



**राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी-229304  
उत्तर प्रदेश, भारत**

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS,  
AMETHI– 229304  
UTTAR PRADESH, INDIA**

**e-TENDER NOTICE**

**For**

**“Refilling of Carbon Dioxide (CO<sub>2</sub>) Type Fire Extinguishers at RGIPT Jais Campus”**

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, Uttar Pradesh has been established through an Act of the Parliament by the Ministry of Petroleum and Natural Gas (MoPNG), Government of India in 2008.

The Institute has been accorded the eminence of being an Institution of National Importance on the lines of the IITs. The Institute is associating with leading International Universities/ Institutions specializing in Petroleum Technology and Energy.

The Institute invites online bids on **Two Part Bid System** (Technical Bid & Financial Bid) for the **Refilling of Carbon Dioxide (CO<sub>2</sub>) Type Fire Extinguishers at RGIPT Jais Campus**.

## **PART – A: TECHNICAL BID**

### **CRITICAL DATE AND INFORMATION**

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) invites sealed item rate tender under **Two Part Bid System (Technical Bid and Financial Bid)** from reputed, experienced and financially sound parties for Refilling of Carbon Dioxide (CO<sub>2</sub>) Type Fire Extinguishers at RGIPT Jais Campus.

|                                                                                                       |                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Work</b>                                                                                   | Refilling of Carbon Dioxide (CO <sub>2</sub> ) Type Fire Extinguishers at RGIPT, Jais Campus, Amethi                                                                                                                                |
| <b>Tender No.</b>                                                                                     | RGIPT/FIRE EXTN/01/2025 Dated 9.04.2025                                                                                                                                                                                             |
| <b>Date of Issue/publication of Tender Notice</b>                                                     | 17 April 2025, 1700 Hrs.                                                                                                                                                                                                            |
| <b>Bid Document Download Date &amp; Time</b>                                                          | 17 April 2025, 1700 Hrs.                                                                                                                                                                                                            |
| <b>Pre-Bid Meeting Date, Time &amp; Venue (Allqueries shall be discussed in the Pre-Bid Meeting.)</b> | 25 April 2025, 1500 Hrs.<br>IWD Office, Ground Floor of Hostel 'E'<br>Block, RGIPT Jais, Amethi - 229304                                                                                                                            |
| <b>Bid Submission Start Date &amp; Time</b>                                                           | 17 April 2025, 1700 Hrs.                                                                                                                                                                                                            |
| <b>Last Date and time of submission of Bids</b>                                                       | 8 May 2025, 1600 Hrs.                                                                                                                                                                                                               |
| <b>Date and time of opening of Bids</b>                                                               | 9 May 2025, 1600 Hrs.                                                                                                                                                                                                               |
| <b>Clarification Start Date</b>                                                                       | 17 April 2025, 1700 Hrs.                                                                                                                                                                                                            |
| <b>Clarification End Date</b>                                                                         | 8 May 2025, 1600 Hrs.                                                                                                                                                                                                               |
| <b>Earnest Money Deposit</b>                                                                          | Rs.37,900/- (Rupees Thirty-Seven Thousand Nine Hundred only)                                                                                                                                                                        |
| <b>Bid Validity Period</b>                                                                            | 90 days from the date of opening                                                                                                                                                                                                    |
| <b>Bid Address to the</b>                                                                             | <b>The Chairman, Institute Works Committee,<br/>Rajiv Gandhi Institute of Petroleum<br/>Technology,<br/>Mubarakpur,Mukhetia, Bahadurpur<br/>Post: Harbanshganj, Jais, Amethi – 229304</b>                                           |
| <b>Contact person &amp; address for communication</b>                                                 | <b>Name: Shri Harish Kumar Yadav,<br/>Executive Engineer (Civil),<br/>Institute Works Department,<br/>Email: <a href="mailto:executive_engineer@rgipt.ac.in">executive_engineer@rgipt.ac.in</a><br/>Contact Nos. +91 9565993399</b> |

**Notes:**

1. Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in> and **CPP Portal**.
2. Tender documents may be downloaded from the above-mentioned websites. Bidders are therefore requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
3. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
4. Payment proof pertaining to EMD (in case of payment of EMD through NEFT/RTGS transaction, copy of the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.
5. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. Earnest Money Deposit (EMD) of Rs. 37,900/- (**Exempted in case of MSE (Micro & Small Enterprises, Public Procurement Policy for MSEs) registered, Udyam certificate to be enclosed**) in the form of NEFT/Demand Draft, Fixed Deposit Receipt issued by any Nationalized Bank in favour of **“Rajiv Gandhi Institute of Petroleum Technology, payable at Jais”**.

**Bank Account Details of the Institute:**

**Name:** Rajiv Gandhi Institute of Petroleum Technology

**Bank:** Bank of Baroda

**Address:** RGIPT Campus, Bahadurpur Jais, Amethi.

**Account No.** 59480100000001

**IFSC Code:** BARB0JAICAM (5<sup>th</sup> Character is ZERO)

**ADDRESS OF THE INSTITUTE:**

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, Mubarakpur, Mukhtia More, Bahadurpur, Post: Harbanshganj, Jais, Amethi, Uttar Pradesh 229304, Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

## **INTRODUCTION**

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, Uttar Pradesh has been established through an Act of the Parliament by the Ministry of Petroleum and Natural Gas (MoPNG), Government of India in 2008.

The Institute has been accorded the eminence of being an Institution of National Importance on the lines of the IITs. The Institute is associating with leading International Universities/ Institutions specializing in Petroleum Technology and Energy.

The prime objective of the Institute is to provide education, training, and research to roll out efficient human resources, and to meet the growing requirements of the Petroleum and Energy sector.

The main campus of the Institute is located at Jais, Amethi, Uttar Pradesh and B. Tech., M. Tech., MBA and Ph.D. programmes from there. The Institute has set two centres, namely- Assam Energy Institute (AEI), Sivasagar and Energy Institute, Bengaluru (EIB) to offer Diploma and M. Tech. programmes respectively.

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION (GUIDELINE FOR BIDDER):**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:  
<http://eprocure.gov.in/eprocure/app>.

#### **1. Registration**

- (a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- (b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift/ nCode / eMudhra etc.), with their profile.
- (e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (f) Bidder then logs in to the site through the secured log-in by entering their userID/Password and the password of the DSC/ e-Token.

## **2. Searching for Tender Documents**

- (a) There is various search option built in the CPP Portal, to facilities bidders to search active tenders by several parameters. These parameters could include TenderID, Organization Name, location, Date Value, etc. there is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'my Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **3. Preparation of Bids**

- (a) Bidder should consider any corrigendum published on the tender document before submitted their bids.
- (b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use "My space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My space" area while submitting a bid, and need not be upload again and again. This will lead to a reduction in the time required for bid submission process.

## **4. Submission of Bids**

- (a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (c) Bidders are required to note that they should necessarily submit their financial bids in the

format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be download and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- (d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.
- (e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (g) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (h) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

## **5. Assistance to Bidders**

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

## **INSTRUCTIONS TO BIDDERS**

### **List of documents to be uploaded:**

1. Bidders should take into account notifications, corrigendum published, if any, on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the technical bid. Any deviations from these may lead to rejection of the bid.
3. The two part-bid system (Technical Bid & Financial Bid) will be followed for this tender.  
**"Online Bid" shall contain (Pdf format only)**

| Sl. No. | Details of Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Documents to be Uploaded                                                                                                                                                                                                                                                                                                                         | File Format |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1.      | <p><b>The EMD of Rs.37,900/- (Rupees Thirty Seven Thousand Nine Hundred only) (Exempted in case of MSE (Micro &amp; Small Enterprises, as per public procurement policy for MSEs) registered, Udyam certificate to be enclosed) in the form of NEFT/Demand Draft, Fixed Deposit Receipt issued by any Nationalized Bank in favour of "Rajiv Gandhi Institute of Petroleum Technology, payable at Jais".</b></p> <p><b>Bank Account Details of the Institute:</b><br/> <b>Name:</b> Rajiv Gandhi Institute of Petroleum Technology<br/> <b>Bank:</b> Bank of Baroda<br/> <b>Address:</b> RGIPT Campus, Bahadurpur Jais, Amethi.<br/> <b>Account No.</b> 59480100000001<br/> <b>IFSC Code:</b> BARBOJAICAM<br/> (5th Character is ZERO)</p> | <p>Payment Receipt</p> <p>(In case of EMD is required to be submitted by the bidder in the form of Demand Draft and FDR, original of the said instrument is needs to be submitted to the Office of Chairman, Institute Works Committee, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi before last date of the opening of bid)</p> | .pdf        |
| 2.      | <b>Copy of PAN Card &amp; GST No.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Upload – Self Attested Copy of PAN Card & GST No.                                                                                                                                                                                                                                                                                                | .pdf        |
| 3.      | <b>Performance Security (Performance Bank Guarantee)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5 (Five) Percent of the value of contract                                                                                                                                                                                                                                                                                                        | .pdf        |
| 4.      | <b>Copy of Bank Mandate Form / Cancelled Cheque</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Upload – Self Attested Copy of Bank Mandate Form / Cancelled Cheque                                                                                                                                                                                                                                                                              | .pdf        |
| 5.      | <b>Entire Tender Document duly signed &amp; stamped by the bidder</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Upload – Entire Tender Document duly signed & stamped                                                                                                                                                                                                                                                                                            | .pdf        |
| 6.      | <b>Average Annual Financial Turnover during the last 3 years, ending 31st March 2025, should be at least Rs.3,79,600/- (Rupees Three Lakh Seventy-Nine Thousand Six Hundred only) (Annexure 1)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Enclose Annual Report in Annexure – 1, as certified by Chartered Accountant (Balance Sheet and Profit & Loss Account) for the last 3 (three) financial year's i.e., From 2022-23, 2023-24 & 2024-25)                                                                                                                                             | .pdf        |

|    |                                                                                                                                                                          |                                                                                                          |      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------|
| 7. | <b>Last 3 years' Income Tax Return (ITR)</b>                                                                                                                             | Enclose the Self Attested Copy of last 3 years Income Tax Return (ITR) – 2022-23, 2023-24 & 2024-25)     | .pdf |
| 8. | <b>Duly Filled and Stamped “No Conviction Certificate” (Annexure 2)</b>                                                                                                  | Upload – Duly filled ‘No Conviction Certificate (Annexure – 2)”                                          | .pdf |
| 9. | <b>EMD Exemption -In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission</b> | Upload Self Attested Copy of MSE (Micro & Small Enterprises) (Udyam) valid certificate for EMD exemption | .pdf |

***RGIPT, Jais, Amethi reserves the right to reject the bid if any of the above listed documents are not submitted.***

Clarification, if required, may be obtained from the office of The Executive Engineer (Civil), Institute Works Department (IWD) on any working day (Monday to Friday) between 11:00 Hrs. to 16:00 Hrs. from 18.04.2025 To 06.05.2025 on 9565993399.

## **GENERAL TERMS & CONDITIONS**

1. Online e-Tender, two-bid system (Technical Bid & Financial Bid) on Item Rate (Unit Rate) basis are hereby invited under the heading “Refilling of Carbon Dioxide (CO<sub>2</sub>) Type Fire Extinguishers” at RGIPT Jais Campus. **The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD).**
2. A financial bid will be opened only for the technically qualified bidders.
3. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
4. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-years-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the

form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

7. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which 3 / 14 no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

OM\_No.1\_4\_2021\_PPD\_dated\_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

8. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract

will be awarded for 25% (selected by Buyer) percentage of total QUANTITY. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

OM\_No.1\_4\_2021\_PPD\_dated\_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

9. The Earnest Money Deposit (EMD) amounting to Rs.37,900/- (Rupees Thirty-Seven Thousand Nine Hundred only) in the form of NEFT/ FDR/ Demand Draft in favour of **‘Rajiv Gandhi Institute of Petroleum Technology’** payable at **‘Jais’**. The tender received without EMD will be invalid and rejected. Exempted in case of MSE (Micro & Small Enterprises, as per public procurement policy for MSEs. The Udyam certificate is required to be enclosed by bidder.
10. The EMD may be forfeited:
  - a) If the bidder withdraws the bid after bid opening during the period of validity.
  - b) Any unilateral revision in the offer made by the tenderer during the validity of the offer.
  - c) Upon non-acceptance of work order, if and when placed.
  - d) If any bidder furnishes any incorrect or false, statement/ information/document.
11. The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of tender, without any interest.
12. **Performance Security (Performance Bank Guarantee):**

Successful Bidder can submit the Performance Security (Performance Bank Guarantee) in the form of Payment online through RTGS / internet banking / FDR / Form of Bank Guarantee.

Performance Security is to be furnished by 14(Fourteen) days after notification of the award/work order) and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier/vendor, including warranty obligations.

The performance security will be forfeited and credited to the RGIPT account in the event of a breach of contract by the contractor/vendor. It should be refunded to the contractor without interest, after he duly performs and completes the contract in all respects.
13. The Institute does not bind himself to accept the lowest or any tender and reserves himself the right to accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates as quoted.
14. RGIPT, Jais, Amethi reserve the right to accept or reject all or any bid/quotation without assigning any reason thereof.

15. Canvassing in connection with the tenders is prohibited and the tenders submitted by the bidder who resort to canvassing are liable for rejection.
16. The tender submitted shall remain valid for 90 days from the date of opening of the tender.

**17. ELIGIBILITY CRITERIA:**

To qualify in the Bid, the firm should have the minimum eligibility criteria; the firm in this regard should submit the following documents-

- a) The bidder should be an Indian Registered Company under Companies Act 1956/ Proprietorship / Firm / Company of any of these. Copy of Certificate of Incorporation / Registration or any other relevant document, as applicable, should be submitted along with a copy of address proof Copy of constitution or legal status of the sole proprietorship / firm / company etc.
- b) The bid should be accompanied by EMD for bid security of the amount.
- c) Duly filled **Annexure – 1** (Average Annual Financial Turnover during the last 3 years, ending 31st March 2025, should be at least Rs.3,79,600/- (Rupees Three Lakh Seventy-Nine Thousand Six Hundred only)
- d) Last 3 years Income Tax Return (ITR)
- e) Duly filled **Annexure – 2** (No conviction certificate).
- f) Copy of PAN.
- g) Copy of GSTIN registration certificate.
- h) Copy of Bank Account details.
- i) Bidder should have valid Bureau of Indian Standards (BIS) License/Certifications regarding fire extinguisher.
- j) **Entire NIT duly signed & stamped by the bidder.**

18. Bidder is required to quote his item rates in the BOQ as attached in the tender document (Financial Bid). The rates/price quoted by bidder should be all inclusive i.e., should include all **GST, freight, packing, forwarding, loading-unloading insurance, Govt. duties & levies, materials and all other expenses not specifically mentioned but reasonably implied.** Nothing over and above these rates shall be payable to bidder. **The tender job will be awarded on overall L1 basis, not on individual item basis.** It is mandatory for bidder to quote all items rate as asked for in the BOQ/Price schedule.

**19 EXPERIENCE CRITERIA:**

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of Bill of Quantity (BOQ) bids, the primary product having highest value should meet this criterion.

**20 PAST PERFORMANCE:**

The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 60% of bid quantity, in at least one of the last three financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant financial year. In case of bunch bids /boq bid, the category related to primary product having highest bid value should meet this criterion. **Here, the primary product is refilling of Carbon Dioxide (CO<sub>2</sub>) type of fire extinguisher (S. No. 1.02 in BOQ).**

**21 REFILLING OF CARBON DIOXIDE (CO<sub>2</sub>) TYPE FIRE EXTINGUISHERS WORK:**

This work includes hydrostatic pressure testing (HPT), refilling of cylinder, consumable of spare parts & collection and forwarding work. The description of work is mentioned in brief under the scope of work.

**22 COMPLETION TIME:**

The total time for completion of Refilling of Carbon Dioxide (CO<sub>2</sub>) Type Fire Extinguishers work will be 45 days. The date of commencement shall be reckoned from the date of acceptance of award letter/ work order.

**23 PAYMENT TERMS & CONDITIONS:**

23.1: RGIPT will not pay any advance for the said work.

23.2: Payment will be paid on the basis of the actual refilling of carbon dioxide (CO<sub>2</sub>) type fire extinguisher work as per bill of quantity (BOQ) and submission of original tax invoice to the satisfaction of Engineer-In-Charge.

**24 ONE BID PER BIDDER:**

Each Bidder shall submit only one Bid, either individually, or as a proprietor, or as a partner in a partnership firm or as a Company registered under Companies Act. A Bidder who submits or participates in more than one Bid (other than as a sub-contractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

**25 AUTHENTICATION:**

The firm has to submit the duly authenticated copy of Authorization certificate issued by manufacturers of powder/foam/liquid/mist and these products should be ISI mark conforming to relevant latest IS code.

**26 QUALITY CERTIFICATE:**

At the time of delivery of refilled fire-extinguishers, the firm has to produce test reports / quality certificate of powder/foam/liquid/mist.

**27 INSPECTION:**

Inspection will be carried out by the authorized representative(s) of RGIPT for hydrostatic pressure testing (HPT) of CO<sub>2</sub> type fire extinguishers and its refilling work on a random basis at authorized agency/vendor site.

**28 DEFECTIVE / WASTE MATERIAL:**

The defective / waste material / scrap if any, recovered from the refilling work will be the property of Rajiv Gandhi Institute of Petroleum Technology (RGIPT).

**29 WARRANTY:**

The warranty period of the work (re-filling of fire extinguishers) shall be one year from date of completion of refilling work (refilling date) except usage of extinguishers in fire operation & training purpose and or against any fault or failure due to bad workmanship. The Contractor shall abide to re-filling of the cylinder again at free of cost, if any fault or failure due to bad workmanship is found during the period of the contract.

The vendor shall provide for re-filling of fire extinguisher(s) free of cost, if weight loss is noticed within the warranty period. The vendor will have to take the fire extinguisher(s) for re-filling within 3 days of intimation and re-install the re-filled fire extinguisher(s) within 7 days' time limit. If the vendor/seller fails to complete service / rectification within a defined time limit, a penalty of 0.5% of unit price of re-filling of fire extinguisher shall be charged as penalty for each week of delay will be recovered from the vendor.

Vendor/seller can deposit the penalty with the buyer directly else the buyer shall have a right to recover all such penalty amount from the Performance Security (Performance Bank Guarantee). Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the seller.

**30 LIQUIDATED DAMAGES:**

In case of a delay in completion of work (**refilling of carbon dioxide (CO<sub>2</sub>) type fire extinguishers work**), the vendor shall pay liquidated damages an amount equal to 0.5% of the work order/ purchase order value per week of delay, subject to a maximum of 10% of the work order/ purchase order value.

**31 QUANTITY VARIATION:**

The actual quantity of fire-extinguishers that need re-filling work may vary from the quantity projected in BOQ (Schedule of Quantity, Prices & Amount) and payment will be made according to the actual number of fire-extinguishers refilling work that is re-filled.

32 The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.

33 The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.

## **SCOPE OF WORK**

The scope of work broadly covers “Refilling of Carbon Dioxide (CO<sub>2</sub>) Type Fire Extinguishers installed at Rajiv Gandhi institute of Petroleum Technology (RGIPT), Jais, Amethi. The work shall include collection from institute, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/state entry permit and Delivery, Installation/placing, Testing, Commissioning, etc. (after completion of fire extinguisher work) at site, Risks, Overhead Charges, General Liabilities/ Obligations necessary to make a complete installation and such tests and adjustments and handing over of the entire system to the satisfaction of the Engineer-in-charge. The work included in the scope of work will be executed and nothing extra on any account whatsoever shall be paid to the contractor. The detailed scope of works is described as below.

1. The contractor will follow the norms and procedures laid down in IS 2190:2024 (Selection, Installation and Maintenance of First-Aid Fire Extinguishers — Portable and Mobile - Code of Practice) for hydrostatic pressure testing & refilling work.
2. Contractor has to engage personal for collection of fire extinguisher for refilling work and after refilling its unloading at different location in the institute.
3. Details of identification code marked on the cylinders shall be retained after painting/hydrostatic pressure testing.
4. The Contractor will carry out the re-filling of existing fire extinguishers which shall include: -
  - a) Checking of nozzles, port hole, vent hole, cap assembly, syphon tube, safety pin/clip, discharge pipe etc, of fire extinguishers. The contractor has to take prior approval from Engineer-in-Charge for replacement of defective spare parts like discharge valve, hose / tube, nozzle, pvc horn, washer, plunger etc at the time of re-filling.
  - b) Checking and ensuring the horn and wheel locking pin / vent holes /nozzle/ grease the threads in the cap /spring loaded piercer/ sealing disc is intact/ piercing mechanism for its proper working/ washer in the cap/ powder for caking for granulation/ Weigh the extinguisher / check rubber hose, tube, horn, joints, locking pin/ Apply French chalk powder on the tube externally/ polish the body with wax polish / polish brass parts with metal polish.
  - c) Hydrostatic Pressure Testing (HPT) certificate of fire extinguishers will be submitted along with bill and no extra charges shall be payable for the certificates as charges for the same are to be included in the Financial Bid.
  - d) Replacement of small spares like rings/washers to be done at no extra cost.
  - e) All fire extinguishers, refills and spare parts must confirm to performance and other specifications as laid down IS 15683:2018 (Portable Fire Extinguisher – Performance & Construction – Specification) and other relevant IS specifications amended from time to time by Bureau of Indian standards (BIS).

- f) The process of refilling will also include proper cleaning of interior and exterior of fire extinguishers, polishing the painted portion with wax polish, brass/gun metal parts with metal polish, chromium plated parts with silver polish and thorough washing of the plastic components with soap solution and sun drying them.
  - g) Checking colouring of fire extinguisher, if required painting of the cylinder with prior approval of the Engineer-in-Charge.
  - h) Pasting of inspection card on the body of the extinguishers indicating the serial number, date of refilling, next due date for refilling, due date for hydrostatic pressure testing etc.
  - i) Ensuring that stickers mentioning the operating instructions of fire extinguishers are in good condition, legible and are facing outward.
  - j) All fire extinguishers should be discharged / emptied at the RGIPT campus before being taken to the workshop for refilling of fire extinguishers.
5. Each extinguisher shall be painted fire red or signal red conforming to shade No. 536 or 537 of IS 5. The paint shall conform to IS 2932: Part 1.
  6. The fresh painting process by first Static Charge Powder coating and then baking in Oven at 180 degrees for 15 minutes is to be got done on all cylinders before refilling process to get a super fine quality and durable new paint surface on the cylinder.
  7. A picture showing operation of the extinguisher in the correct manner shall be provided on the body of the extinguishers.
  8. Labels indicating fire extinguisher use or classification or both shall be placed on the front of the fire extinguisher.
  9. Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt.
  10. If fire extinguisher are fails in hydrostatic pressure testing (HPT) then it will be returned to RGIPT.
  11. All type of fire extinguisher shall be refilled strictly from the authorized agencies and the relevant test report of refilled extinguishers shall be submitted by the firm. In addition to it, the firm will submit hydrostatic pressure testing report of each extinguisher from authorized agency of testing. In case of failure of extinguisher during hydraulic testing, the firm will submit failed report from authorize testing agency. Only hydrostatic pressure testing charges will be paid of failed extinguishers.
  12. After refilling the Fire Extinguisher, Leak tests is to be got done on all cylinders. The first is an inverted beaker test in water. All the extinguishers also to tested by Mass Spectro Meter Helium Leak Detection Test / other test means for advanced leak detection technology and reports to be submitted along with delivery at RGIPT. No extra payment shall be made for this test.
  13. After refilling the Fire Extinguisher, Leak tests is to be got done on all fire extinguisher as per latest IS code.
  14. The moisture proof sticker showing the details of date of refilling, next due date for refilling, name of agency, type of extinguisher & operational procedure shall be pasted on each fire

extinguisher.

15. No extra charges shall be paid for the sticker showing date of refilling, next due date for refilling, name of agency.
16. No extra charges shall be paid for proper sealing fire extinguishers.
17. All material refilling shall be confirming to BIS specifications/standards. Sticker showing of date of refilling and expiry shall be pasted. Refilling of fire extinguishers shall be valid for minimum period of one year from date of refilling.
18. The Contractor shall provide a guarantee for the workmanship and material supplied/refilled for a period of one year against any defect. This will cover all functional aspects of the product/items supplied/re-filled by the successful bidder including leakage of fire extinguishing agents, leakage of gas cartage and gauge, rubber pipes etc. Any replacements i.e. gauge, rubber pipes, plastic horn (except cylinder) or refilling except after actual use & physically damaged, are done free of cost by successful bidder as per site requirement and as approved by Engineer-in-Charge.

**AVERAGE ANNUAL FINANCIAL TURNOVER**

Turnover of the Bidder in the last 3 years (Please submit CA certified copy of Annual Reports)

| <b>Year</b>    | <b>Annual Report<br/>Submitted<br/>(Yes / No)</b> | <b>Turnover in Rs.<br/>(Lakh)</b> | <b>Profit/<br/>Loss</b> |
|----------------|---------------------------------------------------|-----------------------------------|-------------------------|
| 2022-2023      |                                                   |                                   |                         |
| 2023-2024      |                                                   |                                   |                         |
| 2024-2025      |                                                   |                                   |                         |
| <b>Total</b>   |                                                   |                                   |                         |
| <b>Average</b> |                                                   |                                   |                         |

**NO CONVICTION CERTIFICATE**

(On company letterhead)

This is to certify that \_\_\_\_\_ (Name of the firm/organization),  
having registered office at \_\_\_\_\_  
(Address of the registered office) has never been blacklisted or restricted to apply for  
any such activities by any Central / State Government Department /Semi  
Government department/ PSU/ Autonomous bodies or Court of law anywhere in the  
country.

Yours faithfully,  
Signatures

Name of Vendor or Officer Authorised  
to sign on behalf of Vendor

(Company stamp)

Date: .....

Place: .....

**NO CLAIM CERTIFICATE**

(On company letterhead)

To,

(Contract Executing Officer)

Procuring Entity .....

Sub: Contract Agreement no. .... dated ..... for the work of..... We have received the sum of Rs..... (Rupees ..... only) in full and final settlement of all the payments due to us for the work of under the abovementioned contract agreement, between us and Rajiv Gandhi Institute of Petroleum Technology. We hereby unconditionally, and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against Procuring Entity, against the aforesaid contract agreement executed by us. We further declare unequivocally, that with this payment, we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,  
Signatures

Name of Contractor or Officer Authorized  
to sign the contract documents on behalf of contractor  
(Company stamp)

Date: .....

Place: .....

## **Check List**

| <b>Sl. No.</b> | <b>Particulars</b>                                                                                                                                                                                                             | <b>Yes/No<br/>(Bidders to tick Yes/No)</b> |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1              | EMD of Rs.37,900/- (Rupees Thirty-Seven Thousand Nine Hundred only) ( <b>Exempted in case of MSE (Micro &amp; Small Enterprises, as per public procurement policy for MSEs) registered, Udyam certificate to be enclosed).</b> | Yes / No                                   |
| 2              | PAN No, GSTIN No., Bank Account details                                                                                                                                                                                        | Yes / No                                   |
| 3              | Copy of Income Tax Return Filed Acknowledgement                                                                                                                                                                                | Yes / No                                   |
| 4              | Copy of Average Annual Financial Turnover                                                                                                                                                                                      | Yes / No                                   |
| 5              | Copy of No Conviction Certificate                                                                                                                                                                                              | Yes / No                                   |
| 6              | Valid Bureau of Indian Standards (BIS) License/Certificates regarding fire extinguisher                                                                                                                                        | Yes / No                                   |
| 7              | Entire NIT, Tender Document & other paper duly signed & stamped                                                                                                                                                                | Yes / No                                   |



**राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी-229304  
उत्तर प्रदेश, भारत**

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY,  
JAIS, AMETHI– 229304  
UTTAR PRADESH, INDIA**

**e-TENDER NOTICE**

**For**

**“REFILLING OF CARBON DIOXIDE (CO<sub>2</sub>) TYPE FIRE  
EXTINGUISHERS AT RGIPT JAIS CAMPUS”**

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, Uttar Pradesh has been established through an Act of the Parliament by the Ministry of Petroleum and Natural Gas (MoPNG), Government of India in 2008.

The Institute has been accorded the eminence of being an Institution of National Importance on the lines of the IITs. The Institute is associating with leading International Universities/ Institutions specializing in Petroleum Technology and Energy.

The Institute invites online bids, Two Part Bid System (Technical Bid & Financial Bid) for the **Refilling of Carbon Dioxide (CO<sub>2</sub>) Type Fire Extinguishers at RGIPT Jais Campus.**

## PART – B: FINANCIAL BID

| <b>Bill of Quantity (BOQ) Format</b><br><b>(To be filled online by bidder in Part – B: Financial Bid)</b>  |                                                                                                                                                       |          |       |                                          |                                                   |                       |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|------------------------------------------|---------------------------------------------------|-----------------------|
| <b>Refilling of Carbon Dioxide (CO2) Type Fire Extinguishers (Capacity 4.50 Kg.) at RGIPT, Jais Campus</b> |                                                                                                                                                       |          |       |                                          |                                                   |                       |
| Sl. No.                                                                                                    | Item Description                                                                                                                                      | Quantity | Units | Rate with GST, Freight and all inclusive | Total Amount with GST, Freight, and all inclusive | Total Amount in Words |
| 1.01                                                                                                       | Hydrostatic Pressure Testing (HPT) Carbon Dioxide (CO2) Type Fire Extinguisher                                                                        | 478      | Each  | -----                                    | -----                                             | -----                 |
| 1.02                                                                                                       | Refilling of Carbon Dioxide (CO2) Type Fire Extinguisher                                                                                              | 478      | Each  | -----                                    | -----                                             | -----                 |
| 1.03                                                                                                       | Discharge Valve Wheel Type (Brass) for Carbon Dioxide (CO2) Type Fire Extinguisher                                                                    | 240      | Each  | -----                                    | -----                                             | -----                 |
| 1.04                                                                                                       | Discharge Hose/Tube Heavy Duty Wire Braided for Carbon Dioxide (CO2) Type Fire Extinguisher (1 Meter Long)                                            | 240      | Each  | -----                                    | -----                                             | -----                 |
| 1.05                                                                                                       | Discharge PVC Horn for Carbon Dioxide (CO2) Type Fire Extinguisher                                                                                    | 240      | Each  | -----                                    | -----                                             | -----                 |
| 1.06                                                                                                       | Discharge Hose/Tube complete with PVC Horn for Carbon Dioxide (CO2) Type Fire Extinguisher (1-Meter-Long Discharge Hose/Tube Heavy Duty Wire Braided) | 240      | Each  | -----                                    | -----                                             | -----                 |
| 1.07                                                                                                       | Aluminium Discharge Wheel for Carbon Dioxide (CO2) Type Fire Extinguisher                                                                             | 240      | Each  | -----                                    | -----                                             | -----                 |
| 1.08                                                                                                       | Carrying Handle for Carbon Dioxide (CO2) Type Fire Extinguisher                                                                                       | 240      | Each  | -----                                    | -----                                             | -----                 |

|                                |                                                                                                                                   |     |      |       |       |       |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----|------|-------|-------|-------|
| 1.09                           | Wall Mounting Bracket for Carbon Dioxide (CO2) Type Fire Extinguisher                                                             | 240 | Each | ----- | ----- | ----- |
| 1.10                           | Safety Pin for Carbon Dioxide (CO2) Type Fire Extinguisher                                                                        | 478 | Each | ----- | ----- | ----- |
| 1.11                           | Red Lock Ring for Valve for Carbon Dioxide (CO2) Type Fire Extinguisher                                                           | 478 | Each | ----- | ----- | ----- |
| 1.12                           | Spray Painting (Fire Red or Signal Red conforming to sheds no.536 or 537 of IS 5) for Carbon Dioxide (CO2) Type Fire Extinguisher | 240 | Each | ----- | ----- | ----- |
| <b>Total Amount in Figures</b> |                                                                                                                                   |     |      |       |       |       |

**Note:**

- **The tender job will be awarded on an overall L1 basis, not on an individual item basis.**
- **Bidders are requested to not fill any price in this sheet.**
- **Price should be filled in only financial bid.**
- **If the bidder fills to any price/rate in this sheet, then his bid will be rejected.**