROFORMA FOR BID**

1. Name and Address of the firm/agency, telephone number, fax, mobile number, email address
2. Type of organization (Whether proprietorship,partnership, private limited, limited company)
3. Name and Address of the directors proprietor /partners
4. Year of formation of the company/ experience
5. Nature of business carried by the company
6. Total number of employees of the firm
- 7. Contact number in case of emergency**
8. Whether authorized service provider of any OEM/Manufacturer ?
9. If yes, Name & Address of OEM (please furnish documentary proof)
10. Details of contracts executed till date  
(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof)

S.No.	Name of Contracts with email , phone number	Period	Govt./Educational Institutes/Semi Govt./Private

11. Details of present contracts in hand:

S. No.	Name of Contracts with email , phone number	Period	Govt./Educational Institutes/Semi Govt./Private

12. Any other information

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Signature of the Authorized Signatory  
with Seal of the Agency/ Firm



**NON-BLACK LISTING DECLARATION**

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD  
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

**To, Registrar IITD**  
**Campus Okhla Phase-III,**  
**New Delhi-110020**

We hereby confirm and declare that we, M/s----- , is not  
blacklisted/ De-registered/ debarred by any Government department/ Public Sector  
Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken  
the works/ Services during the last 5 years.

Signature of Contractor  
With stamp

**BOO for AMC of Fire Alarm and PA System at IITD Campus, New Delhi**

S.NO	DESCRIPTION
1	<p>Testing Checking and servicing of fire detection and alarm system along with heat and smoke detectors, response indicators, hooter detectors, manual call point with talk back facilities, batteries, charger and other apparatus related with above system including provision of consumables such as battery water, fuses, L.E.D.'s, connectors, tap, colin spray etc., This system consist of following:</p> <ul style="list-style-type: none"> <li>a) Smoke detectors 3390 Nos.</li> <li>b) Heat detectors 193 Nos</li> <li>c) Control Modules: 298 Nos.</li> <li>d) Monitor module for monitoring flow switch 17 Nos</li> <li>e) Electronic Hooters: 306 Nos.</li> <li>f) Manual Call stations: 306 Nos.</li> <li>g) Conventional type Manual Call Point 34 Nos</li> <li>h) Wall mounted electronic sounder 34 Nos</li> <li>i) Conventional Fire Alarm Control Panel: 4 Nos</li> <li>j) PA Speakers – 616</li> <li>k) PA system with integrated with main fire alarm panel- 8 Nos</li> <li>l) Fire Alarm Control Panel: 18 Nos</li> <li>m) Microprocessor based , digital, distributed processing real time, multi task and multi usertype 2 Loop Analogue addressable type fire alarm control panel (FACP)</li> <li>n) 16 Zone PAVA Control panel with mike selection key, amplifier: 01 No</li> </ul> <p>Please note: If any detector is required to be replaced same will be paid extra as per market rates and deployment of the following personnel:-</p>

**Annexure-“B”****Format of Financial Bid for Non Comprehensive Annual Maintenance Contract (AMC) for Fire Alarm & PA System**

Sl. No	Description	Maintenance Cost Without GST	GST	Maintenance Cost including all Taxes as GST etc. (All inclusive) Rupees
<b>A</b>	Non-Comprehensive Annual Maintenance Contract (AMC) for Fire Alarm and PA System as per the details provided in the tender document under “Scope of Work”.			
S. No	Description	Unit Rate Without GST	GST	Amount based on unit quantity (All inclusive) In Rupees
1	Smoke Detector-OT :802373 (Esser- Honeywell)			
2	Smoke Detector-OT : 802371 (Esser- Honeywell)			
3	Heat Detector-TD802271 (Esser- Honeywell)			
4	Heat Detector-AGNI 204 (Agni)			
5	Control Module (Esser- Honeywell)			
6	Monitor module for monitoring flow switch (Esser- Honeywell)			
7	Electronic Hooter (BBQ230IQ8)			
8	Electronic Hooter (Agni RA503)			
9	Manual Call Station (IQ8RAL3020 – Honeywell)			
10	Conventional type Manual Call Point (RE717M)			
11	Wall mounted electronic sounder (SS-WM06)			
9	Conventional Fire Alarm Control Panel ( Daksh /Agni)			
10	PA Speaker (RE-LS10W)			
12	PA system with integrated with main fire alarm panel-EVAC LITE Sound of safety HIN-A1000S201701050017			
13	Fire Alarm Control Panel – IQ8 Control Honeywell			
<b>B</b>	<b>Total Amount (1 to12)</b>			
	<b>Total All inclusive (A+B) (Rs. in figures).</b> Non-Comprehensive Total (Rs. in words)			

We agree to carry out the Work at the rate quoted above for the duration of one full year. We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

**Please note:**

- Quantity of Items may increase / decrease as per the requirement of the Institute.
- Institute at its sole discretion may award AMC period for one year / two years / three years.
- Vendor shall have no right to claim any minimum/definite/guaranteed volume of business.
- Vendor will be responsible for obtaining clearance from DFS for the part of the works executed by them as per the norms.

(Name and Signature of Authorized Signatory with seal)  
(Signature of the bidder)

**Date:**