



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान  
**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT**  
(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)  
(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,  
Ministry of Jal Shakti, Govt. of India)

No. NRW/ST/105/2022-23/ // 72

Date:29.08.2023

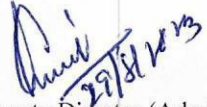
**NOTICE INVITING TENDER(Through GeM)**

**ONLINE BIDS** (Technical and Financial) are invited by the Director, NERIWALM, Dolabari, Tezpur-784027 from appropriate registered Contractors/Firms/Company/Individuals having experience and valid documents for similar nature of work of "Refilling of Fire Extinguishers/Supply of Extinguishers" as mentioned below. The tender documents along with tendering procedure, terms and conditions, etc. may be viewed and downloaded from the institute's website <https://neriwalm.gov.in>. Interested bidders may participate the **ONLINE** bidding process in **GEM PORTAL**.

The tenders (Technical Part) will be opened and ONLINE evaluation will be done by the GeM Buyer authorised by NERIWALM in the Administrative Building of NERIWALM . The (Financial Part) shall be opened on the same day "OR" afterwards to be notified subsequently through GEM PORTAL as per GeM norms at the same place. In the event of the date of opening being declared holiday, the tender will be opened on next working day at the same place and time. Chronological details are as given below:

Sl. No.	Name of the Work	Estimated amount (inclusive GST, all other charges etc.)	Earnest Money	Completion Period	Last date of submission of Tender (Technical & Financial)	Date of opening the tender
01	REFILLING OF FIRE EXTINGUISHERS OF NERIWALM	Rs. 97,500.00 (Rupees Ninety seven thousand Five hundred) only	As per GeM Portal	21(Twenty one) days	21(Twenty one) days from the date of uploading the Bid.	As per GeM Portal

The Director, NERIWALM reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The Tender Documents may please be read thoroughly before filling up.

  
Deputy Director (Admin)  
NERIWALM

Copy to:

1. PS to the Director for kind information of the Director.
2. Chief Vigilance Officer (CVO), NERIWALM for information.
3. Assistant Director (Civil), NERIWALM for information and necessary action.
4. Accounts Officer, NERIWALM for information and necessary action.
5. Assistant Engineer (Civil), NERIWALM for information and necessary action.
- ✓ 6. NERIWALM WEBSITE : <https://neriwalm.gov.in> and Online GeM Portal for publishing and tendering process.
7. Notice Board, NERIWALM for wide circulation.



Tender Notice No. NRWM/ST/105/2022-23/..... Dtd: 29.08.2023

**TENDER (Through GeM) FOR REFILLING OF FIRE EXTINGUISHERS OF NERIWALM.**

**NAME OF THE WORK : REFILLING OF FIRE EXTINGUISHERS OF NERIWALM.**

**LOCATION OF THE WORK: NERIWALM, DOLABARI, PO:KALIABHOMORA, DIST: SONITPUR, ASSAM (PIN: 784027)**

**Through GeM**

Invited by



**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND  
MANAGEMENT  
(NERIWALM)**

Department of Water Resources, River Development & Ganga Rejuvenation,  
Ministry of Jal Shakti, Govt. of India  
(Registered under the Societies Registration Act, 1860)  
Dolabari, P.O Kaliabhomora  
Tezpur-784027, Assam (India)  
Website: <https://neriwalm.gov.in>  
Phones: 03712-291069

**(Section : 01 to Section: 05)**





## SECTION-1

### ABOUT NOTICE INVITING TENDER

1.1: Tender Notice No: (As mentioned in the first page above)

Sl. No.	NAME OF WORK
01	REFILLING OF FIRE EXTINGUISHERS OF NERIWALM
<b>Location of the work:</b> NERIWALM Campus, Dolabari, PO:Kaliabhomora, Tezpur, Dist: Sonitpur, Assam (Pin-784027)	

1.2: Particulars of the EMD shall be submitted ONLINE with Technical Bid , if applicable.

#### **Earnest Money Deposit : As per GeM Portal**

If applicable, EMD in the form of Demand Draft/Banker's Cheque/Pay Order in favour of "NERIWALM REVENUE A/C", NERIWALM, Tezpur from a Scheduled Bank shall be submitted **OFFLINE**. Particulars of the EMD shall be submitted **ONLINE** with Technical Bid.

**EMD amount exempted for NSIC/MSME units subject to submission of valid NSIC / MSME certificate.**

Bidders are advised to visit the NERIWALM website : <https://neriwalm.gov.in> & **GeM portal** regularly for updates/amendments, if any.

**1.3 :Mode of Bidding:** The mode of bidding is **ONLINE**. Interested bidders may participate in the bidding process in **GeM PORTAL** for Technical & Financial Bids in Two bid system. Only the following mentioned shall be accepted in physical mode by post addressed to the **Director, NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027)**, and should reach before the due date and time of opening the tender. The sealed envelope shall bear the name of the work and Tender Notice & Description and the words" **DO NOT OPEN BEFORE DUE DATE & TIME**".

- EMD in the form of Demand Draft/Banker's Cheque / Pay Order (in original).
- Pass Phrase/any information for opening of bids (if required).

#### **1.4:INSTRUCTION TO BIDDERS**

- The bidding document can be downloaded from the NERIWALM official website <https://neriwalm.gov.in>. The tenders shall be uploaded on GeM Portal.
- Further, any information or any issuance of corrigendum/addendum/amendment related to this tender will be available only on the NERIWALM official website and not be published elsewhere.
- The Technical bid and financial bid shall be uploaded on the GeM e-tendering portal and on or before the last date of submission of tender.
- The Bidders must read all the terms and conditions of bidding document carefully and only submit the bid if eligible and in possession of all the documents required. The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as (and not limited to) Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.



- Prices of the GeM Contract shall remain valid for the period of 120 days from the date of the GeM Agreement.
- The NERIWALM may at any time by written order given to the Supplier/Contractor make changes within the general scope of the contract in any one or more of the Services/Quantities to be provided/executed by the supplier/contractor.
- If any such change causes an increase or decrease in the cost or the time required for the execution of the contract, an equitable adjustment shall be made in the quantities or delivery schedule or both and the contract shall accordingly be amended.
- The Bidder cannot assign or transfer and sub-contract its interest/ obligations under the contract without prior written permission of the Purchaser.

### 1.5: NERIWALM's RIGHT TO VARY QUANTITIES

1.5.1: The Director, NERIWALM reserves the right at the time of award of the contract to increase/decrease the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity

1.5.2: The payment shall be made as per actual quantity executed.

### 1.6: NERIWALM'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The NERIWALM does not bind itself to accept lowest or any other tender/bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for NERIWALM's action.

### 1.7: Bidding Methodology:

Two-Bid System (Technical Part and Financial Part to be submitted by Bidders at the same time) shall be followed.

#### 1. On-Line Submission (Technical Bid Part & Financial Bid Part):

The On Line Submission will have the following activities:

**(A) Technical Bid Part :** The following shall be signed digitally and will comprise the Technical Bid in **PDF** without which the bid may be liable to be rejected

- Submission of the Tender Papers (Section 01 to Section-05) duly signed by the bidder
- Submission of particulars of **EMD Fee.**, if applicable
- Submission of Certificate of MSME/NSIC Registration, if any.
- Submission of registration certificate with **GST, PAN,**
- Submission of Trade License upto date.
- Submission of **Local Office / Geographical presence** of Firm in Assam State.
- The **BID SUBMISSION FORM (Section: 2) & UNDERTAKING (Section:3)** shall be duly filled and submitted with the Technical Bid (Part-I)
- Submission of **Authorized Dealership certificate/OEM Certificate of Fire Extinguishers** of ISI approved product.
- Submission of Last IT Return Certificate in the name of the bidder
- Registration certificate of Firm
- Experience certificate in the form of Work completion Certificate.
- Submission of Any other clarification/Amendment.





(B) **Financial Bid Part** : Financial Part will have the following activities

(i) Submission of **Financial Bid as per Section – 05 of Bid Document** in the excel sheet/pdf which is attached separately, to be quoted and signed and sealed by the bidder

**1.8: Offline Submission:** (Offline Submission will have the following activities):

(A) : **Off line Submissions :**

Only the following shall be accepted in physical form/by post addressed to **the Director, NERIWALM, PO : Kaliabhomora, Tezpur, Assam (Pin-784027)**, and should reach before the due date and time of opening the tender. The sealed envelope shall bear the name of the work and Tender Notice & Description and the words” **DO NOT OPEN BEFORE (due date & time)”**.

- EMD in the form of Demand Draft/Banker’s Cheque / Pay Order (In original)
- NSIC / MSME registration certificate in support of exemption of EMD
- Pass Phrase/any information for opening of bids **(if required)**.

The Financial Bid shall be submitted online only on GeM Portal **as per Section – 05 of Bid Document** before last date & time of submission of Tender Document.

**Note :** The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.

**1.8: GENERAL TERMS AND CONDITIONS:**

- a) The materials to be used will have to be ISI approved of repute.
- b) The work should be completed within 21 (Twenty one) days of GeM Contract.
- c) The contractor should provide necessary risk to the labours from any type of accident that may arise during execution in NERIWALM Campus.
- d) The Rates are to be quoted including GST, Taxes, transportation, labour, materials, consumables, scaffolding, all indirect costs such as Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant charges, etc.
- e) The Security Personnel, AMC staffs, Staffs of NERIWALM shall be trained on the use of the Extinguishers free of cost.
- f) The party is liable to making good to the area where the extinguishers will be fitted including necessary painting, etc.
- g) The party will have to submit **WARRANTY CERTIFICATE** before handing over the Fire Extinguishers stating the genuineness pertaining to **IS** specifications, Workmanship, etc.
- h) Any Clause not covered above, the party will be liable to abide by the directions/instructions of Director, NERIWALM in the interest of Institute



**Section-2**

**BID SUBMISSION FORM**

**Tender Notice No:** (As mentioned in the first page above)

To

The Director,  
North Eastern Regional Institute of Water and Land Management (NERIWALM)  
Dolabari, P.O.: Kaliabhomora  
Tezpur – 784027 (Assam)

Dear Sir,

In response to your Tender Notice (mentioned below) dtd: .....for the work/works of NERIWALM (mentioned below), We hereby submit our PARTICULARS/OFFER for necessary consideration:

<b>A</b>	<b>Tender Notice No &amp; Date</b>			
<b>B</b>	<b>Name of the Work:</b>	REFILLING OF FIRE EXTINGUISHERS OF NERIWALMN		
1	Bidder's Name :			
2	E-Mail Address:			
3	Actual Address of the Bidder as per record:			
4	Postal Address:			
5	Contact No:			
6	PAN No :			
7	GST Reg No:			
08	Particulars of Trade License Registration			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:



09	Particular of EMD (If applicable) (Copy to be submitted with Technical Bid also)			
	Amount (Rs.)			
	DD/BC/PO No & Date:			
	Bank :			
10	Particulars of MSME/NSIC Registration			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:
11	Particulars of Authorized dealership Certificate/OEM certificate			
	Name of the Product	Name of the OEM	Nature of works authorized for execution	Valid upto
12	<b>Registration Certificate of Firm/Company/Contractor</b>			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:

**DECLARATION**

1. We have read and understood the terms & conditions of the above mentioned tender and comply with all Terms & Conditions of the Tender. (In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto).
2. We certify that the information mentioned above are true and correct to best of our knowledge.
3. In case of receipt of order we confirm that payment shall be received through e-Banking / Electronics Transfer.
4. This offer contains \_\_\_\_\_ No. of pages including all Annexures and Enclosures.

Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party: .....

Address .....

Contact No :.....





Section-3

**UNDERTAKING**

**Tender Notice No:** (As mentioned in the first page above)

To,

The Director,  
NERIWALM,  
Dolabari, Tezpur -784027  
Assam.

**Name of the work:** REFILLING OF FIRE EXTINGUISHERS OF NERIWALM.

Sir,

I/We do hereby declare that I/We have not been barred/black listed by any PSU/Government Department in doing business with them. I/We have submitted the information/document to the best of my/your knowledge.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party: .....

Address .....

Seal:





Section-4

**Certificate of acceptance of Quality**

To,  
The Director,  
NERIWALM,  
Dolabari, Tezpur -784027  
Assam.

Sub: Submission of Certification of Acceptance of Quality and Certificate of Quality Assurance

For the work of - REFILLING OF FIRE EXTINGUISHERS OF NERIWALM at NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027).

Dear Sir,

I hereby certify that Mr./Mrs. ....owner/ authorized representative has visited NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027) ..... and has been shown the items for refilling & renewing of Fire Extinguisher at NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027) He / She has satisfied himself / herself here with the nature of tasks / service /repair & maintenance work involved and quality of goods/ workmanship/ services to be provided under said tender job order.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party: .....

Address .....

Seal:



**Section: 05**  
**FORMAT OF FINANCIAL BID**

(Rates shall be quoted in Financial Bid and attached/submit separately in pdf/excel sheet)

**Name of the Work : REFILLING OF FIRE EXTINGUISHERS OF NERIWALM**

Sl. No.	Description of the Items	Unit	Quantity	Rate (inclusive of GST, materials, labour, all other charges, etc) (Rs.)	Total (Rs.) (Quantity x Rate)
1	Refilling and servicing of DCP Type 10 kg capacity Fire Extinguisher with ISI Mark refill etc. complete	Each	2.00		
2	Refilling and servicing of DCP Type 05 kg capacity Fire Extinguisher with ISI Mark refill etc. complete	Each	30.00		
3	Refilling and servicing of Mechanical Foam AFFF Type 09 Liters capacity Fire Extinguisher with ISI Mark refill etc. complete	Each	1.00		
4	Refilling and servicing for Water CO <sub>2</sub> of 9 Liters capacity Fire Extinguisher with ISI Mark refill etc. complete	Each	10.00		
5	Refilling and servicing of ABC Type 05 kg capacity Fire Extinguisher with ISI Mark refill etc. complete	Each	8.00		
6	Refilling and servicing for CO <sub>2</sub> type Fire Extinguisher with ISI Mark refill etc. complete of 4.5 kg Fire Extinguisher	Each	8.00		
7	Refilling and servicing for CO <sub>2</sub> type Fire Extinguisher with ISI Mark refill etc. complete of 3.00 kg Fire Extinguisher	Each	2.00		
8	Refilling and servicing for CO <sub>2</sub> type Fire Extinguisher with ISI Mark refill etc. complete of 2.00 kg Fire Extinguisher	Each	4.00		
9	Renewing of Gun Metal cap of DCP Type Fire Extinguisher	Set	15.00		
10	Renewing of Gun metal cap of water type Fire Extinguisher	Set	5.00		
11	Renewing of Inner Container of Fire Extinguisher	Set	10.00		





12	Renewing of Hose pipe of Fire Extinguisher DCP Type	Set	8.00		
13	Renewing of Nozzle, safety clip, washer etc. of Fire Extinguisher	Set	20.00		
14	Renewing of Hose pipe with horn of Fire Extinguisher CO <sub>2</sub> Type	Set	8.00		
15	Refilling of the Fire Buckets including servicing, painting the stand, bucket and installinnng the bucket stand correctly	Set	6.00		
<b>Total Quoted Amount (Rs.) (in numbers)</b>					
<b>Total Quoted Amount (Rs.) (in words) .....</b>					
.....					

**NOTE :**

- a) Total Quoted fees/Price (in Rs.) and Total Quoted Amount (in Rs.) quoted by Bidders in financial bid of GeM Portal will have to be identical.
- b) The quote of the bidder shall be inclusive of all taxes. The total quoted value in GeM should match with price breakup format/Financial Bid.
- a) The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as (and not limited to) Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.
- b) The value of the Work (in Rs.) = Total Quoted Amount in Financial Bid.
- c) The total cost may vary depending on addition/ deletion of items (Quantity)
- d) Quantity of item of work may vary during execution of work.
- e) Payment will be made as per work executed in site.
- f) The Security Personnel, AMC staffs, Staffs of NERIWALM shall be trained on the use of the Extinguishers within the quoted cost. No extra payment will be paid.

**Signature of the bidder with seal).....**

**Name of the Signatory (In Block Letters) :.....**

**Name of the party: .....**

**Address .....**

**Seal:**

**(END OF TECHNICAL BID)**

