



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप_निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

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www.nirjaft.res.in

F.No 3(13)/Adm.III/Fire Extinguisher/ARC/19-20

Date : 10.10.2019

TENDER NOTICE

- INVITATION OF E-TENDER FOR AWARD OF RATE CONTRACT FOR SUPPLY AND REFILLING OF FIRE EXTINGUISHER AT ICAR-NINFET FOR A PERIOD OF TWO YEARS FROM THE DATE OF AWARD OF CONTRACT:

Date and Time for Publishing	10.10.2019 at 06:00PM
Document Download Start Date and Time	10.10.2019 at 06:00PM
Bid Submission start Date and Time	11.10.2019 at 10:00AM
Bid Submission End Date and Time	07.11.2019 at 03:00PM
Date and Time for Opening of Bids	08.11.2019 at 03:00PM

The Tender document is available in Central public procurement portal www.eprocure.gov.in/eprocure/app (e-procurement). The Tender document is also available at our website- www.nirjaft.res.in (Tender id: 2019_DARE_510019_1).

NOTE:

1. The Director, NINFET may at his discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. E-Tenders are to be submitted through the website www.eprocure.gov.in. Tenders sent through any other mode will not be accepted.

Assistant Administrative Officer (Adm. III)

SUBJECT: INVITATION OF E-TENDER FOR AWARD OF RATE CONTRACT FOR SUPPLY AND REFILLING OF FIRE EXTINGUISHER AT ICAR-NINFET FOR A PERIOD OF TWO YEARS FROM THE DATE OF AWARD OF CONTRACT:

NOTE: All communications must be addressed to Director (by designation), ICAR-National Institute of Natural Fibre Engineering and Technology, 12 Regent Park, Kolkata- 700 040

Terms and conditions for tender

1. The bidders are to submit the quotation in single bid system. The bid should contain the **documents mentioned in page no 7**. The Financial offer/quotation/rate should be quoted in the attached **Financial Bid Part-A (BOQ)** and **Financial Bid Part-B**. Any deviation from the required documents/ informations must be justified.
2. An **Earnest money of Rs.5,000/- (Rupees Five Thousand only)** for the service must be deposited in the form of demand draft only drawn in favour of "ICAR NINFET" and payable at any Nationalized Bank in Kolkata sent through post /submit in person in original up to the bid submission end date. A scanned copy of the DD should be attached in online bid. The Tender will not be considered if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. ICAR-NINFET shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD.
3. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the following stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. E-Tender is to be submitted only through CPP portal up to the bid submission end date. Tenders submitted through any other mode (manual tender) will not be accepted.
5. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
6. Any conditional tenders will not be accepted.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However the contractor will submit a copy of GST Depository challan to the Institute alongwith bill.
9. The agreement shall remain in force for a period of two years from the date of issue of work order. However, Director, NINFET reserves the right to reduce or terminate the period of contract in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer. The contract will be strictly monitored as per scope of work mentioned in the tender document in respect of minimum standard.

10. The contract can be extended for further period of two more years on year to year basis at the same rate and terms & conditions subject to satisfactory performance of the firms.
11. Decision of Competent Authority, ICAR NINFET shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR NINFET. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. All disputes arising are subject to Kolkata Jurisdiction only.
12. The Tender Committee (TC) constituted by the Director, ICAR NINFET shall have the right to verify the particulars furnished by the bidder independently and to relax the minor deviations/ short falls.
- 13. The firm must have its own Office/ Service Centre in Kolkata.**
14. Security Money: The successful tenderer will be required to deposit a sum of Rs.10,000/- (Rupees Ten thousand only) as security money in the form of Demand Draft/Pay Order/Bank Guarantee drawn in favour of ICAR NINFET and payable at Kolkata. The security money of the successful tenderer will be refunded (without any interest accrued thereon) after the expiry of the contract satisfactorily. However, if the services of the firm are not found suitable and repeated complaints are received from users and the complaint is not attended to/rectified on same day by the firm, then the security deposit of the firm shall be liable to be forfeited.
15. The work shall be awarded to a single firm whose bid value is lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
16. The payment shall be made through Electronic mode payment-direct into the Bank account on Half-yearly basis upon submission of bill by the contractor alongwith satisfactory reports from the users. The Bank details for making payment through Electronic transfer should be furnished in the proforma attached. TDS will be deducted as per rule, if applicable.
17. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned.
18. The tenderer are liable to be rejected if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, ICAR NINFET shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
19. The rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract.
20. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
21. During currency of the contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.
22. Risk Clause: ICAR NINFET reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a

week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.

23. **Liquidated Damages Clause:** An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever it is found that the work is not up to the mark in any Section and if no action is taken within 24 hours upon intimation, liquidated damages clause will be invoked. Any misconduct/misbehavior on the part of the technician deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
24. The Director, ICAR-NINFET reserves the right to reject any or all of the quotations in whole or in part for administrative reasons.

25. Supply and Refilling of Fire Extinguisher

• Scope of Work :

The job of Fire Extinguisher refilling/servicing shall include the following :

- i) Pressure testing should be done as per BIS specification and pressure test certificate should be enclosed.
 - ii) The pressure test has to be carried out by the firm at their own cost & risk and the Institute will not be liable for any untoward incident.
 - iii) The charges for pressure testing may be included in the refilling/servicing rates.
 - iv) All fire extinguishers failing the pressure test are also to be handed over to the Institute.
 - v) Fire extinguishers clearing the pressure test, duly serviced/refilled have to be installed from the location from where they were removed or as per direction of Institute representative/Institute Security & Fire Prevention Committee.
 - vi) Site cleaning after refilling/servicing etc. has to be done by the firm.
26. Payment for servicing/refilling will be made on the basis of quoted rates only for those fire extinguishers which have cleared the pressure test.
27. Party/Firm/Agency is responsible for safety and health of their staff while working at the Institute.
28. Agencies are to visit the places of work for assessing the nature and volume of work realistically before quoting the rates.
29. The refilling/servicing exercises are to be undertaken as per Frequency Chart given.

30. Frequency Chart :

Sl. No.	Description	Frequency
01	Servicing/Refilling	As per requirement
02	Extinguisher checking	Quarterly

31. The quoted rates should include the cost of checking, refilling/servicing, checking and related labour and transportation charges etc. and clearly indicate taxes etc. as applicable.

3. Schedule of work :

Sl. No.	Pressure Type	Capacity	Fire Extinguisher Quantities
01.	ABC	5 Kg	56
02.	ABC	4 Kg	18
03.	ABC	2 Kg	11
04.	ABC	1 Kg	05
05.	ABC Modular Type	5 Kg	04
06.	Modular Type Cl. Agent	2 Kg	09
07.	Cylinder Type Cl. Agent	2 Kg	11
08.	BC/DCP	6 Kg	05
09.	BC/DCP	5 Kg	09
10.	BC/DCP	4 Kg	02
11.	BC/DCP	2 Kg	08
12.	BCE (CO ₂)	6.5 Kg	03
13.	BCE (CO ₂)	4.5 Kg	27
14.	BCE (CO ₂)	2 Kg	02
15.	AFFF/AB	9 Ltr.	12
16.	W/ CO ₂	9 Ltr.	01
17.	ABC	6 Kg	16
		TOTAL	199

The bidder must submit the following documents through CPP portal

COVER - 1			
S. No.	Documents	Label Content	File types
1	Technical & Financial Bid	Scan copy of the Form mentioned on Annexure-I duly filled up.	.PDF
2		Scan copy of the Form mentioned on Annexure-II duly filled up.	.PDF
3		Scan copy of Earnest Money Deposit of by way of Demand Draft Or Scan copy of certificate for EMD exemption, if claiming	.PDF
4		Scan copy of Registration certificate/ Trade Licence of the firm under the work contract from Government.	.PDF
5		Scan Copy of ISI certification in case of manufacturer or valid dealership certificate or Trade License for product sale / service related to fire fighting.	.PDF
6		Proof of having office/ service centre in Kolkata	.PDF
7		Scan copy of Documents showing minimum turnover of the firm not less than Rs 15.00 lakh (Rupees Fifty lakh only) during the last financial year.	.PDF
8		Scan copies of Last two years (at least) satisfactory performance certificate from the clients in the relevant field in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt Offices/.	.PDF
9		Attested scan copy of GST registration certificate issued by appropriate govt. department.	.PDF
10		Attested scan copies of PAN Card	.PDF
11		Attested scan copies of Income Tax Deposit proofs>Returns etc.	
12		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF
13		Certificate mentioning whether black listed or not.	.PDF
14		Financial bid Part A (BOQ) attached in CPP portal in .XLS format must be filled in.	.XLS
15		Financial bid Part B	.PDF

Instructions for filling up the Financial bid Part-A and Financial Bid Part-B

1. The bidders have to quote both for “**Servicing / Refilling Rate per piece including GST**” and “**Cost of new Fire Extinguisher with installation per piece including GST**” for each item in INR in the **Financial Bid Part-A (BOQ)**.
2. The tender shall be awarded to the firm whose “**Total consolidated rate**” in the BOQ will be highest among all the bidders fulfilling all the terms and conditions of the tender.
3. Bidders have to quote for all the items and for both **servicing/refilling charge** and for **cost of new Fire Extinguisher with installation**, failing which the tender will be rejected.
4. The break up of rates & GST are to be mentioned in the **Financial Bid Part-B**. The firms must submit the rates in the prescribed format only. Any deviation/ alteration/ modification in format will lead to rejection of the bid.
5. In the **Financial Bid Part-B**, the firms have to enter “**Servicing/ Refilling rate per piece without GST**” and “**GST amount on Servicing/ Refilling rate per piece**” separately in respective columns. The sum of the said columns for each item are to be filled in the column “**Servicing/ Refilling rate per piece including GST**”.
6. The column “**Servicing/ Refilling rate per piece including GST**” in the **Financial Bid Part-B** for each item must exactly match the column ‘M’ in the **Financial Bid Part-A (BOQ)** for “**Servicing/ Refilling rate per piece including GST**”, otherwise the bid will not be considered.
7. In the **Financial Bid Part-B**, the firms have also to enter “**Cost of new Fire Extinguisher with Installation per piece without GST**” and “**GST amount on Cost of new Fire Extinguisher with Installation per piece**” separately in respective columns. The sum of the said columns for each item are to be filled in the column “**Cost of new Fire Extinguisher with Installation per piece including GST**”.
8. The column “**Cost of new Fire Extinguisher with Installation per piece including GST**” in the **Financial Bid Part-B** for each item must exactly match the column ‘M’ in the **Financial Bid Part-A (BOQ)** for “**Cost of new Fire Extinguisher with Installation per piece including GST**”, otherwise the bid will not be considered.

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) GST Registration No:

ii) Trade License No:

iii) PAN No:

8. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. Details of EMD

i.) DD No.

ii) Date:

iii) Amount

iv) Bank & Branch

10. Name of Public Sector/Govt. organization to whom similar services have been provided by the firm during the last five years:

11. Name of authorized representative(s):

12. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the
Firm/Agency with seal

Date:

Tender Covering Letter
(In Firm's Letterhead)

Ref No:

Date:

To
The Director,
NINFET
12, Regent Park
Kolkata-700 040

Subject: Your tender notice no ----- dated ----- (Tender id: -----
-----) for Annual Rate Contract for supply & refilling of Fire Extinguishers at ICAR-
NINFET.

We the undersigned have examined the above mentioned tender document for Annual Rate Contract for supply & refilling of Fire Extinguishers at ICAR-NINFET. We now submit our offer in conformity with your stipulated terms and conditions along with requisite EMD/ Security deposit enclosed.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period of three months. Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/ Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

For and on Behalf of
Signature of Authorized person
With Company Seal and Date

(In the Letterhead of the Firm)

To
The Director,
NINFET
12, Regent Park
Kolkata-700 040

Subject: Authorization for attending bid opening on(date) in the
Tender no.....
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder's name) in order of preference given below.

Name in Order of Preference

Specimen Signature

1.

2.

Signature of bidder or Officer authorized to
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening
- 2) Permission for entry in the hall where bids are to be opened will be refused in case authorization as prescribed above is not produced.