



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,
Maninagar (East), Ahmedabad – 380026, Gujarat.

Contact No.: 079-67775430

E-mail: purchase@iitram.ac.in

Website: www.iitram.ac.in

No. IITRAM/CDO/PUR/SERVICE/2024/1220

Date: 06.06.2024

NOTICE INVITING QUOTATION

Important Information:

Name of Work:	Testing/ Refilling of Fire Fighting Extinguishers of various types and capacities installed at IITRAM
Date of Issue of NIQ:	06.06.2024
Last Date & Time for Physical Submission of NIQ offer:	26.06.2024 till 05:00 PM
Date & Time of opening of NIQ offer:	27.06.2024 at 11:30 AM (at IITRAM Campus)
Quotation Inviting Authority and Address:	The Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhara Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: - 079-67775430 e-mail: purchase@iitram.ac.in

NOTICE INVITING QUOTATION

Subject: Testing/ Refilling of Fire Fighting Extinguishers of various types and capacities installed at IITRAM

Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for “**Testing/ Refilling of Fire Fighting Extinguishers of various types and capacities installed at IITRAM**” as per details shown in the Annexure-I on the following General Terms & Conditions:

1. General Terms and Conditions:

- 1.1 The bidder should have valid PAN Card. Copy of PAN Card to be submitted.
- 1.2 The bidder should have valid GST Registration. Copy of GST Registration to be submitted
- 1.3 The bidder has to quote the price for the items as per specifications mentioned in **ANNEXURE-I**.
- 1.4 The price quoted shall include taxes, installation/ uninstallation, testing, refilling, all freight, packing & forwarding, transportation, loading & unloading & other charges (if any) to supply the item(s)/ work mentioned in Annexure-I at our site.
- 1.5 The bidder will have to submit duly filled & properly signed bid in the attached performas/ formats and annexures.
- 1.6 The bidder shall have to submit quotation to the IITRAM office on or before **26.06.2024 till 05:00 PM** in sealed envelope super-scribed “**Testing/ Refilling of Fire Fighting Extinguishers of various types and capacities installed at IITRAM**”.
- 1.7 The IITRAM, Ahmedabad reserves the right at the time of purchase/contract award to increase or decrease quantity of item(s).
- 1.8 Material used must be as specified and other unspecified material should of good quality.
- 1.9 If there happens to be a holiday on any date indicated in this NIQ notice, the transaction shall be performed on the next working day.
- 1.10 The bid will be opened on **27.06.2024, 11:30 AM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
 - The bidders or their authorized representative may also be present during the opening of the bid/offer, if they desire so, at their own expenses.
- 1.11 Incomplete quotations, amendments and additions to quotations after opening or late quotations are liable to be ignored and rejected.
- 1.12 The committee of the Institute reserves its right to select or reject any or all of the bids mentioned above without assigning any reasons.
- 1.13 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

2. Validity of Quotation:

The offer shall be valid up to 90 days from the last date i.e. 26.06.2024 mentioned in this NIQ notice for submission of bid/offer.

- No firm shall withdraw his rates after the bid is opened. If a firm does so, that firm shall be considered ineligible for work/contract in IITRAM in future.

3. Evaluation of Quotation:

The tender evaluation committee of the Institute will evaluate and compare the received quotations to determine the substantially responsive bid i.e. (i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive bid based on the following parameter(s):

- Total Price quoted (*Annexure – III, Format for Submission of Financial Details*).

4. Award of Contract:

IITRAM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest quotation for requested item(s)/goods:

- 4.1 Notwithstanding the above, IITRAM reserves its right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- 4.2 The bidder whose bid is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.

5. Work Completion Period & Penalty:

- 5.1 **WORK COMPLETION PERIOD:** The allotted work should be completed within a maximum time limit 04 (four) weeks from the issue date of Work Order.
- 5.2 **PENALTY:** Time allowed for completion of work shall be strictly followed; otherwise, the supplier shall be liable to be penalized at the rate of @0.5% of the order value per week delay. Maximum penalty shall be applicable @10%.

6. Terms of Payment:

- 6.1 **PAYMENT:** 100% payment shall be released within 30 (thirty) working days on satisfactorily completion of work, submission of clear Tax-Invoice(s) and supporting documents.
- 6.2 Advance payment will not be made under any circumstances.
- 6.3 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

7. Address for the physical bid submission:

**The Registrar
Institute of Infrastructure, Technology, Research And Management
Room No. G2,
Near Khokhara Circle, Maninagar (East),
Ahmedabad- 380026, Gujarat.**

We look forward to receiving your quotation.

**Sd/-
REGISTRAR**

(SCHEDULE OF QUANTITY)

Name of Work: **Testing/ Refilling of Fire Fighting Extinguishers of various types and capacities installed at IITRAM**

Sr. No.	Name of Item(s)	Specifications	Unit	Qty. (Approx.)
1	DCP type Cylinder	Testing/Refilling of Firefighting Extinguishers of various types and capacities in the various locations of the Institute 1. Checking of the fire extinguisher will be done as per fire & prevention rules of Fire Department, Ahmedabad Municipal Corporation. 2. Complete examination of the extinguisher, in all aspect as per code/rules, latest weight should be checked compulsory. 3. Examine the extinguisher externally and internally for any corrosion or damage. 4. Checking of all external components of extinguisher. If any parts damaged, it need to be replace by new one immediately such as washer, inner container, cartridges, discharge tube, nozzles, cap assembly, safety pin/cap/clip etc. No separate charge for supply/replace of items will be applicable, 5. Oiling and greasing of all threaded components are compulsory.	Nos.	150.00 Nos.
2	CO₂ type Cylinder	6. Stirring /shaking of powder in DCP (Dry Chemical Powder) extinguishers. If required, the powder should be removed and refilled. 7. Water wash cleaning of DCP (Dry Chemical Powder) extinguishers from inside before refilling. 8. Washing of CO ₂ gas cartridges fitted inside the extinguishers and CO ₂ extinguishers for checking gas content and refilled all the cylinders. No separate charge will be applicable. 9. The agency will arrange transportation by their own and no claim will be made for such transportation and labour.	Nos.	150.00 Nos.

(To be printed on firm's letterhead)

FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - <ul style="list-style-type: none">• Proprietary Firm• Partnership Firm (if yes, give partnership deed)• Company or LLP• Government/ Public Sector Undertaking• Member of a group of companies (if yes, give name, address & details of group companies)• Subsidiary of a large corporation (if yes, give the name & address of the parent organization) If the company is subsidiary, state what involvement will the parent company have in the project.	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

Seal & Signature of Company

Date: _____

Place: _____

FINANCIAL BID

(Format for Submission of Financial Details)

Sr. No.	Name of Item(s)	Qty. (Approx.)	Rate (Without GST)	Total Amount (Without GST) (INR)
A	B	C	D	E = (C*D)
1	Testing/ Refilling of DCP type Cylinder As per Annex-I	150.00 Nos.		
2	Testing/ Refilling of CO ₂ type Cylinder As per Annex-I	150.00 Nos.		
Net Amount				
Add. GST @ _____%				
Gross Amount (INR)				
(Rupees in Words:				

DECLARATION:

I/We hereby declare and affirm that I/We have read and understood the entire terms & conditions and item(s) descriptions as stipulated in the NIQ. I/we shall abide by the terms / conditions / clauses contained in the NIQ document(s) (page 1 to 6) and unconditionally accept it in totality / entirety.

Seal & Signature of Company

Date: _____

Place: _____