



No. RamjasCollege/E-Procurement/2022/Fire Extinguisher/CPPP/02 Date: 04.04.2022

E-PROCUREMENT TENDER NOTICE

The College invites ONLINE bids as per two bids System (Technical and Financial) from eligible bidders through e-procurement <https://eprocure.gov.in/eprocure/app>

Our Enquiry Ref No : RamjasCollege/E-Procurement/2022/Fire Ext/CPPP/02	
Dated :	___/___/20___
Tender fee (Rs.) :	₹ 500
Bid download start Date and Time :	___/___/20___, 1800hrs
Bid submission start Date and Time :	___/___/20___, 1000 hrs
Last date and time for Bid Submission :	___/___/20___, 1600 hrs
Date and Time of Bid Opening :	___/___/20___, 1600 hrs
Tender Value (Rs.) :	₹ _____
EMD(Rs.) :	₹2,000
Bid Validity :	Up to 31.07.2022

Subject: Invitation of ONLINE two fold bids for obtaining the rates for refilling of fire extinguishers in College premises by Ramjas College

Dear Bidder,

Only online bids are invited **for obtaining the rates for refilling of fire extinguishers, Ramjas College** as per the below details.

1	Refilling of Gas in following type of Fire Extinguishers :	Qty
1.01	4 Kg ABC Type fire extinguishers	18.00
1.02	4.5 Kg CO2 Type fire extinguishers	22.00
1.03	6 Kg ABC Type fire extinguishers	10.00
1.04	9 Kg CO2 Type fire extinguishers	6.00
1.05	4 Ltr AB Type fire extinguishers	2.00
1.06	5 Kg ABC Type fire extinguishers	2.00
1.07	9 Ltr ABC Type fire extinguishers	1.00
1.08	9 Ltr. Mechanical Foam	2.00

(Handwritten signature)

1.09	9 Kg B Type Fire Extinguishers	2.00
1.1	5 Kg CO2 TYPe Fire Extinguishers	4.00
1.11	50 Ltr Mechanical Foam	2.00

Note:

1. Price must be inclusive of all charges including labour charges and taxes
2. The Contract shall be for a period of one year from the date of awarding of contract

IMPORTANT:

- All details regarding the subject tender are available on websites www.ramjas.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
- Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>
- Manual bids shall not be accepted.
- For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>
- Bidder is advised to follow the instructions provided in the 'Instructions to the Contractors/Bidder' for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>
- Bid documents may be scanned with minimum 100dpi with black and white option in pdf format.

It is required that the following instructions should be carefully followed including detailed terms and conditions attached overleaf as **Annexure 'A'**, while submitting your offer; otherwise your offer may not be considered.

1. All the communication with the college should be addressed only to "Principal, Ramjas College, University of Delhi, University Enclave, Delhi- 110 007." (hereinafter called the Principal)
2. Online Quotations will be two fold (a) tender fees, all technical details and supporting documents (b) another financial bid containing items wise price for the item mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
3. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
4. Corrigendum, if any, will be published only on the above websites only.

Yours Sincerely,




Principal



Convenor
(Central Purchase committee)

Procuring Officer



ANNEXURE 'A'

Terms & Conditions Details

- I. The bids should be valid upto 31st July, 2022.
- II. Non-refundable tender fee of ₹500 should be remitted through DD or online through RTGS/NEFT to the following account separately. DD must reach the college, sealed in original, before the bid submission or in the envelop containing the technical bid, date and time having tender and bidder details at its back. The College will not be responsible for any missing information and any postal or delay because of whatsoever reason.

Name of account holder	PRINCIPAL, RAMJAS COLLEGE
Bank name	UNION BANK OF INDIA
Branch name with complete address, telephone number and email	KAMALA NAGAR DELHI-110007. 011-25667706,
IFSC Code	UBIN0902837
Is the branch also NEFT enabled?	YES
Type of bank account	SAVING
Complete bank account number	520141001194352
MICR code of bank	110017003

A copy of RTGS/NEFT transfer report should be submitted along with the bid submitted separately for tender fee.

- III. If the successful bidder fails to execute items 80% of the amount ordered, the bidder will be blacklisted from the college for at least for 5 years and the performance security deposit shall stand forfeited.
- IV. Bid submitted by a bidder who has been blacklisted in the college will be summarily rejected and its EMD for this tender shall stand forfeited.
- V. Tenderer who has downloaded the tender from aforesaid sources **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected. Also tenderer is liable to be banned from doing business with the college.
- VI. The final offered rate(only in the financial bid) shall be quoted by the bidder, for every item, in words and also in figures and shall match with the amount figure. If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the bidder in words shall be taken as correct.
- VII. The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority.
- VIII. The following scanned and signed documents are to be furnished by the bidder along with **Technical Bid** as per the tender document. Incomplete bid is likely to be rejected with no claim whatsoever to the bidder.
 - a. Certificates like Registration certificate, GST No., PAN No, TIN No, Service Tax registration, Sales Tax, Trade Tax Regn etc.
 - b. Copy of **Tender Acceptance Letter & Letter of authorization to submit bid**.
 - c. An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government/DU institution and there has been no litigation with any government department on account of IT services.
 - d. No near relative certificate
 - e. The bidder should submit complete specifications with make and model, manufacturer's name and address, proprietary certificate, if applicable
 - f. Technical compliance chart, technical literature or product catalogue, support and service centre details, warranty certificate, if applicable.
 - g. Copy of the **cancelled cheque** and/or any other document in support of the quoted item only with the technical bid of their respective offer
- IX. The following documents are to be furnished by the bidder along with **Financial Bid** as per the tender document:
 - a. Price bid undertaking in the format provided in the tender **Annexure-III**
 - b. Schedule of Financial bid in the form of Financial Bid provided in the tender **Annexure-II**
 - c. Declaration Sheet **Annexure-IV**
 - d. Bid Check List **Annexure-V**
- X. University of Delhi is registered with the DSIR for the purpose of availing Custom duty exemption and Central Excise duty exemption via TU/V/RG-CDE(14)/2016 Dated August 26, 2016 valid upto 31.08.2021.

- XI. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc. regardless of the conduct or outcome of the bidding process.
- XII. Sealed bids submitted personally/ post and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- XIII. All the pages of bid being submitted must be **Signed with Sealed and Sequentially** numbered by the bidder irrespective of nature of content of the documents before uploading.
- XIV. The college reserves the right to change the number of items to be procured as also their quantity.
- XV. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- XVI. The Principal also 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 maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- XVII. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or bidder.
- XXVIII. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XIX. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XX. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XXI. The college may ask the bidders for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XXII. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible.
- XXIII. No advance payment will be made. TDS applicable for professional services will be deducted.
- XXIV. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XXV. Indian agents quoting directly or representing foreign principals (suppliers/manufacturer) should be registered with DGS & D for the items appearing in the restricted list of current EXIM policy of GOI.
- XXVI. For imported equipment/s, payment can be made against the letter of Credit/Sight draft. The firm opting for Letter of Credit (LC) opening should clearly mention the address of foreign bank in the financial bid.
- XXVII. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.
- XXVIII. Any mismatch or contradictory information in your tender document may lead to cancellation of your bids.
- XXIX. While submitting bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The bidder submitting an offer in the response of this enquiry is assumed to have accepted our terms and conditions stated above.

Important Note

1. **Due Date:** The tender has to be submitted online only within 10 days from the date of publishing of NIT
2. **Two Bid System:** The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid through Online mode. **The technical bid should consist of tender fee, all technical details along with commercial terms and conditions.** Financial bid should indicate item wise price inclusive of Tax for the items mentioned in the technical bid.
3. **Opening of the Tender:** The bid will be opened by a committee duly constituted for this purpose. The technical bid will be examined by the purchase committee (as per specification and requirement). The financial bid will be opened only for those bidder whose technical bid shall meet all requirements as per the specification, and will be opened in the presence of the vendor's representatives subsequently for further evaluation. The bidders, if interested, may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
4. **Acceptance/ Rejection of bids:** The Committee reserves the right to reject any or all offers without assigning any reason.
5. **Prices:** The price should be quoted in total including tax and must include all packing, printing and delivery charges. The offer/bid should be inclusive of taxes and duties which will be paid by the purchaser as applicable.



UNDERTAKING to be submitted with the Financial bid of the tender

From: (Full name and address of the Bidder)

To,

The Principal
Ramjas College
University of Delhi
University Enclave
Delhi- 110 007

Dear Sir,

1. I/ we, the undersigned bidder, hereby submit the Price Bid for your tender reference no _____ for the _____ and related activities as envisaged in the Bid document.
2. I/we have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/we undertake to supply the items as per specifications desired in your tender. Any deviations may lead to cancellation of award as per tender terms and conditions.
4. I/we offer to execute the work at the rates as indicated in the price Bid as per the award of contract, if applicable.

Yours Faithfully,

Signature and Seal for Bidder



BID CHECKLIST to be submitted with the Technical Bid

Sl. No.	Item Description	Yes/No	Bid Reference
1.	Tender Fee Receipt Enclosed if paid online or DD in original		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted		
5.	Registration Certificates		
6.	No near relative certificate		
7.	Technical literature/ manual etc.		
8.	Technical bid as per format		
9.	Undertaking and Financial Bid as per format		
10	GST Registration certificate		
11	PAN		

Note: Disclosure of financial rates in the technical bid is liable to be reject. Therefore don't mention the price list/financial quotation in technical bid.

DECLARATION SHEET**Annexure IV**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
8.GST Number	
9.Challan of Sample, if any (copy enclosed)	



(Signature of the Tenderer)
Name:

Seal of the Company

FINANCIAL BID FOR

For Refilling of fire extinguishers

1	Refilling of Gas in following type of Fire Extinguishers :	Qty	Total Amount
1.01	4 Kg ABC Type fire extinguishers	18.00	
1.02	4.5 Kg CO2 Type fire extinguishers	22.00	
1.03	6 Kg ABC Type fire extinguishers	10.00	
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1.09	9 Kg B Type Fire Extinguishers	2.00	
1.1	5 Kg CO2 TYPe Fire Extinguishers	4.00	
1.11	50 Ltr Mechanical Foam	2.00	

Note: Price must be inclusive of all charges including labour charges and taxes



Signature of Bidder

Name _____