

## Quotations are invited for Repair and Annual Maintenance Contract (AMC) – Comprehensive for Fire Alarm system installed at Punjab Infotech.

### 1. About the work

Punjab Infotech is the State Government Undertaking under the administrative control of Department of Industries & Commerce, Government of Punjab. The Corporation has desired to hire an agency for repair and annual maintenance contract – Comprehensive for fire alarm system installed at its Corporation office, 5<sup>th</sup> and 6<sup>th</sup> Floor of Udyog Bhawan, Sector 17 Chandigarh.

The details of the system working partially are as under;

Sr.no.	Items	Number
01	Alarm Panel	01
02	Smoke Detectors	90
03	Hooters with flesher	5
04	Manual Call Points	5
05	Battery (In working Condition)	1

### 2. Scope of Work

The Contracting Agency /successful bidder shall render the following services which will be covered by the firm' staff on fortnightly/ monthly/ Quarterly/ Half yearly basis and the firm would submit the satisfactory report along with the monthly bill.

Activities	Frequency
Check the power supply position in control panel/Alarm Panel	fortnightly
Check the dummy test of fire alarm system	Fortnightly
Check the smoke detecting provision in	Fortnightly

the smoke detectors (10 samples- 5 on fifth floor and 5 on sixth floor)	
Check the hooters and fleshers functioning	Monthly
Check performance and manual cleaning of manual call points/panels/hooters/smoke detectors etch	Quarterly
Check Battery water	Once a month
Check Battery supply/ charging – Output and input	Quarterly

- i. AMC shall include all kind of preventive and corrective maintenance irrespective of the frequency desired by the Corporation. Also, in case any malfunction is reported by Punjab Infotech, Selected agency has to rectify it within one working day.
- ii. The bidder may inspect the system on any working day within five days from the publication of tender

### 3. General Terms and Conditions

- i. Bidders are advised to study carefully the terms and conditions before quoting their bid. All the pages should be signed by the bidder as a token of acceptance.
- ii. The service provider shall attend any breakdown & emergency call immediately.
- iii. Regular servicing & inspection of the equipments should be carried out at least once in a month preferably during 1<sup>st</sup> week of the month by the service provider. Cost of spares & consumables etc. shall be included in the quoted rates. However, if some parts are broken due to some

accident/ fall of roof/leakage/seepage in Punjab Infotech, the cost of the part would be borne by Punjab Infotech but the necessary repair work would be done by the service provider with in the quoted rates.

- iv. The service provider shall perform preventive maintenance to the equipments mentioned in scope of work and its accessories
- v. Maintenance of Fire Alarm system in the areas under this contract the maintenance agency (contractor/ firm) shall be solely responsible to keep the system serviceable at all the time.
- vi. The firm/ contractor will engage trained and experienced technical staff and helpers, headed by a qualified supervisor for undertaking maintenance services/ jobs.
- vii. The service will be attended within 24 Hrs.
- viii. Financial bid shall be submitted on the letter head.
- ix. The Firm/Agency should not have been blacklisted by any Central/State Government/Public Sector.
- x. **Validity of Contract** - The AMC will be initially for a period of two years, which is extendable for another year, if required, depending on satisfactory fulfilment of all "Terms & Conditions" of the Contract agreement and on mutually agreed Terms & Conditions. However, the AMC may be terminated at any time before the expiry of Contract agreement, depending on the requirement/ performance of the service provider.
- xi. Completed & signed bids may be sent to Punjab Infotech, Udyog Bhawan Sector 17 Chandigarh latest by May 03, 2019
- xii. The sealed cover should be Super scribed as "**Quotation for Annual Maintenance Contract for Fire Alarm System**".
- xiii. Conditional/ hypothetical/incomplete bid will not be accepted.

#### 4. Payment-

- i. No advance shall be paid for the work.

- ii. The rates quoted shall include all applicable taxes.
- iii. The payment will be made on monthly basis after satisfactory report.
- iv. Nothing extra shall be paid on account of consumables.

5. Format for the financial bid

**Should be printed and signed on letter head by authorized signatory**

<b>Name of the firm / Company</b>	<b>Total Amount (inclusive all tax) for (2) Two years</b>

This is to certify that I / We before signing this tender / quotation have read all the terms & conditions carefully, contained herein, and undertake myself/ ourselves to abide by these.

Sign and stamp