

**Tender Document Fee
Rs- 236/- (incl. of GST)**



राष्ट्रीय फैशन एवं टेक्नोलॉजी संस्थान, मुंबई

(निफ्टअधिनियम, 2006 के तहत एक सांविधिकसंस्थान)

**Tender for Conducting Comprehensive Fire & Electrical Safety
Audit For NIFT Campus, Plot No. 15, Sector 4, Kharghar, Navi
Mumbai**

व्यापक अग्नि और विद्युत सुरक्षा परिक्षण आयोजित करने के लिए निविदा (तिमाही
आधार पर)

निविदा संख्या : 04/NIFT/MUM/PO/2018-19

पावती नं. एवं जारी करने की तिथि : _____

के पक्ष में जारी किया गया : _____

निविदाप्रक्रिया के लिए निर्धारित की गयी समय सारणी:

निविदा सूचना प्रकाशित करने की तिथि	24.05.2018
विधिवत भरीहुई निविदाएँ प्राप्त करने की अंतिम तिथि	14.06.2018 को 3.00 बजे अपरान्ह तक
तकनीकीसंविदाएं खोलने की तिथि एवं समय	14.06.2018 को 3:30 बजे अपरान्ह

नोट:इस निविदा दस्तावेज़ में 28 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा वित्तीय संविदाओं को विधिवत भर कर तथा लिफाफे में बंद करके एक कवर में अच्छी तरह मुहरबंद करके उस पर “व्यापक अग्नि और विद्युत सुरक्षा परिक्षण आयोजित करने के लिए निविदा (तिमाही आधार पर)”अथवा “Tender for Conducting Comprehensive Fire & Electrical Safety Audit For NIFT Campus, Plot No. 15, Sector 4, Kharghar, Navi Mumbai” लिख कर ही जमा करें।

OPEN E-TENDER FOR CONDUCTING COMPREHENSIVE FIRE & ELECTRICAL SAFETY AUDIT FOR NIFT CAMPUS, PLOT NO. 15, SECTOR 4, KHARGHAR, NAVI MUMBAI.

National Institute of Fashion Technology (an Autonomous body under the Ministry of Textiles, Govt. of India) Mumbai has decided to call tender for “COMPREHENSIVE FIRE & ELECTRICAL SAFETY AUDIT FOR NIFT CAMPUS, PLOT NO. 15, SECTOR 4, KHARGHAR, NAVI MUMBAI”. For this purpose, NIFT invites e- Tenders from reputed agencies/contractors for providing “**CONDUCTING COMPREHENSIVE FIRE & ELECTRICAL SAFETY AUDIT FOR NIFT CAMPUS, PLOT NO. 15, SECTOR 4, KHARGHAR, NAVI MUMBAI**”.

”. The terms and conditions of the tender are as follows:-

TENDER NOTICE

Tenders are invited from reputed agencies/contractors for “**CONDUCTING COMPREHENSIVE FIRE & ELECTRICAL SAFETY AUDIT FOR NIFT CAMPUS, PLOT NO. 15, SECTOR 4, KHARGHAR, NAVI MUMBAI**”. The Earnest Money in the form of Demand Draft/Pay Order should be after the date of publishing of tender date, payable in favour of “NIFT Mumbai.

1. NIFT shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.
2. The location & equipments can be inspected any time during working hours on any working days. No extra money shall be payable by NIFT for non awareness of the site conditions and constraints

Submission of Bids

- (a) The interested agencies/contractors should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from 24.05.2018 to 14.06.2018 up to 3.00 P.M. Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in>.
- (b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
 - Annual Registration Charges of Rs. 2,000 + 360 (GST 18%) = 2,360/- (Two Thousand Three Hundred and Sixty Only - non-refundable).

- Bid Processing Fee charges of Rs. 800+ 144 (GST 18%) = 944/- (Rupees Nine Hundred Forty Four Only) - non-refundable) through Online Payment Only.

- (d) Vendors also contact **CI India** for online registration at following email Id's : sandeep.bhandari@clindia.com and achal.garg@clindia.com or Tel: +91-124-4302033 / 36 / 37 and mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.

The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested parties should submit a hard copy of the application submitted online with all relevant supporting documents by 14.06.2018 up to 3.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application. The sealed hard copy of the tender shall be submitted in one big envelope superscripting for tender document for "CONDUCTING COMPREHENSIVE FIRE & ELECTRICAL SAFETY AUDIT FOR NIFT CAMPUS, PLOT NO. 15, SECTOR 4, KHARGHAR, NAVI MUMBAI". Containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to The Director, National Institute of Fashion Technology, NIFT Campus, Mumbai. The hard copies of sealed tender's documents must be dropped in the tender box kept at Reception Area NIFT Mumbai, on or before 14.06.2018 by 03.00 P.M.

- (a) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - I along with a demand draft of Rs. 236/- (Incl.of GST 18%) (Rupees Two Hundred Thirty Six Only) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 20,000/- (Rupees Twenty Thousand Only) favoring National Institute Of Fashion Technology and payable at Mumbai with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including GST to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- (b) The technical bid will be opened in e-tender portal on 14.06.2018 at 03.30 P.M. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (c) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- (d) Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747103, 7108 NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai- 410210. And For Online Procedure: For More enquiries / For Helpdesk Officers :- Mr. Sandeep Bhandari , E-mail :- sandeep.bhandari@clindia.com, Tel: no.- 0124-4302033 & 36/37.

Cost of Tender form: Rs 236/- (Incl. of GST18%) (Non-refundable)

Earnest Money Deposit: Rs 20,000/-

Commencing date of Tender: 24.05.2018

Last date of Submission:14.06.2018 up to 3.00 PM

Date of opening of Tender (Technical Bid): 14.06.2018 at 3.30 PM

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

TENDER FOR CONDUCTING COMPREHENSIVE FIRE & ELECTRICAL SAFETY AUDIT FOR NIFT CAMPUS MUMBAI

Address for communication:

ASSISTANT DIRECTOR,

NIFT Campus, Plot No-15,

Sector-04, Kharghar, Navi Mumbai- 410210

TIME SCHEDULE

<u>Sr. No.</u>	<u>Subject</u>	<u>Date/time</u>
1.	Date of Commencement of Bidding Process	24.05.2018
2.	Pre-bid meeting of vendors	-
3.	Last date/time for Receipt of Bidding Documents	14.06.2018, 3.00 pm
4.	Date & Time of Opening of Technical Bid	14.06.2018, 3.30 pm
5.	Place of Opening of Bids	NIFT Mumbai, Plot No. 15, Sector- 04, Kharghar, Navi Mumbai.
6.	Website address	www.nift.ac.in/mumbai
7.	E-mail address	Sandip.bhandari@c1india.com

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It is here by clarified that the Bid/response to the tender should be submitted in the exact format given here in without making any changes/alterations to the tender document. Any change/alteration made to the tender document by the participant would make his Bid/response to the tender void and the same shall be liable to be rejected by NIFT without further going to the merits of the tender. It is also clarified that in case of any difference/change between Bid/response to the tender document submitted by the bidders and the tender document maintained by NIFT, the tender document maintained at NIFT, would be considered as authentic and binding on the bidders.

PART I- INVITATION TO BID

1. **The Proposal**. National Institute of Fashion Technology invites tenders for conducting Fire & Electrical Safety Audit for its Head office and premises located across the country.
2. **Scope of Work**. Scope of Work is detailed in PART-III- Instructions to Bidders of this document.
3. **Qualification Criteria**. Qualification Criteria is given in PART-III-Instructions to Bidders of this document

1. **Terms and Conditions-** Terms and Conditions are given in PART-III-Terms and Conditions of this document.
2. **Availability and Submission of Proposal-** The tender document can be downloaded from the NIFT's Website. Tender document can also collect from **NIFT Campus Plot No. 15, Sector- 04, Kharghar, Navi Mumbai on all working days from 9:30 am to 6:00 pm** till the last date of submission of the tender. Interested vendors or firms can visit our premises proposed for audit, with prior appointment to see and inspect fire and electrical safety installations of premises during working hours i.e. from 09:30 am to 06:00pm.

No proposals will be accepted after the last date & time of submission of the tenders.

3. **Amendment-** At any time before the last date and time for submission of response to the tender, NIFT may, for any reason, modify the tender document, by an amendment that would be displayed on NIFT's Website www.nift.ac.in. NIFT would make no other intimation in this regard. It would be the sole responsibility of the firm to submit bid/proposal in incorporating amendments, if any.
4. **Disclaimer-** The tender would bind neither NIFT in any contract nor it an offer of an assignment/contract. NIFT reserves the right to accept any bid/proposal or reject any or all the bids/proposals received in response to the tender and to cancel the entire process at any time prior to award of the assignment/contract, without there by incurring any liability to the affected respondent/s. NIFT shall not be bound to offer any reasons for such acceptance/rejection nor shall entertain any correspondence with the rejected respondents in this matter.
5. **Security Deposit:-** The successful tenderer will have to deposit 5% of the total bid amount as security deposit and this will also be treated as Performance Guarantee. Part of this amount will be adjusted against the EMD deposited by the tenderer along with the tender form. The balance amount will have to be deposited by the successful tenderer within 5 working days of the receipt of the Work Order by a Demand Draft in favour of NIFT Mumbai, payable at Mumbai at any branch of Scheduled Bank/Axis Bank/ HDFC Bank/ IDBI Bank/ICICI Bank failing which the Work Order will be treated as cancelled and the EMD amount will be liable to be forfeited. The successful bidder's Security Money will be retained till the validity of the contract and it will be returned after successful supply of the ordered items and no interest will be paid for security deposit.

Authorized

Officer

➤ **PART II- GENERAL INSTRUCTIONS**

1. **Important Instructions.** The following instructions are to be adhered:-

(a) The bid should be in two parts, namely Technical Bid and Financial Bid.

(b) Technical Bid should be accompanied by a Demand Draft of Rs. 236/- (Rupees Two Hundred Thirty Six Only) in favour of NIFT as non-refundable -----Processing Fees'.

(c) NIFT may reject the bid out right in case the required documents as mentioned in the Request for Proposal are not found enclosed.

(d) Name, communication address of the company with telephone number(s) of the contact personal so must be clearly stated on the envelopes for easy and correct identification and contact.

(e) All Annexures must be clearly mentioned as **Annexure A, Annexure B, Annexure C** etc. should be sequentially attached, duly flagged neatly.

(f) Documents which are not asked for, such as additional work orders Company profile etc should not be included in submissions.

(g) NIFT reserves the right to cancel the empanelment process altogether at any time for any reason whatsoever.

(h) Bid document may be downloaded from the NIFT's website.

(j)The service providers must enclose Technical and financial bids in separate envelope and have these sent to the under-mentioned address in one envelope, super-scribed as:

“TENDER FOR FIRE & ELECTRICAL SAFETY AUDIT FOR NIFT MUMBAI”

➤ **PART III – INSTRUCTIONS TO BIDDERS**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong and Srinagar. Over the years NIFT has also been working as a knowledge service provider to the Union and State governments in the area of design development and positioning of handlooms and handicrafts. NIFT intends to get its Head Office and Delhi Centre located at HausKhas, near Gulmohar Park New Delhi. Detailed information about buildings to be audited is given in Annexure- C. Details given in the Annexure are provided only for giving a rough idea about the premises. Agencies are suggested to visit the buildings before submitting the bid and satisfy themselves about the services provided via fire alarm, fire fighting, suppression system, electrical equipments, air-conditioning equipment, panels etc.

➤ **Broadly scope of work for Fire Safety Audit for all building is as under:-**

❖ **Methodology:-**

Selected vendor will carry out the Fire Safety Audit through the steps. Steps are direction a lonely. Vendors may choose an appropriate methodology but output should be similar.

1. **Pre Audit Meeting:** - with NIFT team. Visual inspection & verification of documents.
2. **Audit:** - Auditing & testing to determine the condition of fire installation, Fire safety measures and other relevant issues.
3. **Presentation:-**of findings to committees of NIFT responsible for acceptance of report and implementation of recommendations. Recommendations should be supplemented with a list of equipment's to be repaired/ replaced and actions to be taken. Specifications of the equipment's to be changed should be given with budgetary costs so that tender can be floated, if required by NIFT and the implementation can be done easily.
4. Reports will be accepted, after rectifications, if any, as recommended by NIFT committee(s) are implemented satisfactorily and certified by the Auditors.
5. One day's training **at NIFT Campus on Fire and Electrical Safety** for Nodal Officers responsible for conduct & implementation for Fire and Electrical Safety. The training should broadly cover following aspects:-
 - (i) Fire Safety Rules Act.
 - (ii) Electricity Act and Rules
 - (iii) Need of Fire and Electrical Safety Audit.
 - (iv) Relevant standards on Fire safety.
 - (v) Fire safety/ Maintenance in relations to fire Equipments.
 - (vi) Auditing & Implementation.
 - (vii) Relevant provisions in latest National Building Code.

➤ **Training:** - of security & fire guards other identified personnel by NIFT on preventing fires from taking place.

➤ **Implementation Audit:** -

Audit will be done by vendor to identify the gaps and would recommend the defects / gaps and to repair/ replace the equipment / system and NIFT shall carry out rectification.

➤ **Scope of Work for Fire and Electrical Safety Audit:** -

The Audit would cover safety management and technical aspects required for the safe operation in the respective premises which would cover:

- i. Study of existing safety measures, procedures and systems for controlling hazards.
- ii. Identifying potential hazards.
- iii. Recommending changes if any to improve the effectiveness of the existing safety programmes, procedures, systems.

❖ Fire Safety Audit

The fire safety audit would broadly include:

1. Fire & Safety Management systems, general housekeeping, storage of **inflatable substances**, general cleanliness and access to firefighting equipment & Fire Load.
2. Fire Protection Systems including fire alarm systems, fire suppression systems and fire fighting systems, including Fire Extinguishers etc.
3. Compliance with Statutory Requirements under different Safety Laws/codes and NBC.
4. Fire Hazards and Their Control Measures.
5. Mechanical/Physical Hazards.
6. Training Plans.
7. Review of Emergency Plans, Exit and Evacuation Preparedness, Fire Drills. Verification of occupants' response to FIRES, and their capacity to handle fire extinguishers and other equipment.
8. Review of Escape Routes and Signage's.
9. Review of Occupants' knowledge on the use of Fire extinguishers.

❖ Electrical Safety Audit

The Electrical safety audit would broadly include:

- 1) Testing and Examination of Electrical Machines & Equipment
- 2) Preventive Maintenance Practices
- 3) Electrical Work Permit System & LOTO Procedures
- 4) Electrical Hand Tools – Inspection & Record Keeping
- 5) Earthing Systems
- 6) Electrical Zone Classification
- 7) Flameproof Electrical Equipment/Fittings
- 8) Emergency Lighting System
- 9) Compliance with Indian Electricity Act and Rules Electrical Safety and Safeguarding of Personnel
- 10) Lightning Protection / Static Electricity Prevention & Discharge System.
- 11) Safety in Temporary Wiring
- 12) Fire prevention, protection and mitigation w.r.t. electrical safety

- **Field Visits for the Audit Assignment**

1. Study of relevant documents such as those pertaining to safety procedures and systems in the Areas/Sub-areas covered under the Scope for each of the premises.
2. Study of accidents/incidents, fires/injuries, if any, and root cause and analysis.
3. Discussions / Interviews with key personnel at various levels.

- **Technical Criteria of the Firm**

The preliminary evaluation will be done on the following parameters based on proof documents submitted along with the tender and offers from firms not conforming to any of the parameters or not supported by proof document will be rejected.

Sr. No.	Parameters	Remarks
(a)	Annual Turnover	The firm should have an average Annual turnover of Rs.20 lakhs or above in the last 3years for fire related consultancy and advisory services and not for sale of fire safety equipments, verification from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with the balance sheet.
(b)	Net Profit	The firm should have earned profit during each of the last three years.
(c)	Experience of firms in the field of Fire Safety Audits	<p>(i) The vendor should have carried out at least—Fire and Electrical Safety Audits in multi storied office(of minimum –story’s) buildings in last 05 years of which at least one should be after 01 Mar 2016 with at least-10000 sq. ft. space each..... etc</p> <p>(ii) The firm should be conducted Fire Safety Audit of minimum two establishments at least one of which should be occupied by a Govt. Dept./Public Sector Undertaking.</p>

(d)	Registration with State Govt.	The Firm should be currently registered with any State/Central Govt. or respective Works Organizations or PSUs or should be on the currently valid approved list of vendors of State/Central Government or respective Works Organizations or PSUs to carry out Fire & Electrical Safety Audit.
(e)	Assessed of Income Tax	The firm should have filed Income Tax Returns during last three Assessment year i.e.2014-2015, 2015-2016 and 2016-2017 and submit the copy of the same.
(f)	Reference from existing Customers	The Firm should submit Performance Certificate from their customer's along with the Tender. It should not be more than two years old. Firm should furnish details like name, address and telephone numbers of references
(g)	Qualification and Electrical Safety Auditors	Qualified Fire Engineers/ Retired Fire Officer of PSUs or State Fire Services (not below the rank of Station Officer)/ Fire Consultants having qualification of Station Officer Course from National Fire Service College (NFSC) Nagpur or equivalent and minimum 5 years experience in fire safety in the preceding years. Graduate Electrical Engineers not below the rank of Executive Engineer with minimum 10 years experience. The details of qualified engineers/ technical personnel held by the firm been closed as per Annexure "D".

➤ **Terms of Payment:-**

75% of total payment will be released after submission of preliminary audit report covering all premises under scope of work and balance 25%, retained as security deposit will be released after submission of final audit report on completion of rectification of short comings for all the premises pointed out during the audit by NIFT and subsequent inspection and provision of required certification of compliance in respect all relevant fire laws and compliance of electrical systems as per Electricity Act and Rules of the country.

❖ **PART IV – Terms and Conditions**

1) Submission of Bid: - The bid shall be in two bid system i.e. Technical and Financial Bid.

2) Technical Bid: - Envelope to include all documents as mentioned in technical eligibility criteria. Envelope may be clearly marked in capital bold letters as follows:

“TECHNICAL BID FOR FIRE AND ELECTRICAL SAFETY AUDIT FOR NIFT CAMPUS MUMBAI 2018”

Format for Technical Bid is at Annexure “A”.

The Technical Bids shall be opened in presence of the bidders or the representatives at the place, date and time mentioned in the RFP document. All those present during the opening process shall be required to sign in the register maintained for the purpose with the Head Office. Only one person/ representative per bidder may be present for the opening of technical bids.

(a) **Financial Bid:** - Envelope to include price bid for conducting of Fire and Electrical Safety Audit Envelope may be clearly marked in capital bold letters as follows

“FINANCIAL BID FOR FIRE AND ELECTRICAL SAFETY AUDIT FOR NIFT 2018”

Format for Financial Bid is at Annexure – “B”

Sealed Envelope containing Technical cum Financial Bid with "NIFT Fire and Electrical Safety Audit" super scribed on it should be addressed to:-

**The Director,
NIFT Campus Mumbai,
Plot No.15, Sector-15,
Kharghar, Navi Mumbai**

The proposal should reach NIFT, Mumbai on or before 07.05.2018 by 3.30 p.m. Proposals received late will not be considered.

The proposal in a sealed envelope should include (2 covers) as given below:-

(a) **Technical Bid Sealed Cover Containing:-**

- (i) Proposal Form and Technical bid as per Annexure "A" of this document accompanied by a Demand Draft of **Rs. 236 /-(Rupees Two Hundred Thirty Six Only)** in favour of NIFT Payable at NIFT Mumbai as Tender Cost as non-refundable.
- (ii) Company profile along with documentary evidence of Services offered and all relevant enclosures as detailed in/required as per Technical Bid form and qualification criteria.
- (iii) Earnest Money deposit of 20,000/- in the form of Demand draft in favour National Institute of Fashion Technology

(b) **Financial Bid Separate Sealed Cover Containing:-**

(i) Proposal of fees as per Annexure B of this document.

Note: - The sealed covers of technical and financial bids together should be kept in another sealed envelope.

(c) **Pre-Bid Meeting:** - Answers to the queries raised in Pre-bid Meeting shall be posted on NIFT's website.

(i) **Confidentiality:** - The tender contains information proprietary to NIFT. NIFT requires the recipients of this tender to maintain its contents in the same confidence as their own confidential information and refrain from reproducing gating whole or in part without the written permission of the NIFT. NIFT will not return the bids/responses to the tender received. The information provided by the bidder/s will be held in confidence and will be used for the sole purpose of evaluation of bids.

(d) **Bid Evaluation:-**

(i) **Preliminary Examination and Technical Evaluation:-**NIFT will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, and the Bids are generally in order. Only those Bidders whose Technical bids have been found to be in the conformity of the eligibility terms and conditions.

(ii) **Evaluation and Comparison of Price Bids:** - NIFT will evaluate and compare the Price bids, which have been determined to be responsive. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Successful Bidder does not accept the correction of the errors, its Bid will be

rejected, and its Bid security may before feted. If there is a discrepancy between words and figures, the amount in words will prevail. L1 will be decided on the basis of price quoted in the financial bid.

(iii) **Earnest Security:-**

Earnest Money Deposit of 5,000(Rupees Three Thousand only) in the form of Demand Deposit/ Pay Order issued by a scheduled Commercial Bank favoring NIFT, Payable at Delhi, must be submitted along with the Technical Bid. **Offers not accompanied with the Earnest Money Deposit will not be accepted.** This amount will be forfeited if on being selected by NIFT for the job, the offered refuses to accept work order or having accepted, fails to carry out his obligations mentioned there in. Bank guarantee in lieu of Earnest money will not be accepted. **No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful bidders. The Earnest Money paid by the successful bidders will be released only after receipt of satisfactory Service.**

(e) **Time of Completion & Penalty Clause: -**

Fire and Electrical Safety Audit should be completed and report to be submitted within 30 days from the date of issue of Work Order with recommendation/observations. Implementation audit & Final compliance report along with certificate of compliance in respect all relevant fire laws and compliance of electrical systems as per Electricity Act and Rules of the country shall be submitted **within 30 days** after confirmation by NIFT that the observations are complied with. In case the Fire and Electrical Safety Audit or fails to carry out the Audit work, NIFT reserves the right to cancel the contract and forfeit the Security Deposit partially or fully.

(e) **Injury to Persons, Property & Owner's Indemnity**

(i) The Agency shall be liable for and shall indemnify the Owner against any liability loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the carrying out of the works unless due to any act or neglect of the Owner or of any person for whom the Owner is responsible.

(ii) Except of such loss or damage as is at the risk of the Owner under the Contract the Agency shall be liable for and shall indemnify the Owner against any expense, liability, loss claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arise out of or in the course of or by reason of the carrying out of the works and provided always that the same is due to any negligence omission or default of the agency his servants or agents or of any sub-contractor his servant so regents.

(j) **Accidents:-**

In case of any accidents during the course of work, the Agency shall abide by the following statutory law so any other laws enforced by the government:-

(i) The payment of Wages Act

(ii) Owner's Liability Act

(iii) Workmen's Compensation Act

(iv) Contractor Labour (Regulation & Abolition) Act 1970 and Central Rules 1971

(v) Apprentices Act 1961

(vi) Any other Act or enactment relating thereto and rules framed there under from time to time.

(k) **Costs of Tests:** - The cost of arranging/undertaking any test, as directed by the Owner shall be borne by the Agency.

- **Excise & Sales Taxes, Works Contract Tax:-**

The Agency shall pay and be responsible for payment of all taxes, duties, levies fees or charges in respect of the works including but not limited to sales taxes, tax on work contract, excise duties and octroi payable in respect of materials, equipment, plant and other things required forth e-contract. All of the afore said taxes, duties, levies fees and charges shall be to the Agency's account and Owner shall not be required to pay any additional or extra mount on account of variation of taxes, duties, levies, fees etc., if any till completion of work and no extra claim on this account will be entertained in any case.

- (l) **Labour Laws:** -

The Agency shall observe and strictly adhere to all prevailing labour laws inclusive of Contract Labour (Abolition and Regulation) Act of 1970 and other safety regulations including amendments made, if any after wards.

- (m) The agency awarded with the work, will have to sign an agreement with NIFT, on a format provided by NIFT for the work of Fire and Electrical Safety Audit.

- (p) **Statutory Authority Obligations, Notices and Fees Charges:-**

- (i) The Agency shall comply with and give all notices required by any act, any instrument, rule or order made under any Act, or any regulation or bye law of any local authority or of any regulation of any agency which has any jurisdiction with regard to the works or with whose systems the same are or will connected.

- (ii) If the agency shall find any divergence between the statutory requirements and all or any of the contract documents or any variation instruction issued in accordance with these conditions, shall immediately

give to the Owner's Representative a written notice specifying the divergence.

(iii) If the agency gives notice or if Owner shall other wise is cover or receive notice of a divergence between the statutory requirements and all or any of the contract documents or any variation, instructions issued in accordance with these conditions the Owner shall within 7days, of discovery or on receipt of a notice, issue instructions in relation to the divergence. If and in so far as the instructions require the works to be varied, they shall be deemed to be Owner instructions issued in accordance with these conditions.

(q) **Work to be done to the Satisfaction of the Owner:-**

The agency shall execute, complete and maintain the work in strict accordance with the contract to the satisfaction of owner and shall comply with the specifications and adhere strictly to the owner's instructions and directions on any matter (whatever mentioned in the contractor not) concerning the work. The agency shall take instructions and directions from the owner's representative.

Annexure "A"**TECHNICAL BID**
(To be included in Technical Proposal Envelope)

<u>Sr. No.</u>	<u>Details</u>	<u>To be furnished by the Firm</u>
1.	Name & Address of the Firm	
2.	PAN No.	
3.	Type of organization & year of incorporation	
4.	Correspondence address with contact person's name, telephone number, mobile number etc.	
5.	Turnover of the Company for the last 3 years	
6.	Number of Fire Safety Audit Works carried out during the last 5 years.	
7.	Name & Address of the client organizations with details of contact person. Please arrange to provide following details.	
8.	Year of execution	
9.	Time taken for completion (Attach proof like copy of work order, performance & completion certificate etc.)	
10.	Other information's applicant might like to give the support of the application.	

Annexure "B"**LIST OF WORKS EXECUTED DURING LAST 5 YEARS TOWARDS
FIRE & ELECTRICAL SAFETY AUDIT**

Name of the Firm Client	Location of the Work	Work order Ref. No. &Date	Period of Execution	Contract Amount	Remarks (%age of saving done)

We confirm that all the details mentioned as required above and the documents/enclosures submitted in support of the same are true and correct and if NIFT observes any misrepresentation off acts on any matter at any stage of evaluation, NIFT has right of rejecting the Bid.

Dated this _____ day of _____ 2018

(Signature in the capacity of and duly authorized to sign Proposal for and on behalf of

_____)

PROPOSAL FORM
(To be included in Technical Proposal Envelope)

Date:

Sir,

TENDER FOR COMPREHENSIVE FIRE & ELECTRICAL SAFETY AUDIT

Having examined the scope of work, general, special conditions and TENDER Document, we, the undersigned, offer our services for comprehensive Fire Safety Audit for various stipulated premises of NIFT inconformity with the requirements mentioned in said TENDER documents.

We undertake, if our bid/Proposal is accepted, to provide services for comprehensive Fire and Electrical Safety Audit for premises of NIFT as per the scope of work, deliverables and in accordance with the time frames specified in the TENDER document as well as on the payment terms mentioned there in.

We confirm that the information submitted by using our Bid/Proposal is true and correct. We agree to a bid by the Bid/ Proposal and the fees quoted there in.

We here by acknowledge and unconditionally accept that NIFT may on its absolute is creation apply whatever criteria deemed appropriate in short listing and selection of the consultants.

We declare that we have not made any alterations/changes what so ever in the TENDER document which is downloaded from the Website of NIFT and we are fully aware that in the event of any change, the TENDER document maintained at NIFT will be treated as authentic and binding and the Bid/Proposal submitted by us will be liable to be rejected by NIFT in the event of any alteration made in the TENDER document. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest, or any other Proposal, you may receive.

Dated this.....day of.....2018

(Signature In the capacity of duly authorized to sign Proposal for and on behalf of

_____)

Annexure "C"**FINANCIAL BID****(To be included in Financial Proposal Envelope)**

Date:

To

Sir,

**NIFT TENDER FOR COMPREHENSIVE FIRE & ELECTRICAL SAFETY
AUDIT**

In terms of the above-mentioned TENDER document we submit herewith the financial bid (fees) for the assignment proposed by NIFT.

Sr. No.	Scope of Work	Lump sum Total amount in Figures (Rs)	Lump sum Total amount in Words (Rupees)
1.	<u>Comprehensive Fire and Electrical Safety Audit</u>		

Terms and Conditions:

1. The above quoted fee is the lump sum (fixed price) amount for the entire assignment. The fees include all duties, levies, taxes, travelling expenses, out of pocket expenses and any other expenses of what so ever nature but excluding GST. NIFT will pay GST, at the applicable rate, subject to production of documentary evidence of payment..

Dated this _____ day of _____ 2018

(Signature in the capacity of and duly authorized to sign Proposal for and on behalf of

_____)

Annexure "D"

PROPOSED LIST OF PREMISES TO BE AUDITED

<u>Sr. No</u>	<u>Location of Premises</u>	<u>Brief Description of buildings etc</u>

Annexure “E”**DETAILS OF ENGINEERS / TECHNICAL PERSONNEL**
ONE ANNEXURE “D” TO BE PROVIDED FOR EACH TECHNICAL
CONSULTANT ENGAGED FOR THE ASSIGNMENT

(Furnish their qualification & experience)

<u>Sl.</u>	<u>Name</u>	<u>Year of passing</u>	<u>Subject</u>	<u>Examination passed from Board/University</u>	<u>Division</u>
1					
2					
3					
4					
5					

Work Experience:

<u>Sl.</u>	<u>Post held</u>	<u>Name of Organization</u>	<u>From</u>	<u>To</u>	<u>Nature of Duties performed</u>
1					
2					
3					
4					

(Attested copies of the testimonials and experience are required to be attached)

UNDERTAKING

I,.....here by certify that all information, particulars, copies of certificates and testimonials submitted in connection with the bid, are correct and genuine. I am, liable to face appropriate action, as deemed fit by NIFT, in the even to if any of the information, particulars, copies of certificates, photograph and testimonials are not found correct and genuine.

Place:

Signature of Authorized Official

with seal of the firm/company

Date: