



INDIAN INSTITUTE OF GEOMAGNETISM
(An Autonomous Body under
The Department of Science and Technology, Govt. of India)
Plot No. 5, Sector 18, Near Kalamboli Highway,
New Panvel, Navi Mumbai – 410 218
Website: www.iigm.res.in

**“Servicing, Repairing and Replacement of Parts of Fire Fighting System
installed at IIG, Navi Mumbai”**

Open Tender No. IIG/EM/FF/2023-24/22 dated 11.01.2024

**Open Tender for Servicing, Repairing and Replacement of Parts of Fire Fighting
System Installed, at Panvel**

Tender Estimated Value : Rs.3.77 Lakhs approx inclusive all taxes and levies.

Price of Bid Document : NIL

For Tender Query : In-charge, EM Section, IIG : 022-2748 4196, 2748 4113

Email : iig.incharge.em@iigm.res.in

Registrar

Name of Work: -“Servicing, Repairing and Replacement of Parts of FireFighting System installed at IIG, Panvel Campus”

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Notice Inviting e-Tender

Name of work: “Servicing, Repairing and Replacement of Parts of Fire Fighting System installed at IIG, Panvel Campus”

Sealed tenders are invited in two bid system i.e. Technical and Financial bid, from reputed, experienced and financially sound firms/contractors/competent Agencies, registered with Appropriate Authorities of State or Central Government, for “Servicing, Repairing and Replacement of Parts of Fire Fighting System installed, at IIG Panvel Campus” The eligibility criteria and experience shall be as per the terms and conditions of the Tender document.

Sl. No	Item	Detail
1	Name of Work	Servicing, Repairing and Replacement of Parts of Fire Fighting System installed at IIG, Panvel Campus.
2	Time for Completion	2 month (60days)
3	Pre-Bid Meeting	On 17/01/2024 time 11.00 am at Indian Institute Of Geomagnetism, Plot No. 5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410 218
4	Cost of estimate	Rs. 3.77 lakhs
5	Earnest Money Deposit (EMD)	The Amount of Money Deposit (EMD) is Rs. 10000/- (Rupees Ten Thousand only) Demand Draft in favor of Director, Indian Institute of Geomagnetism
6	Tender Document	The tender document may be down loaded from www.iigm.res.in and https://eprocure.gov.in
7	Last date of Submission	23/01/2024 till 2.30 PM
8	Date of Opening of Tender	23/01/2024 at 3.00 PM at Indian Institute Of Geomagnetism, Plot No. 5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410 218

All tenderers are requested to check further notifications/updates if any on IIG website - www.iigm.res.in & e-Procurement portal – <https://eprocure.gov.in/eprocure/app>

Pre-bid meeting: The objective of the pre-bid meeting is to inspect the work site in advance clarifications /questions / queries related to this tender.

Registrar

SECTION –II

INTRODUCTIONS TO BIDDERS

A. INTRODUCTION

1. Definitions

- a. “**The IIG**” means Indian Institute of Geomagnetism, Navi Mumbai.
- b. “**The Bidder**” means the individual or firm who participates in this tender and submits its bid.
- c. “**Commencement Date**” means the date from which the contractor is directed by IIG to start the works in writing.
- d. “**Time for Completion**” means the time period for which the contract has been allowed to be completed by the employer to the contractor
- e. “**Contract**” means the conditions, the specifications the bill of quantities, the Tender, the Letter of acceptance the Contract Agreement (if Completed) and such other documents as may be expressly incorporated in the letter of Acceptance or Contract Agreement.

2. Cost of Bidding

- 2.1 The bidder bear all costs associated with the preparation and submission of the bid. The IIG will in no case, be responsible or liable for these costs, regardless of the conduct of the outcome of the bidding process.

- 2.2 **The time of Completion of Work is 2 months (Two months)** 7th day from the date of issue of work order or handing over of site, whichever is earlier.

- B. **THE BID DOCUMENTS:** The services required, bidding procedures and contract terms are prescribed in the Bid Documents.

3. BID DOCUMENTS

3.1 The Bid Documents include:

- (a) Tender Notice
- (b) Instruction to Bidders
- (c) General Condition of the contract
- (d) Special Terms & Conditions of the Contract
- (e) Format for Contract form (ANNEXURE I)
- (f) Format for Performance Security Bond Form (ANNEXURE II)
- (g) Letter of Authorisation for attending Bid Opening (ANNEXURE III)
- (h) Format for Bid Form (ANNEXURE IV)
- (i) Financial Tender for IIG (ANNEXURE C)(bid)
- (j) The Check List (ANNEXURE VI & VII)
- (k) Technical Tender (ANNEXURE A)
- (l) Certificate That None Of His/Her Near Relative is Working in the IIG Either Directly Recruited or On Deputation (ANNEXURE B)

- 3.2. The Bidder is expected to examine all instructions, forms, terms and specification in the Bid Documents. Failure to furnish information required as per the Bid Document or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidders risk and may not result in rejection of the bid at the technical bids opening stage.

4. CLARIFICATION OF BID DOCUMENT

A Prospective Bidder, requiring any clarification of the Bid Document shall notify the IIG in writing at the IIG's mailing address indicated in the Invitation of the Bids.

C. PREPERATION OF BIDS:

5. DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall comprise of

- (1) The Technical bid and
- (2) The Financial bid:

5.1 The Technical Bid shall be furnished in the format given at Annexure A contain the following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top.

- (a) The check list (As per ANNEXURE-VI)
- (b) Technical Tender (As per ANNEXURE A)
- (c) Authorization letter for bid opening (ANNEXURE III)
- (d) EMD of Rs. 10000/- in form of Demand Draft (Original)
- (e) Certificate of incorporation/ Firm Registration Certificate (Copy)
- (f) PAN (Copy)
- (g) Copies of Service Tax & VAT Certificate/GST
- (h) Copies of Income Tax Return for last three Financial Years.
- (i) Proof of related experience (Copies of Work Orders)
- (j) Cancelled Bank Cheques (Original)
- (k) Certificate That none of his/her near relative is working in the IIG either Directly Recruited or On Deputation (ANNEXURE B)

5.2 The Financial Bid shall contain:

- (a) The check list (As per ANNEXURE-VII)
- (b) Bid Form (As per ANNEXURE IV)
- (c) Financial Tender (As per ANNEXURE V)

Note: All the documents submitted (whether original or photocopy) in the bid must be legible, otherwise the bid is likely to be rejected.

6. BID FORM:

The bidder shall complete the Bid Form (as per Annexure IV) and Financial Tender Document as per Annexure V.

6.1 BID PRICES / FINANCIAL TENDER:

The bidder shall give the total composite price inclusive of all taxes & levies. The offer shall be firm in Indian rupees.

6.2 The Rates quoted by the bidder shall remain fixed during the entire period of contract. A bid submitted with an adjustment price quotation is likely to be treated as non- responsive and rejected.

6.3 The price approved by the IIG for award of tender will be inclusive of all taxes and levies.

7. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

7.1 The bidder shall furnish, as part of his bid documents establishing the bidder's eligibility, all the following documents or whichever is required as per terms and conditions of bid documents:

- 1 Certificate of Incorporation / Firm Registration Certificate**
- 2 Copy of PAN, GST Registration Certificate**
- 3 Income Tax Return for last Three Financial Years**
- 4 Proof of related experience (Copies of Work Orders)**

7.2 The bidder shall furnish documentary evidence that he has the financial, technical and Performance capability necessary to execute the contract.

8. DOCUMENTS ESTABLISHING GOODS CONFORMITY TO BID DOCUMENTS:

8.1 Pursuant to Clause 5, the bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the Bid document of all services, which he proposes to render under the contract.

8.2 The documentary evidence of services in conformity with the Bid Documents may be in the form of literature and data and shall furnish a clause-by-clause compliance on the IIG's Technical specifications and commercial conditions demonstrating substantial responsiveness to the Technical Specification and commercial conditions in the form of signing & stamping all the pages of the original bid document by the authorized person/persons. In case of deviations a statement of deviations and exceptions to the provision of the Technical Specifications and commercial conditions shall be given by the bidder. A bid without clause-by-clause compliance of Instructions to Bidders (Section-II) and General Conditions of Contract (Section-III) and Special Terms & Conditions of the Contract (Section-IV) shall not be considered.

9. Earnest Money Deposit (EMD)

- (a) Bidders shall submit the EMD in the form of a Demand Draft issued by any nationalized bank in favour of IIG payable at Panvel, Navi Mumbai and should be valid for 90 days from the due date of the tender / BID DOCUMENTS.
- (b) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- (c) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

- (d) The EMD may be forfeited:
- (i) If the Bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of tender.
- (ii) If the successful Bidder fails to furnish the required Bank Guarantee.
- (e) The EMD should be sealed in an envelope. The envelope should clearly show Name of the company submitting the EMD and should be accompanied with the Bid Documents.

10. CONSORTIUM

No consortium, subletting or hiring services of other company for execution of this job shall be allowed.

11. BID VALIDITY:

The offer submitted by the Bidders should be valid for minimum period of 120 days from the date of submission of Tender.

D. SUBMISSION OF BIDS

12. SEALING AND MARKING OF BIDS:

12.1 The bidders shall seal the technical bids in sealed envelope. The Technical Bid shall bear the name "**TECHNICAL Bid of Tender No. IIG/EM/FF/2023-24/22**" on the envelope. The Technical bid should contain documents as laid down in clause 7 of section II.

12.2 The sealed envelope, containing Technical bids in sealed envelopes, shall be:

- (a) Addressed to:

**The Registrar
INDIAN INSTITUTE OF GEOMAGNETISM
Plot No. 5, Sector 18, Near Kalamboli Highway,
New Panvel, Navi Mumbai – 410 218**

- (b) Bear the **Tender No. IIG/EM/FF/2023-24/22** and the words '**DO NOT OPEN BEFORE (due date)**', and

- (c) The envelope shall indicate the name and address of the bidder
Bids be dropped in the tender box placed in Security Cabin Indian Institute of Geomagnetism Plot No. 5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410 218 on or before due date. The IIG shall not be responsible if the bids are delivered elsewhere.

12.3 If the envelope is not sealed and marked as required at paras 12.1 & 12.2 the bid shall likely be rejected.

13. SUBMISSION OF BIDS:

13.1 Bids must be received by the IIG at the address specified under Para 12.2 not later than the prescribed time on due date.

13.2 The IIG may, at its discretion extend this deadline for the submission of the bids by amending the bid documents in accordance with Clause 6 in which case all rights and obligations of the IIG and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14. LATE BIDS:

Any bid received by the IIG after the deadline for submission of bids prescribed by the IIG pursuant to Clause 13, shall be rejected and returned unopened to the bidder.

E. BID OPENING AND EVALUATION

15 OPENING OF BIDS

15.1 The Technical bid shall be opened in the presence of bidders or his authorized Representatives who choose to attend on opening date and time. The Bidder's Representatives, who are present, shall sign an attendance register. The Authority letter (Annexure-III) to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

15.2 A maximum of two representatives for any bidder shall be authorized and Permitted to attend the bid opening.

16. TECHNICAL EVALUATION / TECHNICAL BID OPENING:

16.1 IIG shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the checklist given at the last.

16.2 Prior to the financial Bid opening, pursuant to clause 17, the IIG will determine technical qualification of each technical bid to the Bid documents. For purposes of these clauses, a technically qualified bid is one, which conforms, to all the terms and conditions of the Bid Documents without material deviations. A bid determined as technically non-qualified will be rejected by the IIG and shall, not subsequent to the bid opening, be made technically qualified by the bidder by correction of the non-conformity.

17 FINANCIAL EVALUATION/ FINANCIAL BID OPENING OF TECHNICALLY QUALIFIED BIDDERS:

17.1 The IIG shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 16. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non-qualified technical bidders shall not be opened and destroyed unopened.

17.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the IIG. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

17.3 The evaluation shall be done on L-1 vendor of total cost of all the services. The comparison for evaluation shall be of price of the services offered inclusive of all Taxes and levies.

18 AWARD OF CONTRACT:

The IIG shall consider placement of orders for the Contract bidder whose offers have been found technically, commercially and financially acceptable.

19 IIG'S RIGHT TO VARY QUANTITIES

The IIG reserves the right at the time of award of contract or during the Continuance of the contract to decrease or increase the quantity of items offered without any change in unit price for similar items on the same terms and Conditions.

20 IIG'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The IIG reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the IIG's action.

21 SIGNING OF CONTRACT:

21.1 The issue of work Order shall constitute the award of contract on the bidder.

21.2 Upon the successful bidder furnishing of performance security pursuant to clause No. 3 of Section III.

23. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 21 Shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the tender shall be cancelled and IIG may call for new bids.

24. PROHIBITION FROM PARTICIPATION IN TENDER:

24.1 The bidder should give a certificate that none of his/her near relative is working in the IIG either directly recruited or on deputation. The Bidder or its authorized signatory should furnish certificate saying that none of the near relative is working in the IIG. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIG will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in IIG.

The near relatives for this purpose are defined as:-

- (a) Members of a Hindu Undivided Family (HUF).
- (b) Husband and Wife.
- (c) The one is related to the other in the manner as Father, Mother, Son(s) & Son's wife (daughter-in-law), Daughter(s) and Daughter's husband (son-in-law), Brother(s) and Brother's wife, Sister(s) and Sister's husband (brother-in-law).
- (d) The format of the certificate to be given in the prescribed format given at

SECTION III

GENERAL CONDITIONS OF CONTRACT

1. VALUE OF TENDER & APPLICATION:

The value of tender is Rs. 3.77 lakhs (Rupees Three lakhs and Seventy Seven Thousand Only) approximately including manpower ESI, EPF, GST, Service charges etc. General Conditions shall apply in contracts made by the IIG for the services rendered by the bidder.

2. STANDARDS:

The services provided under this contract shall conform to the standards prescribed in the Special Terns & Conditions of the Contract in Section-IV.

3. PERFORMANCE SECURITY:

- 3.1** The successful contractor shall furnish performance security to safeguard the interest of the IIG for the items that need to be taken outside the IIG Premise(s), Panel for repair to the IIG for an amount of 10% of contract value in the form of Bank Guarantee as in Performa of Annexure III. The Performance Guarantee will be for a period of 6 months. In case of extension of contract, the performance security is to be extended correspondingly.
- 3.2** The proceeds of the performance security shall be payable to the IIG as compensation for any loss resulting from the Contractor failure to complete its obligations under the Contract loss will be recovered from the contractor bill.
- 3.3** The Performance Security Bond shall be in the form of bank guarantee issued by a scheduled Bank and in the format provided in the Bid Document, Annexure III.
- 3.4** The Performance Security Bond will be discharged by the IIG after completion of the Tender work performance obligations under the contract.

4. PAYMENT TERMS:

Payment will be made on actual measurement basis subject quality of materials used and satisfactory report from the engineer in charge of IIG

5. TERMINATION FOR DEFAULT:

- 5.1** The IIG may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this Contract in whole or in part. If the Contractor fails to render services within the time period(s) specified in the Contract or any extension thereof granted by the IIG.
- 5.2** The IIG reserves its right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for work already carried out terms of the contract, the same would be paid.

6. Termination on Insolvency:

The IIG may at any time terminate the contract by giving written notice to the contractor without compensation Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the IIG

7. Arbitration/Jurisdiction:

Every dispute, difference or a question which may arise any time between the parties hereto or any person claiming under them, touching or arising out of or in respect of this Contract work or the subject matter thereof shall first be endeavored to be amicably resolved at the Top Management level of the parties. However, in the event of such dispute, difference or question, etc. remaining unsolved, the same shall be referred to appropriate Court. The place of such arbitration shall be at Panvel, Navi Mumbai.

8. The Contractor at all times should indemnify IIG against all claims, damages or compensation under the provision of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act- 1965; Employers Liability Act, 1947; Maternal Benefit Act, 1961; Shops and Establishment Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. IIG will not own any responsibility in this regard.
9. In case of failure towards compliance of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act- 1965; Employers Liability Act, 1947; Maternal Benefit Act, 1961; Shops and Establishment Act or any other Law/Act, Contract will be terminated and Performance Guarantee will be forfeited without giving any notice thereof.
10. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and Police verification and other formalities. The Contractor shall fully responsible for the conduct of his staff.
11. Any misconduct / misbehaviour on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his responsibilities immediately, with written intimation to IIG.
12. Before fixing/Installing any equipment, spares the IIG Engineer in charge approval should be obtained.
13. All the removed materials should be handed over to IIG Authorities.
14. Requirement of Work, Material, Quantity may vary as per site condition and same will be decided by the IIG Authorities.

SECTION – IV
Special Terms & Conditions of the Contract

- 15.** Note: Please visit the sites at Panvel, Colaba & Alibag campuses of the Institute before forwarding the quotation.
- 16.** The contractor shall follow all the safety Rules and Regulations throughout the Execution and till completion of works, specially the safety of all persons. The Contractor shall take appropriate insurance cover for the workers and Staff Employed by him IIG will not be responsible to any consequences for loss of life and damage to the property due to negligence.
- 16.1** Bidder/agency which is selected after tender process will have to repair and replace of the parts related to the fire system
- 16.2** All the tools Plants and equipments to carry out the Fire system work at the site to be provided by the contractor Free of cost
- 16.3** Contractor has to ensure proper operation & maintenance of safety and fire Equipment installed and carry out the fire fighting/rescue operation in case of fire or accident inside the complex/building when work is in progress, and can Take the help of Fire department.
- 16.4** All materials or any parts of Fire System which is required to be replaced shall be from the Same manufacturer/supplier who have provided the original Equipment/Parts.
- 16.5** The contractor shall follow all the safety Rules and Regulations throughout the execution and till completion of the works, specially the safety of all persons, Plumber, Mechanic and helpers to avoid electrical and mechanical Accidents to such persons. The contractor shall take appropriate insurance Cover for the workers and staff employed by him. IIG will not be responsible to any consequences for loss of life and damage to the property due to Negligence.
- 16.6** CPWD specifications shall be followed by the successful bidder while executing the work, where not available, Bureau of International. Standard/Engineering practice as directed by the IIG Engineer shall be followed.
- 16.7** As the work will have to be carried out in building and area in use, the contractor shall ensure :-
- That the normal functioning of IIG activity is not effected as far as possible and may be executed beyond office hours.
 - That the work is carried out in an orderly manner without disturbing setup in the premises any damages due to mishandling improper workmanship the damage cost will be recovered from the contractor bills
 - That all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of each day's work.
 - The Contractor shall ensure that his staff is qualified and licensed for their part of work. He shall be responsible for their conduct. The staff should behave in a courteous manner. The contractor shall be held responsible for any loss or damage to IIG property.
 - The contractor shall ensure safety of his workers and others at site of work and shall be responsible for any consequence arising out of execution of the Repair and Maintenance work.
 - When instructed to do so, the contractor shall ensure proper record keeping and storing of irreparable / dismantled material.
 - The contractor has to ensure that 12 months guarantee for the work carried out by him

- The rates quoted in the tender Should be inclusive of Tax

16.8 The contractor should depute the staff they should be qualified in the field of fire system installation and repairing and they should have sufficient working experience. The rates quoted shall be valid till completion of the work contract. The rates quoted should be inclusive of all taxes. Incomplete or late tenders will be rejected outright.

16.9 Scope of Work: Supply installation testing of Pressure gauges, pressure, switch, Providing steel flexible hoses, GI pipes, servicing main pump, diesel engine, and servicing jockey pump, related panel etc.

a) Payment will be made basis on submission of bill by the contractor on actual measurement quantity on site and certifying its correctness by authorized official./Engineer in charge.

16.10 Statutory taxes, as applicable, will be deducted from each bill.

16.11 The agency will be responsible for complying with payment of minimum Wages, Bonus as applicable under Central Government Rules and other benefits including prescribed number of Holiday/Weekly off etc. to its employees deployed in the office/worksites, as per labour laws in force from time to time. The agency will be responsible to comply with laws related to Social Security such as E.S.I., P.F., Leave Wages and National Holidays as applicable and Goods & Service Tax wherever applicable.

16.12 Successful bidders have to submit performance security deposit which is 10% of total value of contract at the time of execution of agreement.

16.13 IIG reserves the rights to alter/modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender.

16.14 Tenderer should have the any of the following:

I. C.P.W.Ds/ State P.W.Ds./ M.E.S./ Railways/ BSNL Electrical Wing or any other Government body as Fire System Contractor with 3 year experience.

OR

II. Firms and contractors not registered with C.P.W.Ds/ State P.W.Ds./ M.E.S./ Railways/ BSNL Electrical Wing or any other Government body are required to submit eligibility documents of executing similar works during last 3 years as follows:

a. One similar work of value not less than Rs. 3,00,000/- (Rupees Three Lakhs Only) during last 3 years

Or

b. Two similar works of value not less than Rs. 2,26,000/- (Rupees Two Lakhs Twenty Six Thousand Only) during last 3 years.

Or

c. Three similar works of value not less than Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only) during last 3 years.

16.15 The financial bid of the tenderers, whose technical bid is found to be suitable, will be opened in the presence of the tenderers, who desire to attend the opening of financial bid.

16.16 Please note that in the event of work order, all the payment shall be made only through Electronic Fund Transfer / RTGS methods, and you are required to furnish the following information in your offer :-

- 16.17** Account Name (b) Account Number (c) Bank Name (d) Branch Name and address with IFS Code (e) MICR Code (cancelled cheque leaf copy to eliminate typing errors) (f) PAN No.
- 16.18** Penalty 1% of contract amount per day will be imposed and recovered from the contractor bill if contractor delayed and not completing the work within stipulated period.
- 16.19** Item put to the tender and quantity may varies according to the actual requirement as per site condition. Same will be decided by engineer in charge

Sign of Contractor

.....

Date:

Place:

ANNEXURE — I

Contract Form

This agreement is made on this day of.....between
..... represented by its proprietor.....
..... herein after called the Contractor which expression shall where the
context so permits or implies include his/her executors, administrators, legal representatives and
assignees of the First Part and Registrar, IIG, Panvel, Navi Mumbai

2. That WHEREAS the first part shall and will execute the work Bid Documents dated which shall become part and parcel of this agreement.
3. That WHEREAS the IIG has accepted the offer of the contractor to do Servicing, Repairing and Replacement of Parts of Fire Fighting System installed at IIG, Panvel, Navi Mumbai
4. That WHEREAS, the IIG shall and will make payment to the contractor as per payment terms stipulated in clause 4 of section III of bid document.
5. In accordance with the Bid Documents this agreement is made for a period of One year from to...., as in clause 10 of section IV of the bid document as decided upon to do so by the second party on the same terms, conditions and rate.
6. In witnesses whereof the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

(.....)
(.....)

Proprietor

**Registrar,
IIG,
Panvel, Navi Mumbai**

In presence of (Witnesses)

ANNEXURE-II

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on.....(date) in the tender of.....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference Name Specimen signatureI

II

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. Alternate representative will be permitted when regular representative(s) are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE-III

<On Tenderer Letter Head>

BID FORM

Tender No.

Date:

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of price attached herewith and made part of this Bid.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this..... Day of

**Signature of
in capacity of**

Duly authorized to sign the bid for and on behalf of

ANNEXURE-IV

(i) CHECK LIST and the order in which the documents are to be submitted for the technical bid.

Please check the below mentioned Documents have been supplied for participating in tender “Servicing, Repairing and Replacement of Parts of Fire Fighting System installed at IIG Panvel, Navi Mumbai”. Also mention the page no where these documents are given.

Sl. No.	Documents (Please refer to clause 5.1 of Section II for filling this Checklist)	Yes/No
1.	Technical Tender (As per ANNEXURE A)	
2.	Authorization letter for bid opening (ANNEXURE II)	
3.	EMD of Rs. 10000/- in form of Demand Draft (Original)	
4.	Certificate of incorporation/ Firm Registration Certificate (Copy)	
5.	PAN (Copy)	
6.	Copies of Service Tax & VAT Certificate/GST	
7.	Copies of Income Tax Return for last Three Financial Years.	
8.	Proof of experience (Copies of Work Orders)	
9.	Cancelled Bank Cheques (Original)	
10.	Certificate That None Of His/Her Near Relative is Working in the IIG Either Directly Recruited or On Deputation (ANNEXURE B)	
11.	Clause by clause compliance in the form of signing & stamping all the pages of Tender by authorised person/ persons	
12.	Registration license as fire contractor /experience proof as mentioned in the point 17, section-IV	

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible (Clearly readable).

LIST OF PREFERRED MAKE/ MAKE OF MATERIAL
For FIRE System

Sl No	MATERIAL	MAKE
1	PRESSURE SWITCH,ISOLATION VALVE	DANFOSE,INDFOSE
2	BULB SPRINKLER	NEWAGE,VIKING,GRINNELL
3	ROSER PLATE	SS
4	METAL HOSES	NEWAGE,VIKING,GRINNELL
5	G.I. PIPE	JINDAL,TATA
6	ALARM VALVE	HD
7	VANE TYPE WATER FLOW DETECTER	RAVEL,AGNI,SYSTEM,SENSOR,H ONEYWELL
8	ANNUNCIATION PANEL FOR FLOW DETECTOR	RAVEL,AGNI,SYSTEM,SENSOR,H ONEYWELL

TECHNICAL TENDER**For “Servicing, Repairing and Replacement of Parts of Fire Fighting System installed at IIG Panvel, Navi Mumbai”**

1. NAME OF TENDERING COMPANY / FIRM / SELECTED TENDERERS
2. NAME OF OWNER / PARTNERS/ DIRECTORS
3. FULL PARTICULARS OF OFFICE
 - (A) ADDRESS
 - (B) TELEPHONE NO.
 - (C) FAX NO.
 - (D) E-MAIL ADDRESS
4. FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM / SELECTED TENDERERS, WITH FULL ADDRESS/ TEL. NO.
 - (A) NAME OF THE BANK
 - (B) ADDRESS OF THE BANK
 - (C) TELEPHONE NO.
 - (D) FAX NO.
 - (E) E-MAIL ADDRESS
5. REGISTRATION DETAILS :
 - (A) PAN / GIR NO.
 - (B) GSTIN REGISTRATION NO.
 - (C) E.P.F. REGISTRATION NO.
 - (D) E.S.I. REGISTRATION NO.
6. DETAILS OF EARNEST MONEY DEPOSIT
 - (A) AMOUNT (RS.)
 - (B) D.D. / P.O. NO. AND DATE
 - (C) DRAWN ON BANK
 - (D) VALID UPTO

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Seal :

ANNEXURE B

CERTIFICATE THAT NONE OF HIS/HER NEAR RELATIVE IS WORKING IN THE IIG EITHER DIRECTLY RECRUITED OR ON DEPUTATION

“I.....
.....S/o.....
.....r/o.....
..... hereby certify that none of relative(s) as defined in the tender document is/ are
employed in IIG unit as per details given in tender documents. In case at any stage, it is found
that the information given by me is fails/ incorrect, IIG shall have the absolute right to take
any action as deemed fit, without any prior intimation to me.”

Date:
Place:

Signature of authorized person
Full Name:
Company's Seal:

Finance Bid

Name of Work: Servicing, Repairing and Replacement of Parts of Fire Fighting System installed at IIG, Navi Mumbai

(a) QUANTITY FOR FIRE REPAIRING MATERIAL

Sr. No.	Item Code / Description	Quantity	Rate	Total (INR)	Tax	Tax Amount
1	CANVAS HOSE PIPE CANVAS HOSE PIPE 15 MTR	14.00 No				
2	HOSE REEL PIPE	3.00 No				
3	SS BRANCH NOZZEL	7.00 No				
4	C WASHER	1.00				
5	COMPLETE HOSE BOX SET	7.00				
6	B CAP	6.00				
7	LUG THREAD	2.00				
8	INSTALLATION CHARGES	1.00				

Amount in Rupees:- _____

(b) QUANTITY FOR FIRE PUMP REPAIRING

Sr. No.	Item Code / Description	Quantity	Rate	Total (INR)	Tax	Tax Amount
1	MAIN HYDRANT PUMP Main haydrent pump 75hp complete motor and pump service motor winding coils cleaning and service and Resetting to all coils and thous bearing cleaning and servicing and router servicing and cleaning and magering to all winding coils Pump service pump implar and shaft testing and kye hol cleaning and and new kyes refitting in pump implar and refitting and testing	1.00				
2	STAND BY HYDRANT PUMP main haydrent stand by 75hp Motor and pump service Motor winding cleaning and coils service and router servicing and thous bearing cleaning and Refitting proper all parts Pump service pump implar servicing and shaft cleaning and kye hol service and new kye fitting and implar testing and refitting and testing	1.00				

3	JOCKEY PUMP jockey pump 15hp Motor and pump service Motor router cleaning and servicing and change new thous bearing and refitting Pump implar servicing and testing and shaft cleaning and kye hol cleaning and new kye fitting and new street bolts fitting and complete testing	1.00				
4	PANNEL SERVICE Panel service all pumps contactors coils and Patti cleaning and camical sevinging and realy and tim service and main switch repair	1.00				
5	BOOSTER PUMP 1st booster pump 5hp Motor winding heating and vornicing new ball bearing and implar servicing and new seal	1.00				
6	BOOSTER PUMP 2nd bosster pump service Motor winding heating vornicing and change new ball bearing and implar testing and new seal and complete testing	1.00				
7	BOOSTER PUMP booster pump push bottoms change And cables testing	1.00				
8	BOOSTER PUMP bosster pump panel service and 1nos realy change in bosster pump panle	1.00				

Amount in Rupees:- _____

Total Amount in Rupees (a)+(b):- _____

Signature of the Contractor