

**Office of the Managing Director  
PVVNL, Victoria Park, Meerut.**

**Bid Procedures:**

**Sale of Bid Document -**

A complete set of Tender documents can be downloaded online by the bidders on payment of a non-refundable Rs.1180.00 (1000.00 tender fees + 180.00 GST 18% GST) (Rs One Thousand One Hundred Eighty only) through RTGS in favour of "SE (HQ), PVVNL" payable at Meerut.

The Tender document can also be downloaded from discom Web site i.e. [www.pvvnl.org](http://www.pvvnl.org) or E-tender website i.e. [www.etender.up.nic.in](http://www.etender.up.nic.in). Both Parts shall be filled compulsorily online by visiting at [www.etender.up.nic.in](http://www.etender.up.nic.in).

**Earnest Money Deposit (EMD) –**


All bidders are required to deposited **EARNEST MONEY of Rs 5000.00/- (Rs. Five Thousand only)** in the form of RTGS in favour of "SE (HQ), PVVNL" payable at Meerut along with the bid.

The bids received without required Earnest Money & Tender fees shall be rejected without further reference. No interest shall be payable by PVVNL on the Earnest Money deposited by Bidder.

**Detail of Bank :**

|                        |   |                                             |
|------------------------|---|---------------------------------------------|
| Name of Account Holder | - | SE (HQ), PVVNL, Meerut.                     |
| Bank Account No.       | - | 3493639431                                  |
| Name of Bank & Branch  | - | Central Bank of India, Jail Chungi, Meerut. |
| I.F.S.C. Code          | - | CBIN0282337                                 |

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereto.

  
Superintending Engineer (HQ)  
शिवमोचल विद्युत वितरण निगम लि.  
PVVNL, Meerut.  
विक्टोरिया पार्क, मेरठ

**NOTE:**

- i) This Agreement is to be filled in and enclosed with tender Bid Part-I.  
 ii) To be made on non judicial stamp paper of Rs. 10/- + Revenue Stamp of Rs. 1/-.

**AGREEMENT**

Tender Invited by

Superintending Engineer (HQ)  
 PVVNL, Victoria Park, Meerut.

Tender Specification No

PVVNL/MT/HQ/03/Fire Fighting System AMC/2022-23

Tender Invited for (Name of work)

Name of Tenderer


In consideration of the **PASCHIMANCHAL VIDYUT VITRAN NIGAM LIMITED**, having treated the tenderer to be an eligible person whose tender may be considered, the tenderer hereby agree to the conditions that the proposal in response to the above invitation shall not be withdrawn within 180 days from the date of opening of tender bid Part -I & II, also to the conditions that if thereafter the tenderer does withdraw his proposal within the said period, the earnest money deposited by him may be forfeited to the U.P. Power Corporation Ltd. in the discretion of the later.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Witness :

- (i)  
 (ii)

Signed by Tenderer  
 With Official Seal

  
 अधीक्षण अभियन्ता (मुख्यालय)  
 पश्चिमोत्तर विद्युत वितरण निगम लि.  
 विक्टोरिया पार्क, मेरठ

## (TENDER FORM)

**Tender. No. PVVNL/MT/HQ/03/Fire Fighting System AMC/2022-23**  
**(To be filled and submitted by the Tenderer in Tender Bid Part-I)**

**IMPORTANT INSTRUCTIONS TO TENDERERS:**

Your tender shall not be considered if you fail to submit this form duly filled UP Replies should be complete without ambiguity and should be clearly written against each item. Terms such as "Refer covering Letter" etc. shall not be acceptance you may however, attach extra sheets if the space left is not sufficient.

| S.No.        | Particulars.                                                                                                                                                      |       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1.           | Tender No. against which you have tendered.                                                                                                                       |       |
| 2.           | Receipt No. and date by which cost of tender specification was deposited by you.                                                                                  |       |
| 3.           | Name and address of tendered.                                                                                                                                     |       |
| 4.           | Location of offices.                                                                                                                                              |       |
| 5.           | Amount of earnest money deposited with full details, be submitted here. (Enclose)                                                                                 |       |
| 6.           | Quantity offered (if there are two or more items, state quantities separately with units) with tolerance.                                                         | Full. |
| 7.           | Do you agree to all conditions of the tender specification.                                                                                                       |       |
| 8.           | Name and detailed address of your authorized representative with email id and mobile No. against this tender.                                                     |       |
| 9.           | <b>Full name, Mobile number, and Email ID of tenderers, proprietor / partners Directors be given.</b>                                                             |       |
| 10.          | Give GST Registration No. enclose copy                                                                                                                            |       |
| 11.          | <b>Firm Bank Details:-</b>                                                                                                                                        |       |
|              | Bank Name                                                                                                                                                         |       |
|              | IFSC Code                                                                                                                                                         |       |
|              | Account Number                                                                                                                                                    |       |
|              | Branch Name                                                                                                                                                       |       |
|              | Branch Address                                                                                                                                                    |       |
| 12.          | Please enclose statement of past/current supplies/ execution of works of similar nature along with order copies.                                                  |       |
| 13.          | Whether all the scheduled and documents required have been submitted or not ?                                                                                     |       |
| <b>PRICE</b> |                                                                                                                                                                   |       |
| 14.          | If your quoted prices are inclusive of any taxes/ duties other charges except GST, give details of such taxes / duties other charges included and at what rates ? |       |


Date:

Place:

Signature of the Tenders  
Name:

Status:

Seal of the Tendering Company

  
 अधीक्षण अभियन्ता (मुख्यालय)  
 रेचमोंचल विद्युत वितरण निगम लि.  
 विक्टोरिया पार्क, मेरठ

### Scope of Work :

Annual Maintenance Contract of Fire Fighting System, Fire Alarm, Fire detection system and Hydrant in the areas of PVVNL-HQ, Victoria Park Meerut. The maintenance agency (contractor/firm) shall be solely responsible to keep the system serviceable at all the times. The maintenance shall include servicing of all the equipments associated with the system as below.

1. AMC services shall include all kind of preventive and corrective maintenance.
2. Check the power supply positions in control panel.
3. Check the LED of panel through lamp test switch. Check any fault if indicated on any of the panels and rectify the same immediately.
4. Check of bell and siren for its proper working.
5. Operational readiness of the entire system during mains failure.
6. Performance of the hooters.
7. Performance and manual cleaning of manual call points, panels, hooters hydrant box, smoke detectors etc.
8. Check Fault circuit of each zone by actually disconnecting the wire by removing a detector.
9. Checking / servicing of valve, panels etc
10. Greasing of valves, checking of couplings.
11. All required and necessary work for smooth/Proper running of fire Protection System.

### Maintenance Schedule for Firm of Installed Fire Fighting System:

1. The agency will promptly inform PVVNL engineer in charge as soon as occurrence of any Major defect in these systems is noticed. So that the latter can take advance action towards its rectification and procurement of any material required for that purpose. Labour for the rectification will be provided by the agency in his quoted rates.
2. The Firm/Contractor will engage trained and experienced technical staff and helpers headed by a qualified Fire supervisor for undertaking maintenance services/jobs.
3. The Firm/Contractor will maintain the logbook for maintenance as described below.
  - a) After each maintenance, the test details to be entered in the maintenance register with dates and result achieved.
  - b) After carrying out each test, the entry in the register to be got counter signed from the PVVNL Engineer. Without prior approval, no fitting/material will be removed for repairs: it will be contractor's responsibility to provide alternative temporary arrangement of such items during the period, the item is repaired and put back in to position so that the system remains fully functional all the times.
4. The contractor will conduct periodical fire drill at site as per direction of the engineer in charge including imparting training to the staff in the use of fire Extinguishers & Hydrant etc.
5. The checking & maintenance of the batteries for the system shall be done including maintenance specific gravity and distilled water if required. However replacement of defective batteries is not covered in the scope of this work.
6. The servicing & random checking of fire detection system & heat detectors shall be done periodically.
7. The system shall be kept in working condition till completion of the contractor. The firm will arrange handing over of the total system in full functional condition on completion of the contract.
8. The mock drill/demonstration of the working of the system shall be given at least once in a month or as and when desired by the engineer in charge or as per his direction.
9. The Firm/Contractor shall depute one qualified Electrical Engineer/Safety Officer to check the whole system once in every alternate month and shall maintain a test record signed by him and got countersigned from the Engineer of the PVVNL. The firm shall guide the operator engaged by the PVVNL about the operation of each of the equipment.
10. In case of Emergency, The firm shall give full support for mitigation of fire accident at no extra payment.
11. The firm has to arrange for testing both the fire pumps. The test includes running of the pressurization pumping set in case of loss of pressure of fire hydrant system and running to diesel engine pump by artificial closure of electricity. The pumps shall be tested as to whether the constant pressure is being maintained by creating pressure loss in the pipe lines. Pressure test at the various locations of hydrant valves shall be done by opening the valve at one location. Such test shall be done at least once in every alternate month in the presence of Engineer in charge of PVVNL.
12. The servicing of major equipments like fire pump, jockey pump, pressure regulator & main fire alarm panel etc. shall be done quarterly. However all the valves handles, smoke detectors, manual call points, hooter, fire control cable etc. shall be checked and greased if required in every month.
13. Contractor undertaking the job is advised to verify the particulars as detailed in annexure & satisfy himself toward the conditions & specifications etc. of the tenders before filling up the bids.

  
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पुणे विद्युत वितरण निगम लि.  
विक्टोरिया पार्क मेरूट

The following work/checks are required to be performed on Monthly/Quarterly basis and record all the activities in the log book with date and time which shall be counter signed by the Junior Engineer PVVNL (HQ), Meerut.

**1. Monthly checks:**

- a) Operational readiness of system during mains failure.
- b) Check battery water level & Specific Gravity of electrolyte.
- c) Check the fire circuit of each zone from the panels.
- d) Check whether signals of fire and fault get transmitted from zonal panel to main panel.
- e) Performance check of the hooters shall be done along with the performance check of manual call points.
- f) Check smoke detectors, if required cleaning shall be carried out with suitable reagents.
- g) Checking of water pressure of the Hydrant line & action shall be taken to arrest leakage on urgent basis.
- h) Checking of main control panel of fire pump & alarming system.

**2. Quarterly checks:**

- a) Check fault circuit of each zone by actually disconnection wire by removing a detectors.
- b) Check fire circuits by facilitating actual smoke to one detector of each zone.
- c) Cleaning of all types of detectors with suitable means.
- d) Checking/Servicing of major equipments such as fire pump, Jockey pump, pressure gauges, panels including contractors, valves, main alarm panel, auxiliary panel etc.
- e) All the checks quarterly's shall be repeated.
- f) Greasing of valves, checking of couplings/Impeller and checking of synchronization operation of main pump, Jockey pump & Diesel pump during mains failure.

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| I.F.S.C. Code          | - | CBIN0282337                                 |

**SUBMISSION OF BID: -**

Bid offers are to be submitted online through [etender.up.nic.in](http://etender.up.nic.in) :

1. **Part-I** shall contain Technical qualification details of the bidder together with his capabilities with receipt of RTGS.
2. **Part-II** Price bid (Part-II) is to be filled compulsorily online by visiting at [www.etender.up.nic.in](http://www.etender.up.nic.in) upto 12:00 hrs on the date of opening of Part-I. The Part-I shall be opened on the same day at 16:00 hrs.

If the date happens to be a public holiday then the tenders shall be opened on next working day on the same time.

  
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विक्टोरिया पार्क मेरठ

**Advice to the Bidders :**

Bidders are advised to study this Tender document carefully before participating. It shall be deemed that submission of Bid by the bidder have been done after their careful study and examination of the Tender document with full understanding to its implications.

**Period of Validity of Offer :**

Offer should remain valid for 180 days after the date of opening of the Pre-Qualification cum Technical bid as prescribed by the SE HQ PVVNL, Meerut. If the validity of the offer is required to be extended, the validity of EMD will also have to be extended. An offer valid for a shorter period may be rejected by PVVNL as non-responsible.

**Evaluation of Bids :**

An evaluation committee consisting of officials from PVVNL will evaluate the bids of all the bidders, both technically and commercially as per the following schedule/pattern.

- Conditional bids shall be summarily rejected.
- The Technical Bid document shall be evaluated as per the following:-
  - ❖ The documentation furnished by the bidder will be examined to see whether the qualifications and specific requirements including technical mentioned in this document are fulfilled.
  - ❖ The bidders if required shall make a presentation/ demonstration of the Barrier system, if required, to the evaluation committee.
  - ❖ PVVNL may ask the bidders to arrange visits of evaluation committee to the departments / organizations where the bidder has already executed such orders as claimed in their bid.
  - ❖ The Evaluation committee reserves the right to reject any tender bid without assigning any specific reason to the bidders.

The Commercial Bid of those bidders who satisfy the parameters laid out in the Technical Bid will only be opened.

**CLARIFICATION ON BID DOCUMENTS :**

The prospective bidders may obtain any clarification regarding the bid document by writing or E-mail to:

S.E. (HQ)  
PVVNL  
Victoria Park, Meerut.  
**Email- [pvvnlhq@gmail.com](mailto:pvvnlhq@gmail.com)**


Clarification given in reply to any of the prospective bidders shall be addressed to all the agencies that have purchases the bid documents.

The bidder is advised in his own interest, to examine the bid documents instruction forms, terms and general information. Failure to submit information, which is essential to evaluate an applicant's bid or submission of bid not substantially responsive to the bid document may result in disqualification of the bid.

**SITE VISIT :**

The bidder may in his own interest, before submitting his bid examine the PVVNL HQ located at Victoria Park, Meerut area involved satisfying himself regarding the conditions and area covered.

The bidder may contact EE (HQ)/JE (HQ) whose office is located at PVVNL Head Quarter, Meerut for help in facilitating these visits. No claim for change in the bid or terms and condition of the contract shall be entertained on the ground that the conditions are different from what were contemplated.

  
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विक्टोरिया पार्क, मेरठ

## **AMENDMENTS TO BID DOCUMENT :**

At any time prior to the last date for submission of bid as well as designated date for opening of price bid, PVVNL may for any reason, whether of its own or by way of clarification given at the request of prospective bidder, modify the bid document by issue of amendment which shall form part of it.

The amendment(s) shall be sent in writing to prospective bidders, who shall return one copy of it duly signed with their bid. Suitable extension to the due date, if considered necessary will be allowed to afford reasonable time to take into account, such amendments.

## **DOCUMENTS COMPRISING THE BID :-**

### **ESSENTIAL PRE QUALIFICATION DOCUMENTS :**

The bidder shall submit the below mentioned documents in Part – I. If the firm failed to submit these documents in Part – I the second part of Bidder will not be opened and disqualify immediately. Technical bid also be the format given in **Annexure-I & II** dully filling in all columns and duly signed by the bidder on each page and should be accompanied with the following below mentioned documents:-

1. Tender Fees also RTGS in our Bank of Rs. 1180/- in favour of S.E. (HQ), PVVNL payable at Meerut.
2. Earnest Money of Rs. 5000/- deposited in our Bank account through RTGS in favour of S.E. (HQ), PVVNL payable at Meerut.
3. This tender (duly signed) in token of acceptance of all Terms & Conditions.
4. Certified copy of PAN Card of Firm/Proprietor of Firm.
5. Certified copy of Goods & Service Tax Registration Certificate.
6. Bank Statement of Firm/Proprietor.
7. Aadhar Card of of Proprietor/E-Udyog of Firm/Registration of Firm.
8. Documentary proof of experience Same Work.
9. A Authorization of Firm that the Firm/Agency should not have been blacklisted by any Central/State Government/Public Sector/Private Sector.

## **SIGNING OF AGREEMENT :**

The successful bidder shall, on receipt of Letter of Acceptance (LOA) from PVVNL enter into a contract with PVVNL by jointly signing an Agreement. The Agreement shall be executed within fifteen days thereafter. The person signing the Agreement must be duly authorized by the bidder.

## **PERFORMANCE SECURITY :**


Within 30 days of receipt of the LOI, the successful bidder shall furnish to PVVNL a performance security for the 10% of awarded amount of Part-A of the contract for the entire term of Part-A & Part-B, in any one of the following formats to guarantee faithful performance of the Contract, on submission of which the earnest money deposit shall be refunded: -

- ❖ A FDR duly pledged in favor of SE (HQ)., PVVNL, Meerut issued by any Indian Nationalized Bank OR
- ❖ Bank guarantee as per the Performa, to be provided by PVVNL.


The performance security shall be refunded to the successful bidder on completion of the work as per the Agreement. The bidder has to first furnish the performance security amount and then commence work. Failure in furnishing the performance security shall result in annulment of the award and forfeiture of the earnest money.

## **Other Terms & Conditions :**

1. The General Condition of Contract Form "A" of PVVNL shall be applicable to this tender.
2. PVVNL reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
3. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
4. The quoted rate shall be inclusive of labour required for carrying out the work, loading – unloading, transportation, taxes, duties and scaffolding etc. and shall also include those items which are not specified but required for completion of the works.

  
अधीक्षण अभियन्ता (मुख्यालय)  
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दिल्ली

5. The necessary crack repairing work in the wall surface including making necessary groove, applying putty or filling sealant powder, wherever required shall be carried out by the party and nothing extra shall be paid for the same.
6. Payment shall be released Quarterly basis after satisfactory completion of works in all respect. Necessary statutory deduction as applicable shall be made from the amount payable to the firm.
7. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.
8. In case successful bidders fails to providing services at L-1 rate, EMD shall be forfeited
9. The materials used for the work shall be of the approved shade/ colour, brand & work shall be carried out professionally and neatly.
10. Firms are requested to make a visit to site and fully acquaint themselves about the site conditions, nature of work to be carried out. Non- familiarity with the site condition shall not construed or attract for increase in rates if any, after acceptance of quoted rates.
11. The tenders who offered Lowest price will be called for negotiation at the discretion of the tendering authority. The offers should remain open for acceptance for three Months from the due date.
12. The offer should be made in the form attached. Offers not submitted in the prescribed form will be summarily rejected. The decision of the corporation will be final and binding on the tenderers.
13. In the event of any dispute, the same shall be referred to the sole arbitration of the Managing Director, PVVNL Meerut. He may appoint to be the arbitrator. There would be no objection that the arbitrator is an employee of the corporation, or that he/she had to deal with the matter to which this tender relates or that in the course of his duties as an employee of the Corporation, he has expressed his views on all or any of the matters in dispute or difference. The award of the officer so appointed by him shall be final and binding on the tenderers.
14. Financial bids would be opened only those vendors whose technical bids are qualified.
15. The firm / Agency should be Delhi-NCR based. A documentary proof to be attached along with quotation to be submitted.
16. The service provider shall attend any breakdown & emergency call immediately.
17. Regular servicing & inspection of the equipments should be carried out at least once in a month preferably during 1st week of the month by the service provider. However, if some parts are broken due to some accident/ fall of system, the cost of the part would be borne by PVVNL but the necessary repair work would be done by the service provider with in the quoted rates.
18. The service provider shall perform preventive maintenance to the equipments mentioned in scope of work and its accessories as per service manual.
19. 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.
20. The firm/ contractor will engage trained and experienced technical staff and helpers, headed by a qualified supervisor for undertaking maintenance services/ jobs.
21. The service will be attended within 24 Hrs.
22. The service provider shall also attend any breakdown & emergency call immediately.
23. Validity of Contract - The AMC will be initially for a period of one years, which is extendable for another two years, 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.
24. The person signing the tender document on behalf of the Tenderer or on behalf of the firm, shall attach with the tender a proper power of authorization letter which will be duly verified by PVVNL before giving the contract.
25. Conditional/ hypothetical/incomplete bid will not be accepted.
26. Payment-
  - No advance shall be paid for the work.
  - The rates quoted shall include all applicable taxes except GST.
  - The payment will be made on half yearly basis after satisfactory report.
  - Nothing extra shall be paid on account of consumables.
27. The list of items is only indicative. However the bidder is advised to visit and inspect the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the bid. The costs of any such visits/site inspections shall be entirely at the bidder's own expense.
28. If all above terms and conditions mentioned in the tender document are acceptable to you, please quote your offer on or before 25.04.2022, Time - 12:00 .

  
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 पञ्जीकृत विद्युत वितरण निगम लि.  
 विक्टोरिया पार्क मेरठ