

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

**भारतीय प्रौद्योगिकी संस्थान मुंबई**

**FIRE AND SAFETY SECTION**

**अग्नि और सुरक्षा अनुभाग**



**Request of Bids for Fire Extinguishers Management &  
Related Services**

**अग्निशामकों के प्रबंधन एवं संबंधित सेवाओं हेतु बोलियों के  
लिए अनुरोध**

**RFX Number 610003004 and PR No. 1000055557**

**2025-2026**

# Contents

<b>NOTICE INVITING TENDER</b> .....	3
<b>SECTION 1 – INSTRUCTIONS TO BIDDERS AND REGISTRATION</b> .....	4
<b>SECTION II: ELIGIBILITY CRITERIA</b> .....	6
<b>SECTION III: GENERAL INSTRUCTIONS &amp; CONDITIONS OF CONTRACT</b> .....	7
<b>SECTION IV: DETAILED SCOPE OF WORK</b> .....	9
<b>SECTION V: PENALTY AND CONSEQUENCES</b> .....	15
<b>SECTION VI: PRICE BID FORMAT</b> .....	16
<b>SECTION VII: ANNEXURES &amp; FORMS</b> .....	21
ANNEXURE 1: BIDDER'S INFORMATION .....	21
ANNEXURE 2: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN.....	22
ANNEXURE 3: EXPERIENCE IN SIMILAR WORK.....	23
ANNEXURE 4: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS .....	24
ANNEXURE 5 – DECLARATION REGARDING CLEAN TRACK.....	25
ANNEXURE 6 - DECLARATION OF LOCAL CONTENT .....	26
ANNEXURE 7: UNDERTAKING FOR AVAILABILITY OF MANPOWER, TOOLS & INFRASTRUCTURE .....	27
ANNEXURE 8: DECLARATION REGARDING TRUTHFULNESS OF INFORMATION .....	28
F.1 FORMAT FOR PERFORMANCE BANK GUARANTEE.....	29
F.2. PERFORMA FOR DECLARATION TOWARDS EMD .....	30
F.3. COMPANY DECLARATION FOR QUALIFICATION CRITERIA .....	31

## NOTICE INVING TENDER

Fire and Safety Section of Indian Institute of Technology Bombay (IITB), Powai, Mumbai invites online tender of two-bid system i.e. Part 1- Pre-qualifications bid and Part 2- Price Bid through E-tendering process. The bids are for the Fire Extinguishers Management & Related Services across IIT Bombay Campus.

E-Tender will be available on Online Portal <https://portal.iitb.ac.in/vrp/index.jsp> from **28.04.2026 to 18.05.2026**, The agency should register their firm in SRM-IIT Bombay website <https://portal.iitb.ac.in/vrp/index.jsp> to submit the E-tender.

### Tender Summary

<b>PR No. RFX No.</b>	<b>1000055557 6100003004,</b>
<b>Estimated Tender Value</b>	<b>Rs. 92,15,556.16 (Exclusive of GST)</b>
Work Description	Fire Extinguishers Management & Related Services across IIT Bombay Campus
Type of Tender (Two Bid system)	a) Pre-qualification Bid (Part 1) consisting of all technical details along with the commercial & general terms and conditions b) Price bid (Part-2) indicating item-wise price for the items mentioned in the Price Bid. (Available ONLINE only)- <a href="https://portal.iitb.ac.in/irj/portal">https://portal.iitb.ac.in/irj/portal</a>
Cost of Tender	Nil, Tender to be downloaded from ONLINE PORTAL ( <a href="https://ep.iitb.ac.in/irj/portal">https://ep.iitb.ac.in/irj/portal</a> in View Open Tender Tab. The e-Tender will be available on the Online Portal from <b>28.04.2026 to 18.05.2026 up to 15:30 hrs.</b>
Earnest Money Deposit	Earnest Money Deposit (EMD) of <b>Rs. 2,76,467/-</b> (Rupees Two Lac seventy-six thousand four hundred and sixty-seven) in the form of DD/PO in favour of "The Registrar, IIT Bombay" and the scan copy to be upload in E-tender at the place of EMD TAB. EMD in original to be submitted in the office of FSS on or before <b>18.05.2026 up to 15:30hours</b> , E-tender without original Earnest 'Money Deposit (EMD) will be liable to be rejected from the competent authority. <b>Note: Bidders with valid MSME / Udyam Registration are exempted from EMD, subject to submission of the certificate in the EMD tab or F2 form.</b>
<b>Pre-bid Queries</b>	Interested participants are requested to submit their relevant queries at least one (01) day prior, i.e., on or before <b>07.05.2026, 17:00 hours</b> only through email ( <a href="mailto:office.fss@iitb.ac.in">office.fss@iitb.ac.in</a> ). Queries received after the stipulated date shall not be considered.
<b>Pre-Bid Meeting/ Site Visit Place, Date and Time</b>	Fire and Safety Section, Office of Dean (IPS), First Floor, Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076. <b>08.05.2026, 15:30hrs</b>
<b>Last date and time of submission of Bids</b>	<b>18.05.2026, 15:30 hrs</b> (on or before)
<b>Opening of Online Tender</b>	Part-I (Pre-qualification Bid): <b>18.05.2026 at 16:00 hrs</b> Part-II (Price Bid): <b>21.05.2026 at 16:00 hrs</b> (Tentative)
Contacting Authority	Office Incharge, Fire and Safety Section Contact at: +91-22 21593051

**Note:**

1. All eligible agencies are mandated to get enrolled on **SRM E-tender portal of IIT Bombay**.
2. The intending bidder must have **valid Class-III digital signature with encryption and decryption provision** to submit the e-tender.

## SECTION 1 – INSTRUCTIONS TO BIDDERS AND REGISTRATION

<p>Instructions to bidder and General terms &amp; conditions</p>	<p>The can be accessed from link:  <a href="https://docs.google.com/document/d/1EM4A0FewtiXEUtW3fVTdHpIwDopUXm-X/edit?usp=sharing&amp;oid=112166817066934084191&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1EM4A0FewtiXEUtW3fVTdHpIwDopUXm-X/edit?usp=sharing&amp;oid=112166817066934084191&amp;rtpof=true&amp;sd=true</a></p>
<p><b>Submission of Bids: SRM-IIT Bombay registration</b></p>	<p>For registration, bidders have to carry out <b>TWO STAGE REGISTRATION</b> – 1) Vendor Registration and 2) E-Tender Registration. After successful registration at both stages, bidders are qualified for applying for E-tendering. Detailed procedure of registration is given below:</p> <p><b>Stage No 1 - Vendor Registration</b></p> <p>Vendors are requested to register themselves as <b>VENDOR</b> of IITB with the following link for generating <b>USER ID &amp; PASSWORD</b>:</p> <p><a href="https://portal.iitb.ac.in/vrp/index.jsp">https://portal.iitb.ac.in/vrp/index.jsp</a></p> <p><b>Stage No 2 - E-Tender Registration</b></p> <p>After login as a <b>VENDOR</b> click on button “Register for E-Tender” Please wait for your IITB E-Tender Registration request to be processed by MDM team.</p> <p>After processing, the Login credentials for IITB E-Tender Portal will be sent you registered Email-ID. (Vendor registration &amp; E-tender registration is one-time activity, hence kindly keep the Login credentials details for future bidding)</p>
<p><b>STEPS FOR ONLINE BIDDING</b></p>	<p>Step No.1 <b>MANDATORY SYSTEM REQUIREMENT FOR E-TENDERING</b> (This is one-time activity). Kindly go through the manuals for System Requirements for Online bidding.</p> <p><a href="https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-014_E_Tendering_Application_System_Requirements_V1.1.pdf">https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-014_E_Tendering_Application_System_Requirements_V1.1.pdf</a></p> <p>Step No. 2: - <b>EXTRACTING AND UPLOADING DIGITAL SIGNATURE</b> (This is one-time activity). Kindly go through the manuals for extracting and Uploading Digital Signature.</p> <p><a href="https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-016_Extract_Upload...">https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-016_Extract_Upload...</a></p> <p>Step No.3: - <b>UPLOADING OF ONLINE BIDS</b></p> <p>Kindly go through the manual for submission of online response.</p> <p><a href="https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-008_Advertisement_...">https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-008_Advertisement_...</a></p> <p>Click on the following link for E-tender: <a href="https://ep.iitb.ac.in/irj/portal">https://ep.iitb.ac.in/irj/portal</a></p> <p>For any difficulties in ONLINE registration contact on SRM Helpdesk No. +91 8291556377 / +91 8291556277 or Email: <a href="mailto:helpdesk.mdm@iitb.ac.in">helpdesk.mdm@iitb.ac.in</a> / <a href="mailto:srm@iitb.ac.in">srm@iitb.ac.in</a> .</p> <p><b>Note: The intending bidder must have valid class-III digital signature with encryption and decryption provision for download, upload and submit the e-tender.</b></p>
<p><b>Submission of Bids: Key Instructions</b></p>	<p>1. The Institute will examine the prequalification bids to determine whether they are complete, whether the documents have been properly uploaded and whether the bids are generally in order. The Institute may discuss the technical bid with the bidders/tenderers, if required.</p>

**Online Price Bid of only successfully Qualified Contractors from the Part-1 Pre-qualification Bid will be opened in the presence of such tenderer who desire to attend.**

2. No modifications in the tender shall be allowed after opening tender Part-1 Pre-qualification Bid.
3. If any information furnished by the bidder is found to be incorrect at a later stage, they should be liable to be debarred from tendering/taking up works in IITB in future forever. Also, if such violation comes to the notice of Department before start of work, the Engineer –In-charge shall be free to forfeit the entire amount of EMD.
4. **The time allowed for carrying out First Maintenance covering each building is 120 days from the date of receipt of work order.**
5. Statutory Duties, taxes and levies: Price shall remain firm and fixed. However, in case of statutory variation in rate of duties, taxes and levies and or gazette notification the price will be adjusted up / down if indicated in the tender. Reduction is to be voluntarily intimated by the contractor and if not intimated, the subsequent onus of responsibility rests with the contractor irrespective of the time period.
6. **The acceptance of the E- tender** shall rest with the competent authority of the Institute accepting the tender who does not bind himself to accept the lowest or any tender and reserves to himself the right to reject any or all tenders without assigning any reason. The institute reserves the right to accept the work in full or in part or reject the tender(s) in full or part without assigning any reasons thereof.
7. The estimated amount given is approximate which was worked out after taking into various factors into consideration. The amount given is only for guidance. The tenderer is to work out carefully and quote the rates against individual items correctly. The estimated amount may be on the higher side which depends upon several factors such as administrative approval, technical sanction, allotment of fund etc. The Institute shall have the right to accept or reject any or all tenders without assigning any reason whatsoever and will not be bound to accept the lowest tender.
8. The tender should be valid for **180 days (One Hundred Eighty days)** from the date of opening of the tender.
9. SUPERVISION: Successful tenderer shall depute concerned specialist, for supervision of work to be carried out. The successful tenderer shall make necessarily arrangement at their own expenses for stay, transport and other expenses of their specialist during their stay in Mumbai which also includes imparting training to IIT Staff personally.
10. In case, the tender opening day happens to be a holiday, the same will be opened on the next working day.
11. All material sample is to be got approved before installing / fixing. Incorporating unapproved material will be at the cost and risk of the contractor.
12. The tenderer can visit the site and clarified any technical query by telephone.

## SECTION II: ELIGIBILITY CRITERIA

1. The bidder should have existence for a minimum period of 5 years. Copy of the Certificate of Incorporation/ Registration Certificate of the firm must be enclosed in the bid.

**Note:** Considering the nature of the work, the bidder's operations shall be within Mumbai Metropolitan Region Development Authority (MMRDA) jurisdiction or maximum of 250 km radius from IIT Bombay. If located outside, the bidder shall have an operational and registered office within MMRDA's jurisdiction, relevant document shall be attached.

2. The bidder should have experience in the similar work of Fire Extinguishers Management including supply, installation, inspection, refilling, hydrostatic testing, maintenance, and compliance management. In the preceding 3 years, the bidder should have satisfactorily completed contracts with any of the following values (excluding GST):
  - at least three satisfactorily completed contracts each costing not less than **Rs. 36,86,222.46/-** or
  - at least two satisfactorily completed contracts each costing not less than **Rs. 46,07,778.08/-** or
  - at least one satisfactorily completed contracts each costing not less than **Rs. 73,72,444.92/-**

**Note:** Completed contracts shall mean similar work with any reputed state or central government or PSU or reputed private organization. The copies of the completed work order and completion certificates are to be submitted by the bidder for the preceding three years only. Submit only the work orders necessary to demonstrate eligibility; there is no need to provide all work orders.

3. The bidder should submit details of the firm as per attached **Annexure 1**.
4. The Bidder shall have an average annual financial turnover of at least fifty percent (50%) of the tender value of the category applied for, during the last five (5) financial years, ending on 31st March of the previous financial. **Annexure 2**.
5. The bidder should submit experience records as per **Annexure 3**.
6. The Bidder should accept Tender Terms and Conditions. The undertaking must be enclosed in the bid as per format – **Annexure 4**.
7. The bidder must possess a valid approval/ license under the Government of Maharashtra for the completed. Self-attested copies of all valid licenses must be attached. He shall maintain valid licenses till completion of contract.
8. A copy of the PAN CARD of the firm must be enclosed in the bid.
9. The GST registration certificate of the firm must be enclosed in the bid.
10. The bidder must not be blacklisted/suspended by any public procurement entity like the government depts./PSUs/autonomous bodies. There should not be any service-related disputes or legal cases pending with any organization /govt. depts./banks in India or abroad. The undertaking must be enclosed in the bid as per format – **Annexure 5**.
11. Declaration of Local Content shall be submitted. **Annexure 6**.
12. The bidder shall submit an undertaking certifying that it has sufficient resources, capability, and capacity to carry out and satisfactorily complete the contract, as per **Annexure 7**.
13. The bidders shall submit an undertaking certifying the truthfulness of all the documents uploaded along with the tender. This shall be mandatory for all bidders. In the event of the bidder's failure to submit the undertaking, their offer shall be summarily rejected. **Annexure 8**.
14. The bidder shall submit a Bank Solvency Certificate issued by a Nationalized / Scheduled Bank, of an amount not less than 50% of the estimated tender value, and not older than six (06) months from the date of submission of the bid.

### **SECTION III: GENERAL INSTRUCTIONS & CONDITIONS OF CONTRACT**

1. The rates quoted by the contractor shall be inclusive of all cost such as duties, levies, royalties, tools, tackles, manpower, supervision and all incidental charges required for proper execution of the work. No extra payment shall be made on any account whatsoever.
2. The Earnest Money Deposit (EMD), if applicable, shall be submitted as per the tender conditions.
3. The contractor shall deposit PBG/ Security Deposit as specified in the tender. The PBG/ Security Deposit shall be retained till expiry of Defect Liability Period (DLP).
4. The contractor shall execute the work in a professional manner using skilled team and in accordance with sound engineering practice to the satisfaction of the Engineer-in-Charge.
5. All materials used shall be of best quality and approved by the Engineer-in-Charge. Replacement of parts shall preferably be of the same make as existing. Alternative makes shall be used only with prior written approval of the Engineer-in-Charge.
6. The Engineer-in-Charge or his authorized representative shall have the right to inspect the work at any time. Any defective or sub-standard work shall be rectified by the contractor at his own cost.
7. The Engineer-in-Charge shall have the authority to order removal and replacement of any defective work or material. The cost shall be recovered from the contractor.
8. Any damage caused to Institute property during execution of work shall be made good by the contractor at his own cost.
9. The contractor shall be fully accountable and comply with all applicable labour laws including Minimum Wages Act, Contract Labour Act, ESI Act and Workmen Compensation Act. IIT Bombay shall not be responsible for claims or any other labour-related matters.
10. No person below the age of 18 years shall be employed on the work.
11. Safety, Injury and Accident Responsibility, and Statutory Compliance
  - a. The Contractor shall strictly comply with all safety regulations, guidelines, and instructions issued by IIT Bombay from time to time. Any accident, injury, or fatality arising out of or in connection with the execution of the work shall be the sole responsibility of the Contractor. The Contractor shall ensure that all personnel engaged for the work are adequately covered under suitable insurance policies and are paid not less than the applicable minimum wages as notified by the competent authority.
  - b. Management of any accident, including but not limited to medical treatment, financial compensation, statutory reporting to authorities, liaison with external agencies, relatives/next of kin, and any legal or statutory obligations, shall be the exclusive responsibility of the Contractor, without any liability on IIT Bombay.
  - c. The Contractor shall develop and maintain adequate internal competency to manage such incidents and/or deploy a qualified safety professional or consultant as required in the event of any accident.
12. The contractor shall take adequate insurance coverage for manpower and third-party liability. Proof shall be submitted on demand.
13. Taxes and Deductions Income Tax, GST, Labour Cess and other statutory deductions shall be made at source as applicable.
14. Compensation for delay shall be levied as specified under the Penalty and Consequences section of the tender.
15. Extension of time, if required, may be granted at the discretion of the Engineer-in-Charge based on justified reasons.

16. The Engineer-in-Charge shall have the right to terminate the contract in case of breach of conditions, poor performance or non-compliance. In case of termination, balance work may be executed at the risk and cost of the contractor.
17. Measurements shall be recorded jointly and shall be final and binding.
18. Payments shall be made as per measurements and terms specified in the tender. No advance payment shall be made unless specified.
19. Payments may be withheld for defective work, non-compliance or pending statutory obligations.
20. The Defect Liability Period shall be 90 Days from handing over.
- 21. 25 % Deviation limits are applicable for this contract.**
22. Arbitration All disputes shall be referred to sole arbitration appointed by Dean (Planning) / Dy. Director, IIT Bombay as per Arbitration and Conciliation Act, 1996.
23. The contractor shall arrange all tools, tackles and testing instruments required for the work.
24. The contractor shall familiarize himself with site conditions before execution of work.
25. The contractor shall follow all security rules for entry, exit and movement within campus.
26. Materials or parts replaced shall be removed from site after completion of work and submit to FSS store.
27. The decision of the Engineer-in-Charge on all technical and contractual matters shall be final and binding on the contractor.
28. A competent team and resources shall be made available to manage Fire and Safety Section Operations, that include, inspections, support during events, incident investigations and management, Fire management, etc. The steward (2x) shall be at least 10th pass. The Fire Marshal (4x) and Jr. Officer (1x) shall be 12th pass and must possess a one-year regular Fire Diploma from a State Technical Board. The Senior Officer (1x) shall hold an engineering Degree/ diploma/ equivalent along with a regular diploma in Safety from a recognised State Technical Board. All qualifications shall be obtained through regular courses only; part-time qualifications shall not be considered.
29. The contract may be extended for a further period of one (01) year, subject to satisfactory performance of the contractor, as reviewed and recommended by the Purchase Committee / Competent Authority. Such extension, if granted, shall be on the same rates, terms and conditions as applicable during the original contract period.
30. The Instructions to Bidders and General Conditions of Safety, Health, and Environment (SHE) are provided in the document below. The contractor shall be deemed to have read, understood, and accepted all the conditions prior to submission of the bid.

<https://docs.google.com/document/d/1EM4A0FcwtiXEUtW3fVTdHpIwDopUXm-X/edit?usp=sharing&ouid=112166817066934084191&rtpof=true&sd=true>

## SECTION IV: DETAILED SCOPE OF WORK

The work covered under this contract shall comprise comprehensive Fire Extinguisher Management and Fire Safety Support Services across the Institute. This shall include supply, installation, inspection, refilling, hydrostatic testing, maintenance, and compliance management of fire extinguishers. The contractor shall also provide operational support to the Fire and Safety Section, including complaint handling, inspections, training, drills, event support, and emergency response, as directed by the Engineer-in-Charge.

1. All materials, components, processes, refilling, hydrostatic testing, inspection, and certification of fire extinguishers shall strictly comply with the latest editions (including amendments) of relevant **Bureau of Indian Standards (BIS), National Building Code of India (NBC)**, and applicable international standards such as **NFPA 10, UL Listed / FM Approved requirements**, wherever applicable. In case of any conflict between standards, the **most stringent requirement shall prevail**, and the same shall be binding on the Contractor.
2. The contractor shall be responsible for the complete management of all fire extinguishers installed across the Institute. This shall include supply and installation of new extinguishers as per approved makes and relevant standards, ensuring proper mounting, accessibility, and visibility. The contractor shall carry out regular inspection and preventive maintenance, including checking the physical condition, pressure, components, and readiness of each extinguisher, along with proper tagging and record maintenance.
3. The contractor shall undertake **refilling of fire extinguishers** as per applicable standards with 90% MAP, ensuring correct extinguishing media and quantity. **Hydrostatic testing** shall be carried out at approved facilities within stipulated timelines as per statutory requirements. The contractor shall provide standby extinguishers during the refilling or testing period and maintain complete records, including certificates and due dates.
4. The contractor shall carry out necessary **repairs and replacement of defective components** such as valves, hoses, nozzles, pressure gauges, safety pins, and seals. Any extinguisher found to be expired, damaged, or beyond repair shall be identified and replaced with prior approval of the Engineer-in-Charge to ensure continuous fire protection.
5. The contractor shall maintain a comprehensive inventory of all fire extinguishers, including location-wise and type-wise details. Each extinguisher shall be uniquely identified through tagging or barcode/ QR code systems. The contractor shall track inspection schedules, refilling due dates, and testing requirements, and submit updated records periodically.
6. The contractor shall support the Fire and Safety Section in handling **complaints** related to fire extinguishers and overall section. This shall include timely response, deployment of manpower, and resolution of issues. Proper records of complaints received, actions taken, and closure status shall be maintained.
7. The contractor shall conduct fire and safety **inspections** across various buildings, including academic areas, hostels, residential buildings, laboratories, and new construction sites. The inspections shall include identification of hazards and non-compliances, submission of detailed reports, and follow-up for closure of observations.
8. The contractor shall organize and support fire safety **training** programs and fire drills for staff, students, and occupants of the Institute. This shall include demonstration of fire extinguisher usage, awareness sessions, and coordination with the Fire and Safety Section for effective execution of drills.
9. The contractor shall provide fire safety **arrangements during events** conducted within the Institute. This shall include deployment of fire extinguishers and trained personnel, ensuring compliance with fire safety requirements, and readiness for emergency response during the event.

**10.** The contractor shall provide immediate response in case of **fire incidents or emergencies**. This shall include small fire firefighting operations, basic rescue activities, and coordination with Institute authorities and external emergency services, as required.

**11.** The contractor shall maintain and submit all relevant records, including inspection reports, refilling and testing records, inventory details, complaint logs, and training/drill reports. Digital record-keeping shall be preferred to ensure transparency and traceability.

**12.** The contractor shall ensure that all activities are carried out in compliance with applicable codes and standards, including the National Building Code, relevant BIS standards, and guidelines issued by local fire authorities.

Extinguishers must carry ISI mark and valid manufacturer certification

**13.** The contractor shall deploy adequate resources for effective execution of the work. All personnel shall be properly trained, equipped with necessary tools and personal protective equipment, and competent to handle fire safety operations. All service personnel and vendor staff must wear proper uniforms, safety shoes, helmets, gloves, and visibly displayed ID cards, all displaying the Contractor's name and logo during duty hours.

**14.** The contractor shall follow all safety procedures and guidelines of the Institute while carrying out the work. Proper precautions shall be taken during handling of pressurized cylinders, and no damage shall be caused to Institute property during execution of work.

**15.** Conduct annual maintenance of each fire extinguisher by competent personnel meeting requirements specified in Annex C of IS 2190, as per Clause 8.4 of IS 2190, with proper sticker/tagging at no additional cost of tag/ sticker.

**16. Supply of Sand for fire Buckets:** The contractor shall supply sand in bags of 25–50 kg capacity for use in fire buckets across the Institute. The sand shall be clean, dry, and sieved to remove stones, pebbles, clay, organic matter, or any other foreign material. It shall be non-cohesive, free-flowing, and suitable for use of extinguishing the fires. The contractor shall ensure continuous availability of sand for replacement or refilling of fire buckets. The supplied sand shall be subject to inspection and approval by the Engineer-in-Charge, and any batch failing to meet these requirements shall be rejected.

**17. All activities under this contract shall be carried out strictly in accordance with the instructions of the Engineer-in-Charge from time to time. The contractor shall be deemed to have examined all site conditions and tender documents before execution of the work.**

## **18. Refilling and testing Procedure for Fire Extinguishers**

### **18.1 Refilling of Fire Extinguishers**

**Step 1:** Discharge of residual contents → Controlled depressurization → Dismantling of valve assembly/ components

**Step 2:** Internal inspection for corrosion, moisture, contamination, and damage → Mechanical cleaning (wire brushing / dry air blowing) → Rust removal, if any → Thorough drying using hot air → Application of approved anti-corrosion treatment, wherever required (ensuring no residue/moisture remains)

**Step 3:** Refilling with approved extinguishing agent as per type and manufacturer's specified capacity → Replacement of all O-rings, seals, washers, and worn-out components

**Step 4:** Reassembly → Pressurization (where applicable) as per manufacturer's recommendation → Leak testing → Functional check of operating mechanism → Fixing of safety pin and tamper seal

**Step 5:** Affixing of refill label indicating date of refilling and next due date → Entry in maintenance logbook/register.

## 18.2 Hydrostatic Pressure Testing (HPT)

**Step 1:** Complete discharge → Depressurization → Dismantling

**Step 2:** Visual inspection (internal/external) → Cleaning and drying

**Step 3:** Filling with water (air removal ensured) → Application of hydrostatic pressure using calibrated equipment up to specified test pressure → Holding for specified duration → Inspection for leakage, pressure drop, bulging, or deformation → Depressurization

**Step 4:** Draining and complete drying → Reassembly with new seals

**Step 5:** Marking/stamping of test date → Affixing HPT label → Recording of results.

## 18.3 Type-Specific Requirements

### a) ABC Type (Dry Chemical Powder Extinguisher)

- Refilling shall be carried out using ISI-marked, IS-compliant ABC dry chemical powder (Mono Ammonium Phosphate based, minimum 90%, siliconized).
- Pressurization shall be done exclusively using dry nitrogen gas to manufacturer-recommended pressure.
- Fire Rating ratings to be improved after servicing to below
  - 4 kg – Minimum 4A:144B
  - 6 kg – Minimum 6A:183B
  - 9 kg – Minimum 6A:233B

### b) CO<sub>2</sub> Type (Carbon Dioxide Extinguisher)

- Refilling shall be carried out strictly by weight using a calibrated weighing scale, ensuring the correct gross weight as specified by the manufacturer.
- Refilling and testing shall be undertaken only through a vendor authorized under the provisions of Petroleum and Explosives Safety Organisation (PESO), or in coordination with / under valid authorization from a PESO-approved agency.
- All applicable statutory requirements for handling and refilling of CO<sub>2</sub> cylinders shall be complied with.
- Fire Rating ratings to be improved after servicing to 55B

### c) Class D Type (Metal Fire Extinguisher)

- Refilling shall be carried out using metal-specific extinguishing agent, compatible with the intended class of combustible metal (e.g., magnesium, sodium, etc.).
- The extinguisher body shall be ensured to be completely dry, clean, and free from contamination or moisture prior to refilling.

**Note:** Internal surfaces of extinguishers shall be inspected for corrosion. Where required, **approved anti-corrosion treatment (epoxy lining or equivalent)** shall be applied strictly as per relevant standards. The treatment shall not leave any residue, shall not react with extinguishing media, and shall not affect discharge performance.

## 18.4 Quality Assurance & Inspection

### a) Lot-wise Inspection

- Refilling shall be carried out in **identifiable lots/batches**

- Each lot shall be subject to **inspection by the Institute representative**
- The Institute reserves the right to **randomly check any extinguisher from each lot**
- Any failure in a sampled unit may lead to **rejection of the entire lot**
- Meet discharge time and range as per IS / NFPA standards

#### b) Testing Requirements

- 100% units shall undergo **leak test and functional check**
- CO<sub>2</sub> extinguishers shall be verified for **correct weight**
- Pressure of stored-pressure extinguishers shall be checked and recorded

#### c). Material & Agent Traceability (Very Important Clause)

The contractor shall submit a **Supplier Certificate for extinguishing agent** (ABC powder / CO<sub>2</sub> / Class D agent) indicating:

- Name and address of manufacturer/supplier
- Batch number / lot number
- ISI certification details (where applicable)
- Test certificate / quality certificate
- The extinguishing agent shall be procured **only from reputed and approved manufacturers.**
- The Institute reserves the right to:
- Approve/reject the source of supply
- Ask for sample testing / third-party lab verification
- If required, the contractor shall register/declare their supplier(s) with the Institute prior to execution.

**Note:** The Institute reserves the right to send samples of extinguishing agent or serviced extinguishers to third-party/NABL-accredited laboratories for verification. Any non-compliance shall result in rejection of the lot and action as per contract conditions.

#### c.1) Approved Source of Extinguishing Agent

The extinguishing agent (ABC powder / CO<sub>2</sub> / Class D agent) shall be procured only from **approved and reputed manufacturers/suppliers**. The Contractor shall procure the extinguishing agent from suppliers approved by the Institute prior to procurement. No procurement of extinguishing agent shall be carried out without prior approval/registration of the supplier by the Institute. Any deviation from the above shall be treated as **serious non-compliance**, and may lead to rejection of the material/lot, imposition of penalty, or termination of contract.

- Procedure for approval of agent supplier:
- Submission of complete supplier details (name, address, manufacturing facility)
- Valid **BIS certification / relevant standard compliance certificates**
- Batch-wise test certificates and quality assurance documents
- Sample, if required, for inspection/ testing by the Institute
- The Institute reserves the right to **approve or reject any supplier without assigning reasons** and direct the Contractor to change the source of procurement

### 18.5 Compliance Requirements

- Work shall comply with **Bureau of Indian Standards IS 2190, IS 15683, IS 4308** and other relevant Indian Standards
- Only **ISI-marked materials and components** shall be used
- All tools/instruments (weighing scale, pressure gauges) shall be **calibrated and valid**

- Hydrostatic test validity must be ensured before refilling

## 18.6 Documentation & Certification

- Each extinguisher shall be provided with:
- Refill label (date & next due date)
- Unique identification/traceability
- Contractor shall submit:
- **Refilling certificate (lot-wise)**
- Inspection and test records
- Agent supplier certificates

**Note:** All measuring instruments such as pressure gauges, weighing scales, and hydrostatic testing equipment shall be calibrated from NABL-accredited laboratories and valid calibration certificates shall be maintained and produced on demand.

## 18.7 Rejection Criteria

The Institute reserves the right to reject any extinguisher/lot in case of:

- Use of non-compliant or substandard extinguishing agent
- Incorrect pressure/weight
- Leakage or malfunction
- Improper labelling or missing traceability
- Presence of moisture, corrosion, or contamination
- Non-submission of required certificates
- **Non-submission of required documents/certificates**, including:
- Agent supplier certificate
- Vendor material/test certificate
- Individual extinguisher service/refilling certificate

**Note:** In case of failure of any sampled unit during inspection: The Institute reserves the right to **reject the entire lot**, and the contractor shall **reprocess/refill the entire lot at no extra cost**, including logistics and manpower.

## 18.8 Responsibility, Warranty & Rectification

The contractor shall be fully responsible for the performance and integrity of all refilled and tested fire extinguishers from the date of servicing till the validity/next due date of the extinguisher.

In case of loss of pressure, drop in weight (for CO<sub>2</sub>), leakage, malfunction, or failure observed at any time during the validity period, the contractor shall:

- Attend and rectify/refill the extinguisher immediately, and
- Do so at no extra cost to the Institute, including all transportation, handling, manpower, and material costs.
- If any extinguisher fails during lot-wise inspection or random testing by the Institute:
- The contractor shall refill/rectify the failed unit(s) at no extra cost, and
- The Institute reserves the right to extend testing to additional units or reject the entire lot, based on severity of non-compliance.
- Any repeated instances of pressure loss, leakage, or failure shall be treated as serious non-compliance, and may lead to:
- Imposition of penalties, and/or

- Termination of contract, at the discretion of the Institute.
- The contractor shall ensure that no extinguisher becomes non-operational during the contract period, and shall maintain 100% serviceability at all times.

**Note:** This responsibility shall remain valid even beyond contract completion, wherever the validity period extends.

18.9 The contractor shall either be an **OEM (Original Equipment Manufacturer)**, or an **authorized service provider of OEM**, or a **competent agency approved by PESO / statutory authority (for CO<sub>2</sub>)**. Documentary proof of authorization shall be submitted.

18.10 All fire extinguishers and major components (valves, hoses, gauges, etc.) shall be ISI-marked and, wherever applicable, shall conform to UL Listed / FM Approved standards or equivalent internationally accepted certifications.

18.11 The contractor shall ensure zero downtime of fire extinguishers. Standby extinguishers of equivalent capacity and type shall be provided before removal of any unit for refilling/testing.

18.12 Disposal of expired extinguishing agents and replaced components shall be carried out in an environmentally safe manner in compliance with applicable regulations.

18.13 The Contractor shall carry out refilling and testing only at its own or authorized facility. The Institute or its authorized representative shall have the right to inspect and witness the refilling, testing, hydrostatic testing, and quality control processes at such facility at any time (with or without prior notice). The Contractor shall ensure unrestricted access to all equipment, processes, records, and test certificates. Any denial of access shall be treated as a serious breach of contract.

## SECTION V: PENALTY AND CONSEQUENCES

The purpose of this contract is to ensure the reliable and safe functioning of all fire extinguishers and effective fire safety services across the entire campus. The KPI-linked penalty provisions are intended to ensure timely, consistent, and quality service delivery.

Sr. No.	Objective	Target	KPI / Measurement Criteria	Penalty
1	Complaint Response	Attend all complaints within 24 hours	% of complaints attended within 24 hrs	₹500 per complaint delayed
3	Complaint Resolution	Close complaints within 48 hours	% of complaints closed within timeline (Target ≥ 95%)	₹500 per delayed case
4	Availability of Extinguishers	100% functional availability	No. of extinguishers not available / non-functional	₹1,00 per extinguisher per day
6	Quarterly Inspection	100% compliance	No. of missed inspections	₹500 per extinguisher
7	Refilling Compliance	100% within 5 Days	No. of Days overdue extinguishers	₹500 per unit per day
8	Hydrostatic Testing	100% within 7 Days	No. of cylinders overdue for testing	₹500 per unit per day
9	Standby Availability	50% during refilling/ testing	No. of instances where standby not provided	₹5,00 per instance
10	Inventory Management	100% updated records	Accuracy of inventory & tagging system	₹1,000 per discrepancy
11	Fire & Safety Inspections	100% as per schedule	No. of inspections not conducted	₹2,000 per missed inspection
12	Audit Compliance	≥ 95% compliance score	No. of observations not closed within time	₹2,000 per audit
13	Training Programs	Minimum 24 per year	No. of trainings conducted vs planned	₹5,000 per missed training
14	Fire Drills	Minimum 4 per year	No. of drills conducted vs planned	₹5,000 per missed drill
16	Event Fire Safety Support	100% compliance during events	Non-compliance observed during events	₹25,000 per Event
17	Emergency Response	Immediate / within 30 minutes	Response time during incident	₹10,000 per delay
18	Documentation & Reporting	Monthly submission	Delay in submission of reports	₹2,000 per delay
19	Digital Dashboard	Monthly update	Availability and accuracy of dashboard	₹3,000 per month
20	Delay in resources Deployment	100% as per requirement	Shortfall in Deployment	₹1,000 per person per day

### Escalation Actions

- Formal warning letter for repeated violation
- **Contract Termination**, in case of continued violations, poor performance, or negligence, IIT Bombay reserves the right to terminate the contract and forfeit the Security Deposit, in addition to any other actions as deemed appropriate.
- **General Penalty Clause**: For any breach of contract terms and conditions not specifically covered under the above provisions, IIT Bombay reserves the right to impose a penalty of **₹1,000 per instance**, without prejudice to its right to recover damages or forfeit the Security Deposit.

## **SECTION VI: PRICE BID FORMAT**

Bidders shall quote their prices online in the system only. No other format (handwritten/PDF/template) shall be accepted. GST shall be applicable as per Government norms. Any mismatch between figures entered in the system and those submitted elsewhere shall make the bid liable for rejection or correction. Bidders are advised to carefully verify all calculations before submission. IIT Bombay reserves the right to reject incomplete, ambiguous, or improperly filled Price Bids.

Rates shall be inclusive of all costs, including labour, materials, consumables, transportation, standby arrangements, and compliance with IS 2190 and other applicable standards.

The contract shall be valid for an initial period of one (01) year. The contract may be extended for a further period of one (01) year, subject to satisfactory performance of the contractor, as reviewed and recommended by the Purchase Committee / Competent Authority. Such extension, if granted, shall be on the same rates, terms and conditions as applicable during the original contract period.

### **1. Compliance & warranty clause**

The contractor shall ensure that all fire extinguishers are inspected, refilled, and hydrostatically tested strictly in accordance with IS 2190 (Annex E & Annex F) and other applicable standard and local authority guidelines during the contract period.

Any fire extinguisher serviced, refilled, or hydrostatically tested under this contract shall remain valid for the prescribed time as per applicable standard and local authority guidelines. The contractor shall be responsible for the quality, certification, and validity of such services.

All certificates shall clearly indicate the next due date as per IS 2190.

**In case of any deficiency, failure, leakage, low pressure, or any other defect, except those arising due to intended or unintended misuse or non-compliance, observed within the prescribed validity period, the same shall be rectified or replaced by the contractor at no additional cost. This obligation shall remain applicable even if the validity period extends beyond the duration of the contract.**

**To ensure compliance of such obligations beyond the contract period**, the successful bidder shall submit a Performance Bank Guarantee (PBG) as per tender conditions, which shall remain valid for the entire contract period plus the maximum applicable validity period of services (such as refilling and hydrostatic testing) carried out during the contract. The portion of the Performance Bank Guarantee (PBG) to be retained beyond the contract period shall be limited to 15% of the total value of refilling and hydrostatic testing services executed under the contract or 5% of the total contract value, whichever is lower.

#### General Conditions

- Payment shall be made based on actual quantities executed.
- No additional payment shall be made for compliance requirements and lifecycle obligations.
- All costs required for execution of the scope shall be deemed included in the quoted rates only. No claims or additional payment will be paid in any circumstances.

### **2. Distribution of Work between Bidders**

In order to ensure timely execution and continuity of services, the Institute reserves the right to distribute the scope of work under this tender among multiple bidders, subject to the following conditions:

- The overall responsibility for 100% compliant and operational management shall remain with the L1 bidder.

- Award of a portion of the work to the L2 bidder shall be subject to the L2 bidder providing written acceptance to execute the assigned scope at the same rates, terms, and conditions as quoted by the L1 bidder.
- In the event that the L2 bidder refuses to match the L1 rates, the L3 bidder may be invited to execute the work at the same rates, terms, and conditions as the L1 bidder.
- If neither L2 nor L3 (or any subsequent bidder) agrees to match the L1 rates, the entire scope of work shall be awarded to the L1 bidder.
- The Institute reserves the right to distribute the work such that the L1 bidder is allocated not less than 60% of the total scope.
- In case of poor performance or delay in services by the L1/ L2 or both the vendors, the Institute reserves the right to allocate additional work to other better-performing empanelled vendors or any external agency, as deemed appropriate.
- 
- **Note: A blank format of the Purchase Requisition (PR) is attached at the end of this document for guidance and reference.**



## Indian Institute of Technology Bombay

### Purchase Requisition

Department/Section: FIRE AND SAFETY SECTION

Created By: BANTI KUMAR SAH

Indent #: 1000055557

Created on: 23.04.2026

Indenter Name: FSS (763)

Purchase Type: PR : Adverts. Tender

Local/International: Local

Currency: INR

Cost Center: 1112061 ( )

Commitment Item: MAINTENANCE&REPAIRS-EQP

Reference no: 1

Amount: 9215556.16 (Ninety Two Lakh Fifteen Thousand Five Hundred Fifty Six Rupees Sixteen Paise)

Short Description: Fire Extinguishers Management and Related Services

**Item Details:**

Item No	Item Code	Item Description	Quantity	Unit	Rate	Amount
20		Supply	1.000	Activ.unit		
20.1		Supply of new fire Buckets Buckets	50.000	each		
20.2		Fire Extinguisher Floor Stand	50.000	each		
30		Services - High Pressure Testing	1.000	Activ.unit		
30.1		ABC, 6kg, (90%MAP)	250.000	each		
30.2		ABC 9kg, (90%MAP)	20.000	each		
30.3		ABC ,4kg (90%MAP)	5.000	each		
30.4		CO2, 4.5kg	30.000	each		
30.5		CO2, up to 3kg	40.000	each		
30.6		K Type (Wet Chemical), 9 Liter	10.000	each		
30.7		Wall/ ceiling mounted Modular (Up to 5kg) ABC Type	10.000	each		
30.8		Wall/ ceiling mounted Modular (Up to 5kg) Clean Agent	5.000	each		
30.9		ABC Type, 25kg (wheeled),	5.000	each		
30.10		ABC Type, 50kg (wheeled),	5.000	each		
40		Services- Refilling	1.000	Activ.unit		
40.1		ABC, 6kg, (90%MAP)	2500.000	each		
40.2		ABC 9kg, (90%MAP)	250.000	each		

FSS

Amit  
Kumar

Signature of Indenter

Digitally signed by Amit Kumar  
DN: cn=Amit Kumar, o=IIT Bombay, ou=IIT Bombay, email=amit.kumar@iitb.ac.in

40.3	ABC ,4kg (90%MAP)	50.000	each		
40.4	CO2, 4.5kg	300.000	each		
40.5	CO2, up to 3kg	400.000	each		
40.6	K Type (Wet Chemical), 9 Liter	20.000	each		
40.7	Wall/ ceiling mounted Modular, 5kg ABC Type, 90% MAP	20.000	each		
40.8	Wall/ ceiling mounted Modular, 5kg Clean Agent	10.000	each		
40.9	ABC Type, 25kg (wheeled), 90% MAP	10.000	each		
40.10	ABC Type, 50kg (wheeled), 90% MAP	5.000	each		
50	Services- Annual Maintenance	1.000	Activ.unit		
50.1	Annual Maintenance of Fire Extinguishers by competent persons	3500.000	each		
60	Parts and Consumables	1.000	Activ.unit		
60.1	Supply and Installation of Inspection tag	3500.000	each		
60.2	Supply and Installation of Fire Extinguishers V-shaped Display	300.000	each		
60.3	Discharge Hose, ABC	200.000	each		
60.4	Hose with horn Co2, 1m	50.000	each		
60.5	Hose with horn Co3, 2m	50.000	each		
60.6	Pressure Gauge	200.000	each		
60.7	Nozzle, Mechanical foam	100.000	each		
60.8	Nozzle Holder, hug-belt	1000.000	each		
60.9	Information Labels of fire extinguishers	3500.000	each		
60.10	Handle, valve ABC	50.000	each		
60.11	Handle CO2	100.000	each		
60.12	Safety Pins	1500.000	each		
60.13	Re-Painting of Cylinder	3500.000	each		
60.14	Wheels of trolley mounted fire extinguishers	20.000	each		
60.15	Trolley of fire extinguishers	10.000	each		

FSS  
Amit  
Kumar  
Signature of Indenter

60.16		Syphon for ABC	50.000	each		
60.17		Wall mounted Bracket	1000.000	each		
60.18		Wheel of CO2	20.000	each		
60.19		Neck handle of CO2	200.000	each		
60.20		Co2 Valve	50.000	each		
60.21		Co2 Horn	100.000	each		
60.22		Co2 Bend	500.000	each		
60.23		Dry Sand (1000kg) for Fire Bucket, sieved and dried	3.000	each		
70		Complaint and Operations Management	1.000	Activ.unit		
70.1		Complaint and Operations Management for Fire & Safety Section	12.000	each		

FSS  
Amit Kumar  
Signature of Indenter

Digitaly signed by Amit Kumar  
DN: cn=Amit Kumar, o=FSS, ou=Fire & Safety, email=amk@fss.gov.in, c=IN  
Date: 2023.04.26 08:11:14  
+05'30'

**SECTION VII: ANNEXURES & FORMS**  
**ANNEXURE 1: BIDDER'S INFORMATION**

(On Company / Firm Letterhead)

<b>Details of the bidder:</b>		
1	Name of the bidder	
2	Registered Office/Shop Address of the bidder	
3	Details of the Incorporation/Shop Establishment License of the Company	Date:
		Registration No.
4	Details of Franchise (if applicable)	
5	Valid GST Registration No.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8	Address for Communication	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	

(Signature of the bidder)

Printed Name Designation Seal

Date:

Business Address:

**ANNEXURE 2: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN  
(On Company / firm Letterhead)**

Date:

To,  
Office In-charge,  
Fire and Safety Section,  
IIT Bombay,  
Powai, Mumbai – 400076.

I/we hereby declare that our firm's Annual Turnover and I/we have also supported Audited Accounts for your reference:

F. Y. 20221-22	F. Y. 2022-23	F.Y. 2023-24	F. Y. 2024 – 25	F. Y. 2025 – 26

and

I/we hereby declare that, our firm had filed Income Tax Returns for the last five years, supported by copy of ITR Acknowledgement.

(Signature)

Printed Name and Designation with Seal

Date:

Business Address:

Encl: CA Certificate and Income Tax Returns

**ANNEXURE 3: EXPERIENCE IN SIMILAR WORK**

**(On Company / Firm Letterhead)**

Date:

To,  
Office In-charge,  
Fire and Safety Section,  
IIT Bombay,  
Powai, Mumbai – 400076.

Brief particulars of the similar work experience.

Sr. No	Name of organization	Work Order No. & Date	Amount of Work order	Completion Certificate attached (Yes/No)	Details of Contact person (Name, Address & Contact No.)

**Note:** Please attach copies of the work orders and their completion certificates for the preceding three years only. Submit only the work orders necessary to demonstrate eligibility; there is no need to provide all work orders.

(Signature)

Printed Name Designation Seal

Date:

Business Address:

**ANNEXURE 4: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**

**(On Company / firm's Letterhead)**

Date:

To,  
Office In-charge,  
Fire and Safety Section,  
IIT Bombay,  
Powai, Mumbai – 400076.

I/we carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I/we further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

(Signature of the bidder)

Printed Name Designation Seal

Date:

Business Address:

## ANNEXURE 5 – DECLARATION REGARDING CLEAN TRACK

(On Company / firm's Letterhead)

Date:

To,  
Office In-charge,  
Fire and Safety Section,  
IIT Bombay,  
Powai, Mumbai – 400076.

I/we carefully gone through the Terms & Conditions contained in the above referred tender. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

**Or**

I/we declare the following:

Sr. No.	Country in which the company is debarred /blacklisted/ case is pending	Black listed / debarred by Government/ Semi Government Organizations/Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

(Signature of the bidder)

Printed Name Designation Seal

Date:

Business Address:

**ANNEXURE 6 - DECLARATION OF LOCAL CONTENT**

**(To be given on company letter head-For tender value below Rs.10crores)**

**(To be given by Statutory Auditor / Cost Auditor / Cost Accountant / CA for tender value above Rs.10 crores)**

Date:

To,  
Office In-charge,  
Fire and Safety Section,  
IIT Bombay,  
Powai, Mumbai – 400076.

**Sub: Declaration of Local content**

Country of Origin of Goods being offered:

We hereby declare that items offered has \_\_\_% local content.

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

The bidders cannot claim services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/ CMC etc. as local value addition.

“False declaration will be in breach of Code of Integrity under Rule175(1) (I) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

(Signature of the bidder)

Printed Name Designation Seal

Date:

Business Address:

**ANNEXURE 7: UNDERTAKING FOR AVAILABILITY OF MANPOWER, TOOLS & INFRASTRUCTURE**

(On Company / firm Letterhead)

Date:

To,  
Office In-charge,  
Fire and Safety Section,  
IIT Bombay,  
Powai, Mumbai – 400076.

I/ We, M/s \_\_\_\_\_, hereby undertake that we have adequate and appropriate manpower, tools, equipment, testing instruments, safety gear and infrastructure required to execute the works under this tender.

I/ We further confirm that such resources shall be made available as and when required by IIT Bombay for execution of assigned works in compliance with applicable standards, safety norms and statutory requirements.

(Signature)

Printed Name and Designation with Seal

Date:

Business Address:

Encl: As above

**ANNEXURE 8: DECLARATION REGARDING TRUTHFULNESS OF INFORMATION**  
(On Company / firm Letterhead)

Date:

To,  
Office In-charge,  
Fire and Safety Section,  
IIT Bombay,  
Powai, Mumbai – 400076.

I/ We hereby declare that all information, documents, certificates and statements submitted by us in response to this tender are true, correct, complete and authentic to the best of our knowledge and belief.

I/ We understand that in the event of any information being found false, misleading or incorrect at any stage, IIT Bombay shall be at liberty to reject our application, cancel bid or take any other action deemed fit, without any obligation to provide justification.

(Signature)

Printed Name and Designation with Seal

Date:

Business Address:

**F.1 FORMAT FOR PERFORMANCE BANK GUARANTEE**

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK SITUATED AT MUMBAI).**

**To  
Registrar,  
IIT Bombay, Powai, Mumbai – 400076.**

***LETTER OF GUARANTEE***

WHEREAS Indian Institute of Technology Bombay (Buyer) have invited Tenders vide Rfx No..... Dt. .... for **Fire Extinguishers Management & Related Services across IIT Bombay Campus** AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to work in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“Registrar, Indian Institute of Technology Bombay”** in the form of Bank Guarantee @ 5% of the quoted value and valid till **one year Plus 60 days or up to warranty period whichever is later** from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Contract Acknowledgement as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / Contract order / performance of the **“Fire Extinguishers Management & Related Services across IIT Bombay Campus”** this Bank shall pay to Indian Institute of Technology Bombay on demand and without protest or demur @ 5% of the quoted value.

This Bank further agrees that the decision of the Indian Institute of Technology Bombay (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / Contract order shall be final and binding.

We, ..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology Bombay (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees .....only).
2. This Bank Guarantee shall be valid up to..... (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Bombay serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims, if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

**Yours truly,**

**Signature and seal of the guarantor:**

**Name of Bank:**

**Address:**

**Date:**

## F.2. PERFORMA FOR DECLARATION TOWARDS EMD

### (On the applicant Company's Letterhead)

Whereas, I/we \_\_\_\_\_ (name of agency) has submitted bid for \_\_\_\_\_ (name of work) and whereas the Earnest Money Deposit is being exempted in the aforesaid tender to give relief to the bidders as per Govt. norms.

I/we hereby submit the following declaration in lieu of submitting Earnest Money:-

(1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents;

OR

(2) If, after the award of work, I/we fail to accept LOA/LOI, or to sign the contract, or to submit performance Guarantee, or fail to commence the work within the stipulated time period prescribed in the Tender documents;

OR

(3) If, I/we furnish any incorrect or false statement/information/document;

OR

(4) If, I/we hide any relevant information or do not disclose any material fact in the tender;

OR

(5) If, I/we commit any breach of integrity pact,

I/we may be put under Black-List for a period of two years and shall not be eligible to bid for IIT Bombay tenders from the date of issue of such order.

**Seal & Signature of the Bidder**

### F.3. COMPANY DECLARATION FOR QUALIFICATION CRITERIA

#### (On the Bidders Company's Letterhead)

We hereby declare that our company qualifies for this work and meets all the eligibility criteria specified in the tender document. The details are provided below:

Sr. No.	Qualification / Eligibility Criteria	Qualified (Yes / No)	Evidence / Documents	Remarks
1	The bidder should have a minimum of 5 years of existence. Certificate of Incorporation / <b>Registration shall be enclosed.</b>			
2	The bidder shall have operations within MMRDA region or <b>within 250 km from IIT Bombay.</b> In case of non-availability, the bidder shall establish an operational and registered office within MMRDA jurisdiction before commencement of work.			
3	The bidder shall possess a <b>valid approval / license from the Fire Department.</b> Self-attested copies shall be submitted.			
4	<b>PAN Card</b> of the firm shall be enclosed.			
5	<b>GST Registration Certificate</b> of the firm shall be enclosed.			
6	Details of the firm shall be submitted as per <b>Annexure 1.</b>			
7	The Bidder shall have an average annual financial turnover of at least fifty percent (50%) of the tender value of the category applied for, during the last five (5) financial years, ending on 31st March of the previous financial. <b>Annexure 2.</b>			
8	The bidder shall have experience in similar works. work orders and their completion certificates for the preceding three years only. Submit only the work orders necessary to demonstrate eligibility; there is no need to provide all work orders. <b>Annexure 3.</b>			
9	The bidder shall submit acceptance of Tender Terms & Conditions as per <b>Annexure 4.</b>			
10	The bidder shall submit an undertaking that it is not blacklisted / suspended and that no legal disputes are pending as per <b>Annexure 5.</b>			
11	Declaration of Local Content shall be submitted as per <b>Annexure 6.</b>			
12	The bidder shall submit an undertaking certifying that it has sufficient resources, capability, and capacity to carry out and satisfactorily complete the contract, as per <b>Annexure 7.</b>			
13	The bidder shall submit an undertaking certifying the truthfulness of all documents uploaded with the tender. This is mandatory, failing which the bid shall be summarily rejected, as per <b>Annexure 8.</b>			
14	The bidder shall submit a <b>Bank Solvency Certificate</b> issued by a Nationalized / Scheduled Bank, of an amount not less than 50% of the estimated tender value, and not older than six (06) months from the date of submission of the bid.			
15	The bidder shall submit the EMD as per tender requirements, or provide valid MSME/UDYAM/F2 certificates for exemption.			

**Declaration:** I/We hereby declare that all the required details and documents have been provided. In case of any non-availability of supporting documents, discrepancy, or submission of false information, the bid shall be liable for rejection without any notice.

**Seal & Signature of the Authorized Signatory of the Bidder.**