

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
GOREGAON (EAST), MUMBAI**

**REQUEST FOR QUOTATION FOR**

**Non Comprehensive AMC of Fire Fighting Equipments and Hydrant Systems of New  
Hostel Building at IGIDR**

**Indira Gandhi Institute of Development Research**

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Gen. A. K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400 065.

TEL: 022 2841 6200/502. TELE/FAX: 022 28416399.

## **GENERAL INSTRUCTIONS TO BIDDER**

Sealed Quotation in duplicate should be addressed to Shri. Jai Mohan Pandit, The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~“**Quotation for Non Comprehensive AMC of Fire Fighting Equipments and Hydrant Systems of New Hostel building**” at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-40065.

1. The Quotation shall be submitted in a sealed envelope duly filled signed and stamped on each page. The sealed envelope should be dropped in the tender box at the administration office. The quotations will be received up to 2.00 PM on 12<sup>th</sup> October 2017 and will be opened on the day and venue which will be communicated to the bidders. The bidders shall choose to remain present at the time if they so desire.

2. Deposited Quotations will be opened at 3:00 PM on the same date at the office of Shri. Jai Mohan Pandit, Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or any other officer designated for this purpose by him in the presence of the bidders or their representatives should they choose to be present.

3. Quotations shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the Quotation which period may be extended by mutual agreement and the Quotation shall not cancel or withdraw the Quotation during this period.

4. The Quotation must use only the forms/formats issued by the Institute to fill in the rates. Any addition/alteration in the text of the Quotation form made by the bidder shall not be valid and shall be treated as null and void.

7. The Quotation must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the Quotation may be considered invalid by the Institute in its discretion.

5. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Quotation must be attested by initials of the bidder. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the Quotation void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the Quotation will be entertained.

6. Each Page of the Quotation Documents should be signed by the person or persons submitting the Quotation in token of his/their having acquainted himself/themselves with the General Conditions of contract. etc. as laid down. Any Quotation with any of the documents not so signed will be rejected.

7. The Quotation submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the Quotation may be rejected by the Institute.

## **GENERAL TERMS & CONDITIONS**

1. The Indira Gandhi Institute of Development reserves the right to postpone and/or extend the date of receipt/opening rates/quotations or to withdraw the same, without assigning any reason thereof.
2. The bidder must be an Authorized License Agency for Fire Hydrant system by Directorate of Maharashtra Fire Services, GOM.

• **Bill of Quantity for non-comprehensive AMC of fire hydrant systems:**

1. Single head landing valve	12 nos.
2. Hose reel drum	12 nos.
3. 15 meter long hose pipe with couplings	24 nos.
4. Branch pipe	12 nos.
5. Main pump motor driven	1 no.
6. Stand by pump – diesel engine driven	1 no.
7. Jockey pump	1 no.
8. Boosters pump	1 no.
9. Control panel for pump	1 no.
10. 100 NB riser	2 nos.

• **Scope of Work for non-comprehensive AMC of fire fighting equipments and hydrant systems:**

1. Each pump should be tested for at least 60 seconds every visit. Discharge of water should be from hydrant or through a test line. Record and correct the unnecessary vibration and sound.
2. Checking of pump/system automation.
3. Greasing of pumps and motors whenever necessary.
4. Testing of external hydrant and terrace with hose and branch pipe. The jet should be operate at least 2 minutes. Hose should be dry before rolling.
5. Testing of first aid hose reels by swinging it on its support and partly opening the hose and discharge of water for 60 seconds. Testing of each hose. Ensure that there should be no leakage from MS piping or from clips holding rubber or even from rubber pipe. Roll back the hose pipe back uniformly, line by line.

6. Extend the first aid hose reel to full length and discharge the water for 120 seconds.
7. Cleaning of internal hose cabinet shutters (including glass) every visit.
8. Testing of hydrants with hose and branch.
9. Notice any line rupture affecting hydrants and reports to the concerned engineer.
10. Replacing of gland packing/seals in various pumps and valves whenever required to avoid the leakage.
11. Checking of electrical terminals, contact points of the starter, contactors, relays etc. installed at various control panels.
12. Periodical renewal/issuance of form 'B' and other related statutory practices as per requirement.
13. Monthly visit of the technicians at the site to carry out maintenance.
14. Maintain proper entries into respective check list.

- **Payment Terms:**

Payment shall be made to the contractor on quarterly basis after receipt of the certified bill along with the service reports.

- **Pre-qualification documents to be submitted by Bidder along with quotation:**

- a) Copy of Registration of Firm or Certificate of Incorporation.
- b) Copy of Valid License for Fire Hydrant System from Directorate of Maharashtra Fire Services.
- c) Copy of Registration of PF, ESIC, GST and Labour License etc.
- d) Copy of Audited Balance sheets for last 03 years.
- e) Copy of Work orders at least 03 similar works executed/ongoing at other employers. Preferably provide for Educational Institutes.
- f) List of clients and copy of certificate of appreciation if any.

**FINANCIAL BID**

<b>S.N.</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate Per Month(Rs.)</b>	<b>Rate Per Quarter(Rs.)</b>	<b>Annual Rate(Rs.)</b>
1	Non-comprehensive AMC of fire fighting equipments and hydrant systems including all pumps, valves, diesel engine and hydrant point.	01 Job			
	<b>Sub Total Amount Rs. :</b>				
	<b>Applicable Taxes @ :</b>				
	<b>Grand Total Amount Rs. :</b>				

In Words Rupees...