



**QUOTATION NOTICE**

Quotation Number	<b>IAV/M1/2024-25/803/003-QN-1</b>
Date of Issue	<b>24/09/2024</b>
Due date and time for receipt of quotations	<b>01/10/2024; 11:00AM</b>
Date and time for opening of quotations	<b>01/10/2024; 11:30AM</b>
Date up to which the rates are to remain firm for acceptance	<b>30/11/2024</b>
Designation and address of officer to whom the quotation is to be addressed	The Director Institute of Advanced Virology Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram Kerala – 695 317
Mode of bidding	Single Bid (Techno-Commercial)
<b>Superscription: Maintenance of fire fighting system/re-filling of portable fire extinguishers and documentation for renewal of fire NOC</b>	

1. Sealed quotations are invited from experienced firmstowards “**Maintenance of fire fighting system/re-filling of portable fire extinguishers and documentation for renewal of fire NOC.**” The firm should have an experience of minimum two years in the mentioned work and necessary documentations to prove the experience should be submitted along with the quotation.
2. The tenderers may submit the quotations as per the format attached as **Annexure I**, **Annexure II**, the undertaking as per **Annexure III** and checklist as per **Annexure IV** in their own papers/letter head.
3. The technical details such as compliance to the scope of work, experience details, GST certificate are to be submitted along with the quotation.
4. The quotations will be opened at the prescribed time in the presence of such of the tenderers or their authorized representatives who may wish to be present at that time.



5. The required services shall be required to be provided within 30 days from the date of issue of work order.
6. The rates quoted should be for providing the mentioned services at **INSTITUTE OF ADVANCED VIROLOGY, Bio 360 Life Sciences Park, Thonnakkal, Trivandrum, Kerala- 695 317.**
7. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above.
8. Any quotation received after the due date and time fixed is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
9. Bidders are advised to inspect and examine the site at their own cost and satisfy themselves about the service requirements before submitting their tenders. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.
10. Further details of the requirements and the conditions governing the tender can be obtained free on request from the office till 30/09/2024; 4:00PM.
11. The acceptance of the quotations will be subject to the following conditions:
  - (i) Acceptance of the quotation constitutes a concluded contract.
  - (ii) Withdrawal from the quotation after it is accepted or failure to provide the services within a specified time or according to specifications will entail cancellation of the order and obtaining the services at the offeror's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Institute reserves also the right to remove the defaulter's name from the list of service providers permanently or for a specified number of years.
  - (iii) No representation for enhancement of price once accepted will be considered during the currency of the contract.
  - (iv) Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.



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- (v) If any license or permit is required of execution of the proposed services, the tenderers must specify the same in their quotation and also state the authority to whom application is to be made.
- (vi) Statutory fee if any paid with respect to renewal of fire NOC on behalf of the institute shall be re-imbursed at actuals on submission of receipts.
- (vii) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the authorities of the Institute or any other person authorized by the Institute and set-off against any claim of the authorities of the Institute for the payment of a sum of money arising out of or under any other contract made by the contractor with the Institute or any other person authorized by the Institute.
- (viii) The prices quoted should be inclusive of all taxes, duties etc., which are or may become payable by the contractor under existing or future laws or rules of the country during the course of execution of the contract.
- (ix) The payments for the services will be made on after the satisfactory completion of services and submission of bills. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms shall produce stamped pre-receipted invoices to the Institute after completion of the services.
- (x) Any sum of money due and payable to the successful tenderer or contractor from Institute shall be adjusted against any sum of money due to the Institute from him under any other contracts.
- (xi) Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Institute.

Director  
IAV, Thiruvananthapuram

Place: Thiruvananthapuram

Date: 24/09/2024



**ANNEXURE I**  
**SCOPE OF SERVICES**

Name of Firm:

Quotation No.:

Sl. No.	Description of the item	Compliance (Yes/No)																					
1.	Two coat painting of the hydrant lines																						
2	Service of the fire ducts including hydrants, hose reel, branch pipe and RRL hose.																						
3.	Replacement of hydrant washers																						
4.	Replacement of pressure gauge.																						
5.	Refilling of the portable fire extinguishers as below: <table border="1" style="margin-left: 40px;"><thead><tr><th>SI No</th><th>Type</th><th>Quantity</th></tr></thead><tbody><tr><td>1</td><td>ABC type – 6kg</td><td>5</td></tr><tr><td>2</td><td>ABC -2 kg</td><td>1</td></tr><tr><td>2</td><td>CO2 – 2kg</td><td>4</td></tr><tr><td>3</td><td>Modular ABC – 10kg</td><td>3</td></tr><tr><td>4</td><td>Modular ABC – 5 kg</td><td>3</td></tr><tr><td>5</td><td>ABC -2 kg</td><td>1</td></tr></tbody></table>	SI No	Type	Quantity	1	ABC type – 6kg	5	2	ABC -2 kg	1	2	CO2 – 2kg	4	3	Modular ABC – 10kg	3	4	Modular ABC – 5 kg	3	5	ABC -2 kg	1	
SI No	Type	Quantity																					
1	ABC type – 6kg	5																					
2	ABC -2 kg	1																					
2	CO2 – 2kg	4																					
3	Modular ABC – 10kg	3																					
4	Modular ABC – 5 kg	3																					
5	ABC -2 kg	1																					
6	Service of 4 way FBI.																						
7.	Service and automation checks of the fire pump - 5 HP.																						
8.	Preparation of documents as per norms of the the fire department for renewal of the NOC																						

Note:

1. The prospective bidders are required to visit the site and asses the requirements before submitting their quotes.
2. Test certificate for the extinguishers to be provided with a validity of one year as per fire and safety norms.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)



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**ANNEXURE II**  
**FINANCIAL BID**

Name of Firm:

Quotation No.:

SL. No	Name of work	Qty req.	Rate for services(₹)	GST @ rate	Total rate services including GST(₹)
1	Maintenance of firefighting system/re-filling of portable fire extinguishers and documentation for renewal of fire NOC as per Annexure I	1			
<b>Total amount in Figure (Inclusive taxes):</b>					
<b>Total amount in Words:</b>					

Place : \_\_\_\_\_

Dated : \_\_\_\_\_ (Authorized Name & Signatory of Agency/firm with stamp)



**ANNEXURE III**

To:

**The Director**  
**Institute of Advanced Virology**  
(Tender Inviting Authority)

**UNDERTAKING BY THE TENDERER**

I/We have carefully gone through the various terms and conditions mentioned in the quotation notice.....for **Maintenance of firefighting system/re-filling of portable fire extinguishers and documentation for renewal of fire NOC** including annexures.

It is hereby certified that I/we have the prescribed experience of two years in maintenance and upkeep of firefighting systems. Necessary documents to prove the experience is submitted along with this quotation.

I hereby sign this undertaking as token of our acceptance of all the conditions mentioned in tender document.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)



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**ANNEXURE IV**

<b><u>Sl no</u></b>	<b>Description</b>	<b>Submitted (Yes/No)</b>
<u>1</u>	Whether submitted copy of GST certificate	<b>Yes/No</b>
<u>2</u>	Proof of work experience submitted – maintenance and up keep of firefighting systems	<b>Yes/No</b>
<u>3</u>	Whether compliance to scope of work submitted as per Annexure I	<b>Yes/No</b>
<u>4</u>	Whether submitted financial bis as per Annexure II	<b>Yes/No</b>
<u>5</u>	Whether undertaking submitted as per Annexure III	<b>Yes/No</b>

Place : \_\_\_\_\_

Dated : \_\_\_\_\_ (Authorized Name & Signatory of Agency/firm with stamp)