



LIMITED TENDER ENQUIRY

Quotation Number	IAV/M1/2024-25/803/001-QN-RT-2
Date of Issue	28/07/2025
Due date and time for receipt of quotations	04/08/2025; 11:00AM
Date and time for opening of quotations	04/08/2025; 11:30AM
Date up to which the rates are to remain firm for acceptance	31/12/2025
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)
Superscription: Refilling of fire extinguishers	

1. Sealed quotations are invited from authorised and experienced firms towards refilling of fire extinguishers installed in the institute.
2. The tenderers may submit the quotations as per the format attached as **Annexure I**, **Annexure II** in their own paper/letterhead.
3. The technical details such as compliance to the scope of work, experience details, GST and other mandatory registrations are to be submitted along with the quotation. The firm should have minimum two years experience in providing the similar services to government institutions.
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 approval of the quotation submitted.
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.**



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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 01/08/2025; 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.
 - (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) 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.

- (vii) 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.
- (viii) The payments for the services will be made after the satisfactory completion of the services. Bank charges incurred in connection with payment against documents through the 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.
- (ix) Any sum of money due and payable to the successful tenderer or contractor from the Institute shall be adjusted against any sum of money due to the Institute from him under any other contracts.
- (x) 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.
- (xi) SCOPE OF SERVICES

Sl. No.	Description of the item																					
1.	Uninstalling and refilling the portable fire extinguishers with the requisite component, depending on the type of fire extinguisher																					
2.	<div>The following quantities of fire extinguishers are to be refilled:<table><tr><th>SI No</th><th>Type</th><th>Quantity</th></tr><tr><td>1</td><td>Dry chemical powder - 4kg</td><td>10</td></tr><tr><td>2</td><td>Dry chemical powder -2 kg</td><td>11</td></tr><tr><td>3</td><td>CO2 – 4.5kg</td><td>16</td></tr><tr><td>4</td><td>Water – 9L</td><td>4</td></tr><tr><td>5</td><td>Clean Agent – 4kg</td><td>2</td></tr><tr><td>6</td><td>Mechanical foam 45L</td><td>2</td></tr></table></div>	SI No	Type	Quantity	1	Dry chemical powder - 4kg	10	2	Dry chemical powder -2 kg	11	3	CO2 – 4.5kg	16	4	Water – 9L	4	5	Clean Agent – 4kg	2	6	Mechanical foam 45L	2
SI No	Type	Quantity																				
1	Dry chemical powder - 4kg	10																				
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5	Clean Agent – 4kg	2																				
6	Mechanical foam 45L	2																				
3.	Checking of gauges and valves of the fire extinguishers																					
4.	Pressure check after refilling the extinguishers.																					
5	Re-installation of the fire extinguishers at the designated locations																					
6.	Providing test certificates for the extinguishers with a minimum validity of one year as per fire and safety norms.																					

Director



INSTITUTE OF ADVANCED VIROLOGY

Autonomous Institution under Science and Technology Department, Government of Kerala

ANNEXURE I FINANCIAL BID

Name of Firm :

Name of the work : Refilling of fire extinguishers

Quotation No. : IAV/M1/2024-25/803/001-QN-RT-2 dated 28/07/2025

SL. No	Name of item	Qty req.	Unit rate (₹)	GST @ rate	Total rate (₹)
1	Dry chemical powder - 4kg	10			
2	Dry chemical powder -2 kg	11			
3	CO2 – 4.5kg	16			
4	Water – 9L	4			
5	Clean Agent – 4kg	2			
6	Mechanical foam 45L	2			
Any other charges (specify)					
Total amount in figure (Inclusive taxes):					
Total amount in Words (Inclusive taxes):					

Place : _____

Dated : _____

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



ANNEXURE II

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 **IAV/M1/2024-25/803/001-QN-RT-2** dated 28/07/2025 for the **Re-filling of fire extinguishers**, including annexures.

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

Place : _____

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



ANNEXURE III

CHECKLIST

Serial No.	Description	Submitted (Yes/No)
1	Whether submitted GST certificate	
2	Proof of work experience (as per clause 3 of quotation notice)	
3	Whether submitted all the pages of the quotation notice duly signed along with Annexures	
4	Whether submitted the financial bid duly signed and sealed - Annexure I	
5	Whether submitted the undertaking duly signed and sealed - Annexure II	
6	Whether submitted the signed checklist - Annexure III	

Place : _____

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