



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Estate & Security Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, Delhi-110075

Phone : 011- 25302245, 25302247, Fax: 25302111 website: ww.ipu.ac.in

F. No.: GGSIPU/E&S/2013/

Dated: 4th June, 2013

Limited Tender Inquiry for Refilling of Fire Extinguishers installed at Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi

1. On behalf of the Registrar, GGSIPU, sealed item rate limited tenders are invited for refilling of fire extinguishers of different types & capacities installed at **Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi** for a period of one year w.e.f. from the date of work award letter and may be extendable subject to performance of work, on the same rates, terms & conditions with mutual consent.
2. In case your firm is interested in the above said work, you are requested to quote prices in the enclosed Proforma (**Financial Bid - Schedule II**) in a sealed cover along with the documents as mentioned in the tender document with an EMD amount of Rs.5,000/- in the prescribed form.
3. The sealed cover containing the bid should be super scribed "**Tender for Refilling of Fire Extinguishers installed in GGSIPU, New Delhi**", should be dropped in the tender box of **Estate & Security Branch** latest by **1500 hours** on or before the **17th June 2013**. Sealed bids received within the closing time limit will be opened on the same day at **15:30 hrs** in the office of Assistant Registrar (Security) in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any or all quotation(s) without assigning any reason thereof.
4. Successful bidder will be required to submit a performance security deposit of an amount equivalent to 10% of contract value in the form of Bank Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee favoring of The Registrar, GGSIP University, New Delhi-110078.
5. The Limited NIT will be issued from the office of Assistant Registrar (Security), L-23, Library Block, GGSIP University, Dwarka.
6. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive prices in the attached schedule II.

Registrar

Schedule I

Important Information, General Instructions and Terms & Conditions

S No.	Description	Contents
1.	Who can bid	Should have DVAT registration and PAN (copies to be attached with the bid)
1.1		Should have to execute the work directly – should not be allowed to appoint sub-contractor.
2.	Single bid system	This tender will be processed in single bid system
3.	Firm and fixed rates	The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances during the contractual period. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates during the currency of the contract shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected.
6.	EMD	An amount of Rs.5,000/- (Rupees five thousand only) has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be accepted. Offers received without EMD shall not be considered under any circumstances. If the successful bidder withdraws his rates/quotation before expiry of the tender validity date, the EMD will stand forfeited. The EMD of the successful bidder will only be released after submission of Performance Security. If the successful firm fails to submit the Performance Security within the stipulated date the EMD will be forfeited.
7.	Performance Security	Successful bidders awarded the work has to deposit 10% of contract value through the Bank Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee favoring The Registrar, G.G.S.I.P. University, New Delhi-110078, as performance security, not refundable before the contract expire. The Performance Security to be submitted within 7 days of the receipt of the order for award of Contract by them. In the event of failure on the part of the successful bidder to furnish Performance Security, the EMD will be stand forfeited and the contract awarded shall be cancelled.
8.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
9.	Time & date of receipt and opening of bids	Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in GGSIPU will stand automatically extended up to 15:30 hours of the next working day in the GGSIPU.
10.	GGSIPIU right	GGSIPIU reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
11.	GGSIPIU Address & Work site	The bid should be addressed to "Assistant Registrar (Security), L-23, Library Building, GGSIPU, Dwarka, New Delhi and should reach on or before 15:00 hours on 17th June 2013.
12.	Duties & Taxes	Duties & Taxes as applicable will be deducted at source.
13.	Contract period	One year from the date of commencement of contract and period and may be

		extendable subject to performance of work, on the same rates, terms & conditions with mutual consent.
14.	Work instructions	Refilling shall be carried out at GGSIPU. The selected agency shall provide Service Engineer as per actual requirements. For taking away such parts fire extinguishers out of GGSIPU, proper markings & signatures of Assistant Registrar (Security) , should be obtained in indelible ink.
15		The agency will use the standard product as per approved norms of Delhi Fire Service Rules for refilling
15.1		The agency will carry out the work at its risk and cost and ensure appropriate safety measures as per the Delhi Fire Service Department
16.	Token Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any stores which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed will not exceed 10% of the total contract price.
17.	Scope of Work	The work includes a) Re-filling of fire extinguishers as per schedule II – The refilling has to be completed within 15 days from the date of award of the work.
18.	General	a) The firm should submit the PAN No. b) The firm should submit the address proof. c) The firm should submit the Bank account details with cancelled cheque of the concerned Bank.
19.	Validity of tender	Tender shall be kept valid for acceptance by GGSIPU for a period not less than 60 days after the tender opening date.
20.	Rates	a) Rate should be quoted per unit basis in the enclosed Performa as per Schedule II attached with the tender document. b) During the entire period of the contract, no request for any increase in rates will be entertained.
21.	Award of contract	a) The GGSIPU will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price. b) Notwithstanding the above, the GGSIPU reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject any or all tenders at any time prior to award of contract. c) The tenderer whose rate is accepted will be notified for the award of contract by the GGSIPU prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry. d) The successful contract has to furnish Security Deposit @ 10% of the contract value within 7 days of communication.
22.	Terms of payment	a) The contractor will submit the bill for payment on completion of the refilling work satisfactorily. b) The Payment for refilling of fire extinguishers where work was not attended due to any reason whatsoever is will be deducted on pro rata basis from the bill submitted by contractor.
23.	Submission, acceptance and rejection of	a) A complete set of the tender document may be collected personally from Assistant Registrar (Security), GGSIPU. The envelope containing the quotation should be duly sealed and super-scribed as

	tender	<p>“Tender for Re-filling of fire extinguishers installed at GGSIPU”</p> <p>b) Tenders which are not complete in all respects and not accompanied by EMD are liable to be rejected.</p> <p>c) While submitting the tender for this work the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document.</p> <p>d) Tenderers will indicate the complete address of their firm/office along with telephone numbers.</p> <p>e) Contract shall be awarded to the firm offering the lowest / net bundled price (Schedule wise) and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item are not quoted, Net- bundled price offered shall not be accepted.</p>
24.	General terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the offices of the GGSIPU.</p> <p>b) The tenderer shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the GGSIPU.</p> <p>c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause.</p> <p>d) Acceptance of the tender by the Government shall be communicated to the successful tenderer by a formal letter of acceptance of tender.</p> <p>e) The firm must inspect the site and satisfy themselves as risk and contingencies surrounding area and local laws etc. before submitting the tender.</p>
25.	Termination of contract	<p>i) On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to unsatisfactory performance established on the part of the contractor or any such material complaints.</p> <p>ii) Any complaints pending on the day of giving notice & also the expiry of the Notice served shall have to be attended to in accordance with the terms & conditions of the contract.</p>
26.	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Delhi.
27.	Disputes	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
28	<i>Force Majeure.</i>	<p><i>For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.</i></p> <p><i>If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise</i></p>

		<i>directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.</i>
29.	Document to be enclosed	i. Demand Draft, Pay Order/ Banker's Cheque of Rs. 5000/- as EMD. ii. DVAT Registration No. iii. PAN No iv. Address Proof v. Bank Account details with Cancelled Blank Cheque vi. Proforma as per Schedule-II

Certificates:-

- i) I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.
- ii) I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with GGSIPU or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by GGSIPU.

02	Water CO2 (09 liters cylinder)	122		
03	ABC (05 kg Cylinder)	41		
	Total			
	Tax/DVAT as applicable			
	Grand Total			

SIGNATURE OF THE BIDDER WITH DATE AND RUBBER STAMP

(Rates includes the cost of Labour, raw material, fitting, transportation, loading, unloading, removing and installing at designated location)

SIGNATURE OF THE BIDDER WITH DATE AND RUBBER STAMP

(Letter head of Firm)

Financial Bid for Refilling of Fire Extinguishers installed at Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi

I/We () on behalf of
 M/s _____ hereby undertake to carry out Refilling of
 Fire Extinguisher work as specified in this tender document at GGSIPU, Dwarka as per General
 Instructions and terms and conditions for:

S.No.	Type of Fire Extinguishers	Quantity (Nos.)	Rate/each	Amount in figures	Amount in words
01	Co2 (4.5 Kg. cylinder)	104			
02	Water CO2 (09 liters cylinder)	122			
03	ABC (05 kg Cylinder)	41			
	Total	267			
	Tax/ DVAT as applicable				
	Grand Total				

(Rates includes the cost of Labour, raw material, filling, transportation, loading, unloading, removing and installing at designated location)

**SIGNATURE OF THE BIDDER WITH DATE
AND RUBBER STAMP**