

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी,
गुवाहाटी 781 039

**Indian Institute of Technology
Guwahati,**
Guwahati 781 039, Assam, India.

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Stores & Purchase
Section

• Shri. Kuntal Bhuyan
Joint Registrar (S&P)

• To,

All the interested parties

• Ref. No. IITG/SNP/EPub/FE-RC/2021-22

• Date: 06-09-2021

Subject: Notice Inviting Quotation (NIQ) for Annual Rate Contract for Maintenance including Refilling of existing Fire Extinguishers.

Dear Sir/ Madam,

The Indian Institute of Technology Guwahati, invites quotations for establishment of **Annual Rate Contract for Maintenance including Refilling of existing Fire Extinguishers** as per details mentioned in the ANNEXURES I to VI, attached herewith. The quotation is to be submitted **offline** as per 'Instruction to Bidders', 'Terms & Conditions' and Annexure-I, II, III, IV, V and VI to the undersigned on or before **01-10-2021 at 15:00 HRS.**

Tender document is divided into three parts i.e.

- (1) Instruction to Bidders,
- (2) Terms & Conditions, and
- (3) ANNEXURES:

- I) Format for Bids
- II) Format for Compliance statement
- III) Format for Vendor's detail
- IV) Format for Performance Bank Guarantee
- V) Format for Bid Security Declaration Form
- VI) Format for Register of Fire Extinguisher

Kindly read the NIQ document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIQ terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The Director, IITG, will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive IITG of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

In case of doubt please contact us at 0361 2582153/ 51.

Thanking you.

Yours Sincerely,

(Shri Kuntal Bhuyan)
Joint Registrar (S&P)

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INSTRUCTION TO BIDDERS**01. Mode of bid:**

Tender will have to be submitted in **Single bid**.

02. Important Date, Time and Venue:

Sl. No.	Particulars	Date & Time
01	Date of uploading of NIQ & other documents (publishing date)	06-09-2021 at 16:30 hrs
02	Documents download/sell start date	06-09-2021 at 18:15 hrs
03	Documents download/sell end date	01-10-2021 at 12:00 hrs
04	Bid submission start date	07-09-2021 at 12:00 hrs
05	Bid submission closing	01-10-2021 at 15:00 hrs
06	Technical Bid Opening date	06-10-2021 at 15:05 hrs
07	Venue of Technical bid opening	S&P Section, IIT Guwahati

3. Bid submission: Bids are to be submitted through offline to the website <https://eprocure.gov.in/epublish/app> in one Covers before the prescribed date and time.

3.1 Technical Cover: The technical Cover should contain of the following documents. The seal and signature of the authorized official of firms must appear on all the papers submitted:

- i. Bid Security Declaration Form: If any bidder is exempted from submission of Bid Security Declaration Form, Relevant Document(s) needs to be submitted as mentioned in sl. no. 08 of Terms & Condition.
- ii. Compliance certificate [Annexure –II]
- iii. Manufacturer's Certificate in case of manufacturer Or Manufacturer Certificate along with Authorized letter on the offered products in case of Agent or Dealer.
- iv. Details of the technical features of the offered item in the format at Annexure-I
- v. Standard Technical leaflet/literature on each of the items offered
- vi. HSN/SAC Number, ISO/ISI Certificate
- vii. Details of nature and maximum period of warranty offered.
- viii. Bidder's detail and its Service Centre detail, and TIN number as per format at Annexure-III
- ix. Character certificate (Undertaking that currently the vendor is not blacklisted by any govt. organization/institution)
- x. GST Registration Certificate and GST Clearance certificate.
- xi. PAN Detail
- xii. Registration Certificate
- xiii. Banker's Detail
- xiv. List of reputed organizations/institutions, particularly to IIT/Institutes and other Government Organization where similar

3.2. Financial Cover: The financial Cover should contain Bill of Quantities (BOQ) **in the given format**. The bidder is to quote the rate in the space marked for quoting rate in the BOQ. Only downloaded copy with same file name of BOQ document must be submitted by the bidder after filling up.

3.3 Address for correspondence: The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on all sealed covers as indicated below. In case of double bid Technical Bid or Price Bid must be written on the respective envelope.

Quotation for Rate Contract for Maintenance including Refilling of existing Fire Extinguishers.

NIQ Ref. No. IITG/SNP/EPub/FE-RC/2021-22, dated
LAST DATE OF SUBMISSION: 01-10-2021 (15 HRS)

To,

The Joint Registrar
 Stores & Purchase Section
 Indian Institute of Technology Guwahati
 Guwahati 781 039, Assam, India.

From: M/s _____

Address: _____

Phone No.: _____

04. Evaluation of Process:

- 4.1. Opening of Technical Cover: Technical Documents will be opened by the Purchase Committee members. If there is any deficiency/discrepancy in the Documents, the bidder will summarily be rejected.
- 4.2. During evaluation the Committee may summon the bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- 4.3. The Financial offer of the prospective bidder will be considered only if the Technical Bid of the bidder is found qualified by the Purchase Committee.

05.Award: The Final Award will be given to the vendor, selected by the Purchase Committee on the lowest quote basis.

06. Conditional tenders not acceptable: All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IITG.

07. Any query related to Technical Specifications, Instruction to Bidders and Terms & Conditions must be made before 7 working days of last date of submission of bids.

TERMS & CONDITIONS:**(A) Eligibility Criteria for the Bidder:-**

The bidder/ vendor/ contractor/ firm/ companies, who fulfill the following eligibility criteria and relevant document for proof of the same must be provided-

- 1) The bidder could be a sole proprietary concern/partnership firm or a company and should be registered Firms/Companies wherever applicable.
- 2) The bidder must have a proper infrastructure/office in **GUWAHATI** for refilling and other maintenance works.
- 3) The bidder must have valid ISO/ BIS certificate for dealing with fire fighting equipment.
- 4) The bidder/firm must have minimum 05(Five) year experience of successful execution of refilling work and installation work of fire extinguishers in Govt./PSU/Nationalized banks/Private firms.
- 5) The company/ firm/bidder should have valid GST no., P.F registration, ESI registration etc. whichever is applicable.
- 6) The contractor should be an Income Tax Assesses and should have filed income tax return for the last assessment year.
- 7) The average financial turnover during the last three years ending as on 31st March 2020 should be Rs.3 (three) Lakh per year.

(B) Scope of Work: Refilling and Maintenance: Refilling and Maintenance work of the existing fire extinguishers located in various location in the Institute campus shall be as per **Annexure-I**. The maintenance and refilling works shall cover the following:

a.	The contractor shall strictly comply with all terms and conditions of the NIQ document.
b.	The quoted price must include cost of hydraulic testing (as per schedule), refilling, transportation (if any), costs of inside materials/ cartridges/ extinguishing media of the old fire extinguisher along with all the taxes & duties.
c.	The Engineer/ Technician of contractor/ vendor shall visit the Institute and carryout refilling/ Servicing/ maintenance work of fire extinguishers. A detail report of refilling duly certified by the end user shall invariably be furnish as per periodicity of the refilling.
d.	The Contractor/Vendor shall be responsible for any injury to their workmen during performing the servicing/ refilling/ maintenance work etc.
e.	The vendor/contractor will maintain a data log sheet of all fire extinguishers mentioning details such as location, type and capacity of extinguishers, date of refilling and next due date for refilling etc. building wise as per format in ANNEXURE-V (as per guideline Clause 13 and 14.1 of IS 2190:2010) and handed over to Security Section.
f.	Whenever fire extinguishers empty or its weight less than 20% from total weight whatsoever the reason, extinguishers will be refilled immediately
g.	All fire extinguishers must be discharged/ emptied before refilling of fire extinguishers. The demonstration of fire extinguishers will be given to staff members of concerned offices also.
h.	All fire extinguishers and refills and spare parts must confirm to performance and construction specifications as laid down IS 15683:2006 as amended from time to time by BIS.
i.	All conventional type fire extinguishers will be refilled at the site only (except Co2 type fire extinguisher). Vendor/ contractor will not carry any fire extinguisher without permission of the Institute.
j.	The vendor/contractor will follow BIS 2190:2010 for refilling and maintenance of fire extinguishers. The hydraulic testing of extinguishers will be done as per IS 2190:2010 (WCO2 & DCP-03 years and CO2 and clean agent- 05 Years). The vendor may carry fire extinguisher to his own workshop for the same purpose only after taking prior approval of the Institute. The log sheet of hydraulic testing will be maintained by the vendor and shared with security section also.
k.	The Vendor/ contractor will strictly follow the quarterly inspection for refilling of fire extinguishers as per annexure and maintenance detail of fire extinguishers on sticker and will be displayed on fire extinguishers.
l.	Proper cleaning of interior and exterior of fire extinguisher, polish the painted portion with wax polish, the brass/ gun metal parts with metal polish, chromium plated parts with silver polish and plastic components to be thoroughly washed with soap solution and sun dried.
m.	Checking of nozzles, port hole, vent hole, cap assembly, syphon tube, safety pin/clip, discharge pipe etc. Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt. Fitness certificate will be issued by the service provider after each preventive check/visit.

n.	Checking wall bracket/ fire stand of fire extinguishers
p.	Checking coloring of fire extinguisher, if required then take a prior approval for same by concern office/ Branch.
q.	After refilling paste inspection card to the body of the extinguishers indicating the serial number, date of refilling, next due date for refilling, due date for hydraulic testing etc.
r.	Operating instructions of fire extinguishers are legible and facing outward and in good visible condition.
s.	Checking of pressure gauge reading or indicator, it should be in operating range only.
t.	Hydraulic Pressure test, wherever due should be carried out in conformity with the procedure and periodic laid down in BIS 2190:2010. If fire extinguisher are fails in Hydraulic testing, then it will be replaced by new one after getting approval by Institute authority.
u.	If any additional spare parts are required during Refilling and Maintenance works of the existing fire extinguisher, then prior approval have to be obtain from the concern authority.
v.	A price list with make and model of all spare parts require outside the fire extinguisher should be submitted to Institute Authority.

(C) General Terms and Conditions-

01. **Rates:** Rates quoted should be on F.O.R. IIT Guwahati basis for indigenous items and on **DOOR DELIVERY PAID** basis for imported items, with break-ups as per BOQ. Failing to provide as per BOQ, quotation may not be accepted.
02. **Period:** Period of Contract will be initially for 02 (two) years. However, the institute reserves the right to increase or decrease the contract period of the above contracts depending on the quality of product and performance of the supplier/ service provider.
03. **Validity of Quotation:** Quoted rates must be valid for **120 days** from the last date of submission of quotation.
04. **Warranty:** The quoted components must be warranted for a minimum of **one year**. However, preference will be given to those who quoted more than one-year warranty.
05. **Literature a must:** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should invariably be highlighted in the leaflet/literature for easy reference.
06. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must enclosed valid dealership certificate.
07. **Quality Certificates:** Valid certificate to prove that the products are genuine and of International standard, as mentioned below, must be enclosed: (a) Manufacturer's certificate; (b) ISO/BIS certificate.
08. **Bid Security Declaration Form:** A Bid Declaration Form as per Annexure-V duly filled up, signed and sealed to be uploaded. As per Rule 170 of General Financial Rule 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/Departments are exempted from submission of Bid Security Declaration Form.
09. **Performance Bank Guarantee**
The successful bidder, to whom the PO is placed, shall furnish an unconditional Performance Guarantee for an amount of Rs.10,000/- in the form of Bank Guarantee **OR** Fixed Deposit Receipt from a Commercial bank, in favor of the Registrar, IIT Guwahati, within 21 days of placement of order. The format for PBG, unless otherwise approved by the competent authority, shall be as per the format enclosed at **Annexure-V**. The Performance Guarantee must be valid for *warranty period + 2 months*.

(i) **By submitting the PBG, the vendor is understood to have guaranteed that,**
(a) The Purchase Order (PO) shall be executed as per terms and conditions mentioned therein.
(b) The equipment shall function satisfactorily during the validity period of PBG.
(c) The equipment and components are free from poor workmanship, bad quality, and faulty designs.
(d) The vendor shall at his/their own cost rectify/replace the defects, if any, during the guarantee period.
(ii) **Condition for invoking PBG:** In case of failure to comply with the guarantees above, IITG may terminate the contract purchase order in whole or in part and forfeit the PBG. In addition, IITG may, at its discretion, procure upon such terms and in such manner as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier/vendor shall be liable to compensate IITG for any extra expenditure involved.
10. **Delivery:**
a) **Time Limit:** Maximum within 30 (thirty) days from the date of receipt of this purchase order.
b) **Delivery on working days:** Delivery at IIT Guwahati must be made on working days. IIT Guwahati shall not take or accept responsibility for items brought on holidays such as Saturday, Sunday and other declared holidays.

- c) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition.
- d) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at IIT Guwahati.
- e) **Part Delivery:** Part delivery is not allowed.
- f) **Penalty for Delayed Delivery:** The date of delivery should be strictly adhered to otherwise the Director, IIT Guwahati reserves the right not to accept delivery in part or full.
11. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIT/Institutes and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.
12. **No quantum business assured:** Enlistment under Rate Contract with this institute does not ensure business of any quantum to the vendors. Purchase Order will be issued to vendor(s) selected by the end-users.
13. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IITG.
14. **Evaluation Criteria:** To ensure that each bidder has the necessary qualifications and resources to fulfill its obligations under the contract, the following criteria shall be used for evaluation.
- (a) Final selection for Maintenance (Refilling works) will be done on the basis of overall lowest quote for all the items under each category respectively.
- (b) The bidder must have quoted for all the items, unless otherwise quotation will be summarily rejected.
- (c) The bidder must fulfill all the terms & conditions of the NIQ.
15. **E-Waybill:** E-Waybill if required, will be provided after knowing the Invoice & Transporter details.
16. **GST:** (a) Up-to-date Sales Tax clearance certificate, GST Registration Certificate indicating also the GSTIN number of the firm must be clearly mentioned in the quotation, (b) GST Deduction at source as per Order/ notification of the Govt. of India will be applicable, (c) GST No of IIT Guwahati is 18AAAJI0130P1Z8, (d) HSN / SAC No of the items must be clearly mentioned in the quotation along with GST No.
17. **Payment:** 100% Payment within 45 days from the date of successful delivery, installation and commissioning/ acceptance of goods at IIT Guwahati, through RTGS/ NEFT/Account payee cheque.
{Please note as per Institute's norm advance payment is not allowed for indigenous purchase}
18. **PENALTY FOR DELAYED DELIVERY:**
The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 10% (ten percent) as detailed below:
@1% up to one week;
@2.5% up to two weeks;
@5% up to three weeks;
@10% for four weeks and above
For the purpose of this clause, part of the week is considered as a full week. In case of delayed delivery, the Director, IIT Guwahati reserves the right not to accept the subject consignment.
19. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (IIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
20. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
I) any law, statute or ordinance, order action or regulations of the Government of India,
II) Any kind of natural disaster, and
III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

21. **Termination for default:** Default is said to have occurred
- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
 - (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIT.
 - (c) If the supplier fails to perform any other obligation(s) under the contract.
 - (d) Under the above circumstances the penalty term under PBG clause 9(ii) shall be invoked. Besides, the Director, IITG, reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.
22. **Applicable Law:**
- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
 - (b) Any dispute arising out of this purchase shall be referred to the Director IIT Guwahati. The decision of Director IIT Guwahati shall be final and binding on both the parties.
23. **Acceptance of quotations:** The acceptance of the quotation will rest solely with the Director, IITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons. *The Director in the interest of the Institute may select more than one firm for empanelment.*

(Shri Kuntal Bhuyan)
Joint Registrar (S&P)

Encl.: ANNEXURE –I to VI

ANNEXURE –I**REFILLING AND MAINTENANCE WORK:**

Sl. No.	Type of extinguisher	Periodicity	Complied (Yes/No)
01	Water CO2 fire extinguisher	02 Years	
02	Dry Chemical Powder (DCP) type extinguisher	02 Years	
03	ABC type fire extinguisher	02 Years	
04	CO2 type fire extinguisher	05 Years	
05	Automatic Modular type fire extinguisher	05 Years	
06	Foam type fire extinguisher	02 Years	

Sl. No.	Scope of works	Complied (Yes/No)
a.	The contractor shall strictly comply with all terms and conditions of the NIQ document.	
b.	The quoted price must include cost of hydraulic testing (as per schedule), refilling, transportation (if any), costs of inside materials/ cartridges/ extinguishing media of the old fire extinguisher along with all the taxes & duties.	
c.	The Engineer/ Technician of contractor/ vendor shall visit the Institute and carryout refilling/ Servicing/ maintenance work of fire extinguishers. A detail report of refilling duly certified by the end user shall invariably be furnish as per periodicity of the refilling.	
d.	The Contractor/Vendor shall be responsible for any injury to their workmen during performing the servicing/ refilling/ maintenance work etc.	
e.	The vendor/contractor will maintain a data log sheet of all fire extinguishers mentioning details such as location, type and capacity of extinguishers, date of refilling and next due date for refilling etc. building wise as per format in ANNEXURE-VI (as per guideline Clause 13 and 14.1 of IS 2190:2010) and handed over to Security Section.	
f.	Whenever fire extinguishers empty or its weight less than 20% from total weight whatsoever the reason, extinguishers will be refilled immediately	
g.	All fire extinguishers must be discharged/ emptied before refilling of fire extinguishers. The demonstration of fire extinguishers will be given to staff members of concerned offices also.	
h.	All fire extinguishers and refills and spare parts must confirm to performance and construction specifications as laid down IS 15683:2006 as amended from time to time by BIS.	
i.	All conventional type fire extinguishers will be refilled at the site only (except Co2 type fire extinguisher). Vendor/ contractor will not carry any fire extinguisher without permission of the Institute.	
j.	The vendor/contractor will follow BIS 2190:2010 for refilling and maintenance of fire extinguishers. The hydraulic testing of extinguishers will be done as per IS 2190:2010 (WCO2 & DCP-03 years and CO2 and clean agent- 05 Years). The vendor may carry fire extinguisher to his own workshop for the same purpose only after taking prior approval of the Institute. The log sheet of hydraulic testing will be maintained by the vendor and shared with security section also.	
k.	The Vendor/ contractor will strictly follow the periodicity for refilling of fire extinguishers as per annexure and maintenance detail of fire extinguishers on sticker and will be displayed on fire extinguishers.	
l.	Proper cleaning of interior and exterior of fire extinguisher, polish the painted portion with wax polish, the brass/ gun metal parts with metal polish, chromium plated parts with silver polish and plastic components to be thoroughly washed with soap solution and sun dried.	
m.	Checking of nozzles, port hole, vent hole, cap assembly, syphon tube, safety pin/clip, discharge pipe etc. Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt. Fitness certificate will be issued by the service provider after each preventive check/visit.	
n.	Checking wall bracket/ fire stand of fire extinguishers	
p.	Checking coloring of fire extinguisher, if required then take a prior approval for same by concern office/ Branch.	
q.	After refilling paste inspection card to the body of the extinguishers indicating the serial number, date of refilling, next due date for refilling, due date for hydraulic testing etc.	
r.	Operating instructions of fire extinguishers are legible and facing outward and in good visible condition.	
s.	Checking of pressure gauge reading or indicator, it should be in operating range only.	

Sl. No.	Scope of works	Complied (Yes/No)
t.	Hydraulic Pressure test, wherever due should be carried out in conformity with the procedure and periodic laid down in BIS 2190:2010. If fire extinguisher are fails in Hydraulic testing, then it will be replaced by new one after getting approval by Institute authority.	
u.	If any additional spare parts is required during Refilling and Maintenance works of the existing fire extinguisher then prior approval have to be obtain from the concern authority.	
v.	A price list with make and model of all spare parts require outside the fire extinguisher should be submitted to Institute Authority.	

The quoted price must include cost of hydraulic testing (as per schedule, if any), refilling, transportation (if any), costs of inside materials/ cartridges/ extinguishing media of the old fire extinguisher along with all the taxes & duties.

Types of Fire Extinguisher	Capacity (Volume/ Weight)	Cost of refilling {Including hydraulic testing (if any), inside materials/ cartridge etc.}	GST	Transportation & Insurance (if any)	Other Charges (If applicable)	Total F.O.R. IIT Guwahati Value
Dry Powder Fire Extinguisher (ABC Type)	2 Kg					
	4 Kg					
	6 Kg					
	9 Kg					
Dry Powder Fire Extinguisher (BC Type) – Portable	2 Kg					
	4 Kg					
	6 Kg					
	9 Kg					
Dry Powder Fire Extinguisher (BC Type) – Trolley Mounted	25 Kg					
	50 Kg					
	75 Kg					
CO ₂ Gas Type	2 Kg					
	3 Kg					
	4.5 Kg					
	6.5 Kg					
	9 Kg					
	22.5 Kg					
Water CO ₂ Type	6 Ltrs					
	9 Ltrs					
	50 Ltrs					
Mechanical Foam Type	4 Ltrs					
	6 Ltrs					
	9 Ltrs					
	50 Ltrs					
Multipurpose Clean agent	1 Kg					
	2 Kg					
	4 Kg					
	6 Kg					
	9 Kg					
	10 Kg					

We agree to carry out Refilling and Maintenance works of the existing fire extinguisher as per the rate and terms and conditions mentioned above.

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

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ANNEXURE -II

COMPLIANCE CERTIFICATE

(A certificate of compliance to NIQ term to be enclosed)

Certify that we have carefully examined the NIQ terms and fully understood its implications and do hereby agree to comply with all the terms, and hereby submit this compliance certificate.

Sl. No.	General Terms and Conditions	Yes / No
01	Details of the technical features of the offered equipment vis-à-vis NIQ specification	
02	Terms and Conditions agreed	
03	Standard Technical literature on each of the items offered	
04	Warranty period agreed	
05	AMC terms agreed	
06	Validity period of quoted rate agreed	
07	PBG term agreed	
08	Bid Security Declaration form submitted	
09	Delivery terms agreed	
10	Certificate of Up-to-date Tax clearance, GST Registration Certificate indicating also the GSTIN number of the firm must be clearly mentioned in the quotation provided	
11	Payment term agreed	
12	Penalty clause for delay agreed	
13	Manufacturer/Authorization certificate submitted	
14	Quality certificate as claimed submitted	

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

ANNEXURE III**BIDDERS DETAIL**

S/No	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
01	Registered office Name & Address Details of contact person Name designation Telephone number e-mail	
02	Name & Address of service centre in Guwahati city Contact person/s Name designation Telephone number e-mail Details with contact no. of staff who will be involved in this project.	
03	a) PAN number b) Up-to-date Tax clearance certificate /GST Registration Certificate	
04	Is the company/firm registered for service tax with Central Excise (Service Tax Cell)? If yes, submit valid service tax registration certificate.	
05	List the major clients with whom your organization has been associated and submit documentary proof/PO	

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

ANNEXURE - IV

PERFORMANCE BANK GUARANTEE

To:

The Registrar,
Indian Institute of Technology,
Guwahati- 781 039

WHEREAS (Name of Supplier) hereinafter called "the Supplier" has undertaken, in pursuance of Contract No:, dated: 20... to supply (Description of Goods and Services) hereinafter called "the order".

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of 20.....

Signature and Seal of Guarantors

.....
.....
.....
Date.....20....
Address:.....
.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Deputy Registrar
Stores and Purchase Section,
Indian Institute of Technology,
Guwahati- 781 039, Assam.

Your Ref. No:

ANNEXURE-V

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Bid Security Declaration Form

To
The Joint Registrar
Stores and Purchase Section
IIT Guwahati

I/We/ M/s(name) submitted the bid against the respective NIQ No. And tender ID No.....) towards Supply and installation of(Item's Name), declare that, if we withdraw or modify our bids either during the period of validity of bid or fail to execute the contract on award of the contract, we understand and agree that, our firm will be debarred for the period of one year for further bidding of any tender of your Institute. Further, we agree that, your Institute is at liberty to intimate this debarment to all departments/organization of government and governmental organizations.

Yours faithfully,

(Signature of the Bidder)

Name and designation of the officer
Seal, name & address of the Bank and address of the Branch

ANNEXURE VI

(Clause 13 and 14.1 of IS 2190:2010)

REGISTER OF FIRE EXTINGUISHER

F- 1 Record of fire extinguishers installed in a premise, its inspection, maintenance and operational history shall be maintained as per the format below:

Sl No.	Type	Capacity	Year of manufacture	Make	Location	Monthly Inspection Dates	Annual Inspection Dates	Pressure Tested on	Date of Discharge	Refilled on	Due for Refilling	Remarks
1												
2												
3												
4												
5												
6												

NOTES

1 In remarks column fill details of date of operation as per annual maintenance date, date of rejection and disposal with details of observations and date of calibration of safety valves and pressure gauges in case of high capacity extinguishers.

2 Each extinguisher should be allotted one full page and the particulars of a permanent nature like Sl No., Type, Capacity, Year of Manufacture, Make and Location can be transferred to the top portion of the Register.