

SCHEDULE AND DATES TO THE INVITATION OF RFP

S.No.	Item	Particulars
i	Date of Issue of RFP	19.12.2019
ii	Websites for downloading Tender Document and subsequent clarification / modification, if any	www.vamnicom.gov.in
iii	Cost of Bid Document (Non-Refundable)	Rs 1,000 (Inclusive of GST) (Rupee One Thousand Only)
iv	Earnest Money Deposit (EMD) / Bid Security (Refundable)	Rs. 15,000/- only (Rupee Fifteen Thousand Only)
v	RFP Download/Purchase Start Date	19.12.2019 (1700Hrs)
vi	Pre-Bid Meeting cum site visit	On 27/12/2019 at 03:00 PM in classroom no. 109 at VAMNICOM, Pune
vii	Bid submission Start Date / Time	01.01.2020 (1000 Hrs)
viii	Last Date & Time of downloading / Purchase of Bid Document.	08.01.2020 (1300 Hrs)
ix	Last Date & Time for Bid submission	08.01.2020 (1300 Hrs)
x	Date & Time for opening of Technical Bid	08.01.2020 (1500 Hrs)
xi	Date & Time for opening of Financial Bid of Technically qualified bidders	Subsequent to Technical Bid opening (to be intimated later to the Technically qualified bidders)
xii	Bid Validity	150 days from the last date of submission of the Bid.

*The dates of the Pre-bid conference cum site visit and Query Submission/reply are tentative and may be changed at the discretion of VAMNICOM. However, all these dates would be at a reasonable time before the last date for the deposit of the Bid. In case of change of schedule of these events, the changed schedule would be indicated on the VAMNICOM's website.

** If due to any exigency, the due date for opening of the Bid is declared a closed holiday, the bids will be opened on the next working day at the same time and place or any other day / time, as intimated by the VAMNICOM.

Note:

- i. All bidders or their authorized representatives, who choose to be present, may attend the opening of the technical bids. Bid Document and subsequent clarifications on bid terms, if any, can be downloaded from VAMNICOM website www.vamnicom.gov.in.
- ii. Keep visiting this website for any subsequent clarifications & modifications, as the same will be issued only through this website.
- iii. VAMNICOM will not be responsible for any delay in submission of bid due to any reason.

RFP FOR SUPPLY OF DIFFERENT TYPES OF FIRE EXTINGUISHER UNITS

Sealed Tenders in the prescribed format are invited by Vaikunth Mehta National Institute of Cooperative Management, Pune (VAMNICOM) for “**Supply, Installation and Commissioning of Fire Extinguishers and other allied works**” as per the terms and conditions given below:

Terms and Conditions.

1. The TENDER DOCUMENTS may be downloaded from the Institute’s website (www.vamnicom.gov.in) and completed in all respect (filled the respective columns / rows , sealed, signed on all pages with date) and submitted to the Building Section, at “VAMNICOM Bhavan” i.e. Administrative Building, VAMNICOM, Pune on all working days latest by **08-01-2020** till 01.00 PM along with a non-refundable tender cost of Rs.1,000/- (Rupees one thousand) only in the form of Demand Draft drawn in favour of the **Director, VAMNICOM, Pune** payable at **Pune**. Details/ supporting document wherever applicable if attached with the tender should be authenticated by the Tenderer/Bidder. No over writing unless authenticated with signature of the Tenderer / Bidder shall be accepted. Incomplete Bid / Tender shall be rejected.
2. The technical bids will be opened on 08-01-2020 at 03.00 PM in the Room No. 109 in presence of Bidders / Tenderers who wishes to attend. No separate intimation / communication will be sent in this regard.
3. In the event of due date of submission or opening of tender being a closed holiday or declared holiday for the Institute the due date for the opening of the Bids will be the following working day at the time and venue mentioned at (2) above.
4. The Tenderers / Bidders are required to provide a total installation solution to this Institute which will include the following :
 - a) Supply, installation and commissioning of fire extinguishers **along with suitable certificates from Fire Department for Fire Extinguishers.**
 - b) Any other services that may be required for the systems to be installed

and integrated with the rest of Institute's infrastructure with regard to the firefighting system. For the above mentioned purpose, the tenderer / bidder should visit Institute premises to obtain any or required information.

c) Provide a No-Objection Fire Safety certificate to the Institute from the State Fire Safety Department. It may be noted here that the payment against Supply and Installation of Fire Extinguishers is independent of "Providing Fire Safety Certificate" that means full payment may be released by the Institute against Supply and Installation of Fire Extinguishers. However, Earnest Money Deposit will be held with the Institute until successfully completion of the works detailed in this Tender Document.

d)The successful bidder upon receipt of work order needs to make a periodic visit to the Institute Campus in order to make the fire extinguisher units in proper working condition.

5. The Tenderer / Bidder will be required to submit the Technical and Financial bids in two different sealed covers. Sequential page numbering should be marked on all the pages of the bid submitted (including supporting documents). The sealed envelopes containing the technical bid and financial bid should be duly superscribed as '**Technical Bid**' and '**Financial Bid**' respectively for easy identification.
6. The **Processing Fee** of Rs. 1000/- (Rs. One Thousand only) in the form of Demand Draft only, drawn in favour of the **Director, VAMNICOM, Pune** payable at **Pune** should be submitted with the **Technical Bid**.
7. The **EMD** amount of Rs. Rs.15,000/- (Rupees Fifteen thousand only) in the form of Demand Draft drawn in favour of the **Director, VAMNICOM, Pune** payable at **Pune** should be submitted with the **Technical Bid**. Both the envelopes should be placed together in a bigger envelop superscripted as "**Supply, Installation & Commissioning of Fire Extinguishers and Other Allied Works**".

8. The Technical bid will be consisting of technical services details, performance report from an organization, experience certificate, tax registration details (PAN/CST/ TIN, etc.), firm registration details, Income Tax returns, GST Registration Certificate. The Financial bid will indicate the item-wise price for the items mentioned in the technical bid. The tenderer/ bidder should also go through the documents for submission mentioned at column no. 15.

9. The sealed tender duly super scribed as “**Supply, Installation & Commissioning of Fire Extinguishers and Other allied works**” should reach on or before **01:00 PM on 08-01-2020** to the Registrar, VAMNICOM, Pune – 411 007 by registered post/ speed post/ or the same may be submitted in Building Section of the Institute within the stipulated time and date cited above.

10. Tender received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays whatsoever and tender received after the stipulated time/date is liable to be rejected. No future communication in this regard will be entertained.

11. The Institute shall have the right to assess the competencies and capabilities of the tenderer / bidder by going through the credentials given in the Technical / Infrastructure Bid and on the basis of such credentials, Institute may reject the offer of the tenderer / bidder without assigning any further reason. In the event of cancellation or rejection of Technical Bid the Financial Bid shall not be opened for that particular tenderer / bidder. The Financial Bid of those parties who qualify in the technical scrutiny shall only be opened at the time and date of opening the financial bid, which shall be intimated in due course.

12. Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand) only in the form of Demand Draft drawn in favour of the **Director, VAMNICOM, Pune** payable at **Pune** from any Nationalized Bank is required to be deposited in the sealed Envelope super scribed as **Technical Bid**.

13. Disagreement with any of the terms & conditions as stated in tender as well as non-submission of the stipulated Earnest Money Deposit (EMD) shall invite rejection of Tender. Only tenderer(s) / bidder(s) whose Technical / Infrastructure particulars as stated in tender are found in consonance with Institute's requirements shall only be considered for further Evaluation Process.

14. The Tenderer/ Bidders are required to study/survey the Institute's complete set up while putting for tender of the supply, installation and commissioning of fire extinguishers and other allied works.

15. Security Deposit

The Earnest Money Deposit of Rs. 15,000 (Rupees Fifteen Thousand) will be kept by the Institute as against the security deposit which shall be retained for a period of **Six Months** from the date of issue of work order.

16. The Tenderer / Bidder agencies are required to enclose attested photocopies of the following documents, failing which their bids will be summarily/out-rightly rejected and will not be considered :

- (a) Registration certificate for refill and supply of fire extinguishers as per existing norm;
- (b) Copy of CST/TIN Registration Certificates/GST Certificate.
- (c) Copy of PAN Card;
- (d) Copy of Income Tax Return filed for last three financial years
- (e) Copies of satisfactory work of refill and supply of fire extinguishers in any Govt. organization like Institute/IITs/IIMs for a least 1 years.
- (f) Copy of annual turnover certificate for last 3 years.

17. The security deposit may be released to the bidder on their request after two months of satisfactory completion of the work.

18. Any discrepancy and breach of trust in supply or service will lead to forfeiture of security deposit at the discretion of the Institute.
19. In the event of withdrawal / cancellation / modification of the Bid after submission by the party the same would be summarily rejected and the Earnest Money submitted together with the Tender will be forfeited.
20. The Service Provider/Contractor must have the essential registrations and permits for such equipments and services offered by them.
21. The firm participating should be an Original Equipment Manufacturer / Authorized Dealer / Stockist / Trader. Equipment must have necessary ISI Certificate from BIS, India in case of manufacturer and the valid dealership certificate in case of Authorized Dealer/ Supplier of ISI certified fire extinguishers.
22. The firm should be registered one and having qualified technicians as per the norms and guidelines given by the State Fire Service Department and they are also bound to obey the rules and regulations of the State Fire Department and or government authority/norms meant for the purpose.
23. The bidders are requested to present information along with their offers as follows:
 - a) Shortest possible delivery and installation period of each product.
 - b) Information of representative and/or workshop for back-up service/repair and maintenance including their names, contact phone and addresses.
 - c) Prices quoted should be inclusive of all taxes
 - d) The rates quoted shall be valid for at least 01 year.
24. Bidders are requested to submit with their offers the detailed specifications, drawings, catalogues, WARRANTY, etc for the products

they intend to supply.

25. Bidders must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
26. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall have to be explained in detail in writing with the offer, with supporting data. The procuring entity reserves the right to reject the products, if such deviations are found during use and operation of the products.
27. Delivery of the Goods shall be made by the Bidder **free of freight Charges** and installed in the various buildings/sites of VAMNICOM.
28. The Supplier will have to impart short and meaningful **operational training** to the personnel assigned for this purpose by the VAMNICOM.
29. The Goods supplied under the Contract shall be **fully insured** against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery to VAMNICOM. Any damage prior to or during installation will be borne by the supplier.
30. The VAMNICOM reserves the right to inspect, test and where necessary, reject the goods after the Goods' arrival and shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the company/supplier or its representative prior to the equipment delivery.
31. If any inspected or tested goods fail to conform to the Specifications, the VAMNICOM may reject the equipment, and the bidder shall have to either replace the rejected equipment or make alterative necessary arrangements to fulfill specification at their own expenses.

32. The VAMNICOM reserves the right to accept or reject any bid without assigning any reason whatsoever. Being the lowest bidder only does not qualify for a successful bid.

33. Payment against Bill / Invoice shall be released only after satisfactory completion of the work. Payment will be made direct to the supplier through Electronics Mode after deducting prevailing Income Tax/ GST Laws as applicable. No request for other mode of payment will be entertained. **No advance payment** will be made in any case.

34. The terms and Conditions of this TENDER DOCUMENTS will be binding to the Bidders and the VAMNICOM.

35. Any dispute arising out of this supply contract will be subject to Pune jurisdiction only.

36. The prices quoted for Institute premises and should be **inclusive of all charges** viz. installation, acceptance test and charges for one year onsite comprehensive warranty. In case warranty is for 1 year by default the Bidder shall quote for the **support pack from Principal manufacturer so as to validate the warranty for 3 years.** The principal manufacturer will provide standard certificate of warranty for minimum of 3 years in the name of the Institute.

37. Eligibility Criteria

The tenderer / bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The tenderer / bidder must also possess the technical know-how and the financial capabilities that would be required to successfully provide the **“Installation & Commissioning of Fire Extinguishers and other allied works”** sought by the Institute. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the tender document. The invitation to bid is open to all tenderer / bidders who

qualify the eligibility criteria as given in Annexure-I. Eligibility criteria are mandatory and any deviation in the same shall attract bid disqualification.

37. Security Deposit shall be retained will be released after 1 year subject to satisfactory performance within one year.

All the aforementioned terms and conditions of the Tender documents are acceptable to me and I agree to abide by the same.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

Annexure-1

Sr. No.	Eligibility Criteria	Documents to be Submitted
1.	The tenderer/ bidder should not be currently blacklisted by any Central / State Govt. Dept./ Public Sector Unit	Self-attested Certificate in the prescribed format as per Annexure-IV.
2	The tenderer/ bidder should have relevant experience of minimum of 3 years in "Supply of Extinguishers and other allied works	Copy of order and / or certificate of completion of the work.
3	The tenderer/ bidder should provide complete Bio-data of all resources that will be deputed to this project.	Copy of Bio-data of resource person
4	The tenderer/ bidder with SC (Support Center) and project office based in Pune.	Copy of the address proof.
5	The tenderer/ bidder should provide a detailed time schedule for the total implementation of the "Supply, Installation & Commissioning of Fire Extinguishers and other allied works"	Copy of detailed time schedule with implementation plan should be provided by the tenderer/ bidder
6	The tenderer/ bidder should provide address details of their project office and support centre for personal visit by the Institute Officials	Copy of address detail should be provided

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

Vaikunth Mehta National Institute of Co-operative Management, Pune
PART- ' A'
TECHNICAL BID

Sr. No.	Particulars	Qty.	Warranty (in Years)	Brand Name
1	ABC Type Fire Extinguishers (MAP 50, 2 KG)	32		
2	ABC Type Fire Extinguishers (MAP 50, 4 KG)	20		
3	ABC Type Fire Extinguishers (MAP 50, 6 KG)	06		
4	Self-Activating Fire Extinguisher Discharge rate – 16 CuM Material - Cylindrical Glass Tube	06		
5	Watermist type Fire Extinguisher 6 liters Cap.	01		
6	Providing Fire safety Certificate	01		

NOTE: Enclose additional/ separate sheets, if required

- I. All material shall be confirming to ISI, ISO, EN3 specifications/standards.
- II. Sticker showing of date of expiry shall be pasted.
- III. Above Qty. may increase/decrease at the time of order.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

**TENDER FOR REFILL AND SUPPLY OF DIFFERENT TYPES OF FIRE
EXTINGUISHERS**

Name of the Applicant _____

Address _____

Email address _____

Telephone No. _____

Mobile No. _____

Any additional Information/ facilities/services offered free of charge

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To,
The Registrar,
Vaikunth Mehta National Institute
Of Cooperative Management,
Pune - 411 007

Dear Sir,

We, the undersigned, offer to provide Services for **“Supply, Installation and Commissioning of Fire Extinguishers and Other allied works”** at **Vaikunth Mehta National Institute of Cooperative Management, Pune (Maharashtra)** in accordance with your Tender Document. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive and agree to all terms and conditions of this Tender Document.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

DATA SHEET OF BIDDER FOR REFILLING & SUPPLY OF FIRE EXTINGUISHERS

1	Name of Firm	:
2	Address	:
3	Established Since	:
4	Name of Proprietor / Partners	:
5	Brand of Fire Extinguishers	:
6	Whether BIS (ISI) Brand Obtained	:
7	i) Agency / Distributorship:	:
	ii) Since When	:
8	Details of running contacts with other Organizations with amount of work orders (give full details with enclosures)	:
9	Details of Bank Draft/Demand Draft	:
10	Annual turnover for last 03 (three) years	:

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

Check list of documents to be submitted (Self attested photocopies of the documents to be enclosed):

Sl. No.	Particulars	Say 'Yes' or 'No'
1	PAN Card/TIN No.	
2	Fire Service Registration Certificate	
3	Registration/Licensed Certificate of Agency/ Firm/ Contractor	
4	Service Tax Registration Certificate/GST	
5	Copies of IT Returns of last 03 years	
6	Experience Certificate in similar works(Fire Fighting services)	
7	Bank A/c number and name of the account holder(s) and bank's address	
8	Dispute, Litigation, Black-listing if any	
9	EMD Original with Technical Bid	
10	Technical Bid Original (Separate envelope)	
11	Financial Bid Original (Separate envelope)	
12	Copy of Annual Turnover certificate to last three (03) years.	

Office Seal

(Signature of the Contractor / Bidder)

Date

Name:

Certificate / Undertaking

1. We certify that we/ our organization has neither been black listed nor our contracts have been terminated/ foreclosed by any company / government department / public sector organization during last 3 financial years ending 31.03.2019 and during current financial year till date of bid submission, due to non-fulfillment of contractual obligations.

Date

Signature

Place

Name

Designation

Seal of Authorized Signatory

Vaikunth Mehta National Institute of Co-operative Management, Pune

PART-B
FINANCIAL BID

Sr. No.	Details	Number of New Units*	Cost of New Unit	
			Unit Cost (Rs)	Total Cost (Rs.)
1	ABC Type Fire Extinguishers (MAP 50, 2 KG)	32		
2	ABC Type Fire Extinguishers (MAP 50, 4 KG)	20		
3	ABC Type Fire Extinguishers (MAP 50, 6 KG)	06		
4	Self-Activating Fire Extinguisher Discharge rate – 16 CuM Material - Cylindrical Glass Tube	06		
5	Watermist type Fire Extinguisher 6 liters Cap.	01		
6	Providing Fire safety Certificate	01		
			Total with GST	

* **Note:**

- I. The above rates are **inclusive of GST** and all other applicable taxes.
- II. The rates are inclusive of transporting, installation, commissioning etc. charges.
- III. All material/refilling shall be confirming to BIS specifications/standards.
- IV. Sticker showing of date of expiry shall be pasted.
- V. Above Qty. may increase/decrease at the time of order.

Office Seal

(Signature of the Contractor / Bidder)

Date

Name