

**TERMS & CONDITIONS  
AND  
SPECIFICATIONS**

**FOR**

**Comprehensive Operation  
and Maintenance of Fire  
Fighting system, Electrical  
Panels, Motor Pumps,  
Electrical works.**

**TENDER REFERENCE NUMBER:**

**C-DOT/DEL/CAMPUS/2020-2021/002**

## TENDER DOCUMENT

**C-DOT/DEL/CAMPUS/2020-2021/002**

### **TENDER INVITATION FOR COMPREHENSIVE OPERATION AND MAINTENANCE OF FIRE FIGHTING SYSTEM, ELECTRICAL PANELS, MOTOR PUMPS, ELECTRICAL WORKS.**

1. CENTRE FOR DEVELOPMENT OF TELEMATICS (henceforth referred to as C-DOT) is a registered Scientific Society set up by the Govt. of India to carry out research and development work in Telecommunications. Our Centre has staff strength of about 630 members at Delhi, having its office at C-DOT Campus, Mehrauli, New Delhi - 110030.

C-DOT invites Signed Online quotations on two bid system (separate Technical and Financial bids), through e-Procurement CPP portal, from reputed Agencies/Companies, hereinafter referred as "Bidder", for providing Operation and maintenance of Fire Fighting/ Fire Alarm system, Electrical Panels and Motor Pumps, Electrical equipment and electrical works to the Centre for Development of Telematics (CDOT), New Delhi on triennial basis.

Address of C-DOT (Delhi) office is given below:

C-DOT Campus , Mandi Road  
Mehrauli, New Delhi -110030

#### **2. GUIDELINES FOR SUBMISSION OF QUOTES:**

C-DOT invites Signed Online quotations, by the interested bidders in a two-bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted through e-procurement CPP portal.

**2.1 Critical date sheet:** Critical Dates related to this tender is given as under:

Published Date	31 December 2020 (12:30 p.m.)
Bid Document Download Start Date	31 December 2020 (12:30 p.m.)
Clarification Start Date	31 December 2020 (12:30 p.m.)
Clarification End Date	06 January 2021 (2:00 p.m.)
Pre-Bid meeting Date (please refer Clause 15 of the Tender document for details)	08 January 2021 (3:00 p.m.)
Bid Submission Start Date (Online)	09 January 2021 (10:00 a.m.)
Bid Submission End Date (Online)	28 January 2021 (12:30 p.m.)
<b>Submission of original hard copy Demand Draft towards Tender fee</b>	28 January 2021 (12:30 p.m.)
Bid Opening Date - Technical (Online)	29 January, 2021 (2:00 p.m.)
Bid Opening Date - Financial (Online)	Will be intimated later

In case, the Bid Opening Date of the tender happens to be an unscheduled holiday, the tender will be opened on the NEXT WORKING DAY at the same time.

**2.2 Document Download:** Tender documents may be downloaded from C-DOT website [www.cdote.in](http://www.cdote.in) (for reference only) and Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> (henceforth referred to as CPP Portal) as per the schedule given in 'Critical date sheet'.

**2.3 Bid Submission:** Bids shall be submitted online only at CPP Portal on or before Bid Submission End Date, as mentioned in 'Critical date sheet'. Bids sent by FAX, email or offline mode will not be considered.

**2.4 The Technical bid should contain the following: -**

- A) Scanned copy of a **Demand Draft/Pay Order of Rs. 1,180/-** in favor of 'CENTRE FOR DEVELOPMENT OF TELEMATICS' as Tender Fee.
- B) Scanned copy of **Bid Security Declaration as per prescribed format (Annexure IV) in lieu of EMD.**
- C) Details of the Bidder and other relevant details as per **Annexure-I including requisite enclosures.**
- D) UNDERTAKING (As per format enclosed vide ANNEXURE-II)
- E) Price Bid undertaking (as per Annexure III)
- F) Copy of GST Registration Certificate and copy of PAN Card
- G) Copy of ESI and PF Registration Number
- H) Copy of the Registration certificate of the Bidder (to be registered as a Company/Partnership Co., Proprietary/Society/registered under shops and establishment Act)
- I) Copy of Tender Document duly signed on all pages
- J) Documentary proof of minimum 5 years' experience in Operation and Maintenance of firefighting system and its accessories /components as mentioned in the scope of this tender document.
- K) Documentary proof of having executed, at least two contracts each amounting to at least Rs. 75 lakhs of similar nature (in the name of the bidder only) - for at least two years during the previous three financial years (i.e. FY 2017-2018, 2018-2019, 2019-2020)
- L) The bidder should have adequate financial strength to take up contract of this magnitude and should provide Bank Solvency Certificate in support of the same.

- M) Certificate of Service satisfaction from at least two clients with whom they have had contract in past three years, on the letter head of the client organization. Also, document to be submitted by bidder that they have not faced any disciplinary action / backlisting from any client in the past three years. A self-declaration to this effect would be admissible.
- N) Acceptance for submission of Performance Bank Guarantee as per ANNEXURE-II, for 3 % of the Contract value for a period of three months over and above the contract period, at the time of release of PO.
- 2.5 The Financial/Commercial/Price bid should be strictly as per Price Bid format of Bill of Quantity (BoQ) in .xls.  
Additional documents - details regarding break-up of salary of the manpower will need to be submitted by the bidder, after the Financial Bid opening.
- 2.6 Technical Bids shall be opened first and evaluated and the Financial Bid of only technically accepted Bidders will be opened, the date of which will be notified.
- 2.7 Bidders are requested to study the terms and conditions of the tender carefully, and then submit their bid accordingly. Any bid/quotation received against this tender shall be governed by the terms and conditions indicated in the tender document and the bidder quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.
- 2.8 Each page of the offer should bear the signature, name and title of the person signing the offer with rubber stamp of the Bidder and date. Partnership firms shall furnish the full names of all partners in the tender. It should be signed in the partnership's name by all the partners or by duly authorized representative followed by the name and designation of the person signing. A copy of constitution of the firm with names of all partners shall be furnished. Tender by a corporation shall be signed by an authorized representative and a power of attorney on that behalf shall accompany the tender.
- 2.9 Tender document is not transferable.
- 2.10 Bids preferably should be free from erasures or alterations etc. Bids containing erasures or alterations shall not be considered, unless authenticated by the authorized signatory
- 2.11 Bids, which do not comply with the conditions laid down in the tender document, are liable to be rejected.

- 2.12 Any falsification/ suppression of information would lead to the cancellation of contract with forfeiture of Bank guarantee.
- 2.13 Quotation must be submitted giving complete details as sought in the enclosed annexures.
- 2.14 Bidder is advised to inspect and examine the site and its surroundings and satisfy himself before submitting the tender as to the form and nature of the contract, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his tender. The bidder shall be deemed to have visited the site and familiarized him-self thoroughly before submitting the tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Should the Contractor after visiting the site find any discrepancies, omissions, ambiguities or conflicts in or among the contract documents or be in doubt as to their meaning, he shall bring this to the attention of and seek written clarifications from the C-DOT in the pre-bid meeting. Submission of a tender by a bidder implies that they have read this notice and all contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and local conditions and other factors having a bearing on the execution of the work.
- 2.15 The entire schedule of the tender should be quoted for and the quote shall be unconditional, failing which the tender bid shall be rejected.
- 2.16 Bids should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be taken by C-DOT in this regard.
- 2.17 The scope of services proposed should not be altered and if found altered, the tender bid shall be rejected.
- 2.19 C-DOT shall be under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.

### **3.0 FEE / CHARGES RELATED TO THE BID**

- 3.1 Tender Fee:** Tender fee of Rs. 1180/- (Rupees One Thousand One Hundred and Eighty only), payable by way of Non-refundable Demand Draft (DD)/Pay Order favoring '**CENTRE FOR DEVELOPMENT OF TELEMATICS**', to be purchased on or after publication date of this tender, and payable at New Delhi, obtained from any Nationalized/ Scheduled Bank, valid for six months, to be submitted to C-DOT before the last date , as mentioned in the critical date sheet and scanned copy of this DD to be uploaded in the portal along with technical bid. All applicable bank charges shall be borne by the applicant and he/she shall not have any claim whatsoever on this account on C-DOT.
- 3.2** Bids without Tender fee shall be rejected outright. There is no exemption for Tender Fee.
- 3.3** The Hard Copy of original instruments in respect of Tender Fee must be delivered in sealed cover specifying tender number, item and due date; before 'Bid Submission End Date', to the following address:

**Manager- Purchase**  
**Centre for Development of Telematics**  
**C-DOT Campus, Mandi Road, Mehrauli**  
**New Delhi- 110030**  
**Telephone Number: 011-26802856, 011-26598707**  
**Email address: [purchase@cdot.in](mailto:purchase@cdot.in)**

C-DOT will not be responsible for delay of any nature including due to postal and/or force majeure delays. Hard Copy of original instrument in respect of Tender Fee received after 'Bid Submission End Date' will not be accepted and thus Bid will be rejected outright and no communication will be entertained.

- 3.4 Earnest Money Deposit (EMD):** In accordance with the OM F. No. 9/4/2020-PPD dated 12<sup>th</sup> November 2020, issued by Department of Expenditure (Ministry of Finance), no EMD will be charged against this tender. However, Bidders will need to submit a Bid Security declaration as per Annexure IV.

### **4.0 TERMS & CONDITIONS OF THE TENDER**

- 4.1 C-DOT reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of C-DOT is final and unquestionable.
- 4.2 C-DOT reserves the right to award the contract to deserving parties either in full or in parts. The decision of C-DOT is final and no enquiry will be entertained in this regard.

- 4.3 Bids should be complete in all respects and incomplete bids will be summarily rejected. No unsolicited clarification will be taken by C-DOT in this regard.
- 4.4 Canvassing in any form entails the bidder's disqualification. Any bidder found influencing or intimidating other bidders/Tender process is liable for disqualification.
- 4.5 Where the bidder makes counter terms and conditions of business, the tender shall not be deemed responsive, unless C-DOT in its discretion, may give specific written acceptance thereof.
- 4.6 Bidders are advised to understand the magnitude of the job involved for the comprehensive maintenance of Fire Fighting System Electric Panels, Motor Pumps & Electrical works before submitting their bids. They may visit our Campus at Mehrauli during working hours with prior appointment. For appointment and any clarification regarding Tender, please contact at Ph. Nos. 011-26598664 and 011-26598117.**
- 4.7 No clarification will be entertained after receiving bids. Sub-contracting is not allowed by the Bidder. If it is found that the job has been sub-contracted, the contract with the Bidder shall be terminated with immediate effect with forfeiture of the Security Deposit.
- 4.8 L1 bidder will be decided as per the total value of the contract (for 3 years), based on the Grand Total cost (excluding GST) provided in the price bid.

## **5. PRICE AND VALIDITY**

- 5.1 The prices should be quoted strictly as per Price Bid format in BOQ format in **INDIAN RUPEES** only, covering the entire activity as per the scope of the contract. Rates should be inclusive of all charges applicable and excluding applicable taxes like GST etc., the quantum of which should be clearly specified.
- 5.2 The bill raised to C-DOT after rendering the services shall be subject to tax deduction at source. Rates agreed upon shall remain same throughout the period of contract. However, any changes in the Government taxes as and when notified, will be considered only on submission of documentary evidence.
- 5.2 Offer quoted should be valid for a minimum period of 180 days from the last date of submission of the bid.
- 5.3 The discount, if any, should be straight and simple. No conditional discount will be given weightage for comparison purpose. However, C-DOT may avail it to its benefit.

## **6 DURATION OF CONTRACT**

- 6.1 **The Contract will be for a period of three years from 1<sup>st</sup> April 2021 to 31 March 2024. However, in order to evaluate performance and services, the contract will cover a probationary period of 6 months. Only after the services are found to be**

**satisfactory during the probationary period, the contract will be confirmed for a further period, up to 31<sup>st</sup> March 20204, under the same terms and conditions.**

## **7 MINIMUM CRITERIA FOR SHORTLISTING:**

- 7.1 Contractors should have Minimum Five years' experience in Operation and maintenance of firefighting system and their accessories components as mentioned in the scope of our tender document.
- 7.2 Contractor should be a registered Co./Partnership Co./Proprietary/Society/or registered under Shops and Establishment Act. Please enclose the copy of Registration.
- 7.3 Contractors should have executed at least two contracts each amounting to at least Rs. 75 lakhs of similar nature (in the name of the contractor only) for at least two years in the previous three financial years (FY 2017-2018, 2018-19, 2019-20) and should attach the documentary proof/details while submitting their quote
- 7.4 The Agency should have PAN No., PF, ESI & GST Registration number. (Copy of proof to be provided)
- 7.5 The Agency should have adequate financial strength to take up contracts of this magnitude and should provide Bank solvency certificate in support of the same.
- 7.6 C-DOT at its discretion may visit existing contract/site for tender evaluation purposes.
- 7.7 Certificate of Service satisfaction from at least two clients (on the client's letterhead) with whom they have had contract in past three years, on the letter head of the client organization.
- 7.8 Document to be submitted by bidder that they have not faced any disciplinary action / backlisting from any client in the past three years. A self-declaration to this effect would be admissible.

## **8 SCOPE OF THE WORK**

- 8.1 The maintenance/ testing of Fire Fighting System, Fire Alarm, Fire Extinguishers, Hydrant Sprinklers, Main & Jockey Pumps/ Domestic Pumps, Electrical Distribution network, actuation etc. should be carried out daily/ weekly/ monthly/ quarterly/ annually or bi-annually as per the instructions from C-DOT. Operations of the Fire Fighting System, Fire Alarm, Fire Extinguishers, Hydrant Sprinklers, Main & Jockey Pumps/ Domestic Pumps, Electrical Panels have to be carried out as per the instructions from C-DOT. Repairs/ alterations to fittings in labs, and other areas inside Campus have to be carried out as per the instructions from C-DOT. 48V DC cabling and installation of panels as per requirement are also included in the scope.

Miscellaneous works including Plumbing works of the water supply pipelines, Cabling for internet, telephone & Optical fiber wiring, operation of sound &



projector systems, measurement of water levels in the water tanks etc. have to be carried out as per the instructions from C-DOT.

- 8.2 The break down, if any, shall be attended by the agency within 24 hours of lodging of complaints.
- 8.3 Whenever there is requirement of any kind of materials or any part relating to Fire Fighting & Fire Alarm system the agency shall provide such materials or parts without any delay.
- 8.4 The agency shall always keep the Fire System/Pump Room site clean.
- 8.5 All materials provided by the agency should be either BIS certified or should be certified by the agency designated for the purpose by appropriate Government.
- 8.6 Whenever the agency sends any person (Technician/Engineer) to attend the complaint/rectification than such person shall sign in a log book maintained for office records.
- 8.7 Electrical Engineers/Fire Officer should be available at site whenever required.
- 8.8 Uniform, Safety Shoes, Identity Cards, Name Plates have to be provided to each and every Staff by the contractor.
- 8.9 All Tools, Plants, and equipment's to carry out the above works at site are to be provided by the Contractor free of cost.
- 8.10 The agency shall be responsible to depute their supervisor in working site to manage the overall activities as per the contract with concurrence of C-DOT.
- 8.11 All materials or any part(s) of which is required to be replaced shall be from the same manufacturer/supplier who has provided the original equipment's/parts.
- 8.12 The agency shall do the Fire Mock Drill of Fire System at least once in a quarter.
- 8.13 The agency shall also train the housekeeping & other deployed maintenance staff in firefighting job. In addition to this the agency shall provide training to Staff & Officers.
- 8.14 The agency shall ensure that all provisions for Renewal of license for Fire system are met.
- 8.15 **Daily Checks:**
  - a) Running of Fire pumps daily for 5 minutes.
  - b) Checking of pressure gauges, pressure switches, NRV's strainers, flow meters, air cock valves, sluice valves, sprinkler heads, drains valves, alarm gauges, isolation valves, deluge valves, alarm valves and all components parts incorporated with system and any discrepancies / faults to be attended within specific time.
  - c) Check the pressure in common header line on fixed fire protection system and if drop is significant check for the leakages, identify & rectify the leakages.
  - d) All function checks of addressable fire alarm cum detection system and rectification of observed faults.

- e) To run the pumps to fill underground water tank & overhead water tank on daily basis and other associated activities.

**8.16 Weekly Checks:**

- a) Starter contacts, cleaning of pumps, insulation resistance, test of pump motor circuit etc.
- b) Testing of Hydrant line, Sprinkler line etc.
- c) Circuit test/ Panel test – for fault and fire condition.

**8.17 Monthly Checks:**

- a) Visual check of each fire detectors (external check only).
- b) Actuation of smoke detectors by turn – at least one detector in each zone to be subjected to test.
- c) Test of Manual Call Point.
- d) Test of Talk Back Unit System.
- e) Testing of all Hydrant sources.

**8.18 Quarterly Checks:**

- a) Cleaning of smoke / heat detectors.
- b) Cleaning & testing of all Electrical panels & Risers.
- c) Testing of all Fire extinguishers.
- d) Cleaning, Greasing, Oiling, Brasso of all Hydrant Points.
- e) Servicing of all Motors & Pumps

**9 PAYMENTS:**

- 9.1 The Agency should submit his claim for the services rendered showing distinctly the charges payable. These claims are to be made in the first week of the month immediately following the quarter for which the bill is raised. The Agency shall submit their bills along with proof of PF, ESI, Bonus and applicable tax and other necessary statutory remittances for the personnel deployed in C-DOT. The material cost would remain frozen during the entire period of contract.
- 9.2 Payment will be made to the contractor on actual work done basis quarterly after ascertaining the satisfactory performance of contractual responsibility carried out in the previous period and verifying proof of PF/ESI/GST payment and Biometric attendance.
- 9.3 No advance payment claims or running bills will be entertained.
- 9.4 Income Tax and any other statutory levies will be deducted at source as per the rules in force from time to time.
- 9.5 It is obligatory for the Agency to make payments to its staff latest by 07<sup>th</sup> of every calendar month in their Bank account, irrespective of release of payment to the contractor from C-DOT and furnish proof of payment of salary including ESI & PF, Bonus and keep records as per provision of law on the subject prevailing as per Central Government Rules. In case timely payment is not made by the contractor to the employed staff, C-DOT may take appropriate steps in this regard.

## 10 MANPOWER REQUIREMENT

S.No.	Manpower Details	Total No. of Person	Category	Qualification/ Experience required
1	Supervisor	1	Graduate	Graduate, Technically qualified with at least 5year relevant experience and 6 month or longer certificate course in Fire Fighting/ Fire Safety from reputed institute
2	Sr. Electrician	2	Skilled	ITI certificate holder in electrical trade with at least 5 year relevant experience
3	Electrician	3	Semi-Skilled	At least 3 years' experience in electrical field
4	Fitter	3	Skilled	ITI certificate holder in electrical trade with at least 5-year relevant experience
5	Helper	5	Unskilled	At least one-year relevant experience

All the above deployed staff shall have to be approved/interviewed by C-DOT representatives after proper verification of antecedents including police verification and shall not be replaced by the agency without C-DOT approval.

## 11 TERMINATION OF THE CONTRACT

C-DOT reserves the right to terminate the contract, in case of breach of terms and conditions of this tender or subsequent contract with the successful bidder, by giving 1-months' notice.

## 12 OTHER TERMS AND CONDITIONS

12.1 The contractor shall be responsible for the proper conduct of his staff. appropriate action shall be taken by C-DOT for any misconduct by the contractor's staff.

- 12.2 The Contractor shall be solely responsible for payment of compensation and settlement of any litigation arising from dispute with employees before any labour commissioner or in any court of law. C-DOT will no way be responsible on any account whatsoever for issue relating to obligations of an employer. There will be no relation of employer and employee between C-DOT and any staff of contractor deployed at C-DOT for carrying out day to day maintenance work.
- 12.3 C-DOT will not be responsible for any accident, death or injury to your employees which may arise during the course of their duty nor shall be responsible or be liable to pay damage or compensation to such persons. The agency/contractor should at all times indemnify and keep C-DOT indemnified against all claims which may be made under Workmen Compensation Act, 1923 or any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman or other person whose entry into C-DOT premises has been authorized by the contractor.
- 12.4 If, at any time, during the performance of the contract, the contractor encounter conditions impeding timely performance of service, then they should promptly notify C-DOT, in writing, of the fact of the delay, the cause of delay and its likely duration. C-DOT shall evaluate the situation and at its discretion extend the suppliers time for performance and the decision of C-DOT shall be final and binding.
- 12.5 INSPECTION: Materials on its arrival at C-DOT office will be inspected by C-DOT authorized personnel and their decision in the matter will be considered final. The rejected materials will be returned to the Contractor for replacement and all charges for the same will be borne by the Contractor. Replacement shall be carried out within 3 days.
- 12.6 The contractor should provide working telephone numbers and email of deployed staff enabling CDOT to contact them at any time.
- 12.7 Any damage to any other person/persons at the premises or buildings of C-DOT, is attributable to the Contractor, such damages should be made good by the Contractor. The agency/contractor shall be responsible for taking insurance coverage for its employees.
- 12.8 The contractor shall get the works executives supervised by a qualified Engineer.
- 12.9 Security staff shall be at liberty to exercise checks on any of the workers, supervisors while entering, search them in the premises during working hours and while leaving the premises.
- 12.10 The Contractor shall arrange for uniforms for all Workmen, supervisors and staff at its own cost. The contractor shall provide two sets of summer uniforms (set means one full sleeve shirt, one full pant and a pair of black leather shoes) and one set of winter uniform (Pullover), to all staff each year. The shade and design of uniform shall be decided in consultation with C-DOT.

- 12.11 All consumable materials on replacement basis (old waste material to be removed from site) such as HRC fuses cleaning agents like carbon tetra chloride, jute, cotton cloth, emery paper, tape, oil, grease, tools & tackles etc. whatsoever is required shall be supplied by the Contractor for maintenance services. If at any stage, the Contractor is required to increase the equipment, tools & tackles identified in the tender to fulfil the scope of work, it shall provide by the contractor at no extra cost.
- 12.12 Upon expiry or termination of its contract, the contractor shall hand over all C-DOT equipment in perfect working order to C-DOT incoming contractor appointed by the C-DOT, otherwise repair cost will be charged from the contractor's final bill.
- 12.13 For operation of the firefighting system the contractor shall employ minimum strength of technical staff as per manpower requirement indicated in clause 10.
- 12.14 Overtime rate beyond 8 hrs per day for working on Sundays, Gazetted holidays shall be paid at twice the daily rates quoted for the respective manpower.
- 12.15 The contractor shall prepare a schedule of maintenance indicating the items to be checked daily/ weekly/ monthly/ quarterly/ yearly in line with the recommendations of the manufacturers of the equipment as per scope of work and get the same approved a qualified Engineer before implementing the same.

### **13 SECURITY DEPOSIT / PERFORMANCE BANK GUARANTEE:**

On allocation of the contract the successful bidder shall provide C-DOT with the Bank Guarantee/Demand Draft equivalent to 3 % of the total contract value (for 3 years) from any nationalized/ scheduled bank, in the prescribed format (Annexure V). The above Bank Guarantee should be submitted within 02 weeks from the date of award of contract and should be valid for at least three months after the expiry of the period of the contract. C-DOT shall encash the Bank Guarantee in the event of

- 1) Any failure on the part of the Contractor to meet its obligations under the contract
- 2) Any failure on the part of the contractor to meet any demand placed on by the contractor by Statutory Authorities.

- 13.1 C-DOT reserves the right to terminate the contract after issuing a one-month notice. In such a case, the Security Deposit may be forfeited by C-DOT after acceptance of contract, if any terms and conditions of the contract is violated by the contractor.

### **14 DEDUCTIONS ON ACCOUNT OF NON-SATISFACTORY WORK:**

- a) In case of any damage caused to C-DOT assets or equipment's etc., by the contractor's staff, the acquisition cost of damaged assets, shall be borne by the contractor. The amount of losses/damages assessed by C-DOT may be recovered in bills payable to the contractor or from the security deposit submitted by the contractor to C-DOT.

- b) Misbehavior like quarreling, abusing etc., by the contractor staff & causing disturbance in C-DOT premises will be penalized by a fine of Rs.500/- per occasion and/ or immediate replacement of the involved personnel on C-DOT's premises.
- c) Staff of contractor not reporting in Uniform or not wearing Id-Card will be penalized with a fine of - Rs. 500/- per occasion.
- d) Staff of contractor found idling without performing the assigned work will be penalized with a fine of - Rs. 500/- per occasion.
- e) Absence of contractor staff on duty without prior permission will be penalized by a fine of - Rs. 1,000/- per person per shift.
- f) Under no circumstance's absence is permitted for the deployed in a shift person. In case the shift person does not turn up for duty then the person on duty shall continue till such time a reliever resumes charge. It is mandatory for contractor to make arrangements to relieve the shift duty staff working within the following shift for extra hours due to the absence of other shift duty staff. Under such cases the overtime paid to the staff on duty shall be on the contractors' account. Contractor shall provide a weekly off to each employee, Reliever staff will come for duty on the day of weekly off. In case no reliever is provided for weekly off for fire staff, penalty shall be charged as mentioned above.
- g) In C-DOT Campus smoking & chewing tobacco etc. is prohibited. Worker who are habitual shall not be deployed on C-DOT premises. If any worker is found violating this rule, he will be asked to leave the premises immediately and will be replaced by the contractor.
- h) If work quality by the contractor is not maintained for a work item, a proportionate deduction for the non-satisfactory work will be made from the contractor bill by C-DOT. No requests by the contractors for waiver of deduction will be entertained by C-DOT.
- i) A penalty of Rs 5,000/- may be charged for not providing Uniform, Safety Gears or Detailed Pay-slips (containing Salary components, Overtime with PF & ESI details) to its employees, applicable once per month.
- j) The decision of C-DOT will be final with regard to levying of ANY penalty.
- k) Any type of penalty or deduction mentioned above will also attract GST as per applicable rates.

## 15 PRE-BID MEETING

A pre-bid meeting would be conducted at C-DOT Campus, Delhi as per details given in the critical date sheet (refer NIT Document). All the queries in this regard (in \*.xlsx format only) should reach C-DOT by email latest by the date and time specified in the critical date sheet. E-mail to [purchase@cdot.in](mailto:purchase@cdot.in). No query shall be

entertained after the above said date and time. A maximum of 02 authorized representatives will be allowed to attend the Pre-Bid meeting.

In the event that no such clarification is sought, it will be deemed that the bidders have understood the parameter/requirement indicated/enunciated/described completely and are complying with the same at the time of submission of the tender. The bidders may also note that no request for clarifications will be entertained after the above date. The replies to queries shall be given in the pre bid meeting.

**16 INDEMNITY CLAUSE:**

Successful tenderer should indemnify C-DOT against any claim by any authority. In the event C-DOT has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the contractor only should pay such claim/damages and even if C-DOT is called upon to pay such damages/penalties, the Contractor will reimburse the same. This is subject to the condition that C-DOT complies with various requirements in respect of the laws applicable to it.

**17** Subject to Clause 18 (Arbitration), Disputes, if any, arising out of the above tender will be referred to courts having jurisdiction over Delhi only.

**18 ARBITRATION**

Any dispute, difference or disagreement between C-DOT and the contractor concerning existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved by the involved parties in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Arbitrator, mutually agreed between the two parties. The language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be New Delhi. The arbitration award shall be final and binding on both the Parties.

**ANNEXURE - I**

**AGENCY DETAILS**

Please provide details as per format given below only.

1	NAME / ADDRESS OF AGENCY Tele. nos. Fax nos. Mobile Nos. E-mail	
2	Statutory Requirements: Please state whether the Agency is Registered Co./Proprietary/Society/or Registered under Shops & Establishment Act. Please enclose copy of Registration accordingly	
3	Number of Employees	
4	Name of the Directors and their occupation	
5	Experience (Years) in this service	
6	Nature of ANY OTHER Business carried by your company.	
7	Location of the Registered/Main office	
8	If there are branches, furnish names & location of branches in Delhi	
9	TAN No./PAN No./GST & Amount of TAX PAID Last Financial year (Please enclose copy of latest Income Tax Clearance Certificate	
10	Annual Turnover of the Agency in the last three financial years (2017-18,2018-19,2019-2020) for O&M of Fire Fighting & other services	
11	Vendors should attach the documentary proof/details of their experience of undertaking at least two contracts of Rs. 75 Lakhs each of similar nature- for at least two years during the previous three financial years (FY 2017-2018, 2018-19, 2019-20)	



12	Certificate of Service satisfaction from at least two clients (on the client's letterhead) with whom they have had contract in past three years. Also, document to be submitted by bidder that they have not faced any disciplinary action / backlisting from any client in the past three years. A self-declaration to this effect would be admissible.			
13	Please provide your Agency/ Company Banker's name and address.			
14	Is there any litigation of whatsoever nature in respect of the contracts executed? If yes, give details.			
15	Details of bank solvency certificate			
16	Types of Jobs being sub-contracted			
17	List of major Clients in the PAST 3 YEARS along with their annual billing	Clint Name	Contact person & no.	Contract Value
18	Have you registered as MSME Company? If yes then please provide details.			
19	Details of any other information / document which may help C-DOT in assessing tenderer's capabilities for award of contract			

### STATUTORY REQUIREMENTS

1 Are you registered under ESI Act 1948? If so, enclose copy of registration.	ESI No.	Year of Registration
2 Enclose copy of latest remittance made by your Agency towards ESI		
3 Have you registered under Employees Provident Fund & Miscellaneous Provision	EPF No.	Year of Registration

Act 1952? If so, enclose copy of Registration.		
4 Enclose copy of latest remittance made by your Agency towards EPF		
5 Are you registered under GST Act? If so, enclose copy of registration.	GST No.	Year of Registration
6 Have you registered with State/Central Labour Authorities. If so, enclose copy of registration		
7. Specify whether there are any issues/disputes against your Agency before Commissioner ESI, Income Tax authorities, Labour Tribunal Authorities etc.		
8. Details of blacklisting by any company/ Govt. office, in past 5 years, if any.		

## INFRASTRUCTURE

1 Furnish details of infrastructure maintained by your Agency/Company for providing O&M of Fire Fighting & other services.	
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UNDERTAKING:

**TENDER NO: C-DOT/DEL/CAMPUS/2020-2021/002**

I/we hereby certify that I/we have studied all the Terms and Conditions of the tender document, understood the same and hereby accept the same completely and I/we are signing this document as an authorized signatory in the capacity of \_\_\_\_\_.

I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I/we certify that our Company/ Agency has not been blacklisted/ debarred from doing business by any customer organization (including Govt.) during last three financial years.

I/we certify that all the information provided against the Tender document are correct and abide by it. If at any stage the same is found to be incorrect, C-DOT shall be free to take appropriate legal action against us including but not limited to, rejection of bid, termination of contract and forfeiture of Security Deposit.

I/We hereby confirm we will provide services as per the terms and conditions of the contract awarded, failing which C-DOT will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, C-DOT has the right to take any legal course of action against us.

If my/our Bid is accepted, I/we shall submit the Performance Bank Guarantee as per terms and conditions of the tender document which would be valid for a period of 3 months beyond the contract period. The PBG shall be submitted within 2 weeks of the release of the Work order by C-DOT, as per given format, towards faithful performance of the Contract.

Until a formal Agreement is prepared and executed, our bid offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

Irrespective of the outcome of this Tender document, we undertake not to disclose/transfer/share/use contents of this Tender Document for any other purpose in any form.

I/we agree to provide services as per the rates quoted by us.

SIGNATURE OF OWNER/DIRECTOR

OFFICIAL SEAL / STAMP

Place :

Date :

TENDER NO: C-DOT/DEL/CAMPUS/2020-2021/002

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder):

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I certify that,

1. I have submitted the Price Bid for COMC of Fire Fighting system, Electrical Panels, Motor Pumps, Electrical works and related activities as envisaged in the Tender document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes/charges except GST.

**Yours Faithfully,**

**(Name, Signature & Seal of authorized Representative)**

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**BID SECURITY DECLARATION FORM**  
**TENDER NO: C-DOT/DEL/CAMPUS/2020-2021/002**

**I/We, the undersigned declare that:**

I/We understand that, according to the tender terms and conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Centre for Development of Telematics (C-DOT) for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn /modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of Bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to bidders in the Tender Document.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of C-DOT's notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my / our Bid.

Signed:                      insert signature of person whose name and capacity are shown)

In the capacity of      (insert legal capacity of person signing the Bid Security Declaration)

NAME                              (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (Insert date of signing)

Corporate Seal

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the joint venture that submits the bid)

**Annexure V**

**FORMAT FOR PERFORMANCE BANK GUARRANTEE (PBG) TO BE SUBMITTED  
ON AWARD OF CONTRACT (executed on Rs. 100/- stamp paper)**

**PERFORMANCE BANK GUARANTEE**

**GUARANTEE NO** :  
**AMOUNT** :  
**GUARANTEE COVER FROM** : **TO :**  
**LAST DATE FOR**  
**LODGEMENT OF CLAIM** :

In consideration of the Centre for Development of Telematics having its office at C-DOT Campus, Mandi Road, Mehrauli,, New Delhi - 110 030, hereinafter referred to as the Purchaser having placed order(s): 1. (Order no and date) 2. (Order no and date), with our constituents M/s \_\_\_\_\_ (name of your organization) hereinafter referred to as the contractor, having their office at \_\_\_\_\_ (address of your organization) for the supply and installation of \_\_\_\_\_ (give brief detail of the order placed) and our constituents having undertaken to guarantee the faithful performance of the contract during the warranty period as mentioned in the purchase order(s) referred above, we the \_\_\_\_\_ (Banker's name and address), do hereby bind ourselves as their guarantors and undertake to be responsible to the purchasers and their successors and assigns for payment of all or any sums of money, losses, damage, costs, charges and expenses, that may become due or payable by the contractor, in the faithful performance of his said obligations and covenants under the above contract stated therein provided however that the total amount to be so recovered by the purchaser from us shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) amount of guarantee to be mentioned) payable under the said Purchase Order. We, \_\_\_\_\_ (name and address of the bank) do hereby unconditionally and irrevocably guarantee payment, without demur and without recourse to the purchaser of sums upto Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) amount of guarantee in Rs. \_\_\_\_\_ and words) on the purchasers first demand in writing making claim for payment to the purchaser by reason of failure on the part of the contractor to fulfill their obligations under the contract.

We hereby agree that lodgment of claim through registered post shall be conclusive evidence of lodgment of claim.

We further undertake to settle the claim within 30 days of lodgment of claim.

This guarantee shall not be revocable by notice or otherwise and is unconditional and without recourse and our liability as surety shall not be impaired or discharged, until the contractor has fulfilled all the obligations under the contract and shall not be affected by any change in the constitution of the purchaser, Contractor or the bank.

Notwithstanding anything stated herein above our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ amount of guarantee) and shall remain in force till (last date of guarantee) unless a demand or claim under the guarantee is made on us in writing, all your rights under this guarantee shall be forfeited and we shall be relieved and discharged of all liability hereunder.

DATE:

For BANKERS NAME

PLACE:

SEAL, ADDRESS

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