

**NATIONAL INSTITUTE OF DESIGN, ASSAM**  
An autonomous Institution under Department for Promotion of Industry and Internal Trade  
(DPIIT), Ministry of Commerce and Industry, Govt. of India  
**Village- Tocklai, Post Office Rajabari,**  
**Jorhat- Mariani Road, Jorhat Assam. Pin- 785 014**  
(on the bank Tocklai river; Landmark- near LIC Divisional Office- 200mtr)

**(NIDJ/2020-21/ESTATE/NIQ/2573)**

**Quotation**

**For**

**ANNUAL MAINTENANCE CONTRACT OF FIRE FIGHTING AND FIRE  
ALARM SYSTEM INSTALLED AT NATIONAL INSTITUTE OF ASSAM,  
BUILDING's,**

**Due Date of Submission: 28.02.2022**

**Date & Time of opening: 01.03.2022, 3.00 PM**

---

**NOTICE INVITING QUOTATIONS****E-mail: purchase@nidj.ac.in****ENQUIRY NO: NIDJ/2020-21/Estate/NIQ/2573**

Phone:

Date:

<b>Due On: 01-03-2022</b> <b>Time: 03:40 PM</b>
--

---

Please send your offer in sealed envelope specifying Enquiry No, Date & Due Date, along with your credentials for the following items.

**Important Note:**

**Please note that e-mail quotations are not acceptable however you may send your queries (if any) to purchase@nidj.ac.in**

**Please ensure your sealed quotation reaches this office not later than the above-mentioned due date and time.**

**Quotations without Ink signature are not acceptable to us.**

**Kindly go through the Instruction to the bidders & Terms and conditions enclosed herewith.**

**QUOTATION SHOULD BE ADDRESSED TO CHAIRMAN PURCHASE COMMITTEE ONLY**

<b>Sl.No</b>	<b>Description</b>	<b>Per Year</b>	<b>Rate</b>
1	Annual maintenance Contract of Fire Fighting and Fire Alarm System	No's	

Note: Please quote with complete technical details (Technical compliance sheet and product data sheet).

Encl: Refer attached sheet for detailed technical specifications.

**Chairman Purchase Committee**

**NATIONAL INSTITUTE OF DESIGN, ASSAM  
Village- Tocklai, Post Office Rajabari,  
Jorhat- Mariani Road, Jorhat Assam. Pin- 785 014**

**(NIDJ/2020-21/ESTATE/NIQ/2573)**

**NAME OF THE WORK : AMC of Fire Fighting & Fire Alarm  
System.**

**LAST DATE & TIME FOR  
RECEIPT OF QUOTATION : 28-02-2022**

**TIME & DATE OF  
OPENING OF QUOTATION: 01-03-2022**

**PLACE OF OPENING : NATIONAL INSTITUTE OF DESIGN  
Jorhat, ASSAM  
O/o Chief Administrative officer  
Village- Tocklai, Post Office Rajabari,  
Jorhat- Mariani Road, Jorhat Assam.  
Pin- 785014**

---

Chairman Purchase Committee

**INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS**

**National Institute of Design Assam**

**Tocklai, Rajabari, Jorhat-785014**

**Assam**

**QUOTATION FOR AMC OF FIRE FIGHTING AND FIRE ALARM SYSTEM**

**(NIDJ/2020-21/ESTATE/NIQ/2573)**

1. Sealed quotations are invited from reputed Contractors for Annual Maintenance Contract of Fire Fighting and Fire Alarm system having good experience of Maintenance of Fire Fighting Equipment's in Reputed Govt Organization and Private Organization. **The estimated cost put to quotation is Rs.3.84 Lakhs**
2. The interested parties may send their sealed quotations along with Completion certificates/Work contracts supporting of similar nature of works, superscribed with 'Quotation for AMC of Fire Fighting and Fire Alarm system at Buildings of NIDJ, Assam' addressed to Chief Administrative officer, NID, Assam latest by 28.02.2022 The quotations will be opened on the same day at 3.30 PM.
3. If the above date of opening tender happens to be on a holiday or due to any other valid reason, the tender opening process will be done on the next working day or the day fixed by the undersigned.
4. Late submission of quotations will not be accepted. Quotation by "Telex/Telegram/Fax/e-mail" will not be accepted. Quotations may be submitted by Registered Post, by Hand in Person or by Courier.
5. However, any delay on this account shall not be accepted as a reason for exception. The undersigned reserves the right to cancel, alter or modify while finalizing the quotation. Envelopes received without date, due date and brief description of item may be rejected.
6. The complete quotation document including drawing if any, is available in port website: [www.nidj.ac.in](http://www.nidj.ac.in). The quotation document may be download and submit as offer on or before the due date and time of submission.
7. No quotation will be Consider which is not made in the prescribed form and which is not accompanied by a EMD of **Rs.7500/-** (Rupees Seven Thousand Five hundred only) as per **Clause 8 as Earnest Money.**
8. Employer do not bind themselves to accept the lowest or any quotation and reserve the right to accept any quotation in part or to reject any quotation without assigning any reason thereof.

### **INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS**

1. The Quotation and any order resulting from this enquiry shall be governed by our Conditions of Contract/work Order and bidder quoting this enquiry shall be deemed to have read and understood the same in toto.
2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by NID, Assam unless our specific written acceptance thereof is obtained.
3. Quotation: Quotation should be submitted in the prescribed QUOTATION FORMAT attached with this Enquiry and the same should be submitted to the Chairman Purchase Committee, NID, Assam in a sealed envelope superscribing the same with our enquiry No., date, due date and brief description of item on or before the due date. Late/delayed/incomplete/unsigned quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 120 days from due date for placing order. NID, Assam is not bound to accept lowest rate/s. NID, Assam reserves the right to place on one or more parties. The scope of work includes insurance by the Contractor/Supplier.
4. Specifications: Material and work should be offered strictly confirming to our specifications/drawings. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature, and samples, wherever necessary should accompany the quotation. Clarification/s on drawings should be obtained before submitting quotation.
5. Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When Quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished
6. Tender should be free from Correction and Erasures. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected. If there is a discrepancy between the unit price and total price, unit price shall prevail.
7. NID, Assam shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered, and the tenderers shall supply the same at the rate quoted.
8. Work order shall be issued to the successful bidder.
9. Goods & Services Tax (GST): The details of Taxes/GST and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.
- 10) Delivery charges and Date: Delivery charges need to quote extra and mention in the quotation, Delivery period is essence of the Contract. Supplier must indicate the firm delivery date by which the materials will be dispatched/delivered by them from the date of our order. Delivery period shall be clearly indicated against each item separately.
11. Price/ Purchase Preference: Purchase/Price preference to industries will be given as per the policy of the Government of India in force at the time of evaluation provided their offer is in compliance with the conditions of the policy.
12. Liquidated Damages: The successful Vendor/Bidder should pay liquidated damages @ ½ % (half percent) of the total contract/order value for the delay of each week in the scheduled date of completion of the work envisaged in the Contract/work Order subject to a maximum of 5% (Five percent) of the total Contract/Order value.
13. Inspection: Materials and work will be inspected by our Engineer/Stores Officer, and his decision in the matter will be final.

14. Payment: Payment will be arranged for accepted materials only within 30 days from the date of completion of work at NID, Assam and submission of bills in our accounts section, completed in all respects.

15. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.

16. Guarantee: The work should be guaranteed for a minimum period of twelve months, from that date of acceptance, against defective materials, design, workmanship, operation, or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notifications. In case where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.

17. The Contractor/Supplier shall always indemnify the purchase against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trademark and shall take all risk of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfilment of the contract.

18. The Director, NID, Assam reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reason.

19. Jurisdiction: The contract shall be governed by the Laws of India for the time being in force. The Courts of Jorhat only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Contract/Purchase Order.

20. Security deposit: Security deposit of 3 % of total value is applicable.

Note: Bidder should submit the copy of GSTIN / ARN Certificate along with the offer.

**Chairman, Purchase Committee**

### **SECTION-3 (GENERAL CONDITIONS OF THE CONTRACT)**

#### **1. Commitments of the Parties:**

a) **Commitments of the NID, Assam:** The Principal commits itself to take all measures necessary to prevent corruption (inducement to violate duty assigned by its employees) and to observe the following principles:

- No employee of the principal, personally or through family members or any third person, will in connection with all stages of tendering or the execution of Contract, demand or take a promise, or accept, for him/herself or any third person, any material or immaterial benefit which he/she is not legally entitled to.

- The Principal will, during the tender process, treat all Bidder/Quotationers with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder/Quotationers the same information and will not provide to any Bidder/Quotationer any information/clarification through which the Bidder/Quotationer could obtain an advantage in relation to the tender process or the Contract execution.

- If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anticorruption Laws of India/guidelines of Govt./guidelines of CVC/guidelines or Principal, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Department and in addition can initiate disciplinary actions.

- If the Principal obtains information of conduct of a bidder, contractor or sub-contractor or of an employee or a representative or an associate of a bidder, contractor or sub-contractor, which constitutes corruption, or if the principal has a substantive suspicion in this regard, the principal will inform the Vigilance Department

b) **Commitments of the Bidder/Quotationer:** The Bidder/Quotationer/ commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the Contract execution.

- The Bidder/Quotationer/Contractor will not directly or through any other person(s) or firm, offer, promise or give to the Principal, or to any of the principal's employees involved in the tender process or the execution of the Contract or to any third person any material or immaterial benefit which he/she is not legally entitled to in order to obtain, in exchange, an advantage during the tender process or to vitiate the principal's tender process or the execution of the Contract.

- The Bidder/Quotationer/Contractor will not enter with other Bidder/Quotationers into any illegal agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contractors, submission or non-submission of bids or actions to restrict competitiveness or to vitiate the principal's tender process or the execution of the contract.

- The Bidder/Quotationer/Contractor will not commit any criminal offence under the relevant Anti-corruption Laws of India; further, the Bidder/Quotationer/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- The Bidder/Quotationer/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

- The Bidder/Quotationer/Contractor will not instigate third persons to commit offences outlines above or be an accessory to such offences.

Taking Over of Fire Fighting and Fire Alarm System for AMC Contract:

All the equipment's of Fire Fighting and Fire Alarm system shall be taken from the department on "as and where installed" basis in running condition.

The contractor shall ensure that all the equipment's of Fire Fighting and Fire Alarm systems are in proper working conditions at the time of taking over.

After completion of the contract, contractor shall hand over the system in perfect running condition (complete in all respects as per inventory) to the department.

#### **2.0 Commencement of Work:**

The Contractor is required to start the work within 10 days from the date of award / date of communication of acceptance of the tender. In case it is found that the work has not been taken up within ten days from the date of acceptance of the tender or issue of the work order, the NID, ASSAM may cancel the work order and forfeit the Security Deposit, deposited along with tender without any reference to the Contractor.

#### **3.0 Duration of the contract:**

The contract would be initially for a period of 01 years from the date of commencement of work. However, the rates shall be quoted for 01 year in Bill of quantities. It can be extended further period of one year on the same terms and conditions if both parties desire/agree. In case the party will not render services satisfactorily, the contract will be terminated by NID, Assam, by given 10 days' notice.

#### **4.0 Renewal of the contract:**

After expiry of the AMC of 1 years, the agency/contractor may be required to provide AMC services for subsequent year also which can be extended further at existing terms and conditions on satisfactory performance of the previous year of the contract.

**5.0** The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of one year from the date of award of contract.

**6.0** The Bidder/Quotationer shall take into account basic price, cost of labour, T&P, taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained. Parties are required to quote there Pan No., Tin No, Service Tax no, GST registration.

**7.0** The AMC is Non – Comprehensive type. Any material equipment required for smooth functioning of the system will be provided by NID, ASSAM.

#### **8.0 Payment Terms and conditions**

The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, raised by the agency and based on past performance. TDS, Service Tax, WCT and any other tax as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months.

The maintenance charges quoted by the agency per item is on Quarterly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.

The AMC premium will be released quarterly at the end of each quarter on production of bill and service reports duly signed by the Engineer in charge or any other authorised staff of the NID, ASSAM.

This is the sole responsibility of the contractor to submit the service reports of scheduled / breakdown service report at the time of submission of bill.

#### **9.0 Labour:**

a.) The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-Charge. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age.



b.) All the workers or employees deployed by the contractors shall be considered the employees of contractor and corporation shall not have any liability whatsoever in nature regarding such workers/employees.

c.) The Contractor shall pay to labour employed by him directly wages not less than fair wages as per Minimum Wages Act. Fair Wage' means wages, which shall include wages for weekly day of rest and other allowances whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighbourhood but shall not be less than the minimum rates of wages fixed under the payment of Minimum Wages Act.

d.) The Contractor shall in respect of labour employed by him or his sub-contractor comply with or cause to be complied with the Contractor Labour Regulation in regard to all matters provided therein.

e.) The Contractor shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers' Liability Act, 1938. Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1970 or any modification thereof or any other law relating thereto, and rules made there under from time to time.

f) The Contractor shall indemnify and keep indemnified the Corporation against:

Any claim arising out of third-party loss/ damage to life or property caused by/ during execution of the work.

Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.

Any claim due to non-compliance of applicable PF/ Labour laws, ESI regulations etc.

Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act. The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

#### **10.0 Review of the Contract:**

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 15 days' notice.

#### **Tool and Plants:**

The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by NID,ASSAM. The Contractor shall keep all required tools at site.

All the liabilities regarding EPF or ESI of the labours/workmen engaged at the work, wherever applicable as per the prevailing Central or State government norms, shall be borne by the contractor. Corporation shall not be responsible for any liability/claims whatsoever in this regard. Further as and when demanded by the Corporation, the contractor shall submit the proof of deductions/ deposits of such liabilities of their labors/ workmen engaged in the work to the Corporation. In case of default, the Corporation may deduct the payments against these liabilities from the bills of the contractor or may stop the payment of the bill till such time until the compliance is proved y the contractor.

#### **11.0 Mobilization Advance:**

No mobilization advance whatsoever shall be paid for carrying out this work

#### **12.0 Resolution of Disputes:**

It will be NID Assam's endeavour to resolve amicably any disputes or differences that may arise between NID Assam and the Bidder from misconstruing the meaning and operation of the Tender and the breach that may result.

In case of Dispute or difference arising between NID Assam and a Supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between NID Assam and the Supplier OR in case of disagreement each

party may appoint an arbitrator and such arbitrators may appoint an Umpire before entering on the reference. The decision of the Umpire shall be final.

The Bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by NID Assam or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.

Arbitration proceedings shall be held at Jorhat, Assam, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English; Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Jorhat, Assam, India only.

Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by email and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

#### **11.0 Applicable Laws**

a) The Contract shall be interpreted in accordance with the laws prevalent in India.

b) Compliance with all applicable laws: The Bidder shall undertake to observe, adhere to, abide by, comply with and notify NID Assam about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect NID Assam and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

c) Compliance in obtaining approvals/ permissions/ licenses: The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate NID Assam and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom and NID Assam will give notice of any such claim or demand of liability within reasonable time to the bidder.

#### **12.0 Obligation to Ensure Compliance:**

Each Party will take all reasonable steps to ensure that the provisions of this Agreement which are binding on it are complied with by all of its staff, consultants, parent and associated and subsidiary companies, agents, consortium and joint venture partners, sub-contractors and suppliers.

#### **13.0 Force majeure:**

If at any time during the continuance of this contract the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war , hostility acts of the public enemy, civil commotion, fires, floods, explosive epidemics, quarantine, restriction or other acts of God, strikes & lockout (hereinafter referred to as eventualities), pandemic (Covid-19), then, provided notice of the happening of such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party have any claim for damage against the other in respect of such non-performance or delay in performance and deliveries under this contract shall be resumed as soon as practicable after

such eventuality has come to an end of account to exist and the decision of the Employer/client as to whether the deliveries/ construction works have been so resumed shall be final & conclusive.

**Chairman, Purchase Committee**

## SECTION-4 SPECIAL CONDITIONS OF CONTRACT (SCC)

### 1.0 GENERAL:-

The contract shall be governed by NID, ASSAM's GCC, Special Conditions of Contract, NIT Conditions. The work specified in this Tender shall be executed as per the latest by the CPWD specifications in addition to Special Conditions of Contract enumerated hereunder. The agency will have to quote item rates as per the Price Bid.

These special conditions are intended to amplify the general conditions and shall be read in conjunction with the same. For any discrepancies between the general conditions and these special conditions, the more stringent shall apply.

### 2.0 NAME OF WORK :-

**“Annual Maintenance Contract of Fire Fighting and Fire Alarm system at Buildings of NID, Assam.”.**

#### Scope of Work under AMC

SL.No	Job Description	Frequency	Responsibility	Payment
1	<b>Inspection visit &amp; Maintenance of equipment:</b> Checking/Testing/Cleaning/Oiling/Greasing of all components related to fire safety equipment, including fire Alarm System, Hydrant Delivery Valve, Hose Reel with drum, Gate valve, Fire Pump and response indicators (R.I), sprinkler system, etc.	Once in a Month	AMC Agency	Under AMC, The Minor Material Like Oil, Grease etc will not be provided by NID, Assam
2	Consumable items of fire and electrical equipment are to be replaced as and when required.	As and when required	AMC Agency	The consumable items will be provided by NID, Assam
3	Cleaning and painting: Basic cleaning and polishing of every gun-metal make vital outlet, i.e., adaptor Hydrant Valve, Branch pipe, FCB, Extinguishers etc. and cleaning of smoke detector by blower.	Once in a Month	AMC Agency	Under AMC
4	<b>Maintenance of Fire Fighting System etc.:</b> Overall responsibility of maintenance of Fire Fighting System, Fire pumps including periodic over-hauling, oiling, and greasing, preventing maintenance of sprinkler system leakage, attending to sprinklers as and when necessary. Detection and attending to leakages if any within the system. Fire Fighting System attendance (Electrical Parts). Regular checks and drills as per safety norms.	Monthly	AMC Agency	Under AMC

5	<b>Emergency visit and</b> <b>Period/Frequency:</b> Emergency within 12 hours after call on any working day(9 A.M to 9 P.M) for major fault break-down of fire Pump or Fire Alarm Panel.	As required	AMC Agency	Under AMC
6	Submission of report: After end of every routine or on emergency maintenance as required. A status report to be submitted every fortnight or on attending breakdown call giving the details of job done for smooth functioning of the system.	As required	AMC Agency	Under AMC
7	<b>Renewal of Fire NOC:</b> Liasioning with WBF&ES for getting Fire NOC, when it falls due for renewal	Yearly	AMC Agency	Under AMC value. However, any statutory fees required will be paid by NID directly to concerned department.
8	<b>Initial Safety Inspection visit</b> after receiving work order	Initially	AMC Agency	Under AMC
9	<b>Checking/testing/repairing/:</b> Repairing of water pipe line related to the Fire Fighting System	To be checked on Periodic interval and done as and when required.	AMC Agency	All Repair Charges Cover Under AMC Value and Cost of Consumables will be provided By NID, assam
10	<b>A Logbook / register</b> shall be maintained at site for keeping records of the system healthiness, and other relevant information on entire period of Annual Maintenance Contract and monthly report to be submitted to NID, Assam.	Monthly	AMC Agency	Under AMC
11	<b>From minor defects to complete</b> break-down of the systems, Vendor to always inform NID with a complete report of the same along with list of items required for repairing the system along with Estimated cost, immediately.	As and when required	AMC Agency	Under AMC

12	Motors: Running starter Insulation resistance	Once in a year.	AMC agency	Under AMC
13	Piping: Flushing Pressure	Once in a year Fortnightly.	AMC agency	Under AMC
14	Sprinkler's system as a whole: Discharge Test.	Once in a year	AMC agency	Under AMC
15	<b>A crew of trained Fireman under experienced officer shall be maintained round the clock at the site.</b>	Throu out gh the AMC Period	AMC agency	Under AMC
16	<b>Maintenance of Fire Alarm System- Operation readiness of the system mains failure and keeping records, Check batteries and back up, Performance check of all System, along with PA system.</b>	Monthl y	AMC agency	Under AMC

Note: The contractor is strictly advised to follow the said chart of preventive maintenance during AMC period and submit the service reports of the same along with bill. In case of absence of these services report no payment will be made for that quarter.

#### **Fire Extinguishers (Scope of work)**

- a) Arrangement of cleaning materials, tool etc. at site shall be done by contractor.
- b) Annual maintenance contract covers refilling of the fire Extinguishers as per norms and requirement basis. However, the payment will be made on actual basis as per quoted rate in Bill of Quantities.
- c) The re-filling work shall be carried out within 10 days from the date of intimation to the party.

**List of Equipment's Installed:**

<b>SL NO</b>	<b>ITEM NAME</b>	<b>QT Y</b>	<b>MAKE</b>
1	Smoke/Thermistor Detector (Multi Sensor) above ceiling	203	BOSCH
2	Smoke/Thermistor Detector (Multi Sensor) below ceiling	225	
3	Manual call Box	35	
4	Conventional ABS manual call Box	28	
5	Hooter	112	
6	Heat Detector	35	
7	Response Indicator	203	
8	Fire Alarm Control Panel	5	
9	Conventional 10 Zone Fire alarm control Panel	2	
10	PA Panel	7	
11	Voice Control Panel	7	
12	Microphone	7	
13	Fault Isolator	2	

**QUOTATION FORMAT (To be submitted in Bidder's Letter head)**

To,  
The Chairperson, Purchase Committee  
National Institute of Design, Assam  
Tocklai, Rajabari, Jorhat-785014

Madam,  
I have carefully gone through the ENQUIRY No. NIDJ/ENQUIRY/2021-22/2511 and have quoted the following rates against my offer.

<b>SL.No.</b>	<b>Description</b>	<b>Rate/Year</b>
1	Annual Maintenance Contract of Fire Fighting and Fire Alarm System as per Scope of Work mentioned in NIQ	
	Total	
In words		

I further certify that I am an authorized signatory of my company/firm/establishment and am, therefore, competent to quote the rates.

Thanking You (Bidders name with seal and signature)