

ENQUIRY

All Communications to be addressed to The Director IISER PUNE for the attention of INCHARGE S & P FOR DIRECTOR

Tender Enquiry No:

IISER/PUR/1164/23

Date

11/10/2023

Sir/Madam,

Subject: REQUEST FOR QUOTATION DUE DATE: 20/10/2023

Please send your Principal quotation in a sealed cover for the following items with complete specifications and literature showing delivery period, on or before the due date to reach this office. In case of difficulty please contact us at **purchase@iiserpune.ac.in**

S.No:	Description of Services	Quantity
1.	Conducting Fire and Life Safety Audit and Emergency Mock Drill at IISER Pune (As per the attached scope of work and eligibility criteria) Note: 2 orders should be attach (preferably from the Govt. organizations) for whom similar services has been made by the bidder in last three years.	01
<ol style="list-style-type: none">Quotation received after due date will not be considered at allOur Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation.We do not accept the advance payment terms or through bank against documents.		Yours Faithfully Sd/- Assistant Registrar (S&P)

ELIGIBILITY CRITERIA

Below listed are the minimum eligibility criteria all points are mandatory.

- A) The Auditor should be On the approved list of Maharashtra Fire Services Department, Govt of Maharashtra/ DISH Approved.
- B) The Auditor should be from those who have previously worked for fire safety audits in government/private laboratories/ Institutes in the appropriate class and have successfully completed a minimum of two/three similar works.
- C) The agency should have 2/3 years of experience in carrying out the fire safety audit of the chemical Industry/Research and Development Laboratory/ Similar Large commercial organization.
- D) The Auditing Team should consist of Chemical Specialists and Fire Safety Experts with more than 10 years of industrial/educational institute experience in their relevant field. In this regard, documentary evidence should be submitted along with the bid.

ELIGIBILITY DOCUMENTS CONTAINING FOLLOWING PAPERS DULY SELF-ATTESTED

- 1) The contractor should have the latest valid registration certificate, with Maharashtra Fire Services Department, Govt. of Maharashtra/ DISH Approved for the Carrying out the Fire Safety Audit.
- 2) Photocopy of PAN CARD.
- 3) Photocopy of proof of their registration for GSTIN.
- 4) The Bidder should submit an attested photocopy of the work order/the definite proof showing satisfactorily completed the similar works (completed means full & final settlement of full scope of work).
- 5) List of employees carrying out audits on behalf of the agency and their educational qualification with experience in the relevant work.

6) EARNEST MONEY DEPOSIT DETAILS

EMD of Rs. 17,420/- (Seventeen thousand four hundred twenty only) in the form of Bank guarantee or Demand Draft of a scheduled bank in the name of the Director, IISER, Pune valid for 180 days from the date of opening of the tender.

EMD amount can be deposited in an IISER PUNE Bank account through net banking as mentioned below.

Name-Indian Institute of Science Education and Research Pune.

Bank-State Bank of India

Branch-NCL Campus Branch, PUNE 411008

Current A/c No. 30042605732

IFSC-SBIN0003552Exemption from submission of EMD

Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration certificate issued by any one of these below-mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid certificate as on the close date of tender are not eligible for exemption.

- 1) Khadi and Village Industries Commission (KVIC)
- 2) National Small Industries Corporation (NSIC)
- 3) Any other body specified by Ministry of MSME/GOI. To avail exemption, it is mandatory to upload valid certificate.

- a) The firm registered with /NSIC/MSME as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of EMD. Intended parties will have to give proof of registration along with their quotation. EMD of the unsuccessful bidders shall be refunded without any interest at the earliest after finalization of the purchase of concerned item.
- i. The EMD will be returned to the BIDDERS(s) whose offer is not accepted by IISER, PUNE within one month from the date of the placing of the final order(s) on the selected BIDDER(s). In case of the BIDDER(s) whose offer is accepted the EMD will be returned on submission of Bank Guarantee as a Security Deposit (SD). However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the BIDDERS.
 - ii. The successful BIDDER, on award of contract / order, must send the contract/order acceptance in writing, within 15 days of award of contract / order failing which the EMD will be forfeited.
- vi The EMD shall be forfeited: In case a successful BIDDER fails to furnish the Security Deposit

1. The Indian Institute of Science Education and Research (IISER) Pune is a premier institute dedicated to research and teaching in the basic sciences. IISER Pune is now located on a 98-acre land.
2. The entire premises is connected to the internal road network.
3. The whole premises is divided into two zones a) Academic and b) Residential.
4. In academics following buildings are covered:-
 - a) Main Academic Building
 - b) Lecture hall complex
 - c) PEB-1,2,3
 - d) Animal House
 - e) Service Buildings.
5. In residential areas following buildings are covered:-
 - a) Guest House
 - b) Director Bungalow
 - c) Hostel 1,2,3
 - d) Housing A,B, D
 - e) Dining hall
 - f) Indoor sports complex
 - g) Service Buildings.
6. The total built-up area of the buildings is 1,45,321 square meters.

7. Scope of work

- I. Systematic identification of critical fire and safety risks, evaluating them based on their impact, and review of existing passive and active fire protection measures.
- II. Checking of the existing Design aspects of services, all laboratory processes, layout, and construction of the building, operating, Inspection & maintenance system.
- III. Evaluation of existing control measures to reduce risk level to a tolerable level. Determine additional control measures required. Identify people who are at risk from each hazard.
- IV. Through inspection of premises for any weaknesses and design flaws.
- V. Reviewing fire orders, fire notices, NOCs & signage.
- VI. Checking & evaluation of fire alarm & detection system.
- VII. Checking of Public address system.
- VIII. Checking of access control system & magnetic door hold open device.
- IX. Checking all fixed and portable firefighting systems, such as fire extinguishers, Hydrant systems, fire sprinkler systems, fire pump houses, firewater storage, Hose boxes, etc, and suggestions of remedies.
- X. Checking of air conditioning, ventilation, & smoke control system.

- XI. Checking of all firefighter switches, fire exit routes, window exits, entrance gates, and assembly areas within the premises shall be conducted.
 - XII. Checking of availability of emergency power for fire alarm, PA System, and fire Pump house.
 - XIII. Checking of common spaces such as lift lobbies and staircases, for fire safety aspects such as slipping, tripping, and falling hazards, electrical shock, chemical, dust, and fume hazards. Checking availability & status of first aid equipment at all necessary locations.
 - XIV. Checking of fire command station & security control room.
 - XV. Checking of the lightning protection system of the building.
 - XVI. Checking of all electrical rooms substations, transformer room.
 - XVII. Checking of compartmentation of all buildings.
 - XVIII. Checking of flammable storage system, waste disposal process, hazardous areas, and material handling of highly flammable liquids, compressed gases, etc.
 - XIX. Checking of gas suppression system of premises.
 - XX. Checking of the Dining block, LPG gas bank & other firefighting & safety systems of the canteen.
 - XXI. Checking of all emergency systems of the whole IISER Pune premises.
 - XXII. Give solutions of storage of all chemicals, gas cylinder and solvents with their prescribed limits as per the rules & regulations.
 - XXIII. Conduct planned & unplanned emergency mock drill at IISER Pune & give an awareness training session for the same.
 - XXIV. Submission of a detailed audit report with all observations & detailed recommendations solutions and mock drill report.
 - XXV. For any suggestions/improvements, the agency should submit a detailed solution that is feasible for the institute.
8. Documents to be issued by the institute: Floor plan & Master plans of all the buildings (soft copy) when the audit starts.

TERMS AND CONDITIONS FOR ENQUIRY.

1. Quotation should be SEALED and mention the ENQUIRY NO: DATE and DUE DATE on the envelope.
2. The quotations will be accepted only upto 5.00 p.m. The quotations will be opened in the presence of the representatives, if any, of the quoting firm at 3.30 p.m. on the next working day of the due date.
3. Your offer should be valid for a period of 180 days from the date of opening of the quotations/tenders
4. **Delivery Period / Timeliness**
Time for carrying out the work will be 45 days and commencement shall be reckoned from the fifth day of issue of award letter. It is mandatory for the bidders who respond to this bid to meet these expectations, as are tightly linked to IISER PUNE's plans of completing the work within the time frame.
5. **Penalty for delayed Services / LD**
 - 5.1. As time is the essence of the contract, Delivery period/Service period mentioned in the Work order should be strictly adhered. Otherwise the IISER will forfeit SD and also LD clause will be applicable /enforced.
 - 5.2. **If the bidder fails to provide service as mentioned in the order within the due date, the bidder is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.**
 - 5.3. IISER PUNE reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit
6. Rates should be quoted accordingly giving the basic price, GST, if any.
7. Accommodation, Meal, transport, should be arrange by the agency on their own cost. IISER Pune will not have borne any charges/provide any facility to on site team.
8. The agency should follow all safety measures during the execution of work any mishap happen will be on responsibility of agency
9. **Security Deposit:**
 - 9.1 After the award of contract, the vendor shall furnish a Security Deposit amounting to 3% of the work order value in the form of Demand Draft/Bank Guarantee (from scheduled Bank only) favoring the Director, Indian Institute of Science Education and Research, Pune.
 - 9.2 The IISER will forfeit the 3% security deposit if vendor fails to execute the contract as per the work order. This Security Deposit will be refunded to the vendor only on successful completion of contract.
 - 9.3 The Security Deposit should be valid for a period of contract as we plan to extend the same as Performance Bank Guarantee. Any future change in the rate of performance security will be considered as per government norms.
10. **We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.**

Mode of Payment

Payment will be made directly to the vendor by RTGS/NEFT after successful completion of work and final submission of audit and mock drill report with regard to quality and scope of work executed for and after satisfying that the terms and conditions of supply have been fulfilled.

11. Fall clause:

The commercial offer shall in no way exceed the lowest price at which the contractor sells the stores of identical description to any other person/organization during the currency of the contract.

12. **2 Work orders (preferably from the Govt. organizations) for whom similar supply has been made by the bidder in last three years.**
13. The quotations are liable to be rejected if any of the above condition is not complied.
14. **This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and 4th June, 2020 and subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.**
15. Printed condition of the tenders/quotations shall not be binding on us.
16. The acceptance of the quotation will rest with the Director, Indian Institute of Science Education and research (IISER) Pune who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason.