

**F.No.31014/1/2014-G**  
**Government of India**  
**Staff Selection Commission**  
**Department of Personnel & Training**  
**Ministry of Personnel, Public Grievances & Pensions**

New Delhi, dated 4<sup>th</sup> December, 2015

**TENDER NOTICE**

Staff Selection Commission invites sealed Tender for Supply of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers and installation System in SSC building and maintenance contract.

Tender containing detailed terms and conditions may be collected from Section Officer (G) ( Tel. No. 24360008) Room No. 704 SSC Building, Block-12, CGO Complex Lodhi Road, New Delhi and also from website SSC.nic.in. The tender may be deposited in the Tender Box kept in Room No. 706, SSC Building, Block-12, CGO Complex, Lodhi Road, New Delhi latest by 3.00 p.m. on 30<sup>th</sup> Dec, 2015, 2015. The Tender Enquiry/Tender Documents and Terms of Conditions of Tender Enquiry can be obtained from the Commission's website <http://SSC.nic.in> and [www.tenders.gov.in](http://www.tenders.gov.in). The quotation received in time will be opened at 3.30 p.m. on the same day.

**(Rabi Kumar Naskar)**  
**Under Secretary (General)**

F.No.31014/1/2014-G  
Government of India  
Staff Selection Commission  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances & Pensions

New Delhi Dated 4<sup>th</sup> December ,2015

**TENDER NOTICE**

**Subject: Supply of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers and installation in SSC building and maintenance contract – Invitation of quotations - regarding.**

Staff Selection Commission, Department of Personnel & Training proposes to install “Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers in SSC building and maintenance contract” for its office located at CGO Complex, Lodi Road, New Delhi -110 003. **The scope of work/schedule of requirement is at Annexure “A”. The detailed terms and conditions may kindly be seen at Annexure “B”.**

2. The bidders with vast experience in the field of providing Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers, having presence in the major Government offices, public sector and private sector companies may submit their proposals. The documentary evidence in support of providing similar Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers in other organizations Govt. buildings particularly those in the public sector/ Govt. offices is required to be submitted.

3. The tendering firm must also submit the VAT & Service Tax Registration Certificate and last three year Income Tax Return along with copies of balance sheet for the year 2012-13, 2013-14 & 2014-15. In the absence of these documents, the tender shall not be entertained.

4. Interested parties may send their bids using separate envelopes for the technical bids as well as financial bids. **The word “Supply of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers and installation System in SSC building and maintenance contract” shall prominently be marked on the top of each envelope. The Technical & Financial bids are to be submitted separately and in prescribed proforma at Annexure “C” & “D” respectively.** The sealed bids are to reach the Under Secretary (General ), Room No. 706, 7th Floor, Staff Selection Commission, Block No.12, CGO Complex, Lodi Road, New Delhi 110 003. latest by 30<sup>th</sup> Dec, 2015 **upto 3.00 PM**. The tender shall be opened on the same date at 3.30 P.M. in the presence of bidders or their representatives who may like to be present.

7. The Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers shall invariably be under warranty for three years period from its date of installation and no extra cost shall be paid by the Commission for its maintenance during the warranty period.

8. It may be specifically noted that the quotations are required to be submitted with EMD amounting to Rs. 25000/- (Rupees twenty five thousand only) in the form of a Demand Draft from any of the Nationalized Bank/Public Sector Bank in favour of “DDO, Staff Selection Commission (HQ), New Delhi ” payable at “New Delhi “and other necessary documents, in the prescribed proforma only. The quotations received without earnest money shall be rejected summarily.

**(Rabi Kumar Naskar)**  
**Under Secretary (General)**

**SCHEDULE OF REQUIREMENT**

The Staff Selection Commission, New Delhi proposes installation of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers and its maintenance contract for its offices located at Block No.12, CGO Complex, Lodi Road, New Delhi 110 003 for a period of three years.

**Requirement**

S. No.	Description	Size	Quantity
1	Ceiling Mounted Automatic DCP Fire Extinguishers	05 Kgs	108 Nos.
2	Clean Agent Fire Extinguisher	02 Kgs	16 Nos.

The number of Clean Agent Fire Extinguishers/ceiling Mounted Automatic DCP Fire Extinguisher as per requirement may increase/decrease

**Scope of work**

- i) **Supply and installation for Ceiling Mounted Automatic DCP Fire Extinguishers of five Kg. capacity and Clean Agent Fire Extinguishers of two Kg. capacity.**
- ii) **Maintenance of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers for three years from the date of installation changing at 2<sup>nd</sup> floor Examination hall of SSC building at CGO Complex, New Delhi.**

**TERMS AND CONDITIONS:**

1. The conditions of the contract will be as per terms and conditions laid down in the NIT. Please submit your tender/quotation, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. The quotation/tender is liable to be ignored if complete information as required is not given therein the bidder should specify in the tender document whether he signs in the capacity of (i) a sole proprietor (ii) a partner of the firm, if it be a partnership whether by virtue of the partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney, or (iii) constituted attorney of the firm if it is a company.
3. Acceptance of tender by the Commission will be communicated by letter or in any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible.
4. The selected agency shall start the work within the period specified in the work order and no extension of time limit to this effect will be allowed.
5. The agency/Contractor shall submit his bills in triplicate after making them duly pre-receipted for the material supplied and the Commission shall make payment by means of crossed cheque drawn in favour of the Agency/Contractor or through e-payment.
6. The Agency/Contractor shall work according to the programme of work as approved by the Commission, for which purpose, the contractor shall submit a tentative programme of the work within 5 days from the stipulated date of start of the work.
7. The agency/contractor will give fire fighting demo in front of staff once in every quarter. During demo, if any fire extinguishing equipment is found non-functioning, there will be penalty of Rs. 5,000/-.
8. Whenever any Fire Extinguisher requires to be refilled, it will be done at the workshop of the supplier's end and alternative Extinguisher will be provided for the same. After filling up, the extinguisher will be returned to the Commission within a maximum 2 days for which no transportation /other incidental expenses shall be provided.
9. The preventive maintenance of the complete system shall be carried out as and when necessitated. In case the company fails to attend the complain in time, penalty clause as provided shall apply.
10. Bids shall remain valid for 90 days from the date of bid opening. A bid valid for shorter period shall be rejected by the Commission as non-responsive.
11. The bids only with requisite amount of EMD and other details as per proforma shall be accepted. The Commission reserves the right to accept or reject the offer of tenderers including that of the lowest bidder or scrap the tender without assigning any reasons and no claim in this regard shall be entertained.
12. The contract shall normally be awarded to the vendors/firm/company who will quoted lowest rate and has requisite infrastructure, experience and fulfils other terms/conditions of the tender.

13. The firms will be evaluated based on meeting the tender criteria viz. submission of EMD/experience/accepting the terms and conditions etc. and other things being equal, the contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily. The bidders are not allowed to alter or modify their bids after expiry of the deadline for receipt of bids. ***It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain the contract are liable to be ignored to maintain the required standards of work being awarded.*** After evaluation of technical bids, the bidders are required to arrange demonstrations of their product before the designated authority of the Commission. Keeping in view the nature of procurement, the Commission shall be free to select a vendor, which it consider, shall fulfil the requirement of the Commission completely in all respects. The Commission also reserves the right to reject any or all the tenders without assigning any reason thereof.

14. 70% of the total payment shall be made after installation of the system to the entire satisfaction of the Commission/users. The remaining 30% payment would be made in three instalments of 10% each at the end of 1st year, 2nd year & 3rd year. The Commission shall not pay for any other incidentals other than those mentioned in the tender, like transportation etc. and the contracted price shall be firm/fixed. There shall also be no advance payment for any jobs assigned in terms of the contract. If the firm which is awarded the contract fails to execute the order, the systems will be got installed/operated by the Commission through alternate sources and at the risk and cost of the contractor and the contractor shall be obliged to pay additional expenditure made in this regard.

15. The bidder who will quote lowest rate in all extinguishers (108 + 16) will be considered.

16. The scope of work, the deliverables expected from the contractors could be discussed and site inspected on any working day through the Section Officer (General). The tenderers are free to seek any clarifications or submit their reservations, if any, about terms and conditions stipulated in this letter.

17. The successful tenderer will be required to furnish Performance Security @ 10% of the total value of contract in the form of a bank guarantee. The Performance Security shall be forfeited if there is any breach by the contractor in performance/meeting terms and conditions of the contract. Otherwise, the same shall be refunded after completion of the contract to the satisfaction of the Commission with no Government liabilities due from the contractor.

18. All the bidders participating in the Tender must submit a **list of their owners, partners, etc and a certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case is registered against the firm or its owner or partners or directors anywhere in India.** Any firm found blacklisted by any Govt. Department shall not be considered for this tender.

19. Incomplete bids will not be entertained and summarily rejected. The financial bid and technical bid should be kept in separate sealed cover with suitable heading and thereafter both technical and financial bid should be sealed in big cover super scribed **“Supply of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers and installation System in SSC building and maintenance contract”**.

20. The bid shall contain no interlineations, errors or overwriting and all pages of the Bids must be signed and sequentially numbered by the Bidder.

21. The bidder must furnish a copy of manufacturing certificate showing specific equipments/items issued in their favour from any Govt. Agency.

22. Copy of PAN Card and Copies of Income Tax Return along with Balance sheet for the last three financial years. A copy of Sales Tax /VAT registration certificate and Service Tax registration certificate will be furnished with the Tender. **Without these documents, Tender will not be considered.**

23. **All documents attached with the bid form should be self attested by the authorized signatory of bidder.**

24. The tender document can be downloaded from this Commission Website <http://ssc.nic.in>

25. The sealed quotations are to reach the Under Secretary (General), Room No. 706, 7th Floor, Staff Selection Commission, Block No.12, CGO Complex, Lodi Road, New Delhi 110003. latest by 30<sup>th</sup> Dec, 2015 **upto 3.00 P.M.** The tender shall be opened on the same date at 3.30 P.M. in the presence of bidders or their representatives who may like to be present. Thereafter the same will be referred to Technical Evaluation Committee for evaluation.

26. The decision of the committee on technical suitability of the offer shall be final and shall not be open for discussion.

27. The Financial bids of the short-listed Bidders, who are found eligible after evaluation of technical bids by the Committee constituted by the Commission, shall be opened and such short listed bidders will be intimated about the date and time of opening accordingly. The short-listed bidders or their authorized representative may be present, if they so desire.

**(Rabi Kumar Naskar)**  
**Under Secretary (General)**

**PROFORMA FOR TECHNICAL BID**

To

**The Under Secretary (General)**  
**Staff Selection Commission**  
**Block No.12, CGO Complex,**  
**Lodi Road,**  
**New Delhi 110 003**

Subject : Procurement and installation of “**Supply of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers and installation System in SSC building and maintenance contract**” - Technical Quotation – regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in Staff Selection Commission letter No. 31014/1/2014-G, dated ..... 2015. The information desired is as under:-

<u>Sr.No</u>	<u>Description) Items</u>	<u>Size</u>	<u>Quantity</u>
1.	a) Ceiling Mounted Automatic DCP Fire Extinguishers b) Clean Agent Fire Extinguishers	05 Kgs 02 Kgs	108 Nos. 16 Nos.
2.	EMD Details (Amount, Name of Bank Branch, DD date and No.)		
3.	<u>Experience Details</u>	<u>Name of the organization</u>	<u>Year and Value of work done (in Rupees)</u>
4.	Details of works premises including infrastructure available		
5.	i) The details of the PAN and other statutory registration certificates. ii) Copy of Sales Tax, VAT Registration certificate and Service Tax Registration Certificate iii) Copy of Income Tax Returns for last three financial years ( 2012-13, 2013-14 & 2014-15) iv) Copy of audited balance sheet for last three financial years. v) Average annual turn over of Rs. .... for last three years.		
6.	Acceptance to the Schedule of work & other terms & conditions of the tender	Yes/No	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and are competent to participate in tender. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Representative)

Name of the bidder:\_\_\_\_\_

Complete Address :\_\_\_\_\_

\_\_\_\_\_

Address (Works), if any,\_\_\_\_\_

Contact Nos.\_\_\_\_\_



**ANNEXURE : “D”**

**PROFORMA FOR FINANCIAL BID**

To

**The Under Secretary (General)  
Staff Selection Commission  
Block No.12, CGO Complex,  
Lodi Road,  
New Delhi 110 003**

Subject : Procurement and installation of “**Supply of Ceiling Mounted Automatic DCP Fire Extinguishers and Clean Agent Fire Extinguishers and installation System in SSC building and maintenance contract**” - Financial Quotation – regarding.

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in Staff Selection Commission letter No. 31014/1/2014-G, dated ..... 2015. The rates quoted are as per following details :-  
(Amount in Rupees)

<u>S.No.</u>	<u>Item Details</u>	<u>Basic Rate per unit (in Rs.)</u>	<u>Tax Levies etc ( in Rs.)</u>	<u>Total cost including taxes (Composite Unit Price)</u>
1.	2.	3.	4	5.

(Composite unit Price in words:  
Rupees\_\_\_\_\_ )

2. I/We undertake that documents are genuine/authentic and nothing material has been concealed and that I /We are not debarred by any Government organization and are competent to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Representative)

Name of the bidder:\_\_\_\_\_

Complete Address :\_\_\_\_\_

Address (Works), if any,\_\_\_\_\_

Contact Nos.\_\_\_\_\_

