

**DIRECTORATE OF PRINTING, STATIONERY & PUBLICATION, ODISHA
MADHUPATNA, CUTTACK-753010.**

1. Expression of Interest.

Directorate of Printing, Stationery & Publication, Odisha, Cuttack-10 invites **Expression of Interest** from the reputed *bona fide* Manufacturers/Suppliers/Firms/Authorised Service Agencies having GST Registration Certificate in Form No.25 to offer the rates to convey their willingness for taking up Annual Maintenance Contract(A.M.C.) of the Fire Fighting.

The interested Parties for the purpose of AMC may contact the Director(Technical), Joint Director/Dy. Director(S.B.Press), BBSR/Assistant Executive Engineer(Mech.) during the period from **19.08.2022 to 08.09.2022** for inspection of this Directorate, if any and furnish their rates excluding taxes in sealed cover along with relevant documents which will be received latest by **1.30 P.M. on 09.09.2022** to the Accounts Officer(Purchase) and the rate shall be opened on the same day at 3.00 P.M in the Mini Conference Hall of Forms Unit of the Directorate of Printing, Stationery & Publication, Odisha, Cuttack in presence of the bidders or their authorized representatives.

2. SALE OF PAPERS

Prescribed documents may be obtained from the office of the A.O.(Purchase), Directorate of Printing, Stationery & Publication, Odisha, Cuttack-10 on payment of Rs.1,010/- (Rupees one thousand ten) only inclusive G.S.T. per set of document by cash only which is non-refundable. The documents may be obtained on any working day between 11.00 A.M. to 4.00 P.M. from . **19.08.2022 to 08.09.2022**.

The tender information can also be downloaded from the Odisha State Government website i.e. **www.odisha gov.nic.in** and Odisha Govt. Press Website i.e. **www.ogpress.nic.in**. In such cases the bidder is to submit along with a bank draft of **Rs.1,010/- (Rupees one thousand ten)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

3. EARNEST MONEY DEPOSIT

(i) Bid Security Declaration:- As per guidelines of Finance Department, Odisha vide O.M No.- 8484/F., dtd. 05.04.2022 the bidders have to furnish “Bid Security Declaration” in lieu of bid security/EMD, in the firms letter pad with seal & signature mentioning that if any withdraw or modify their bids during period of validity etc. they will be suspended till -31.12.2022.

(ii) In the event, the firm does not furnish the amount of security deposit in the manner **(3% of the highest quoted value) as per Finance Department letter No. 8484/F., dtd. 05.04.2022** and the conditions of contract and/or fails to execute the agreement within a period of seven days from the date of issue of letter of acceptance, the tender shall be rejected without prejudice to the right of the Director to such claims/action under these terms and conditions.

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4. DETAILED SCOPE OF WORK

Name of the Work:

Annual Maintenance and Operating Contract of the Fire Fighting System of PP unit.

Schedule-A

Sl. No.	Item Description	Unit	Qty.
1.	Provision for providing 7 Technical Person in 3 Shifts (2 persons each in "A" and "B" and 3 persons in "c" shift.)	Day	364

Schedule-B

Sl. No.	Item Description	Unit	Qty.
1.	Analogue Addressable Multi Sensor Smoke detector with Programmable for timed automatic Sensitivity selection with base, Junction box and other accessories as required and detectors shall be UL listed/EN APPROVED (WITH IN BUILT ISOLATOR MODULE).	Nos	40
2.	Addressable Horn/Strobe wall Mounted type rated at 82 DBA @ 3m for Audible annunciation and 75cd flashing at 1 Hz for visual indication.	Nos	4
3.	Addressable single action manual pull station having an integrally mounted addressable module that monitors and reports contact status.	Nos	4
4.	Supplying, installing, testing and commissioning of 2 runs of 1.5 sq. mm, PVC insulated copper wires	mtr	150
	Confirming to IS standards and specifications.		

5.	Supplying , erecting and commissioning of landing Hydrants comprising of the following in the fire duct; single headed hydrant valve as per IS 5290, made of ss with 63 mm die instantaneous out & 80 mm die fanged inlet, Blank cap, chain and hand wheel etc complete.	Nos	2
6.	M.S. Hose Cabinet stand mouthed type fabricated out of M.S. sheet of 16 swag. With glass fronted (4 mm thick glass with rubber beading) door and size of the cabinet shall be 600mmx750mm x250mm quoted rate shall be includes suitable stands for mounting, all fasteners etc, and cabinet shall be powder coated of approved color both inside and outside.	Nos	4
7.	Servicing of fire main pump, diesel Pump, jockey pump and terrace Pump.	Ltr	1
8.	Maintenance, cleaning plastering and cc work without side coloring of 150000 Liters water tank.	Ltr	1
9.	Coloring of External and internal Hydrant pipe.	Ltr	42
10.	Supplying, installing testing and commissioning conventional sprinkler quartzite bulb type with 15 mm screwed end connection of 68 deg. C. temperature rating 80 and orifice shall not be less than 6 mm. sprinklers shall be UL Listed/ FM approved with chrome Finished. Pendent sprinkler.	Nos	40
11.	Supplying, installing, testing and commissioning of gum meal chrome finished Ball valves with fitting of screwed and type. 25 mm dia.	Nos	6
12.	Supply and installation of pressure Gauges of suitable range for pump Sets make guru.	Nos	4
13.	Supply and installation of pressure Switch of suitable range for pump Sets make indoors.	No	3

14.	Supplying, installing, testing, and commissioning call butterfly valves As per BS 5155 (PN 16) slim seal Standard lever operated type with Required flanges, nuts, bolt etc. Complete. The valves shall be fitted With supervisory switch for Monitoring, 150 mm nominal dia.	Nos	6
15.	80 mm nominal die	Nos	4

DETAILS SCOPE OF WORK

No.	Installation Details	Scope of Work
	Annual Maintains and Operation (AMOC) Works of fire fighting system Viz Fire Alarm System, PA System, talk back, system, hydrant& riser system, sprinkler system, with diesel engine pump, wet riser pump, sprinkler pump, jockey pump, dewatering pumps, two submersible pumps.	
1.	Fire Electrical Control Panels Hydrant pump Sprinkler pump, Jockey Pump, DG Set.	Proper Checking for functioning of the pumps, pressure testing, Maintains etc. complete (Excluding Electrical repairs but necessary assistance to get the system in order if required)
2.	Fire hydrant system	<ul style="list-style-type: none"> a. Checking of system leakage & line pressure in all gauges. b. Checking of hoses and Branches pipes & operation of all auxiliary units. c. Checking the setting of the pressure switches and all the pumps by operating. d. Checking of hydrant valves washers and brass lock. e. Starting the pump manually through the control panels. f. Operating the pumps in auto mode and checking the system. g. Checking of isolation valves for glands leakages. h. Checking up diesel in stock, battery connections and fluid level, correct it, if necessary. i. In case of issuing maintenance report to customer and advising the customer about deficiency.
3.	Fire sprinkler pump	<ul style="list-style-type: none"> a. Checking of system leakage & line pressure in all gauges. b. Checking of alarm valve and all the pumps. c. Cleaning of sprinkler if accumulated by dust. d. Checking of isolation valves and operation of all auxiliary units. e. Checking of sprinkler bulb head for proper conditions.
4.	Fire jockey pump Booster pump-	<ul style="list-style-type: none"> a. Servicing overhauling, checking and testing of pump. a. Servicing overhauling, checking and testing of pump.
5.	Fire Extinguisher	a. Servicing, Checking, validating etc. complete.
6.	Fire doors and bucket	a. Servicing, Checking, greasing and painting.
7.	Fire Hydrant with hose reel	<ul style="list-style-type: none"> a. Checking including hose pipe, hose reel drum jet shut off Nozzle, branch pipe nozzle, cabinet door servicing, cleaning, painting, and installation changing of gasket/ nut bolts if required.
8.	Fire Hydrant single	<ul style="list-style-type: none"> a. Checking including hose pipe, hose reel drum, jet shut off Nozzle, Branch pipe nozzle, cabinet door servicing, cleaning painting, and installation changing of gasket/ nut bolts if required.

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9.	Air vessel	a. Checking including servicing, cleaning of pressure gauge, pressure switches, ball valves, piping servicing , installation and painting.
10.	Sprinkler valve	a. Servicing, cleaning, installation, flashing attending minor leakages.
11.	Siamese connection	a. Servicing, checking, greasing and painting.
12.	Pipe Line (Including all risers)	a. For hydrant pump, sprinkler pump, jockey pump, Booster pump, including butter valves, NRV , CI Brackets and hook bolts,/ sprinkler system, alarm Bell, servicing , checking greasing and painting and replacement of gaskets if required attending minor leakages, flashing, testing, commissioning both system.
13.	Spare parts	a. Required material/ spare for repairing, new work as per approved unit rate/ actual invoice/ cash memo of materials.
14.	Daily Inspection	a. Experienced person holding fireman license.
15.	Inspection Reports	<p>a. Training of fire fighting system to our security personal at the starting of AMC contract.</p> <p>b. All above installation and their reports monthly with counter signature of agency's responsible person.</p> <p>c. Annual report based on monthly report with counter signature of agency's responsible person and necessary submission of the same to local fire authority.</p> <p>d. Demonstration of fire fighting system quarterly.</p> <p>e. Maintaining inspection register based on fire manual.</p> <p>f. Complaint to be attended within 24 hours.</p> <p>g. Emergency call shall be attended immediately.</p> <p>h. Required spare/ components shall be arranged/ supplied on urgent basis without disturbing the regular services.</p> <p>Instillation register with proper location and also inspection Register.</p>
16.	Smoke alarm system	Each and every smoke alarm should be functional according to system Design and arrangement should be such that any fault occurring in any of smoke alarm, connection breakage or panel problem may be identify automatically and repaired/replaced immediately.
17.	PA system / fire detection System / Fire protection System/ Fire alarm panel	Must be operational 24 hours. Should be checked, maintained & tested everyday.
18.	DG set	Servicing as and when required.

A- MAINTENANCE AND OPERATION OF WET RISER SYSTEM

Objective-

To keep the entire system fully operational and functional at all times.

In case full system cannot be kept functional for on unavoidable reason as much as possible, the installations shall be retained functional by the isolating the defective section.

MAINTENANCE REQUIREMENT OF SYSTEM COMPONENTS

For maintaining the fighting system following points are to be taken care of:-

To ensure the availability of water in UG tank 24 hrs.

To ensure the piping system is free from leakage. Any portion found to be leaking is to be isolated, rectified and connected with healthy system in shortest possible time.

To ensure all pumps are in good running condition. Any pump found to be defective is to be isolated by closing valves and attended immediately and put in to service in minimum time.

To ensure availability of power for electrical pumps, working of starters, switchgear and other electrical components.

To ensure healthiness of diesel engine starting system, battery voltage, battery charger and availability of adequate diesel for engine operation.

To check all landing valves of internal and external hydrants, isolating valves and replace the defective ones whenever necessary.

PERIODICAL TESTING:

For achieving the objective and meeting the requirement of periodical testing and checking the system is essential. Various activities and their durations have been tabulated in Table 1.

Procedure:

Water for firefighting purpose shall be changed / cleaned as per exigencies.

Maintaining Diesel Engine is very important for the system operation. Maintenance shall be through

Authorized service center of manufacture. Adequate diesel should either be available in the pump house or nearby so that operation is not discontinued for want of diesel – Management is required.

If any part is found to be defective and replacement is not easily available the whole assembly should be removed and replaced by bank off plate so that the systems remain operational.

Hose reels shall be subjected to regular inspection to ensure that all valves are functional, out let nozzle not choked. All isolating valves shall be checked for operation. The valves in closed position be opened and closed couple of times and the hoses and their coupling shall be checked to ensure there is no leakage during their use. The female coupling cam tooth mechanism be operated and lubricated for ensuring ease of operation.

Power supply to the pump house is not to be discontinued for any reason. It has to be ensured that there are no obstructions in front of the hydrants impeding accessibility.

TABLE-1**PERIODICAL TESTING AND MAINTENANCE CHART**

SI No.	System Component	Activity	Duration
1	Water Tanks	(i) Level Check	Daily
		(ii) Cleaning	Once in a year
2	Pumps	(i) Running	Daily
		(ii) Test flow	Quarterly
		(iii) Lubrication	Quarterly
3	Engine	(i) Running	Daily
		(ii) Lubrication	Quarterly
		(iii) Battery	Weekly
		(iv) Fuel Tank / Radiator	Daily
		(v) Servicing	As per engine manufacturer's recommendations.
4	Motor	(i) Running	Daily
		(ii) Starter	Weekly
		(iii) Insulation Resistance	Twice in a year
5	Piping	(i) Pressure	Weekly
		(ii) Flushing	Once in a year
6	Valves (landing and Isolation)	(i) Operation	Monthly
7	Control System	(i) Operation	Monthly
		(ii) Connection and system Components	Quarterly
8	Hose Reel and Hose Pipes	(i) Physical Check	Weekly
		(ii) Operation check	Quarterly
		(iii) Replacement	Depending upon physical condition
9	Instantaneous Coupling	(i) Physical Check	Monthly
		(ii) Lubrication	Once in six months
10	Painting	(i) Out Door	Once in a year
		(ii) In Door	Once in a year
11	Mock drill	To be carried out	Once in six months

B- MAINTENANCE OF AUTOMATIC SPRINKLER SYSTEM

Maintenance of fire fighting installation has been described at A, which hold good for sprinkler installation also. In addition following points shall be taken care. Number of sprinkler available is approx 200 and it is at basement.

Sprinkler shall not be reconditioned or repaired. Used/ or defective sprinklers shall be replaced by new ones.

Sprinklers shall not be painted after installation.

Spare Sprinklers – A stock of spare sprinklers shall be kept in fire control room so that prompt replacement is possible after operation / damage of a sprinkler head. A minimum of 5% of the installed capacity or 25 sprinklers of all types, which ever is more, shall be kept in stock.

Spanners for sprinklers and Teflon tape shall also keep along with spare sprinklers in readiness.

The in operative part, if defective shall be attended to and connected with the operative system.

Action following Sprinklers Operation:

Following the operation of sprinklers, the operated head shall be replaced with new ones and water supply shall be restored.

The sprinklers in the vicinity of the operated sprinklers shall also be checked for damage by heat or any other cause and replaced if necessary.

The sprinkler pump shall not be shut off until complete extinguishments of the fire. The starting of the pump shall be automatic but the stopping of the pump after extinguishments shall be manual.

All piping shall be examined to determine its conditions at least after 3 months.

All installation valves and associated equipment shall be service and tested annually.

Discharge test of sprinklers shall be carried out once in six months.

Manual testing of the system shall be carried out once in six months.

When normally open valves are closed following system operation or test, suitable procedure shall be instituted to ensure that they are re – opened.

The system shall flush at least once in a year.

The sprinklers bulbs shall be kept free from paint or dust.

MAINTENANCE GUIDELINES

Following guidelines shall be followed for sprinklers maintenance.

Maintenance and testing shall be carried out in a planned and systematic manner and records kept.

Only trained personnel shall be engaged in the work.

C. MAINTENANCE OF FIRE ALARM

WEEKLY TESTS:

The following tests shall be made every week to ensure that the system is capable of operating under alarm conditions.

Once a week, at least one trigger device on one zone circuit shall be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm and operate other warning devices.

If there is more than one zone on a system having unmonitored wiring each unmonitored zone shall be tested each week, but without sounding the alarm more than once.

The control and indicating equipment shall be visually inspected for signs of moisture ingress and other deterioration.

A visual inspection shall be recorded in the logbook reported to the responsible person, and action taken to correct it.

All the wiring of smoke alarm should be done in such a way that each and every smoke alarm should be functional according to system design and arrangement should be such that any fault occurring in any of smoke alarm, connection breakage or panel problem may be identified automatically and repaired / replace immediately.

GENERAL POINTS ABOUT DETECTORS:

It is essential to ensure specified range of sensitivity range shall be checked on equipment as specified.

If the operation of the alarm sounders and / or the transmission of the alarm signal has been prevented by disconnection, then a further test shall be carried out to prove the final reinstatement of the sounders, and if permissible, the alarm transmission circuit.

A visual examination of the battery and connections shall be made to ensure that they are in good conditions.

Action shall be taken to remedy any defect, including low electrolyte level.

Any defect shall be recorded in the logbook, reported to the responsible person, and action taken to correct it.

QUARTERLY INSPECTION AND TEST

The following checklist and test sequence is recommended.

Entries in the log book since the previous inspection shall be checked for actions.

Batteries and their connections shall be examined and tested to ensure that they are in goods serviceable condition.

Where provided, secondary batteries shall be examined to ensure that the specific gravity of electrolyte in each cell is correct. Necessary remedial action must be taken and an appropriate entry made in the logbook.

The alarm functions of control and indicating equipment shall be checked by the operation of a trigger device in each zone as described.

The operation of alarm sounders and any link to remote manned center shall be tested.

All fault indicators and their circuits shall be checked preferably by simulation of fault conditions. It is essential to apply frequently sensitivity checks and routine tests as prescribed in the rules so that the correct sensitivity levels / degree are maintained during the entire service span of the installation.

CLEANING AND MAINTENANCE:-

Detectors require periodic cleaning to remove dust or dust accumulated. The frequency of cleaning depends on the type of detector and the local ambient conditions. In any case, the interval shall not exceed a period of 3 months, for each detector.

The cleaning, checking, operating and sensitivity adjustment shall be attempted only after referring manufacturers' instructions.

These instructions shall details methods such as creating vacuum to remove loose dust and insects or washing heavy greasy and grimy deposits, following partial disassembly or the washing of detectors to remove contaminations.

D – FIRE PUMP HOUSE (BASEMENT)

The glands/ packing of pumps, sluice valves shall be maintained in good condition and any leakage there as shall be stopped immediately.

Special care is to be taken to check working of non-return valves.

Bearing caps shall be checked weekly and topped up.

Correct type of Oil / grease must be used as per lubrication survey.

Starter contacts shall be checked weekly and replace in necessary.

As far as possible the starting mechanism and its auxiliaries shall be uniform for all the diesel engine driven fire pumps.

There shall at least one set alternative available immediate replacement.

Diesel tank provided inside the fire pump room shall be checked every day and maintained to full capacity.

Level of water in prime tank shall be checked daily.

In case of negative suction, leaking of foot- valve may cause serious problems for starting of pumps.

Auto filling arrangement for priming tank shall be ensured and checked – up every day.

Sump pump provided in the pump room shall also be kept in good working condition.

5. PAYMENT

- i) No Advance payment shall be made.*
- ii) 100% payment will be made after satisfactory service offered by the bidder.*
- iii) The bidder can also submit a part bill for a partial period on exigency, if required.*

INSTRUCTIONS TO FIRMS

SUBMISSION OF DOCUMENTS

1. Each set of documents shall be serially numbered and each page thereof duly signed
2. The documents shall be furnished along with the cash receipt obtained from the Cashier (Stationery) of the office of the Director.
3. All information in the document form shall be in English. Information in other language shall be accompanied by its translation in English. Failure to comply this may lead to rejection of the **Expression of the Interest**.
4. The document forms shall be filled in clearly typed or Computerized. No document filled in otherwise shall be considered.
5. Any erase or overwrite in the document shall duly be signed by the firm.
6. Firm who have adequate professional knowledge in A.M.C. service must furnish requisite documentary evidence to show to the satisfaction of the Directorate of P.S.&P. that he is capable for service of A.M.C.
7. Firm having place of business inside the State of Odisha shall have to furnish up to date G.S.T. Clearance Certificate from their concerned Tax Authority .
8. No documents will be considered without a G.S.T. Clearance Certificate GSTIN.
9. The firms are required to procedure the attested photo copy of Registration Certificate under the G.S.T. Act.

10. The Income Tax details of owner/company with Xerox copy of PAN.
11. All the aforesaid original certificates shall be produced at the time of execution of agreement for necessary verification and return.
12. The documents will be submitted in one envelopes, super scribed the **Expression of Interest for A.M.C. of Fire Fighting for the year,2022-23**. The offer of successful service provider will be considered.
13. Any documents containing false information/particulars shall be liable to be rejected and bidder found guilty of furnishing false information/particulars shall be debarred from any future dealing with the Director.
14. Annexure-I (pro forma) in duplicate duly filled in should be furnished with the documents.
15. Rate offered should be strictly valid up to one year or from the date of execution of agreement.
16. The last date of submission of sealed documents is up to **1.30 P.M. on 09.09.2022 and the documents will be opened on the same day at 3.00 P.M.** in presence of the firm/authorized representatives.
17. The successful bidder have to made an agreement with required Security Money @ **3% (as per Finance Department letter No. 8484/F., dtd. 05.4.2022 of the total value within 7 days in stamp paper with the Director as a token of acceptance, otherwise the tender shall be rejected by the Director without assigning any reason there for and the firm should be blacklisted for a period of one year.**
18. The Director may elect to withdraw the Expression of Interest even without notice and without assigning any reason whatsoever.

A. Special Relevant Documents to be furnished.

- i) Bonafide credentials/Authorisation certificate for providing service
- ii) Details of previous such contracts taken up by the Party
- iii) Draft terms and conditions for taking up A.M.C., if any
- iv) Copy of valid Registration certificate .
- v) Information regarding current litigation, debarring/ expelling of the Tender or abandonment of the work by the tenderer (Schedule-E) .
- vi) Copy of valid EPF registration Certificate with recent annual statement.

- vii) Copy of valid ESI registration certificate with recent annual statement .
- viii) Audited balance sheet, profit loss Account turnover for last five financial years certified by chartered accountant .
- ix) Recent income tax clearance certificate , Tax clearance certificate from appropriate authority .
- x) Registration certificate should specify detail description of job to be conducted by the firm .
- xi) Valid Electrical License or should have a tie up with Electrical contractor issued from ELBO Govt. of Odisha .
- xii) Firm should have completed work of similar nature successfully under Central Govt. or any State Govt. or PSU. The firm has to submit work completion certificate signed by not below the rank of Executive Engineer.

Accounts Officer (Purchase)
Directorate of Printing, Stationery
& Publication, Odisha, Madhupatna,
Cuttack-10.

PROFORMA

ANNEXURE-I STATEMENT OF INFORMATION

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/
Managing Director/Manager/Authorised representative.
(b) Is the place of business of the tenderer within
the State of Odisha ?
4. Financial condition of the firm whether solvent or
not, with details thereof.
5. (a) Whether a Service Provider firm
(b) Name and address of the Proprietor
6. Varieties of articles dealt with and names of the
items.
7. Is it a Small Scale Industry or Government
Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act?
If so, Registration No. and date and office of
registration should be given.
9. Are you a Registered Dealer and if so, please
quote both G.S.T. & Income Tax.
10. Name of the authorised representative who can hold
discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing
Director/Authorised representative with address
or addresses as the case may be who is authorised
to receive money in case of an endorsed bill on
behalf of the Firm from Government Presses and
their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last
Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the informations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Managing Director/Authorised representative.