



**THE SINGARENI COLLIERIES COMPANY LIMITED
(A GOVERNMENT COMPANY)
HYDERABAD PURCHASE DEPARTMENT
TELANGANA (STATE)**

CIN:U10102TG1920SGC000571
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Company Web site: www.scclmines.com

SCCL GST No : 36AAACT8873F1Z1

NOTICE INVITING TENDER

Sub: Quotations for AMC (comprehensive) of Fire Protection System including water supply arrangements for Singareni Bhavan, SCCL, Hyderabad for a period of two years - Reg.

Enquiry No.	HY122O0532
Enquiry Date	14.02.2023
Mode of Enquiry	Open Enquiry
Number of Sources	Single
Due Date & Time for submission of Tenders	24.03.2023 before 3.00 PM
Due Date & Time for opening of Tenders	24.03.2023 after 03.00 PM
Mode of Tendering	Single Cover

1. Tenders are invited from Contractors for a period of two years and the period of contract may be extended for another six months period based on satisfactory performance of the work.
2. The SCCL shall not provide any facilities or materials under this contract except water and electricity which may be used by you free of cost as and when available.
3. **EMD APPLICABLE:** The approximate estimated basic value of the enquiry is ₹3.00 lakhs for a period of two years. Bidder shall submit bids with EMD of ₹3,000.00 (Rupees three thousand only) and EMD in original in the form of Demand Draft is to be submitted to the Singareni Collieries Company Limited payable at Hyderabad along with Bids. Otherwise bid is liable for rejection.

(A) **Quotation for Annual maintenance (comprehensive) of Fire Protection System including water supply arrangements at Singareni Bhavan, SCCL, Hyderabad as per scope of Work, Terms & Conditions for a period of two years:**

Scope of work	Unit	Qty	Basic Rate/ Qtr. in ₹	Total Cost for 2 years in ₹
Annual maintenance (comprehensive) of Fire Protection System including water supply arrangements & Fire Alarm system at Singareni Bhavan, SCCL, Hyderabad as per scope of Work, Terms & Conditions for period of Two years	Quarter	08		

Applicability of GST @ % extra may be mentioned separately.

NOTE:

1. Offers are invited from vendors located in Hyderabad/Secunderabad only.
2. The bidders are requested to quote basic rate per Quarter.
3. **Evaluation:** The L1 status of the bidders would be arrived based on the lowest value offered.

NOTE: *If more than one bidder stood in L1 status, the successful bidder will be selected through a lottery system to be drawn at O/o GM (CDN) in presence of representatives of Finance & Purchase Depts.*

4. The offered rate should be inclusive all taxes other than the GST. The applicability of GST in % shall be clearly mentioned as extra.
5. The bidders offered without any GST, their landed cost will be arrived by taking maximum GST% quoted by other bidders.
6. Offer validity must be four months. Those who offer the validity less than four months will be disqualified.
7. **Experience:** The firm should have suitable experience in providing Fire Fighting arrangements in SCCL/Government as on date of submitting offer. The firm should submit relevant documents in proof to that effect.

(B) SCOPE OF WORK

1. The Five storied Singareni Building is provided with the fire alarm and fire fighting systems. Presently, the complete fire fighting and fire alarm system is fully operational. The firm should inspect the site and examine the installed system before quoting their rates.
2. The scope of work covers comprehensive maintenance of Fire Fighting System (Wet Riser including internal/ external yard hydrants/Sprinkler system) installed within the premises of the Singareni Building comprises of different material.
3. The comprehensive maintenance contract includes replacement of all parts, spares or consumables etc. The firm will hand over the complete system fully functional back to the department on completion of work.
4. During the course of Maintenance contract, the firm will co-ordinate with the Concerned-in-charge on regular basis for effective execution of various activities concerning the servicing and operation of Fire Fighting and Alarm System.

NOTE:

- a. Power and water required for the services shall be provided by the department (SCCL) at no additional charge to the contracts.
- b. The tenderers may visit the site before submitting the tender so that they can themselves see the existing system for any clarification.
- c. No Tool and plant for execution of services shall be supplied by the department (SCCL).
- d. Cleaning materials such as vim/surf/cotton/old dhotis, pilot lamp for indicating lamp, PVC tape etc., gland dori, grease for pump and motors etc required for the execution of services shall be arranged by the contractor on his own.
- e. All needed accessories/spare parts consumables etc. required for proper functioning of main/zonal control panels like resistance, capacitors, leads transistors, and all cords shall be repaired/replaced by the contractor at no additional cost to the department, if required.

(C) DETAILS OF MAINTENANCE SHEDULES

Maintenance of Fire Alarm and Fire Fighting System

The following activities/works/checks will be performed by the Contractors staff on Weekly/Fortnightly/Monthly/Quarterly/Half Yearly basis which will be dully recorded in the log book with date and time.

1. **Weekly Checks:**

- a) Check the power supply positions in respect of all the panels placed in various floors of the multistoried building.
- b) Check the LED of panels through lamp test switch.
- c) Check any fault if indicated on any of the panels and rectify the same immediately.
- d) Maintain the wet riser system, the contractor shall carry out the following operations in the presence of departmental officials.
- e) Check water pressure in the system.
- f) Running of the fire hydrant pump and motor.
- g) Check leakage etc. in the system.
- h) Check of control panel.
- i) Check of bell and siren for its proper working.

2. **Fortnightly Checks:**

- a) Operational readiness of the entire system during mains failure.

3. **Monthly Checks to ensure:**

- a) Fire circuit of each zone from the panels.
- b) Whether signals of fire and fault gets transmitted from zonal panel to main panel.
- c) Performance of the hooters.
- d) Performance of the manual call points.
- e) Monthly cleaning of the system and draining of the same etc., as required.

4. **Quarterly Checks:**

- a) Fault circuit of each zone by actually disconnecting the wire

5. **Half Yearly Checks:**

- a) Manual cleaning of manual call points, panels, hooters, hydrant box etc.

(D) ADDITIONAL CONDITIONS OF CONTRACT:

1. The firm will maintain the log book for the maintenance works carried out as given under.
 - a) After each maintenance/testing, the details will be entered in the log book (maintenance) register along with the testing date and results achieved. The entry in the register will be countersigned by the Concerned-in-charge.
 - b) Any Kinds of breakdown occurred shall be attended immediately by the agency on top priority, failing which the same shall be got done at the risk and cost of the agency and suitable recovery shall be effected in running/final bills.

2. Without taking prior approval from the Concerned-in-charge, no fittings/materials will be removed for the purpose of repairs. It will be the contractor's responsibility to provide alternative serviced temporary arrangements for such items removed during the period of repair. The item will be repaired and into position so as ensure that the systems remains fully functional all the time.
3. The firm shall maintain all cables from main control panel to local control panel and to detectors for each zone.
4. The system shall be maintained in working condition all the time until completion of contract. The firm will hand over to SCCL the total system in fully functional condition at the end of completion of contract.
5. The demonstration on the working of system shall be given, once in a month, to the Concerned-in-charge.
6. All materials to be used for repair and replacement of parts shall be of standard type, which is used at time of erection.
7. The check list and test requirements mentioned in the tender documents are of general nature and indicative only. In case specific checks and additional tests, under the overall guidelines of Delhi Fire department are considered necessary for efficient working of the equipment system towards ensuring its functioning all the time, whether included in the tender specification / bill of quantities or not will be brought out at tendering stage itself. No claim whatsoever shall be entertained for such reasons.
8. In case of incident of fire, the contractor will ensure adequate operation of system fire fighting immediately and will also simultaneously inform concerned Fire Office and Residents / Maintenance staff for vacating the area under fire.
9. A proper record will be maintained duly signed by the Concerned-in-charge and countersigned by Employee concerning such visits.
10. The firm will also carry out mock drill once in 2 months or as and when required by the Concerned-in-charge. A compressive drill also to be done, once during the contract period. The firm shall be responsible for proper working condition of the fire system all the time and all parts found defective / damaged will have to be replaced free of cost by the firm. In the event of failure of fire fighting system at the hour of need, the firm shall be fully responsible lapses and will have to meet all the losses uncured due to failure of fire fighting system.
11. The firm shall be responsible for supplying and maintaining all accessories, equipment, and panels, installed and being operated any loss or damage to the system components, line valves etc, due to faulty operation or any other reason shall be the responsibility of contractor and he will have to either replace the same or make good of the damages as the case may be. In case of hydrant pipes, if the damages are caused due to 3rd party or due to ageing, the decision of Concerned-in-charge shall be final with regard to admissibility of such payment as an additional payment.

12. The Concerned-in-charge or his representative shall have full access to all installation at all time.
13. Maintaining liaison with the Fire Department in case of fire and tests to be conducted to check the operation/readiness of the system shall be Contractor's responsibility.
14. Responsibility of providing all spares and consumables items required for operation of the system shall be that of contractor only.
15. Undue unjustified delays in rectification of any faults noticed and unsatisfactory maintenance of the complete fire system shall be treated as breach of the contract. Such situations, Department may consider imposing penalty or deduction of money from the payment to be made to the firm. The decision of GM(CDN) in this regard shall be final and binding on the part of contractor.
16. The servicing of pumps and motors shall be done twice in a year. (i.e., during the 1st quarter and 3rd quarter) to the full satisfaction of Concerned-in-charge and not extra payment shall be made on this account. The water and electricity required for their running and maintenance will be provided to contractor by department at no cost.
17. The written agreement to be entered into between the Agency and SCCL shall be the foundation of the rights of both the parties and contract shall not be deemed to be completed, until the agreement has first been signed by the Agency and then by the proper officer authorized to enter into contract on behalf of SCCL and a Non Judicial stamp paper of worth ₹100.00 shall be submitted by the agency on receipt of order for the same.

(E) OTHER TERMS & CONDITIONS:

- a) The Comprehensive Maintenance Contract is for a period of two years. Comprehensive Maintenance Contract Charges shall remain firm for the contract period of 24 months.
- b) If there is any increase of GST, as per Government orders, during the contract period, the enhanced portion of Tax will be paid by SCCL. If it is reduced, the same should be passed on to SCCL.
- c) The GM (Coordination), SCCL reserves the right to accept/reject any of the offers of any/all the Agencies without assigning any reasons thereof. The decision of the GM (Coordination), SCCL will be final. The GM (Coordination), SCCL reserves the right to allot the work to one agency or to more than one agency as per the discretion of the authority.

(F) COMMERCIAL TERMS AND CONDITIONS:

- i) **SECURITY DEPOSIT:** The EMD will be converted as security deposit on award of work. The security deposit shall be refunded after satisfactory completion of contract period of two years.
- ii) **PAYMENTS:** Payment would be made after completion of every quarter end, on production of satisfactory report from concerned-in-charge officer/Admin. Manager, Hyderabad.

(G) GENERAL INSTRUCTIONS:

1. Bidders are advised to carefully read this NIT Document. Towards acceptance of conditions in NIT, the tenderer is requested to sign on all pages of the Tender document towards their acceptance.
2. SCCL reserves the right to seek clarifications in respect of the bids / supporting documents etc. from the bidders by letter / e-mail / fax.
3. Sealed tenders with enquiry number and date clearly marked on the cover can be dropped in the tender box in the Company Purchase Office at Hyderabad or can be sent by post or courier before the due date and time. Fax quotations are not accepted. M/s SCCL will not, in any way be responsible for any postal/courier delay.
4. A) The terms and conditions of the tender are divided into two parts i.e. Part 'A' and Part 'B'.
 - b. Part 'A' contains technical & commercial terms and conditions.
 - c. Part 'B' contains pricing terms and conditions.

B) Submission of offers:

- i. The Tenderer shall submit bids in two parts i.e., TECHNICAL & COMMERCIAL BID AND PRICE BID in two sealed covers (i.e. Cover 'A' & Cover 'B') as detailed below, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.
 - Cover 'A' shall contain copy of the whole tender document (Both technical & Commercial terms) duly signed by the Tenderer in all the pages to indicate that the Tenderer has gone through the whole tender document, to acquaint himself with the work involved and accepting to all terms & conditions mentioned in the NIT. All the required details with supporting documents are to be submitted.
 - Cover 'B' shall contain price bid in the format mentioned at 'A' of Page No.2 of NIT.
- ii. Above two covers which are individually sealed and superscribed as mentioned above shall be kept in another sealed cover, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.

- iii. In case the Tenderer submits revised bid or more than one bid, the lowest bid only will be considered unless Tenderer clearly specifies which bid is to be considered.
- iv. Bidders are required to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.
- v. From 01.11.2020 onwards all the vendors whose turnover is more than ₹10.00 Crores or above in the financial years 2019-20, 2020-21 & 2021-22 have to submit e-invoice with QR code printed on it. If the turnover is less than ₹10.00 Crores, then the firm has to declare that they are exempted from e-invoicing requirement and said e-invoicing provisions are not applicable to their company. Towards this, the firm is required to submit undertaking detailed in “ANNEXURE-III” along with Invoice on their letter head.

Bills will not be accepted without e-invoicing, if the aggregate turnover in any of the three financial years 2019-20, 2020-21 & 2021-22 exceeds ₹10.00 crores.

5. **RIGHT TO REJECT THE OFFERS/CANCEL THE TENDER:** SCCL reserves the right to reject any or all the offers without assigning any reason and to cancel the tender at any stage before release of order/award of contract. The decision taken by SCCL in this regard shall be final.
6. **CORRESPONDENCE/DISPUTES DURING ENQUIRY STAGE:** Correspondence/disputes will be entertained before placing order and the decision of the SCCL shall be final. However in case of any un-resolved dispute or difference of opinion arising between SCCL and the successful tenderer in respect of manner of execution or anything connected with the work, not specifically provided for hereunder or in respect of meaning of any clause of the terms and conditions of Tender document shall be resolved by arbitration.
7. **EARNEST MONEY DEPOSIT (EMD):**
 - a. **SUBMISSION OF EMD:** The EMD amount shall be ₹3,000.00 (Rupees three thousand only).

Tenderer shall submit bid along with EMD. Bid submitted without EMD will be summarily rejected. The EMD shall be paid in the form of Demand Draft drawn on any Nationalized/Scheduled Banks located in Hyderabad in favour of The Singareni Collieries Company Limited, payable at Hyderabad, Hyderabad District (Telangana State).

 - i. No interest will be paid on the EMD. On award of the work, the EMD will be converted into Security deposit.
 - ii. EMD of unsuccessful bidders will be refunded immediately after the bidder is declared unsuccessful.
 - iii. EMD of successful bidder will be refunded after faithful execution of the order.

- iv. EMD paid against earlier enquiry (ies) will not be adjusted for the current enquiry.

There is no exemption in submission of EMD for any category of bidders.

- b. **FORFEITURE OF EMD:** The EMD amount of the Bidder will be forfeited in the following circumstances:
 - i. Withdraws the offer during validity/extended validity period.
 - ii. Changes the terms and conditions of the offer during validity/extended validity period.
 - iii. Does not accept the LOI/Order placed within the offer validity period/extended validity period, in accordance with terms & conditions of NIT, offer & negotiations.
 - iv. Breach of contract during execution.
 - v. The information/documents submitted by the bidder proved to be false/ incorrect.
8. **OFFER VALIDITY:** Bidder shall keep the offer valid for a period of 120 days from the date of opening of the tenders. The offer with less validity period than stipulated is liable for rejection.
9. **BIDDER'S DETAILS:** Bidder shall furnish the following information:
 - i. Name and address, Phone number, Fax number, e-mail ID and Name of the contact person.
 - ii. Indicate clearly, the constitution of the bidder i.e., Sole Proprietorship, Partnership, limited liability Company etc., together with names of proprietor, partners and directors respectively.
 - iii. Indicate clearly, if it is a Government Company, SCCL ancillary unit. A copy of valid documentary proof shall be enclosed.
 - iv. Banker's Name and address together with Branch Code and IFSC/RTGS Code.
 - v. GST registration and other details to the extent applicable along with documentary evidence.
10. **LAWS APPLICABLE:** The contract shall be governed by the Laws of Indian Union for the time being in force.

11. CIVIL COURT PROCEEDINGS:

Normally all disputes should be settled by negotiations between the Company and the concerned parties. In case any dispute/difference is not settled through negotiations, the respective parties can seek remedy by the civil court proceedings by invoking the same within 120 days of dispute.

- (a) The Arbitrator(s) will be appointed to resolve the disputes between the parties. The Chairman & M.D. of the S.C.Co.Ltd, is having absolute power to appoint a single Arbitrator or more than one Arbitrator or to refer the dispute to the Institutional Arbitration at his discretion and his decision is final and binding on the parties. The appointed Arbitrator(s) / Institutional Arbitration should pass a reasoned award.
- (b) If any of the Arbitrators appointed by the Chairman & M.D. of the S.C.Co.Ltd., is unable to continue as an Arbitrator for any reasons whatsoever or if the Chairman & M.D. of the S.C.Co.Ltd., for the reasons to be recorded in writing thinks fit for appointment of a new Arbitrator in the place of existing Arbitrator, he is having a power to do so. If such a new Arbitrator is appointed, he can either continue the civil court proceedings from the stage where the earlier Arbitrator discontinued his proceedings or alternatively the new Arbitrator may start proceedings de novo if the circumstances warrant him to do so.
- (c) The parties should bear the costs of the civil court proceedings equally.
- (d) Failing to invoke civil court clause within 120 days of dispute, the matter is to be decided by Civil Court at Hyderabad District in TELANGANA state alone and not at any other place.

12. TERMINATION:

- a) Termination for not commencing the work: SCCL reserves the right to terminate the work in case the Contractor fails to commence the work within 30 days from the date of receipt of LOI/work order. In such cases, Security deposit amount of ₹3,000.00 will be forfeited.
- b) Termination of work due to poor performance: SCCL reserves the right to terminate the work, with the service provided by the Contractor is found to be unsatisfactory at any stage during the contract period
- c) Termination of work due to work stopped by firm: The work is stopped due to the failure on the contractor's part or the contractor is not being executed to the entire satisfaction of SCCL.
- d) SCCL reserves the right to terminate the contract work during the contract period at any time with seven days notice without assigning reason.
- e) The GM (Coordination) may terminate the contract with immediate effect without assigning any reasons, if he is of the opinion that the work is not conducted to his satisfaction and GM (Coordination) shall be sole judge in this regard.

13. **PENALTIES:**

- a) **Penalties in case of termination for not commencing work:** In case of termination of contract under clause 12(a), the security deposit shall be forfeited.
- b) If the service provided by the Contractor is found to be unsatisfactory, a penalty of 10% from the monthly bill will be levied. Prior to this, a notice will be served for improvement. If no improvement is made in spite of levying the penalty and notices, Contract will be terminated, besides black listing of the Contractor for further business with the company and Security Deposit shall be forfeited and no claim whatsoever shall be entertained. SCCL reserves the right to evaluate the performance of the Contractor and the Contractor cannot dispute or question the decision taken by SCCL in this regard.
- c) If the Contractor fails to fulfil the contract terms & conditions and services are stopped due to his failure, contract will be terminated without any prior notice and the Security deposit will be forfeited.
- d) In case of failure to carry out the work at any point of time during the contract period, the cost incurred in any alternative arrangement will be deducted from the bills/Security deposit under risk purchase clause.
- e) In addition to above, the penalty of Rs.780.00/day will be imposed and the same deducted from quarterly bill in case the breakdown/scheduled visits are not attended to make the systems in working condition.

14. **RISK PURCHASE CLAUSE:**

In case the firm/Contractor fails to deliver the terms of the contract as per the order and SCCL is forced to enter into new contract for the purpose with another firm at a higher price, the firm/Contractor shall pay the difference in prices to SCCL.

15. **UNSOLICITED DISCOUNT:** Suo-moto reduction shall not be considered for evaluation whether given before or after opening of price bids. If any Tenderer other than lowest offers Suo-moto reduction in the prices after opening of the price bid, the offer shall be rejected out rightly. However, if there is a suo-moto reduction from the lowest Tenderer adjudged on the basis of comparative statement as per price bids before such reduction, the benefit of suo-moto reduction shall be availed of at the time of placement of order on the lowest Tenderer. SCCL reserves the right not to accept the lowest bid.

16. **BRIBES & GIFTS:** Any Bribe, Commission, gift or advantage given, promised or offered by or on behalf of the Supplier or his partner, agent or servant or any one on his or their behalf to any Officer, Servant, representative or agent of the Singareni Collieries Company Limited, or any person on his or their behalf for obtaining or executing of this or any other contract with Singareni Collieries Co. Ltd., shall in addition to any criminal liability which the Supplier may incur, subject the Supplier in the cancellation of this and all other contracts with and also to payment of any loss of damage resulting from any such cancellation to the like extent as is provided in case cancellation under clauses thereof. Any question or dispute to the commission of any offence under present clause shall be settled by the Singareni Collieries Co. Ltd., in such manner and on such evidence of information as they think it sufficient & their decision, shall be final and conclusive.

NOTE: *In case any specific mention is made on the above clauses in special terms and conditions the same shall prevail over.*

DGM (PURCHASE)
The Singareni Collieries Company Ltd
(A Govt. Company)
Purchase Cell, 1st Floor
SINGARENI BHAVAN
HYDERABAD – 500004

SCCL Helpdesk Numbers: 040-23316964
EPABX Numbers: 040-23142 EXTN: 224 & 230

Format of Letter of Bid (LOB)
LETTER HEAD OF BIDDER

To
The Deputy General Manager (Purchase)
The Singareni Collieries Company Limited,
Singareni Bhavan, Redhills,
Lakdikapool, Hyderabad – 500004

Sub: AMC (comprehensive) of Fire Protection System including water supply arrangements at Singareni Bhavan, SCCL, Hyderabad – Reg.

Ref: HY122O0532, dt.14.02.2023.

Dear Sirs,

I/We offer to provide service as per rate/price mentioned in NIT in accordance with the conditions of the NIT document.

This bid and your subsequent purchase order shall constitute a binding contract between us.

I/We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

If any information furnished by me/us online towards eligibility in this tender is found to be incorrect at any time, penal action as deemed fit may be taken against me/us for which I/we shall have no claim against SCCL.

Yours faithfully,

(Signature of Bidder **OR** Authorized person of bidder)

- 1.Name of Authorized Signatory :
- 2.Type of Authorization :
- 3.Name of the Bidder :
- 4.Address :
- 5.e-Mail Address :
- 6.Mobile/Telephone Number :
- 7.FAX Number :
- 8.Place :
- 9.Date :

**COPIES OF THE FOLLOWING DOCUMENTS TO BE ENCLOSED ALONG
WITH TENDER DOCUMENT**

1. **Experience:** The firm should have suitable experience in providing Fire Fighting arrangements in SCCL/Government as on date of submitting offer. The firm should submit relevant documents in proof to that effect.

2. **EARNEST MONEY DEPOSIT (EMD):**

Bank Name	
Branch	
DD / Cheque No.	
Amount	₹

3. Submit e-invoice, if turnover exceeds ₹10.00 Crores in any of the financial years starting from 2019-20, 2020-21 & 2021-22.

If not exceeds, Firm has to give following undertaking.

PROFORMA		
Our turnover is not exceeded ₹10.00 crores during Financial years from 2019-20, 2020-21 & 2021-22.		
Name:		
Designation:		
Company Name:		
GSTIN	E-invoicing applicability	SEZ Status (Yes/No)
Any loss of ITC or discharge of interest and penalty arising to SCCL due to any misinformation from us, we are liable to reimburse the same to SCCL on the basis of this declaration.		
SIGNATURE OF OWNER WITH STAMP/SEAL		