

**NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH (ICMR)
Plot No.I-7, Sector - 39, NOIDA-U.P – 201301**

TENDER No. NICPR/ BM/ Tender/ 2017-18

**TENDER DOCUMENT
FOR
Building Repairs, Operations and Maintenance of Services at NICPR, Noida**

DATE OF ISSUE	10.05.2017
PRE BID CONFERENCE	
LAST DATE OF SUBMISSION	05.06.2017
DATE OF OPENING	09.06.2017
PLACE OF SUBMISSION OF TENDER	Administration Section National Institute of Cancer Prevention and Research , I-7, Sector-39, Noida-201301, U.P.
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**NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH (ICMR)
Plot No.I-7, Sector - 39, NOIDA-U.P – 201301**

**NOTICE INVITING TENDER (NIT)
(Building Repairs, Operations and Maintenance of Services)**

No. NICPR/BM/Tender/2017-18

Dated: 2017

National Institute of Cancer Prevention & Research (ICMR), Plot No.I-7, Sector-39, Noida is an Institute of the Indian Council of Medical Research under the Ministry of Health & Family Welfare, Department of Health Research. Its main function is the research in various types of prevalent cancers. For this purpose it has sophisticated Laboratories in the Main Building i.e. Research cum Clinical Complex, apart from Office areas. The Campus houses a Guest House Test Research Lab, Waste Management building and other Services buildings. The area of the Campus is about 50,000 Sqm. The Buildings and services of the NICPR Campus are occupied and fully operational since 2003-04.

Sealed tenders are invited in **Two Bid System** from the Central/ State Public Works Organizations or Central/ State Public Sector Undertakings for **Comprehensive Annual Contract** (inclusive of men & materials) for **Repair works, Plumbing, Operation and Maintenance of Electrical Installations upto 33KV, Central AC Plant, Water Treatment/R.O. Water Plant, Fire Detection & Fighting Equipments, Horticulture, Housekeeping etc.** for all the buildings and facilities in the Campus of I.C.P.O, and maintenance of its Residential Flats (10 nos) in Sector-27, Noida as well as repair work from time to time. The details/ scope of the Contract work are as under:

- I) Civil works viz. Masonry, Plastering, Concreting, Painting, Carpentering, Steel Work, Aluminum Work, Earth Work, Repairing of damaged walls, roofs, floors, seepages, false ceiling, Wooden and Aluminum Doors and Windows, Glass panes, Floor Spring Door, Stoppers, Handles, Locks, Drainage and sewage system of whole campus etc.
- II) (a) General works of Plumbing (Fixtures and flushing system of WC and urinals, Blockage removal, Seepage and Leakages repairing, Wash Basins, Geysers, Showers, Traps, Cocks fountain etc.), maintaining Water Supply, Piping System Underground and Overhead Water Tanks, Drainage and Sewage System, Cleaning of tanks, Water Cooler, Daily water level Maintaining in Tanks of Firefighting, Raw water, RO water, Piping and accessories etc.

(b) Tube well (3nos. Submersible Pumps i.e. 1.5 hp – 2nos and 7.5 hp-1 no. with all accessories, Electric Control Panels, Cable for Pumps, distribution Pipes and other accessories in whole campus even for irrigation and future construction purposes.

(c) Fire Fighting and Detection (Electrical & Diesel driven Fire Pumps, Jockey Pump, Electrical Panel for Fire Fighting, Pressure switches, Gauges and other accessories Different Valves, Hosepipes, Hose Box, Internal Hose Box, Fire Hydrants, Smoke and Heat Detectors, Response Indicators, Hooters, PA System, Different Fire Extinguishers, Mock drill etc.), Raw water supply pumps to

maintain water level to overhead tank alongwith with its electric panel and other accessories.

Annexure - I

- III)** Water Treatment Plant/ RO water Plant of capacity 4000 litre per hour, Filtration Plant, Raw Water Pump, RO/ Drinking water pumps, Flushing water pump, Submersible pump, RO system, Butterfly and NR valves, Electrical panels, cables and Anti scalents, Water Softener with pumps and chemicals to supply water to central AC plant, piping and accessories etc.

Annexure - II

- IV)** (a) Electrical Works (Electric Sub-station 33/11 KV & 11/ 0.415 KV HT/ LT System viz. HT/ LT panel, Capacitor panel, Transformers, HT & LT cable installation, Synchronizing panel, DG sets 380 KVA and 200KVA etc. , Internal & External Electrical installations viz. LT panels & switch boards, cables, internal lighting and power supply cabling/ wiring, ELCBs, Road lights, fixtures, Bus ducts, panels etc.)
- (b) Operation and maintenance of Passenger Lift. – 01 No.

Annexure III

- V)** HVAC Air Conditioning (AC plants, AHUs, Condenser and chilled water pumps, Electrical hot water heater, Ducting for AC, Dampers, Condenser & Chilled water pipes, Different Valves, Thermostat, Electric Strip Heater, Humidifier, FCUs, Electric AC panels), Window-AC and Split-AC etc.

Annexure IV

- VI)** Horticulture (Lawn area about 14,000 sq. mt., Hedge and trees, Internal & External Plants and “Flower Pots” etc.). The empty land of the NICPR campus will always be kept cleaned in order to avoid weeds/ shrubs etc. Disposal of the waste materials to proper place outside the NICPR campus.
- VII) Telecommunication system-** Telephone distribution system in whole Campus. However the 50 lines **EPABX exchange** is maintained by others.

Annexure V

- VIII)** Office and laboratory furniture and fixtures repair & maintenance eg. Chairs, sofa sets, wall cabinet, tables, venetian blind etc.
- IX)** Sign Boards, Banners, Posters etc. Supply and installation.
- X)** Housekeeping work of buildings and whole campus including roads. Disposal of routine as well as medical/ clinical waste to proper place outside NICPR campus.
- XI)** Renovation work arising out on case to case basis.

2. **Eligibility and Pre-qualification Criteria for Bidders Compliance to the following need to be furnished along with supporting documents, duly authenticated :-**
 - i. Minimum Annual turnover on the similar **Repair works, eg. Civil work, Plumbing, Operation and Maintenance of Electrical Installations, Central AC Plant, Water treatment and R.O. Water Plant, Fire Fighting Equipments, Telephone System, Horticulture etc.** should not be less than Rs.112.00 lakh upto September 2016 during last seven years.
 - ii. Should have completed two similar Operation & Repair Works i.e. Civil works and Plumbing, Operation and Maintenance of Electrical Installations upto 33 KV, Fire installation, Horticulture etc. of the value not less than Rs. 70 Lakh upto September 2016 during last seven years (at least one of them in Scientific laboratories/ institute of the Central Govt. / Autonomous Body/ Central PSU), (including National level Govt. laboratories/Institutes).
 - iii. Should have completed similar work costing not less than 56 Lakhs up to September 2016 during last seven year.
3. **Period of Contract:** - Period of the Contract will be for one year effective from the award/ Commencement of work. The contract may be subsequently renewed for another three year- one year at a time on the same terms & conditions, on the basis of mutual agreement between the two parties.
4. The NIT documents can be downloaded from the NICPR Web site www.nicpr.res.in and submitted alongwith the tender price of Rs.1000/-(Rupees One Thousand only) in the form of an A/c Payee Demand Draft or Banker's Cheque of any Nationalized Bank in favour of The Director, NICPR, Noida payable at New Delhi/ Noida.
5. **Techno commercial Bid (Envelop No.1) to contain the following:-**
 - (a) Earnest Money Deposit – Rs. 20,000/- (Rupees Twenty Thousand only) & the Tender Fee of Rs.1000/-(Rupees One Thousand only) in the form of an A/c Payee Demand Draft or Banker's Cheque or Bank Guarantee from any of the Nationalized Banks in favour of The Director, NICPR, Noida payable at New Delhi/ Noida should accompany the tender. Tenders received without earnest money and tender fee will be invalid. The Earnest money Deposit is to remain valid for a period of 180 days (in case the EMD is submitted in the form of Bank Draft, the same will have to be revalidate after three months by the firm) beyond the final validity period of the Bid.
The Earnest Money Deposit of the unsuccessful bidders will be returned to them at the earliest at the expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
 - (b) Necessary evidential proof for qualifying the eligibility criteria, proof of PSU, proof of registered office in Delhi/ NCR.
 - (c) All the documents including the Original Tender duly signed and stamped by the bidder on each page in token of acceptance of the tender conditions.

However "Price Bid" should be photo copied and submitted in envelop no.02 after filling up the prices, duly signed and stamped by the bidder.

6. **Price Bid (Envelop No. 2)** should contain as under and sealed:

The percentage (%) of service charge on the actual cost of the material for the work and man power deployed for Operations repair and maintenance shall be shown in the Financial/ Price Bid. All the taxes, duties, cess etc. relevant to the bid should be shown separately in the Price Bid.

7. **Two Bid System:**

Both the bids namely Technical Bid in a sealed Envelope No. (1) super scribed as “Technical Bid for Annual Building Repairs, Operations and Maintenance of Services” and the Price Bid in a sealed Envelope No. (2) Super scribed as “Price Bid for Annual Building Repairs, Operations and Maintenance of Services” should be put together in another sealed Envelope No. (3) Super scribed as “Bid for Annual Building Repairs, Operations and Maintenance of Services of NICPR”, **date and time of opening written both on the inner and outer envelopes.**The complete Tender duly addressed to The Director, National Institute of Cancer Prevention & Research , Plot No.I-7, Sector-39, Noida-201301, U.P. should be sent to Administration Section, National Institute of Cancer Prevention & Research , Plot No.I-7, Sector-39, Noida-201301, U.P, so as to reach by due date & time. Late Bids, for whatsoever reason, will NOT be considered and no communication of any nature will be entertained by NICPR in this regard.

8. **Validity of Bid:**

Tender submitted shall remain valid for 180 days from the date of opening for the purpose of acceptance and award of work. However, the validity beyond 180 days shall be by mutual consent.

9. **Signing of Documents**

All pages of the tender document shall be signed at the lowest right hand corner, wherever required and stamped by the Bidder or his representative holding the Power of Attorney, as a token of acceptance of tender conditions. Any amendment, addenda or corrigenda to these tender documents, if issued, must also be signed & stamped and submitted alongwith the tender documents.

10. **Submission of Tender**

The tender(s) duly filled-in and signed and stamped on each page, alongwith a forwarding letter on Agency’s Letter Head must either be posted by Registered Post/Speed Post/Courier or be deposited in the **Administration Section, Second Floor, National Institute of Cancer Prevention & Research , Plot No. I- 7, Sector-39, Noida-201301, U.P not later than 05- June-2017 upto 4.00 PM.** The Institute, may, at its discretion, extend the date of issue, submission or opening of tenders, duly informing the bidders. The bidders are to ensure that they post the tender well in advance so as to reach before the closing time & date indicated. Late tenders for whatever reason will not be considered and no further communication in this regard will be entertained by NICPR.

11. **Pre bid conference**

A pre-bid conference will be held with the bidders as per schedule for clarification of queries of the tender document, if any.

INSTRUCTIONS FOR BIDDERS

1. General Description

The Repair works (Maintenance of Building and Fixtures), Carpentering, Plumbing, Operation and Maintenance of Electrical Installations upto 33 KV, Central AC Plant, Water treatment/R.O. Water Plant, Fire Fighting Equipments, Office and Lab furniture, Horticulture, House keeping etc. as describe in the NIT pertains to the Campus of National Institute of Cancer Prevention & Research, Plot No.I-7, Sector-39, Noida-201301, U.P. and its Residential Flats (10 Nos) at Sector-27, Noida.

2. Approach to Site:

The work is located at **National Institute of Cancer Prevention & Research , Plot No.I-7, Sector-39, Noida-201301, U.P.** and its Residential Flats (10 Nos) at Sector-27, near Punjab National Bank, Noida. Before tendering, the bidder shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and extent of ground working conditions at site and locality including taking of materials, tools and plants etc., conditions of the building, plants and equipments and other installation etc. required for the satisfactory execution of the works contract. No claim whatsoever on such account shall be entertained by the NICPR under any circumstances. Once the quotation from the bidder is received it would be presumed that the bidder has visited the site and acquainted himself/ themselves about the content and nature of work.

3. Scope of work: - For details please refer to the page - 01 of the NIT.

4. Man Power to Be Deployed:-

The bidder will provide the following minimum manpower to execute the Repairs, Operations & Maintenance of the Services mentioned above apart from their own engineer (atleast Diploma holder) for overall supervision in general shift. This Engineer shall have back up from different departments of the bidder as and when required.

A. Operation and maintenance of Electrical installations (external & internal), D.G. Sets, Sub-station, HT & LT etc and all panels, Cables, Lift etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Electrician (for substation and general work)	10 th + ITI with 3 years experience in the same field.	04	One in each shift of 8 hours and one in general shift of 10 hours.
2.	Operator (for DG Set and Electrical System)	10 th with 3 years experience in the same field.	03	One in each shift of 8 hours.
3.	Helper	8 th + 3 years experience in the same field.	04	One in each shift of 8 hours and one in general shift of 10 hours.

4.	Lift Operator	10 th + 3 years experience in the same field	01	One in general shift of 10 hours.
5.	Supervisor	10 th + ITI (5 year Experience upto 33KV system)	01	One in general shift of 10 hours.

B. Operation and maintenance of Centralized Air conditioning (HVAC) system, Central AC plant, Hot water generator & equipments, all AHUs and pipe lines, Electrical panels and cable system, Window AC & Split AC units etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	AC Engineer	Three year Diploma in Mechanical Engg. / AC With two year experience in HVAC.	01	General Shift/ Part Time (Stating No. of Hours) as and when required.
2.	Operator	10 th with 3 years experience in the same field.	03	One in each shift of 8 hours.
3.	Helper	8 th + 3 years experience in the same field.	03	One in each shift of 8 hours.
4.	Electrician	10 th + ITI with experience in the same field.	01	General shift of 10 hours.
5.	Supervisor	10 th + ITI (5 year Experience in the same field).	01	One in general shift of 10 hours.

C. Civil Work

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Mason	10 th with 3 years experience in the same field.	01	General Shift as and when required.
2.	Painter	10 th with 3 years experience in the same field.	01	General Shift as and when required.
3.	Carpenter	10 th with 3 years experience in the same field.	01	General Shift as and when required.
4.	Al. Door /Window	10 th with 3 years experience in the	01	General Shift as and when

	Mechanic	same field.		required.
5.	Helper	8 th with 2 years experience in the same field.	03	General Shift as and when required.
6.	Welder	10 th with 3 years experience in the same field.	01	General Shift as and when required.

D. Operation and maintenance of R.O. plant and water softening plant etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Operator	10 th + 3 years experience in the same field.	01	General Shift
2.	Helper	8 th + 2 years experience in the same field.	01	General Shift

E. Operation and maintenance of Fire fighting and detection system, Pumps & Plumbing works

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Operator for fire system pumps and others water supply pumps	10 th with 3 years experience in the same field.	03	One in each shift of 8 hours.
2.	Electrician	10 th with ITI and 3 years experience in the same field.	03	One in each shift of 8 hours particularly to see fire detection and fighting system.
3.	Plumber	10 th with ITI and 3 years experience in the same field.	01	General Shift
4.	Helper	8 th + 2 years experience in the same field.	01	General Shift

F. Maintenance and development of Horticulture including lawns, plants, pots (plant Flower pots) inside & outside of the building and removal of weeds and wild plants from the empty land etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Mali	3 Years experience in the same field.	07	General Shift
2.	Head Mali	5 Years experience in the same field.	01	General Shift

G. Telephone System:

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Telephone Operator cum Receptionist	12 th + 3years experience in same field.	01	General shift 9 to 5:30
2.	Telephone line electrician	10 th + 3years experience in phone/wiring repair.	01	General shift. As and when required

H. House Keeping:

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Sweeper/Cleaner (Male)	3years experience in same field.	07	General shift 8 to 5
2.	Sweeper/Cleaner (Female)	3years experience in same field.	02	General shift 8 to 5
3.	Supervisor	10 th + 5 years experience in same field.	01	General shift 8 to 5

5. Estimated cost

The approximate value of the Annual Repair Works (Maintenance of Building and Fixtures), Plumbing, Carpentering, Operation and Maintenance of Electrical installations, Telecom System, Central AC Plant, RO Water Plant, Fire Fighting and Detection Equipments, Horticulture, Lift and House Keeping etc. including the man power to be deployed for operations is estimated to be over of **Rs. 140 lakh for NICPR Complex at I-7 , Sector-39, Noida with initial repair cost for 10 nos Residential Flats at Sector-27, Noida.**

6. Eligibility Documents:

- a) The bidders shall submit the sealed duly filled-in Tender in Two Bid System.
- b) The bidders shall submit proof for annual turnover of Rupees One Crore in a business of similar nature i.e. Repair Works (Maintenance of Building and Fixtures), Plumbing,

Carpentering, Electrical, operation of HVAC, RO Plant, Fire Fighting and detection, Horticulture etc.

- c) Copy of work orders (atleast two Nos.) showing value of the contract and its satisfactory completion certificates from clients.
- d) A complete list of clients with address, phone No. , Name of work, Date and Value of Work Order etc. during preceding three years shall be submitted so that the NICPR may be at its liberty to contact these clients for any clarification.
- e) The Technical Bid must be accompanied by **Earnest Money of Rs. 20,000/-** (Rupees Twenty Thousand Only) in the form of an A/C payee Demand Draft/Banker's Cheque issued by any Nationalized Bank in favour of The Director, NICPR, Noida Payable at New Delhi/Noida.
- f) **The Price Bid on the Agency's Letter Head showing the percentage (%) of service charge on the actual cost of the manpower to be deployed for operations and the repair/maintenance work to be done shall only be kept in a sealed envelop meant for Price Bid (Envelope No. 2) duly super scribed as "Price Bid for Building Repairs, Operations and Maintenance of Services" date & time of opening on envelope.**
- g) Copies of Acknowledgement for filing of the Income tax Return for three preceding years.
- h) Copies of Acknowledgement for filing of Service Tax Return for the 3 (three) preceding years.

7. Cost of Bidding

The bidder shall bear all the costs associated with the preparations and delivery of its bid. The Institute will not be responsible or liable for these costs.

8. Tender Document

The Tender Documents consists of these sections:

- (i) NIT
- (ii) Instructions to Bidders
- (iii) Conditions of Contract
- (iv) Contract Form
- (v) Check List
- (vi) Price Bid Form
- (vii) List of Proposed Manpower Form
- (viii) Draft Agreement

9. Amendment of Tender Documents

At any time prior to the deadline for opening of the Price Bids the Institute may, for any reason, modify the tender documents by suitable amendments.

The amendments pursuant shall be notified in writing by speed post or by Fax to all the bidders who have submitted the tender documents and shall be binding on them. Bidders will be required to acknowledge the receipt of any **such amendment and shall action appropriately.**

CONDITIONS OF CONTRACT

1. The fee payable to the maintenance contracting agency will be the **percentage (%) rate** over the total cost incurred on Operation and Repair Works (Maintenance of Building and Fixtures), Renovation, Carpentry, Plumbing, Electrical, Civil, HVAC, RO Plant, Fire Fighting and detection, Horticulture, lift, telephone system, housekeeping, furniture etc. as mentioned in NIT under "**Scope of Work**" inclusive of the minimum manpower to be deployed for operations and maintenance work and applicable taxes, duties, cess etc. to be quoted by the Bidder.
2. The estimates for the major repair works and renovation if any, shall be submitted by the contractor within the given time frame failing which a penalty of Rs. 100/- (One hundred only) per day for such delay shall be imposed and recovered from their bills.
3. Any other services may be added or deleted by NICPR by giving one month's notice, and it will form a part of the Agreement.
4. All consumables & spares as required for proper operation, repair & maintenance will **have to be provided by the Bidder and shall be in-built in the total cost.**
5. The manpower for operations, repair & maintenance of various services will be part of the cost. There shall be three components only of the payments to be made to the Agency i.e. remuneration including statutory payments as per the Labour Laws, cost of the supply, installation and repair/ renovation if any, and the Service charge if any, over and above the said expenditure.
6. The penalty @ Rs. 500/- per day per work will be imposed and recovered from Agency incase either the work under supervision by the qualified Engineer is not executed in two working days, in order to avoid any emergency or preventive maintenance/ repair visits are not conducted.
7. The Agency shall provide the leave reliever in the absence of a worker to be deployed for the operation/ maintenance of services. A penalty of Rs. 500/- per person per work per day shall be imposed and recovered from the bills of the Agency over and above the deductions of the per day proportionate remuneration.
8. The contracting agency will make the monthly bills for the services rendered in that month based on the cost of services paid (with supporting documents) plus service charge thereon. Part of the month will be treated on pro rata basis.
9. It is expected that services to be rendered by the contracting agency would be of a very satisfactory nature and any deficiency noticed by NICPR shall be attended immediately by the agency.
10. **NICPR may withdraw the contract by giving 60 (Sixty) days notice to the contracting agency without assigning any reason at the sole decision of NICPR.**
11. The Services will be rendered as per the sound Engineering Codes & Practices.

12. The agency shall co-ordinate with local agency for providing satisfactory services such as availability of electricity, water etc. They shall manage the visits, if any, of local statutory authorities and abide by statutes such as getting the electrical installation inspected by Electrical Inspectors, Fire Safety by Fire Dept. and obtaining their certificate to be submitted to NICPR.
13. The agency will have to take over the installation from the existing agency properly and any major differences, if any, during taking over, have to be settled, if need to be with the intervention of The Director NICPR so as to render the further work satisfactorily.
14. **All the electrical installations, plants etc. shall be got repaired from the manufacturers/ authorized agencies only.**
15. **Clarification of Tenders:** - The NICPR may ask at its discretion, any of the bidders, any clarification of tender condition including clarification of methodology of execution of items, the rate analysis for the items and all other details as considered essential by NICPR. The above clarification or submission of all the details shall form part of the tender and shall be binding on the bidders.
16. **Canvassing:** - The canvassing in any form in respect to this tender is strictly prohibited and will result in summarily rejection of tender of such bidders.
17. **Right to accept any tender or reject all tenders:-** NICPR reserves the right to accept, cancel or reject any tender and to annul and reject all tenders at any time prior to award of contract without assigning any reason and without incurring any liability/obligation to the affected bidders as regards to the communication of the grounds for such action or otherwise.
18. **Award of Contract:** - **Institute** will notify the successful Bidder in writing by a registered letter, Speed Post or by fax that his tender has been accepted. The letter of acceptance will constitute part of the contract.
19. **Signing of Agreement:** - On receipt of the 'letter of Acceptance' the successful Bidder will enter into a Contract Agreement with the Institute on the date and time to be informed by the Institute. The draft of the agreement is enclosed with this tender document. An agreement as per the enclosed Draft Agreement shall be signed with the successful bidder. Bidder is requested to sign each page of Draft Agreement as a token of acceptance and put the same in **Envelope No. 1**. Successful bidder has to get the proper stamp paper of a value as per Stamp Act to get the agreement typed and signed by their authorized official and submit the same to NICPR for signing within one week from the date of letter of award of acceptance of tender.

20. The Earnest money of the Bidder may be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
- b) If the bidder makes any modifications in terms and conditions of the tender which are not acceptable to “NICPR”.
- c) If the bidder does not respond/comply with the instructions to clarify, supplement the information or provide samples of materials, analysis of rates etc. as asked for by NICPR.
- d) If the agency does not provide laboratory test report of the material to be used, whenever required.
- e) If the contract agreement is not executed within seven (7) days from the date of the letter of acceptance of the contract or the work is not commenced within seven (7) days after the execution of the contract agreement.
- f) If the successful bidder fails to furnish the required Performance Security within the specified time limit.

21. Performance Security

A **Performance Security of Rs. 50,000/- (Rupees Fifty Thousand only)** shall be deposited within 7 (Seven) days from the date of letter of Acceptance/Award) by the successful bidder in the form of A/c Payee Demand Draft/ Banker’s Cheque/ Bank Guarantee from any Nationalized Bank in favour of **The Director, NICPR, Noida, payable at New Delhi/ Noida**. The Earnest Money of the successful bidder can also be converted into part payment of the Performance Security.

22. Refund of Performance Security

The Performance Security shall be released after **60 days** from the date of completion of all contractual obligations of the bidder including warranty obligations.

23. Defects Liability Period

Six months from the period of completion as certified by the NICPR.

24. Faulty Materials, Workmanship & Defects after Completion

- a) If it shall appear that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description or that any materials or articles provided by contractor for the execution of work are unsound or of a quality inferior to that contracted for or otherwise not in accordance with the contract, any defects, shrinks or other faults which may appear within the defects liability of six months from the date of completion, the contractor shall on demand in writing which shall be made within six months of the completion of the work, materials, articles, defects or other faults complained of notwithstanding that the same have been passed, certified and paid for, forthwith rectify or remove and reconstruct the work so specified in whole or in part, as the case may require or as the case may be. In case of any such failure, the NICPR may rectify or remove or re-execute the work or remove and replace with others, the materials or articles complained of as the case may be at the risk and cost in all respects of the contractor. The said risks & Costs will be recovered from the pending bills/ performance security deposit which there will need to be topped up to the required amount within seven days of intimation.
- b) Provided always that nothing in this clause shall relieve the contractor from his liability to execute the works in all respects in accordance with terms & conditions of this contract, or from his liability to make good all defects.

25. Assignment or Subletting

The contract shall not be assigned or sublet without the written approval of the NICPR. And if the contractor shall assign or sublet his contract or attempt to do so or become insolvent or comments any insolvency proceedings or make any composition with his creditors or attempt to do so or if any bribe, gratuity or gift, loan, perquisite, reward or advantage pecuniary or otherwise, shall either directly or indirectly, be given, promised or offered by the contractor or any office servants or agents to any person in the employment of the NICPR in any way relating to his office or employment, or if any such Employee or person shall become in anyway directly or indirectly interested in the contract, the NICPR shall have the power to terminate the contract.

26. Indemnifying Against Damages to Persons, Property & Statutes

The contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards day and night and providing barriers etc. It shall be responsible for all damages and accidents caused due to negligence on his part.

- a) The contractor shall be responsible for all injury to persons or things and for all damages whether such injury or damages arises from carelessness or accidents in any way connected therewith.

- b) The contractor shall reinstate all damages of every sort mentioned in this clause so as to deliver whole of the contracted works complete and perfect in every respect and so as to make good and otherwise satisfy all claims for damage.
- c) The contractor also indemnifies the NICPR against all claims which may be made upon the NICPR for acts during the currency of the contract by any employee or representative of an employee of the contractor or any sub contractors, employed by him, for any injury to or loss of life, of such employees, or for compensation payable under any law for the time being in force to any workmen or to any representative of any deceased or incapacitated workmen.
- d) The contractor also indemnifies the NICPR against all claims which may be made upon the Contractor/ NICPR for acts during the currency of this contract by the Central/State Govt. or local Municipal Authorities for the non-compliance of any laws, regulations, rules pertaining to Wages Act., Safety Act, in force and any amendments thereof in respect of labor and apprentices directly or indirectly employed in the work under this contract.
- e) The NICPR shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation cost, charges and/or expenses arising or accruing from or in respect of any such claims and/or damages as aforesaid from any sum or sums due or to become due to the contractor or from performance security deposit.

27. Medically Fit Staff

The bidder (Contractor) will provide the medically fit work force only. A medical fitness certificate in respect of all the workers obtained from the authorized Medical Officer would be provided by the bidder at the time of deployment of the workmen.

28. Character and Antecedents

The character and antecedents of the staff to be deployed shall be got verified by the contractor from local police authority prior to their deployment and an undertaking in this regard has to be submitted to the NICPR and NICPR shall ensure that the contractor complies with the provisions.

29. Force Majeure

Neither party shall be in default caused if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism, Labor unrest and government or public authority's demands or requirements.

30. Damage to Works in Consequence of Natural Cause

No payment shall be made to the contractor for any damages caused by rain, floods or any other natural cause whatsoever during the execution of work. The damage to work will be made good by the contractor at his own cost, and no claim on this account shall be entertained by the NICPR.

31. Arbitration

If any difference arises concerning this Contract Agreement, its interpretation on any account, the same shall be settled by the mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of thirty (30) days, either of the parties may make a request to the other party for submission of the dispute for decision by/ to an Arbitrator as follows:

1. In the event of any dispute or difference relating to the interpretation and application of the provisions of the contract, such dispute or difference shall be referred by either party to the arbitration as per the instructions (Office Memorandums/ Circulars) issued by Govt. of India from time to time with regard to arbitration between Public Sector Enterprises.
2. Subject to any amendment that may be carried out by the Government of India from time to time, the procedure to be followed in the arbitration shall be as is contained in D.O. NO.15(9)/86-BPE(Fin) dated 29.3.1989 of Department of Public Enterprises, Ministry of Industry or any modification issued in this regard.
3. If for any reason, the clauses are not applicable, Arbitration and reconciliation Act 1990 shall be applicable.

Contract Form

Tender No. NICPR/BM/Tender/2015-16
National Institute of Cancer Prevention & Research
(Indian Council of Medical Research)
Plot No.I-7, Sector-39, Noida-201301, U.P.

From

To

The Director,
National Institute of Cancer Prevention & Research
Plot No.I-7, Sector-39, Noida-201301, U.P.

Tender No. NICPR/BM/Tender/2016-17

Dated _____

Subject: Submission of Tender for Annual Building Repairs, Operations and Maintenance of Services for NICPR Premises at Plot No.I-7, Sector-39, Noida-201301, U.P

Sir/Madam,

With reference to your Notice Inviting Tender mentioned above in the subject, I/We hereby offer to provide required services to National Institute of Cancer Prevention & Research, Plot No. I-7, Sector-39, Noida-201301, U.P. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of The Director, National Institute of Cancer Prevention & Research shall be final and binding on me/us.

An A/C payee Demand Draft No. _____ dated _____ for Rs. 20,000/- (Rupees Twenty Thousand only) drawn on _____ in favour of The Director, NICPR, Noida payable at New Delhi/Noida is enclosed as Earnest Money as desired. I/We fully understand that in the event of my/our tender being accepted, you may adjust this Earnest Money in Performance security payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN No. _____ and Service Tax No. _____ (proof attached) respectively and I/We shall be responsible for paying the provident funds (if applicable) and ESI of our workers on monthly basis (if applicable) and shall also submit proof to this effect along with the bills to comply with the Labour Laws.

I/We shall have no claim to the refund of earnest money/ performance security prescribed against this tender in the event of my/ our non compliance of the contract, provided such contract is implemented within the period of validity of my/ our tender.

I/We further understand that my/our earnest money deposit/ performance security shall stand forfeited in case of unsatisfactory services/ violation of any term /terms or if I/We withdraw tender at any stage during the period of validity.

My/our tender shall remain valid for a period of 180 days from the date of opening of the final bid against the above-mentioned notice. My/our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed and stamped by me/us (in the capacity of sole owner/ general special attorney attached) is submitted for your favorable consideration.

I/We have read the enclosed terms and conditions carefully and have signed the same as a token of our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Name _____
Signatures with stamp
& Full address

Place:

Date:

CHECK LIST

Subject: Notice Inviting Tender for Building Repair, Operation and Maintenance of Services for NICPR, Noida.

1. Name of the Bidder/ firm
2. Profile of the Company with proof
(i.e. a Government Department or a Public Sector Undertaking of State/Central Government)
3. Present Address
4. Permanent Address
5. Proof of Registered Office in Delhi/ NCR
6. Earnest Money
7. Tender Fee
8. DD No. & Date, Name of the Bank
9. Whether each page of Tender document/ NIT and its annexure have been signed and stamped
10. Proposed date to start services
11. List of major customers may be given on a separate sheet and proof of satisfactory performance.
12. Permanent Account Number in favour of the Firm.
13. Documentary proof that the Firm is registered and its location.
14. Documentary proof that the Firm was in existence in the three preceding years.
15. Certified copies of the last three preceding year's balance sheet showing minimum annual turnover of Rs. 112 lakh each year, continuously for the preceding three years from similar services.
16. Copies of "Acknowledgment" for filing the Income Tax returns for the three preceding years.

17. Copies of “Acknowledgment” for filing the service tax returns for the three preceding years.
18. Experience Certificate of Repair Works, Operations and Maintenance of Fixtures and Fittings, Electrical work upto 33 KV, Pumps and plumbing work, Fire Detection/Fire Fighting, Housekeeping and Horticulture etc. executed for the various Central Government/ State Governments/ PSUs/ Autonomous Organizations/ Hospitals/ Institutions/ University.
(Service contract order and satisfactory performance certificate issued by the concerned organization/ departments should be submitted, in support of experience)
19. Declaration in affidavit on a non-judicial Stamp paper of the value as prescribed in the Stamp Duty Act. Duly countersigned by Notary that the Firm concerned has not been banned or debarred by any Government/ Quasi Government Department/ PSUs/ Autonomous Organizations/ Hospitals/ Institutions/ University and all documents/ information submitted by them are genuine and correct.
20. Any other information in the opinion of the bidder.

(Signature of Bidder with the stamp of the firm)

Date:

Place:

Building Repairs, Operations and Maintenance of Services

PRICE BID

Sl. No.	Scope of Work
1	<p>I) Civil works viz. Masonry, Plastering, Concreting, Panting, Carpentering, Steel Work, Aluminum Work, Earth Work, Repairing of damaged walls, roofs, floors, seepages, false ceiling, Wooden and Aluminium Doors and Windows, Glass panes, Floor Spring Door, Stoppers, Handles, locks, Drainage and sewage system of whole campus etc.</p> <p>II) (a) General works of Plumbing (Fixtures and flushing system of WC and urinals, Blockage removal, Seepage and Leakages repairing, Wash Basins, Geysers, Showers, Traps, Cocks fountain, water cooler etc.), maintaining Water Supply, Piping System Underground and Overhead Water Tanks, Drainage and Sewage System, Cleaning of tanks, Daily water level Maintaining in Tanks of Firefighting, Raw water, RO water, Piping and accessories etc.</p> <p>(b) Tube well (3nos. Submersible Pumps i.e. 1.5 hp – 2nos and 7.5 hp-1 no. with all accessories, Electric Control Panels, Cable for Pumps, distribution Pipes and other accessories in whole campus even for irrigation purposes.</p> <p>(c) Fire Fighting and Detection (Electrical & Diesel driven Fire Pumps, Jockey Pump, Electrical Panel for Fire Fighting, Pressure switches, Gauges and other accessories Different Valves, Hosepipes, Hose Box, Internal Hose Box, Fire Hydrants, Smoke and Heat Detectors, Response Indicators, Hooters, PA System, Different Fire Extinguishers, Mock drill etc.), Raw water supply pumps to maintain water level to overhead tank alongwith with its electric panel and other accessories.</p> <p align="right">Annexure - I</p> <p>III) Water Treatment Plant/ RO water Plant of capacity 4000 litre per hour, Filtration Plant, Raw Water Pump, RO/ Drinking water pumps, Flushing water pump, Submersible pump, RO system, Butterfly and NR valves, Electrical panels, cables and Anti scalents, Water Softener with pumps and chemicals to supply water to central AC plant, piping and accessories etc.</p> <p align="right">Annexure - II</p> <p>IV) (a) Electrical Works (Electric Sub-station 33/11 KV & 11/ 0.415 KV HT/ LT System viz. HT/ LT panel, Capacitor panel, Transformers, HT & LT cable installation, Synchronizing panel, DG sets 380 KVA and 200KVA etc. , Internal & External Electrical installations viz. LT panels & switch boards, cables, internal lighting and power supply cabling/ wiring, ELCBs, Road lights, fixtures, Bus ducts, panels etc.)</p> <p>(b) Operation and maintenance of Passenger Lift. – 01 No.</p> <p align="right">Annexure III</p>

V) HVAC Air Conditioning (AC plants, AHUs, Condenser and chilled water pumps, Electrical hot water heater, Ducting for AC, Dampers, Condenser & Chilled water pipes, Different Valves, Thermostat, Electric Strip Heater, Humidifier, FCUs, Electric AC panels), Window-AC and Split-AC etc.

Annexure IV

VI) Horticulture (Lawn area about 14,000 sq. mt., Hedge and trees, Internal & External Plants and “Flower Pots” etc.). The empty land of the NICPR campus will be kept always cleaned in order to avoid weeds/shrubs etc. Disposal of the waste materials to proper place outside the campus.

VII) Telecommunication system- Telephone distribution system in whole campus. However the 50 lines **EPABX exchange** is maintained by others.

Annexure V

VIII) Office and laboratory furniture and fixtures repair of chairs, sofa sets, wall cabinet, tables, venetian blind etc.

IX) Sign board, banners, posters etc. Supply and installation.

X) Housekeeping work of buildings and whole campus including roads. Disposal of routine as well as medical/ clinical waste to proper place outside NICPR campus.

XI) Renovation work arising out on case to case basis.

2	<p>(a) % of service charges by the bidder on actual cost of the manpower deployed and material used for annual maintenance work. (Excluding Service Tax) In Figure In Words _____</p>	<p>_____</p> <p>_____</p>
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Signatures of authorized person

Name _____

Designation _____

Seal _____

FIRE FIGHTING, PUMPS, PLUMBING, TUBE WELL**List of Major Equipments**

This list is not exhaustive but gives an idea of the type of work required for Operation & Maintenance.

Sl. No.	Item	Make	Qty. as Installed	Remarks
1	Fire Pump (Electrical), 30 KW, Head 52.2M, 41.7 l/Sec.	Kirloskar	02 sets	
2	Fire Pump (Diesel) alongwith battery 37.2 KW, Head 52.2M, 41.7l/Sec.	Kirloskar	01 set.	
3	Jockey Pump (Electrical), 5.5 KW	Kirloskar	01 Set	
4	Fire Hydrant (Outdoor) with hose and accessories in hose box	-	09 No.	
5	Fire Hydrant (Main Building) with Hose Reel	-	10 No.	
6	Hose reel 20 mm dia	New Ageond	10 No.	
7	Fire Alarm Panel	Agni	08 No.	
8	12 Zone Main Fire Alarm Panel alongwith microphone	Agni	01 No.	
9	Speaker cum Hooter	Agni	12 Nos	
10	Smoke Detector	-	160 Nos	
11	Heat Detector	-	5 Nos	
12	Manual Call Box (Brake Glass)	Agni	10 Nos	
13	Fire Extinguisher (Co2) 4.5Kg	Minimax	34 Nos	
14	Fire Extinguisher (Mech. Foam) 9 Liter	Minimax	51 Nos	
15	Fire Extinguisher (DryPowder) 10Kg	Minimax	1 No	
16	Fire Bucket Stand (with 4 Bucket)	-	1 No	
17	Response Indicator	-	58 Nos	
18	Fire Exit LED Signage in Main Building	-	6 Nos	
19	Fire Bridge inlet	-	2 Set	
20	Water Tank over Building	-		
	(a) Main Building Raw Water 1000 Lt	-	4 Nos	
	(b) Main Building RO Water 1000 Lt	-	4 Nos	
	(c) Guest House Raw Water 1000 Lt	-	1 No.	
	(d) Guest House RO Water 1000 Lt	-	1 No.	
	(e) Canteen RO Water 500 Lt	-	1 No.	
	(f) RO Water 500 Lt	-	1 No.	
	(g) Animal House Raw Water 1000 Lt	-	1 No.	

	(h) Animal House RO Water 1000 Lt	-	1 No	
	(i) Incubator Room Raw Water 1000 Lt	-	2 Nos	
	(j) Maintenance Office Raw Water 500 Lt	-	1 No	
	(k) AC Plant Tank Softening Water 5000 Lt	-	1 No	
21	Water Supply Pump 5 Hp 50 m Head	Kirloskar	2 Set	
22	Tube well (Submersible Pump) 5 hp	-	1 Set	
23	Tube well (Submersible Pump) 1.5 hp	-	2 Set	
24	Accessories like Electrical Panel, Cables, Valves, Gauges, Pressure Switches and electrical control fire detector and alarm system, Piping system in whole campus, Garden Hydrants, Sanitary Fitting, Plumbing for Raw Water and Treated water work in various Building	-	1 Lot	
25	Air supply system with Fan (U/G pump House)	-	1Set	
26	Overhead water tank 30m, 50 kl	-	1 No	
27	Under Ground water reservoir with fire water partition 70 kl	-	1 No	

Water Treatment Unit (RO plant)**List of Major Equipments**

This list is not exhaustive but gives an idea of the type of work required for Operation & Maintenance.

Sl. No.	Item	Make	Qty. as Installed	Remarks
A. RO Water Plant (4000 Lt/ Hr.)				
1.	RO water Tank for storage 5000 lt.	-	2	
2.	RO Water Feed Pump 2.2 KW Head 22-23 Meter Capacity 5M ³ /hr	Kirloskar	2	
3.	Multigrade Sand Bed Filter Tank	Akar/ Impex	1	
4.	Micron Filter	Akar/ Impex	1	
5.	High Pressure Pump (3 KW)			
6.	RO membrane 4 no in 1 housing (4000lt/hr)	Akar/ Impex	1 set	
7.	Degasser unit SS tank	Akar/ Impex	1	
8.	Chemical dosing pump with 100 lt tank (Chlorine) Chemical dosing pump with 100 lt tank (Antiscalant) Chemical dosing pump with 100 lt tank (ph chemical)	Milton Roy	1 each	
9	Treated water pump 4m ³ /hr model no.H4450.2103	-	2	
10	Flushing Pump 0.55 KW	ATT	1	
11	Flow Meter for Permeate 8000 Lt/hr	-	1	
12	Flow Meter for reject 10000 Lt/hr	-	1	
13	Hardness test kit	-	1	
14	Control panel with ph meter, conductivity meter, pressure gauges.	-	1	
15	Exhaust fan in pump room	-	1	
16	Pressure Switch	-	2	
B. Softening Plant 4000 Lt/hr				
1	Raw Water Feed Pump 2.2 KW head 22-30m Capacity 5m ³ /hr	Kirloskar	2	
2.	Softener Tank 1000 mm dia	-	1	
3.	Super Softener tank 500 mm dia	-	1	
4.	Brine Tank 1000 lt	-	1	
5.	HCL Regeneration Tank 200 lt	-	1	
6.	Caustic Soda Regeneration 100 lt	-	1	
C. General				
1.	Electrical Panels, Cables, Pipes, Valves, Gauges etc to complete the whole system	-	1 Lot	

Annexure-III**Electrical System****List of Major Equipments**

This list is not exhaustive but gives an idea of the type of work required for Operation & Maintenance.

Sl. No.	Item	Make	Qty. as Installed	Remarks
1	33 KV VCB Panel, 400 A	Alston	1 No.	
2	33 KV/11 KV Transformer (Outdoor type) 2500 KVA and AVR Panel	Alston	1 set	
3	11 KV VCB Panel (1 Incomer + 2 outgoing) i.e. 3 panel board	Alston	1 No	
4	Battery Backup DC charging panel with 2X12 V battery.	Anand	1 No	
5	11 KV/415 V Transformer (Indoor) 1000 KVA (for main S/S)	Alston	1 No	
6	11 KV/415 V Transformer (Indoor) 1250 KVA (for AC plant)	Alston	1 No	
7	Main LT Switch Board/ Panel with 2500 Amp ACB incomer (Five Panel Board) with Bus duct upto transformer 1000 KVA	System Projects & Engineers	1 No.	
8	Capacitor Panel 200 KVAR	Anand Power	1 No.	
9.	AC Plant LT Panel (Motor Control Centre) with 2000 Amp Incomer (Nine Panel Board) with Bus Duct up to transformer 1250 KVA	-	1 No.	
10.	Capacitor Panel for AC Plant 200 KVAR	-	1 No.	
	(a) Switch Board for Capacitor Panel	-	1 No.	
11.	DG set along with electrical, battery and AMF panel 200 KVA with auto start and a separate diesel tank of 800 liter	Sudhir/ Jyoti	1 set	
12	DG set along with electrical, battery and AMF panel 380 KVA (Auto start out of order) and diesel tank 1000 liter	Jackson/ Standford	1 set	
13	Change over Switch Box 400 A	Havells	1 No.	
14	Rubber mat along all electrical panels for indoor equipment.	-	01 lot.	
15	Shock treatment chart	-	1 set	
16	Aviation Light (Overhead Tank and Chimney)	-	2 Nos	

17	Street Light HVSV. 150 W (along with its pole, cabling, earth electrodes/earthing system)	-	81 Nos.	
18	Street Light Control Panel (Outdoor) feeder pillar box.	-	03 Nos	
19	Vacant Area Light poles (Temporary) flood light fixture. 250 W x 2 Nos.	-	04 Nos.	
20	Tube lights 1 x 36 W Fixture. Tube lights 2 x 36 W Fixture. Tube lights 20 W. CFL Light 11 W Fixtures. CFL 4 pin 36 W Fixtures. CFL 18 W Bulb 100 W Sealing Light	-	412 Nos. 218 Nos. 228 Nos. 177 Nos. 50 Set. 12Nos. 15Nos. 43 Nos.	
21	1200 mm Sweep Ceiling Fan. Wall Fan.	Usha/ Crompton	150 Nos. 15 Nos.	
22	Exhaust Fan 18'' dia. Exhaust Fan 15'' dia. Exhaust Fan 12'' dia.	Crompton	26 Nos. 15 Nos. 08 Nos.	
23	Exit Signage LED type in main building	-	04 Nos.	
24	Handicap Signage LED type in main building	-	2 Nos.	
25	Building name LED Signage	-	6 Nos.	
26	Passenger Lift (13 Passenger) for 3 floors complete with its drive system and controls.	OTIS	01 no.	
27	LT switch Board, MCB DB in buildings (A) MCB Box (B) MCB . (C) RCCB 32 Amp. (D) RCCB 25 Amp. (E) RCCB 100 Amp. (F) RCCB 63 Amp. (G) Isolator 100 Amp. (H) Isolator 63 Amp.	-	37 Nos. 1200 Nos. 01 No. 01 No. 05 Nos. 02 Nos. 27 Nos. 06 Nos.	
28	Other Miscellaneous items like internal and external (from S/S to Various buildings LT Cables, 11 KV and 33 KV cables, trays, pipes, earthings system with Copper and GI earth electrodes, wirings, socket out lets, specialised decorative lights in boards room & conference room, switch boards for lights/ fans etc. to make the whole electrical system complete in various buildings and whole campus.	-	01 Lot.	

HVAC Work**List of Major Equipments**

This list is not exhaustive but gives an idea of the type of work required for Operation & Maintenance.

Sl. No.	Item	Make	Qty. Installed	Remarks
1	Water Chilling Machine with 100 TR Compressor	Blue Star	4 Nos.	
2	Chilled Water Pump 12.5 HP	Kirloskar	4 Nos.	
3	Condenser Water Pump 12.5 HP	Kirloskar	4 Nos.	
4	Induced draft Cooling Tower with fan and motor (CT Fan 7.5 hp)	Paharpur	2 No.	
5	Water Tank 5000 ltr	Syntex	1 No.	
6	Hot Water Generator 150 KW	Emerald Enterprises	1 No.	
7	AHU with its electrical panel & cabling (A) Ground Floor Main Building (B) First Floor Main Building (C) Second Floor Main Building (D) Top Floor Main Building (E) Ceiling Suspended type (F) Test research Lab First Floor	ZECO Aircon	02 Nos. 02 Nos. 02 Nos. 01 No. 03 Nos. 01 No.	
8	Exhaust Fan 300 mm dia in AC Plant Room	-	06 Nos.	
9	Window AC 1.5 Ton With Stabiliser	Voltas	40 nos.	
10	Split AC at reception 2.0 Ton	Voltas	02Nos.	
11	Split AC in rooms 1.5 Ton	Voltas	12 Nos.	

Telephone System**List of Major Equipments**

This list is not exhaustive but gives an idea of the type of work required for Operation & Maintenance.

Sl. No.	Item	Make	Qty. as Installed	Remarks
1	Main Telephone Distribution Board (Near Telephone Exchange) for 50 line exchange	Krone	01 No.	
2	Telephone Tag Block	Krone		
	(a) 20 Pair	Krone	06 Nos.	
	(b) 10 Pair	Krone	03 Nos.	
	(c) 5 Pair	Krone	04 Nos.	
3	Direct Line Telephone from BSNL	-	04 nos.	
4	ISDN PRI line from BSNL to feed the 50 line exchange	-	01 No.	
5	Telephone cables and telephone with outlet are distributed in whole campus and all building	-	01 Lot	

Note: A 50 Pair Telephone Exchange of CORAL make is leased from M/s BSNL who are doing the maintenance work on it.

(DRAFT) AGREEMENT

This agreement made on _____ between National Institute of Cancer Prevention & Research (ICMR) (an Institute of Indian Council of Medical Research, New Delhi), Plot No. I-7, Sector-39, Noida-201301, U.P. referred to as party of the First part with its successors, administrators, assign under the Ministry of Health & Family Welfare, Govt. of India and (name and address of Public Sector Enterprise) and, _____ with its successors, administrators, assign under the Ministry of _____, Government of India herein after referred to as a party of the Second part to provide Annual Operation and Maintenance/ Repair works (Maintenance of Building and Fixtures), Plumbing, Carpentering, Electrical, Civil, HVAC, RO Plant, Fire Fighting and detection, Horticulture, Lift, Telephone System, House Keeping and Furniture etc. of **NICPR buildings and facilities at Plot No. I-7, Sector-39, Noida-201301, U.P.** and of Residential Flats at Sector-27, Noida, U.P. for the party of the first part.

Now this deed witnessed as follows:-

1. That the party of the first part has awarded the Operation and Maintenance/ Repair Works (Maintenance of Building and Fixtures), Plumbing, Carpentering, Electrical, Civil, HVAC, RO Plant, Fire Fighting and detection, Horticulture, Lift, Telephone System, House Keeping and Furniture etc. as per details/ terms & conditions laid down in the Tender Document No: - NICPR/BM/Tender/ 2016-17 dt: _____ **w.e.f.** _____ to the party of the second part vide NICPR acceptance letter No. _____ dated _____. The Scope of work has been detailed out in the Tender document which is a part of this Agreement.
2. The party of the first part will release the payment expeditiously after receiving the bill for satisfactorily completion of work. However, the payment of remuneration on monthly basis for of the staff deployed for the operation of facilities in NICPR, Noida shall be paid at the earliest from the date of receiving the bill complete in all respect. However, the NICPR, Noida shall not be liable to pay any penalty for any administrative delay whatsoever in making such payments.
3. The party of the second part will deploy all staff (**skilled and well trained in proper uniform**) for the operation of different facilities cited in the Tender document, failing which Rs. 500/-per worker per shift over and above their remuneration given in the Price Bid shall be deducted from the current month bill.
4. That the party of the second part will provide the supervision, preventive repair/ maintenance visits/ services of **qualified Engineer for Civil, Electrical, HVAC, Fire Fighting, RO Plant Lift, Telephone System** and qualified staff for Plumbing,

Carpentering, Horticulture and House Keeping etc. as specified in the Scope of work in the Tender Document. In case, the preventive or regular maintenance is either not executed as per schedule or not attended by the qualified Engineers/ Staff whatever is required, the penalty @ Rs. 500/- per day per work will be imposed and recovered from the Agency from their immediate bills. At least one responsible personnel in the supervisory capacity of **the second party shall be available round the clock including Saturdays, Sundays and holidays for dealing with any emergency.**

5. That the party of the first part will keep the supply of diesel always ready for the requirement of DG sets. The second party shall ensure that there is a sufficient quantity available of the diesel at the time of its requirement.
6. **That the party of the second part will supply the material and parts and produce the Bill/ voucher date wise for their appropriate scrutiny.**
7. That the cost mentioned towards the material in various estimates of the party of the second part will be allowed subject to NICPR scrutiny and the payment shall be made on actual basis.
8. That the party of the second part will be responsible and provide the efficient Operation, Repair and Maintenance work of Civil and Electrical Work, Carpentering, Plumbing, Air Conditioning(HVAC), Fire Fighting/Alarm Operation System, Horticulture, RO/ Softening Plant, Water Supply, Pumps, Rain Water Harvesting system, Underground and Overhead Water Tanks, Lift, Telephone System, House Keeping and Furniture etc. including the following:
 - (i) All services of the building viz. DG set, Air conditioning (HVAC), RO plant, Water supply pumps, External and Internal Electrical systems, Fire Detection & Fighting system, Electric sub-station, will be operated round the clock including Saturdays, Sundays and holidays as per requirement. **In case of breakdown of electric supply from electricity provider (UPPCL), party of the Second part will co-ordinate with them for expeditious restoration of main power.**
 - (ii) Horticulture services **for the earmarked area of the campus of the NICPR as well as the cleaning of weeds and wild plants from the vacant land** will be provided.
 - (iii) **Second party will maintain raw and treated water supply and plumbing work i.e. any leakage from the tap or pipe line or any seepage found in the wall or floors shall be repaired at earliest.**

- (iv) The fire fighting/alarm system of the complex is to be operated round the clock including holidays and kept in perfect working condition. **Entire responsibility for managing any emergency is to be borne by the Second party. The Fire fighting staff deployed should be qualified/ well trained. Mock drill shall also be arranged and managed by the Agency at least twice a year.**
- (v) All the electrical, civil, Water supply, HVAC, Plumbing, Carpentering etc. complaints will be attended in most efficient manner, for which one complaint office will be established round the clock.
- (vi) All the pumps, RO system, Sub Station and DG set, HVAC plant, ACs, fire system etc. installed will be operated/maintained by agency **through skilled and well trained staff** as specified under the item 'A to H' in the "Instructions for Bidders" in the Tender document round the clock/ as per the requirement of party of the First part on all days including Saturdays, Sundays and holidays.
- (vii) Central HVAC plant will be operated **through skilled and well trained staff** as per the instructions given in the Tender document by the party of the First part.
- (viii) **Second party will carry out the necessary service of the AC plants and Hot Water Heater before the onset of summer season and winter seasons.**
- (ix) **Second party will carryout service of all AHUs at 7 days interval.**
- (x) **Second party will carryout the leak test everyday and all routine checking related to plants, checking of nut-bolt of exhaust fans of plants, AHUs and whole HVAC system, belts of AHUs, vibration of plants and other machines, electrical panels, motors etc.**
- (xi) **The party of the second part will ensure proper upkeep of the sub- station, all panel rooms, bus bars, shafts and DG sets and its surrounding areas.**
- (xii) **The party of the second part will deploy a qualified and trained Electrician and Operator (as specified in the Tender Document) round the clock including Saturdays, Sundays and holydays for D.G. set and to attend the sub-station.**
- (xiii) **The Party of the second part may carry any part or equipment out of the NICPR campus for repair, if necessary, but it will be allowed through duly authorized Gate Pass only and will make the entry on the return of the same.**
- (xiv) **The Party of the second part will take care of the complaint for any service in time which are of urgent nature and shall give the feedback for the position of attending the complaint to the party of the first part to avoid the disturbance**

of the related system failing which the penalty of Rs. 500/- per day per work shall be recovered from the Agency.

- (xv) **The party of the second part will inform, preferably well in advance, the party of the first part for any major repair/renovation work of the services alongwith estimates so that the first party may consider and give proper sanctions to initiate the work.**

That the party of the second part will provide the following minimum manpower to execute the operations & maintenance of the services mentioned in the in the Scope of Work detailed out in the Tender.

G. Operation and maintenance of Electrical installations (external & internal), D.G. Sets, Sub-station, HT & LT etc and all panels, Cables, Lift etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Electrician (for substation and general work)	10 th + ITI with 3 years experience in the same field.	04	One in each shift of 8 hours and one in general shift of 10 hours.
2.	Operator (for DG Set and Electrical System)	10 th with 3 years experience in the same field.	03	One in each shift of 8 hours.
3.	Helper	8 th + 3 years experience in the same field.	04	One in each shift of 8 hours and one in general shift of 10 hours.
4.	Lift Operator	10 th + 3 years experience in the same field	01	One in general shift of 10 hours.
5.	Supervisor	10 th + ITI (5 year Experience upto 33KV system)	01	One in general shift of 10 hours.

H. Operation and maintenance of Centralized Air conditioning (HVAC) system, Central AC plant, Hot water generator & equipments, all AHUs and pipe lines, Electrical panels and cable system, Window AC & Split AC units etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	AC Engineer	Three year Diploma in Mechanical Engg./ AC With two year experience in HVAC.	01	General Shift/ Part Time (Stating No. of Hours) as and when required.
2.	Operator	10 th with 3 years experience in the	03	One in each shift of 8 hours.

		same field.		
3.	Helper	8 th + 3 years experience in the same field.	03	One in each shift of 8 hours.
4.	Electrician	10 th + ITI with experience in the same field.	01	General shift of 10 hours.
5.	Supervisor	10 th + ITI (5 year Experience in the same field).	01	One in general shift of 10 hours.

I. Civil Work

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Mason	10 th with 3 years experience in the same field.	01	General Shift as and when required.
2.	Painter	10 th with 3 years experience in the same field.	01	General Shift as and when required.
3.	Carpenter	10 th with 3 years experience in the same field.	01	General Shift as and when required.
4.	Al. Door /Window Mechanic	10 th with 3 years experience in the same field.	01	General Shift as and when required.
5.	Helper	8 th with 2 years experience in the same field.	03	General Shift as and when required.
6.	Welder	10 th with 3 years experience in the same field.	01	General Shift as and when required.

J. Operation and maintenance of R.O. plant and water softening plant etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Operator	10 th + 3 years experience in the same field.	01	General Shift
2.	Helper	8 th + 2 years experience in the same field.	01	General Shift

K. Operation and maintenance of Fire fighting and detection system, Pumps & Plumbing works

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Operator for fire system pumps and others water supply pumps	10 th with 3 years experience in the same field.	03	One in each shift of 8 hours.
2.	Electrician	10 th with ITI and 3 years experience in the same field.	03	One in each shift of 8 hours particularly to see fire detection and fighting system.
3.	Plumber	10 th with ITI and 3 years experience in the same field.	01	General Shift
4.	Helper	8 th + 2 years experience in the same field.	01	General Shift

L. Maintenance and development of Horticulture including lawns, plants, pots (plant Flower pots) inside & outside of the building and removal of weeds and wild plants from the empty land etc.

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Mali	3 Years experience in the same field.	07	General Shift
2.	Head Mali	5 Years experience in the same field.	01	General Shift

G. Telephone System:

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Telephone Operator cum Receptionist	12 th + 3years experience in same field.	01	General shift 9 to 5:30
2.	Telephone line electrician	10 th + 3years experience in phone/wiring repair.	01	General shift. As and when required

H. House Keeping:

Sl. No.	Category	Minimum Qualifications & Experience	Minimum Required Number	Remarks
1.	Sweeper/Cleaner (Male)	3years experience in same field.	07	General shift 8 to 5
2.	Sweeper/Cleaner (Female)	3years experience in same field.	02	General shift 8 to 5
3.	Supervisor	10 th + 5 years experience in same field.	01	General shift 8 to 5

10. That the party of the second part will take necessary fitness certificate of Fire fighting installation and Electrical installation/sub-station, PUC certificate of DG set for the party of the first part from the concerned statutory authority as and when required. Originally all these certificates shall be provided by the First party.
11. That the party of the second part will also undertake major repairs, if any, or modification work under the maintenance contract after proper estimates are submitted **as far as possible on DSR items basis**, and duly approved by the party of the first part, For any non-DSR item, the party only second part will provide the rates analysis before start of work.
12. That the party of the second part shall ensure that their workers follow the security instructions issued from time to time by the party of the first part.
13. That the party of the first part shall not be responsible for the payment of wages or any compensation which may be required to be paid to the workers (engaged by the party of the second part) consequent upon any injury/mishap. The second party shall indemnify First party from all encumbrances.
14. The Notice Inviting Tender document by the first party, offer by the second party and acceptance by the first party and further communication in this regard shall be part of this contract agreement.
15. The contract is for 1 year initially from the date of its execution. However, it can be extended on its satisfactory completion by mutual consent on year to year basis for maximum 3 (Three) years on the same Terms and Conditions. **The Agreement can however, be terminated by the First party any time during the currency of the contract after a notice of 2 months (60 days) on account of unsatisfactory performance of the Second party or otherwise.**

16. The party of the second part shall ensure proper payment of wages as per minimum wages act, EPF payment, ESI etc. and provide other facilities for which labourers/workmen are entitled as per law of land. First party shall not be responsible for any claim. Second party also indemnifies First party from all such claims.
17. In case of any dispute between First and Second party, the matter shall be referred to sole arbitrator appointed by DG, ICMR. The decision of the arbitrator shall be final and binding on both the parties.
18. Party of the second part shall deal with and meet the requirements of CVC, CAG and other Govt. agencies to their satisfaction.
19. The responsibility of providing all the services as indicated in this Agreement shall be the sole responsibility of the party of the second part.
20. The party of the First part shall provide two rooms for office/stores and intercom telephone to the party of the second part to carry out the work. This provision will be co-terminus with the expiry of the contract.
21. The party of the first part shall bear any tax imposed by central/state Government on these types of jobs.
22. The party of the First part or its representatives will handover the Building/Service/equipments/ systems to the party of the second part in fully functional conditions. After completion of work, the party of the second part shall hand over the building/services/equipments/systems in fully' functional condition to the party of the first part or its representative. If any of the services/equipments/systems are not in working condition at the time of handing over by the party of the first part to the party of the second part, the party of the second part shall submit the estimates to the party of the first part and shall get the work executed after approval by the party of the first part.
23. While handing over the Building/ Services/ Equipment/ System by the party of the Second part to the party of the First part or its representative, if any of these are found defective due to negligence of the party of the Second part, the same shall be made good by the party of the First part at the cost of the party of the Second part.
24. If any equipment is found damaged due to the negligence of the party of the Second part, the party of the Second part shall be responsible to make it good at their own cost.
25. **The party of the first part shall pay actual expenditure incurred on the services and the manpower deployed for operations plus ____% agency charges as per the Price bid. The Second Party will produce the original bills/vouchers certified and paid by them in order to get it reimbursed by the First Party.**

26. Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism, Labour unrest and government or public authority's demands or requirements.
27. The bidder will provide the medically fit work force only. A medical fitness certificate in respect of all the workers obtained from the authorized Medical Officer would be provided by the bidder before deployment of the work force.
28. The character and antecedents of the staff to be deployed shall be got verified by the contractor from local police authority prior to their deployment and an undertaking in this regard to be submitted to the NICPR and NICPR shall ensure that the contractor complies with the provisions.

Continued.....

In witness whereof, the parties here to have caused this agreement to be signed in their respective names as of the day and year first above written.

For and on behalf of the Party of the first part

For and on behalf of the Party of the second part

National Institute of Cancer Prevention &
Research

Authorized signatory

Authorized signatory

_____ (Name, Designation & Stamp)

(Name, Designation and Stamp)
National Institute of Cancer Prevention &
Research
(Indian Council of Medical Research)
Plot No. I-7, Sector, 39, Noida

In the presence of witness

Signature

1. _____

Signature

2. _____

In the presence of witness

Signature

1. _____

Signature

2. _____

Note:

1. The party of the second part will carryout any repairing of the plant or equipment (except for minor repair) viz. HVAC plant, LT panel (Sub-station equipments viz. Transformer, HT panel, Synchronizing panel etc.), DG set etc. from the manufacturer of the plant/equipment or its Authorized service provider/ agency. The representative of the manufacturer or its Authorized service provider will contact the representative of NICPR with Identity card for permission to start the job/work.
2. The party of the second part will be responsible to answer any query, audit para and RTI even though the contract may be over/ continued.