

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
"PROTITI", 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017



TENDER DOCUMENT

FOR

FIRE AND ELECTRICITY AUDIT
AT "PROTITI", 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700017

2018 - 2019

NOTICE INVITING TENDER

No. WBIDC/Per/159/05/VII/Part-1(2)

20/11/2018

- 1) West Bengal Industrial Development Corporation Limited invites sealed tender in Two Bid system for “**Fire and Electricity Audit**” at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 from interested, experienced, reputed and capable agencies/Organizations who fulfills the eligibility criteria.
- 2) The offer should be submitted in two-bid system i.e. Technical Bid and Commercial Bid in two separate sealed envelopes super-scribing “**Fire and Electricity Audit**” at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 in the respective envelopes duly addressed to The Managing Director, West Bengal Industrial Development Corporation Limited, Kolkata.
- 3) The tender document can be downloaded from WBIDC website www.wbidc.com. The interested bidders can download the tender document from website and shall submit along with the tender a DD/Pay Order for Rs.500/- (Rupees Five Hundred Only non- refundable) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata.
- 4) The Tender Documents should be submitted in a sealed cover either in person or by post without any overwriting tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative and it shall reach at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 on or before 30/11/2018 on or before 15.00 hrs.
- 5) WBIDC reserves the right to award contract for the above work. WBIDC also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of WBIDC in this regard shall be final and binding on all.

Schedule of Tendering Process:

Issue of tender forms	From 20/11/2018 To 30/11/2018
Pre-bid Meeting	26/11/2018 @ 15.00 hrs
Last date for Tender Submission	30/11/2018 @ 15.00 hrs
Opening of Technical Bid	30/11/2018 @ 16.00 hrs
Opening of Commercial Bid	30/11/2018 @ 16.00 hrs

For query contact at: 033-22553726

Managing Director
WBIDC LTD.

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

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WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

No. WBIDC/Per/159/05/VII/Part-1(2)

20/11/2018

A ELIGIBILITY CRITERIA:

(Please attached self- attested documents as per check list)

1. The bidder should attach Tender Cost in the form of Cash receipt or DD of Rs.500/- (Rs. Five Hundred only).
2. The bidders should have office in Kolkata area.
3. The bidder should have valid license.
4. The bidder must submit a self-attested copy (copies) of Recent work order (s) (details filled with attached format Annexure-IV) of which the work (s) has (have) been completed within last 5 (Five) years as on 31/03/2018 as a proof of similar work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc.

The tenders of those Bidders who do not fulfill above eligibility criteria are liable for rejection.

B. GENERAL CONDITIONS:

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as “the Bidder” and the West Bengal Industrial Development Corporation Limited shall be known as “WBIDC”.
2. The Bidder should submit Technical Bid & Commercial Bid in separate sealed Envelopes super scribing

“Technical Bid” and “Commercial Bid” as the case may be as mentioned in the Tender Notice.

3. Bidder should ensure that the documents are attached with Technical Bid and all pages of Tender and documents are signed and stamped. Failure to do so shall lead to the rejection of bids.
4. The Bidder will give a declaration as per attached format **Annexure- I** that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
5. The bidder must visit/examine the site and its surrounding on any working day by prior appointment with the Officer/Representative of WBIDC for the proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained. Bidder should submit a Certificate for the Site Inspection as per attached format **Annexure-II**.
6. Bidder should submit their details as per attached format **Annexure-III** with self-attested documents.
7. Bidder/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the Financial Bid/Price Bid.
8. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must visit and inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all related matters appertaining thereto.
9. Immediately, on receipt of intimation from the WBIDC, the successful Bidder will execute the work and the written acceptance of the tender will constitute a binding contract between WBIDC and the Bidder. It will be the responsibility of the Bidder to thoroughly examine the site in all respects.
10. It shall be the responsibility of the Bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Bidder) at WBIDC, Kolkata and WBIDC shall have no liabilities in this regard.
11. The WBIDC will not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Bidder in the course of their performing the functions / duties, or for payment towards any compensation.
12. The quality of work at all stages should be as per the standards laid down and explained to the Bidder by WBIDC. It is made clear that there cannot be any compromise in the material quality and workmanship of work. It shall be the responsibility of the Bidder to ensure that the standards laid down from time to time are strictly maintained.

C. STATUTORY COMPLIANCE BY THE BIDDER:

13. The Bidder should obtain the requisite license from authorities such as Municipality, Local Authority, State / Central etc., at its' own cost. The WBIDC shall not be responsible in any way for any breach of these rules and regulations by the Bidder.
14. The Bidder shall not deploy any person below the age of 18 years.

D. DUTIES AND RESPONSIBILITIES OF THE BIDDER:

15. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance.
16. The Bidder shall be responsible for taking good care of all specialized equipment, tools and tackles used for its works. It should bring to the notice of WBIDC the works that are required to be undertaken in time. In case any damage is caused to the equipment due to the gross negligence of any of the employees of the Bidder, Bidder undertakes to compensate WBIDC for such damages. The amount of damages quantified at the discretion of the representative/Officer of WBIDC shall be final & binding on the Bidder. The WBIDC

shall be at liberty to deduct such amount of damages from any dues payable to the Bidder.

17. The Bidder shall not assign the contract or sublet any portion of the contract.

18. The Bidder itself must be a qualified Fire Engineer and should have working experience in handling of such jobs. The Bidder should furnish the monthly maintenance schedule. All personnel employed by the Bidder shall be medically fit and having good health.

E. SCOPE OF THE WORK:

Fire and Electricity Audit of the entire premises of West Bengal Industrial Development Corporation Limited, as per the attached Checklist [**Annexure-V**] and [**Annexure-VI**]. The bidder is required to submit a Comprehensive report high-lighting the areas that requires corrective actions along-with measures that are to be taken for ensuring proper safety of the employees and the entire building. The areas/systems which are presently found in accordance to the safety requirements is required to be high-lighted and mentioned in the comprehensive report.

F. SPECIAL CONDITIONS OF CONTRACT:

1. The rates quoted by firm should be inclusive of all tax (GST) as applicable. In case prices are not inclusive of duties, Taxes etc., then the rates at which duties, taxes etc., is required to be paid should be mentioned and if it is not mentioned then it will be presumed that the rates are inclusive of all duties, taxes (GST) as applicable and no payment shall be made by WBIDC on this account on a later stage.
2. Last three years Income Tax Certificate, Company incorporation certificate, GST Registration, and Valid Trade License Certificate should be submitted along with tender.

G. PAYMENTS:

1. Advance payments will not be made against work order. Payment will be made after conducting Fire Audit and submission of a Comprehensive report high-lighting the areas that requires corrective actions. The bidder is also required to mention in their comprehensive report the areas which are found to be in good condition/complied.
2. Payments will be made through RTGS / NEFT. Bidders should provide their bank details duly signed by authorized signatories along with the copy of cancelled Cheque.
3. Service tax will be reimbursed after receipt of payment made to the concern authorities.
4. TDS will be deducted as per Prevailing Rules.

Signature and seal of the Bidder

Date:

Address:

ENCLOSURES

ANNEXURE – I

To,
The Managing Director
WBIDC
“PROTITI”,
23, Abanindranath Tagore Sarani (Camac Street),
Kolkata-700 017

Subject: Fire and Electricity Audit at “PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), kolkata-700 017

Dear Sir,

With respect to the tender enquiry, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by WBIDC. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Date:

Address:

ANNEXURE-II

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. _____) have certified that we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

Bidder Signature and seal/stamp with date

**WBIDC LTD.
Officer/Representative**

ANNEXURE III

BIDDER DETAILS

1. Earnest Money Deposit (EMD) (To be enclosed with Technical Bid)		Demand Draft No. _____ dated _____ for ` _____ drawn on (Name of the Bank) _____ in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata		
No.	Required Information			
1	Name and registered address of the Individual/firm/company			
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.			
3	Name of the contact person, Designation, Telephone No., Fax No., E-mail id			
4	Month and Year of commencement of service business.			
5	Statutory details (Photocopies to be attached)			
5.1	Registration number of the firm. (As per Shop and Establishment act.)			
5.2	Registration number under West Bengal Fire Department			
5.3	GST – Registration number			
5.4	GST – Registration number			
5.5	PAN No.			
5.6	E.S.I No.			
5.7	P.F. No.			
6	Financial Capabilities Attach last 3 years income tax returns, audited statement of accounts, balance sheet and profit loss statement certified by CA.			
	Details	FY 2015-16	FY 2016-17	FY 2017-18
i.	Annual Turnover			
ii.	Net Profit			
iii.	Loss if any			

Signature and seal of Bidder

Date:

Address:

ANNEXURE IV

Description of similar work of Fire and Electricity Audit executed during the last Seven years.
 (Please furnish copies of completion certificate from the Government Department / Organization etc.)

Description of the work /order executed	Actual value of work/order executed	Name of the Govt. Dept./ Organization etc./Others	Work Period			Name and Contact number of the Officer to whom reference may be made
			Start Date	Finish Date	Stipulated date	

Signature and seal of Bidder

Date:

Address:



WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

"PROTITI", 23, ABANINDRANATH TAGORE SARANI (CAMAC STREET), KOLKATA-700 017

Subject: FIRE AUDIT

Date of audit:

CHECKLIST

A	Fire Safety Management	COMMENTS
A1	Has the fire risk assessment been carried out?	
A2	Have the identified means to reduce or remove the significant hazards been carried out?	
A3	Is there suitable monitoring of fire safety measures in place?	
A4	Can it be demonstrated that monitoring is regularly carried out?	
B	Fire Prevention — General	COMMENTS
B1	Is there an effective system for ensuring that the quantities and storage of all types of flammable materials are reasonable and properly controlled?	
B2	Are all areas clean and tidy with no inappropriate storage and all combustible waste properly placed in designated containers?	
B3	Is all waste regularly collected and placed in a safe place ready for collection?	
B4	Are smoking areas properly marked and used?	
B5	Are all employees in high risk areas properly informed of the particular risks and the means to control these risks?	
B6	Prior to leaving the premises, are all areas inspected for potential fire and unnecessary equipment turned off?	
B7	Are there suitable means to control the risk of arson?	

B8	Have all staff received basic fire prevention instruction?	
B9	Are all fire-resisting and smoke-stop doors, especially those on hold-open devices, closed at night?	
B10	Do staffs understand the need to report any potential fire hazards?	
C	Fire Prevention — Electrical Safety	COMMENTS
C1	Is the entire electrical installation in order?	
C2	Have all electrical systems and equipment been tested in accordance with the provisions of the Electricity at Work Regulations 1989?	
C3	Are records regarding regular testing of installation, equipment and portable appliances up to date?	
C4	Is the use of flexible electrical cable and extension leads kept to a minimum and only short lengths used?	
C5	Is electrical equipment (eg. light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?	
C6	Are staffs aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment?	
D	Fire Prevention — Heating and Cooking Appliances	COMMENTS
D1	Are all heating appliances securely fixed in position, suitably guarded and with an adequate clear space free of storage of any kind?	
D2	Is the entire heating installation in good order?	
D3	Are all cooking appliances securely fixed in position, properly maintained and used only for their originally intended purpose?	
E	Fire Prevention — Means of Escape	COMMENTS
E1	Are fire exits of a sufficient number and of sufficient width to enable the people present in any and all areas to evacuate safely?	
E2	Do all final exits lead to a place of total safety?	
E3	Are all fire exits readily available?	

E4	Are all final exits and intermediate doors easily operable from the inside without the use of a key?	
E5	Are all corridors, gangways and stairways forming part of escape routes free from obstruction and not used for storage?	
E6	Are floor and stairway surfaces in good condition and free from tripping and slipping hazards, particularly including any external stairs and paths?	
E7	Do all doors on escape routes open in the direction of travel?	
E8	Are all escapes routes provided with adequate lighting at all times of the day and night?	
E9	Is adequate emergency lighting provided and is it fully serviceable?	
E10	Have appropriate provisions been made for the safety of persons with special needs, such as the young, old or disabled?	
F	Fire Prevention — Actions in the Event of Fire	COMMENTS
F1	Are there clearly defined written fire action and emergency evacuation procedures, including provision for ensuring that everyone is out of the building?	
F2	Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?	
F3	Are suitable "Fire Action" notices prominently displayed around the premises?	
F4	Have appropriate staffs been appointed to take control in the event of a fire (Fire Marshal) and to summon the fire brigade for all fires, no matter how small?	
F5	Are there sufficient fire wardens available to provide for all working hours (including lunch and tea breaks), taking into account holidays and sick leave?	
F6	Are the fire evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking?	
G	Fire Prevention — Fire Detection and Alarm Systems	COMMENTS
G1	Can a fire alarm be raised without placing anyone in danger?	

G2	Is the fire alarm system in full working order?	
G3	Are there sufficient fire alarm call points located near to every exit from each floor and from each building?	
G4	Are all alarm call points unobstructed and clearly visible?	
G5	Are the audible signals from the fire alarm operated weekly and clearly audible throughout the premises?	
H	Fire Prevention — Portable Fire-fighting Equipment	COMMENTS
H1	Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned?	
H2	Are all portable fire extinguishers and fire blankets suitably located, positioned on brackets securely fixed to the wall and available for immediate use — not obstructed or hidden?	
H3	Are the locations of all portable fire extinguishers and fire blankets clearly identifiable even without the provision of appropriate signs?	
I	Fire Prevention — Notices and Fire Safety Signs	COMMENTS
I1	Are sufficient appropriate fire safety notices and signs used throughout the premises?	
I2	Are all fire safety signs throughout the premises present, undamaged and clearly visible?	
J	Fire Prevention — Testing, Maintenance and Records	COMMENTS
J1	Are the fire detection and alarm system tests carried out and recorded?	
J2	Are the portable fire extinguishers and fire hoses properly tested, maintained and these recorded?	
J3	Is the automatic sprinkler system properly tested, maintained and these recorded?	
J4	Are any smoke or heat control systems properly tested, maintained and these recorded?	
J5	Are any emergency generators properly tested, maintained and these recorded?	
J6	Are their suitable records of the regular fire safety maintenance tests?	

J7	Are there suitable records of fire evacuation drills?	
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K. UNDERGROUND WATER RESERVOIR CAPACITY (FIRE):

L. FIRE PUMPS:

NOTE::ANY OTHER AREAS THAT ARE NOT COVERED IN THIS LIST MAY ALSO BE TAKEN INTO CONSIDERATION WHICH REQUIRES ATTENTION TO ENSURE PROPER SAFETY AT THIS OFFICE BUILDING.



WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

"PROTITI", 23, ABANINDRANATH TAGORE SARANI (CAMAC STREET), KOLKATA-700 017

Subject: FIRE AUDIT

Date of audit:

A	Electricity Audit	COMMENTS
1	Name of State Electricity Board	
2	Type of metering(LT/HT)	
3	Incoming Supply (Single OR Three Phase)	
4	Sanction load (kW	
5	Connected load (kW)	
6	Latest Energy Consumption In KWH and Bill amount in Rs	
7	Actual used load	
8	Energy Consumption For last 6 months Month- KWH & Amounts (Total)	
9	Average power factor during last quarter 10 Size Of Incoming S.E. Board Cable/Wires	

10	Condition Of Incoming Cable /Wires Joints/Burnt Insulation if any	
11	Whether Temperature Of Incoming cable Hot/Normal	
12	Whether Cable /Wire are loose? /condition of connector	
13	Whether Utility Supply meter 1Ph/3Ph. and its Volt, Amp Capacity	
14	Output wire Size from Utility Meter to Fuse/MCB/MCCB/SFU switch etc.	
15	No Of Earth wires with Incoming	
16	Utility Supply cable/Wires and their Size.in Sq.mm/SWG	
17	Size of Cable/Wires in Sq.mm from FUSE/MCB/MCCB/SFU at output of meter to Main Switch/MCB/MCCB in Branch/Office (Separate switch is provided. OR the wires are terminated directly in Main D.B. Incomer. Pl. indicate)	
18	No of Earth wires connected to main D.B. Is it a Utility Earth Or Separate Building Earth wire/s	
19	Voltage at incoming panel	

20	Current at incoming panel	
21	Total Measured load (kW/kVA)	
22	Whether there is any hot spots in connections of the DB's/ Panel as noticed in the Thermography	
23	Whether D.G. set back –up is provided? If YES Whether by Landlord OR SBI Life? Any AMC?	
24	Capacity Of D.G. set in KVA & Whether single/3 phase?	
25	Whether AMF panel is provided at the D.G. set OR Manual Changeover switch is provided? Its capacity & no of poles.	
26	Whether separate earthing provided to Neutral & body of D.G. set and brought with D.G. cable/wires up to Change-over Switch.	
27	D.G. set Output Voltages	
28	Whether full OR part load put on DG set? Total load on DG	
29	Whether D.G. is operated by the operator appointed by Landlord OR S.B.I. Life?	

30	Whether D.G. set operator is well conversant with operation & electrical safety aspects?	
31	Resistance of earth pit/ earth wire as measured in Ohms.	
32	Total no Of U.P.S. in the office	
33	KVA Capacity & Make of UPS. Whether Incoming supply to UPS is 3 phase or 1 Phase	
34	Voltage, AH capacity & make of batteries & their Quantities. (Whether SMF/Tubular)	
35	Whether batteries installed in UPS cabinet OR Separate battery rack is provided?	
36	Are battery rack provided with earthing?	
37	UPS & batteries are kept in a separate room Or in Hall?	
38	In case a separate room is provided whether A.C.OR Exhaust fan is provided for ventilation? In case of hall whether proper Exhaust fan provided near UPS batteries?	

39	Whether battery room is clean? & No waste papers/files OR other material stored/put over them? Room is clean?	
40	Condition Of Batteries & Total battery voltage as per quantity & rating.	
41	UPS Output Voltages	
42	Load on the UPS output	
43	Whether UPS Input/ Output wires are laid through conduit pipe OR Armored cable used?	
44	Whether separate Inverter is provided for Lighting of branch?	
45	Whether Server switch/switches etc kept in locked server rack Or in open?	
46	Whether Server rack is earthed	
47	Separate Server Room OR in secured place in hall?	
48	Is Fire extinguisher located close/reasonable distance from Server/UPS & Type of Extinguisher?	
49	Are CAT5/6 cables to switch properly dressed? OR hanging?	

50	Type & Tonnage capacity + Quantity of each type in Br/Off. (Window/Split/Cassette/Packaged}	
51	Whether timer is provided?	
52	AC Units provider & whether under AMC?	
53	Whether Metallic S/S is provided OR normal Switch/Sockets?	
54	Whether Voltage stabilizers provided? /Needed if wide voltage fluctuation exists in area?	
55	Whether illumination of office is Normal/Dull/Very bright?	
56	What is condition Of lighting fixtures?	
57	Whether load distribution from M.C.B. to individual circuit is indicated by chart pasted in D.B.?	
58	Is any AS BUILT Drawing available in office ?	
59	Is Electrical Danger mark sticker pasted on D.B. Cover? Or on wooden door if D.B. is enclosed in a wooden cupboard?	

60	If D.B. /Main Switchgear is enclosed in wooden cupboard any ventilation louvers provided? Are any materials dumped in the cabinet?	
61	What is a frequency of power failures in office as reported by office Admin In-charge? Whether Incoming Voltages Normal/LOW/High?	
62	How many D.B.'s are provided in office office? Power/Light /UPS separate UPS or Common?	
63	If E.L.C.B. is provided in main/Sub. D.B. their mA & Amp ratings.	
64	Incoming & Output Switchgear ratings for U.P.S. & whether proper no & size of earth wires are connected to D.B.'s	
65	Whether Separate Building Earth Pit is Available?	
66	Whether double earthing is provided for 3 phase D.B?	

NOTE::ANY OTHER AREAS THAT ARE NOT COVERED IN THIS LIST MAY ALSO BE TAKEN INTO CONSIDERATION WHICH REQUIRES ATTENTION TO ENSURE PROPER SAFETY AT THIS OFFICE BUILDING.

CHECK LIST POINTS

Tick mark () as for which complied with

- | | | |
|----|--|----------|
| 1 | Two separate bids i.e. Technical and Commercial submitted in single envelope dully sealed. | ✓
() |
| 2 | Tender cost (Cash receipt or DD) | () |
| 3 | Copy of Registration certificate of firm | () |
| 4 | Copy of GST Registration. | () |
| 5 | Copy of PAN card with copies of last three years IT returns. | () |
| 6 | Copies of similar supporting work orders for last seven years. | () |
| 7 | Draft of Letter -Annexure I | () |
| 8 | Certificate for site Inspection- Annexure II | () |
| 9 | Bidder Details- Annexure III | () |
| 10 | Form of similar work carried out by bidder -Annexure IV | () |
| 11 | Fire Audit Check List -Annexure V | () |
| 12 | Electricity Audit Check List-Annexure-VI | () |

Signature and seal of Bidder

Date:

Address: