Annexure-1

SCOPE OF WORK

Name of Work: Annual Maintenance Contract for Maintenance of Fire alarm systems in IISER, Thiruvananthapuram

The following works / checks shall be carried out quarterly in a year to keep the system perfectly in working order and a record for the same shall be maintained in a register.

1. Ensuring the working of the Fire alarm/Public Address system in healthy condition without any faults.
2. Checking of power supply position of all the fire alarm Control and Public Address panels installed at various locations in the building.
3. Checking of battery backup power supply and to keep it in proper working conditions. Repairing of backup power supply shall be the responsibility of the contractor except replacement of worn out batteries due to normal wear and tear. Decision of Engineer-in charge shall be final in this regard.
4. Periodical checking of performance and working of hooters / talk back unit / Public Address unit/manual call point / smoke and heat detectors/Speakers.
5. Checking of working of each zone from main panel.
6. The schedule and activities for daily / weekly / monthly testing and checking would be done as per instructions of Engineer-in-charge.
7. In case of any fire, staff deputed at site shall provide all necessary help to take necessary steps and action for extinguishing the fire and to inform to Fire Services at phone No. 101 as well as to Engineer In-charge without loss of any time and shall be recorded in Log Book.
8. Replacement of broken glass of Manual Call Point/talk back units and any other consumables required shall be the firm's responsibility for which nothing extra shall be paid.
9. Replacement of spare parts associated with Fire alarm system covers under the scope of work. Spare parts will be issued from IISER, Thiruvananthapuram based on the break down service report submitted from the contractor.
10. In event of any readdressing/reprogramming/troubleshooting is required for the Fire Alarm Control Panel(FACP)/Public Address Panel, the same shall be executed by the contractor (with the support of OEM if required) under this service contract without any extra cost.
11. Dust from all the accessories and panels etc. shall be removed with the help of vacuum cleaner and neatly cleaned quarterly.
12. All the fire alarm installation and fire control room shall be kept neat and clean for which duster, and other cleaning materials, vacuum cleaner etc. shall be arranged by the contractor and nothing extra shall be paid in this regard.
13. In the event of a fire alarm, the fault should be addressed immediately. However, during night hours and Sundays/holidays the same should be addressed within 2 hours upon the information from IISER.
14. On completion of quarterly service, the Fire alarm system in each building should be mock tested as per the instruction of Engineer in charge.

WORKING HOURS : The working hours of this contract shall be 9.00am to 5.30pm from Monday to Saturday throughout the contract period with minimum one technician and one helper should be available. Penal deductions will be imposed on non-availability of manpower at site during working hours as per the GEM contract terms and conditions.

PAYMENT TERMS: Payment will be made quarterly on submission of along with invoice and service report.

Note: The maintenance should be carried out as per the guidelines of Kerala Fire and Rescue as well as the Bureau of Indian Standards.