

**TENDER**

for

**Annual Maintenance contract for fire safety Equipments**

**Tender Number: 83354769**

Date: 11 May 2020

**(Single Envelop Bid System)**

**Brief Tender Notification**

<b>Particulars</b>	<b>Description</b>
Purpose of Tender	To hire the services of a professional fire safety company which can provide repair and maintenance services of existing fire safety system including replacement of batteries, refilling of fire extinguishers etc.
Tender reference number	<b>83354769</b>
Date of tender announcement	<b>11 May 2020</b>
Last date to submit pre-bid queries by the interested bidders	<b>22 May 2020</b>
Last date to provide clarification to the queries. All the queries will be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website www.tendernews.com	<b>29 May 2020</b>
Last Date and time for submission of bids	<b>11 June 2020</b>
Mode of Submission	Bids to be submitted in sealed envelope as per the given instructions.
Validity of Bids/ Offered Price	90 days from the last date of submission of bids i.e 11 <sup>th</sup> June 2020 The selected supplier shall not be able to vary from their financial bid until the completion of the Order, if awarded by GIZ.
Address for Bid Submission	The Head of Contracts and Procurement GIZ India, GDCO Office 46, Paschimi Marg, Vasant Vihar, New Delhi-110057
Location of Site	<ul style="list-style-type: none"> <li>• B5/1 Safdarjung Enclave New Delhi</li> <li>• B5/2 Safdarjung Enclave New Delhi</li> <li>• B5/5 Safdarjung Enclave New Delhi</li> <li>• A2/18 Safdarjung Enclave New Delhi</li> <li>• 46, Paschimi Marg, Vasant Vihar, New Delhi</li> </ul>

## Tender Notice

**GIZ Country Office (India) is soliciting the bids from interested suppliers/companies for Annual Maintenance Services of entire fire safety equipment through public tender as per the terms and condition of tender documents.**

### Purpose of the Bid

Annual Maintenance Contract for fire safety equipment

### Process of tender submission

The following documents are attached with the tender applications: -

- 1) Terms of Reference
- 2) Tender and Bidding Conditions
- 3) Sample covering Letter- Annexure- A
- 4) Sample declaration Letter- Annexure- B
- 5) Submission of Documents – Annexure “C”
- 6) Detailed List of Specifications – Annexure “D”
- 7) General Terms & Conditions

Interested bidders are requested to carefully examine all documents and submit the entire tender proposal as instructed in above mentioned documents. Any deviation/ differentiation from the instruction will lead to disqualification of the tenderer from the bidding process.

The bid must reach to GIZ Country Office **on or before 11<sup>th</sup> June' 2020** in a **sealed envelope** at the below mentioned address favoring: **Head of Contracts and Procurement.**

***GIZ Country Office, German Development Cooperation office, 46 Paschimi Marg, Vasant Vihar, New Delhi- 110057 (India)***

Please mark your envelope

- **Tender Ref: “Annual Maintenance Services of Fire Safety Equipments, GIZ India- No- 83354769”**
- **Project Title: GIZ Country Office**
- **Project No: 99.9245.4-001.00**

***\*we request all the interested bidders to frequently check the web portal for receiving any latest OR revised information pertain to the above-mentioned tender. Information may be updated such as extension of bid submission dates, method of bid submission etc. keeping in view the ongoing Covid- 19 situations and its implications nationwide.***

**In case of seeking any technical/ commercial clarifications pertain to tender:**

Please send your queries only via e-mail to [johny.reberio@giz.de](mailto:johny.reberio@giz.de) and [Shimpa.kalra@giz.de](mailto:Shimpa.kalra@giz.de) marking the subject line **“Query for Tender No-83354769 , AMC of Fire Safety Equipment, GIZ India”**

- Deadline for sending queries is **22<sup>st</sup> May'2020**
- The queries will be answered latest by **29<sup>th</sup> May 2020** by email in the form of a single FAQ doc (if required).

**Please refrain from making any personal / telephonic / telefax contact on the subject of this tender to any personnel of GIZ India.**

We look forward to receiving your offers.

**Contracts and Procurement Unit**

**GIZ Country Office**

**India**

## **TERMS OF REFERENCE**

### **Background:**

For over 60 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been working jointly with partners in India for sustainable economic, ecological, and social development.

The focal areas of Indo-German cooperation currently are:

- Energy
- Environment, Climate Change and Biodiversity
- Sustainable Urban and Industrial Development
- Sustainable Economic Development

The Federal Ministry for Economic Cooperation and Development (BMZ), the Federal Ministry of the Environment, Nature Conservation and Nuclear Safety (BMU) as well as the Federal Ministry for Economic Affairs and Energy (BMWi) are the main commissioning parties of GIZ in India. Other clients include Indian public sector clients, the European Union and foundations.

The GIZ Country office in New Delhi, India is responsible for Financial, Administrative and Human Resource management functions covering the GIZ activities in India and the region. The website of GIZ is [www.giz.de](http://www.giz.de)

### **Purpose of the Tender**

To hire the services of a professional fire safety company which can provide repair and maintenance services of existing fire safety system including replacement of batteries, refilling of fire extinguishers etc as and when required.

### **Locations**

The scope of works pertain to the following office locations :

- 1 ) B-5/1 , Safdarjung Enclave ,New Delhi -110029
- 2) B-5/2 ,Safdarjung Enclave ,New Delhi – 110029
- 3) B-5/5 ,Safdarjung Enclave ,New Delhi – 110029
- 4) A2/18, Africa Avenue,Safdarjung Enclave,New Delhi -110029
- 5) GDCO ,46 Paschimi Marg,Vasant Vihar ,New Delhi - 110057

### **Tasks to be undertaken**

- Servicing, cleaning and maintenance of all existing fire safety equipments installed in the office premises including smoke detectors, hooters, manual call points, control panel and fire extinguishers.
- Servicing, cleaning, refilling and maintenance of Type- C fire extinguisher installed in server rooms.
- Replacement of all old batteries in smoke detectors, hooters, manual call points and control panels.
- Refilling of all fire extinguishers with combinations as mentioned in Annexure- A. The fire safety company shall also check that all fire extinguishers are in fine working condition
- Recommissioning of all equipments with main control panel. Company shall ensure that all connections are properly done and working in smooth manner.
- Advising on Replacement of any faulty material such as smoke detectors, hooters etc with new equipments (similar compatible model) in case any standalone equipment is found in non-working/non-repairable conditions.
- Minimum one year warranty on all batteries and consumable is mandatory.

### **Tender Conditions**

#### **Eligibility Criteria-**

- The agency / company must have a minimum experience of **05 year** working in the field of fire safety.
- The agency / company must possess a valid PAN, TIN, and GST Number.
- The agency must have a minimum client list of **10 medium/ large size companies**.
- The company must have minimum annual turnover of **INR 60 Lakhs** and above during last two financial years.
- The company must have mandatory approvals/licenses to provide fire safety services as well as equipments/consumables as per Govt. Regulations

## Documents to be submitted with the financial proposals (Annexure- C)

- Documents pertain to the legal status of organisation (Certificate of Incorporation/Registration/Memorandum/Partnership deed etc)- **Mandatory**
- Copy of PAN, TIN and GST Registration- **Mandatory**.
- Copy of annual statement of income tax return – last two financial year.- **Mandatory**
- Reference of 5 established clients (As per the template) for reference check- **Mandatory**. Following details should be provided for each client:
  - Name of Company
  - Name and Contract of person
  - Total tenure with the organization
- List of all clients. – **Preferred but not mandatory**.
- Quality Certifications- any ISO, Quality or any Green certification though not mandatory
- **Desirable – Usage of Environment friendly gases for fire extinguisher refilling**
  - Usage of mono ammonium phosphate based multipurpose dry chemical powder for refilling of ABC type fire extinguisher.
  - **Usage of Clean agent FS 49 C2** (tetrafluoroethane (R-134a), 10-30% pentafluoroethane (R-125) and 10-30% carbon dioxide (CO2) **for refilling of Clean agent fire extinguisher.**
  - Providing Rechargeable Alkaline batteries for Emitter and smoke detectors.
  - Providing rechargeable Sealed Lead acid (SLA) batteries for control panel.

***All interested company shall provide the above mentioned information and details/particular of the gases, consumables etc., discription in details and authenticate supply chain sources or manufacturee.***

Apart from above mentioned mandatory documents, GIZ would also like to understand the infrastructure and operations of the fire safety company in respect of ecological and sustainable aspect. The companies shall also state briefly if any hazardous chemicals/material harmful for environments is being used. (if not duly approved by the statutory bodies like pollution control and NGT)

***Company shall also declare that no child labour engaged in their organisation directy or indirectly. (As per Annexure- A)***

***Self certification to the effect that the tenderer has not been blacklisted by any company or its contract has been terminated on account of poor performance. (As per Annexure-A)***

### **Financial Bid**

The Financial bids will be evaluated only in respect of those firms, which meet the technical bid criteria mentioned above by submitting all relevant documents and declaring child labour/blacklisting declaration.

Cost incurred towards submitting the bids in any case, will not be reimbursed/paid by GIZ

### **Submission of Bids:**

- The tender documents duly completed should be submitted in sealed conditions in one envelope and duly superscripted as –Tender for the “**Annual Maintenance Services of Fire Safety Equipments, GIZ India- No- 83354769**” and shall be sent as per instruction provided in Tender Notice
- The bids shall be complete in all respect and the bidder shall submit all the relevant documents as described under this tender. If required, GIZ may solicit in writing further information from the bidder.
- The bids received after due Date and Time or in unsealed or incomplete shape or bids submitted by Fax or by Electronic Mail will be summarily rejected.

### **Price Submission**

- The price quoted should be exclusive of taxes (GST) and tax rate should be clearly indicated “**Price Sheet – Annexure “D”**” and any such other levies/ taxes that may be should be clearly defined.
- The tax rates should be clearly mentioned on the **Price Sheet (Annexure – D)**
- If no mention is made regarding taxes in the price bid, it will be presumed that your rate is inclusive of taxes



## **General Conditions**

- The agency / company should quote for all the items. Incomplete quotes shall not be considered for evaluation.
- No freight/transportation cost will be paid by GIZ for pickup/delivery of material within Delhi offices.
- The firms must not make any compromise on quality.
- Proposal without sign and stamps shall be summarily rejected.
- Payment shall be released through electronic transfer only. No cash payment shall be made under any circumstances.

## **DURATION OF THE AGREEMENT**

- The initial period of AMC agreement would be for 02 year.
- The services will be again received after completion of 02 year and the contract may be further extended for next 02 year.
- The quoted price shall remain fixed for a period of 01 year. If there is any changes in the prices, vendors shall inform GIZ about the increase in rates. Any decision pertaining to increment shall be based on prevailing market standard but not more than 10% in any of the category.
- The contract can be terminated by either party by giving a 01 month notice.
- In case of gross misconduct/unfair trade practices the GIZ will have the right to cancel the contract with immediate effect.
- Modifications or supplements to order sheet are only valid when made in writing. Verbal communications / amendments in this regard are not valid.

## TENDER CONDITIONS

### 1. GENERAL

- 1.1 The Tenderer must comply with the following conditions and instructions. Failure to do so will lead to disqualification/rejection of the tenderer.
- 1.2 "**Bidder**" means any person or persons, partnership, firm or company being prequalified and submitting fully priced proposal/Requirements in accordance with the Tender.
- 1.3 All recipients of the Tender Documents shall, whether they submit a bid/Tender or not, treat the details of these documents as confidential.

### 2. TENDER DOCUMENTS

- 2.1 The Tender must be duly completed in ink or in print. The Tender Documents and accompanying documents shall be signed by the Bidder or his legally authorized representative and be returned to the address according to the Invitation to Tender
- 2.2 Bidders have to submit their bids & other requested documents **only in hard copy and in Single envelope marking** “

**Tender Ref:** “Annual Maintenance Services of Fire Safety Equipments, GIZ India- No-83354769”

**Project Title:** GIZ Country Office:

**Project No:** 99.9245.4-001.00

- 2.3 The supplier has to submit the necessary documents as specified in **Terms of Reference**.

**Non-submission/Partial submission of documents mentioned in Terms of Reference by any supplier could lead to rejection of bid.**

The **financial proposal** must consist of;

- (a) The detailed and comprehensive price bid indicating, cost of items described in the attached List of Specifications (**Annexure D**) to this tender.
- (b) The bidder has to strictly adhere/maintain to the quality of brands and specifications that GIZ is maintaining in its Offices. It is therefore recommended that bidders should mention name of the brand/make while submitting the unit rates/proposal.

- (c) Any suggestions / options can be submitted on separate sheet, clearly indicating the suggested option – without changing any content in the approved List of Specifications (Annexure D) sheet.
- (d) The financial proposal must be on company letter head, duly signed by the authorised signatory.

2.5 The validity of the offers should be at least for 90 days from the date of deadline for submission of bids.

### **3. QUALIFICATION OF BIDDERS**

3.1 Intending firms are expected to be experienced in the field of Fire Safety maintenance and supply of consumable as well as new equipment, capable of communicating professionally and clearly in English language both verbally and in writing. Rapid response to the client's inputs and efficiency is expected of the selected contractor.

3.2 Bidders have to submit the proposals as per specifications (Annexure D) attached to the Tender Package.

### **4. MODIFICATIONS / ADDITIONAL OFFERS**

4.1 The Tender may contain only the prices and statements required in the Tender Documents and shall duly endorsed/approved OR signed authorized person. Any addition to, deletion or alteration of the Tender Documents may result in the rejection of the Tender.

4.2 Proposals for modifications and additional offers shall be made in a separate annex and must be clearly marked as such.

### **5. AMBIGUITIES**

5.1 If, in the Bidders opinion, the Tender Documents contain ambiguities, which might influence the calculation of the prices, the Bidder shall indicate this to GIZ by letter or send an email on the above mentioned email ids. before submitting the bid within **7** days after the receipt of the Tender Documents. Necessary clarification will be made by GIZ.

5.2 In the event that GIZ sends/uploads the Letter / email to the Bidders during the tendering period in order to comment, clarify, or modify the Contract Documents, such letters / email shall become an integral part of the Contract Documents and it shall be assumed that they have been taken into account by the Bidders in drawing up their Tender.

### **6. PREPARATION OF THE PROPOSAL**

Supplier should carefully check the specification/details of all the items listed in Annexure-D.

- The supplier should make sure that the prices are quoted for all the items and the printed sheet is duly signed and stamped. Incomplete/unsigned proposal shall be summarily rejected.
- The supplier should make sure that all the requisite documents (self-attested copies) are attached to the proposal as per the details given at TOR
- The supplier should prepare the client list as per the format given and must attach it to the proposal.
- Supplier should also submit a short company profile and business card of contact person along with the proposal.

## 6. OPENING OF TENDERS

6.1 Tenders which were not received prior to the submission time and date shall be specified separately in the minutes or addendum thereto.

6.2 The following Tenders shall be **DISQUALIFIED:**

- Bids/Proposals received after deadline of submission.
- Bids/Proposals submitted by fax/email.
- Incomplete Bids.
- Bidders not meeting eligibility/commercial suitability

## 7. EVALUATION OF TENDERS

7.1 Based on the offers presented, the different proposals will be scored for excellence and final selection will be made of the best of the offers with lowest prices and as per the quality of make/brand recommended by GIZ in List of specifications.

The bidders are required to **provide documentary evidence** in support of criteria mentioned in the TOR

7.2 Any arithmetical error by the Bidder in pricing the List of Specifications/Annexure D or in the additions or in carrying forward subtotals to the summary or to the Tender shall be corrected during the evaluation of the Tenders. In such cases the Tender sum shall be adjusted accordingly, and the Bidder shall be informed. It shall be assumed that the unit price rates entered in the List of Specifications/ Annexure D, are correct.

7.3 GIZ does neither bind himself to accept the lowest Tender or any Tender, nor will he be responsible or pay for expenses or losses, which may be incurred by any Bidder with the preparation of his Tender.

**8. CANCELLATION OF THE TENDERING ACTION**

8.1 The Tendering Action can be cancelled, if

- (a) No Tender has been received which corresponds to the Tender Conditions,
- (b) There have been substantial changes to the basis of the Tendering Action, or
- (c) There are other serious reasons for such a cancellation.

8.2 The Bidders shall be informed without delay of the cancellation of the Tendering Action by the GIZ or his authorized representative and of the reasons for the same.

8.3 This tender notification does not entail any commitment on the part of GIZ, either financial or otherwise. GIZ reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

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**Annexure A: Covering letter**

**Covering Letter  
(To be submitted along with the Proposal/bid on company's Letter Head)**

M/s .....

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To,

The Head of Contracts and Procurement  
GIZ India, GDCO Office  
46, Paschimi Marg, Vasant Vihar  
New Delhi – 110 057

**Subject: Offer in response to Tender No. 83354769**

Dear Sir/ Madam,

I/We the undersigned hereby offer to execute the scope of work and accordingly submit our offer in full compliance with terms & conditions of the bid.

The bid is being submitted as per the instructions mentioned in the tender documents.

Name of the Contact Person	
Mobile Number	
Email Id	
Land line Number, if any	
Office address	

**(Signature and stamp of Bidder)**

## Annexure B: Declaration by the bidder

### **Declaration by the bidder (to be submitted along with the bid)**

I/We the undersigned (herein after referred to as manufacturer) having fully understood the nature of the work and having carefully noted design, specification, terms and conditions, etc. as mentioned in the bid document do hereby declare that,

1. All the requirements of the bid document have been understood properly and accordingly agree with all provisions of the bid document and accept all risks, responsibilities and obligations directly or indirectly connected with the performance of the bid.
2. All the relevant information with regard to proper execution of the proposed work have been understood, with respect to the proposed specifications, its intended end use, availability of required materials and labour etc.
3. Are capable of executing and completing the work as required in the bid and is financially sound to execute the scope of work as per the work execution schedule. We have sufficient experience and are competent enough to perform the contract up to the satisfaction of GIZ. We also give the assurance to execute the scope of work as per the specifications, terms and conditions on award of order.
4. We have no collusion with other bidders, any employee of GIZ or team engaged in executing the scope of work.
5. We have not been influenced by any statement or promises by any employee of GIZ or anyone from the team engaged by GIZ but only by the bid document.
6. We are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
7. We have never been debarred to undertake similar work by any Government undertaking/department, never been blacklisted or our companies' contract been terminated due to poor performance
8. The submitted offer shall remain valid for acceptance for 90 days from the last date of submission of bid.
9. All the information and the statements submitted with the bid are true to the best of knowledge.
10. We are not engaged in any kind of child labour nor any of our partner/suppliers are indulge in any child labour activities.

(Signature and stamp of Bidder)

Name:

Seal/Stamp:

Date:

## Annexure C: Submission of Documents

S. No.	Particular	Document to be attached (Self Attested)
1	Legal Status	<ul style="list-style-type: none"> <li>Documents pertain to the legal status of organisation (Certificate of Incorporation/Registration/Memorandum/Partnership deed etc).</li> <li>Copy of PAN, TIN and GST Registration.</li> </ul>
2	Financial Statements	Copy of annual statement of income tax return – last two financial year.
3	References	Reference of 5 established clients (As per the template) for reference check.
4	Ecological and sustainable parameters	Any ISO, Quality or any Green certification though not mandatory.
5	Company profile/Business card/Terms & Conditions	Covering letter with terms & conditions on letter head, duly signed and stamped.

### Confirmation on Sustainable practice

S. No.	Type of Services	Confirmation – Yes / No
1	Usage of environmental friendly gases like Mono Ammonium phosphate based multipurpose dry chemical powder for refiling of ABC type fire extinguisher	
2	Usage of Clean Agent FS 49 C2 for refilling of Clean agent fire extinguisher	
3	Providing Rechargeable Alkaline batteries for Emitter and Smoke detectors	
4	Providing rechargeable Sealed Lead acid (SLA) batteries for control panel	

### Five existing clients for reference check

S. No.	Name of the client & address	Contact Person	Contact Number	Email ID	Years of Association
1					
2					



3					
4					
5					