

**KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND
TECHNOLOGY**

(Established by Govt. of Kerala Vide Ordinance No: 9 of 2020 dated 18/01/2020)

Technopark Phase IV, Kuracode Mangalapuram, Thonnakkal

Thiruvananthapuram – 695 317, Kerala

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TENDER DOCUMENT

for

**Obtaining Fire Clearance i.e. No Objection Certificate (NOC) for the
Academic building (G+3), which includes revamping of existing Fire
Alarm systems and integration of 3rd-floor fire systems**

AT

**Kerala University of Digital Sciences, Innovation and Technology
Technopark Phase IV, Kuracode, Mangalapuram, Thiruvananthapuram**

TENDER NO. KUDSIT/010/FIRE NOC/2023-24 dtd: 10.11.2023

Tender Notice

Kerala University of Digital Sciences, Innovation and Technology was set up by Department of Electronics and Information Technology, Govt. of Kerala hereinafter called as University, invites tenders for "**Obtaining Fire Clearance i.e. No Objection Certificate (NOC) for the Academic building (G+3), which includes checking and revamping of existing Fire Alarm systems and integration of 3rd-floor fire alarm and hydrant systems**" from experienced and qualified service providers.

NIT Number	KUDSIT/010/FIRE NOC/2023-24 dtd:10.11.2023
Name of Work	Obtaining Fire Clearance i.e. No Objection Certificate (NOC) for the Academic building (G+3), which includes checking and revamping of existing Fire Alarm systems and integration of 3rd-floor alarm and hydrant fire systems.
Location of Work	Kerala University of Digital Sciences, Innovation and Technology, Technopark Phase IV, Kurakode, Mangalapuram, Thiruvananthapuram
Earnest Money Deposit	<i>Rs.4,000/- (Rupees Four thousand only)</i> in the form of DD / BC in favor of "The Vice Chancellor, The Kerala University of Digital Sciences, Innovation Technology, payable at Thiruvananthapuram have to be submitted by the bidder.
Tender fee	<i>Rs.950/- (Rupees Nine hundred and Fifty only)</i> in the form of DD / BC in favor of "The Kerala University of Digital Sciences, Innovation Technology, payable at Thiruvananthapuram have to be submitted by the bidder.
Period of Service	Within two weeks from the date of contract
Closing Date & Time for Receipt of bids	20/11/2023 upto 3.00 PM
Date& Time for Opening of Bid	20/11/2023 at 4.00 PM
Contact Person	Campus Administrator, Kerala University of Digital Sciences, Innovation and Technology
Site Inspection	Bidder shall visit and inspect the site of the proposed work at their own cost with the verbal/written permission of the authority.

Sd/-
Vice Chancellor

Instructions to Bidders

Note: Bidders are requested to note that non-compliance of the following instructions are liable to render their tender being rejected.

1. Prospective vendors shall have valid License from local Govt. as per Government Rules, Regulations/Guidelines for the same with minimum 3 years of relevant experience in executing/rendering such services, who has executed similar service contract at least two reputed Organizations/Universities/R&D Institutes/Highrise Buildings. Attach copy of work orders / client satisfaction certificate. Bidder shall provide documentary evidence of their experience in similar work and value by enclosing copies of previous work orders. - Attach copies.
2. Bidders should put their endorsement (signature and seal) on each page of the documents submitted.
3. Technical and commercial bid must be submitted in separate sealed envelope quoting Tender No. in the envelope. EMD and Tender Fee must be submitted along with the Technical Bid.
4. The bidder should make no alterations and / or addition to the tender papers. The bidders will be required to furnish earnest money worth 4000/- (Rupees Four thousand only) and cost of Tender amounting Rs.950/- (Rupees Nine hundred and fifty only) in the form of separate DD / BC in favor of "The Vice Chancellor, The Kerala University of Digital Sciences, Innovation Technology, payable at Thiruvananthapuram. Without the earnest money and cost of the Tender, the tender will be summarily rejected. The EMD of successful bidder will be kept as security deposit till completion of the defect liability period. EMD of the unsuccessful bidders will be returned after finalization of the tender and acceptance of work order by the successful bidder.
5. Items are to be quoted in Indian Rupees only.
6. No tender will be accepted by fax, e-mail, telex, or any other such means.
7. Acceptance should be given in the format given in Annexure I of this tender document without any alterations.
8. The firm must quote for all the services as given in Annexure II. Partial quoting or omitting will not be accepted and the tender will be rejected.
9. The Financials quoted by the Bidders must inclusive of all taxes/duties in the Commercial bid.
10. The work should be completed within three weeks from the awarding of the contract. The Items installed and items repaired should have a service period of minimum one year from the date of acceptance by the University.
11. The 50% of total payment will be made after the satisfactory completion of the work as described in the document on submission of service reports, bills etc. and balance 50% will be released after getting final NOC from Fire and rescue department.
12. The quoted rates shall have to be valid for a period of 6(six) months from the date of opening of tender.
13. Bidders should submit all supporting documents in favour of information submitted in the tender. Further, copies of all statutory licenses and documents like PAN, GST etc should be enclosed.

14. Manufacturing license or Authorized Distributor/Principal or Dealer Certificate copy should be enclosed wherever relevant.
15. The repairing/servicing should be carried out in the office premises itself. However, only such work which cannot be done in the office premises will be allowed to be done outside with written permission of the Campus-In charge/Section In charge & Signing Authority of the Organization only on providing standby equipment at no extra cost.
16. The company Engineer / Service Person shall have valid ID card or authorization letter from agency.
17. It will be binding on the part of the successful bidder to provide service at the rates quoted.
18. Contentions arising out of issues not mentioned in this tender document will be resolved as per the guidelines followed by the University.
19. Kerala University of Digital Sciences, Innovation and Technology shall be under no obligation to accept the lowest quotation. Further the VC, Kerala University of Digital Sciences, Innovation and Technology reserves the right to reject any or all of the tenders without assigning any reasons.
20. All questions, disputes or differences arising under or out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the VC, Digital University Kerala.
21. All disputes lie within the jurisdiction of Courts in Thiruvananthapuram.
22. DAMAGE TO PROPERTY- The bidder shall be responsible for all damages to the building site and adjoining properties and for injury caused by the work or workmen to persons, animals, things or to the work of other trades and he / she shall effect any insurance necessary and shall take all necessary precautions and hold the University entirely free from all responsibilities and damages in this respect.
23. PAYMENT OF BILLS:
 - a. The 50% of total payment will be made after the satisfactory completion of the work as described in the document on submission of service reports, bills etc. and balance 50% will be released after getting final NOC from Fire and rescue department.
 - b. DEDUCTIONS- Statutory taxes and duties will be deducted at source as per Government norms.
24. FORFEITURE OF EMD- EMD will be forfeited in case of default of any of the above clauses. Further the bidder is liable to compensate Kerala University of Digital Sciences, Innovation and Technology for any loss suffered. All penalties imposed should be deposited by the bidder immediately or may be deducted from any amount due to the bidder.
25. Agreement: The selected firm shall have to sign an agreement on nonjudicial stamp papers of Rs. 200.00 (Two hundred) containing details of terms & conditions after issue of PO to begin the service.
26. Termination of Contract: Kerala University of Digital Sciences, Innovation and Technology can terminate the contract if the vendor fails to perform the maintenance work satisfactorily as per expectation of Kerala University of Digital Sciences, Innovation and Technology. In that case Kerala University of Digital Sciences, Innovation and Technology can terminate the contract immediately stating the actual reason. In Such case, the security deposit will be forfeited. In normal situation, the

service will be terminated automatically from the date of issuing of order.

18. FORCE MAJEURE –

- a Force majeure clause shall mean and be limited to the following in the execution of the contract placed by the Purchaser: War/hostilities, Riot or Civil commotion, Earth quake, flood, tempest, lightning or other natural physical disaster. Restriction imposed by the Government or other statutory bodies, which is beyond the control of the vendor/contractor.
- B Labour/manpower/financial/commercial/infrastructural/industrial/power/material/ equipment shortage/ problems/ shortages/ difficulties/breakdowns /accidents etc. shall not be considered/treated as force majeure events.

Evaluation of Bids and Award of Work

- The Bid of bidder will be opened on the specified date and time. Bids shall, first, be checked for payment of Earnest Money Deposit. Only those bids found to have duly paid/ submitted Tender Fee and Earnest Money Deposit shall be considered for evaluation.
 - Evaluation of Technical Bid: The bids received will then be assessed on the eligibility criteria mentioned in the Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.
 - University retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter.
 - Agreement (Contract) consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee within 10 days of the Letter of Award.
 - Date of start of work shall be reckoned from the 3rd day of the issue of the Work Order.
 - TERMS OF PAYMENT: The 50% of total payment will be made after the satisfactory completion of the work as described in the document on submission of service reports, bills etc. and balance 50% will be released after getting final NOC from Fire and rescue department.

UNDERTAKING BY THE BIDDER

- I / We have read and examined the Tender document including terms & conditions, list of equipments, scope of work in the Conditions of Contract and all other contents in the tender documents for the work.
- I / We, hereby tender for taking up the service for obtaining Fire Clearance i.e. No Objection Certificate (NOC) for the Academic building (G+3), which includes revamping of existing Fire Alarm systems and integration of 3rd-floor fire alarm and hydrant systems mentioned in the tender document and shall complete the assigned work in accordance with the tender document in all respects.
- We agree to keep the tender valid for 120 days from the last date of its submission and not to make any modifications in its terms and conditions. A sum of Rs. 4000/- will be paid as Earnest Money. If I / we, fail to furnish the prescribed performance guarantee of an amount equal to 5% of the value of contract within 14 days from the date of Purchase Order, I / we agree that the said Vice Chancellor, University or his authorized officer shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I / we fail to commence work as specified, I / we agree that the Vice Chancellor, University shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.
- Further, I / We agree that in case of forfeiture of Earnest Money or both Earnest Money & Performance Guarantee as aforesaid, I / We shall be debarred from participation in the re-tendering process of the work.
- We are aware that we should assign a responsible single point of contact for all service related matters to the University and share his contact details.
- The Complaints during contract execution time shall be resolved by the vendor to the satisfaction of Campus Administrator within one hour from the time of intimation.
- We know that any complaint left responded by the vendor beyond four hours without specific reasons on record shall attract levy of penalty of Rs 1000/- per complaint per day upto 2nd day and Rs 5000/- per complaint per day thereafter recoverable from the Security deposit /performance guarantee or bills payable to the vendor.
- We also know that Works requiring completion time more than one hour shall be responded specifically by the vendor with the scheme and timeline for compliance, to the Campus Administrator within 1 day from the date of intimation.
- I / We hereby declare that I / We shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate information derived there-from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Signature of the contractor with seal

Witness Address
Name & Address
Aadhaar No & :Date

SCOPE OF WORK

SI No	Particulars	Qty
1	Rectifying the existing faults and making system working normal, Re-programming, adding Additional devices to the fire alarm control panel with all sensors and MCPs Make:Notifier/FAPT/851,B/501UL,FST/851,F/MCP/GLASS,ISO/X,FRM/1,FSP/851	1
2	Loop card Drive. Replacement 1 No., New Loop card 1 No.	2
3	Notifier Multi sensor with standard base (to replace damaged devices) Supply and installation	8
4	Supply, Installation, Testing & Commissioning of Single headed hydrant valve as per IS 5290, made of SS with 63 mm dia instantaneous out & 80 mm dia fanged inlet, Blank cap, chain and hand wheel etc. complete with all accessories.	3
5	2 lengths of 15 M long, 63mm dia RRL hose with instantaneous couplings and Hoses shall be stored in side the hose cabinet.	3
6	Supply, Installation, Testing & Commissioning of Hose reel drum of swinging type with 19mm dia Rubber braided hose of 40M. length with Gate valve (upstream) and Shut off nozzle, complete.	3
7	Supply, Installation, Testing & Commissioning of M.S. Hose cabinet stand mounted type fabricated out of M.S. sheet of 16 swg. with glass fronted (4mm thick glass with rubber beading) door and size of the cabinet shall be 600mm x 750 mm x 250 mm Quoted rate shall be includes suitable stand for mounting, all fasteners etc, and cabinet shall be powder coated of approved colour both inside and outside.	3
8	1 No. SS short branch pipe with nozzle.	3
9	FIRE EXIT (AUTOGLOW - "Opaque" PVC foam board of computerised cut, PVC non-reflective self adhesive vinyl painted foam board) - SINGLE SIDE/DOUBLE SIDE - FOR EMERGENCY EXIT	6
10	Supply and Fixing Exit Signage Light Hanging Type LED 8w X 3hr Battery Backup with cable and accessories	6
11	Designing and preparing of drawings, all related paper works, Taking 3 set of print and getting approval from consultant, client and architect and submitting and liaison with Fire & Rescue department and obtaining Final NOC from the Fire & Rescue department. (The fees payable for NOC to department will be done by the University on production of receipt / challan)	1
12	Any other additional items required for getting the Final NOC.	

TO BE SUBMITTED IN THE "TECHNICAL BID"
(IN FIRM'S LETTER HEAD)

BID FORM

To,
The Vice Chancellor
Digital University Kerala

Sub: Acceptance of Terms and conditions of tender. Tender No.

Sir,
Having read and fully understood the specifications and examined in details of the above tender documents relating to the works and having visited and inspected the site of the proposed works and having acquired all the requisite information affecting the tender invited by you, We hereby agree to all terms and condition of the contract as laid down in the tender document(s).

I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and / or any other paper enclosed are not applicable. I/We undertake to complete the works within the period specified in the tender. In this connection we are providing herewith the following information.

1. Proof of address of the firm
2. Address of service locations:
3. Annual Turnover of the last 03 (three) financial years, duly certified by Chartered Accountant. (Copies of Balance Sheet and IT returns should also be enclosed).
4. List of Clients at different state along with copies of relevant work orders and timely completion certificates for last 3 (three) years.
5. Details of EMD Amount..... Draft No.....DD Date Bank.....
6. GST Registration No..... (Copies Enclosed)
7. PAN..... (Copies Enclosed)
8. Affidavit / Power of Attorney stating the capacity and the authority of the person signing on behalf of the firm.
10. Details of Cost of Tender Amount..... Draft No.....DD Date Bank.....
11. A declaration in the form of Affidavit that the firm has not been banned or de-listed by any govt. or quasi Govt. Agency or public sector undertaking.
12. Any other relevant document

(Signature with Seal)
(Name & Designation in block letters)

Financial Bid**Tender Enq. No.** _____

Total amount for **obtaining Fire Clearance i.e. No Objection Certificate (NOC) for the Academic building (G+3), which includes revamping of existing Fire Alarm systems and integration of 3rd-floor fire systems** at Kerala University of Digital Sciences, Innovation and Technology, Technocity Campus, Kuracode, Mangalapuram, Thiruvananthapuram as per the terms and conditions contained in the tender document shall be Rs. _____ (rupees. _____) including all taxes.

SI No	Particulars	Qty	Amount (including GST)
1	Rectifying the existing faults and making system working normal, Re- programming, adding Additional devices to the fire alarm control panel with all sensors and MCPs Make:Notifier/FAPT/851,B/501UL,FST/851,F/MCP/GLASS,ISO/X,FRM/1,FSP/851	1	
2	Loop card Drive. Replacement 1 No., New Loop card 1 No.	2	
3	Notifier Multi sensor with standard base (to replace damaged devices) Supply and installation	8	
4	Supply, Installation, Testing & Commissioning of Single headed hydrant valve as per IS 5290, made of SS with 63 mm dia instantaneous out & 80 mm dia fanged inlet, Blank cap, chain and hand wheel etc. complete with all accessories.	3	
5	2 lengths of 15 M long, 63mm dia RRL hose with instantaneous couplings and Hoses shall be stored in side the hose cabinet.	3	
6	Supply, Installation, Testing & Commissioning of Hose reel drum of swinging type with 19mm dia Rubber braided hose of 40M. length with Gate valve (upstream) and Shut off nozzle, complete.	3	
7	Supply, Installation, Testing & Commissioning of M.S. Hose cabinet stand mounted type fabricated out of M.S. sheet of 16 swg. with glass fronted (4mm thick glass with rubber beading) door and size of the cabinet shall be 600mm x 750 mm x 250 mm Quoted rate shall be	3	

	includes suitable stand for mounting, all fasteners etc, and cabinet shall be powder coated of approved colour both inside and outside.		
8	1 No. SS short branch pipe with nozzle.	3	
9	FIRE EXIT (AUTOGLOW - "Opaque" PVC foam board of computerised cut, PVC non-reflective self adhesive vinyl painted foam board) - SINGLE SIDE/DOUBLE SIDE - FOR EMERGENCY EXIT	6	
10	Supply and Fixing Exit Signage Light Hanging Type LED 8w X 3hr Battery Backup with cable and accessories	6	
11	Designing and preparing of drawings, all related paper works, Taking 3 set of print and getting approval from consultant, client and architect and submitting and liaison with Fire & Rescue department and obtaining Final NOC from the Fire & Rescue department. (The fees payable for NOC to department will be done by the University on production of receipt / challan)	1	
12	Any other additional items required for getting the Final NOC.		
Total Amount Inclusive of all duties and taxes			

[To be submitted in letter head of the supplier]

CHECK LIST

Sl. No.	Description	Yes/No
1.	Technical bid submitted	
2.	Commercial/Financial/Price bid submitted	
3.	Whether quotation is typed?	
4.	Cost of Tender Documents	
5.	Details of Earnest Money Deposit (EMD)	
6.	Acceptance of terms and conditions of the tender and it is submitted on the firm's letter head	
7.	Signature and seal on each pages of the tender documents including all enclosures	
8.	List of clients at different firms for the last 3 (three) years along with copies of relevant work order and timely completion Certificate	
9.	Affidavit/ Power of attorney stating the capacity and the authority of the person signing on behalf of the firm	
10.	Documentary evidence of experience in similar works and value during the last 3 (three) years	
11.	Firm Registration Certificate	
12.	Proof of address of firm	
13.	Non-Relationship Certificate in Bidder's Letter Head	
14.	GST Certificate	
15.	PAN Card	
16.	Annual turnover of the last financial years (Copies of balance sheet and IT return to be enclosed)	
17.	Declaration that the firm has not been banned or delisted by any Govt. or quasi Govt. Agency or public sector undertaking in the form of Affidavit	
18.	Any other relevant documents	