

Bose Institute
Kolkata

Bose Institute (BI) Kolkata invites the sealed tender from the Bonafide Contractors/vendors/companies for the Comprehensive Annual Maintenance Contract of 267 nos. various type of Fire Extinguisher installed at the different campuses of the Institute (Centenary Building, CAPSS , MEF & Falta Experimental Farm) and 12 nos. Fire fighting Water Hose Reel of Centenary Campus.

Tender Job Schedule

Comprehensive Annual Maintenance Contract of 267 nos. Fire Extinguisher of different types & capacities installed at the different campuses of the Institute (Centenary Building, CAPSS , MEF & Falta Experimental Farm) and 12 nos. Fire fighting water Hose Reel of Centenary Campus.

Tender NoticeNo. : BI/T/04/2019-20 dt. 29.5.2019

Last date & Time for Submission : 19.6.2019 upto 14:00 hrs.

Date/Time for opening of bids : 19.6.2019 upto 15:00 hrs.

Venue of Bid Opening : **Centenary Building, Bose Institute, Seminar Room (Annexe Block), P-1/12, C.I.T.Scheme-VII /M, Kolkata-700054**

Submission of tender : **Tender Box with the Purchase Cell at 1st floor in Annexe Block Centenary Building, Bose Institute P-1/12, C.I.T.Scheme-VII /M Kolkata- 700054**

If the date of opening happens to be a holiday, the bids shall be opened on next working day at the same time. Late/Delayed tenders shall not be considered.

Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made in writing.

Registrar (Officiating)

Terms and Conditions

1. Interested bidders are advised to visit the campuses within the due date before submission of the tender to understand and assess the actual scope of work .
2. **Scope of Work:** The work includes
 - a) Comprehensive Maintenance for 267 Fire Extinguishers owned by the department installed at various locations, blocks & halls in the Institute and 12 nos. Fire fighting water Hose Reel. The number may increase/ decrease from time to time.
 - b) The contract shall include minimum one general service initially and subsequent fortnightly checking & submission of report to the Institute.
 - c) The contractor need to depute experienced service engineer/ supervisor/ mechanic at site fortnightly but all complaints/ repairs shall be attended to within 24 hours, failing which the contractor will be required to provide requisite number of standby fire extinguishers at his own expenses. If urgent work is required on Saturday/ Sunday or a public holiday, contractor shall be duly intimated by BI and it will be incumbent upon the contractor to carry the work on such Public Holidays.
 - d) i) **Routine Services (Fortnightly):** The routine services will include: General cleaning of fire extinguishers, Checking & replacement of pressure gauges, squeeze grip, Syphon tube, discharge nozzle, repair/ replacement of brass portion, repair/ replacement of valves/ lids, fixing/ positioning of fire extinguishers, refilling, pressure testing, repair/ replacement of grip handle/ PVC base/ trolley (as required) etc. and any other work to maintain the serviceability of the fire extinguishers.
 - e) Apart from the routine services, the other services provided for maintenance of ABC/ CO2 type of fire extinguishers will have to be specified in the Maintenance Report Card.
 - f) The contract shall exclude painting of the fire extinguishers, chassis repair, change of sites etc.
 - g) Safety seals and tamper indicators should be checked and replaced if found broken.
 - h) Fullness of the cylinders should be checked by pressure gauge or weighing of cylinders.
 - i) Conditions of the tyres, wheels, carriage, hose and nozzle etc. should be checked for wheeled units. j) During inspection if any deficiency is noted, corrective action including recharging of cylinder should be done.
 - k) During inspection if any physical damage, corrosion, leakage, clogging, blocking of plunger is observed, the same may be brought to the notice of BI and rectified immediately.
 - l) During quarterly maintenance the exterior of the extinguishers, polish the painted portion with wax polish/ metal polish/ silver polish as applicable and the plastic components to be thoroughly washed with soap solution and sun dried.
 - m) During the tenure of the contract period, the firm needs to carry out one discharge test and hydraulic pressure test of all fire extinguishers.
 - n) All the fire extinguishers should be maintained as mentioned in IS 2190 (2010)

3. **EARNEST MONEY DEPOSIT (EMD):-**

The tenderers/bidders are required to deposit Earnest Money deposit of **Rs. 5000/- (Rupees Five thousand only)** in the form of Demand Drafts (DD) drawn on any nationalized / Schedule bank in favour of Bose Institute and payable at Kolkata. No interest shall be payable by Institute on EMD. For the successful tenderer, EMD will be returned on acceptance of work order and deposit of performance security. In case the party refuse to accept the work order during validity of their offer, EMD can be forfeited by the Institute. The EMD of unsuccessful bidder will be returned

- without interest after finalization of the contract.
4. Damages of the property, if any, occur due to the negligence/inferior materials/bad workmanship of the agency are to be rectified free of cost by them. The agency should allow Institute authority to deduct the rectification cost from their bill in case they fail to mend good the damages in time. Working areas are to be kept clean and no inconvenience/nuisance in the workplace is desired.
 5. **The bidder must be authorized dealer/ having authorized workshop (should submit the authorization). The agency should provide attested copies of past performances for similar type of jobs with other Central & state Govt. Departments/ PSUs/ Autonomous Bodies etc. during the last three years. This will include copies of work orders & completion certificate. f) Copies of existing contracts, if any, with Central & state Govt. Department/ PSUs/ Autonomous bodies etc. for similar nature of jobs.**
 6. The Agency should submit all the tax clearing certificate viz. IT, PT, GST, Labour license etc.
 7. The quotations received by the Institute after the deadline for submission of bids or receipt of quotation by Telex, Fax or E-mail will not be entertained.
 8. Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. The quotations which are not complete in all respects/having cuttings/erasing/over writing/not accompanied with EMD are liable to be rejected
 9. **Late tenders/unsigned quotations/Incomplete tenders may be rejected.**
 10. All tendered rates shall be inclusive of all taxes and levies payable except GST under respective statutes. However, pursuant to the Constitution (46th Amendment Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions, if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.
 11. The contract will be awarded initially for a period of one (01) year which may be further extended/ renewed for two (02) years on yearly basis subject to satisfactory performance report and recommendation for the same from the Workshop Superintendent and the Registrar of the institute on the written request of the contractor three months before the expiry of the contract. The satisfaction of the Institute in this regard shall be final. Prices during the currency of contract shall remain firm & fixed.
 12. Institute security norms to be strictly followed. Documents of the materials to be taken in/out are to be endorsed by the security check post.
 13. The Institute will not be responsible for any accidental hazards of the personnel of the agency and necessary safety measures as per I.E. rule is to be strictly followed by the agency.
 14. Whenever there is requirement of any kind of materials or any part relating to Fire Extinguisher the agency shall provide such materials or part without any delay.
 15. All materials provided by the agency should be either BIS certified or should be certified by the agency designated for the purpose by appropriate Government.
 16. All materials or any part(s) of Fire fighting system which is required to remove any deficiency or defect in the functioning of Fire fighting system shall be provided by the agency free of cost.
 17. The agency shall do the Fire Mock Drill of Fire Fighting System at least once in a year.
 18. The agency shall also train the housekeeping & maintenance staff deployed for fire fighting job, in addition to this the agency shall provide training to Staff & Officers of Bose Institute, Kolkata, if required.
 19. All Complaints during the contract period of services shall be attended to by the agency within 24.00 Hrs. and shall be rectified within 48 hrs.
 20. **Terms of payment:** a) The contractor will submit the bill for payment on quarterly basis with relevant service report and challans and after completion of each quarter. b) The Payment for 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.
 21. The agency should keep in touch with Fire Department of West Bengal Government and obtain the

- NOC or other compliance documents, if required.
22. No addition /alteration / deletion in the tender is allowed after submission of tender.
23. The Rates quoted shall be valid for a period of 120 days from the date of opening of the Price-bid.
24. Prices should be quoted on net destination basis at BI and firm & fixed price basis. 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.
25. BI reserves the right to discontinue the contract at any time by giving one month's notice without assigning any reasons.
26. **SIGNING OF CONTRACT:** The Institute will issue work order to the selected bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder, as a token of acceptance within 7 days and the agency will be required to enter in to an agreement with BI within 15 days from the date of acceptance of work order.
27. **Performance Security :** Successful bidder will be required to submit a performance security deposit of an amount equivalent to 10% of contract value in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank in favour of Bose Institute which shall be valid upto 60 days beyond the expiry date of the contract including extended period and the agency is required to get the same renewed for the extended period of contract. The Performance Security deposit must be submitted within 21 days from the date of issue of Work Order. Performance Bank guarantee will be refunded only after successful completion of the contract in all respect. EMD will be refunded after submission of security Deposit.
28. **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 1% 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 shall not exceed 10% of the total contract price.
29. **Warranty:** One year comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation from tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to contractor's premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.
30. **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 Kolkata.
31. **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.

Registrar (Officiating)

Application Form No. 1

GENERAL INFORMATION:

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm:
2.	Head office address:
3.	Registered office address:
4.	Telephone: Contact:
5.	Fax: E-mail:
6.	Place of incorporation/ Year of incorporation/registration Registration No.

Application Form No.2

STRUCTURE AND ORGANIZATION

1. The applicant is
 - (a) An individual
 - (b) a proprietary firm
 - (c) a firm in partnership
 - (d) a Limited Company or Corporation

2. Attach the Organization Chart showing the structure of the organization, including the names of the Directors and position of officers.

3. Have you ever left the work awarded to you incomplete: (If so, give name of project the work.)

Price -Bid

PRICE OFFER FOR “ Comprehensive Annual Maintenance Contract of 267 nos. various type of Fire Extinguisher installed at the different campuses of the Institute (Centenary Building, CAPSS , MEF &Falta Experimental Farm) and 12 nos. Fire fighting Water Hose Reel of Centenary Campus”,

1. Name of the firm:
2. Rates (Per annum)

Sl No.	Type of fire extinguishers / Fire fighting Water Hose Reel	Capacity of fire extinguishers	No. of fire extinguishers / Fire fighting Water Hose Reel/Fire Buckets	Unit rate per annum (in Rs.)	Amount per annum (in Rs.)
01	CO2	2 Kgs	40		
02	CO2	4.5 Kgs	32		
03	CO2	6.5 Kgs	16		
04	CO2	9 Kgs	8		
05	DCP	2 Kgs	12		
04	DCP	5 Kgs	76		
05	DCP	10 Kgs	5		
06	Water CO2	9 Ltrs	46		
07	Mechanical Foam	9 Ltrs	6		
08	Fire Bucket		25		
09	ABC	5 Kgs	1		
05	Sub-Total		267		
08	Fire fighting Water Hose Reel	N.A	12		
09	Total				
08	GST (as applicable)				
09	Grand total				

Signature of the bidder with seal & date