



राष्ट्रीय गतिशील दिव्यांगजन संस्थान

**National Institute for Locomotor Disabilities (Divyangjan)**

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)

Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India

**B.T. ROAD, BON-HOOGHLY, KOLKATA-700090**

**बी.टी. रोड बनहुगली, कोलकाता-700090**

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

**N.I.T. No-Fire.Ext/2182/EO/2014/NIOH/PT-I/2140**

**Date: 29 November 2021**

## **TENDER DOCUMENTS FOR**

**Refilling work of the existing fire extinguishers  
installed in the National Institute for Locomotor  
Disabilities (Divyangjan), B. T. Road, Bon-Hooghly,  
Kolkata 700090**

**ESTATE DEPARTMENT  
NILD, KOLKATA**

**PRICE: ₹ 100.00**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]



**राष्ट्रीय गतिशील दिव्यांगजन संस्थान**  
**National Institute for Locomotor Disabilities (Divyangjan)**  
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India  
**B.T. ROAD, BON-HOOGHLY, KOLKATA-700090**  
**बी.टी. रोड बनहुगली, कोलकाता-700090**  
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

**LIST OF TENDER DOCUMENTS**

**Name of the Work:** Refilling work of the existing fire extinguishers installed in the National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.

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**N.I.T. No-Fire.Ext/2182/EO/2014/NIOH/PT-I/2140**

**Date: 29 November 2021**

**PARTICULARS OF TENDER**

Sealed tenders are invited from registered, eligible, experienced & reputed agencies/contractors for Refilling work of the existing fire extinguishers installed in the National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090” as per specification given below:

SL. NO:	PARTICULARS	
1	Name of the Work	Refilling work of the existing fire extinguishers installed in the National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090
2	Completion Period	30 (Thirty) days from the date issue of work order.
3	Scope of Work	Refilling work of the existing fire extinguishers[ CO2 type (Capacity: 4.5Kg), Water CO2 type(Capacity: 9 Liter), DCP type (Capacity: 5 Kg)], installed in the various buildings of NILD, Kolkata
4	Earnest Money	<b>NIL (However Bid Security Declaration need to be submitted)</b>
5	Cost of Tender Paper	<b>₹ 100.00</b>
6	Last Date of Submission of Filled in Tender Paper	On 14.12.2021 up to 02:00 pm
7	Date of Opening of Technical Bid	on 14.12.2021 at 3:30 pm
8	Tender documents can only be downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ). The cost of tender paper amounting to ₹100.00 which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online/ offline mode, on or before the last date of issue of tender paper. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure III. The original copy of the transaction slip, duly signed by the tenderer, have to be submitted along with the technical bid document.	

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### TERMS AND CONDITIONS

#### **A] ELIGIBILITY CRITERIA:**

1. The TENDERER should have experience in doing similar nature of work in last 5 years and they have to submit the satisfactory completion certificates from the Client/Employer in support on the Client's/Employer's letter head failing which the information is liable to be treated as invalid.  
Note: Similar nature of work means refilling of fire extinguishers.
2. The tenderer should have the Registered Office in Kolkata. Complete postal address, Telephone, mobile, fax, and email address should be mentioned by the tenderer in the specified space in the NIT.
3. The Tenderer should have completed the following work of similar nature in last 5 years:
  - i. One work of similar nature worth ₹ 0.6 Lakhs.  
or
  - ii. Two work of similar nature worth ₹ 0.45 lakhs  
or
  - iii. Three work of similar nature worth ₹ 0.3 Lakhs
4. The annual turnover of the firm/bidder during the financial year 2019-2020 and 2020-2021, should be at least ₹ 5 lakh.

#### **B] TYPE OF CONTRACT:**

The work to be awarded by this NIT shall be treated as indivisible works contract.

#### **C] ISSUE, SUBMISSION AND OPENING OF TENDERS:**

1. Tender documents can only be downloaded from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)). The cost of tender paper amounting to ₹ 100.00 which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online/ offline mode, on or before the last date of issue of tender paper. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure III. The original copy of the transaction slip, duly signed by the tenderer, have to be submitted along with the technical bid document.

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2. As per the Ministry of Finance OM no. F.9/4/2020-PPD dated 12.11.2020 Bid security Declaration should be kept in bid documents.
3. Documents to be submitted along with the Technical Bid:-
  - Balance Sheet, Profit & Loss/Income & Expenditure for the financial year for two years. 2019-2020 and 2020-2021.
  - Income Tax Return filed by the company/firm for the assessment year i.e. 2019-2020 and 2020-2021.
  - G.S.T. Registration Certificate.
  - Company/firm Registration Certificate.
  - PAN No.
  - Experience certificate for eligibility conditions no.1, 2, 3 & 4.
  - Copy of tender document duly signed and stamped on each page.
  - Bid Security Declaration
  - Tender Cost
  - Self-Declaration
4. Documents to be submitted along with the Financial Bid:-
  - Rate quoted in the specific format as per Annexure IV.
5. The tender should be submitted in the following manner;
  - This tender is a two bid system and hence the technical bid documents (All the documents excluding Annexure IV ) & financial bid document (Only Annexure IV) is to be submitted in separate sealed envelope clearly mentioning in bold letters the type of the Bid document (whether **technical bid/ financial Bid whichever is applicable**) along with the name of the work, NIT No, Date of NIT, Name of the Firm with full address & date of submission on the top of the sealed envelope (**sealed with GALA**) containing tender document.
  - The aforesaid two envelopes containing technical and financial bid documents should submit in an another envelope clearly mentioning in bold letters the name of the work, NIT No, Date of NIT, Name of the Firm with full address & date of submission on the top of the sealed envelope (**sealed with GALA**) containing tender document.
6. Telegraphic/cabled/faxed/e-mail or any type of exposed tenders will be summarily rejected.

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7. The Tenderers are advised not to deviate from the technical specifications, commercial terms and conditions of NIT like terms of payment, arbitration clause, escalation etc.
8. The Duly filled in and signed tender paper will have to be submitted in the specified tender box at Estate Department in the presence of Estate Officer, NILD, Kolkata by the tenderers on or before 14.12.2021 at 2:00 pm.
9. The technical bid only shall be opened on 14.12.2021 at 3:30 pm.
10. Scrutiny/ evaluation of technical bid documents shall be done by the Tender Committee of NILD, Kolkata. In case if it is found that the technical bid of the tenderer is not in line with NIT specifications, requirements and/or contains any deviations, the department reserves the right to reject the bid of such firms without making any reference to the Tenderer(s).
11. Any clarifications required by the department shall have to be furnished by the Tenderer within the time given by the department for the same. The Tenderer will have to depute his representative to discuss with the officer(s) of the department as and when so desired. In case, in the opinion of the department a Tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.
12. The financial bid will be opened of those successful bidders who will be qualified in the technical bid only. The date of opening of the financial bid will be intimated to the said successful tenderers by this department.
13. In the technical/ financial bid document, submitted by the tenderer, shall be no condition whatsoever. In case any Tenderer mentions any condition including conditional rebates in their price part, Tender shall be rejected forthwith. A Tenderer will also not be allowed to withdraw or modify any condition after the technical bids have been.
14. The department reserves the right to reject any of or all the bids and go for fresh Tenders as the case may be without assigning any reason.

#### **D] TERMS OF PAYMENT:**

No advance payment will be made. The payment will be made as per Govt. rule, after satisfactory completion of the work. Stipulations like levy of interest if payment is not made in specified time is not acceptable to the department.

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#### E] RATES:

The rates quoted by the Tenderer shall be firm and inclusive of all taxes i.e. GST etc. All the Rates should be in INR and should quote in the Annexure IV only. The price bid part of this tender paper should be submitted in the envelope containing price bid.

#### F] VALIDITY:

Tenders shall be valid for acceptance for a period of 90 (ninety) days from the date of opening of bid.

#### G] LETTER OF OFFER:

The Director of National Institute for Locomotor Disabilities (Divyangjan), B.T. Road, Bon-Hooghly, Kolkata 700090 will communicate the LOWEST bidder by facsimile confirmed by letter transmitted by registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer" shall prescribe the amount which National Institute for Locomotor Disabilities (Divyangjan), B.T. Road, Bon-Hooghly, Kolkata 700090, will pay to the contractor in consideration of the execution of services by the contractor as prescribed in the contract.

#### H] PERFORMANCE SECURITY:

The successful bidder shall required to furnish a Performance Security within 7 (Seven) days of receipt of "Letter of Offer" for an amount of ₹ 7,500.00, which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online/ offline mode. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure III. The copy of original transaction slip, duly signed by the contractor, has to be submitted to the Institute within the above specified date. The performance guarantee will be released after satisfactory completion of the total work. Failure of the successful bidder to comply with the requirements of above clause shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

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#### **I] SECURITY DEPOSIT:**

Security deposit shall be deducted from the bill to the extent of 10% of the gross amount payable. The earnest money deposit shall be adjusted with this security deposit. The security deposit shall be released on expiry of guarantee period stipulated in the contract.

#### **J] WARRANTY:**

All equipments shall be warranted for a period of **12 months** from the date of taking over the installation by the department against unsatisfactory performance. The equipments or components, or any part thereof, so found defective during guarantee period shall be forthwith repaired or replaced free of cost, to the satisfaction of the Officer-in-Charge. In case if it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of the Officer-in-Charge in this regard shall be final.

#### **K] AWARD OF WORK:**

The Director of National Institute for Locomotor Disabilities (Divyangjan), B.T. Road, Bon-Hooghly, Kolkata 700090, will award the work to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document. The EMD submitted by all the tenderers will be returned 15(fifteen) days after the issue of work order.

#### **L] COMPLETION PERIOD:**

Time of completion of the total work is 30 days from the date of issue of the work order as indicated in the Quotation documents. The completion period is for the entire work of planning, supplying, mobilization of tools and manpower, installation, testing, dismantling the existing wiring, removing of unwanted and waste materials arising out of the installation from the Institute Campus etc. and handling over of the entire system to the satisfaction of the Officer-in-Charge.

#### **M] COMPENSATION FOR DELAY:**

The work is to be completed within the stipulated period. In case of delay a penalty @ 1½ percent per month computed on per day basis subject to the maximum of 10% of Quoted amount will be recovered from final bill.

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### ADDITIONAL TERMS & CONDITIONS

01. All the CO<sub>2</sub> Type Fire Extinguishers mentioned (IS Codes) in the schedule should be Refilling/Recharging with their appropriate standard for their quality / reliability. No additional payment should be made as transportation charge. The Fire Extinguishers refilling works to be carried out in our Institute premises only.
02. The existing CO<sub>2</sub> Type Fire Extinguishers shall be taken from this Institute to your service centre & shall be refill/re-charge and shall be fixed in the existed placed by you within 30 days after receiving of the Award of Work. After completion of refilling/recharging you should submit the refilling certificate from Ms. Techno Gases & Carbonic which is authorized plant of Chief Controller of Explosive, Nagpur. No extra payment will be made by this Institute for the same.
03. In CO<sub>2</sub> Type fire extinguisher , the existing gas to be discharged and New gas to be filled as per IS:307 duly Hydraulic Testing.
04. In Water CO<sub>2</sub> Type Extinguishers, replace of existing CO<sub>2</sub> gas cartridge, wash the inside of equipments properly including discharge tube and nozzle.
05. In DCP Type to replace the existing CO<sub>2</sub> gas cartridge and chemical powder. After that to clean of whole body including inside of the cylinder. To refill/ recharge of branded ISI marked Sodium-bi-carbonate chemical powder (5 Kg each cylinder), IS: 4308 and ISI marked brand CO<sub>2</sub> gas cartridge (120 grams. Each cap), IS: 4947. The whole work (both Water CO<sub>2</sub> & DCP type) is done in our Institute premises only.
06. The date of manufacturing of proposed chemical powder, CO<sub>2</sub> gas cartridge (both DCP & Water Types) not beyond one year. All the discharged gas will be done in our Institute premises only.
07. There is no transportation and labour charge will be paid by this Institute.

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08. The successful tenderer should submit refill/re-charge and installation documents with Sl.No.s and date along with bill.
09. Actual Payment will be paid after completion of refill/re-charge and installation/fixing at respective places of NILD without any additional charges.
10. The bill will be certified by the authorized official for payment after thorough check of refill/weight of all fire extinguishers.
11. In case of any premature exhaust of any fire extinguisher, the successful tenderer will be liable to rectify and refill without any additional charge.
12. No escalation of rates is admissible on any account whatsoever in any circumstances.
13. All the extinguisher shall be fixed in such way that the label with mentioning date of refill/ re-charge and Installation is very well visible from the access point with noticeable "FONT" size of lettering.
14. Goods are guaranteed/ self life at least 01 year from the date of refill/ installation.
15. During warrantee/self life, if found no refill, no sufficient weight or any other reason related to refill/re-charge, the necessary Security Deposit of successful tenderer's will be forfeited.
16. Any statutory payment deemed to be borne by the Institute should be mentioned separately on the schedule of quantities along with rate offered.
17. The quoted rates will include of training class/Demo at NILD, Kolkata.

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**Annexure - I**

**COMPANY PROFILE**  
**(To be filled by the tenderer)**

1	Name of the Company / Agency		
	<b>CONTACT DETAILS:</b>  Address:  Land line no:  Mobile No:  Fax No:  Email ID:	<b>BANK ACCOUNT DETAILS:</b>  Account Holders' Name:  Account Number:  Bank:  Branch:  IFSC Code:	
	<b>PAN NO:</b>	<b>GST Registration No:</b>	
2	Type of Ownership  Proprietorship / Partnership / Registered firm / In – Registered firm / Body Corporate (partnership deed enclose, in case of partnership firms only)		

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India  
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

बी.टी. रोड बनहुगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

3	No. of years experience in the business	
4	List of clients (past & present ) with address and contact	
5	Details of Tender Cost Deposit(Enclosed with the Technical Bid documents)	

N.B:

- All fields are mandatory and the information should be given as specific.
- Bidders to ensure that:
  - i. All pages have been signed and stamped by the authorized persons
  - ii. Pages have been numbered
  - iii. Documents are legible (clearly readable)

**I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to participate in this tender.**

**Dated:**

**Place:**

**Name & Address of Firm**

**Authorised Signature & Seal of the Firm**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]



## राष्ट्रीय गतिशील दिव्यांगजन संस्थान

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#### ANNEXURE - II

#### (Proforma for self-declaration)\*

To,  
The Director  
National Institute for Locomotor Disabilities (Divyangjan)  
B.T.Road, Bon-Hooghly,  
Kolkata 700090

**Sub:** Refilling work of the existing fire extinguishers installed in the National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090

Ref: N.I.T. No- Fire.Ext/2182/EO/2014/NIOH/PT-I/2140      dated: 29 November 2021

Sir,

I/We have read and examined the notice inviting tender, particulars of tender, general & additional terms and conditions and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified in the NIT, in all respects with the referred to in general & additional terms and conditions, technical specification.

I/We agree to keep the tender open for 90 (ninety) days from the due date of its opening and not to make any modifications in its terms and conditions.

I/we have submitted herewith the original transaction slip, amounting to ₹ 100.00 only (submitted directly through online/offline mode to the bank account of National Institute for Locomotor Disabilities (Divyangjan)) for depositing of cost of tender paper as prescribed in the referred NIT. I/We am/are also aware that the cost of tender paper is not refundable in any situation whatsoever.

I/we have submitted the Bid Security Declaration.

I/We will submit the performance guarantee of ₹ 7,500.00, directly through online/offline mode to the bank account of National Institute for Locomotor Disabilities (Divyangjan), within the stipulated period as mentioned in the NIT. If I/We fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the Director, NILD, Kolkata shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]



## राष्ट्रीय गतिशील दिव्यांगजन संस्थान

### National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)

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Further, if I/We fail to commence work as specified, I/We agree that the Director, NILD, Kolkata shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said performance guarantee shall be guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained in the tender form.

Further, I/We agree that in case of forfeiture of the performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that, the information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my TENDER at any stage besides liabilities towards prosecution under appropriate law.

I/We hereby declare that; the company has never been blacklisted from any establishment.

I/We hereby declare that; I/we am/are totally agreed with the general & additional terms and conditions, and other specifications mentioned in this NIT. I/We shall treat the tender documents, drawings and other records connected with the work as secret/ confidential documents and shall not communicate information/ derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

Yours faithfully

Dated .....

Signature of Tenderer

Witness: #

Postal Address: #

Address:

Occupation:

Note:

**\*This letter should be on the letter head of the tenderer and should be submitted by the Bidder with the tender documents.**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]



## राष्ट्रीय गतिशील दिव्यांगजन संस्थान

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#### Annexure -III

#### BANK ACCOUNT DETAIL OF NILD, KOLKATA FOR DEPOSITION OF TENDER COST, EARNEST MONEY AND PERFORMANCE GUARANTEE

<b>Name of the Account Holder</b>	National Institute for the Orthopedically Handicapped
<b>A/c No</b>	53015297593
<b>Name of the Bank</b>	State Bank of India
<b>Name of the Branch</b>	NIOH Campus Kolkata
<b>IFSC</b>	SBIN0030468

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]





**राष्ट्रीय गतिशील दिव्यांगजन संस्थान**  
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**Annexure -IV**

**Price Bid**

Sl No	Particulars	Qty	Rate [Rs.]	Amount [Rs.]
1	Refilling of CO <sub>2</sub> type [capacity:4.5 Kg] Fire Extinguishers, including dismantling and reinstallation as required, as per G.S.	43 nos.		
2	Refilling of Water CO <sub>2</sub> type[capacity:9 Liter] Fire Extinguishers, including dismantling and reinstallation as required, as per G.S.	70 nos.		
3	Refilling of DCP type[capacity: 5 Kg] Fire Extinguishers, including dismantling and reinstallation as required, as per G.S.	54 nos.		
<b>TOTAL=</b>				
<b>In Words:</b> Rupees .....				
..... Only/-				

**(Rates are inclusive of all Taxes)**

**N.B: Evaluation of the Price Bid:** The total amount mentioned by the bidder, will only be the deciding factor of the lowest bid among all the qualified tenderer of the technical bid. If there is a tie at the Lowest bid then only the the turnover on similar services and thereafter the clean track record will be considered for selection.

The above Terms & conditions laid down in the tender document are applicable to us and will binding on us.

**Signature of the Tenderer  
with date and seal**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]