



## **ASSAM UNIVERSITY SILCHAR**

### **Notice Inviting Tender**

**No. AUG/EQUIP-22/2017 Dated: 10/05/2018**

Interested parties with relevant experience may kindly refer to the university website [www.aus.ac.in](http://www.aus.ac.in) for details in the tender document for Refill and Supply of Fire Extinguisher Units in AUS.

Sd/-

Registrar

# **ASSAM UNIVERSITY::SILCHAR**

**No: AUG/Equip-22/2017**

**Date:10-05-2018**

**TENDER DOCUMENT FOR REFILL AND**

**SUPPLY OF FIRE EXTINGUISHER UNITS**

**LAST DATE OF SUBMISSION: 06-06-2018 UPTO 2.00 P.M**

**DATE OF OPENING : 06-06-2018 AT 3.00 P.M.**

**Registrar**

**TENDER FOR REFILL AND SUPPLY OF DIFFERENT TYPES OF FIRE  
EXTINGUISHER UNITS.**

**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](http://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 Ram Mohan Roy Administrative Building, AUS on all working days latest by **06-06-2018** till 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 06-06-2018 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.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

4. The Tenderers / 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 from time to time or as and when required by 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.
  - g) The successful bidder upon receipt of work order needs to make a periodic visit to the University Campus in order to make the fire extinguisher units in proper working condition.
5. The Tenderer / Bidder will be 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 / 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/ TIN, etc.), firm registration details, Income Tax returns, GST Registration Certificate.** The **Financial bid** will indicate the item-wise price for the items mentioned in the technical bid. The tenderer/ bidder should also go through the documents for submission mentioned at column no. 15.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

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 06-06-2018** 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 within 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 :-

“EMD OF TENDER OF REFILL AND SUPPLY OF FIRE EXTINGUISHER UNITS IN THE ASSAM UNIVERSITY, SILCHAR.

FDR No.....Date.....

Issuing Bank \_\_\_\_\_ Validity.....“along with the tender document.

The Earnest Money of unsuccessful bidders shall be released after finalization of tender.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

11. 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.

12. *The Tenderer / Bidder 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.*

13. The Technical Bid and the Financial Bid is to be submitted in separately sealed envelopes properly super scribed in bold letters as under :-

“TECHNICAL BID FOR REFILL AND SUPPLY/ INSTALLATION OF FIRE EXTINGUISHERS” and “FINANCIAL BID FOR REFILL AND SUPPLY/ INSTALLATION OF FIRE EXTINGUISHER UNITS” and to be placed inside the main envelope.

#### 14. 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 favour of Assam University, Silchar from any Nationalized Bank within 20 days of receipt of order. The security deposit shall be retained for a period of one year from the date of issue of work order.

15. 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/TIN Registration Certificates/GST Certificate.
- (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 Govt. organization like University/IITs/IIMs for atleast 3 years.
- (f) Copy of annual turnover certificate for last 3 years.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

16. 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.
17. Any discrepancy and breach of trust in supply or service will lead to forfeiture of security deposit at the discretion of the University.
18. 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.
19. The Service Provider/Contractor must have the essential registrations and permits for such equipments and services offered by them.
20. The firm participating should be an Original Equipment Manufacturer / Authorized Dealer /Stockist / 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.
21. 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.
22. 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)

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

23. Bidders are requested to submit with their offers the detailed specifications, drawings, catalogues, WARRANTY, etc for the products they intend to supply.
24. Bidders must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
25. 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.
26. Delivery of the Goods shall be made by the Bidder free of freight Charges and installed in the various buildings/sites of AUS.
27. 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.
28. The Supplier will have to impart short and meaningful operational training to the personnel assigned for this purpose by the AUS.
29. 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.
30. 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.
31. 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.



32. 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.
33. 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 Electronics Mode after deducting prevailing Income Tax/ GST Laws as applicable. No request for other mode of payment will be entertained. No advance payment will be made in any case.
34. The terms and Conditions of this TENDER DOCUMENTS will be binding to the Bidders and the AUS.
35. Any dispute arising out of this supply contract will be subject to Silchar 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.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

### 37. Eligibility Criteria

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.

38. The lowest quoted bidder, before award of the work shall submit a survey report of actual status of fire-extinguisher of the Assam University, Silchar Campus for final consideration of the authority.

39. 10% Security Deposit shall be retained from the final bill value which shall be released after 1 year subject to satisfactory performance within one year.

40. Agreement shall be executed within 15 days (fifteen) from the date of **award** of work.

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

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

Annexure-1

Sl. No.	Eligibility Criteria	Documents to be Submitted
1.	The tenderer/ bidder should not be currently blacklisted by any Central / State Govt. Deptt./ Public Sector Unit	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	The tenderer/ bidder should have implemented at least 2 “Supply, Installation & Commissioning of Fire Extinguishers and Smoke Detectors with alarm system” project of equivalent amount in Government/ PSU Sector/ Large Enterprise/Educational and or Research Institute/Autonomous Body.	Copy of order and / or certificate of completion of the work.
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 should be provided by the tenderer/ bidder
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

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

**ASSAM UNIVERSITY SILCHAR**

**PART- ' A '**  
**TECHNICAL BID**

Sl No	Type of Fire extinguishers	Number of Refilling Units	Warranty for refill	Specification (New Unit)	Number of New Units	Warranty of New Unit
1	ABC type fire extinguishers 2 Kg Capacity.	10			01	
2	ABC type fire extinguishers 5 Kg Capacity.	309			58	
3	CO <sub>2</sub> fire extinguishers 2 Kg Capacity.	28			--	
4	CO <sub>2</sub> fire extinguishers 3 Kg Capacity.	01			--	
5	CO <sub>2</sub> fire extinguishers 4.5 Kg Capacity.	276			27	
6	CO <sub>2</sub> fire extinguishers 6.5 Kg Capacity.	11			--	
7	Water CO <sub>2</sub> fire extinguishers 9 liters Cap.	111			03	
8	DCP 5kg. Cap.	32			--	
9	Clean Agent 5 lit. Cap.	39			07	
10	AFFF 9 lit. Cap.	06			--	
11	AFFF 2 lit. capacity	07			--	
12	Auto Modular 5 lit. capacity	02			--	

***NOTE: Enclose additional/ separate sheets, if required***

- 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)

Date

Name:

**TENDER FOR REFILL AND SUPPLY OF DIFFERENT TYPES OF FIRE EXTINGUISHERS**

Name of the Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Any additional Information/ facilities/services offered free of charge

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

**DATA SHEET OF BIDDER FOR REFILLING & SUPPLY OF FIRE EXTINGUISHERS**

1	Name of Firm	:	
2	Address	:	
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	:	

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

**Annexure-III**

**Check list of documents to be submitted (Self attested photocopies of the documents to be enclosed):**

Sl. No.	Particulars	Say 'Yes' or 'No'
1	PAN Card/TIN No.	
2	Fire Service Registration Certificate	
3	Registration/Licensed Certificate of Agency/ Firm/ Contractor	
4	Service Tax Registration Certificate/GST	
5	Copies of IT Returns of last 03 years	
6	Experience Certificate in similar works(Fire Fighting services)	
7	Bank A/c number and name of the account holder(s) and bank's address	
8	Dispute, Litigation, Black-listing if any	
9	EMD Original (Separate envelope)	
10	Technical Bid Original (Separate envelope)	
11	Financial Bid Original (Separate envelope)	
12	Copy of Annual Turnover certificate to last three (03) years.	

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:



**ASSAM UNIVERSITY SILCHAR**  
**PART-B**  
FINANCIAL BID

Sl. No.	Details	Number of refilling Units*	Refilling, Checking, Testing and Servicing rate per unit		No. of New units	Cost of New Unit	
			Unit Cost (Rs)	Total Cost (Rs.)		Unit Cost (Rs)	Total Cost (Rs.)
1	ABC type fire extinguishers 2 kg Cap.	10			01		
2	ABC type fire extinguishers 5 kg Cap.	309			58		
3	CO <sub>2</sub> fire extinguishers 2 kg Cap.	28					
4	CO <sub>2</sub> fire extinguishers 3 kg Cap.	01					
5	CO <sub>2</sub> fire extinguishers 4.5 kg Cap.	276			27		
6	CO <sub>2</sub> fire extinguishers 6.5 kg Cap.	11					
7	Water CO <sub>2</sub> fire extinguishers 9 ltrs. Cap.	111			03		
8	DCP 5 kg Cap.	32					
9	Clean Agent 5 ltrs. Cap.	39			07		
10	AFFF 9 ltrs Cap.	06					

11	AFFF 2 ltrs Cap.	07					
12	Auto Modular 5 Ltrs. Cap.	02					

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

***ii) Enclose separate sheets/ additional sheets (if required).***

- 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)

Date

Name:

