



**INDIAN INSTITUTE OF TECHNOLOGY GOA  
GEC CAMPUS, FARMAGUDI, PONDA,  
GOA-403401**

**NOTICE INVITING TENDER FOR REFILLING OF FIRE  
EXTINGUISHERS AND THEIR ALLIED WORKS AT IIT GOA**

**NIT: IITGOA/C&EMD/2023/006 DATED: 29<sup>th</sup> of March 2023**



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## PART A (TECHNICAL BID)

### 1. NOTICE INVITING TENDER

#### 1.1. INTRODUCTION

Indian Institute of Technology (IIT) Goa, hereinafter called IITGoa, invites sealed bids for Refilling of Fire Extinguishers and their Allied Work at IIT Goa. Particulars of the work are as follows.

#### 1.2 PARTICULARS

1.NIT No	IITGOA/C&EMD/2022/006 dated. 29 <sup>th</sup> of March 2023
2.Name of work	Refilling of Fire Extinguisher and their Allied Work at IIT Goa.
3.Location of Supply	IIT Goa transit campus at GEC Farmagudi.
4.Estimated Cost ( Including GST)	Rs. 1,17,941/- Only
5. Tender Fees	Rs. 500/-
6.Earnest Money Deposit	2% of Estimated Cost i.e. Rs. 2,400/- only.
7.Performance Guarantee	3% of work order value as given in Annexure-B
8. Security Deposit	5% of the completed value and EMD will be adjusted against the security deposit.
9.Work Order Period	15 days from the 7th day of issue of work order.
10.Tender Basis and Mode	Two Stage ( Technical Bid & Financial Bid)
11. Closing Date & Time of receiving of bids.	12 <sup>th</sup> of April 2023 till 15:00 hrs
12. Date and time of Pre-bid meeting	05 <sup>th</sup> of April 2023 at 15:00 hrs
13. Date & Time of opening of Technical Bid.	12 <sup>th</sup> of April 2023 at 15:30 hrs
14. Date & Time of opening of Financial Bid.	Will be intimated later to technically qualified parties only.
15.Address of tender issue, submission and opening	Tender documents will be available on the site as stated: <a href="https://iitgoa.ac.in/tenders/">https://iitgoa.ac.in/tenders/</a> Tender submission & opening place: C&EMD office, IIT Goa
16. Website for full and updated information.	<a href="https://iitgoa.ac.in/tenders/">https://iitgoa.ac.in/tenders/</a>
17. Bid Validity	60 days from opening of financial bid

**Sd/-**  
**Registrar, IIT-Goa**



### 1.3. ELIGIBILITY CRITERIA

1.3.1. Reputed firms/contractors/vendors dealing with supply and maintenance of fire extinguishers and having their establishment in Goa and who are in this business for not less than three years are eligible.

1.3.2. The bidder must have experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization.

1.3.3. The bidder must have successfully completed at least

1 (ONE) similar work of value equal to or greater than 80% of the estimated cost

OR

2 (TWO) similar works, each of value equal to or greater than 60% of the estimated cost

OR

3 (THREE) similar works, each of value equal to or greater than 40% of the estimated cost

with Government/ Semi-government/ PSU/ Government Funded Autonomous Organization during last 7 (seven) years preceding last date of the month of tender submission.

Note:

- i. The estimated cost of tender is Rs. 1,17,941/- (Rupees One Lakhs Seventeen Thousand Nine Hundred and Forty-One Only).
- ii. Similar works shall mean: Maintenance of various types of fire extinguishers including refilling and replacement of their spare parts.

1.3.4. A Certificate/Undertaking on the letterhead of the Company to the effect that the bidder/Manufacturer has not been blacklisted anywhere in India or abroad by any organization. A self- certification to this effect is required to be enclosed as given in Appendix-A.

1.3.5. Average annual turnover for the last three financial years of the bidder as per ITCC certified by the CA shall not be less than the estimated cost (i.e. Rs. 1,17,941/-).

1.3.6. The agencies should enclose the self-attested copies of the following;

- a) GST Registration.
- b) PAN
- c) Work order copy and completion certificate from the client as per the criteria 1.3.3
- d) Copy of EPF and ESI registration(if applicable) or undertaking on firms letter head that EPF and ESI is not applicable with the reason thereof and the firm will be responsible for any consequence for non-compliance of EPF/ESI.
- e) Turnover for last three years duly certified by registered chartered accountant (CA).
- f) Details of the firm (proprietary/partnership/private ltd or public) with office/shop address in Goa, name and contact details of authorized person.



## 2. INFORMATION TO BIDDERS

### 2.1. SCOPE OF WORK

- 2.1.1 Pressure testing of CO<sub>2</sub> and Powder based fire extinguisher cylinder as per IS: 2190:1992
- 2.1.2 Refilling of 4 kgs Powder based Fire Extinguisher
- 2.1.3 Refilling of 6 kgs Powder based Fire Extinguisher
- 2.1.4 Refilling of 4.5 kgs CO<sub>2</sub> based Fire Extinguisher
- 2.1.5 Supplying and replacing of press control lever for powder type fire extinguisher
- 2.1.6 Supplying and replacing of regulator valve of CO<sub>2</sub> based fire extinguisher.
- 2.1.7 Supplying and replacing of syphon and O ring
- 2.1.8 Supplying and replacing of pressure gauge of powder based fire extinguisher.
- 2.1.9 Supplying and replacing of discharge hose pipe of powder based fire extinguisher
- 2.1.10 Supplying and replacing of discharge hose pipe with horn of CO<sub>2</sub> based fire extinguisher

### 2.2. GENERAL INSTRUCTIONS

- 2.2.1 Bidding documents are to be downloaded from websites: <https://iitgoa.ac.in/tenders/> and <https://eprocure.gov.in/eprocure/app>.
- 2.2.2 This bid document shall be read in conjunction with GCC (General Conditions of Contract) laid down in the CPWD manual and the applicable specifications of CPWD, Part VIII Gas Based Fire Extinguishing System -2013 and relevant IS code.
- 2.2.3 A penalty of 0.5% per day will be imposed for delay in completion of work beyond the stipulated time subject to limit of 10% (i.e. max delay of 20 days) after which IIT Goa (if desired so) will carry out the work at the risk and cost of the contractor and apart from the penalty, the respective amount will be recovered from the bill of the contractor.
- 2.2.4 Firm Price: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till the completion of the work or for the extended period of time if any thereto & shall not attract any escalation under any circumstances whatsoever.



2.2.5 The contractor shall submit the test reports for each and every fire extinguisher mentioning the tare weight, full weight and the pressure level at which the pressure test is carried out on each of the fire extinguisher as per IS 2190:1992.

2.2.6 The successful bidder to whom the work is awarded shall make sure that the extinguishers are taken to their facility for refilling and replacement of spare parts in suitable batches.

2.2.7 The weight of each and every fire extinguisher will be measured after the receipt of fire extinguisher by IIT Goa after the refilling work is carried out by the contractor.

2.2.8 If the measured weight is found to be less than full weight of the extinguisher (Tare weight of cylinder + weight of extinguishing medium) then the contractor will refill the fire extinguisher once again making sure that the measured and full weight are matched.

2.2.9 Payment shall be made on the basis of actual measurement of the work carried out. Security deposit of 5% of the completed value shall be retained with IIT Goa for a period of one year of defect liability period. If any defect in the work is detected within one year of completion date due to bad workmanship or material supplied by the contractor, the same shall be made good by the contractor free of cost to IIT Goa. In case the contractor fails to rectify the defect promptly, the defect will be rectified and made good by IIT at the risk and cost of the contractor. The amount shall be recovered from the security deposit amount.

2.2.10 Conditional tender will not be accepted.

2.2.11 Date of start of contract shall be reckoned from the 07th day of the date of issue of "Work Order".

2.2.12 Performance guarantee (as given in Appendix-B) should be submitted within seven days of issue of "Work Order".

2.2.13 If the participating bidders are willing to attend the pre-bid meeting then such bidders must send a mail to [je.electrical@iitgoa.ac.in](mailto:je.electrical@iitgoa.ac.in) keeping CC to [ex.eng@iitgoa.ac.in](mailto:ex.eng@iitgoa.ac.in) & [estate@iitgoa.ac.in](mailto:estate@iitgoa.ac.in) along with their queries. The relevant queries will be answered in the pre-bid meeting which will happen in the C&EMD office of IIT Goa. Any reply to queries that affects the tender shall form part of the NIT and corrigendum for the same will be issued and the contractor shall quote accordingly.

2.2.14 **The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender.** No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.

2.2.15 Completion certificate issued by Competent Authority on the letterhead of the respective organisation will only be considered as credential as stated in 1.3.3. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works is required to be attached along with the Completion certificates. The completion certificate shall contain details such as name of



the work, date of starting of the work, completion date, final value, penalty levied if any, work order no. etc.

2.2.16 The bidding document (consisting of the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), Corrigendum, Corrigendum, if any shall be published only on <https://iitgoa.ac.in/tenders/>.

2.2.17 The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever.

2.2.18 All costs, charges & expenses that may be incurred in connection with the preparation of the bid shall be borne by contracting firm and the Institute accepts no liability whatsoever thereon.

2.2.19 Rates quoted by the bidders shall be inclusive of labour charges, transportation charges and GST (Goods and Services Tax - Central, State and Interstate) and all applicable taxes. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.

2.2.20 Exemption to IIT Goa against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IIT Goa after award shall be passed on to IIT Goa by the contractor without dispute.

2.2.21 IIT Goa reserves the right to reject any or all of the bids without assigning any reason.

2.2.22 Bid Validity: Bid shall remain valid for 60 days from the date of opening of financial bids.

### 2.3. SUBMISSION OF TENDER

2.3.1 The sealed tenders shall be received at the C&EMD Office, IIT Goa, Goa College of Engineering Campus, Farmagudi, Ponda Goa-403401 up to 15:00hrs, on or before 12<sup>th</sup> April 2023 till 15:00 hrs or as per Corrigendum otherwise.

2.3.2 Tenders received after the due date and time shall not be considered.

2.3.3 Tenders shall be submitted in a sealed Master envelope(which will prevent folding of papers) super scribed “Refilling of Fire Extinguisher and their Allied Work” with the NIT No. IIT GOA/C&EMD/2023/006 dated. 29<sup>th</sup> of March 2023, containing three separate sealed envelope (**preventing folding of papers**), each clearly super scribed as “EMD and Tender Fees”, “Technical Bid” and “Financial Bid” respectively, in the following manner:

2.3.4 Envelope-1 (super scribed as “**EMD and Tender Fees**”) will consist of two Demand Draft one for EMD and the other for Tender Fees in the favour of IIT Goa.

2.3.5 Tender without submission of EMD and Tender fees will be summarily rejected.

2.3.6 Envelope-2 (super scribed as “**Technical Bid**”) will consist of:



- i. Covering letter of the technical offer signed by firm's authorized signatory.
- ii. Documents establishing the identity and authenticity of the bidder/ bidding firm as given in 1.3.6(f).
- iii. Self-certified copies of all the documents in support of eligibility of bidder as per the clause 1.3 of this tender document
- iv. Undertaking by the bidder as per Appendix-A.
- v. Complete tender document, each page duly signed and stamped by the bidder or his/her authorized signatory as a token of acceptance of the terms and conditions. The name of the person signing the bid documents with his designation in the firm/company must be clearly mentioned. Financial bid should not be enclosed here. The person signing the document should have authorisation from the proprietor/Competent Authority of Organisation/Director etc.

2.3.7 Envelope-3 (super scribed as "**Financial Bid**") will consist of the Financial Bid duly filled-in, signed by the bidder and stamped.

## 2.4. EVALUATION OF BIDS AND AWARD OF WORK

2.4.1 The Technical Bid of bidders will be opened on the specified date and time as mentioned in the NIT(or corrigendum if issued) at the C&EMD Office, IIT GOA, GEC Campus, Farmagudi, Ponda Goa in the presence of willing bidders or their authorized representatives.

2.4.2 The Envelope – 1 shall be opened first. Bids shall be checked for EMD and tender fees. Only those bids found to have submitted EMD and tender fees shall be considered for opening of Envelope - 2.

2.4.3 Evaluation of Technical Bid: The bids received will then be scrutinized on the basis of eligibility criteria mentioned at para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

2.4.4 Date, time and place of opening of Financial Bid will be informed after evaluation of the Technical Bid to the Technically Qualified Bidders only.

2.4.5 IIT Goa retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter failing which they may be considered as non-responsive and shall be rejected.

2.4.6 **Evaluation of Financial Bids:** The financial bid should be filled in Indian rupees inclusive of all taxes, material, labour, transport charges etc. Financial Bids opened as above will be checked for arithmetical errors. The work will be finalized on lowest quotation basis.

2.4.7 If any discrepancy is found in the quoted rate and its corresponding amount, then the rate quoted will be considered correct and the value of the bid submitted by the bidder will be calculated accordingly.

2.4.8 The lowest bidder shall be issued work order for carrying out the annual repair and maintenance of the air conditioners, and such bidder is required to furnish a Performance Guarantee within seven working days from the date of issue of work order. If bidder fails to





submit the PBG, then the W.O. may be cancelled including debarring the party from participation in retendering. In such case the EMD shall be forfeited.

2.4.9 Agreement (Contract) consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee after issue of Work Order and submission of PBG.



**PART B (FINANCIAL BID)**

Sr no.	Particular	Unit	Qty	Rate	Amount
1	Pressure testing of CO2 based(3) and Powder based(50) fire extinguisher cylinder as per IS: 2190:1992	each	53		
2	Refilling of 4 kgs Powder based Fire Extinguisher	each	46		
3	Refilling of 6 kgs Powder based Fire Extinguisher	each	4		
4	Refilling of 4.5 kgs CO2 based Fire Extinguisher	each	3		
5	Supplying and replacing of press control lever for powder type fire extinguisher	each	42		
6	Supplying and replacing of regulator valve of CO2 based fire extinguisher.	each	1		
7	Supplying and replacing of syphon and O ring	each	42		
8	Supplying and replacing of pressure gauge of powder based fire extinguisher	each	12		
9	Supplying and replacing of discharge hose pipe of powder based fire extinguisher	each	6		
10	Supplying and replacing of discharge hose pipe with horn of CO2 based fire extinguisher	each	3		
<b>Total</b>					

Date:

Place:

Signature of the bidder with  
 Name/Designation and seal of the company.



## **Appendix – ‘A’**

*(To be printed in letter head)*

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### **CERTIFICATE**

I hereby certify that the above firm (name & address of the firm) neither blacklisted / debarred by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in every respect and in case, at a later date, it is found that any details provided above are incorrect, the tender/ contract given to the firm may be summarily terminated and the firm may be blacklisted for a period of two years.

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Signature with

Date:

Name:

Designation:

Official Seal:



## **Appendix – ‘B’**

### **PERFORMANCE GUARANTEE**

In consideration of the Indian Institute of Technology Goa (IIT Goa) having offered to accept the terms and conditions of the proposed agreement between..... and.....(hereinafter called “the said Contractor(s)”) for the works.....(hereinafter called the said agreement”) having agreed for production of an irrevocable Bank Guarantee for Rs.....( Rupees.....only) as a security/ guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We,.....(hereinafter referred to as “the Bank”) hereby undertake to pay Indian Institute of Technology Goa an amount not exceeding Rs.....(Rupees.....Only) on demand by IIT Goa.
2. We,.....(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure merely on a demand from IIT Goa stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....Only)
3. We, the said bank further undertake to pay IIT Goa any money so demanded notwithstanding any dispute or disputes raised by the contractors(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment and the Contractor(s) shall have no claim against us for making such payment.
4. We,.....(indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of IIT Goa under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-In-Charge on behalf of IIT Goa certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We,.....(indicate the name of the bank) further agree with IIT Goa that IIT Goa shall have the fullest liberty without any consent and without effecting any manner our obligation hereunder to vary any terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone from any time or from time to time any of the powers exercisable by IIT Goa against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on part of IIT Goa or any indulgence by IIT Goa to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for provision, have effect of so relieving us.
6. This guarantee will not be discharged due to change in the constitution of the Bank or the Contractor(s).
7. We,.....(indicate the name of Bank) lastly undertake not to revoke the guarantee except with the previous consent of IIT Goa in writing.

This guarantee shall be valid up to.....unless extended on demand by IIT Goa.

Notwithstanding anything mentioned above, our liability against the guarantee is restricted to Rs.....(Rupees.....) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated the .....day of ..... for..... (indicate the name of the Bank)