



ASSAM UNIVERSITY SILCHAR

Notice Inviting Tender

No. AUG/EQUIP-22/2010 dtd. 09/11/2015

Interested parties with relevant experience may kindly refer to the university website www.aus.ac.in for details of TENDER DOCUMENTS for **Refill and Supply of different types of Fire Extinguishers in AUS.**

Registrar



ASSAM UNIVERSITY, SILCHAR

TENDER FOR REFILL AND SUPPLY OF DIFFERENT TYPES OF FIRE EXTINGUISHERS

Sealed Tenders in the prescribed format are invited by Assam University Silchar (AUS) for “refilling, supply and commissioning of fire extinguishers along with other allied works” as per terms and conditions given below:

Terms and Conditions

1. The TENDER DOCUMENTS may be downloaded from the university website (www.aus.ac.in) and completed in all respect (filled the respective columns / rows , sealed, signed on all pages with date) and submitted to the Estate Section, at the Raja Rammohan Roy Administrative Building, Assam University, Silchar (AUS) on all working days from **09/11/2015 to 10/12/2015** during 11.00 AM – 2.00 PM along with a non refundable tender cost of Rs.1,000/- (Rupees one thousand) only in the form of Demand Draft in drawn in favour of the Finance Officer ,Assam University,Silchar payable at Silchar per Tender . Details/ supporting document wherever applicable if attached with the tender should be authenticated by the Tenderer / Bidder. No over writing unless authenticated with signature of the Tenderer / Bidder shall be accepted. Incomplete Bid / Tender shall be rejected.
2. The technical bids will be opened on date **10/12/2015** at 3.00 PM in the SM Ali Committee Room in presence of Bidders / Tenderers who wishes to attend. No separate intimation / communication will be sent in this regard.
3. In the event of due date of submission and or opening of tender being a closed holiday or declared holiday for the University the due date for the opening of the Bids will be the following working day at the time and venue mentioned at (2) above.
4. The Tenders / Bidders are required to provide a total installation solution to this University which will include the following :
 - a) Refilling of existing fire extinguishers.
 - b) Supply, installation and commissioning of fire extinguishers.
 - c) All conducting, wiring and associated ducting.

- d) Replacement of manual call points and connecting it to fire panel.
 - e) Appropriate awareness training should be provided to the assigned personnel of the University.
 - f) Any other services that may be required for the systems to be installed and integrated with the rest of University's infrastructure with regard to the fire fighting system. For the above mentioned purpose, the tenderer / bidder should visit University premises to obtain any or required information.
5. The Tenderer / Bidder will required to submit the Technical and Financial bids in two different sealed covers. Sequential page numbering should be marked on all the pages of the bid submitted (including supporting documents). The sealed envelopes containing the technical/ infrastructure bid and financial bid should be duly **Superscribed** as '**Technical Bid**' and '**Financial Bid**' respectively for easy identification. The **Call Deposit (CD) / FDR** pertaining to **EMD** amount should be submitted with the **Technical Bid**. Both the envelopes should be placed together in a bigger envelop **superscribed** as "**Refilling / Supply, Installation & Commissioning of Fire Extinguishers and Other Allied Works**".
 6. The **Technical bid** will be consisting of technical services details, performance report from an organization, experience certificate, tax registration details (PAN/CST/VAT/TIN, etc.), firm registration details, Income Tax returns. The **Financial bid** will indicate the item-wise price for the items mentioned in the **technical bid**.
 7. The sealed tender duly super scribed with "**Refilling / Supply, Installation & Commissioning of Fire Extinguishers and Other allied works**" should reach on or before **02:00 PM on 10/12/2015** to the Registrar, Assam University Silchar 788011 by registered post/ speed post/ or the same may be dropped in the tender box placed in Estate Section of the University with the stipulated time and date cited above.
 8. Tender received after the stipulated date and time shall not be entertained. The University shall not also be liable for any postal delays whatsoever and tender received after the stipulated time/date is liable to be rejected. No future communication in this regard will be entertained
 9. The University shall have the right to assess the competencies and capabilities of the tenderer / bidder by going through the credentials given in the Technical

/ Infrastructure Bid and on the basis of such credentials, University may reject the offer of the tenderer / bidder without assigning any further reason. In the event of cancellation or rejection Technical Bid the Financial Bid shall not be opened for that particular tenderer / bidder. The Financial Bid of those parties who qualify in the technical scrutiny shall only be opened at the time and date of opening the financial bid, which shall be intimated in due course.

10. Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs.30,000/-(Thirty thousand rupees)only in the form of Call Deposit/FDR pledged in favour of Assam University, Silchar from any Nationalized Bank is required to be deposited in a separately sealed Envelope super scribed as under :-

11. “**Earnest Money Deposit for Refilling / Supply, Installation & Commissioning of Fire Extinguishers and Other Allied Works**”. at The Assam University, Silchar-788011. FDR No.....Date..... Issuing Bank _____ Validity..... along with the tender document. The Earnest Money of unsuccessful bidders shall be released after finalization of tender.

12. Disagreement with any of the terms & conditions as stated in tender as well as non submission of the stipulated Earnest Money Deposit (EMD) shall invite rejection of Tender. Only tenderer(s) / bidder(s) whose Technical / Infrastructure particulars as stated in tender are found in consonance with University’s requirements shall only be considered for further Evaluation Process.

13. *The Tenderer / Bidderer are required to study / survey the University’s complete set-up while putting for tender of the refill / supply, installation and commissioning of fire extinguishers and other allied works.*

14. The Technical Bid and the Financial Bid is to be submitted in separately sealed envelopes properly super scribed in bold letters as under :-“**Refilling / Supply, Installation & Commissioning of Fire Extinguishers and Other allied works**” and placed inside the main envelope.

15. Security Deposit

The successful Bidder is required to submit 10% of Order value as security deposit in the form of FIXED DEPOSIT / CALL DEPOSIT pledged in favor of Assam University, Silchar from any Nationalized Bank within 20 days of receipt of order.

16. The Tenderer / Bidder agencies are required to enclose attested photocopies of following documents, failing which their bids will be summarily/out-rightly rejected and will not be considered :
 - (a) Registration certificate for refill and supply of fire extinguishers as per existing norm ;(b) Copy of CST/VAT/TIN Registration Certificates;(c) Copy of PAN Card;(d) Copy of Income Tax Return filed for last three financial years. (e) Copies of satisfactory work of refill and supply of fire extinguishers in any autonomous institution like University/IITs/IIMs for last 3 years.
17. After 12 months of satisfactory service and/or date of Expiry of the warranty period, the security deposit may be released to the bidder on their prayer/request.
18. Any discrepancy and breach of trust in supply or service will lead to forfeiture of security deposit at the discretion of the University.
19. In the event of withdrawal / cancellation / modification of the Bid after submission by the party the same would be summarily rejected and the Earnest Money submitted together with the Tender will be forfeited.
20. The Service Provider/Contractor must have the essential registrations and permits for such equipments and services offered by them.
21. The firm participating should be an Original Equipment Manufacturer / Authorized Dealer /Stockiest / Trader. Equipments must have necessary ISI Certificate from BIS, India in case of manufacturer and the valid dealership certificate in case of Authorized Dealer/ Supplier of ISI certified fire extinguishers.
22. The firm should be registered one and having qualified technicians as per the norms and guidelines given by the State Fire Service Department and they are also bound to obey the rules and regulations of the State Fire Department and or government authority/norms meant for the purpose.
23. The bidders are requested to present information along with their offers as follows:
 - a) Shortest possible delivery and installation period of each product
 - b) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names, contact phone and addresses.
 - c) Prices quoted should be inclusive of all taxes
 - d) The rates quoted shall be valid for at least next 01/02 (One/two) year(s)
24. Bidders are requested to submit with their offers the detailed specifications, drawings, catalogues, WARRANTY, etc for the products they intend to supply.

25. Bidders must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
26. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall have to be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations are found during use and operation of the products.
27. Delivery of the Goods shall be made by the Bidder free of freight Charges and installed in the various buildings/sites of AUS.
28. The re-filling by the Contractor shall be under warranty for 12 months from the date of re-filling and or against any fault or failure due to bad workmanship. The Contractor shall be abide to re-filling of the cylinder again at free of cost, if any fault or failure due to bad workmanship is found during the period of contract.
29. The Supplier will have to impart short and meaningful operational training to the personnel assigned for this purpose by the AUS.
30. The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery to AUS. Any damage prior to or during installation will be borne by the supplier.
31. The AUS reserves the right to inspect, test and where necessary, reject the goods after the Goods' arrival and shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the company/supplier or its representative prior to the equipment delivery.
32. If any inspected or tested goods fail to conform to the Specifications, the AUS may reject the equipment, and the bidder shall have to either replace the rejected equipment or make alterations necessary arrangements to fulfill specification at their own expenses.
33. The AUS reserves the right to accept or reject any bid without assigning any reason whatsoever. Being the lowest bidder only does not qualify for a successful bid.
34. Payment against Bill / Invoice shall be released only after satisfactory completion of the work of Refilling of the fire extinguisher. Payment will be

made direct to the supplier through Multicity Cheque after deducting Income Tax as per TDS procedure. No request for other mode of payment will be entertained. No advance payment will be made in any case.

35. The terms and Conditions of this TENDER DOCUMENTS will be binding to the Bidders and the AUS. Any dispute arising out of this supply contract will be subject to Assam jurisdiction only.
36. The prices quoted should be FOR University premises and should be inclusive of all charges viz. installation acceptance test and charges for one year onsite comprehensive warranty. In case warranty is for 1 year by default the Bidder shall quote for the support pack from Principal manufacturer so as to validate the warranty for 3 years. The principal manufacturer will provide standard certificate of warranty for 3 years in the name of the University.
37. All entries in Tender Documents must be made in English. Tenderer should quote the rates in figures as well as in words. Special care must be taken in writing the rates in figure as well in words to avoid the possibility of interpolation. Erasures and alterations must be avoided, but if made unavoidable, the wrong figures and words must be neatly scored out under the full signature of the Tenderer and the correct figures and words neatly re written but not overwritten. **OVERWRITING IS NOT PERMITTED.** In the event of any discrepancy between the rates quoted in words and the rates in figures the former shall prevail. The tenderer shall bear all the expenses in connection with the submission of tender.
38. Payment will be made to the vendor after completion of the delivery of items at the scheduled destination/Store of the University and also as per the approved quality/specifications/ samples or testing wherever needed. **No advance payment will be made.** All the payments will be subject to deduction of all taxes and statutory levies as imposed by Centre / State Govt. The University is not bound to purchase all the items from the tenderer for which it has quoted rates. The rates will be accepted on the basis of competitive rates and quality of material.

39. Eligibility Criteria

- 1). The tenderer / bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The tenderer / bidder must also possess the technical know- how and the financial capabilities that would be required to successfully provide the **“Supply, Installation & Commissioning of Fire Extinguishers and other allied works”** sought by the University. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the tender document. The invitation to bid is open to all tenderer / bidders who

qualify the eligibility criteria as given in Annexure-I. Eligibility criteria are mandatory and any deviation in the same shall attract bid disqualification.

2). The Cylinders used for fire extinguishers CO2 shall be approved by Petroleum and Explosive Safety Organization (PESO), Nagpur and they shall be ISI marked. All the extinguishers should be provided with test certificates. The rating of the extinguisher should be certified by NABL/BIS accredited Lab.

3).Marking- Fire extinguisher shall be clearly and ineligibly marked with following:

- a. Name or Trade mark of manufacturer.
- b. BIS License number (CM/L-.....).
- c. Type of media of fire extinguisher.
- d. Base material and its percentage for powder.
- e. Model number.
- f. Rating and classification of fire extinguisher.
- f. 'Acceptable to use at temperature from ToC
- g. Empty mass in Kg
- h. Nominal full mass in Kg/ Gross mass with tolerance or Min & Max gross mass in Kg.
- i. Year of manufacture.
- j. Operating, recharging, inspection and maintenance instructions. Operating instructions are to be shown by pictorial view.
- k. Name of the clean agent to be marked on the label of fire extinguisher.

40. Before installation, the vendor shall demonstrate the working by operating the extinguisher on random selection basis to check the efficiency of extinguisher (discharge time and throw as per BIS).For this he/she shall bring at least two extra extinguisher of each type. Presentation of sample and demonstration (if required) of extinguisher shall be part of technical evaluation.

All the aforementioned terms and conditions [1 to 40] of the Tender documents are acceptable to me and I agree to abide by the same.

Office Seal/stamp

(Signature of the Contractor / Bidder with date)

Eligibility Criteria

Annexure-1

Sl.	Criteria	Documents to be Submitted
1.	The tenderer/ bidder should not be currently blacklisted by any Govt. Deptt./ Public Sector Unit/autonomous body	Self attested Certificate in this regard on Rs. 100/- Non Judicial Stamp paper
2	The tenderer/ bidder should have relevant experience of minimum of 3 years in "Supply of Extinguishers and other allied works	Copy of order and / or certificate of completion of the work.

3	Valid ISO 9001 Certification Copy.	Proof or self certificate
4	The tenderer/ bidder should provide complete Bio-data of all resources that will be deputed to this project.	Copy of Bio-data of resource person
5	The tenderer/ bidder with SC (Support Center) and project office based in Silchar / Guwahati.	Copy of the address proof.
6	The tenderer/ bidder should provide a detailed time schedule for the total implementation of the "Supply, Installation & Commissioning of Fire Extinguishers and other allied works"	Copy of detail time schedule with implementation plan.
7	The tenderer/ bidder should provide address details of their project office and support centre for personal visit by the University Officials	Copy of address detail should be provided
8	Authorization from OEM for using Clean Agent in portable Fire extinguishers as well as Manufacturer test certificate for ABC powder	Proof or self certificate
9	The Cylinders used for fire extinguishers CO2 approved by Petroleum and explosive safety Organization (PESO), Nagpur	Proof or self certificate
10	PAN/TIN/Service tax	Certificate of Proof

Office Seal/stamp

(Signature of the Contractor / Bidder with date)

Annexure-II

DETAIL TECHNICAL SPECIFICATION

[To be submitted in company/agency/contractor's letter head along with appendix -A]

Sl. No.	Type of Fire extinguishers	Warranty for refill	Specification (New Unit) i.e., Performance, Construction and dimensions.	Warranty of New Unit

1	ABC type fire extinguishers 2 Kg Capacity.			
2	ABC type fire extinguishers 5 Kg Capacity.			
3	CO ₂ fire extinguishers 2 Kg Capacity.			
4	CO ₂ fire extinguishers 3 Kg Capacity.			
5	CO ₂ fire extinguishers 4.5 Kg Capacity.			
6	CO ₂ fire extinguishers 6.5 Kg Capacity.			
7	Water CO ₂ fire extinguishers 9 liters Cap.			
8	DCP 5kg. Cap.			
9	Clean Agent 5 lit. Cap.			
10	AFFF 9 lit. Cap.			
11	AFFF 2 lit. capacity			
12	Auto Modular 5 lit. capacity			

NOTE: Technical specification with detail Performance, Construction and Dimensions .is to be submitted in company/agency/contractor's letter head. Enclose additional/ separate sheets if required with pagination.

- I. All material/refilling shall be confirming to BIS specifications/standards.
- II. Sticker showing of date of refilling and expiry shall be pasted.
- III. Refilling of fire extinguishers shall be valid for minimum period of one year from the date of refilling

Office Seal

(Signature of the Contractor / Bidder with date)

Annexure-III

DATA SHEET OF BIDER FOR REFILLING & SUPPLY OF FIRE EXTINGUISHERS

[To be submitted in company/agency/contractor's letter head].

1	Name of Firm	:	
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2	a] Postal Address	:
	b] Email id- c] Contact phone/Mobile d] Fax	:
3	Established Since	:
4	Name of Proprietor / Partners	:
5	Brand of Fire Extinguishers	:
6	Whether BIS (ISI) Brand Obtained	:
7	i) Agency / Distributorship:	:
	ii) Since When	:
8	Contractual period with the parent firm Address of Local Office/ Representative in Assam and or Silchar	:
9	Details of running contracts with other Organizations with amount of work order (give full details)	:
10	Details of two (02) work order of similar type/nature, preferably with PSU/autonomous body	:
11	Details of Bank Draft etc	:
12	Service Counters available near and or Assam/Silchar	:
13	Annual turnover for last 03 (three) years	2012-13: 2013-14: 2014-15:

Office Seal

(Signature of the Contractor / Bidder with date)

Annexure-IV

Check list of documents to be submitted (Self attested photocopies of the documents to be enclosed): [To be submitted in company/agency/contractor's letter head].

Sl. No.	Particulars	Say 'Yes' or 'No'
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1	PAN Card No. : TIN No.:	
2	Fire Service Registration Certificate	
3	EPF & ESIC Registration/License/Certificate of Agency/ Firm/ Contractor	
4	Service Tax Registration Certificate	
5	Copies of IT Returns of last 03 years	
5	Experience Certificate in similar works(Fire Fighting services)	
6	Bank A/c number and name of the account holder(s) and bank's address	
7	Dispute, Litigation, Black-listing if any	
8	EMD Original (Separate envelope)	
9	Technical Bid Original (Separate envelope)	
10	Financial Bid Original (Separate envelope)	
11	Performance test report from NABL/BIS accredited lab towards fire ratings	
12	Authorization from OEM for using Clean Agent in portable Fire extinguishers as well as Manufacturer test certificate for ABC powder	

Note: Enclose additional/ separate sheets if required with pagination

Office Seal

(Signature of the Contractor / Bidder with date)

Annexure-V

FINANCIAL BID

[To be submitted in company/agency/contractor's letter head along with appendix-B].

Sl.	Details	Approx Units*	Refilling, Checking, Testing and Servicing rate/cost	New Unit cost in rupees only (₹)
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No.			in rupees(₹)only		Unit Cost	Total Cost
			Unit	Total Cost		
1	ABC type fire extinguishers 2 kg Cap.	10				
2	ABC type fire extinguishers 5 kg Cap.	309				
3	CO ₂ fire extinguishers 2 kg Cap.	28				
4	CO ₂ fire extinguishers 3 kg Cap.	01				
5	CO ₂ fire extinguishers 4.5 kg Cap.	276				
6	CO ₂ fire extinguishers 6.5 kg Cap.	11				
7	Water CO ₂ fire extinguishers 9 ltrs. Cap.	111				
8	DCP 5 kg Cap.	32				
9	Clean Agent 5 ltrs. Cap.	39				
10	AFFF 9 ltrs Cap.	06				
11	AFFF 2 ltrs Cap.	07				
12	Auto Modular 5 Ltrs. Cap.	02				

****Note: No. of Units for refill as projected is only a tentative estimate, the numbers may vary in actual.***

- I. All material/refilling shall be confirming to BIS specifications/standards.
- II. Sticker showing of date of refilling and expiry shall be pasted.
- III. Refilling of fire extinguishers shall be valid for minimum period of one year from date of refilling.

Office Seal

(Signature of the Contractor / Bidder with date)

TECHNICAL BID FORM

[To be submitted in company/agency/Firm/contractor's letter head].

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. No. AUG/EQUIP-22/2010 dated. 09/11/2015

I hereby offer to supply the stores given in schedule and agree to hold offer open till last date of tender. I shall be bound by a communication of acceptance within the prescribed time. I have understood the terms and conditions and it certify that I will be fully abided by terms and conditions. If I/We fail to comply with any of the terms and conditions Earnest Money Deposit (EMD)/ Security money already deposited may be forfeited.

An amount of Rs. /-(Rupees.....) only as EMD/Security enclosed herewith in form of FD/CD No.....dated..... issued by Bank..... Photo copy of valid VAT/Sale tax clearance and past experience certificate of such supply enclosed. Sample of following items as per required specification has been deposited/will be deposited with your Office onvide receipt No.....dated.....

Certified that I/we have no pre-conditions attached with tender and the detail technical specifications i.e., performance, construction and dimensions etc are given in the Annexure-II and enclosed here.

Yours faithfully.

Signature.....

Name of tenderer.....

Address with seal.....

FINANCIAL BID FORM

[To be submitted in company/agency/Firm/contractor's letter head].

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. No. AUG/EQUIP-22/2010 dated. 09/11/2015

Sir,

I/We hereby quote the following rates for **“REFILLING, SUPPLY & COMMISSIONING OF FIRE EXTINGUISHER”** as per specification shown in Annexure “II”. Description of store with specification Rate for each item is given in the Annexure “V”.

- (i) VAT/CST @.....
- (ii) Rate including of all Taxes.....

Certified that I/we have no pre-conditions attached with tender and the detail specification, warranty of refilling and new units are given in the annexure-II along with appendix A for technical bid.

Yours faithfully.

(Signature of Tenderer)

Address with seal.....

