



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

P.O: Engineering College Burla (Siddhi Vihar),Dist: Sambalpur

Odisha– 768018, India

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QUOTATION CALL NOTICE

Ref: No: VSSUT/ChE-Quot/ 4591 /2019

Date: 07 / 03 / 2019

The Registrar, Veer Surendra Sai University of Technology, Burla invites sealed quotations from intending reputed and experienced firms for Supply and installation of 09 nos. of Fire Extinguisher in Chemical Engg. Dept, VSSUT, Burla.

This quotation document contains the following.

- (i) General Guide Lines for submission of quotation
- (ii) Technical Specification
- (iii) Terms & Conditions of Supply & Installation
- (iv) Information sheet of the bidder
- (v) The price bid
- (vi) Undertaking by the Bidder

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Registrar

GENERAL GUIDE LINES FOR SUBMISSION OF QUOTATION

1. Eligibility: The bidder should verify its eligibility criteria as mentioned below before submitting the quotation and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of the quotation. The bidder should meet the following criteria.
 - a. The Bidder should be OEM (Original Equipment Manufacturer) or Authorized Dealer/Distributor of the OEM of offered product (Please submit manufacturer's authorization letter, in original, on the OEM's letter head duly signed by authorized signatory).
 - b. The bidder must have wide experience in the field of supply and installation of Fire Extinguisher in public sector / Educational organization. The documentary evidence shall be provided by the firm in support of their experience.
 - c. The bidder should be a registered company making profit for the last three years, having good business track record.
 - d. The bidder should be a registered firm in India, having G.S.T/PAN/TIN/Service Tax etc.
2. The intending firms may visit the Laboratory site of University, at their own expense on all working days during office hours before quoting, to acquaint themselves with the (i) scope and extent of work, (ii) extent of the university campus and (iii) environment in which their work is required to be carried out. A pre-bid presentation is to be given by the vendors with prior appointment with the HOD., Chemical Engg. Dept. of the University. Vendors quoted without understanding the requirement may be rejected.
3. The Bidder shall have the single point responsibility for the complete Turnkey solution including supply & installation of supply and installation of Fire Extinguisher.
4. **Cost of quotation documents:** The cost of quotation documents is Rs.500/-(Rupees Five Hundred Only) (non-refundable). The quotation documents can be downloaded from the University website www.vssut.ac.in and have to be submitted a DD equal to the cost of quotation documents drawn in favor of "The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" payable at SBI, Burla along with quotation.
5. **Cost of EMD:** EMD for the amount of **Rs.5,000.00** (Rupees Five Thousands Only) in the shape of Demand draft drawn in favor of "The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" payable at SBI, Burla is to be submitted by the successful bidder before placing order. The EMD will not carry any interest. The amount will be refunded after successful completion of the work.
6. **Submission of quotation:** This quotation documents must reach to "The Registrar, Veer Surendrasai University of Technology, Burla, Sambalpur-768018 (Odisha) by the **last date of submission i.e. 31.03.2019 by 4.00 P.M.** under a sealed cover **by registered/ speed post only**. Quotation by hand/ Courier/ e-mail will not be entertained. The quotations received after the due date & time is liable to be rejected.
7. This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document.
8. The quotations shall be opened in the presence of Registrar/COF, HOD, Faculties and presented bidders or their authorized representatives on due date and time. The bidder's or their

representatives shall carry the letter of authorization and are required to sign an attendance sheet. Only one representative for any bidder shall be permitted to attend the quotation opening.

9. If the date of opening of quotation happens to be a holiday, a revised schedule will be notified. However, in absence of such notification, the quotation will be opened on the next working day. The time and venue remains unaltered. It is **scheduled to be opened on 08.04.2019 at 10.00 A.M.**
10. Any additional information, bidders wish to provide, may be attached separately.
11. The quotation must be submitted in two parts :(a) **Technical bid**& (b) **Price bid**.
The two bids must be submitted in two separate sealed envelopes clearly marking the bid's name and must be put in the single outer cover subscribing as "**Quotation for Supply & installation of Fire Extinguisher**" and also the quotation call notice number.
12. The quotation should contain the following documents.
 - a. **Technical bid containing:**
 - i. This quotation document signed on each page by the authorized signatory of the bidder.
 - ii. Self-attested copy of PAN, GST registration, Tax clearance and service tax and incorporation etc., issued by appropriate government authority for the required services with seal of the quotation.
 - iii. Bank draft (Non-refundable) towards the cost of quotation documents in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
 - iv. Bank draft for EMD in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
 - v. List of user Clients and documents related to experience of the bidder along with address and contact nos.
 - vi. Table-2 containing details of make, model & specifications of product.
 - vii. A technical capability document describing the relevant facilities and services available with them.
 - viii. Detailed literature along with make, model, data sheets, pamphlets and performance curves as applicable shall be attached with the technical offer.
 - ix. Undertaking by bidder & information sheet duly filled in Table-1.
 - x. Any other documents in support of the eligibility of the bidder.
 - b. **Price bid:**
The price bid shall specify the rates including taxes, charges and etc, if any, for supply and installation of Fire Extinguishers against the Type and technical specifications including taxes.
13. **Cancellation of bid:** The quotation is liable to be cancelled, and the EMD shall be forfeited to the **COF, VSSUT, Burla**, in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation call document or in the event of bidder withdrawing his

TECHNICAL SPECIFICATION

Vendors should mention the make, Type, model and technical specifications of the following type Fire Extinguisher in the format given in Table-2. The suitable type will be selected for placing orders.

- A. Capacity :2 Kg.
- B. Type :iCO₂
 - ii ABC
 - iii DCP

TERMS AND CONDITIONS OF SUPPLY & INSTALLATION OF FIRE EXTINGUISHER

All the terms and conditions enumerated in the quotation document shall remain enforced and shall form part of the contract.

1. Acceptance Certificate: The firm must submit a certificate for the acceptance of the work order within seven days of the issue of the work order.
2. The firm may be required to install the items within a month from the date of issue of the work order. Rate offered in the quotation shall not be enhanced under any circumstance.
3. The price coated by the vendor should include all the expenses incurred in commissioning of Fire Extinguisher complete.
4. Termination of contract: The University, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier, terminate this contract in whole or in part.
 - a. If the supplier fails to deliver any or all the goods within the time period (s) specified in the contract, or any extension thereof granted by the University.
 - b. If the Supplier fails to perform any other obligation(s) under the contract;
 - c. If the Supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the University may authorize in writing) after receipt of the default notice from the University.
 - d. On a notice period of 30 days.
5. The University may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the supplier if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the University.
6. **Payment: Payment of supply and installation Part:** 100% Payment will be made after successful supply, installation, and testing the functioning of the system and also imparting training.

7. The supplier shall submit all bills in triplicate on printed forms clearly mentioning the tax components to the University.
8. The firm must submit valid and up-to-date GST registration, service tax certificate and PAN along with the bill before release of payment.
9. The University will make payments through account payee cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this contract shall be payable in any case what so ever.
10. The assets and articles once purchased and installed by the University shall be property of the University.
11. All equipment/ devices shall be covered by at least **one year on-site warranty** from the date of commissioning of the project. However, if any individual component has warranty of more than one year offered by manufacturers, the same will prevail. The equipment/ devices found faulty during warranty period shall be replaced soon.
12. Jurisdiction and Right to Amend Rules: The University reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the firm in due course. The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and there are compelling reasons to go to the court, it will be decided in the court of Sambalpur only.

Date : 01.03.2019

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Registrar

Table-1 INFORMATION SHEET OF BIDDER

Sl. No.	Description	To be filled in by the supplier
1	Name of the Vendor	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Contact Escalation Matrix (Separate sheet may be attached)	
5	Details of Bank Draft towards the cost of quotation documents	
6	Details of EMD	
7	GST /Service Tax & etc. registration details	
8	Experience Details (Separate sheet may be attached)	
9	Financial Turn Over (Annual) for last three years	

DECLARARION

I/We do hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

Signature of the authorised person :
(Seal)

Date :

TABLE- 2: DETAILS OF MAKE, MODEL, TYPE AND SPECIFICATION OF ITEMS

Sl. No	ITEM	Make	Model	Type	Specifications
1	CO ₂ Type Fire Extinguisher 2 Kg. Capacity				
2	ABC Type Fire Extinguisher 2 Kg. Capacity				
3	DCP Type Fire Extinguisher 2 Kg. Capacity				
4	Other Type, if any, for 2 Kg. Capacity				

Signature of the authorised person :
(Seal)

Date :

Financial Bid

The Financial Bid may be submitted as per the technical bids covering all possible equipment/materials required for Supply & Installation of Fire Extinguisher in Chemical Engg. Dept. (Cost for each item may be mentioned separately).

Table-3:Details of unit price, Taxes, Other charges, if any and Total Amount for Supply & Installation of Fire Extinguisher of 2 Kg. capacity in Chemical Engg. Dept.

Type of Fire Extinguisher	CO2 Type	ABC Type	DCP Type	Others, if any,
PRICE				
Rate /unit				
Taxes				
Duty, if any				
Freight , Forwarding Charges, if any				
Other, if any				
Total Price				

N.B: i. The quantity mentioned above is subject to change. However, for finding out the lowest Bidder the above mentioned quantities will be used the bidder must submit the sheets mentioning the designation wise breakup for the total cost. No correction on this sheet shall be entertained.

ii. Prices shall be quoted inclusive of all taxes, duties, freight and forwarding and cost of labor for installation. In case of any discrepancy between Unit Price & Total Price, the Unit Price will prevail.

iii. Payment shall be made as per actual quantity of extinguishers supplied to meet the requirement.

Signature of the authorised person :

(Seal)

Date :

UNDERTAKING BY THE BIDDER

To
The Registrar,
Veer Surendra Sai University of Technology,
Burla, 768-018.

Subject: Quotation for Supply & Installation of Fire Extinguisher in Chemical Engg. Dept.

Dear Sir,

Having examined the conditions of this quotation call document I/we, undersigned, offer for Supply & Installation of Fire Extinguisher in Chemical Engg. Dept.

1. I/We undertake to complete the job within 45 daytime, calculated from the date of issue of your work order.
2. I/We understand that you are not bound to accept the lowest or any quotation, you may receive.
3. I/We enclose all the sheets of this quotation call document duly signed by me/us on every page, as a token of having studied the specifications pertaining to this site and having accepted the same.
4. I/We have studied the full contents of the quotation call document and enclosures and agree to quote by the terms and conditions herein. In case of non- observance of any of the conditions mentioned in the quotation form, my/our quotation may be cancelled.

Dated:
Signature of
In capacity of
Duly authorized to sign the quotation for and on behalf of
Name and Address of the authorized Signatory

Signature
Date:

