



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001

Tender Document

Name of Work –

Supply and Installation of BIS Certified new Fire Extinguisher and Refill the existing fire extinguisher of ISI mark as per relevant fire protection code.

Ref. No. 3251 / Premises /Fire Extinguishers – Re-Tender

Date of Issue of Tender : March 31, 2015

Last Date and time of submission of Tender : April 13, 2015 at 3:00 PM.

Date of opening of Tender : April 13, 2015 at 3:30 PM.

EMD : Rs. 8,000/-

Name of the Tenderer

Dear Sir,

Supply and Installation of BIS Certified new Fire Extinguisher and Refill the existing fire extinguisher of ISI mark as per relevant fire protection code for office and residential complex of SIDBI at various location in Lucknow

SIDBI intends to purchase new fire extinguishers and also refilling the old existing fire extinguishers as per details given in Annexure – II & III for the Office and residential building complexes at various locations in Lucknow as follows:

1. SIDBI Tower, 15 Ashok Marg, Lucknow
2. SIDBI Officers flats, 6/6, Kings Apartment, Mall Avenue, Lucknow.
3. SIDBI staff quarters, 21/471, Indira Nagar, Lucknow.

In this connection you are requested to offer technical bid and commercial offer with best price for supply and installation of new and refill the existing fire extinguishers in two different non window sealed envelope as per the details/ specifications given in the following Annexures:

- Annexure I : General Terms and Conditions
Annexure II : Technical bid (**Envelop-1**)
Annexure III : Commercial Bid (**Envelop-2**)
Annexure IV : Bank Mandate Form

The proposal complete in all respect should be forwarded in **Two separate Sealed NON WINDOW envelopes [i.e. Envelop-1(Technical bid) and Envelop-2 (Commercial bid)] and both envelopes should be sealed in a single sealed envelop superscribing: "Supply and installation of new and refill the existing fire extinguishers for SIDBI, Lucknow" at the address given below latest by April 13, 2015 by 3:00 PM at the following address -**

The Deputy General Manager (Premises Vertical)
Small Industries Development Bank of India
SIDBI Tower,
5th Floor, 15, Ashok Marg,
Lucknow.
Phone No: 0522 2288546-50 (extn. 624/724)

Please note that SIDBI may consider or reject any / all proposals, without assigning any reasons, thereof.

Yours faithfully,

[P.D. Saraswat]
Dy.General Manager (Premises)

Encl: as above.

Annexure -I

General Terms and Conditions

1. The quotation submitted by the vendor/agency must be **strictly in the enclosed format only with all heads duly filled in wherever applicable**. The quotation submitted in any other format other than the format given in **Annexure II & Annexure III** may not be considered. The last date and time of receiving the sealed quotations shall be **April 13, 2015 by 3:00 PM.**
2. The technical & commercial bid should be duly signed by authorized signatory with date and seal. Unsigned/conditional bids/quotations will be rejected.
3. **Period of validity:** Price quoted by the agency for fire extinguishers/refill of existing fire extinguishers must be valid till **August 01, 2015.**
4. **Earnest Money Deposit [EMD] :**
Demand draft for an amount of **Rs. 8,000/- (Rupees Eight thousand only)** drawn in favour of 'Small Industries Development Bank of India' payable at Lucknow. The Demand draft shall be enclosed with the technical bid in Envelop-1.
5. **Refund of EMD :**
 - (i) To unsuccessful Bidders: After award and acceptance of work by successful Bidder without any Interest.
 - (ii) EMD of the successful bidder shall be considered as Initial Security deposit (ISD).
 - (iii) If the successful bidder fails to accept the LOI / do not provide the required performance security deposit (SD) or expresses inability to carry out the work or fails to start the work within stipulated time, SIDBI shall forfeit the bid security amount (EMD) of the bidder and ban the contractor from subsequent bidding for a period of 3 years
6. **Opening of Bids:**
 5. (i) The Technical bids shall be opened on **April 13, 2015 by 3:30 PM.** It would be bidder's responsibility to depute the representative (one only) for the opening of bids. No separate communication in this regard shall be sent to the bidders
 - (ii) The commercial bid will be opened after the scrutiny/short list of the technical bid submitted by the agencies.
7. The bidders should be authorized reputed Lucknow / Uttar Pradesh base dealer/suppliers of reputed BIS certified fire extinguisher manufacturer having ISI certification.
8. The new fire extinguisher having validity of minimum for **three years** and also must have warranty/ guarantee of three years from the date of installations.
9. The refilling of existing fire extinguishers shall be done after proper service, repair (if required), successful hydraulic testing, and certification should be valid for **three years** from date of refilling. The testing and refilling of same may also be conducted **quarterly basis for the period of three years** prior to the date of expiry or as and when required.

10. The price quoted must be inclusive of all taxes, levies, any other charges etc. No additional cost whatsoever other than the price quoted by the vendor will be paid by SIDBI.
11. **Period of Completion:** Total period of completion for the work (including supply, installation, testing, submission of all required and relevant documents/certificates, complete in all respect) shall not exceed 15 days from date of the Purchase order.
12. The rates quoted by you and accepted by us are deemed to be inclusive of all applicable taxes, viz. Income Tax and Trade Tax/ Service Tax/ levies, royalties, duties, octroi, other local bodies taxes and any other taxes if any etc. including sales tax on work contract which shall be paid by you to the concerned authorities. You shall indemnify SIDBI from any claim on such accounts whatsoever (copy of receipts / challans for such payments made should be submitted to SIDBI, if demanded). Rates quoted are fixed and will not change till the completion of the job and upto successful completion of warranty/guarantee period of five years from successful completion of the Job/work/services.
13. **Security Deposit:** The Bank will hold an amount of 10% of the total cost of work/job/ services as a security deposit (including of the EMD/ISD of Rs. 8,000/-) and the same shall be released without any interest after warranty/guarantee period and compressive AMC period of **3 (three) years** from successful completion of the Job/work/services.
14. The agencies are requested to contact at above address for site visit (all three premises) and inspect the existing old fire extinguishers at various locations on working days between **April 01, 2015 to April 12, 2015 and 10 AM to 5 PM.**

15. Payment Terms

- a) 100% payment after deduction of security deposit (10% of total cost) within 15 days of successful supply, installation, completion of the said work at appropriate location as desired by the SIDBI or by as per relevant fire fighting/ fire protection code.
- b) Applicable taxes at source (TDS) will be deducted by SIDBI at the time of making payment.
- c) Payment shall be made electronically through RTGS/ NEFT by crediting the same to your bank a/c as per details provided in the Bank Mandate Form after successful supply, installation, execution of **comprehensive AMC for period of 3 (three) years** and complete in all respects.

16. Bank Mandate Form:

All the bidders are required to submit duly filled-in Bank Mandate Form as per format attached as Annexure III. Form should necessarily be accompanied a cancelled cheque leaf.

Bidder who has already submitted the form with us in connection with some other transaction, may submit a copy of the same.

17. Contact Information:

Should you require any further clarifications, you may contact Shri G. Brahma, AGM (Premises) or Shri B. Mohapatra, Sr. Engg. Consultant (Civil) on 0522 2288546 -50 (extn. 624/724)

Annexure -II

Technical Bid

(For BIS Certified ISI mark Fire Extinguisher/Refill the existing fire extinguishers with service and hydraulic test etc. as per relevant fire fighting & detection / protection code)

The technical bid shall comprise of following documents.

- i. Demand Draft of Rs. 8,000/- (Eight Thousand only) as EMD.
- ii. The bidder must be an authorized dealer/distributor of Lucknow based and having full flagged set up for supply, installation and refilling of ISI marked fire extinguishers. (Copy of dealer ship certificate must be attached).
- iii. The manufacture must have valid ISI Marked certificate, certified by BIS certification for Fire Extinguishers. (Manufacturer BIS Certification must be attached).
- iv. Experience certificates, preferable for Government Organizations/Institutions, departments, PSUs, Bank etc. (Copy of Work Order/Supply Order of last three years must be attached)

(All the required documents submitted by the agencies must be signed by an authorized signatory and sealed in Envelop-1 as Technical Bid along with this page of Annexure-II)

Annexure-III

Commercial Bid

(For BIS Certified ISI mark Fire Extinguisher/Refill the existing fire extinguishers with service and hydraulic test including guarantee/warrantee and comprehensive AMC of three years as per relevant fire fighting & detection / protection code and guidelines of local fire Authorities)

Sr. No	Specification	Qty	Rate	Amount	Taxes			Discount (if any)	Total Cost
					Service Tax	Other(if any pl specify)	Total Tax		
New Purchase of Fire Extinguishers with validity, guarantee/ warrantee and including comprehensive AMC for 3 (three) years from the date of purchase and installations.									
1	4.5 Kg CO2 gas type fire extinguishers.	36							
2	ABC 5Kg. powder Based Fire Extinguishers.	5							
Servicing, repairing- if required, testing and refilling of the following old existing Fire extinguishers and including comprehensive AMC for period of 3 (three) years from date of refilling and installations.									
3	Water type fire extinguishers of capacity 9 ltr refilling	48							
4	CO2 Gas refilling of 4.5 kg fire extinguishers.	24							
5	DCP type refilling of 9 kg fire extinguishers.	6							
6	ABC type refilling of 5 kg fire extinguishers.	6							
7	ABC type refilling of 2 kg fire extinguishers.	10							
8	ABC type refilling of 1 kg fire extinguishers.	2							
Grand Total									

The quantity mentioned above may be increased or decreased as per the requirements. The agencies are requested to visit all three premises to inspect the conditions of existing fire extinguishers and locations of installation before quote the rates.

Agency Name : _____

Signature : _____

Date : _____

Seal : _____

Name of Contact Person and Phone Number : _____

BANK MANDATE FORM

(To be submitted in Duplicate)
(Please fill in the information in CAPITAL LETTERS.
Please TICK wherever it is applicable)

1. Name of Borrower / vendor / supplier / Agency:

Vendor Code (if applicable) _____

2. Address of the Borrower / vendor / supplier:

City _____ Pin Code _____

E-mail id: _____

Phone No. with STD code: _____

Mobile No.: _____

Permanent Account Number _____

MSE Registration / CA Certificate _____
(if applicable)

3. Particulars of Bank account:

Beneficiary Name			
Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
Account type	Saving	Current	Cash Credit
Account No.	(as appearing in the Cheque book)		
(Code number appearing on the MICR¹ cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number).			
IFSC CODE ²	For RTGS transfe		For NEFT transfer

4. Date from which the mandate should be effective :

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / IDBI Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through **RBI RTGS/NEFT**.

Place : _____

Date : _____

Signature of the party / Authorized Signatory

.....
Certified that particulars furnished above are correct as per our records.

Bank's stamp :

Date :

(Signature of the Authorized Official from the Banks)

N.B.: RTGS/NEFT charges if any, is to be borne by the party

^{1, 2}: Note on IFSC / MICR

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the bank's code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch.
