



Estate & Security Branch
Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, Delhi-110078

Phone : 011- 25302244, 25302247, website: www.ipu.ac.in

F.No: GGSIPU/JR(E&S)/Security/2015/70.

Dated: 06/07/2015

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 two year w.e.f. 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. The work is estimated to cost Rs. 65,000/-. This merely is given as a guide.
3. 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. 3250/- in the prescribed form.
4. 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 **15:00hrs** on or before the 27th July, 2015. Sealed bids received within the closing time limit will be opened on the same day at **15:30hrs** in the office of Joint Registrar (E&S) in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any or all quotations(s) without assigning any reason thereof.
5. 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.
6. The Limited NIT can be collected from the office Assistant Registrar (Security) at the main gate of the GGSIP University, Dwarka OR can be downloaded as enclosed with this Notice.
7. 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 bids	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 singly bid system
3	Estimated Cost	The work is estimated to cost Rs. 65,000/-. This merely is given as a guide.
4.	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.
5.	Non-transferability	This tender is non-transferable
6.	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.
7.	EMD	An amount of Rs. 3250/- (Rs. Three thousand thirty two hundred & fifty only) has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of 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 within the stipulated date the EMD will be forfeited.
8.	Performance Security	Successful bidders awarded the work has to deposit 10% of contract value through the Bank Demand Draft/Fixed Deposit Receipt/Banker's Guarantee favoring The Registrar, GGSIP University, New Delhi-110 078, 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 forfeited and the contract awarded shall be cancelled.
9.	Late/delayed tenders	Tender received late/delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10.	Time & Date of receipt and opening of bids.	Tenderers may not 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 15:30hrs of the next working day in the GGSIPU.
11.	GGSIPU right	GGSIPU reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12.	GGSIPU Address & Work site	The bid should be addressed to "Joint Registrar(E&S), Ground Floor, Library Building, GGSIPU, Sector 16/c, Dwarka, New Delhi" and should reach on or before 15:00hrs on 27th July, 2015

13.	Duties & Taxes	Duties & Taxes as applicable will be deducted at source.
14.	Contract period	Two year from the date of commencement of contract and period may be extended on same conditions & terms with mutual consent.
15.	Work instructions	The selected agency shall provide Service Engineer as per actual requirements. For taking away such parts fire extinguishers out of GGSIPU, proper marking & signature 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 Services Rules of refilling.
16.1		The agency will carry out the work at its risk and cost and ensure appropriate safety measures as per the Delhi Fire Service Department.
17.	Token Liquidated Damages	In case 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/installed 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.
18.	Scope of Work	The word includes: a) Re-filling of fire extinguishers as per schedule-II – The refilling has to be completed within 15 days as directed.
19.	General	a) The firm should submit the PAN No. b) The firm should submit the address proof c) The firm should submit the Bank accounts details with cancelled cheque of the concerned Bank .
20.	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.
21.	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.
22.	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.
23.	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.
24.	Submission, acceptance and	a) A complete set of the tender document may be collected personally from Assistant Registrar (Security), GGSIPU OR

	rejection of tender	<p>The envelope containing the quotation should be duly sealed and super-scribed as "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 & 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 offered shall not be accepted.</p>
25.	General terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the office 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 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 firm 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 University 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 itself as risk and contingencies surrounding area and local laws etc. before submitting the tender.</p>
26.	Termination of contract	<p>a) 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>
27.	Applicable law	<p>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.</p>
28.	Disputes	<p>Any disputes/difference 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.</p>
29.	Force Majeure	<p><i>For purpose of the 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 restrictions and freight embargo.</i></p> <p><i>If a Force Majeure situation arises, the contractor shall promptly notify the University in written of such conditions and cause thereof. Unless</i></p>

		<i>otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonable practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.</i>
30.	Document to be enclosed	i) Demand Draft, Pay Order/Banker's Cheque of Rs. 3250/- 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.

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

Schedule-II

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 figure)
1.	CO2 (4.5 Kg Cylinder)	112		
2.	Water CO2 (9 ltrs. Cylinder)	162		
3.	ABC (5 Kg Cylinder)	93		
	Total:	367		
	Tax/DVAT as applicable			
	Grand Total:			
	Amount in words:			

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

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