

**E-TENDER DOCUMENT  
FOR PROVIDING SERVICES OF ANNUAL OPERATION AND MAINTENANCE OF  
FIRE FIGHTING SYSTEM IN SCIENCE CITY, KOLKATA**

**विज्ञान नगरी**

**SCIENCE CITY**

(राष्ट्रीय विज्ञान संग्रहालय परिषद)

(National Council of Science Museums)

संस्कृति मंत्रालय, भारत सरकार

Ministry of Culture, Government of India

जे. बी.एस. हलडेन एवेन्यु, कोलकाता - 700046

**J B S Haldane Avenue, Kolkata 700046**



Ministry of Culture  
Government of India



**TENDER NO- SCCY-13023/30/ FIRE FIGHTING/2020**

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## INSTRUCTIONS TO THE TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS ONLINE THROUGH E-PROCUREMENT SITE <https://eprocure.gov.in/eprocure/app>

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This tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers /bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

### **REGISTRATION:-**

- 1) Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Click here to Enrol**" on the CPP Portal. Enrolment is free of Charge.  
As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.  
Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.  
Upon enrolment, the tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.  
Only one valid DSC should be registered by tenderers/bidders. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.  
Bidder then logs in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS:-**

- (a) There are various search options built in the CPP Portal, to facilitate tenderers/bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of '**Advanced Search**' for tenders, wherein the tenderers/bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the tenderers/bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the tenderers/bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:-**

Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the document that need to be submitted.

- (a) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally they can be in PDF/XLS/RAR/DWF formats

as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**

- (b) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the tenderers/bidders. Tenderers/bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:-**

- 1) Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.
- 2) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderer/bidder has to select the payment option as “offline” to pay the Tender Fee & EMD and enter details of DD/any other accepted instrument.
- 4) Tenderer/bidder should prepare the TENDER FEE & EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD & Tender Fee should be uploaded while online submission of the tender and the original should be posted/couriered/given in person to the Tender Processing Section latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 5) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 6) Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard **Offer Sheet** in .xls format with the tender document, which is to be downloaded and to be filled by all the tenderers/bidders. Tenderers/bidders are required to download the **Offer Sheet** file, open it and complete the **green coloured (unprotected)** cells with their respective financial quotes and other details (such as name of the Tenderer/bidder). No other cells should be changed. Once the details have been completed, the tenderer/bidder should save it and submit it online, without changing the filename. If the **Rate Quote Sheet** file is found to be modified by the tenderer/bidder, the bid will be rejected. In e-Tendering, intending tenderer/bidder can quote their rate in figures only. The total amount is generated automatically. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically by the system. The Comparative Statement and rate quoted by each tenderer/bidder shall be downloaded. **The manual calculation check of tenders/bids and Comparative Statement, shall be final. In case, any discrepancy is noticed, the decision of appropriate authority of Science City shall be final and binding.**
- 7) The server time (which is displayed on the tender’s/bidder’s dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the tenderers/bidders, opening of bids etc. The tenderers/bidders should follow this time during bid submission. The tenderers/bidders are requested to submit the tenders/bids through online e-tendering system to the **Tender Inviting Authority (TIA)** well before the bid submission end date & time (as per Server System Clock).
- 8) All the documents being submitted by the tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the

bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 9) The uploaded tender documents become readable only after the tender opening by the authorized tender/bid openers.
- 10) Upon the successful and timely submission of tenders/bids, the portal will give a successful tender/bid submission message & a tender/bid summary will be displayed with the NIT/tender/bid no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.
- 11) The tender/bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any tender/bid opening meetings.

**ASSISTANCE TO TENDERERS/BIDDERS:-**

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the  
**Tender Inviting Authority (TIA),  
Science City, J.B.S Haldane Avenue, Kolkata-700046,  
Fax No.033-22859895,  
Website: <https://sciencecitykolkata.org.in>  
Email: [sciencecity.kol@gmail.com](mailto:sciencecity.kol@gmail.com)/[coa.sccity@gmail.com](mailto:coa.sccity@gmail.com)/[sctyncsm1@gmail.com](mailto:sctyncsm1@gmail.com)**
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232.**

## NOTICE INVITING e-TENDER (e-NIT)

No. SCCY-13023/30/Fire Fighting/2020

Dated 15.01.2021

Science City, Kolkata is a constituent unit of the National Council of Science Museums, Kolkata\* (\*hereinafter referred to as the Science City).

### General terms & Conditions:-

1. Online e-tenders are hereby invited from reputed and experienced agencies for providing “**Operation and Maintenance of Fire Fighting System at Science City, J.B.S Haldane Avenue, Kolkata-700046**”, on contract basis on payment of **monthly lump sum composite charges for number of Fire trained personnel to be deployed as per the departmental estimate as per Govt. of India prescribed rates separately indicating (a) GST component as applicable and (b) Service Charges of the agency. The tenderer should fulfil the following eligibility criteria:-**
  - (i) Should be either registered as a Company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 or Proprietorship Firm as the case may be and should be in existence as such entity for not less than five years as on 31.12..2020. Should be in possession of (a) Trade License (b) PAN Card [in the name of firm/agency or proprietor]: (c) EPF/PF Registration (d) ESI Registration (e) P-Tax registration (f) Registration under the Shops & Establishment Act and (g) GST Registration. The Registered Office or one of the Branch Offices of the tenderer should be located in and around within 100 km of the place where the museum /centre is location. In case the Agency do not have such facilities, they should sign a declaration on the agency's letter head to the effect that “In case we get the contract after being technically lowest tenderer, we will open an office or hire a space to run our office within 20 km within one month of such award of contract, having regular telephone/mobile and other means of communication like fax/email etc., where the museum/centre is location, Failure to do so on our part, our EMD will be forfeited and the contract will be terminated forthwith”. The agency or any of its partners/directors etc., should not have been black listed/debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including PF/ESI authorities. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract. **(To be submitted as per Annexure-VII in bidder's/tenderer's letterhead).**
  - (ii) Minimum 03 (Three) years experience in executing similar kind of operation and maintenance of Fire Fighting system related jobs in Central Government/ Central Autonomous Bodies/ State Govt/ Central Public Sector Undertakings / Corporate firms of repute. Tenderer shall attach list of such organizations with contract nos. where the Agency is currently providing/ has earlier provided this kind of service and copies of work order/completion certificate shall be submitted in support of their claim **(To be submitted as per Annexure-VIII in bidder's/tenderer's letterhead).**

- (iii) Annual Turnover of the firm/company should be minimum of ₹30.00 lakhs in last three consecutive financial years.
- (iv) The Tenderer should meet **any one of the three criteria** as under:
- a. Currently providing / earlier provided successfully ONE similar Operation and Maintenance of Fire Fighting System related services having annual value not less than ₹ 16.00 Lakhs in any Departments/ Autonomous Institutions /Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities / Corporate firms of repute during last three financial years.

OR

- b. Currently providing / earlier provided successfully TWO similar Operation and Maintenance of Fire Fighting System related services having annual value not less than ₹ 12.00 Lakhs in any Departments/ Autonomous Institutions/Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/ Corporate firms of repute during last three financial years.

OR

- c. Currently providing / earlier provided successfully THREE similar Operation and Maintenance of Fire Fighting System related services having annual value not less than ₹ 8.00 Lakhs in any Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities / Corporate firms of repute during last three financial years.

2. The place of work shall be Science City, J.B.S Haldane Avenue located at Kolkata-700046.
3. Important Information & Dates:

Estimated Cost per month	<b>₹ 1,73,027.00</b>
EMD Amount	₹ 50,000/-
Tenure and validity	Initially 03 months on trial basis, thereafter 09 months subject to satisfactory performance of the Agency. The contract may be renewed on year-to-year basis based on the satisfactory performance for a maximum period of 03 years (including the trail period) at the discretion of the Science City, Kolkata.
Bid Document Publishing Date & Time	18.01.2021 at 6.00 P.M
Bid Document Download Start Date & Time	19. 01.2021at 9.00 A.M
Bid Document Download End Date & Time	As per system generated.
Pre-Bid Meeting Date	21. 01.2021at 12.30 P.M
Bid submission Start Date & Time	22. 01.2021at 14.00 P.M
Bid submission End Date & Time	01.02.2021at 13.00 A.M
Bid Opening (Technical) Date & Time	02.02.2021 at 14.00 P.M.

4. The intending tenderers/bidders must read the terms and conditions of the contract carefully. They should submit their bid only if they only consider themselves eligible as per the laid down criteria and if they are in possession of all the documents/registrations required.
5. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
6. The bid document consisting of guidelines for Operation and Maintenance of Fire Fighting System, job requirement to be fulfilled and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded free of cost from <https://eprocure.gov.in/eprocure/app>.
7. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only those tenderers/bidders shall be opened, who have deposited Earnest Money Deposit as specified above duly scanned, uploaded and found in order. The financial bids of only those tenderers/bidders shall be opened whose uploaded documents are found to be in order.
8. Those agencies not registered on the website mentioned above, are required to get themselves registered beforehand.
9. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
10. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as Technical Bid Envelope & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies of EMD, NIT, etc. and the second electronic envelope will be named as Financial Bid Envelope containing Rate Quote Sheet with detailed break up of rate. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and there after financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents:-

a) **TECHNICAL BID ENVELOPE** shall contain the following documents:

- i) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalised/ Scheduled Bank towards **Earnest Money Deposit (EMD)** in pdf format in favour of **Science City** payable at **Kolkata**.

**(Physical Demand Draft at Sl. a (i) above may be submitted to Science City and hard copy of complete Notice Inviting E-Tender endorsing signature and rubber seal of the agency on all the pages on or before 01.02.2021).**

**OR**

**Scanned copies of valid and updated Certificates issued by NSIC under Single Point Registration Scheme (SPRS) and MSME Registration certificate in PDF format.**

**In addition the bidders registered under Department of Micro, Small and Medium Enterprises (MSME) and eligible for exemption from submitting Bid Security /Earnest Money Deposit for similar services shall be required to submit Bid Security declaration as per Annexure - IX of the e-NIT.**

**Agency must also submit the hard copies of these certificates on or before 5.00 PM 01-02-2021 at Science City, Kolkata and should bring the original certificates for verification.**

**The Agency must also submit a declaration on agency's Letter Head with rubber stamp as per Clause-2 of General Condition of the contract in case of not possession of office space within 100 kms. from Science City.**

- ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority/necessary license as required under the contract labour (Regulation & abolition) Act 1970 or any other act as applicable in pdf format.
- iii) Scanned copies for the proof of eligibility as per Clause No.1 (i)-Annexure-V, (ii)-Annexure-VII & Annexure - VIII of specific WORK EXPERIENCE CERTIFICATES/ CONTRACT EXECUTION CERTIFICATE along with **Work Order/Letter of Intent** issued by Govt./ Semi-Govt./ Autonomous/ PSUs/ Corporate firms of repute in PDF format.
- iv) Scanned copy of undertaking (as per Annexure-"I") duly signed with agency seal in PDF format which also includes the undertaking that "The physical EMD shall be deposited by us with the office of Science City payable at Kolkata calling the bid before the bid opening otherwise the tender/bid shall be rejected.
- v) **Scanned copies of Trade License, PAN Card, GSTIN Certificate, EPF registration certificate, ESIC registration certificate, Professional Tax Registration Certificate, Income Tax Returns & audited Balance Sheet and Profit and loss Accounts for last three years in PDF format.**

b) **FINANCIAL BID ENVELOPE** shall contain:

- (i) Rate Quote Sheet in .XLS format.
- (ii) agency should, furnish, scanned copy of complete break up of their rates showing how they will comply with the minimum wages and other statutory regulations like Basic, VDA, ESI, EPF, Bonus, paid National Holiday, etc and the lump sum composite charges for the number of Fire crew to be deployed as per the rate prescribed by Govt. of India from time to time separately indicating (a) GST component as applicable and (b) Service Charges of the agency in PDF format with signature & seal as per Annexure-IV. **In the absence of this break up, their tender is liable to be rejected.**

- 11. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for **summary rejection**.
- 12. The Science City does not bind itself to accept the lowest e-tender/bid and has the right to reject or accept any or all the e-tenders/bids; received without assigning any reason whatsoever.
- 13. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders that resort to canvassing will be liable for rejection on that ground alone.
- 14. E-tenders incorporating **additional conditions** are liable to be **rejected**.
- 15. The tenderer(s) **must declare** in writing that neither he nor any of their Directors/Partners are in anyway related to any officer in the National Council of Science Museums, Kolkata, or any of its constituent units as per the format given in **Annexure – I**.



16. Apart from GST as specified above any other tax in respect of this contract will be reimbursed as per the applicable rates that may be prescribed by the Government of India from time to time.
17. Before submitting the e-tender, the tenderer shall assess the quantum of services involved after going through the scope of job requirement of Operation and Maintenance of Fire Fighting System and conditions of contract and inspect the site, if necessary.
18. For the purpose of opening of the e-tenders/bids as described in Clause 10 of the Notice Inviting e-tender, it is clarified that only on receiving the **EMD / NSIC certificates physically in the Science City, Kolkata together with duly signed and stamped copy of the e-tender document** before the bid opening date, the **Technical Bid Envelope** will be opened. After the authority of Science City is satisfied that the documents in the Technical Bid Envelope are in order, the **FINANCIAL BID ENVELOPE** shall be opened, subsequently by the duly constituted committee of the Science City.
19. It may be noted that the Technical Bid Envelope which are not found in order as per the requirement of Science City, Kolkata shall be summarily rejected.
20. Earnest Money is liable to be forfeited if the successful e-tenderer/bidder selected for providing the services of Operation and Maintenance of Fire Fighting System fails to take up the work and sign the formal agreement within 07 days from the date of issue of Letter of Intent to them by the Science City.
21. The successful tenderer will be awarded the services of Operation and Maintenance of Fire Fighting System by the Science City and given stipulated time which shall be counted from the date of issue of the LOI. The successful tenderer shall also mobilise all its resources including manpower, gadgets and stationery items etc. and sign an Agreement with Science City in approved format on a non-judicial stamp paper of appropriate value.
22. The validity period of the e-tender shall be **03 (THREE)** months from the date of opening of e-tenders. This period may be extended suitably if the decision regarding issue of Letter of Intent is delayed for any reason.

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## Appendix to NIT

### 1. SUMMARY OF CONDITIONS OF CONTRACT

Tenure of the Contract : Initially 03 months on trial basis there after 9 months subject to satisfactory performance of the Agency. The contract may be renewed on year-to-year basis for a maximum period of 03 years including trial period at the discretion of the authorities of Science City.

Earnest Money to be deposited with the e-tender : **Rs. 50,000/-**

**2. SECURITY DEPOSIT / RETENTION MONEY** : Minimum **3%** of the Annual Value of Contract

Process of submitting the GST compliant bill supported with relevant challans etc. by the successful tenderer : Monthly basis duly certified by authorized representative of Science City.

## GENERAL CONDITIONS OF CONTRACT

1. The Agency must note that ***there will be no revision in the service charges of the agency during the entire period of contract.*** However, ***in case of revision of minimum wages or any other statutory charges made by the Government of India, the lump-sum composite service charges shall be revised to the extent of the liabilities arising on that account only.***
2. The Registered Office or one of the Branch Offices of the tenderer should be located in and around within 100 km from Science City, Kolkata. In case the Agency do not have such facilities, **they should sign a declaration** on the agency's letter head to this effect that " in case we got the contract after being technically lowest tenderer, we will open an office or hire a space to run our office within 20 km from Science City, Kolkata within one month of such award of contract, having regular telephone/mobile and other means of communication like fax/e-mail etc. , failure to do so on our part our EMD will be forfeited and the contract will be terminated forthwith".

### RESPONSIBILITIES OF THE AGENCY:-

3. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESI etc., as are prescribed by the Government of India from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to the personnel deployed by them for the purpose at any time in the premises of the Science City.

**Bonus shall be paid once in a year against submission of reimbursement claim supporting with muster roll authenticating its disbursement.**

4. The Agency shall quote their rates based on the rates of minimum wage applicable as per Govt. of India only. The Agency shall submit the proof of having deposited the amount of contributions ***claimed by them on account of ESI and EPF towards the persons deployed at the Science City in their respective names each month while submitting their pre-receipted GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents. Copies of the quarterly, half-yearly & annual returns of GST, ESI, EPF and Professional Taxes shall be submitted after its submission to the concerned authorities.***
5. The agency shall pay wages to the personnel deployed by them before 7<sup>th</sup> of every month through Bank transfer by digital means to the Bank account of the personnel deployed for the contract. The documents of such transfer have to be submitted to the authorized officer of Science City who shall record a certificate to the effect that payment has actually been made to the service providers. This certificate is to be attached with the respective monthly bill. The agency shall also issue pay slip to the personnel clearly mentioning about the payment details including various deduction like EPF, ESIC etc. shall produce copy of acquaintance roll and bank remittance statement every month along with their bill for the relevant month.
6. The agency shall maintain good liaison with local Fire station, disaster management authority concerned as well as WBF&ES HQ for any fire & emergency or unforeseen situation related assistance from them.

7. In case of any fire and emergency situation, manmade / natural disaster situation at Science City campus, the entire responsibility for fire fighting and rescue of persons with the help of security guards starting with informing fire brigade in consultation with the authorities of the Science City will lie with the Agency.
8. **A security deposit of minimum 3% of the annual value of contract, payable in the form of a demand draft/pay order drawn in favour of 'Science City, Kolkata' or through E-payment (NEFT/RTGS) to Savings Bank Account No. 8419101020050, IFSC Code CNRB0008419 on Canara Bank, Science City Branch, JBS Haldane Avenue, Kolkata – 70046), is to be deposited by the Agency to cover the risk or any loss *caused to the Science City due to fire and disaster situation, the responsibilities for which are attributable, directly or otherwise, due to the negligence or inefficiency on the part of the agency or their personnel deployed for the contract or any breach of contract of whatsoever nature or form on the part of the agency.* In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Science City shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit at the discretion of the competent authority of Science City.**
9. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Science City. The Agency shall constantly keep in touch with the Science City regarding their Fire services and abide by all instructions and directives issued by the authority of the Science City in this regard.  
***The Agency shall give or provide all necessary superintendence during the execution of the Operation and Maintenance of Fire Fighting System related assignment for proper fulfilment of their obligations under the contract.***
10. ***The agency shall maintain all relevant registers/documents in the premises of the Science City, which may have to be presented for inspection by the concerned Labour Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government of India from time to time.***
11. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the Science City for the purpose of this contract and shall keep the Science City indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.
12. Earnest Money of the unsuccessful bidder shall be released only after finalization of the e-tender and no interest shall be paid on the same.
13. **The Agency shall deploy the following staff not exceeding 60 years of age with good medical standard for performing fire operation / fire maintenance /fire fighting duties in the Science City:-**
  - a) **Five skilled personnel with adequate exposure and training in fire fighting system and able to detect the technical snags and have acumen for operation and maintenance of fire fighting system of upgraded version. The skilled personnel should have the basic matriculation with short term training in fire fighting system and disaster management / Civil Defence from the institute like West Bengal fire Service institute / Department of Civil Defence etc. with adequate experience in operation of fire fighting system in big installations / institutions and to handle the system efficiently & effectively.**

- b) **One highly skilled Supervisor who is in possession of Diploma in Fire & Safety Management with proper training in fire fighting system and Disaster Management techniques in order to provide technical knowhow for operation of the contract. The Supervisor shall be having minimum 05 years experience in the similar field, out of which minimum 03 years experience in an assembly building/ Amusement park equipped with latest intelligent fire fighting system/equipment. he person(s) found incompetent, inexperienced, medically unfit / physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.**
14. The Agency shall ***make periodical Police verification of the particulars of their personnel deployed and*** issue proper identity cards to ***those*** employees ***who are*** deployed ***by them*** at any point of time for the purpose of this contract in order to facilitate verification of their identity by the Science City. They shall always wear the identity card while inside the premises of the Science City.
  15. The Agency shall be liable to comply with the directions of the Science City, to remove within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.
  16. The agency shall maintain complete official records of disbursement of wages/ salary showing specifically details of all deduction such as ESI, EPF, P.Tax etc. in respect of all the persons deployed in the premises of Science City. The agency shall maintain a personal file in respect of all its persons, who are engaged for the purpose of this contract. The personal file shall consists of personal details such as name, address, date of birth, residential address and all grievances recorded by the persons viz-a-viz action taken etc.
  17. **All fire prevention personnel deployed by the agency in the Science City shall be in proper uniform. The agency shall at their cost supply uniform preferably red T shirt and black /Navy blue trouser including safety shoes, shocks, belt, badges, name tally, raincoats & woollen clothing.**
  18. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the Science City and remove all their persons and materials from the campus after handing over the charge to the new agency.
  19. The Agency shall be responsible for observance and compliance of different industrial laws, fire prevention rules as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the Science City by fire personnel engaged by the Agency.
  20. The Science City shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
  21. The scope of services shall be as per the requirement of the Science City from time to time. Any extra fire related service arising out of special programmes or exigencies and beyond the scope of this agreement shall be negotiated separately by a duly constituted committee. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given by the Science City.
  22. The Science City shall pay to the Agency nothing more than the amount as may be due under the contract terms.
  23. ***The agencies shall not sub-contract or sub-let, transfer or assign the contract or any other part thereof to any person / agency.***
  24. **The agency shall ensure/impart training/conduct mock drill with their personnel deployed in connection with this contract, on issues such as Fire fighting drill, fire evacuation drill, Operation of modern fire detection system / fire safety gadgets**

**Disaster management, periodical outdoor/ Institutional training and such other fire prevention measures as are essentially required in a public place like Science City. A schedule for such training shall be submitted each month to the Science City by the agency and shall be strictly implemented in the presence of Science City Authorities. A logbook of such training imparted along with names of personnel shall be maintained and shall be made available for inspection by Science City authorities as and when demanded.**

**Deployment of service providing staff:**

- a) Five skilled personnel with adequate exposure and training in fire fighting system and able to detect the technical snags and have acumen for operation and maintenance of fire fighting system of upgraded version. The skilled personnel should have the basic matriculation with short term training in fire fighting system, disaster management / Civil Defence from the institute like West Bengal Fire Service Institute / Department of Civil Defence etc. with adequate experience in operation of fire fighting system in big installations / institutions and to handle the system efficiently & effectively.
- b) One highly skilled Supervisor who is in possession of Diploma in Fire & Safety Management with proper training in fire fighting system and Disaster Management techniques in order to provide technical knowhow for operation of the contract.
- c) The deployed staff shall attend fire fighting and fire drills on all occasions.

**List of tools to be maintained at site**

The Contractor shall keep the following tools/instruments (minimum requirement) at site for maintenance of the installation at no extra cost:

- |                                 |                          |
|---------------------------------|--------------------------|
| • Spanners sets                 | 10 sets (different size) |
| • Adjustable wrench 12" & 18"   | 2 Nos.                   |
| • Screw Driver sets             | 3 sets (different size)  |
| • Pliers                        | 3 sets                   |
| • Pullers                       | 3 Nos.                   |
| • Hammer 2/4/8 lbs              | 3 Nos.                   |
| • Pipe wrench 12" & 18"         | 2 sets                   |
| • Portable Drill                | 1 No                     |
| • Digital Multimeter            | 1 No                     |
| • Electrical Testers            | 1 No                     |
| • Ladder 12 Ft.                 | 1 No                     |
| • Torch Heavy duty              | 03 Nos.                  |
| • Hacksaw with blade (Metallic) | 01 No                    |
- i) The agency shall arrange to bring at site any other tools/tackles, special tool/tackle, welding machine, Gas Cutter etc. as and when required.
  - ii). All instruments/tools and tackles shall be in good condition. All instruments shall be calibrated and calibration certificates shall have to be produced on demand.

**Documents to be maintained**

1. The Contractor will be required to maintain the following documents:
  - a) Logbook(s) of daily events including water pressure logs
  - b) Fire incident report as per format
  - c) Daily breakdown maintenance / status reports

- d) Planning and scheduling of Preventive Maintenance
- e) Fire drill register
- f) DG , Hydrant / Hose reel, Battery status register
- g) Attendance sheets

Formats for above reports shall be finalised in consultation with the Security & Maintenance Officer

**PAYMENT:-**

- 25. **The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of Science City. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.**
- 26. **The Science City shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.**
- 27. **Income Tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the Science City.**

**PENALTY:-**

- 28. ***In the event of any deficiency in the service rendered by the agency, any time during the currency of the contract, the Science City shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the Science City shall be binding on the agency.***

**TENURE AND VALIDITY:-**

- 29. In the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months, if the services are found to be satisfactory during the trial period of the agency. The contract may be renewed at the discretion of the Science City on year to year basis for a maximum period of three years, including the trial period. ***However, in the event of such renewal of the contract each year, the service charges of the agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes from time to time, shall only be considered for revision.***
- 30. The contract can be terminated by the Science City at any time without notice in the event of gross fire risk or gross damage to Science City property due to Agency's failure or persistent failures of the Agency in providing satisfactory service to the Science City and the decision of the Science City in this regard shall be final and binding on the Agency.
- 31. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

**FORCE MAJEURE**

- 32. Due to continuous strike, lock out, closure, civil disobedience, fire, flood, natural calamities, explosions, epidemics, quarantine restriction, or any act of God or irresistible force or any other circumstances beyond the reasonable control of Science City authorities, if the Science City remains closed for visitors for a period of 7 (seven) days or more at a stretch, then the composite service charges (comprising wages of

personnel and service charges of the agency) for the period beyond seven days shall be restricted to actual service provided based on the site requirement.

**ARBITRATION:-**

33. In case of any dispute arising out of this contract between the Science City and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Science City or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.



(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part –I (TECHNICAL ENVELOPE) of the e-tender document)

**DECLARATION -1**

This is to certify that neither we/any of us/ are/is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

Date: (Signature of the tenderer  
with agency seal/rubber stamp)

Place:

**DECLARATION -2**

We hereby declare that we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

Date: (Signature of the tenderer  
with agency seal/rubber stamp)

Place:

**UNDERTAKING**

This is to certify that we have carefully gone through the job requirement, terms and conditions given in the e-tender document & have clearly understood the terms & conditions of the tender and have accordingly quoted our balanced rates in conformity to minimum wages and statutory payments, after going through all the details as per Annexure – IV of E-NIT.

Further, we hereby declare that we have thoroughly inspected the premises of Science City, Kolkata and also studied the departmental estimate for providing the services of Operation and Maintenance of Fire Fighting System including the list of materials required for providing the services as enumerated in the E-NIT and submitting our rate quote sheet (Offer) considering these elements of the E-NIT.

We hereby give an undertaking that we shall provide the services of Operation and Maintenance of Fire Fighting System strictly as per the given job requirement during the period of contract.

We also undertake that the physical **EMD** instrument shall be deposited by us with the office of **Science City, payable at Kolkata (Except exempted category registered under NSIC)** before the bid opening date. Otherwise the **Science City** shall reject the bid and debar us from further tendering in NCSM or its constituent units.

**Date:**

**Place:**

**(Signature of the tenderer  
with agency seal/rubber stamp)**

**Details about the Science City, Kolkata**

**GUIDELINES FOR OPERATION AND MAINTENANCE OF FIRE FIGHTING SYSTEM AT SCIENCE CITY, KOLKATA**

Science City, Kolkata, is built on a plot of 45 acres land. It has three parts – (i) Science Centre, (ii) Convention Centre (iii) Service areas and other open areas including car parking.

**About Science Centre part of Science City**

Science Centre part of Science City consists of – (i) Ticket Plaza, (ii) Food Plaza, (iii) Science Park & Butterfly Garden, (iv) Dynamotion building, (v) Space Odyssey, (vi) Science Exploration Hall, (vii) Maritime Centre, (viii) Nature Trail, (ix) Picnic Garden (x) Earth Exploration Hall. At present, Science Centre remains open for visitors from 10.00 a.m. to 6.00 p.m. for all days in a year except Holi. The above schedule is subject to change based on visitor's footfall

**34. About Convention Centre**

Convention Centre Complex consists of – (i) Main Auditorium, (ii) Mini Auditorium, (iii) Seminar Halls, (iv) Entry Plaza, (v) Outdoor exhibition ground. The Convention Centre is having a total covered area of 15,000 Sq. mtr. It has an open plaza in front of the Convention Centre. The Auditoria and Seminar halls consists of galleries, make-up rooms, VIP rooms, projection and lighting control rooms, toilet blocks, foyers etc. Basement of the Main Auditorium has AC plant room, electrical control room, VIP dining hall etc. Costly equipment, instruments, installations, furniture & fixtures have been kept all over the Auditoria and Seminar halls. Fairs of big gatherings like Mega Trade Fair, Doctors conference etc. are being organized in the outdoor exhibition ground of approx. 2.75 lakh square feet area.

The Main Auditorium, Mini Auditorium and Seminar halls are used by the outsiders for holding conference, seminars, meetings, conventions, performing arts etc. Except for daily cleaning and maintenance work, the Auditoria and Halls etc., remain closed unless they are used by the outsiders for the said purpose.

More than 15.50 Lakh people annually visit Science Centre area. The visitors' inflow varies from day to day and month to month. On some public holidays the daily footfall exceeds 35,000 mark. The occupancy of the Convention Centre varies from month to month. About 7.00 Lakh people per year come to Convention Centre for attending seminars, meetings, conventions, functions, performing arts, exhibitions, etc.

## SCOPE OF WORK

**(This is only a tentative work schedule for general idea/reference)**

Working hours for Operation & Maintenance of Fire Fighting System/equipment will be round the clock, seven days a week, 365 days an year including Sundays, Festivals, National Holidays/ Holidays. Adequate number of personnel as per tender document shall be deployed by the agency in suitable shift duties. The personnel deployed by the agency should be duly qualified and trained having requisite experience of Fire Safety Systems/ Equipment and the safety standards of assembly buildings. must have undergone training in installing and maintaining the fire safety devices such as addressable Fire Alarm Panel, Smoke /heat Detector, and Manual Call Point etc. as well as in rectifying and maintenance procedures of the fire pumps, jockey pumps and sprinkler systems etc. The deployed persons should have clear understanding of fire fighting systems, equipment and evacuation procedure.

The agency will provide day to day operations, minor repairs and maintenance of the entire systems/equipment and ensure smooth, trouble free disruption free functioning of all the systems as well as the systems/equipment installed during tenure of the contract. All the routine, preventive maintenance, breakdown maintenance, repair, replacements of minor parts etc. are included in the Scope of Work. All spares/ consumables etc. must be of standard make and conforming to ISI/BIS specifications. Further services of firemen and related services should be in accordance with the WBF&ES requirements for assembly building.

### **Details of equipment in respect of fire-fighting system at Science City, Kolkata**

<b>Details of Fire fighting Systems &amp; Equipment</b>		
<b>Sl. No.</b>	<b>Equipment/System Description</b>	<b>Quantity</b>
<b>Portable Fire Extinguishers</b>		
(i)	2.0 Kg CO2	62
(ii)	4.5 Kg CO2	15
(iii)	6.8 Kg CO2	77
(iv)	5.0 Kg BC Powder	12
(v)	5.0 Kg ABC Powder	33
(vi)	6.0 Kg ABC Powder	34
(vii)	2.0 Kg ABC Powder	06
(viii)	9.0 Litters CO2 Water Type	11
(ix)	2.0 Kg Clean Agent (HFC 236 fa)	04
(x)	1.0 Kg Clean Agent (HFC 236 fa)	24
<b>Integrated Fire Alarm Panel System</b>		
(i)	Addressable Fire Alarm Panel at Science Exploration Hall and Space Odyssey building with smoke / heat / multi detectors & MCP with Hooter	01
(ii)	Conventional Fire Alarm Panel Science Exploration Hall with smoke / heat detectors	01
(iii)	Addressable Fire Alarm Panel at Space Odyssey building with smoke / heat / multi detectors & MCP with Hooter	01
(iv)	Conventional Fire Alarm Panel (Convention Centre) with smoke / heat detectors	03
<b>Sprinkler System</b>		

(i)	Automatic Sprinkler system at Science Exploration Hall, Space Odyssey	
(ii)	Automatic Sprinkler system at Seminar Hall	
(iii)	Water Curtain Nozzle system at stage of Main & Mini Auditorium	
<b>Fire-Main System</b>		
(i)	Fire Hydrant	52
(ii)	Hose Reel Drums	35
(iii)	Fire Hose	66

**Details of Fire Pumps functioning at automatic mode at Science City**

Ser. No.	Pump Description	Make	Capacity	Quantity
(i)	Main Fire Pump	Kirlosker	55 KW	1
(ii)	Diesel Engine Pump	Kirlosker	77 KW	1
(iii)	Jockey Fire Pump	Kirlosker	11 KW	1
(iv)	Terrace Fire pump (Science Exploration Hall)	Kirlosker	05 KW	2

**Note:** The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is/are not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the Scope of Work. Apart from it, Science City is presently undergoing the process of major up-gradation of Fire-fighting System/Equipment as well as the underground fire main system. The system/equipment installed/replaced during this process shall be maintained by the agency of this tender. The agency shall inspect the building/premises thoroughly, before quoting for the service. The agency should physically inspect the entire systems that are to be covered under contract and also to make an assessment of the average consumption of consumables/minor spares etc., before quoting their rates.

**Routine Preventive Maintenance Schedule:**

The agency shall prepare a Preventive Maintenance Schedule of all the systems in compliance with the manufacturers recommendations and consultation with Security & Maintenance Officer. Brief schedule may be modified to improve further. The Contractor shall also maintain Fire Fighting system history card giving full details of equipment and frequency of check and overhaul. The agency should follow and carry out maintenance schedule briefed below in order to keep the system healthy for operation along with their connected equipment and accessories round the clock.

**Regular Maintenance:**

The agency shall ensure Fire-Main System works within the specified limits (as per fire standard) at all the times with requisite water pressure. The agency shall carry out regular maintenance of Pumps, Motors, Sprinklers and other equipment and connected accessories and monitor all electrical and pressure parameters. All the valves & fittings to be checked at regular intervals. Attending to general complaints related to fire fighting system and replacement of unserviceable items.

**Daily Operation & Routine Check-Up**

1. Operating and keeping all equipment, accessories, safety/protection devices etc in healthy condition at all times including cleaning on daily basis
2. Testing/calibration of various mounted meters
3. Attending to breakdowns, failures, faults in the equipment/system, replacement/repair etc and restoration of operation within the shortest possible time

4. Repair of faulty spares/items as required
5. Procurement of spares in time so that operation and maintenance is not held-up for want of spares
6. Procurement of consumables in time so that operation and maintenance is not held-up for want of consumables
7. Preventive Maintenance of equipment including planning, drawing-up PM Schedules etc. This would include all checks/works, servicing/overhauling as per manufactures' manuals.
8. Co-ordination with other agencies operating at site, statutory authorities etc. for carrying out the work including arrangement for shut-downs etc .
9. Maintaining daily logbook of events, complaint registers/files, spares consumption registers/files etc .
10. Checking vibration / over-heating of pumps and motors.
11. Checking fire hydrant accessories located in different locations and floors and rectify as required
12. Checking the exposed pipe-network with all accessories for any leakage
13. Routine maintenance of all electrical control systems including keeping them clean and in operative condition
14. Checking for over-heating / abnormalities of bearings, terminals connection, cables of all motors, starters, panels etc.
15. Checking battery voltage for diesel engine and control panels
16. Checking and replacement of defective parts like relays, fuses, single-phase preventers, indicating lights, switches, burnt wires etc.
17. Checking water level, specific gravity of batteries for Diesel Engine and refilling water, charging of batteries as and when required.
18. Checking of fire tracer tube in electrical panels
19. Checking operation of smoke / heat detectors through the test buttons by creating artificial heat / smoke in one place
20. Checking foot valves installed in tanks for proper functioning
21. Checking of all Safety Control, operation and also set points of all controls
22. Checking and cleaning of contact points of starters
23. Overhauling of pumps, motors, starters and other equipment
24. Any other work required for efficient O&M of the Systems not mentioned above or as directed by the competent authority ( Science City)
25. It shall be entirely the responsibility of the Agency engaged to keep all the equipment/extinguishers in working condition and to operate during any fire hazards.
26. Testing and running of all pumps
27. Any other related work as assigned from time to time.
28. Fire drill to be conducted thrice in a month and as per direction of competent authority.
29. Free replacement of small spares viz. gasket-packing rubber/neoprene seating of hydrant valve/Gate valve pumps water of batteries, minor electronic components of the control panel, battery charging panel and zonal fire detection panels at different locations.
30. Checking diesel/mobil level in Diesel Engine and bringing to the notice of Science City authorities for refilling of diesel/mobil as and when necessary.
31. Ensuring positive suction condition for instant starting of pump sets.
32. Checking of relays/contacts etc. in electrical panels, control panels and battery charger.
33. Checking the water curtain nozzle system in Main Auditorium.

34. **Fulfilling all the requirements of local fire fighting authorities and arranging for periodical checking of the system as and when required and arranging for obtaining / renewal of fire NOC as and when required.**
35. Technically competent service shall be required for 24 hours every day including Sunday and holidays.
36. The service personnel shall attend to firefighting on all occasions.
37. A specified number of Security guards employed by Science City shall have to be trained by the Agency engaged in handling the extinguishers/equipment etc. as and when required.
38. Checking of all exposed pipelines, gate valves, fire hydrants, fire nozzles etc. that form part of the fire fighting system and yearly painting of all equipment and related accessories after scraping of all rust, old coat of paint. The work shall include one coat of zinc chromate primer and two coats of first grade synthetic enamel paint of ICI/Berger/Asian make only, including supply of all required materials, tools & labour.

#### **Monthly Maintenance:**

The agency shall carry out thorough internal checking/ cleaning of Panels, Pumps, Alarms, Valves & NRV's etc. and confirming the proper functioning of the system. To check motors mounting bolts for proper tightness. Check motor & pumps for alignment and rectify them in case of misalignment. Repair pump gaskets and valve gland packing, gaskets, etc., as required. Lubricate and grease motors/ pumps bearings as and when required. Replace tyre-coupling of pump sets in case of its break down or as and when required.

#### **Quarterly Maintenance:**

The agency should carry out servicing of Pumps, Panels, Fire Alarm Panels, Valves, NRV's etc. and other parameter checks as required for the electrical installations like electrical Panel & Motors and other electrical installations. The agency should maintain proper records of tests. Oiling/ greasing of motors, etc. Testing and draining out of the system.

While conducting daily/monthly/quarterly maintenance of fire pumps, valves, pressure gauges and fire equipment, the Fire Officer shall endorse the maintenance report that the maintenance work has been concluded satisfactorily in his supervision.

The agency shall also supply and maintain **Electric Arc Welding Machine, sufficient stock of electrodes and safety equipment for the Welder** as and when required during the tenure of the Contract.

Monitoring of addressable Fire Alarm Panel and related accessories such as Smoke/heat detectors, MCPs, Hooters etc. at the Science Exploration hall shall be the responsibility of the Fire Staff, however maintenance of this system including system software and programming shall be the responsibility of the maintenance service provider. Fire Staff will check Smoke/heat detectors on weekly basis in such a manner so that each detector is checked at-least once in quarter.

The agency should report defects, if any, in fire fighting system, connected equipment, accessories immediately to the Science City authority.

The agency will organize necessary training to the staff deputed in Science City and organize the evacuation drill, basics of fire fighting etc. in co-ordination with WBF&ES as & when directed by Science City.

The agency shall assist Science City in maintaining liaison with West Bengal Fire Services Department or any statutory body from time to time.

The agency shall ensure that in emergency cases the reported fault/support request is to be attended promptly and in any case within six hours from the reporting time and rectification thereof and defects/faults of general or not of serious nature have to be ensured within 48 hours of the reporting and until such period standby equipment shall be provided by the agency on immediate basis to ensure smooth functioning of the system/equipment.

Annual cleaning of the all fire water storage tank (One Lakh Litres capacity) including 05 overhead storage tank (each 5000 litres) at Science Exploration Hall is covered in t his contract for which no extra payment shall be made.

If the up-gradation of the fire fighting systems and equipment or part thereof is undertaken by any other/external agency, the agency shall be responsible for monitoring/supervising the work and maintenance of the same after completion. The agency shall extend full co-operation to the Consultant/Vendor executing such works.

Shut Downs: No routine shut down shall be permitted during visiting hours. The agency shall be at liberty to carry out maintenance after visiting hours but with prior permission of Science City.

-XXXXXX-

**Distribution and deployment of staff within the Science City premises**

<b>SL. No</b>	<b>Name of the Building / Area</b>	<b>No of Staff /Day</b>
01.	Pump Room (Morning, Evening & Night shift)	03
02	Science Centre / Convention Centre (Morning & Evening Shift)	02
03	Fire Supervisor (General shift 11 AM- 7 PM), however shall be willing to work in any shift as per requirement and on Sunday / Holidays	01



**SCIENCE CITY**  
(National Council of Science Museums)  
J.B.S. Haldane Avenue,  
Kolkata – 700 046

**DEPARTMENTAL ESTIMATE (CONFIRMING MINIMUM WAGES AND OTHER STATUTORY PAYMENTS) FOR THE SERVICES OF ANNUAL OPERATION AND MAINTENANCE OF FIRE FIGHTING SYSTEM IN SCIENCE CITY, KOLKATA**

Sl. No.	Items	Charges per month	
		Rate per person (in ₹)	Amount for total no. of persons (in ₹)
<b>(A) Charges for deployment Personnel as detailed below:-</b>			
<b>1.</b>	<b>Highly Skilled Personnel – 1 No. (Supervisor)</b>		
	Minimum wages (Inclusive of VDA) @ ₹ 845.00 (₹693/-+ ₹152/-) x 26 days	21,970.00	21,970.00
	P.F. @13.00% (subject to ceiling of ₹15000/- as employer's contribution)	1,950.00	1,950.00
	E.S.I.C.@3.25% on minimum wage and wages against National Holiday	720.89	720.89
	Bonus @₹7000per annum or 8.33% minimum wages whichever is higher (21,970/- X8.33%)	--	--
	Reliever charges @1/6 for weekly off	4,141.44	4,141.44
	Overtime charges for 3 national holidays per annum (minimum wage ₹ 845/-x 3 /12)	207.75	207.75
	<b>Total</b>	<b>28,990.08</b>	<b>28,990.08</b>
<b>2</b>	<b>Skilled Personnel – 5 Nos. (Fire Crew)</b>		
	Minimum wages (Inclusive of VDA) @ ₹707.00 (₹637/-+ ₹140/-) x 26 days	20,202.00	1,01,010.00
	P.F. @13.00% (subject to ceiling of ₹15000/- as employer's contribution)	1,950.00	9,750.00
	E.S.I.C.@ 3.25% on minimum wage and wages against National Holiday	662.88	3,314.40
	Bonus @`7,000per annum or 8.33% minimum wages whichever is higher 120,202/-X8.33%)	1,682.83	8,414.15
	Reliever charges @1/6 for weekly off	4,115.33	20,576.63
	Overtime charges for 3 National holidays per annum (minimum wage ₹707/- X 3 /12)	194.25	971.25
	<b>Total</b>	<b>28,807.29</b>	<b>1,44,036.43</b>
<b>(B)</b>	<b>Total [A(1+2)] (rounded off)</b>		<b>1,73,027.00</b>
<b>(C)</b>	<b>GST @ 18% &amp; any other statutory levies as applicable on [A(1+2)]</b>		
<b>(D)</b>	<b>Grand Total (C) + (D)</b>		

**SCIENCE CITY**  
(National Council of Science Museums)  
J.B.S. Haldane Avenue, Kolkata – 700 046  
**INFORMATION IN RESPECT OF THE BIDDER**

**(All information should be given in the following format with complete details)**

1.	Name of the Agency	
2.	Registration of Agency	
3.	Permanent address (full)	
4.	Local address of the Agency (in & around Kolkata)	
5.	Telephone/Fax No. Office After Office hours Mobile No E-Mail ID Website	
6.	Date of Establishment:	
7.	Type of Agency (proprietorship /Partnership/ Ltd. company /other)(relevant documentary evidence to be attached)	
8.	Business done by the agency in last five years with year-to-year break-up and annual value of single largest contract. (documentary evidence to be attached)	
9.	Proof of financial status of the Company indicating total annual Turnover (Audited report may be submitted for last three years)	
10.	Bank solvency Certificate (Attach Certificate)	
11.	GST Registration No. (Attach copy)	
12.	Income Tax PAN No. (Copy of card to be attached)	
13.	TIN Registration Number (Attach copy)	
14.	Details of Trade License issued by the competent authority (Attach copy)	
15.	Please indicate if any Court Case/ Arbitration proceeding is pending against the agency, if so details thereof and the outcome may please be mentioned	

Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declare that we shall abide by the decision of Science City, Kolkata for participation in e-tendering process.

Place:  
Date :

Signature with date & seal of the  
Proprietor/Partner/Director/C.E.O.

NB: Enclosures may be used if the space is found inadequate

**AGREEMENT**

The Articles of Agreement made at Kolkata this ..... day of ..... between **Science City, J.B.S Haldane Avenue, Kolkata-700046**, a unit of National Council of Science Museums (NCSM), a society registered under the Societies' Registration Act of West Bengal, 1961, having its office at **Sector-V, Block-GN, Bidhanagar, Kolkata-700091** (hereinafter referred to as Science City, which expression shall unless repugnant to the context, mean and include its successors, executors, administrators and assigns) **ON THE ONE PART.**

**And**

....., (hereinafter referred to as the Agency, which expression shall unless repugnant to the context, mean and include their respective heirs, executors, administrators, legal representatives and assigns) **ON THE OTHER PART.**

WHEREAS Science City is desirous of getting the Visitors' service by way of "Operation and Maintenance of Fire Fighting System of the premises of Science City, Kolkata and issued an e-tender with detailed scope of work describing the services and conditions of contract as at Annexure-II which shall be an integral part of contract.

AND WHEREAS the financial bid made by the said Agency in response to the said e-NIT has been accepted as the most competitive and accordingly, a Letter of Intent (which forms part of this agreement) was issued to the Agency vide letter of intent No. SCCY-..... dated .....

NOW THEREFORE, it is hereby agreed and declared by and between the parties hereto as follows:-

1. Science City remains open daily from 10.00 AM to 6.00 PM on all the 365 days in a year. The above schedule is subject to change based on visitor's footfall. The agency has to provide required uninterrupted service throughout the year. Hence, it is essential to keep adequate reserve manpower for replacing their personnel during their weekly off/leave etc.
2. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESIC etc., as are prescribed by the Government of India from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Government of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to the personnel deployed by them in the campus of the Science City for the purpose of this contract at any time in the premises of the Science City.

***Bonus shall be paid once in a year by the Agency and subsequently it will be submitted as the reimbursement claim supported with muster roll authenticating its disbursement.***

3. The Agency shall quote their rates based on the rates of Minimum Wage, applicable as per Govt. of India only. The Agency shall submit the proof of having deposited the amount of contributions ***claimed by them on account of ESI and EPF towards the persons deployed at the Science City in their respective names each month while submitting their GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required supporting documents. Copies of the quarterly, half yearly and annual returns of***

***GST, ESI, EPF and Professional Tax shall be submitted after its submission of the concerned authority.***

4. The Agency shall pay wages to the personnel deployed by them through the respective Bank Account latest by the 7<sup>th</sup> of every month and shall produce copy of the Acquaintance Roll and bank statement every month along with their bill.
5. The agency shall maintain good liaison with local Fire station, disaster management authority concerned as well as WBF&ES HQ for any fire & emergency or unforeseen situation related assistance from them. In case of any fire and emergency situation, manmade / natural disaster situation at museum/centre, the entire responsibility for fire fighting and rescue of persons with the help of security guards starting with informing fire brigade in consultation with the authorities of the museum/centre, etc. will lie with the Agency.
6. **A security deposit of minimum 3% of the annual value of contract**, in the form of a demand draft/pay order drawn in favour of 'Science City, Kolkata', is to be deposited by the Agency to cover the risk or any loss ***caused to the Science City due to fire and disaster situation, the responsibilities for which are attributable, directly or otherwise, due to the negligence or inefficiency on the part of the agency or their personnel deployed for the contract or any breach of contract of whatsoever nature or form on the part of the agency.*** In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Science City shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit at the discretion of the competent authority of Science City.
7. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Science City. The Agency shall constantly keep in touch with the Science City regarding their Fire services and abide by all instructions and directives issued by the authority of the Science City in this regard.  
**The Agency shall give or provide all necessary superintendence during the execution of the Operation and Maintenance of Fire Fighting System related assignment for proper fulfilling of their obligation under the contract.**
8. The Agency shall maintain all relevant registers in the premises of the Science City which may have to be presented for inspection by the concerned Labour Authorities. The Agency shall also put up a notice board displaying the minimum wages prescribed by the Government of India from time to time.
9. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the Science City for the purpose of this contract and shall keep the Science City indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.

**The Agency shall deploy the following staff not exceeding 60 years of age with good medical standard for performing fire operation / fire maintenance / fire fighting duties in the Science City:-**

**Five skilled personnel with adequate exposure and training in fire fighting system and able to detect the technical snags and have acumen for operation and maintenance of fire fighting system of upgraded version. The skilled personnel should have the basic matriculation with short term training in fire fighting**

**system and disaster management / Civil Defence from the institute like West Bengal fire Service institute / Department of Civil Defence etc. with adequate experience in operation of fire fighting system in big installations / institutions and to handle the system efficiently & effectively.**

**(b) One highly skilled Supervisor who is in possession of Diploma in Fire & Safety Management with proper training in fire fighting system and Disaster Management techniques in order to provide technical knowhow for operation of the contract. The Supervisor shall be having minimum 05 years experience in the similar field, out of which minimum 03 years experience in an assembly building / Amusement park equipped with latest intelligent fire fighting system / equipment. The person(s) found incompetent, inexperienced, medically unfit / physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.**

The person(s) found incompetent, inexperienced, medically unfit / physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.

10. The Agency shall make periodical Police verification of the particulars of their employees and issue proper identity cards to those employees who are deployed by them at any point of time for the purpose of this contract in order to facilitate verification of their identity by the Science City. They shall always wear the identity card while inside the premises of the Science City.
11. The Agency shall be liable to comply with directions of the Science City to remove within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.
12. **All fire prevention personnel deployed by the agency in the Science City shall be in proper uniform . The agency shall at their cost supply uniform preferably red T shirt and black /Navy blue trouser including safety shoes, shocks, belt, badges, name tally, raincoats & woollen clothing.**
13. The Agency on completion of the specified terms of contract or on termination of the contract shall peacefully vacate the premises of the Science City and remove all their persons and materials from the campus after handing over the charge to the new Agency.
14. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the Science City by personnel engaged by the Agency.
15. The Science City shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
16. The area and scope of services shall be as per the requirement of the Science City from time to time. Any extra fire related services arising out of special programme or exigencies and beyond the scope of this agreement, shall be negotiated separately by a duly constituted committee. The Agency shall provide the necessary extra manpower

corresponding to the requirement of services immediately for which advance intimation would be given by the Science City.

17. The Science City shall pay to the Agency nothing more than the amount as may be due under the contract terms.
18. ***The agency shall ensure/impart training/conduct mock drill with their personnel deployed in connection with this contract, on issues such as Fire fighting drill, fire evacuation drill, Operation of modern fire detection system / fire safety gadgets, Disaster management, periodical outdoor/ Institutional training and such other fire prevention measures as are essentially required in a public place like Science City. A schedule for such training shall be submitted each month to the Science City by the agency and shall be strictly implemented in the presence of Science City Authorities. A logbook of such training imparted along with names of personnel shall be maintained and shall be made available for inspection by Science City authorities as and when demanded.***
19. The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of Science City. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
20. The Science City shall reimburse the amount of Goods and Service Tax (GST) as applicable and paid by the Agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
21. Income tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the Science City.
22. In the event of any deficiency in the service rendered by the Agency, any time during the currency of the contract, the Science City shall impose a suitable penalty which may be recovered from the monthly bill(s) of the Agency. The decision of the Science City shall be binding of the Agency.
23. In the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months, if the services are found to be satisfactory during the trial period of the Agency. The contract may be renewed at the discretion of Science City on year-to-year basis for a maximum period of three years, including the trial period. However, in the event of such renewal of the Contract each year, the Service charges of the Agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes from time to time, shall only be considered for revision.
24. The contract can be terminated by Science City at any time without notice in the event of gross fire risk or gross damage to Science City's property due to agencies' failure or persistent failures of the Agency in providing satisfactory service to the Science City and the decision of Science City in this regard shall be final and binding on the agency.
25. **For reasons other than mentioned in the clause above, the contract can be terminated by either side by providing clear three months' notice in writing.**
26. Due to continuous strike, lock out, closure, civil disobedience, fire, flood, natural calamities, explosions, epidemics, quarantine restriction, or any act of God or irresistible

force or any other circumstances beyond the reasonable control of Science City authorities, if the Science City remains closed for visitors for a period of 7 (seven) days or more at a stretch, then the composite service charges (comprising wages of personnel and service charges of the agency) for the period beyond seven days shall be restricted to actual service provided based on the site requirement

27. In case of any dispute arising out of this contract between the Science City and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Science City or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.

In witness whereof the parties hereto have set their respective hands the day and the year and the place hereinabove written:

Signed by for and on behalf of the Science City:-.....

In presence of 1) \_\_\_\_\_

2) \_\_\_\_\_

Signed by for and on behalf of the said M/s....., by the authorized signatory:-

In presence of 1) \_\_\_\_\_

2) \_\_\_\_\_

**Annexure - VII**

Certified that the agency or any of its partners/Director have not been blacklisted/ debarred by any of the Govt. agencies or department or have not been found guilty of commission of acts of moral turpitude or convicted for any economic offence or violation of any labour laws etc. by any Court or any PF/ESI authorities.

It is further certified that the agency has not been terminated by any of the Govt. department/autonomous institutions/public sector undertaking of the Govt. of India/other State Govt. or Public sector Bank or local bodies/Municipalities during past three years on violation of loss or deficiency of service or breach of contract.

**Date:**

**(Signature of the tenderer  
With agency seal /rubber stamp)**

**Place:**



**Annexure - VIII**

Certified that the agency has undertaken the services of similar jobs of Operation and Maintenance of Fire Fighting System at the following Govt. department/autonomous institutions/public sector undertaking of the Govt. of India/other State Govt. or Public sector Bank or local bodies/Municipalities during last five years:

<b>Sl.No.</b>	<b>Name of the Office</b>	<b>Details of Service</b>	<b>Duration of contract</b>	<b>Contract Value</b>
a)				
b)				
c)				
d)				
e)				

**Date:**

**(Signature of the tenderer  
With agency seal /rubber stamp)**

**Place:**

**Bid Security (Earnest Money Deposit) Declaration in respect of MSMEs**

**(Format for Certificate /Declaration to be typed on the letter head of the bidder with rubber seal and to be submitted in Part –I (TECHNICAL ENVELOPE) of the e-tender document)**

We hereby declare that we ..... (name of the bidder) are registered under Micro and Small & Medium Enterprises (MSME) and eligible for exemption for submitting Bid Security (EMD) for participating in the e-Tender for Operation and Maintenance of Fire Fighting System at Science City, Kolkata.

We further declare and accept that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a Performance Security (Security Deposit) before the deadline defined in the e-NIT, we will be suspended for the period of time specified in the e-NIT from being eligible to submit bids for contract in Science City, Kolkata.

**Date:**

**(Signature of the tenderer)**  
**with agency seal /rubber stamp**

**Place:**

Tender Inviting Authority: Director, Science City, Kolkata

Name of Work: Annual contract for Operation and Maintenance of Fire Fighting System at Science City, J.B.S Haldane Avenue, Kolkata-700046

Contract No: SCCY-13023/30/Fire Fighting /2020

Name of the Bidder/ Bidding Firm / Company :						
<b>PRICE SCHEDULE</b> <b>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)</b> <b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>						
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST 18% (CGST @9% and SGST @9%) Amount in INR	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	7	9	13	14	15
1	Annual Contract for Operation and Maintenance of Fire Fighting System in Science City, Kolkata.					
1.01	Total Monthly Composite Service Charges of the bidder for due performance of the Annual contract for Operation and Maintenance of Fire Fighting System in Science City, Kolkata following minimum wages and other statutory payments inclusive of service charges of the Agency. (Minimum Wages + Statutory Payments + Agency's Service Charges).  Break up of the Monthly Composite Service charges to be uploaded (in pdf format as per Annexure-IV of the e-tender document) in the financial bid envelope.		18.00	0.00	0.00	INR Zero Only
<b>Total in Figures</b>				0.00	0.00	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>				