

**SHIVSHAHI PUNARVASAN PRAKALP LIMITED  
(SPPL)**

**CIN: 70200MH1998SGC116664**

**5<sup>th</sup> floor, Griha Nirman Bhavan, Kalanagar, Bandra (East)  
Mumbai - 400 051**

**Website: [www.sppl.biz](http://www.sppl.biz).**

**Telephone No. 022- 26591087/26590588/26591989**

**No. SPPL/Admn/Fire Alarm/1197/2016**

**Date: 22/08/2016**

**TENDER DOCUMENT FOR FIRE ALARM SYSTEM IN THE OFFICE OF  
SPPL, MUMBAI**

1. Shivshahi Punarvasan Prakalp Ltd. (SPPL) intends to select firm for Annual Maintenance Contract for Fire Alarm System in the office of SPPL for a period of 12 months. For this purpose SPPL intends to solicit /Price bids from prospective Service Provider.

**Last date for submission of Bids : 31.08.2016 upto 12.30 P.M.**

**Opening of Bids : 31.08.2016 at 3.15 P.M.**

2. The service provider who are fulfilling the specifications stated in Tender Document may submit their Financial Bids (strictly in the format enclosed) in sealed envelope so as to reach us latest on 31<sup>st</sup> August, 2016 by 12.30 pm. The envelope should be marked as 'FINANCIAL BID FOR AMC OF FIRE ALARM SYSTEM FOR SPPL OFFICE', on its top and forwarded to the address of SPPL mentioned above.

3. Offers from firms not having their own office in Mumbai will not be considered. The SPPL reserves the right to reject any/all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

## **TERMS & CONDITIONS**

### **1. SCOPE OF WORK**

SPPL intends to select firms for Annual Maintenance Contract for Fire Alarm System in the office of SPPL, Mumbai for a period of 12 months.

### **2. TERMS OF EXECUTION OF WORK & LIQUIDATED DAMAGES**

The Annual Maintenance Contract would commence from the day of acceptance of the work order issued by the SPPL.

### **3. ELIGIBILITY CRITERIA FOR SHORT-LISTING**

- a) The Service Provider firm/Agency must have installed or maintained Fire Alarm System in at least three Public Sector Undertakings OR Commercial Organizations in Mumbai, during the last five years. (The certificate of service etc. from the concerned Organization where these equipments are mentioned must be submitted). Also Self Attested copies issued by the concerned organizations on or after 01.04.2011 regarding execution of contract and/or Certificate/letter stating about the performance of Fire Alarm System supplied must be submitted.
- b) Similarly, the Agency/Firm should have running contract at least in 03 offices/organizations during the last two years. (Self attested copy must be submitted)
- c) The firm/Agency should have their office in Mumbai.
- d) Technical team should be available locally for support i.e. within 2 hrs. of call. The company should have effective machinery for supervision to exercising better command and control over their field staff, service engineers and technicians. The company should have person holding necessary technical degree/diploma/certificate in the equipments which they are dealing. (Copy must be submitted)
- e) The Agency/Firm must be registered under Sales Tax & must have Income Tax, PAN. (Self-Attested copy of both of these should be furnished.
- f) The Agency/Firm should have total turnover above of Rs.50 lacs in installation and/or maintenance of Fire Alarm System, during the last three years ending 31.03.2014, 31.03.2015 & 31.03.2016. Copy of balance sheet and profit & loss account should be submitted.

#### **4. EARNEST MONEY DEPOSIT**

Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only), in the form of Crossed cheque drawn on any Scheduled Commercial Bank favouring "Shivshahi Punarvasan Prakalp Ltd." payable at Mumbai must be submitted along with the bid. This amount will be forfeited if the vendor withdraws his bid during the period of bid validity or refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit amount. In the event of non-submission of the Earnest Money Deposit of Rs.5,000/-, the proposal will be rejected. The Earnest Money Deposit will be refunded to the bidder only after the completion of the bid process.

#### **5. VALIDITY PERIOD OF THE OFFER**

The offer should remain valid for a period of two months from the date of submission of Bid.

6. It is mandatory to submit all the details in the prescribed bid Application, along with the bid offer. In case of non-submission or partial submission of details, the SPPL, at its discretion, may not evaluate the offer & may reject the bid.

The duly filled Bid Application should be accompanied with following:

- i) Bid Application duly filled in with self-attested photo copies of required certificates/documents/proof/P & L & Balance Sheet, Copies of executed contract, as stated in para 3 above.
- ii) Earnest Money Deposit of Rs.5,000/-, in the form of crossed cheque drawn on Scheduled Commercial Bank in favouring "Shivshahi Punarvasan Prakalp Ltd."

#### **7. PRICE COMPOSITION**

The Service Provider should quote only in Indian Rupees, and not inclusive of Govt. taxes, duties and levies.

Cost of the equipments and components, required to be replaced will be borne by the SPPL.

#### **8. NO ERASURES OF ALTERATIONS**

Details must be completely filled up in Bid Application. The corrections of alterations, if any, should be authenticated. In the case of the corrections/alteration are not properly authenticated, the offer will be rejected.

#### **9. NO PRICE VARIATIONS**

The offer shall be on a fixed quoted amount basis. No upward revision in the quoted amount would be considered on account of subsequent increases in Government taxes, customs duty, Excise Tax, Sales Tax etc. However, if there is any reduction on account of Government levies/taxes, during the offer validity period, the same shall be passed on to the SPPL.

#### **10. QUOTED AMOUNT FREEZING**

The quoted amount finalized shall remain valid for a period of one year from the date of such finalization with the option to the SPPL to review the said amount if necessary.

#### **11. OPENING OF OFFERS**

The bids will be opened on 31.08.2016 at 3.15 p.m. in the presence of the bidders/their authorized representatives. No separate intimation will be given in this regard to the Vendors, for deputing their representatives.

#### **12. EVALUATION PROCESS**

Offers will be evaluated on the basis of Lowest bid subject to the compliance with eligibility criteria, other terms and conditions stipulated in the tender document.

However, the SPPL shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

#### **13. ORDER CANCELLATION**

The SPPL reserves its right to cancel the order in the event of delay in Service or unsatisfied service.

#### **14. MAINTENACE STANDARD EXPECTED PERFORMANCE BANK GUARANTEE**

Successful Service Provider should submit a Performance Bank Guarantee or a deposit a amount by way of cross cheque for a period of one year from a Public Sector Bank equal to 10% of the total cost and the same may be renewable for further period as per requirements. During contract period Service Provider should

maintain the Fire Alarm System in SPPL so as to remain it effective all the time. The Service Provider should attend to all repairs/defect/replacement of spare parts. Failure on the part of the Service Provider to attend the defects within a reasonable period, SPPL on its own will get defects rectified through another agency at the risk and cost of Service Provider. The cost of the spare parts or components required will be borne by the SPPL.

The Service Provider should ensure that the Fire Alarm System reported Breakdown/malfunctioning on any working day is set right by on the same day and in no case later than the next working day. In case, equipment cannot be repaired within the stipulated period, the Service Provider should provide replacement of the same till the machine is returned duly repaired.

**15.** Service Provider who will be selected will have to execute Annual Maintenance Contract (expenses will be borne by the Service Provider) initially for one year, which may be extended on existing rates & same terms & conditions for additional one year on performance evaluation by SPPL.

**16.** Payment to the Service Provider for the AMC will be made Quarterly basis. Completion of the respective quarter after verifying the bill presented by the Service Provider. For the quarter period of July, 2016 to September, 2016 proportionate charges will be paid.

**17.** No reimbursement of cost of any type on any account will be paid to persons or entities submitting their bid.

**18. FORCE MAJEURE**

If at any time during the period of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of god, Public enemy, civil commotion, sabotage, floods, explosions, epidemics etc. then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate their contract nor shall either party have any claim for damages against the other in respect of such non-contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

**Format of Bid Application for selection of Service Provider for Fire Alarm System in SPPL's Office (on the Service Provider letterhead)**

**To**  
**The Manager**  
**Shivshahi Punarvasan Prakalp Ltd.**  
**5<sup>th</sup> floor, Grihanirman Bhavan,**  
**Kalanagar, Bandra(East),**  
**Mumbai - 400 051 (Maharashtra) India**

Dear Sir,

**Sub: SPPL Tender Notice for Fire Alarm System dated \_\_\_/08/2016**

With reference to the above Tender Notice, having examined and understood the instructions, terms and conditions forming part of the Tender Document I/We submit my/our offer for the AMC of Fire Alarm System.

1.	<b>Name of my/our Organization</b>	
2.	<b>Office Address (Self Attested copy/Documentary evidence mandatory)</b>	
3.	<b>Year of Establishment</b>	
4.	<b>No. of years in business of Service Provider of Fire Alarm System</b>	
5.	<b>Status of the firm (Whether Pvt. Ltd. Company/Public Ltd. Company/Partnership Firm/Proprietorship Firm)</b>	
6.	<b>Name of Directors/ Partners/ Proprietor</b>	i) ii) iii) iv) v)
7.	<b>Registered Number for Sales Tax/Vat Tax purposes and date. (Self-Attested copies are mandatory to be enclosed).</b>	

8.	<b>Permanent Account Number for Income Tax.(Self Attested copy is mandatory to be enclosed)</b>	
9.	<b>If the company/firm is also a Dealer/Distributor? Give details of the after-sales service facility provided by your company/firm and/or the manufacturers. a) Give the Name of manufacture(s) and their country. b) If the manufacturer offices are located in India, give their address in India and telephone numbers</b>	
10.	<b>Number of years experience in maintenance of Fire Alarm System.</b>	
11.	<b>Technical Degree/ Diploma/ Certificate of persons undertaking the work</b>	
12.	<b>Total Turnover of the Service Provider from 01.04.2013 to 31.03.2016</b>	

13. Experience of successfully undertaken the work of Service Provider for Annual Maintenance Contract for Fire Alarm System in Mumbai after 01.04.2011. (Self Attested copy must be enclosed)

No	Name of the PSU/ Commercial Organization	AMC Period	Any other Relevant Information	Tel. Nos. & Address of the concerned organization
a)				
b)				
c)				
d)				
e)				

14. Information of running (Current) Contracts (Self Attested copy must be enclosed)

No	Name of the Organization	AMC Period	Any other Relevant Information	Tel. Nos. & Address of the concerned organization
a)				
b)				
c)				
d)				
e)				

15.	Warranty Period of replacement/repair of component	YES/NO
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16.	Whether prepared to undertake AMC for at least three years.	YES/NO (if yes, mention the period)
17.	Whether prepared to give live demo.	
18.	Any other details of Special Performance by your organization.	

**19. I/We offer rates for AMC as under:**

Annual Maintenance Service Contract for Fire Alarm System in SPPL Office and operations Servicing /reporting/ replacement of Spare parts/component of Fire Alarm System in SPPL for one year (e.g. from 01.09.2016)	Rate (Tax exclusive) per Quarter will be Rs. _____ and in words Rupees _____
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**Note: Wherever copies are required to be furnished these are to be Self Attested copies**

- i) I/We confirm that we have not been disqualified by any Government office of PSU.
- ii) We further confirm that the offer is in conformity with the terms and conditions as mentioned in the Tender document and all required information as per Tender Document.
- iii) We also confirm that the offer shall remain valid for two months from the date of opening of Bid.

We hereby undertake that the equipments if any to be replaced in the SPPL office will be brand new including all peripherals and components and that the equipment and its parts are licensed and legally obtained.

**DECLARATION**

1. I/We have read the instructions in Tender Document. All the information furnished by me hereunder is correct to the best of my knowledge and belief and I/We understand that if any false information is detected at a later date, any contract made between ourselves and SPPL on the basis of the information given by me/us can be treated as invalid by the SPPL and I/We will be solely responsible for the consequences.

2. I/We agree that the decision of SPPL in selection of Service Provider will be final and binding to me/us.



3. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.

4. We hereby undertake to provide Performance Bank Guarantee or to deposit the amount by pay of Cross Cheque equivalent to 10% of the value of the bid amount with a validity period of on year which may be renewable for a further period as per requirement.

OR

The SPPL may retain 10% of the contract amount to be released after contract period of service as may be decided renewable for a further period as per requirement.

5. We understand that the SPPL is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

6. We enclose cross cheque bearing number \_\_\_\_\_ drawn on \_\_\_\_\_ Bank for Rs.5,000/- favouring "Shivshahi Punarvasan Prkalp Ltd." and payable at Mumbai, towards Earnest Money Deposit.

Yours faithfully,

**Authorized Signatories**  
**(Name & Designation, seal of the firm)**

**Date:**

**SIGNATURE:**

**NAME & DESIGNATION:**

**SEAL OF THE FIRM/COMPANY:**

**PLACE:**

**DATE:**