



INDIA HABITAT CENTRE

TENDER DOCUMENT / REQUEST FOR PROPOSAL

FOR

AMC OF FIRE PREVENTION & DETECTION,
SANITARY, PLUMBING & WATER SUPPLY AT
INDIA HABITAT CENTRE

2026

DIRECTOR OFFICE, CORE 5A, 6TH FLOOR, INDIA HABITAT
CENTRE, LODHI ROAD, NEW DELHI-110003



INDIA HABITAT CENTRE

**FIRE PREVENTION & DETECTION, SANITARY,
PLUMBING & WATER SUPPLY SERVICES**

2026

CONDITIONS OF CONTRACT

Issued to: _____

**THE DIRECTOR OFFICE
INDIA HABITAT CENTRE
CORE 5A, SIXTH FLOOR
LODHI ROAD, NEW DELHI – 110 003**

TENDER NOTICE/ REQUEST FOR PROPOSAL

The Director, India Habitat Centre, Lodhi Road, New Delhi invites ‘E-tenders’ under tow-bids system for **FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY** services from reputed agencies fulfilling the criteria laid down in Technical bids format at **Annexure-VIII & IX. The contract period will initially be for a period of two years extendable on satisfactory performance and mutual consent on same terms and conditions by another one year.**

The bids are to be sent in two parts – one sealed envelope super scribed as ‘**Technical Bids**’ giving details in the format as per **Annexure-I - X**, and submit ‘**Financial Bid**’ electronically in the format at **Annexure-XII**. One sealed envelopes as above will be placed in sealed envelope super scribed as ‘**TECHNICAL BID FOR FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY**’. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:-

THE DIRECTOR

INDIA HABITAT CENTRE

CORE-5A, 6TH FLOOR

LODHI ROAD, NEW DELHI 110003

Ph. No. 011-43662054, 43662001, 43662008

Bid forms along with terms & conditions can be obtained from the office of the Director , India Habitat Centre, Core 5 A, 6th floor, Lodhi Road, New Delhi on submission of a DD/pay order /cash of Rs.1000/- (Non-refundable) drawn in favor of India Habitat Centre payable at New Delhi. The tender documents can be downloaded from India Habitat Centre website www.indiahabitat.org.

- 1) Date of Pre Bid meeting at the office of Director, IHC – **25th February, 2026 at 3:00PM**
- 2) Last date of downloaded the Bid form from website - **8th March, 2026 at 3:00PM**
And sale of bids form
- 3) Last date & time for receipt of Technical Bids forms - **10th March, 2026 at 12:00 PM**
- 4) Date & time of opening of Technical Bids - **10th March, 2026 at 3:30 PM**
- 5) Date of Presentation by the selected agencies - **12th March at 11 AM onwards**
- 6) Date & time of opening of Financial Bids - **16th March, 2026 at 3:30 PM**

The sealed technical bid should be sent by registered post (A.D.) or by courier or handed over personally at Core 5A, 6th Floor, IHC, Lodhi Road, New Delhi. The sealed bids received after the **-10th March, 2026 at 12:00 PM** shall not be entertained. The Technical bids will be opened on the same date-**10th March, 2026 at 3:30 PM** in the presence of the representatives of the bidders present. Date of opening of financial bids electronically for such firms which meet the prescribed prequalification criteria will be **16th MARCH, 2026 at 3:00 PM** in the presence of the representatives of the bidders present online .

TENDER DOCUMENT

NAME OF WORK: ANNUAL CONTRACT FOR FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY SERVICES AT INDIA HABITAT CENTRE, LODHI ROAD, NEW DELHI

1. DURATION OF CONTRACT:-

The contract shall be valid initially for two year. However, the same can be extended on same terms & conditions for another one year or part thereof with written mutual consent of both the parties.

2. ELIGIBILITY CRITERIA

2.1 The bidder must have an **annual turnover of Rs. 3.0 Crore (Rupees Three Crores Only) per annum** from AMC of Fire and water services during 2022-23, 2023-24 and 2024-25. However a Chartered Accountant certificate to this effect must be mandatorily attached.

2.2 The bidder submitting the bid should have the experience of similar works within the preceding seven years in any of the Departments/Autonomous institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

The bidder should have successfully executed the following works during the **last seven (7) years** ending on the bid submission date:

- a) **Three (03) similar AMC works in Fire Fighting / Fire Alarm / Fire Protection Systems, and**
- b) **Three (03) similar AMC works in Water Supply / Plumbing / Pumping / Hydro-pneumatic Systems**

Each work should be of **minimum value Rs 50 lakh per annum** and executed for **Government / PSU / Autonomous Bodies.**

OR

Three Combined work (Fire + Water) will also be considered with value not less than 1 crore each per annum.

The works may be **completed or ongoing.**

OR

Three Integrated building facility management service which includes fire and water services with minimum monthly billing of 70 Lakhs(GST extra) The works may be **completed or ongoing.**

2.3 The Tendered should have the Registered / Branch Office in Delhi / NCR.

2.4 The agency must be registered with the following statutory author

2.5 ities viz. ESI, EPF, Income Tax, GST

Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

3. **EARNEST MONEY DEPOSIT (BID SECURITY):** The contractor shall deposit the earnest money of Rs. 100,000/- (One Lakh) in form of DD/Pay/NEFT Order of a scheduled bank in favors of India Habitat Centre, payable at New Delhi along with the tender document.

Note:

- 3.1 Tender not accompanied by Bid Security shall be out rightly rejected.
- 3.2 Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 3.3 Bid security of the successful bidder shall be returned on receipt of Performance Security by the IHC and after signing the agreement.
- 3.4 Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 3.5 Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the IHC
- 3.6 The Earnest Money Deposit (Bid Security) will remain valid for a period of forty-five days beyond the final bid validity period and will become part of Security deposit.

4. **SUBMISSION OF TECHNICAL BID AND FINANCIAL BID:**

- 4.1 The technical bid shall be submitted in sealed cover, consisting of Technical Bid for each work. the sealed envelopes shall be clearly marked with name of work and name of bidder.
- 4.2 To submit financial proposals electronically, a duly stamped and signed version in PDF, Excel, or Word format can be sent to amarnath@indiahabitat.org, ankit@indiahabitat.org
- 4.3 To secure your financial offer, please set a strong password. This password will be requested later, once the evaluation of the technical proposals is complete. Vendors who meet the technical criteria will be asked to provide their passwords.
- 4.4 Each bidder shall submit only one Tender Bid. Bids from partner in joint venture or as a member of consortium are not acceptable.
- 4.5 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 4.6 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.
- 4.7 The bids and all accompanying document shall be in English or in Hindi.

4.8 The completed tender document must be submitted 7th March at 3:00 PM in the Director office of India Habitat Centre, Lodhi Road, New Delhi. Tenders received after the due date and time shall not be entertained.

4.9 1 TO INDIA HABITAT CENTRE

IHC is an institutional complex, spread over approx. NINE acre of land at Lodhi Road, New Delhi with designed of selectively shaded courtyards and open space of sand stones/tiles over concrete structure. There are five numbers of main multistoried blocks of consisting common floor lobbies, toilets, and staircases etc. which are interconnected at the top floors by bridges. There is double basement floor for parking of around 1000 cars. There are four entry/exit points in the campus, service roads and the boundary wall is complete on all sides. The bidders are therefore advised to visit the campus and acquaint themselves with the area, scope of work and operational system thoroughly. The costs of visit shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to IHC and is fully aware of the scope of work and operational conditions prior to the submission of the tender documents.

5. TENDER DOCUMENTS:-

The Tender Invitation Document has been prepared for the purpose of inviting tenders for FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY Services at India Habitat Centre. The Tender document comprises of:

5.1 Technical Bid:

- 5.1.1 Tender Form - Annexure-I
- 5.1.2 General Terms & Conditions; Annexure-II
- 5.1.3 Scope of Work for BID FOR FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY ; Annexure-III
- 5.1.4 Special Conditions Of Contract Annexure - IV
- 5.1.5 Minimum Manpower deployment for the BID FOR FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY; Annexure - V
- 5.1.6 Prequalification Bid ;Annexure – VI
- 5.1.7 Details of Existing Manpower in Relevant Trades; Annexure – VII
- 5.1.8 Undertaking (on a Stamp Paper of Rs. 10.00); Annexure – VIII
- 5.1.9 Form of Bank Guarantee for Performance Security -IX
- 5.1.10 Form of Agreement; Annexure-X
- 5.1.11 Check - List for Technical Bid Annexure- XI
- 5.1.12 Certificate confirming that the bidder has inspected the site during the pre-bid meeting and has fully understood the site conditions, scope of work, and associated requirements.

Copies of the following documents should be submitted along with the Technical Bid.

- a) Annual Turnover - Audited Balance Sheet and Audit Report of last three financial years i.e. 2022-23, 2023-24 and 2024-25.
- b) GST
- c) Registration Certificate of Firm/Agency/Organization.
- d) PAN No.
- e) ESI Registration
- f) EPF Registration
- g) Work order + completion certificate from Govt/PSU clients.

5.2 Financial Bid:

- 5.2.1 Bidder shall quote separately the **monthly rates** in Indian Rupees. The tendered rates include all the liabilities of the contractor such as statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc., cost of uniform and identity cards of personnel deployed by the contractor and all consumables, tools & plants, machines, vehicles etc. required for the smooth and satisfactory execution of the work which should be clearly stated by the contractor. The statutory deductions like income tax, work contract tax etc. (wherever applicable) shall be made from the bills of the contractor.
- 5.2.2 Conditional bids/offers will be summarily rejected.
- 5.2.3 To submit financial proposals electronically, a duly stamped and signed version in PDF, Excel, or Word format can be sent to amarnath@indiahabitat.org , ankit@indiahabitat.org
- 5.2.4 To secure your financial offer, please set a strong password. This password will be requested later, once the evaluation of the technical proposals is complete. Vendors who meet the technical criteria will be asked to provide their passwords.
- 5.2.5 The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

6. Format and Signing of Bid

- 6.1 The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 6.2 The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 6.3 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the ,or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

7. Submission of Bids:-

7.1 The bidder shall submit the Technical Bid for work in a separate sealed cover and Financial Bid electronically .

7.2 The sealed cover of Technical Bid should consist of the following documents:-

- 7.2.1 Certificate of site visit confirming that bidder has understood the site and scope of work
- 7.2.2 Earnest Money Deposit (Bid Security) for the Rs. 1, 00,000/-. b. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- 7.2.3 Self-attested copy of PAN No. card under Income Tax Act;
- 7.2.4 Self-attested copy of Service Tax Registration Number;
- 7.2.5 Self-attested copy of Valid Registration No. of the Agency/Firm;
- 7.2.6 Self-attested copy of valid Provident Fund Registration Number;
- 7.2.7 Self-attested copy of valid ESI Registration Number;

- 7.2.8 Self-attested copy of Valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 7.2.9 Proof of Average Annual turnover.
- 7.2.10 Proof of experience supported by documents from the concerned organizations;
- 7.2.11 Duly filled and signed Annexures of the General Instructions and Terms & Conditions.
- 7.2.12 Scope of Work
- 7.2.13 Areas to be maintained
- 7.2.14 Manpower deployment Chart for BID FOR FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY;
- 7.2.15 Prequalification Bid Chart
- 7.2.16 Undertaking
- 7.2.17 Form of Agreement
- 7.2.18 Other papers which are part of the Tender Document
- 7.3 Financial Bid will be sent electronically should contain only the Price bid in original duly filled in figures and words.**

7.4 All the sealed covers shall be addressed to The Director, India Habitat Centre, Core-5A, 6th Floor, Lodhi Road, New Delhi-110003

7.5 The tenders shall remain valid and open for acceptance for a period of 90 days from the Last date of submission of tender.

8. Late and Delayed Tenders:-

8.1 Bids must be received in the IHC at the address specified above not later than the date and time stipulated in the NIT. The IHC may, at its discretion, extend the deadline for submission of bids. Any bid received by the IHC after the deadline for submission of bids, as stipulated above, shall not be considered. No tender by fax will be entertained.

9. Bid Opening and Evaluation:-

- 9.1 The authorized representatives of the IHC will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the appointed place and time.
- 9.2 The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.
- 9.3 Conditional bids will also be summarily rejected.
- 9.4 Financial bids of only the technically qualified bidders will be opened for evaluation.

10. The Financial Bid not conforming to the DC Rates (Labor wages) for Delhi and other statutory obligations like EPF, ESI, Bonus, Leave Relief, Gratuity etc. are liable to be rejected.

11. Right to accept any Bid and to reject any or all Bids:-

- 12.1 The IHC is not bound to accept the lowest or any other bid and may reject any or all the bids without assigning any reason.
- 12.2 The IHC may terminate the contract if it is found that the agency is black listed on Previous occasions by any of the Govt. Deptt./Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- 12.3 The IHC may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

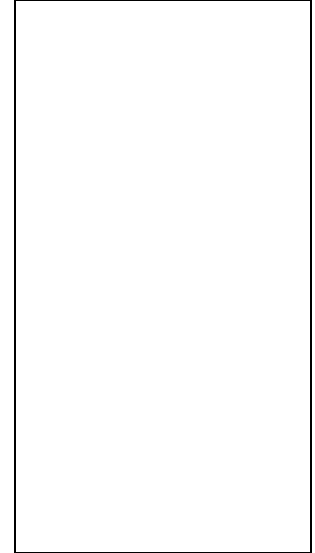
13. Award of Contract:-

- 13.1. The IHC, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 13.2. The IHC will communicate the successful bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the “Letter of Offer”) shall prescribe the amount which IHC will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 13.3. The successful bidder will be required to execute a contract agreement within a period of 15 days from the date of issue of Letter of Offer.
- 13.4. **SECURITY DEPOSITS**
The successful bidder shall be required to furnish a Performance Security within 10 days of receipt of “Letter of Offer” for an amount of Rs 5.0 Lac (Five Lac Only) in the form of an Account Payee DD from a scheduled bank in favor of India Habitat Centre, payable at New Delhi or a Bank Guarantee valid for a period of twenty – six months from the date of award of the contract. (The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations.) The Security Deposit will be forfeited in case the contractor fails to meet its obligation under the contract. The bank guarantee must provide appropriate provisions for the same.
- 13.5. The successful bidder may be assigned additional area of the IHC for the purpose of providing FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY Services on the rates and terms and conditions approved and finalized in response to this tender notice.
- 13.6. The offer shall be kept open for acceptance for three months from the date the submission of documents. In case, the agency withdraws his offer or modifies it without the prior consent of IHC, the earnest money deposit shall be liable to be forfeited, at the sole discretion of the Director, IHC.
- 13.7. The office of the director reserves the right to verify any/all the documents submitted by you.
- 13.7. **IHC reserves the right to award the contract to one agency for all the jobs or to different agencies to execute different jobs.**
- 13.8. **The bidder shall mention, in the prescribed Performa, the number of the personnel he proposes to deploy on day to day basis, including holidays, for the smooth execution of the work. Besides this, the bidder shall mention the list of major tools, plants and other equipment’s that he proposes to use in smooth execution of work.**

**Signature
of the Bidder with seal**

**TENDER FORM FOR FIRE PREVENTION & DETECTION,
SANITARY, PLUMBING & WATER SUPPLY SERVICES AT
INDIA HABITAT CENTRE, LODHI ROAD, NEW DELHI**

1. Due date for submission of Tender:



2. Opening time and date of Technical Bid

3. Names, address of firm / Agency and
Telephone numbers

4. Registration No. of the Firm

5. Name, Designation, Address and Telephone
No. of Authorized person of Firm / Agency to
deal with.

6. Copy of PAN Card issued by Income Tax and copy of
Previous three Financial Years Income Tax Return

7. Provident Fund Account No.

8. ESIC Number

9. License number under Contract Labour (R &A) Act, if any

10. Details of Bid Security deposited:

(a) Amount:Rs.

(Rupees in words also)

(b) FDR No. or DD No. or Bank Guarantee
Infavor of

(c) Date of Issue:

(d) Name of issuing authority

11. Details of Tender cost, if downloaded from the
website.

12. Details of ISO Certification:

13. Any other information, if any:

14. Declaration by the bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves abide by them.

(Signature of Bidder)
Name and Address
(with seal)

Annexure-II
(Page: 12-14)

GENERAL TERMS & CONDITIONS:

- a. Report of all the staff deployed at IHC shall be given to GM- Services, every day.
- b. All the staff shall wear proper uniforms as per the weather (pants/shirt/sweater/shoes for gents and suitable uniform for ladies) and shall be wearing ID card, while on duty. No manpower other than those on duty shall be allowed to stay in the premises. The ID card shall only to be used as attendance purpose.
- c. All the staff shall need to punch their attendance at the Time Office near service gate no 2.No manpower other than those on duty shall be allowed to stay in the premises.
- d. The agency would indicate the minimum qualifications and experience of each category of the personnel, which would be deployed by him/them.
- e. The contract can be terminated with one-month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the Director IHC will be final and binding on both parties.
- f. The staff deployed for the purpose of IHC shall be exclusively for IHC. Duplicacy of staff with any of the existing Institutions at IHC will not be allowed to work.
- g. The persons deployed by the agency should be properly trained, have requisite Experience and skills for carrying out a wide variety of FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY work using appropriate materials and tools/equipment.
- h. The agency should ensure the Health and safety measures of the employees.
- i. The agency must employ adult and skilled labor only. Employment of child labor will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff
- j. The agency shall provide, for security reasons, the following details of the staff, proposed to be deployed viz. Total no. of staff proposed to be deployed, their name, age, residential address and category for the proper identification along with recent passport size photograph. The bidder must ensure the police verification of proposed deployment of staffs in IHC.
- k. TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like Sale tax, work contract tax, PF, ESI etc.
- l. You are requested not to use the stores given to you, for the purposes other than the materials required for IHC. If any other material is found to be stored in the premises, the same shall be confiscated and will become property of IHC. You are, therefore, requested to maintain proper records for the materials lying in the stores (to be used exclusively for IHC) including the logbook for the machines being used. This information shall always be handy and will be shown to the GM- Services as and when called for.

- m. The office of the Director, IHC, will have the unhindered access to the store and any other documents maintained by the contractor, which pertains to IHC.
- n. The officers of the IHC will have a right to ask the disbursement of the salary in their presence as per minimum wages act. The salary should be paid to the workers through bank only.
- o. Failure by the contractor to comply with any statutory requirement will attract disqualification and termination of contract by IHC.
- p. You are requested to ensure that manpower deployed is engaged in the performing the specific duties assigned to them by the manager on duty. If any employee of yours is found to be engaged in any other duty than assigned, he/she will be treated as ABSENT from the duty and the deduction will be made as per the work order.
- q. The agency will be given a store & a telephone connection (on payment basis as per actual bill). The instrument shall be brought by the agency.
- r. No facility of the office of Director, at IHC will be made available to the concerned agency without approval of the concerned officer.
- s. All the complaints shall be routed through the Central Control room, which is manned on a 24-hour basis. Even if the contractor receives the complaint directly, the same may be forwarded to the control room for necessary follow up and action. The contractor shall follow the call logging and rectification procedures, which are in force from time to time.
- t. All the formats, Checklist, required for regular monitoring (to be put up in all the toilets) shall be furnished by you, including the supply of them as per the designed frequency. The format of that shall be submitted along with the tender.
- u. The agency shall provide the monthly report of FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY service. The format of that shall be submitted along with the tender.
- v. The agency shall provide the brand names of all the major consumables and a sample of each along with the tender.
- w. The Officer in Charge /Finance Executive of IHC may cross check the deployment of staff at IHC at any time. The contractor shall ensure the availability of agreed staff as per the work order, once the contract is awarded.
- x. The premises will be handed over on AS IS WHERE BASIS IS. The bidders are requested to understand all the conditions of the site. It will be understood that the bidders are well aware of all the constraints/condition of the site. In case of dispute, the decision of the Director, IHC, shall be final & binding on you.
- y. The Contractor shall make arrangement to issue Identity cards to each of the Workmen, supervisor and staff for entry into the premises. The contractor, at his own cost, shall issue the Identity cards. Security staff shall be at liberty to exercise check on any of the workers, supervisors while entering, search them in the premises during the work and while leaving the premises.

- z. Electronic punching system will be installed at Gate 2A. All the agreed man power will be issued compatible identity cards by the agencies at their cost. The records from the system will be the basis for verification and payment of monthly bills.
- aa. The agency has to follow the model code of conduct for all their employees deputed in the center. The model code of conduct for employees of the agencies are
- i. The Centre is a No-smoking area. Please instruct all your employees to desist away from smoking with in the Centre including the plant rooms. In case any employee is found smoking within the premises; the agency will be fined Rs. 1000.00 per incident.
 - ii. The entry to the Water plant fire plant and fire plant is restricted only to the authorized employees of the agencies. Please ensure that no other person enters the store without the permission of India Habitat Centre. Any violation will attract a penalty of Rs. 1000.00 per incident.
 - iii. Sleeping during duty hours is strictly prohibited. In case any employee is found sleeping during duty hours, the agency will be fined Rs. 1000.00 per incident. In addition, the employee will be marked as absent for duty during that shift.
 - iv. Consumption of alcohol within the premises and/or carrying out the duties under the influence of alcohol is strictly prohibited. Any violation will attract a penalty of Rs. 1000.00 per incident. Repetition of such violation more than three times shall result in termination of the contract.
 - v. Any new deployment of manpower in the Centre by the agencies has to be intimated/ approved by IHC in advance. They will be exempt from carrying identity card for a period of 7 days and from wearing uniform for a period of 15 days from the deployment date. However, they will carry an authorization letter issued by the agency during their movement within the Centre.
 - vi. In case any of your employees is found without identity card and uniform during duty hours, you will be fined Rs. 500.00 per incident. Exemption for new deployment will be applicable as above. On repetition of such violation more than ten times, a penalty of Rs. 2,000/- per instance shall be levied.

ANNEXURE III
(Page:- 15-22)
SCOPE OF WORK

(A) Fire Fighting

General works to be carried out under this contract shall be as follows:-

1. The installations to be maintained and operated shall be the same as actually installed at site, no matter fully described or not in the contract documents. These shall include all associated/linking /ancillary equipment and system etc.
2. The Contractor will be responsible for the operation and day to day maintenance of the equipment/system by deploying the staff round the clock. The strength of the staff shall be as agreed to. Contractor will also be required to arrange extra staff as & when required in the event of emergency repairs/ replacements / services without any extra cost to IHC.
3. The general watch and ward of the areas where the installations are provided shall be the responsibility of IHC. However, in such of those lockable areas where contractors' staff operates and controls the equipments the responsibility of security, watch and ward shall rest with contractor. Records of all maintenance, operations and repairs of the installations shall be maintained by Contractor.
4. The fire and other installations shall be operated, maintained and kept in functional order round the clock both for working on auto/manual operational modes as required.
5. The scope of work shall cover set of Fire Fighting Pumps, DG Set, all external Fire hydrants, piping works from pump house in around IHC Building including valves of all types and other fire fighting equipments, all internal wet risers, hydrant's outlets at all floors. This shall also include Operation of sprinkler system and the piping work, fire-fighting equipments, associated controls, cabling.
6. The installation shall be operated and maintained by evolving a periodicity chart to check and ensure working of all the hydrants, sprinklers zones, deluge system, water/micro switches detectors etc., once every three months in rotation ensuring that none of these remain unchecked for functional performances.
7. The IHC or its authorized security personnel shall arrange a random checking of the working of the installations once in a month, for which the contractor will have to make adequate arrangements.
8. All gun metal, Brass fittings/fixtures, hydrant glasses shall be kept neat, tidy, and free of dust and in perfect shines by frequent cleaning and use of brasso etc.
9. The broken glasses of the fire cabinets, if any, will have to be replaced through IHC immediately.
10. The working of the associated air pressure tanks, compressors etc. and setting of working pressure both of water and air system and it's checking shall be done and maintained with perfect precision and subjected to checks. Record of all checks to be exercised and actually undertaken shall have to be maintained in the logbooks to be arranged and maintained by the firm. All working data including water pressure, line voltage/current etc. shall be recorded therein by the firm's staff. A set of system's drawings showing the routes of the fire mains, hydrants zones locations of fire extinguishers etc. shall be displayed by the firm in the fire control room. These drawings shall be properly mounted in glass framework after color-coding. Similar action in respect of fire detection system's drawings shall have to be devised by the firm in consultation with IHC.
11. All the fire extinguishers of all types shall be regularly checked, attended and kept IHC fully informed about the necessary action to be taken to keep them in working conditions.

12. The contractor shall check any leakage of water or air in the pipelines immediately. A welding set will, therefore, need to be kept at site by the contractor for undertaking repairs to the leaking lines.
13. The storage batteries will have to be properly maintained and kept in fully charged condition. Regular checking and topping with distilled water shall be the firms' responsibility.
14. All electrical contact points of the switches, contactors, cutouts and other joints in the electrical panels shall have to be kept fully tightened. All the electrical panels shall have to be kept properly cleaned both from inside and outside.
15. The flow of water through system's pipelines, and ultimate discharge through hydrants/sprinklers/valves etc. shall have to be checked. The pipelines, other equipments inside the plant room will be painted once a year. Painting of electrical panel will be outside the scope of work.
16. All tools for maintenance of the installations shall be arranged by the firm. A set of these tools will always be kept handy for use by the workers.
17. Gear oil, battery water, cleaning agents, dhotis, washers Teflon thread balls etc. shall be arranged by the firm free of cost.
18. Water and electricity will be supplied to the firm free of any charges for carrying out the O&M activities.
19. The operation of the Sump Pumps, if any, in the basements shall have to be critically watched round the clock to avoid flooding of the areas either due to working of sprinklers in the event of fire or severe leakage of water from pipelines, or due to excessive intake in the Sumps from outside areas etc.
20. The vendor would be responsible for organizing mock fire drills and testing procedures shall be drawn and implemented in coordination with IHC authorities, the users of the complex and security staff.
21. Prior approval is required to testing the fire alarm in north and South Block.
22. The entire fire fighting water lines/mains and sprinklers system shall remain under required pressure at all times and the Jockey/Fire Pumps shall start automatically with the drop of pressure either due to operation of the hydrants or test valves. All the pumps shall cut in and cut off automatically for which setting of the pressures shall have to be periodically tested and checked.
23. Satisfactory performance of the individual equipment as well as the system as a whole shall have to be ensured as to adhere fully to the relevant IS specifications/code. A record of such periodical tests shall have to be maintained in logbooks by the contractual staff.
24. In case of any eventuality/emergency which does not occur on account of negligence of the working manpower such as bursting of water mains, fire fighting mains, heavy leakages etc. the same will have to be attended to on top priority basis. The cost of materials thus used and wages of additional labour deployed shall be reimbursed by IHC.
25. To keep the Log book has maintained of each detector. To keep it in good working conditions, it should be regularly inspected, tested, cleaned and recalibrated of every detector. Detectors which appear dirty on the outside and inside can be cleaned by vacuum cleaner with a brush attachment, which will remove light deposit. Also check the system wiring is fault free, earth fault on a data loop or any ancillary zone wiring may cause communication errors. Check all connections to the unit and make sure that the correct valve resistors are fitted where necessary.
26. Labour to replace the faulty detectors and rectification of loop fault etc where ever required.

27. Labour for repair/rectification of leakages of all the pipes including fittings
28. Labour for replacement of MS pipe including fitting till 6 meters.
29. Labour to replace, whenever required and Status/check of the fire gadget, pressure check, testing etc.
30. The contractor will take responsibility to dispose of the old ionization detectors available with IHC and will submit a compliance report for the same
31. Contractor shall ensure availability of all the equipments/instruments required to be used at site.
32. Contractor will maintain records of replacements of defective/worn out items, fixtures etc. and keep the materials stores tidy and up to date so as to facilitate accountability procedures essential in the event of emergency.
33. All works of electrical nature associated with the installations shall be kept operative and maintained and in doing so Contractor will comply with the provisions of Indian Electricity Act Local Laws & Bye laws as amended up to date.

Operation and day to day maintenance of fire fighting and detection system:

Pump Room and Fighting System:

The scope of work shall be the operation and day to day maintenance of the following equipments

- 1 Nos hydrant pumps, 2400 LPM, 75 HP.
- 1 No. Sprinkler pumps, 2400 LPM, 75 HP.
- 1 No. Jockey pump 20 HP
- 1 No. Automatic Control Panel
- 1 No. Diesel Engine Driven Pump with Control Panel & exhaust piping

Over 4000 Nos sprinklers all over the basements.

Over 20000 mtrs. Of sprinkler headers, hydrant headers, wet riser and associated piping.

Over 16 yard hydrants spread all over the complex with associated RRL hose Pipe and accessories.

Over 112 internal (F.H.C) hydrants spread all over the complex with associated hose reels and accessories.

Underground water tank of 3.5 lacs liters capacity and 2 overheads tanks of 25,000 liters capacity each.

An extensive CO2 protection system for the electrical sub-station.

Addressable Micro-Processor based fire Alarm & Detection System:

Over 1721 Nos. addressable analogue type ionization smoke detectors of Apollo make.

Over 482 Nos. addressable analogue type photo-electric smoke detectors of Apollo make.

Over 31 Nos. addressable analogue type thermal detectors of Apollo make.

Over 150 Nos. electronic alarm sounders.

10 Nos. addressable control panels of Mercury make

66 ZMU

686 Conventional smoke detectors

88 MCP

41 Single Channel Isolators

Over 2, 00,000 meters of PVC insulated conductor / armored wires and cabling.

Over 243 nos. fire extinguishers of various types.

Public address system (PA system)

Hooter system

(B) Water treatment plant

1. Day-to-day Maintenance of complete Plumbing installation & sanitary system of the entire complex

| | | |
|-----------------------------|---|------------|
| TOTAL NOS OF TOILETS | - | 102 |
| GENTS TOILET | - | 52 |
| LADIES TOILET | - | 50 |

2. Operation of other equipment's Like-tube wells, sump pumps and any other equipment related to Water supply, drainage, De-watering etc.
3. Operation and day to day Maintenance of Water Treatment Plant and Distribution System.
4. Operation and day to day Maintenance of Hydropneumatic system for soft water and flushing water system, drinking water system and garden water system.

Broad Installations:

Operation and day to day maintenance of the following pumps:
(Pumps and motors, Electrical panels, pipes & fittings)

| SL | Description | Capacity | Qty |
|----|--|----------|-------|
| 1 | Filter Pump | 10 HP | 2 nos |
| 2 | Softner Pump | 5 HP | 2 nos |
| | New Pump - All Hydro pneumatic systems | | |
| 3 | Garden Pump | 7.5 HP | 2 nos |
| 4 | Flushing Pump | 10 HP | 3 nos |
| 5 | Drinking Pump | 7.5 HP | 2 nos |
| 6 | Softwater Pump | 10 HP | 3 nos |
| 7 | Pressure filters of capacity 1400 LPM i/c R.W. Pumps | | 2 nos |
| 8 | Water softeners with capacity 60 lpm | | 2 nos |
| 9 | Dozers | | 2 nos |

(C) PLUMBING & SANITARY INSTALLATION

1. Maintenance of all toilets in the complete complex
2. Maintenance of complete GI, CPVC, UPVC and CI Piping of garden, Hydrant, flushing, drainage, drinking, soft-water system
3. Maintenance of all sanitary fixtures and CP fittings inclusive of replacement/repair of pipeline, Chinaware and flush-valves, bottle-traps, angle-valves etc.
4. Maintenance of complete sewerage and storm water drainage lines.
5. Operation of other equipment's like – tube wells, sump pumps and any other equipment related to water supply, drainage, dewatering etc.
6. 16 nos Sump pumps (Inclusive of removal, re-fixing)

| DELTAILS OF SUMP PUMP ACCORDING TO DESIGN | | | | | |
|---|----------|-----------|----------|------------|---------------------|
| S NO | Location | Provision | Existing | No of Pits | Remarks |
| 1 | HVAC | 4 | 2 | 2 | Make- Grundfos(5HP) |

| | | | | | |
|----|-------------------------|----|----|----|---|
| 2 | WTP | 3 | 1 | 2 | Make- Grundfos(5HP) |
| 3 | Soft Water Plant | 2 | 1 | 1 | Make- Mody(5HP) |
| 4 | NIUA Store | 2 | 1 | 1 | Make- Mody(5HP) |
| 5 | TERI Store – Front side | 1 | | 1 | |
| 6 | TERI Store- RHS | 2 | 1 | 1 | Make- Grundfos(5HP) |
| 7 | Core 6 A-RHS | 2 | 1 | 1 | Make- Kirloskar(5HP) |
| 8 | Core 6 A-LHS | 2 | 0 | 1 | |
| 9 | Core 4 B-RHS | 2 | 1 | 1 | Make- Mody(5HP) |
| 10 | Core 4 B-LHS | 2 | 1 | 1 | Make- Grundfos(5HP) |
| 11 | Core 4 A-LHS | 1 | 1 | 1 | Make- Grundfos(5HP) |
| 12 | RIS Store | 2 | 1 | 1 | Make- Mody(5HP) |
| 13 | Fire Pump Room | 2 | 1 | 1 | Make- Grundfos(5HP) |
| 14 | Stand by pump | 1 | | | Make- Mody(1.5 HP) Make – Grundfos(5HP) Make- Kirloskar(1.5 HP) |
| | Total | 28 | 11 | 15 | |

Total number of Pits =15

Requirement according to design – 28

4 Tube wells, other portable

2 Nos fountain pumps

The Scope of work for the above installation shall include

1. Daily operation of the water treatment plant as per the requirements of India Habitat Centre and the instructions of the AD(PFM)
2. To run all the pumps & equipments as required including providing dosage of chemicals, as required, for running the plants and to maintain smooth and uninterrupted water supply in the complex.
3. Operation and day to day maintenance of the above pumps, replacement of pumps with workable/compatible pumps from IHC store in case of problem in the pumps.
4. To keep the Log book has maintained of all pumps, it must be consist of the following configuration - Make, Capacity- HP/KW, Pipe Size- Suction/Discharge, Head – meter, Discharge, Amps, Overall Efficiency, last breakdown, repair etc.
5. Labour component to repair/ replace all the spares for the pumps, replacement of electric motors including repair/replacement of electrical items in the panel boards. Rewinding of motors is outside the scope of this contract.
6. Labour for repair/rectification of leakage of all pipes- GI, CI, UPVC,PPR, CPVC and MS etc including the fitting etc.
7. Labour for replacement all pipes- GI, CI, UPVC,PPR, CPVC and MS etc including the fitting etc till 12 meters only.
8. Labour for removal/ re-fixing of all sanitary fixtures and CP fittings inclusive of replacement/repair of Chinaware and flush-valves, bottle-traps, angle-valves etc.
9. Labour to repair/replace various G.M./C.I.slucice/Reflux valves.
10. Labour to repair/replace pressure switch/pressure gauges etc. for the Hydro pneumatic system.
11. Labour to dismantle / re-lower the sump pumps.
12. Labour to replace damaged electric cables in WTP as and when required.

13. To keep the log books showing the operation of the plants/equipments and also to indicate the quantity of consumables used and to furnish detailed consumable statement of chemicals.
14. To check out the conditions of gland -packing and change in specified interval.
15. Checking for over-heating/ abnormalities of bearing, terminals connections, cables of all motors, pumps, starters, panels etc.
16. Cleaning/ dusting of plant room including motors, starters, compressors, pumps, tanks, panels, pipes, racks etc. All machinery installed in the plant room will be kept dust free and clean in all respect.
17. Replacement of motors, required spares as and when required in the entire system.
18. Painting of the equipments inside the plant room once a year. Painting of electrical panel will be outside the scope of work.
19. Any other services, as required to keep the un-interrupted water supply in the complex.
20. The plant shall be kept running in all the three shifts.
21. The water supply is to be maintained as per local authorities in general, and would take all necessary steps to comply with instructions if required.
22. All the maintenance of the equipment is to be carried out as per the manufacturers instruction manual.
23. The Scope mentioned above will be inclusive of man power, tools and tackles for carrying out the contract

NOTE: THE CONTRACTOR SHALL HAVE TO SUBMIT A DETAILED MAINTENANCE SCHEDULE WITH DETAILED ACTIVITIES TO BE CARRIED FOR EFFICIENT OPERATION OF THE COMPLETE. THESE SHALL BE GOT APPROVED BY THE MANGER-IN-CHARGE.

Exclusions in the scope of work:

Rewinding of motors in water plant, fountains, and in sumps

Removal, re-fixing and repair of bore well pumps

Name of the equipment / instrument to be used by the contractor during the operational and maintenance of water plant & distribution system, firefighting and detection system and effluent treatment plant as category wise with qualification and experience

1. Hydrometer for making Brine solutions
2. Multi Meters
3. Tools & tackles
4. Earth Meggar
5. Any other Testing equipment
6. Adequate tools & tackles for all O&M activities.
7. Welding Machines

List of consumables to be arranged by the Contractor as part of the contract

1. Grease
2. Duster
3. M – seal
4. Cleaning agents
5. CTC/CRC spray, Emery paper
6. Jute/ cotton cloth
7. Rust link
8. Colin spray
9. Insulation tape
10. Battery terminal
11. Cable Tie
12. Lugs of various sizes as per requirement
13. Screws & saddles
14. terminal block & connector
15. Clamps for pipes
16. U Clamps
17. Washers for various fittings and fixtures
18. Nut and Bolt
19. White tape for pipe tightening/ safeda
20. Face (round/ square) for taps
21. Gland Packing
22. Welding rod
23. Computer with Printer & stationary , with working internet connection

SPECIAL CONDITIONS OF CONTRACT

1. All materials such as Cleaning agents, greases, Carbon Tetra Chloride, emery paper & jute/cotton cloth, Rust link, KMNO₄, M-Seal, control wires, washers, gear oil for blowers, CRC spray, Colin spray, PVC insulation tapes, Teflon tape, torch, tools & tackles etc., Whatsoever quantity required shall be supplied by the contractor for maintenance of the services for which nothing extra will be paid. All stationery items required for log books of the plant, daily reports, stock registers and any other requirements to be intimated by IHC from time to time will be supplied by the Contractor within his scope of work. The cost for above items should be included as part of quoted amount.
2. All the replacement, repairs, rectification and any such work shall have to be carried out as per the directions of GM-SERVICES to his entire satisfaction within the schedule desired by him.
3. All the interconnection and their contacts of branch fuse units, assemblies of switches shall be checked and defects if any were rectified periodically.
4. The Contractor shall employ, and for the execution of various works, only such persons as are skilled and experienced in their trades and submit the list of workers so employed, and the GM-SERVICES shall be at liberty to object to and require the Contractor to remove from the works any person employed by the contractor who in the opinion of the AD(PFM) misconducts himself or is incompetent or negligent in the proper performance of his duties and such person shall not be again employed upon the works without permission of the GM-SERVICES, Decision of the GM-SERVICES in this respect shall be final and binding on the contractor.
5. The tests like insulation and earth resistance shall have to be carried out periodically and the record duly signed by designated officer.
6. Any breakdown in water supply system leading to disruption of the water supply in the complex shall be attended by the contractor and extra staff if required is to be arranged by the contractor and nothing extra shall be payable to him on this account.
7. The contractor shall maintain a separate logbook for load amps, voltage, frequency etc. in the electrical panel room as per sample to be got approved from Manager-in-charge/Officer Designate.
8. All office equipment such as COMPUTERS, MOBILE COMMUNICATION, FAX MACHINE, PRINTER, tables, chairs, pens, pencils and other such items will be arranged by the contractor for their employees for effective correspondence and messages.
9. In case it is felt by the GM-SERVICES, that any workman or supervisor of the Contractor is not suitable for carrying out the job or for supervision inside the IHC premises, then the workmen or the supervisor is to be replaced immediately by the Contractor on receiving official communication from IHC.

10. The Contractor shall keep technically qualified persons for supervising the works and the Engineer-In-Charge/Officer Designate shall get the requisite measurement through the staff for the purpose of having the same verified and thereafter the claim adjusted.
11. The staff deployed for the purpose of IHC shall be exclusively for IHC. Duplicity of staff with any of the existing Institutions at IHC will not be permitted. No manpower other than those on duty shall be allowed to stay in the premises.
12. You are requested to ensure that manpower deployed is engaged in the performing the specific duties assigned to them as per daily deployment report with duly consent of Manager-in-charge and senior Technician and your Manager-in-charge on duty. If any employee of yours is found to be engaged in any other duty than assigned, he will be treated as ABSENT from duty and the deduction will be made as per the work order.
13. The Manager-in-charge/officer Designate/Finance official of IHC may cross check the deployment of staff at IHC at any time. The contractor shall ensure the availability of agreed staff as per the work order, once the contract is awarded. They can also ask for the salary register and the disbursement of the salary in their presence as per the salary in their presence as per minimum wages act.
14. Improving plants performance by adopting energy conservation systems / methods for reducing power consumption (cost).
15. You shall be fully responsible to ensure that adequate safety measures and precautions are taken by you to ensure the complete safety of the workers and the visitors. You shall be solely responsible in case of any accident/death and shall indemnify IHC against any such loss or claim which may arise due to this scope of work.
16. You shall provide necessary barriers, warning signal and other safety measures conforming to National Building Code of India -2007.
17. All works under, and in course of execution shall at all times be open to inspection and supervision of the Engineer-In-Charge/Officer Designate or his authorized subordinates. Orders given to the contractor's agent shall be considered, as if these have been given to the contractor.
18. In case of any accident/damage etc caused due to the negligence of the staff deployed by the contractor, the loss shall have to be made good by the contractor.
19. Contractor shall be allowed free use of water, electricity and designated area in the building, for bonafide use for office and storage and performance of this contract.
20. In case of any delay in attending to functioning of the water system, penalty @ Rs.500/- per hour shall be levied and shall be deducted from the bill of the contractor.
21. After the complete study of installations and equipment's, the contractor shall give lists of spares required for maintaining the whole water system for the period of contract.
22. Performance of the contractor's work shall be reviewed by the IHC authorities every quarter, wherein senior executive of the contracting firm will have to be present.
23. Competent service technicians shall be arranged to attend to break downs on any day, including Saturdays, Sundays and other government holidays. There will be no limit to such break down calls. Major break down calls shall be attended to as and when intimated, within the least possible time, not exceeding 4 hours in any case.
24. Penalty clause:

- a. Non-availability of manpower/absence will attract a penalty as under:
- | | |
|---------------------------------------|----------------------|
| i. Manager/ Engineer: | Rs. 1000/- per shift |
| ii. Supervisor/ Operator | Rs.700/- per shift |
| iii. Electrician/Technician/ Plumber: | Rs. 700/- per shift |
| iv. Helper : | Rs. 500/- per shift |

25. Under no circumstances, the absence is permitted for the agreed manpower. In case the staff does not turn up for duty, then the available similar/higher category staff will continue, only for 1 additional shift. Double shifts in one month will not exceed 10 instances. For this the prior/post approval is required from the Manager-in-charge/Officer Designate. Under such cases, the overtime will be at the contractors account.
26. Non-attendance or non-rectification of the faults of water supply system, resulting in no water supply to the whole or part of the building for a continuous period of more than 4 hours, will attract a penalty of Rs.500/- per hour. Contractor, however shall, make all efforts to ensure that main fault/breakdown are attended immediately. The decision of the Engineers-in-charge/Officer Designate, in this regard will be final and binding on the Contractor.
27. During entire contract period, the contractor shall coordinate his work, with other agencies working inside or outside the building.
28. The contractor shall pay till full and final settlement with the labour (s) or workers for all statutory requirements applicable as per rules and applicable law, including gratuity/retrenchment benefits pertaining to the currency of the contract. He shall indemnify IHC and shall keep IHC indemnified against all such claims.
29. The contractor shall pay & continue to pay during contract and also due of maintenance, indicating the items to be checked daily/ weekly/ monthly/quarterly/ yearly in line with the recommendations of the manufacturers of the equipment as per O&M manuals and get the same approved from the Manager –in-charge/Officer Designate and implement the same.
30. The contractor shall keep records of all replacements of defective, worn-out fixtures by keeping material stores tidy and all accounts up-to-date.
31. The contractor shall hand over the equipment in perfect running/working order to the IHC/incoming contractor appointed by IHC, at the expiry of his contract.
32. All office equipments such as tables, chairs, computers, fax machines, printers, pens, pencils and other such items will be arranged by the contractor for their employees. The contractor, for discharging their liabilities as per the contract agreement, will not utilize any facility available at IHC office, unless otherwise agreed in writing by IHC.
33. Direct Telephone facility will be provided by IHC as per the request of the contractor. The charges will be billed to the contractor as per the MTNL bills, on the rates applicable from MTNL from time to time. However, it is mandatory to keep one direct line facility at site office at IHC.
34. All the complaints shall be routed through the Central Control room, which is manned on a 24-hour basis. Even if the contractor receives the complaint directly, the same may be forwarded to the control room for necessary follow up and action. The contractor shall follow the call logging and rectification procedures, which are in force from time to time

35. In case the materials/ spares are providing by IHC, the same shall be routed through the central stores. Specified stores procedures, as laid by IHC shall be followed. Any deviations, shall only be made after prior approval of AD (P & FM).
36. The agreed manpower will NOT be used for any additional work within the Complex during the shift timings, for which extra payment is claimed by the vendor
37. The agency will not enter into any separate contract with any institution situated within the Complex
- 38. The amount shall not be revised in any condition during the entire contract period.**

Annexure –V
Page(27-28)

Minimum Man Power deployment for the services of Water Plant & Distribution system Fire Fighting and Detection System and Effluent Treatment Plant as category wise with qualification and experience

Agreed manpower under General shift will have 26th January, 15th August and 02nd October, as holidays besides all Sundays

SERVICE: WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM

Minimum manpower to be deployed for operation and day to day maintenance of water treatment plant and distribution system

| 1 | 2 | 3 | | | | |
|----|-----------------------------|------------------------------|---|---|---|----|
| SL | DESIGNATION OF THE EMPLOYEE | NOS OF EMPLOYEE – SHIFT WISE | | | | |
| | | G | A | B | C | |
| 1 | SUPERVISOR | 1 | 0 | 0 | 0 | |
| 1 | PLANT OPERATOR | 0 | 1 | 1 | 1 | |
| 2 | PLUMBER | 1 | 1 | 1 | 1 | |
| 3 | HELPER | 0 | 1 | 1 | 1 | |
| | TOTAL | 0 | 3 | 3 | 3 | 11 |

Minimum Qualification – category wise

Supervisor - Diploma with minimum 05 years' experience / ITI with minimum 10 yrs experience in water treatment plant operations, water supply, plumbing, STP etc.

Plant Operator - ITI Electrical/Machinist/Fitter with minimum 3 yrs experience in water treatment plant operations

Plumber- ITI Plumber with minimum 3 yrs experience OR 10th Pass with minimum 07 yrs experience in plumbing sanitation maintenance

Helper - Minimum 10th Pass

SERVICE: FIRE FIGHTING AND DETECTION SYSTEM

Minimum manpower to be deployed for operation and day to day maintenance of fire fighting and detection system

| SL | DESIGNATION OF THE EMPLOYEE | G | A | B | C | |
|----|-----------------------------|---|---|---|---|---|
| 2 | SHIFT SUP. CUM TECHNICIAN | 1 | 1 | 1 | 1 | |
| 3 | PUMP OPERATOR | 0 | 1 | 1 | 1 | |
| | TOTAL | 1 | 2 | 2 | 2 | 7 |

Minimum Qualification – category wise

- Shift Sup.cum Technician- ITI Electrical/Machinist with certificate holder of general course on fire fighting and having minimum 2 yrs experience in fire fighting maintenance of high rise buildings.
- Pump Operator - ITI Electrical/ Machinist with minimum of 2 yrs experience in fire pump house operations.

COMMON MANPOWER FOR ALL SERVICES

| SL | DESIGNATION OF THE EMPLOYEE | G | A | B | C | |
|----|-----------------------------|---|---|---|---|---|
| 1 | MANAGER | 1 | | 0 | | |
| 2 | ELECTRICIAN | 0 | 1 | 1 | 1 | |
| | TOTAL | 1 | 1 | 1 | 1 | 4 |

Minimum Qualification – category wise

- Manager (Fire fighting) Degree/Diploma certificate course of fire fighting & alarm system and industrial safety course with minimum 5 yrs experience in firefighting & alarm system
- Electrician - ITI Electrical with minimum of 3 yrs experience in Maintenance of electrical motors, pumps etc. /starter panels.

ANNEXURE VI

(Page-29-30)

FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY SERVICES – PREQUALIFICATION BID

1. THE COMPANY

a) Name _____

b) Regd. Address _____

c) Address of Office at Delhi/NCR _____

d) Contact Person's

i) Name & Design. _____

ii) Tel No. Landline _____ Mobile _____

iii) Email ID _____

2. **Type of Firm** : **Private Ltd, /Public Ltd.,/Cooperative/NGO/PSU**
(Please tick and enclose copy of Memorandum/Articles of Association/
Certificate of Incorporation)

3. **PAN No. :** _____
(Please enclose self-attested photocopy)

4. **TIN No. :** _____
(Please enclose self-attested photocopy)

5. **GST No.:** _____
(Please enclose self- attested photocopy)

6. **EPF Registration No.** _____
(Please enclose self-attested photocopy)

7. **ESI Registration No.** _____
(Please enclose self- attested photocopy)

8. **Annual Turnover for the last 3 years:**
(Should not be less than Rs1000.00 lakh)

2024-25 _____
2023-24 _____
2022-23 _____

(Please enclose copies of attested audited balance sheet and P&L A/c)
_____ enclosed (please specify)

9. Experience of similar work in the field during the last three years

(Should have provided FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY services in reputed organizations including at least one

The bidder should have successfully executed the following works during the **last seven (7) years** ending on the bid submission date:

a) Three (03) similar AMC works in Fire Fighting / Fire Alarm / Fire Protection Systems, and

b) Three (03) similar AMC works in Water Supply / Plumbing / Pumping / Hydro-pneumatic Systems

Each work should be of **minimum value Rs 50 lakh per annum** and executed for **Government / PSU / Autonomous Bodies.**

OR

Three Combined work (Fire + Water) will also be considered with value not less than 1 crore each per annum.

The works may be **completed or ongoing.**

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

_____enclosed (please specify)

10. Earnest Money Details :

D.D. No. _____ Date _____

Amount - Rs.100000/-

Drawn on _____

Signatures of authorized signatory

Name _____

Designation _____

Seal:

ANNEXURE VII

(Page-31)

Details of Existing Manpower in Relevant Trades

The bidder must have adequate, trained, and experienced manpower on its payroll in the same trade for execution of AMC of Water Treatment Plant and Fire Fighting System on a 24×7 basis.

Bidders must provide details of existing manpower available on their rolls in the following trades: Fire Officer, Water plant supervisor, Fire Technician, Plumber, and Water Plant & Fire pump Operator for AMC work.

| S. No. | Name of Employee | Category | Qualification & Certification | Total Experience (Years) | Experience in Similar AMC Works | Present Deployment Location | Employment Type (Permanent/ Contractual) |
|--------|------------------|----------|-------------------------------|--------------------------|---------------------------------|-----------------------------|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Minimum Manpower Availability (to be filled by bidder):

| Trade | No. of Personnel Available |
|----------------------|----------------------------|
| Fire Officer | |
| Fire Technician | |
| Plumber | |
| Water Plant Operator | |

Declaration:

I/We certify that the above manpower is presently employed by our organization and experienced in similar works related to Water Treatment Plants and Fire Fighting Systems. Documentary proof shall be submitted as and when required by the tendering authority.

Authorized Signatory

Name: _____

Designation: _____

Company Seal & Signature: _____

Date: _____

ANNEXURE VIII
(Page-32)

(ON A STAMP PAPER of Rs.10/-)

UNDERTAKING

To

(Designation and Name of the concerned Department)

Name of the firm/Agency_____

Name of the tender_____ Due date:_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

(Signature of the Bidder)

Name-----

Address of the Bidder.-----

Telephone No-----

Annexure-IX

(Page: 33-34)

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamps Act of India)

- A. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ INDIA HABITAT CENTRE (hereinafter called the INDIA HABITAT CENTRE) of the other part.
- B. WHEREAS _____ (INDIA HABITAT CENTRE) has awarded the contract for _____ for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").
- C. AND WHEREAS THE Contractor is bound by the said Contract to submit to the INDIA HABITAT CENTRE a performance Security for a total amount of Rs. _____ (Amount in figures and words).
- D. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the INDIA HABITAT CENTRE the full amount of Rs. _____ (Amount in figures and words) as stated above.
- E. After the Contractor has signed the aforementioned contract with the INDIA HABITAT CENTRE, the Bank is engaged to pay the INDIA HABITAT CENTRE, any amount up to and inclusive of the aforementioned full amount up on written order from the INDIA HABITAT CENTRE to indemnify the INDIA HABITAT CENTRE for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the INDIA HABITAT CENTRE immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the INDIA HABITAT CENTRE any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
- F. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
- G. At any time during the period in which this Guarantee is still valid, if the INDIA HABITAT CENTRE agrees to grant a time of extension to the contractor or if the contractor fails to complete the works with in the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the

same conditions for the required time on demand by the INDIA HABITAT CENTRE and at the cost of the contractor.

H. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

I. The neglect or forbearance of the India Habitat Centre in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the India Habitat Centre for the payment hereof shall in no way relieve the Bank of their liability this deed.

J. The expression " The India Habitat Centre ", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official

Name _____
Designation _____
I.D. No. _____
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.
Signature _____

Name _____

Address _____

Witness-2.
Signature _____

Name _____

Address _____

FORM OF AGREEMENT

THIS AGREEMENT is made on the ___ day _____ (Month) _____ (Year) Between the Director Office , India Habitat Centre, the hereinafter called “Employer “, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide _____ Services to the India Habitat Centre for providing a neat and clean environment to the India Habitat Centre.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any;
 - g. Complete Tender Document submitted by the contractor and any other document forming part of the contract
3. In consideration of the payments to be made by the India Habitat Centre to the Contractor as hereinaftermentioned, the Contractor hereby covenants with the employer to execute the _____ w.e.f _____ as per the provisions of this agreement and the tender documents.
4. The India Habitat Centre hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

**For and on behalf of the Director,
India Habitat Centre**

Signature of the authorized official

Signature of the authorized official

Name of the official

Name of the officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

_____Name

_____Name

on behalf of the Contractor in
Habitat the presence of:

on behalf of the Director , India
Centre in the presence of:

Witness_____

Witness_____

Name_____

Name_____

Address_____

Address_____

Telephone No:_____

Telephone No:_____

Annexure-XI

(Page-37)

CHECK-LIST FOR TECHNICAL BID

| SL | DOCUMENTS ASKED FOR | PAGE NO AT WHICH DOCUMENT IS PLACED |
|-----------|---|--|
| 1 | Earned Money Deposit (Bid Security) of Rs _____ of DD/Pay Order No _____ dated _____ | |
| 2 | One Self-attested recent passport size photograph(s) of the authorized person(s) of the bidder , with name , designation, address and telephone numbers | |
| 3 | Undertaking on a Stamp paper of Rs 10/- as per the given format | |
| 4 | Self-attested copy of PAN card along with the copy of income tax return of the last financial year | |
| 5 | Self-attested copy of GST Number | |
| 6 | Self-attested copy of Registration Number of the firm/ agency | |
| 7 | Self-attested copy of valid EPF Registration Number | |
| 8 | Self-attested copy of valid ESI Registration Number | |
| 9 | Self-attested copy of valid License No. under Contract Labour (R&A) Act-1970 | |
| 10 | Proof of satisfactorily execution of similar works as specified in the Eligibility Criteria | |
| 11 | Self-attested copy of Annual Income Tax Returns of previous three years supported by audited balance sheet | |
| 12 | Performa for Manpower Deployment plan for FIRE PREVENTION & DETECTION, SANITARY, PLUMBING & WATER SUPPLY Service | |

Signature of the
Bidder with seal

Annexure- XII
(Page: 38-40)

FINANCIAL BID: DOCUMENT -A
(TO be sent electronically)
FIRE PREVENTION & DETECTION, SANITARY, PLUMBING &
WATER SUPPLY Services at India Habitat Centre

COST ANALYSIS – MANPOWER TO BE DEPLOYED FOR THE FIRE AND WATER PLANT SERVICES

Minimum wage to be considered should be as per wages effect from October, 2025

| SL | DESCRIPTION | MANAGER | Supervisor | Plant operator | Plumber | | Shift supervisor cum Technician | | Electrician | Helper |
|----|--|---------|----------------|----------------|---------|---------|---------------------------------|---------|-------------|------------|
| | | | | | General | Shift | General | Shift | | |
| 1 | Category | | Highly Skilled | Skilled | Skilled | Skilled | Skilled | Skilled | Skilled | Un-Skilled |
| 2 | BASIC WAGES | | | | | | | | | |
| 3 | Other Allowances (Maximum 50% of Basic) | | | | | | | | | |
| 4 | Gross (Point 2 +3) | | | | | | | | | |
| 5 | EPF @ 13% up to 15000/- | | | | | | | | | |
| 6 | ESIC @ 3.25% /Insurance on GROSS (Point 4) | | | | | | | | | |
| 7 | BONUS @ 8.33% ON BASIC (Point-2) (Mandatory for all employees) | | | | | | | | | |
| 8 | RELIEVING CHARGES @16.67% OF BASIC (Point-2) Only for employees in shift | | | | | | | | | |
| 9 | UNIFORM @ Rs 300 | | | | | | | | | |
| 10 | Leave allowance @ 6.7% of Basic | | | | | | | | | |

| | | | | | | | | | | |
|----|--|---|---|---|---|---|---|---|---|---|
| | (Point-2) (21 days) | | | | | | | | | |
| 11 | National Festival Holiday allowance @0.96% of Basic (Point-2) (3 days) | | | | | | | | | |
| 12 | TOTAL COST PER HEAD | | | | | | | | | |
| 13 | NO OF PERSONS - TOTAL-MANAGER, PLANT OPERATOR, PLUMBER, TECHNICIAN, HELPER | 1 | 1 | 6 | 1 | 3 | 1 | 3 | 3 | 3 |
| 14 | SUB TOTAL (Point-12 X point-13) | | | | | | | | | |
| 15 | SERVICE CHARGE @ (-----%) of point-14 (Minimum 5%) | | | | | | | | | |
| 16 | TOTAL INCLUDING SERVICE CHARGE (Point -14 X point-15) | | | | | | | | | |
| 17 | Grand Total (Total of point 16) | | | | | | | | | |
| 18 | Equipment/In struments/Co nsumables @ Pg no- 22 | | | | | | | | | |
| 19 | Final Bid Price (Point-17 + Point-18) | | | | | | | | | |

Final Bid Price = Rs _____ per month

NOTE – GST SHALL BE CHARGED EXTRA AS APPLICABLE

NOTES:

- 1) THE RATES ARE EXCLUDING TAXES AND VALID FOR TWO YEARS.
- 2) THE CONTRACT SHALL INITIALLY BE FOR A PERIOD OF **TWO YEARS** AND MAY BE EXTENDED FURTHER FOR A PERIOD OF ONE YEAR SUBJECT TO SATISFACTORY PERFORMANCE AND MUTUAL CONSENT ON SAME TERMS AND CONDITIONS. **THE RATES QUOTED BY THE BIDDER SHALL REMAIN UNCHANGED DURING THE CONTRACT PERIOD OF TWO YEAR.**
- 3) THE RATES ARE TO BE QUOTED AGAINST ALL COLUMNS. IF NO OTHER TAX / LEVY IS APPLICABLE, ANIL ENTRY MUST BE MADE AGAINST THE RELEVANT COLUMN.
- 4) THE PAYMENT TO THE EMPLOYEES WILL BE MADE AS PER RATES PRESCRIBED BY GOVT. OF NCT OF DELHI FROM TIME TO TIME UNDER MINIMUM WAGES ACT AND APPLICABLE STATUTORY PAYMENTS ON ACCOUNT OF PROVIDENT FUND, GRATUITY, ESI, LEAVE SALARY AND BONUS.
- 5) IN CASE OF ANY INCREASE OR REVISION IN MINIMUM WAGES NOTIFIED BY THE GOVERNMENT OF NCT OF DELHI DURING THE CONTRACT, THE SAME SHALL BE IMPLEMENTED UNDER THIS CONTRACT.
THE FINANCIAL IMPLICATION ARISING OUT OF SUCH REVISION SHALL BE RESTRICTED ONLY TO THE MANPOWER COMPONENT OF THE CONTRACT AND SHALL BE REIMBURSED/ADJUSTED ACCORDINGLY UPON SUBMISSION OF DOCUMENTARY PROOF BY THE CONTRACTOR.
NO ESCALATION SHALL BE ADMISSIBLE ON ADMINISTRATIVE CHARGES, OVERHEADS, PROFIT MARGIN, CONSUMABLES, EQUIPMENT, OR ANY OTHER COMPONENT OF THE CONTRACT.
- 6) WHENEVER GRATUITY BECOMES APPLICABLE AS PER GOVERNMENT NOTIFICATION, PAYMENT SHALL BE MADE BY THE VENDOR AND REIMBURSEMENT SHALL BE RELEASED BY IHC SUBJECT TO SUBMISSION AND VERIFICATION OF SUPPORTING DOCUMENTS.

**TENDER EVALUATION CRITERIA
(Fire Fighting & Water Systems –AMC)**

1. Stage A – Responsiveness & Prequalification (PASS/FAIL)

Bidders shall be evaluated for compliance with eligibility and submission requirements. Non-responsive bids shall be rejected and shall not be considered for technical evaluation.

| Sl no. | Eligibility Criteria | Documents Required | Result |
|--------|--|---------------------------------------|-----------|
| 1 | Two bid submission, signing & stamping | Covering letter & bid documents | PASS/FAIL |
| 2 | EMD of ₹1,00,000 | DD/PO/BG copy | PASS/FAIL |
| 3 | PAN, GST, EPF, ESI, Labour License | Statutory registrations | PASS/FAIL |
| 4 | Turnover \geq ₹3.0 Cr p.a. | Audited financial statements | PASS/FAIL |
| 5 | Relevant AMC experience- as specified | Work Orders & completion certificates | PASS/FAIL |
| 6 | Delhi/NCR Office | Address proof | PASS/FAIL |
| 7 | Site Visit Certificate- confirming understanding the scope of work and site. | Certificate | PASS/FAIL |
| 8 | Not blacklisted | Undertaking | PASS/FAIL |

2. Stage B – Technical Bid Evaluation (100 Marks)

2.1 Only bidders qualifying in Stage-A shall be evaluated technically.

Minimum Technical Qualification (MTQ):

50 Marks out of 100 Marks

2.1 Evaluation Weightage

- Technical Evaluation : 70%
- Financial Evaluation : 30%

2.2 Technical Evaluation Criteria

(i) Experience – Number of Years in Operations (Max. 15 Marks)

| Experience | Marks |
|--------------------|-------|
| 2 – 5 Years | 5 |
| >5 – 10 Years | 8 |
| >10 – 15 Years | 12 |
| More than 15 Years | 15 |

(ii) Manpower Availability – Qualified Technical Staff (Max. 15 Marks)

(Staff deployed at existing operational sites shall be considered)

| SL no | Category | Strength | Marks |
|-------|--|--------------|-------|
| 1 | Qualified Fire Officer (Max 5) | Up to 3 | 2 |
| | | 3–5 | 3 |
| | | More than 5 | 5 |
| 2 | Plant Operators – Fire/Water (Max 2.5) | Up to 18 | 1.5 |
| | | 18–30 | 2 |
| | | More than 30 | 2.5 |
| 3 | Qualified Electricians (Max 2.5) | Up to 9 | 1.5 |
| | | 9–15 | 2 |
| | | More than 15 | 2.5 |
| 4 | Fire Technicians (Max 2.5) | Up to 12 | 1.5 |
| | | 12–18 | 2 |
| | | More than 18 | 2.5 |
| 5 | Plumbers (Max 2.5) | Up to 12 | 1.5 |
| | | 12–18 | 2 |
| | | More than 18 | 2.5 |

(iii) Annual Turnover (Last Financial Year) – Max. 20 Marks

| Turnover | Marks |
|------------------------|-------|
| Up to ₹3 Crore | 5 |
| >₹3 Crore – ₹10 Crore | 10 |
| >₹10 Crore – ₹35 Crore | 15 |
| Above ₹35 Crore | 20 |

(iv) Total Manpower on Company Roll – Max. 15 Marks

| Manpower Strength | Marks |
|--------------------------|--------------|
| Up to 500 | 5 |
| 501 – 2000 | 10 |
| 2001 – 5000 | 15 |

(v) Quality Certifications – Max. 15 Marks

A. ISO 9001 Certification (Max. 10 Marks)

| Validity Period | Marks |
|------------------------|--------------|
| Less than 5 Years | 5 |
| 5–10 Years or more | 10 |

B. Additional Certifications (Max. 5 Marks)

| Certification | Marks |
|--|--------------|
| ISO 45001 – Occupational Health & Safety | 2.0 |
| ISO 50001 – Energy Management | 1.5 |
| SA 8000 – Social Accountability | 1.5 |

(vi) Presentation & Implementation Methodology – Max. 20 Marks

Evaluation shall include:

- Understanding of site & systems
 - Preventive maintenance strategy
 - Emergency response mechanism
 - Deployment methodology
 - Experience in similar installations
-

2.3 Technical Qualification Requirement

A bidder must secure **minimum 50 Marks out of 100** to qualify for opening of Financial Bid.

2.4 Technical Weightage Calculation

Technical Score (TS) shall carry **70% weightage**.

Formula:

$$\text{Technical Value} = \frac{\text{Technical Marks Obtained} \times 70}{100}$$

Example:

If Technical Score = 80

Technical Value = $80 \times 70 / 100 = 56$

4. Stage C – Financial Evaluation (QCBS 70:30)

Financial proposals of technically qualified bidders only shall be opened.

4.1 Financial Scoring

Lowest Financial Bid (L1) shall be assigned **100 Financial Marks**.

Financial Score (FS):

$$\text{FS} = ((\text{L1}/\text{Bidder's price}) \times 100) \times 30\%$$

Illustration

If bidder is L1:

- Technical Value = 56
- Financial Value = 30

Total Score = 86

5. Determination of Successful Bidder

The bidder obtaining the highest combined score shall in Technical Evaluation and Financial Evaluation be ranked as L-1 and recommended for award of work.

In case of tie, bidder having higher average turnover of last three financial years shall be selected.

6. Scoring Templates

1) Stage A – Compliance Sheet (PASS/FAIL)

| Ref | Criterion | Evidence in Bid | Result |
|-----|--|---|--------|
| A1 | Two-bid submission, on-time, proper signing/stamping | Covering letter; envelopes; email trail | |
| A2 | EMD ₹1,00,000; validity | DD/PO/BG/NEFT copy | |
| A3 | PAN, GST, EPF, ESI, Registration; Labour License; Undertaking; Agreement | Copies; Annexure-VIII, X | |
| A4 | Turnover \geq ₹3.0 Cr p.a. , FY 22-23/23-24/24-25, CA cert & audits | Audited FS | |
| A5 | Experience as specified at page no- 4(works, value, client type; WOs & certificates) | WO & Completion/Ongoing certs | |
| A6 | Delhi/NCR office | Address proof | |
| A7 | Site visit certificate | Certificate | |
| A8 | Not blacklisted for any work | Undertakings | |

2) Stage B – Technical Scorecard (100 points)

| Code | Sub-Criterion | Max Score | Notes/Justification |
|--------------|-------------------------------|------------|---------------------|
| 1 | Number of years in Operations | 15 | |
| 2 | Manpower availability | 15 | |
| 3 | Turnover | 20 | |
| 4 | Number of Manpower on roll | 15 | |
| 5 | Quality Related Marks | 10 | |
| 6 | Additional ISO certification | 5 | |
| 7 | Presentation | 20 | |
| Total | | 100 | |

Threshold to qualify to Financials: 50/100.

3) Stage C – Financial Scorecard (100 points)

QCBS Method (70:30)

Total Score= $(0.70 \times TS) + (0.30 \times FS)$