

# CSIR-Central Road Research Institute

Delhi-Mathura Road, New Delhi-110025

File No.: CRRI/QSP/ESD/02/AMC of Fire Extinguishers/2024-25/01

## Detailed Notice Inviting Tender

1. Online AMC rate tender are hereby invited through e-tendering on GeM portal <https://gem.gov.in> for the work of **AMC of Fire Extinguishers at CSIR-CRRI, New Delhi- 110025.** from the contractors of appropriate class of CPWD, Railways, MES, State PWD's, Semi government organizations and / or from those who have successfully carried out similar works for CSIR or its laboratories, govt. or semi government organizations. The tenderers should have successfully completed at least three similar works\* amounting to 40% or at least two similar works amounting to 50% or at least one work amounting to 80% or above in single contract of the estimated cost of work during the last seven years, ending on the last day on the month previous to the one in which tender is being invited. The contractors may apply with proof of fulfilling the above conditions along with copies of PAN, GST registration number, satisfactory work completion certificates etc. as stated.

**Similar work shall mean, "Supplying/Refilling/Manufacturing /AMC of different categories of Fire Extinguishers".**

The tender submitted by the Bidders and all other subsequent correspondence and documents related to the tender exchange between the bidder and the institute, shall be written in either Hindi or in English language only.

2. The Estimated cost of work for **two years** is **Rs. 2,58,105.00 (Rupees Two Lakh Fifty Eight Thousand One hundred and Five only)** based on prevailing Market rates including applicable GST.
3. Duration of contract for carrying out of the work may be **365 Days (One Year)** from the date of commencement of work which shall be reckoned from the Seventh day of issue of award letter.
4. **a) Scanned copies of Tender Cost (non-refundable) of Rs 500.00 (Rupees Five Hundred Only)** and Earnest Money Deposit amounting to **Rs. 5,165.00 (Rupees Five Thousand One Hundred and Sixty Five only)**, deposited through RTGS / NEFT in favour of Director, CRRI (Account No. 30268867237, IFSC Code- SBIN0010442 of State Bank of India, CRRI) shall be uploaded in Cover-I of the tender. Those tenderers who are exempted from the payment of Earnest Money and tender cost, shall upload the scanned copy of valid certificate like MSME/NSIC. Tenders received without tender cost and earnest money deposit or their exemption certificates will not be considered.  
**b) The scanned copy of Bid Security declaration form (Annexure-I) and undertaking (Annexure-II)** on prescribed format shall be uploaded in Cover-I of the tender and the Original Copy of the same should be submitted before award of work to Concerned Division / Office. Tenders received without "Bid Security declaration form & Undertaking" will not be considered.  
**c) 100% Earnest Money will be forfeited if the Contractor fails to commence the work as per the letter of award.**

5. The tender in two bid system shall be submitted through online at GeM portal <https://gem.gov.in> by the tenderer, as per date given in Critical Date Sheet below:

**Critical Date Sheet**

S. No.	Schedule of activities	Date
1	Publish Date on GeM Portal	As Per GeM
2	Bid document download start date	As Per GeM
3	Bid submission start date	As Per GeM
4	Bid submission end date	As Per GeM
5	Technical Bid opening date (Cover – I)	As Per GeM
6	Financial Bid opening date (Cover – II)	To be intimated later on

6. The tenderer is to indicate the name & telephone nos. of issuing agency of the completion certificates to enable the verification of the documents, if necessary. It may be noted that even after opening of price bid, the credential submitted found to be false/forged the offer submitted shall be rejected out rightly. No further clarification will be sought from the tenderers.
7. The employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted by him.
8. No tenderer shall be permitted to tender for works in the concerned unit of C.S.I.R. in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.

Note: A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

9. Tenders submitted shall remain valid for a period of 90 days from the bid submission end date for the purpose of acceptance and award of work. Validity of the tender beyond 90 days from the bid submission end date shall be extended by mutual consent.

- 10.** Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and area/extent of ground, working conditions of site and locality including stacking of materials, installations of tools & plants etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of contract. No claim whatsoever on such accounts shall be entertained by the Employer under any circumstances.
- 11.** In e-tendering, tenderer can quote the rates in figure only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the tenderer in figure is to be taken as correct.
- 12.** Except writing rates in figure only, the tenderer should not write any conditions or make any changes, additions, alterations and modifications.
- 13.** Some of the major provisions of General Conditions of Contract are given below. Interpretations, however, shall be as given in the General Conditions of Contract.
- a) DEFECTS LIABILITY PERIOD is of 12 Months from the date of completion as certified by the Engineer-In-Charge (Not Applicable).
  - b) SECURITY DEPOSIT : A sum @ 10 % of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with sum already deposited as earnest money, amounts to 5 % of the tendered value of the work (Not Applicable).
  - c) Performance Guarantee: The contractor shall be required to deposit an amount equal to 5% of the contract value as performance security within the period prescribed in the letter of award issued to him.
  - d) COMPENSATION: Contractor shall pay, as compensation, an amount equal to 0.5% (Half percent) or such smaller amount as Employer (whose decision in writing shall be final) may decide on the cost of whole work as shown in the agreement, for every week that the work remains un-commenced or unfinished or due quantity of work remains incomplete after the scheduled dates. Compensation to be paid shall not exceed 10% (Ten percent) of the contract amount as shown in the agreement.
- 14.** For any Technical queries relating to the Tender Document and the terms and conditions, content therein should be addressed to **Head (ESD-Division)**, email id: **headesd.ccri@nic.in**.
- 15. Opening of Technical Bid (Cover. I)**
- (a) The Technical bid will be opened **by Tender Opening Committee (TOC)** in the presence of such intending tenderers or their authorized representatives who may wish to

be present at that time. No claim or any grievances will be entertained what-so-ever by the Tender Opening Committee in this regard.

(b) The TEC, after evaluation of documents contained in Cover-I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT.

(c) The TEC will then open the Financial Bids of only eligible tenderer.

**16. Opening of Financial Bid (Cover- II)**

The Cover-II of Technically Qualified Bidders/Tenderers shall be opened.

**Tender Liable for Rejection.**

**Tender is liable for outright rejection if on opening it is found that –**

- (a) The Tenderer has not strictly followed the procedure laid down for submission of tender.
- (b) If the tender is **CONDITIONAL**
- (c) If the Tenderer has quoted his offer anywhere else other than specified place provided.
- (d) The Tenderer has not uploaded the documents or Failed to fill the prescribed format.
- (e) Any other ground as decided by the TEC in view of deviation from Tender Document.

**17.** The instructions for the submission of e-tender are available on the GeM portal i.e. <https://gem.gov.in> under the “Instruction for Online Bid Submission”. All the intending tenderers are requested to go through these instructions before entering into the process of e-tendering.

**18.** The Details Scope of work is given at Annexure-IV. The Bidder is required to read the detailed scope of work carefully before quoting the rates of financial bid.

**19. List of documents to be scanned and uploaded in Cover-I & II are as per follows:**

Sl. No.	Cover-I	Cover-II
1	Receipt of deposit of Tender Cost and Tender fees OR MSME/NSIC certificate for exemption on EMD and Tender Fees.	Financial/Price bid
2	Copies of experience certificates of similar works completed satisfactorily as per the NIT	
3	Copy of GST registration number	
4	Copy of PAN Card	
5	Bid Securing Declaration Form as per Annexure-I and Undertaking as per Annexure-II	
6	Proof of Address of Firm’s Registered office/branch office in Delhi-NCR.	

**Annexure-I**

**Bid Securing Declaration Form**

Date:

Bid No. :

To

(insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year or as decided by the Competent Authority, from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser/tenderer during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on        day of (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

## Annexure-II

### UNDERTAKING

(To be given on Company's Letter head)

I ..... age.....years ..... is resident of ..... do hereby solemnly stated on oath that, I am the sole Proprietor /Owner/Power of Attorney Holder of the firm/Company named .....,

- i) That my firm/company presently not black listed/debar by any Central Govt./State Govt./ Autonomous bodies/ PSU's etc.
- ii) That the firm/company is not under any liquidation, Bankrupt, Court receivership or similar proceedings.
- iii) That I have submitted online Tender for the **"AMC of Fire Extinguishers at CSIR-CRRI, New Delhi- 110025."** on GeM official site i.e. <https://gem.gov.in>
- iv) That I have carefully gone through, read, thoroughly studied and understood all terms & condition, specification included in the tender document (Tender Form, Detail Tender Notice, conditions and specifications common set of Deviations drawings etc.) I hereby accept all these conditions, I agree to abide by the terms & condition in the tender document and agree to execute the work/job as per terms and conditions, specifications laid down in the tender document.
- v) I do here by state on oath that the documents uploaded by me in Cover-I of this tender are true, correct and bonafide. There are no errors and omissions in the uploaded documents. In case in future, if it is found that, any of the uploaded document /information is false / wrong, I will be personally responsible for the same and I will be liable for legal action against me.

(Name, address and signature of  
Tenderer

**Annexure-III**  
(Desirable)

**Performa of work experience certificate for last Seven years**

S. No.	Name of Work/Project with address	Short description of work	Value of work Executed	Actual time of Completion of work		Name contract no. of Organization/Engineer-in charge, If applicable	Remarks (Page No. where Certificate enclosed)
				Date of Start of Work	Actual Date of Completion work		

## Annexure-IV

### Scope of Work

1. The Refilling works under AMC for all cylinders should be executed in two batches after expiry of validity as per list attached below. Fire Extinguishers mentioned in **Column (I)** will be re-filled immediate after the award of the work while fire extinguishers in **Column (II)** will be refilled after expiry of Validity in Apr-2025.

S. No.	Description of Item	Unit	Validity Expiring in Feb-2025 Column(I)	Validity Expiring in Apr-2025 Column(II)	Total
1	Dry powder based ABC Type Fire Extinguishers				
a)	Capacity- 6 Kg.	Nos.	55	70	125
b)	Capacity- 4 Kg.	Nos.	3	2	5
2	Wet Chemical based Water Mist Stored Pressure Fire Extinguishers. Capacity- 6 Ltr.	Nos.	5	0	5
3	Foam based AB Type Fire Extinguishers				
a)	Capacity- 9 Ltr.	Nos.	5	0	5
b)	Capacity- 50 Ltr.	Nos.	4	0	4
4	CO2 Based BC Fire Extinguishers				
a)	Capacity- 4.5 Kg	Nos.	14	0	14
b)	Capacity- 9 kg	Nos.	0	11	11
c)	Capacity- 22.5 Kg	Nos.	0	11	11
5	Stored Pressure type Clean Agent Fire Extinguishers. Capacity-2 Kg	Nos.	1	4	5
	<b>Total</b>		<b>87</b>	<b>98</b>	<b>185</b>

2. The works should also include general cleaning of cylinders and minor adjustment/repair of valves & hose pipes wherever required.

3. Fire Extinguishers installed in the institute should remain defect free and ready to be use as and when required during AMC period. After the usage these fire extinguishers should be checked, refilled and again made ready for usages during the AMC period.

4. No additional transportation charges will be paid for carrying out the cylinders for refilling.

5. Service Slip should be pasted on each cylinder after refilling after removal of expired service slip.

#### **Payment terms:**

- a. The payment for the work shall be released after satisfactory work on Half Yearly/ Yearly basis.
- b. All payment shall be subject to deduction of taxes at sources as per rule.

## ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT MADE AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN the Council of Scientific & Industrial Research, New Delhi, a Society registered under the Societies Registration Act 1860 (Hereinafter referred to as the Employer, which expression shall include its successors and assignees and authorized officers of the Society) of the one part and \_\_\_\_\_ trading in the name and style of \_\_\_\_\_ (hereinafter referred to as the contractor(s) which expression shall include his / their respective heirs, executors, administrators and permitted assignees) of the other part.

WHEREAS the Employer is desirous of getting the work of \_\_\_\_\_ done and has caused drawings, schedule of Quantities and Specifications describing the work to be prepared.

AND whereas the said specifications and the schedule of quantities and other documents have been signed by on the behalf of the parties.

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. In consideration of the payments to be made to them as hereinafter provided the Contractor shall upon and subject to the conditions hereinafter contained execute and complete, the work at the rates specified in the attached schedule of quantities and with such materials as are provided for and in accordance in all respect with specifications, designs, drawings and instructions in writing. Time for carrying out the work will be \_\_\_\_\_ and the date of commencement shall be reckoned from the tenth day of issue of award letter.
2. The Employer shall pay to the Contractors such sums as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. This agreement contains the following documents in addition to pages of Articles of Agreement.
  - i) Detailed Notice Inviting Tender Page No.....
  - ii) Article of agreement Page no.....
  - iii) General Conditions of Contract Page No .....
  - iv) Proforma of Performance Guarantee Page No. ....
  - v) Special Conditions Page No.....
  - vi) Indenture for Secured Advance Page No. ....
  - vii) Award letter page no.....
  - viii) Office Memorandum Page no.....
  - ix) BOQ (Financial bid in excel sheet) page no.....
  - x) Annexure-I Bid Securing Declaration form
  - xi) Annexure-II Undertaking

In witness where of the parties hereto have set their respective hands the day and year herein above written.

Signed by, for and on behalf of Employer \_\_\_\_\_

In the presence of

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Signed by the said contractor

In the presence of

(1) \_\_\_\_\_

(2) \_\_\_\_\_

## Proforma for PERFORMANCE SECURITY in case of Bank Guarantee

To

Council of Scientific & Industrial Research

In consideration of Council of Scientific & Industrial Research (hereinafter) called "The Council" having awarded to M/s. \_\_\_\_\_ a Company registered under the Companies Act 1956 (hereinafter) called the Contractor, a contract for (hereinafter) called the said contract under the terms and conditions of an Agreement dated \_\_\_\_\_ made between the Council and the Contractor hereinafter called the said agreement and Council agreed to accept a Deed of Guarantee as hereinafter provided for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) from a Scheduled Bank towards due performance of the contract by the Contractor as per the terms and conditions of the contract on the condition that the Bank on demand from the Council and without demur pay to the Council the aforesaid amount.

1. We, \_\_\_\_\_ Bank Ltd., (hereinafter) referred to as the 'bank' do hereby undertake to pay to the Council an amount not exceeding Rs. \_\_\_\_\_ against loss or damage caused to or suffered or would be caused to or suffered by the Council by reasons of any breach or breaches of any of the terms of conditions of the said agreement by the said contractor.
2. We, \_\_\_\_\_ Bank Ltd., do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Council by stating the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Council for reasons of any breach by the said contractor(s) of any of the terms & conditions contained in the said Agreement or by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.
3. This guarantee shall come into force immediately and continue in force and remain valid till six months after the completion of all works under the said contract which according to the terms of the said contract should be six months from the probable date of completion viz., the \_\_\_\_\_ day of \_\_\_\_\_. If, however, the period of the completion of the works under the said contract is for any reason extended and upon such extension if the Contractor fails, before the terms of this guarantee expires, to furnish a fresh or renewed guarantee for the extended period, the Bank shall pay to Council the said sum of Rs. \_\_\_\_\_ or such lesser sum as Council may demand.
4. This guarantee shall not be affected by any change in the constitution of the Bank or of the Contractor.
5. Notwithstanding anything hereinbefore contained, the liability of the Bank under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and claim or demand under this guarantee is presented to the Bank within six months from that date all the rights of Council under this guarantee shall be forfeited and the Bank shall be released and discharged from all obligations hereunder.