



**INDIAN INSTITUTE OF
TECHNOLOGY DELHI HAUZ KHAS,
NEW DELHI – 110016**

NOTICE INVITING E-QUOTATION

IITD/WORKS (SP-3326)/2021

The Executive Engineer [E], Works Department, IIT Delhi invites online item rate quotations on behalf of BOG, IIT Delhi from manufacturer or their authorized dealers for the following work:

1	Name of Work	:	Refilling and maintenance of different type of Fire Extinguishers at ITEC Sonipat.
2	NIQ No.	:	9895/18/IITD/EW/NIQ/2020-21
3	Estimated cost	:	98,708.00
4	Earnest Money	:	EMD Declaration be submitted
5	Period of completion	:	10 days
6	Last date & time of bid submission	:	03-02-2021 upto 3 PM

The bid forms and other details may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Bidders can access Quotation / quotation documents on the website (For searching in the NIC site, kindly go to Quotation Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi Quotations). Select the appropriate Quotation / quotation and fill them with all relevant information and submit the completed Quotation / quotation document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All bids (both Technical and Financial should be submitted in the E- procurement portal).

**Executive
Engineer [E], For & on
Behalf of BOG, IIT Delhi**

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Copy to: -

1. Assistant Executive Engineer [E]
2. D.A. (Works Accounts) - for opening of quotations in the office of D.R. [SPS]
3. D.R. (A/Cs)
4. A.R. [SPS] with a request for uploading the NIQ in e-procurement portal
5. Notice Boards.
6. Office Copy
7. Web site Administrator, IITD

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Certified that this NIQ contains 1 to 17 pages.

E-NIQ amounting to **Rs. 98,708.00** is approved.

AEE (E)Plg

Sr. Fire Inspector

Executive Engineer [E]

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**SCHEDULE**

1	Name of Organization	:	Indian Institute of Technology Delhi
2	Quotation / Quotation Type [open / limited / EOI / auction / single]	:	Open
3	Quotation / Quotation Category [services / goods / works]	:	Goods & Works
4	Type / Form of Contract [work / supply / auction / service / buy / empanelment / sell]	:	Work & Supply; IITD-8
5	Product Category [civil works / electrical works / fleet management / computer systems]	:	Electrical Works
6	Is Multi Currency Allowed?	:	No
7	Date of issue / publishing /start	:	20.01.2021 at 11:00 HRS
8	Document download start date	:	20.01.2021 at 11:00 HRS
9	Document download end date	:	03.02.2021 at 15:00 HRS
8	Last date & time of uploading of bids	:	03.02.2021 at 15:00 HRS
9	Date & time of opening of Technical Bids	:	04.02.2021 at 15:00 HRS
10	EMD	:	EMD Declaration be submitted as per prescribed proforma
11	No. of covers [1/2/3/4]	:	02
12	Address for communication	:	Executive Engineer (Electrical), Works Organization, Hauz Khas, IIT Delhi, New Delhi - 110016
13	Contact No.	:	011- 2659 6751
14	E-mail address	:	a26984@admin.iitd.ac.in ; a26335@admin.iitd.ac.in

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INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this Quotation / quotation document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR QUOTATION /QUOTATION DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active Quotations / Quotation by several parameters. These parameters could include Quotation ID, organization name, location, date, value, etc. There is also an option of advanced search for Quotations, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a Quotation published on the CPP Portal.
- 2) Once the bidders have selected the Quotations they are interested in, they may download the required documents / Quotation schedules. These Quotations can be moved to the respective ‘My Quotations’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the Quotation document.
- 3) The bidder should make a note of the unique Quotation ID assigned to each Quotation /

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Quotation, in case they want to obtain any clarification / help from the Helpdesk.

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PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the Quotation document before submitting their bids.
- 2) Please go through the Quotation / Quotation advertisement and the Quotation / Quotation document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Quotation document.
- 3) Bidder has to select the payment option as "offline" to pay the Quotation fee / EMD as applicable and enter details of the instrument.
- 4) A standard BoQ format has been provided with the Quotation document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption

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techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

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- 7) The uploaded Quotation documents become readable only after the Quotation opening by the authorized bid openers.
 - 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 - 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the Quotation document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a Quotation or the relevant contact person indicated in the Quotation.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The Quotations will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e- token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

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**INFORMATION AND INSTRUCTIONS TO BIDDERS FOR E-NIQ**

The Executive Engineer [E], Works Department, IIT Delhi invites online item rate quotations on behalf of BOG, IIT Delhi from manufacturer or their authorized dealers for the following work:

Sl. No.	N.I.Q. No.	Name of work & Location	Estimated cost put to bid	Earnest Money	Period of completion	Last date & time of submission of bid (online mode)	Time & date of opening of Technical Bid	Time & date of opening of Financial Bid
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1	9895/18/IITD/EW/NIQ/2020-21	Refilling and maintenance of different type Fire Extinguishers at ITEC Sonipat.	Rs.98,708.00	EMD Declaration be submitted	10 days	03-02-2021 upto 03:00 PM	04-02-2021 at 03:00 PM	To be decided after assessing Technical Bids

1. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

- i] Firms / Contractors should have satisfactorily completed one similar work of value not less than **Rs. 98,966.00** or two similar works each of value not less than **Rs. 59,225.00** or three similar works each of value not less than **Rs. 39,483.00** during last 7 years ending previous day of last date of submission of bids.

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2. Similar work means: - Refilling and Maintenance of Fire Extinguishers.

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3. **The intending bidder must read the terms and conditions & IITD - 6 carefully** which will be the part of the Contract. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
 4. Information and Instructions for bidders posted on website shall form part of bid document.
 5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website e-procure.gov.in.
 6. Copy of authorization and certificate of work experience and other documents as specified in the Press Notice / web notice shall be scanned and up-loaded to the e-Quotationing website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents as specified in press notice web / notice shall have to be submitted by the lowest bidder only within a day in the office of e-quotation inviting authority.
 7. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has submitted EMD Declaration and other documents scanned and uploaded are found in order.
 8. Completion certificates are required to be got issued by an officer not below the rank of Executive Engineer of similar works completed by the Firm. The work experience certificates submitted by the bidders shall clearly indicate that:
 - a. The similar work executed shall be **as '2' above**
 - b. The completed cost of the work
 - c. Actual date of completion of the work
 9. Attested copy of registration certificates to be submitted. Registration of firms/ Contractors must be valid on the day of submission of Quotations or extended date of submission of Quotations whichever is later.
 10. **Work means** work done with some Central Government Department / State Government Department / Central Autonomous Body / *State Autonomous Body* / Central Public Sector Undertaking / *State Public Sector Undertaking* / *City Development Authority* / *Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette*.
 11. The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of submission of financial bid.
 12. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
 13. **The bid submitted shall become invalid if:**
 - a. The bidder is found ineligible.
 - b. The bidder does not upload all the documents as stipulated in the bid document including the undertaking / declaration.

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c. EMD Declaration not specified

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List of Documents to be scanned and uploaded within the period of bid submission:

1. Annexure – I duly filled in and got signed
2. Annexure – II (EMD Declaration)
3. OEM authorization certificate [for authorized servicer / contractor] for refilling.
4. Attested certificate of work experience as desired [not mandatory for OEM]
5. Certificate of Registration for GSTIN
6. Bidder shall sign all pages of the quotation document and upload the scanned copy of the same
7. Any other document as specified in the E-NIQ

**Executive
Engineer [E], For & on
Behalf of BOG, IIT Delhi**

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ANNEXURE - I

<< Organization Letter Head >>
DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this quotation specification are true and complete to the best of our knowledge. I / we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

1	Name & Address of the bidder	:	
2	Phone	:	
3	E-mail	:	
4	Contact person name	:	
5	Mobile number	:	
6	TIN number	:	
7	PAN number	:	
8	UTR no.[if deposited online] for EMD	:	Not applicable
9	DD / FDR / Banker's Cheque No. [if uploaded scanned copy] for EMD	:	Not applicable
BANK DETAILS OF BIDDER			
10	Bank name	:	
11	Branch address	:	
12	Branch telephone no.	:	
13	MICR Code of the bank	:	
14	IFSC code	:	
15	Bank Account no.	:	
16	Type of account	:	

We further declare that our organization has not been blacklisted / delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years.

N.B. Bidder is also requested to upload scanned copy of one cancelled bank cheque alongwith the Technical Bid

[Signature of the bidder]

(Name)

e) Seal

of the bidder

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ANNEXURE - 2

Performa for Earnest Money Deposition

(To be submitted on firm's letter head with
Technical Bid)

Whereas, I/we..... (write Name of Agency here)
have submitted bids for **Refilling and Maintenance of different type of Fire Extinguishers at ITEC Sonipat.**

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
Or
2. If after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for IIT Delhi tenders from date of issue of suspension order.

Signature of the Bidder / Contractor

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COMMERCIAL AND ADDITIONAL CONDITIONS

1 General

- 1.1 The work shall be executed as per CPWD General Specifications for Electrical works [all relevant parts] as amended up to date, relevant IE Rules, relevant IS, and as per directions of Engineer-in-charge. These additional specifications and conditions are to be read in conjunction with above and in case of variations, specifications given in the Additional specifications and conditions shall apply. However, nothing extra shall be paid on account of these as the same are to be read along with schedule of quantities for the work.
- 1.2 The quotationer should in his own interest visit the site and get familiarized with the site conditions before quotationing.
- 1.3 No T&P shall be issued by the Department and nothing extra shall be paid on account of this.

2 COMMERCIAL CONDITIONS

- 2.1 The quotationers are advised not to deviate from the technical specifications / items, commercial terms and conditions of NIQ like terms of payment, guarantee, arbitration clause, escalation etc.
- 2.2 **The department reserves the right to reject any or all the price bids and call for fresh price quotations as the case may be without assigning any reason.**

3.0 SAFETY CODES AND LABOUR REGULATIONS

- (i) In respect of all labour employed directly or indirectly on the work for the performance of the contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provisions, B.I.S. recommendations, factory act, workman's compensation act, CPWD code and instructions issued from time to time. Failure to provide such safety requirements would make the quotationer liable for **penalty as specified in applicable clause**. In addition the Engineer-In-Charge shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.
- (ii) The contractor shall provide necessary barriers, warning signals and other safety measures while laying pipelines, cables etc. or wherever necessary so as to avoid accident. He shall also indemnify IITD against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims arising there from during the execution of work. The contractor shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the contractor due to the above provisions thereof.

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4.0 Payment Terms

4.1 Unless otherwise specified, in the additional conditions of the contract, the payment shall be made only after completion of the work.

5.0 Security Deposit

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Security deposit shall be deducted from final bill of the contractor. However the maximum amount of security deposit will be **5 percent of the quoted value**. The security deposit shall be released on the expiry of guarantee period of 03 months. **Bank guarantee will not be accepted as security deposit.**

6.0 Rates

6.1 The rates quoted by the tenderer, shall be firm and inclusive of all taxes (including works GST & labour cess), duties, levies, etc. and all charges for packing forwarding, insurance, freight and delivery, installation, testing and commissioning etc. at site including temporary construction of storage, risks overhead charges, general liabilities / obligations, etc.

7.0 STORAGE AND CUSTODY OF MATERIALS

Fire Fighting equipments. Watch and ward of the stores and their safe custody shall be the responsibility of the contractor till the final taking over the installation by the department.

8.0 COMPLETION PERIOD

The completion period of **10 days** as indicated in the quotation documents is for the entire work of routine maintenance and servicing including breakdown maintenance to the satisfaction of the Engineer-in-charge.

9.0 CARE OF THE BUILDING

Care shall be taken by the contractor while handling and installing the various equipments and components of the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste material arising out of the installation from the site of work.

10.0 Any item required for completion of the project but left inadvertently shall be executed with-in the quoted rate.

11.0 Compliance with Regulations and Indian Standards

11.1 All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the equipment and installation will comply with the following:

[a] Factories Act

[b] IE Rules

[c] BIS and other standards as applicable

[d] Workmen's Compensation Act

[e] Statutory norms prescribed by local bodies like CEA, Power Supply Co. etc.

12.0 Mobilization Advance:

No mobilization advance shall be paid for this work.

13.0 Verification of correctness of Equipment at Destination:

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The contractor shall have to produce all the relevant records to certify that the genuine equipment from the manufacturers has been supplied and erected.

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14.0 CLEAN UP WORKS AT SITE

During maintenance the contractor shall at all times keep the working and storage areas free from waste or rubbish. On completion of maintenance / servicing he shall remove all temporary structures, debris and leave the premises clean to the full satisfaction of the department.

15.0 INTERPRETING SPECIFICATIONS

In interpreting the specifications, the following order of decreasing importance shall be followed in case of contradictions:

- [a] schedule of quantities
- [b] Technical specifications for Electrical Works of CPWD (relevant parts)
- [c] Drawing [if any]
- [d] General specifications
- [d] Relevant BIS or other international code in case BIS code is not available

16.0 COOPERATION WITH OTHER AGENCIES

The successful quotationer shall co-ordinate with other contractors and agencies in the site of work, if any, and exchange freely all technical information so as to make the execution of this work / contract smooth.

No remuneration should be claimed from the department for such technical cooperation. If any unreasonable hindrance is caused to other agencies and any completed portion of the work has to be dismantled and re-done for want of cooperation and coordination by the quotationer during the course of work, such expenditure incurred will be recovered from the successful quotationer if the restoration work to the original condition or specification of the dismantled portion of the work was not undertaken by the quotationer himself.

16.1 The work will be carried out with least disturbance to the Institute during maintenance, servicing and shutdown.

17.0 Apart from the above mentioned works, the firm /agency has to carry out the work as directed by the Engineer- In-Charge from time to time.

18.0 INDEMNITY

The successful quotationer shall at all times indemnify the department, consequent on this works contract. The successful quotationer shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipment and ancillary equipments under the supervision of the successful quotationer in so far as the latter is responsible. The successful quotationer shall also provide all insurance as may be necessary to cover the risk. No extra payment would be made to the successful quotationer on account of the above.

19.0 ERECTION TOOLS

No tools and tackles either for unloading or for shifting the equipments for erection purposes would be made available by the department. The successful quotationer shall make his own arrangement for all these facilities.

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BID SUBMISSION CHECK LIST

ONLINE BID SUBMISSION:

The Online bids (complete in all respect) must be uploaded online in **two** bids as explained below:-

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1	Technical Bid	Annexure 1 & 2 duly filled in and got signed	.PDF
2		Attested Certificate of work experience	.PDF
3		OEM Authorisation Certificate	.PDF
4		Certificate of Registration for GSTIN	.PDF
5		Bidder shall sign all pages of the quotation document and upload the scanned copy of the same	.PDF
6		Any other document as specified in the NIQ	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in BOQ format.	.EXL

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**SCHEDULE OF QUANTITY**Name of work: **Refilling and maintenance of different type of Fire Extinguishers at ITEC Sonipat.**

Sl. No.	Description of item	Qty .	Unit	Rate	Amount
	Refilling of following capacity and type fire extinguishers including loading, unloading transportation, re-installation as required.				
1.	Refilling & maintenance of Carbon-dioxide type fire extinguisher 4.5 kg capacity.	37	nos	Rate in Figure:- Rate in words:-	
2.	Refilling & maintenance ABC type fire extinguisher 6.0 kg capacity.	16	nos	Rate in Figure:- Rate in words:-	
Total Amount Rs.					
Discount if any					
GRAND TOTAL					

***** Bidder shall quote rates in the BOQ specified for this purpose**

Assistant Executive Engineer [E]

Sr. Fire Inspector

Executive Engineer [E]

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