

OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY

Debargaon, P.O. Rangalikhata
Kokrajhar – 783370, BTC, Assam.
bodolanduniv@gmail.com



Tel./Fax No. 03661-277183 (O)

Mobile No.

F. No. BU/Engg/Fr. Ex/2023/165/2371

Date – 18/10/2023

NOTICE INVITING TENDER

Sealed Tenders affixing Rs. 10.00 Court fee stamps are invited from Authorised Dealers/Stockists/Reputed Manufacturer for “refilling, supply and commissioning of fire extinguishers” in various buildings of Bodoland University at Kokrajhar and will be received by the undersigned up to 12.00 noon on 30th October, 2023 and will be opened on the same day at 12.30 p.m.

The details particulars of Tender would be available at University website www.buniv.edu.in Tender Fee for an amount of Rs. 1,000/- (Rupees one Thousand Only) should be deposited in the Bodoland University Account No. 31607155480, IFSC Code-SBIN0007379 by online mode (non-refundable).

Interested bidders are informed to visit the website and download the same.

The Bodoland University reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Registrar,
Bodoland University

Memo No. BU/Engg/Fr. Ex/2023/165/

Date – 18/10/2023

Copy for information to:

1. The P.S to the Vice-Chancellor, Bodoland University, Kokrajhar for appraisal.
2. The P.S to the Registrar, Bodoland University, Kokrajhar for appraisal.
3. The Finance Officer, i/c, Bodoland University, Kokrajhar.
4. The Assistant Engineer, Bodoland University, Kokrajhar
5. The System Administrator for upload in University website.

Registrar,
Bodoland University

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Date – 18/10/2023

Name of the Work: “Refilling, supply and commissioning of fire extinguishers” at Bodoland University.

INSTRUCTION TO THE TENDERES

1.1 RECEIPT AND OPENING OF TENDERS

- 1.1.1 If the due date of receipt of tenders and/or that of opening of tenders, as notified in the NIT, be closed holiday(s) the tenders should be received and opened at the same time as specified above, on the next working day.
- 1.1.2 The University reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice, without assigning any reasons thereof entirely at the discretion of the University. In such case, the tenderer shall not be entitled to any compensation, if any form, from the University.

1.2 PREPARATION OF TENDER

- 1.2.1 Tenderers are requested to submit the price schedules and appendices duly filled in, items as required and should strictly follow the instructions and notes supplementary thereto, to facilitate the University to prepare comparative statements. Failure to do so may prevent the tender from being considered.
- 1.2.2 Tender should include complete technical particular general specification, and all the schedules mentioned in the tender documents, duly filled in item by item in accordance with the instruction and notes supplementary thereto, to facilitate the University to make an appropriate comparative analysis and evaluation.
- 1.2.3 All the items of the schedules must be filled in explicitly without ambiguity. Items replied vaguely such 'Refer covering letter conditions of tender' etc. shall not be acceptable. Such items shall be deemed to be unreplied or incomplete and may prevent the Tenderers from being considered. All requirement covered by the tender document shall be carried out in accordance with the conditions specified in the tender document. If any of the said conditions is not clear to a tenderer, clarifications must be obtained before submission of the tender.
- 1.2.4 Tenderer will note that if their prices are not fixed and are subject to variation due to increase in the prices of any material, any variations in labour wages, duties/taxes etc. or for any other specified variation no increase in price will be admissible to them after expiry of the stipulated delivery period of the material.

Any variations that may occur upto the stipulated date of delivery will be taken into account provided the price variation formula is given in the tender and accepted by the University. Otherwise it will be treated, as prices are firm and final till completion of supply and installation.

1.3 SUBMISSION OF TENDERS

The tender shall be as detailed under:-

- 1.3.1 The tenders should be dropped in the Tender Box in the office of the Registrar, Bodoland University, Rangalikhata, Deborgaon, Kokrajhar – 783370 and the acknowledgement receipt be obtained, failing which the University would not be responsible for any misplacement/loss of tender. Tenders received late and after the due date and time of opening will not be considered in any case.
- 1.3.2 Only detailed and complete offers received prior to date and time fixed for receipt of tenders shall be considered. Telegraphic offers, incomplete offers and the offers received after the due date and time shall be liable to be rejected.

1.4 EARNEST MONEY

- 1.4.1 The Earnest Money Deposit of 10% of the quoted price would be deducted from the bill. Same would be released after six months from the release of the final payment.
- 1.4.2 The tenderer shall not be entitled during the period of validity of their offers, without the consent in writing to the University, to revoke or withdraw their tenders or vary in any respect of their offer or any terms and conditions thereof. In case of a tenderer revoking or withdrawing his tender or varying any terms and conditions in regard thereto without the consent of the University in writing, the University, may at his discretion forfeit the earnest money furnished by the tenderer along with his offer. In addition to this the tenderer may, at the discretion of the University, be debarred from tendering for a period as may be considered fit by the University against any tenderer that might be invited by the Corporation in future.

1.5 QUALIFICATION CRITERIA/ PAST EXPERIENCE FOR BIDDERS/MANUFACTURES/DEALERS

1.5.1 FURNISHING OF DETATLS (IN OWN LETTER HEAD)

- (A) Name of the Firm:
- (B) Nationality of the Firm:
- (C) Complete address of Regd./Head Office
 - (i) Postal

- (ii) Telegraphic
 - (iii) Telephone
 - (iv) Fax
 - (v) E-mail
- (D) Type of the Firm
- (i) Proprietary
 - (ii) Partnership
 - (iii) Private Limited Company
 - (iv) Public Limited Company
 - (v) Any other type, say Agency
- (E) Year and Place Established
- (F) Are you registered with any Government/ Public Sector undertaking (if yes' give details) for supply of similar equipment, covered under the specifications.
- (G) In which other lines of business are you financially interested?
- (H) Do you have in-house testing facilities? If not, where do you intend to get your products tested?
- (I) Have your company ever been declared Bankrupt (if yes, give details)?
- (J) Rates of Central Sales Tax, GST, Excise duty etc. applicable (if confessional charges of C.S.T./E.D. etc., are applicable, specify the same and attach documentary evidence in support thereof).

1.5.2 MOST ESSENTIAL:- SUBMISSION OF FOLLOWING DOCUMENTS ALONG WITH THE TENDER

- A. 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) 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.
 - d) 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..

- e) 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.

B. 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 tender fee deposit receipt 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 at Bodoland University".

C. 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.

D. 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 for at least 3 years.
- (f) Copy of annual turnover certificate for last 3 years.
- (g) The bidder should have office at Bongaigaon/ Kokrajhar.
- (h) Non-black list certificate in stamp paper only duly attested by notary officer.

1.6 MODIFICATION PRIOR TO THE DATE OF TENDER OPENING:

- 1.6.1 The University may revise or amend the specifications and other conditions prior to the date notified for receiving the tenders. Such revisions and amendments, if any, will be communicated to all prospective tenderers. In such a case, if considered necessary, the last date and time of receiving and opening of the tenders may also be extended at the discretion of the Corporation.

GENERAL CONDITIONS OF CONTRACTS

TERMS AND CONDITIONS

1. PRICES:

Prices should be firm and final with F.O.R. destination i.e. Bodoland University, Kokrajhar. In case the quotation does not indicate clearly whether the prices are firm or not, then the quoted prices shall be deemed as firm & final. The overwriting should be avoided in the quotation. Excise duty, sales tax and other levies if applicable, should be indicated clearly with their present rates. If applicable taxes, duties etc., are not indicated clearly in the quotation, it would be assumed that the same are included and rates are on F.O.R. destination basis.

2. DELIVERY:

Delivery of the refilling equipments within 10 days.

3. VALIDITY:

The rates should be valid for 6 months from the date of receipt of the quotation.

4. PAYMENT:

Payment will be released after successful commissioning, testing of equipments at site. Any other payment term should be clearly mentioned in the offer. All the bank charges shall be borne by the supplier.

5. INSPECTION:

An authorized representative of the University may inspect the materials prior to despatch at firms' premises /ex-works.

6. DISCOUNT:

Discount, if any, may be clearly indicated in your offer.

7. EARNEST MONEY DEPOSIT:

Not required.

8. TECHNICAL SPECIFICATIONS:

Tenderers should confirm that the stores to be offered conform strictly to relevant specifications. Alternatively, deviations, if any, are to be clearly mentioned. Complete technical details, illustrations, literature, etc., must accompany the quotation. Incomplete technical details/specifications shall be liable for rejection.

9. GUARANTEE:

Guarantee/Warranty certificate towards manufacturing defects in respect of materials supplied should be for 12 months from the date of commissioning or 18 months from the

date of supply whichever is earlier. The guarantee certificate should be given along with delivery of materials.

10. WARRANTY:

The supplier shall be fully responsible to replace the material free of cost with no transportation and insurance expenses to the purchaser up to the destination of the material ordered, for the whole or in which is found to be defective on receipt of the same at destination. Such replacements shall be effected by the supplier within a reasonable time actually required out of supply of materials or its use whether on warranties or otherwise shall not in any case exceed the cost of correcting the defects or replacing the defected materials. The above provisions shall also equally apply to the material so replaced by the supplier in case the same is found to be again defective.

11. PERFORMANCE BANK GUARANTEE:

Deleted.

12. PENALTY:

In the event of placement of an order, if the supplier fails to deliver the stores in full or part thereof within the delivery period, the University reserves the right to levy penalty @ ½ % (half percent) per week, subject to maximum of 5% (five percent) value of undelivered portion of the supplies or black list the firm for future supply.

13. CORRESPONDENCE TO BE MADE: the address given below

**The Registrar,
Bodoland University,
Rangalikhata, Deborgaon,
Kokrajhar – 783 370
Bodoland Territorial Council, Assam**

Declaration

1. I declare that all the terms and conditions stated in the Notice Inviting Tender are acceptable to me/us and I/We shall abide by the same in case the contract is awarded to me/us.
2. I also declare that the specification given would strictly be maintained by me/us.
3. I/we understand that non-fulfillment and/or partly fulfillment of specification as made is liable for penalty as deemed fit and necessary by the University authority.
4. All the particulars furnished by me/us in the bid are true to the best of my/our knowledge.
5. I/We will also abide by the conditions that should be stipulated during the period of contract.
6. The decision of the authority will be accepted by me/us during and after the bid evaluation process, without any assigning reason thereof.

Date:

(Signature of the Bidder)

Name:

Place:

Contact Number:

Address:

Financial bid.

A. Supply, installation and commissioning of new fire extinguishers at buildings of the University campus.

Sl. No	Particulars	Unit	Quantity	Rate	Amount including all taxes
1	Carbon Dioxide 4.5 Kg, Conforming to IS : 2878	No	30		
2	Dry Chemical Powder storage pressure type : 6 Kg, Conforming to Is : 4947 with ISI mark, Powder will be Is : 4308.	No	64		
				Total Rs.	

B. Refilling of existing fire extinguishers of buildings of the University campus.

Sl. No	Particulars	Unit	Quantity	Rate	Amount
1	Carbon Dioxide 4.5 Kg, Conforming to IS : 2878	No	30		
2	Dry Chemical Powder : 5 Kg, Conforming to Is : 4947 with ISI mark, Powder will be Is : 4308.	No	137		
3	Mechanical Foam (AFFF) type, 9 litres capacity	No	2		
4	Replacement of Discharge hose	No	15		
				Total Rs.	

Signature of the contractor

Address :