

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Rajadhani Complex, Killippalam, Karamana P.O, Trivandrum – 695 002

F.No.: IG/RC-14/SM/2016/

Dated: 16th February, 2016

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Sub:- Quotation notice for Purchase of Fire-Extinguishers for IGNOU Regional Centre – Tvp.m.

Sir,

Sealed quotations are invited for supply of “ Fire Extinguishers ” as specified below.


Sl. No	ITEM DESCRIPTION	QTY (NOS.)
1	Fire Extinguisher (06 Kg) Mono Ammonium Phosphate Powder, Stored Pressure Type, Pressure Gauge, Discharge Time less than 15 Secs, Controllable discharge mechanism, Range minimum 4 Meters. Applicable on Class A,B,C and electrically started Fire. ISI /ISO/ EN Approved , 5 Years Warranty	01 No.
2	Fire Extinguisher (04 Kg) Mono Ammonium Phosphate Powder, Stored Pressure Type, Pressure Gauge, Discharge Time less than 15 Secs, Controllable discharge mechanism, Range minimum 4 Meters. Applicable on Class A,B,C and electrically started Fire. ISI/ISO/ EN Approved , 5 Years Warranty	05 Nos.
3	Fire Extinguisher (02 Kg) Mono Ammonium Phosphate Powder, Stored Pressure Type, Pressure Gauge, Controllable discharge mechanism, Range minimum 4 Meters. Applicable on Class A,B,C and electrically started Fire. ISI/ISO/ EN Approved , 5 Years Warranty	02 Nos.

1. The standard description and specification mentioned above are tentative. Any similar specification with better features may be provided, if available..
2. The rates quoted should be inclusive of all taxes, duties, transportation, loading / unloading etc. The items are to be supplied and erected at **IGNOU Regional Centre, Rajadhani Building, Killippalam, Karamana P.O, Thiruvananthapuram – 695002.**
3. The last date for receipt of quotation is **3rd March, 2016** at **02-00 PM**. The quotations will be opened at **02-30 PM** on the same day in the presence of tenderers.
4. The tender complete in all respects should be addressed to the **Regional Director, IGNOU Regional Centre, Thiruvananthapuram** so as to reach on or before the last date and time for submission as above..
5. The Earnest Money Deposit amount of **Rs. 1000/-** (Rupees One Thousand only) will have to be furnished by all tenderers. The Earnest Money Deposit is to be submitted by way of Demand Draft from any Public Sector / Scheduled Bank drawn in favour of **IGNOU** payable at **Thiruvananthapuram**. Any tender not accompanied by Earnest Money shall be summarily rejected.
6. No interest shall be paid by IGNOU on the EMD. The EMD deposited is liable to be forfeited if the tenderer withdraws or amends the tender in any respect, within the period of validity of the offer.
7. EMD of the unsuccessful tenderers shall be returned after finalization of the tender.

8. The tender in the prescribed format must be under sealed cover. This is a two-bid system. The first cover should be superscribed "**Technical bid for supply of Fire Extinguisher**".
- The second cover should be superscribed "**Financial Bid for supply of Fire Extinguisher**". Both these Envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent / submitted. The third sealed cover shall be addressed to the **Regional Director, IGNOU Regional Centre, Karamana.P.O., Thiruvananthapuram** superscribing "**Tender for supply of Fire Extinguisher**".
9. **Envelope No. (1)** shall contain the Technical bid and other details like experience, copies of PAN, VAT registration etc. **The Earnest Money Deposit shall be kept in this envelope.** Those who do not qualify the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened.
10. In the financial bid (**Envelope No.2**), the prices and other information like discounts and (or) any terms having a bearing on the price shall be written both in Words and Figures. If there is discrepancy between the price / information quoted in words and figures, the price / information quoted in words shall prevail.
11. The "**Technical bid**" shall be opened in the first instance in the presence of tenderers or their authorised representatives. Only one authorised representative per tenderer will be permitted to be present at the time of opening of the tender. The financial bids will be opened only for the technically qualified bidders.
12. The successful bidder will submit **performance security of 5-10 %** of the value of order in the form of Account payee DD or bank guarantee from a public sector/scheduled bank which should be valid for a period of 90 days beyond the completion of all contractual obligations of the supplier including warranty. Performance security will be forfeited and credited to the University in the event of breach of contractual obligation by the supplier in terms of contract/warranty.
13. Each page of the offer shall be numbered and will bear the signature of the tenderer at the bottom with stamp. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.
14. The details of VAT / TIN / PAN should be given with the technical bid.
15. The offer shall be kept valid for acceptance for a minimum period of ninety days from the date of opening of the financial bid.
16. 100% payment shall be made on satisfactory delivery of the items.
17. Test certificate should be submitted, wherever required.
18. IGNOU may accept or reject any quotation without disclosing any reason thereof and may or may not accept the lowest / any quotation.
19. In case of any dispute, the decision of the Regional Director, IGNOU Regional Centre, Trivandrum shall be final.

Thanking you,

Yours faithfully


(Dr. V. Girija Devi)
Regional Director

ANNEXURE - I (Technical Bid)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, Trivandrum

(Tender for supply of Fire Extinguisher to IGNOU Regional Centre, Trivandrum)

Details of Earnest Money Deposit Rs. 1000/- (Please attach the DD with this form)		DD No. :	Dated
		Bank:	
1	Name of the firm		
2	Address		
3	Whether Regd. / Pvt. Ltd. / Other		
4	Name of Proprietor / Partner / Managing Director		
5	Name of the authorized signatory		
6	Designation		
7	Telephone No.		
8	Email Id.		
9	Annual turnover of the Company		
10	PAN No.		
11	VAT / TIN No.		
12	Excise Regn. No.		
13	Details of current / previous contracts (Enclose copies of contracts) for supply of Fire Extinguisher to Govt. / Public Sector Undertaking		
I	a) Name of Organisation		
	b) Contact person name		
	c) Telephone No.		
II	a) Name of the Organisation		
	b) Contact person name		
	c) Telephone No.		

14	Details of Fire Extinguisher	06 kg	04 Kg	02 Kg.
a.	Brand Name			
b.	Type of the product			
c.	Gross weight and empty weight			
d.	Discharge time			
e.	Discharge Range			
f.	Whether the equipment having controllable discharge mechanism. Yes or No.			
g.	Internal coating of Can			
h.	External coating of Can			
i.	Sheet Metal thickness of Can			
j.	ISI/ISO/EN approved			
k.				
l.				
15	Warranty of the Machine			
16	Delivery			
17	Validity			
17	Any other information			

I confirm that I have read the tender document and understood that in case of any of the statements furnished by the undersigned is found false OR in any of / all the terms and conditions of the tender are not complied with, the tender is liable for cancellation and the earnest money deposited shall be forfeited by IGNOU. I agree that the decision of IGNOU in this regard would be final and binding on the tenderer.

(Signatruue)

Date:

Name :

(Office Seal)

Address

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(Tender for supply of Fire Extinguisher to IGNOU Regional Centre, Trivandrum)

FINANCIAL BID

Sl. No.	Name of the Item	Brand Name	Basic Price	Duty	Tax	Total in Figures	Total in Words	Remarks
1	Fire Extinguisher (06 kg) 5 years warranty							
2	Fire Extinguisher (04 kg) 5 years warranty							
3	Fire Extinguisher (02 kg) 5 years warranty							

1. The Fire Extinguishers are to be supplied at IGNOU Regional Centre, Rajadhani Building, Killippalam, Trivandrum,
2. The rates quoted should be inclusive of Transportation, loading, unloading and assembling charges, if any.
3. Price break-up indicating basic price, all taxes and duties etc. individually should also be given.

Signature and Seal of the Tenderer