

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

भारतीय प्रौद्योगिकी संस्थान मुंबई

FIRE AND SAFETY SECTION

अग्नि और सुरक्षा अनुभाग



**REQUEST FOR PROPOSAL FOR THE SUPPLY AND
INSTALLATION OF SAFETY SIGNAGE AND ASSEMBLY POINTS**

सुरक्षा संकेत और संयोजन बिंदुओं की आपूर्ति और स्थापना के लिए प्रस्ताव का
अनुरोध

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अनुक्रमणिका

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SECTION 1 – INVITATION FOR BIDS

RFP No. / आरएफपी संख्या	FSS/RC/01/2024-25
RFP Date / आरएफपी तारीख	7th June 2024
Item Description / वस्तु विवरण	TENDER DOCUMENT FOR THE SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS
Pre- Bid Meeting Date & Time / बोली-पूर्व बैठक की तारीख और समय	18th June 2024 at 4 P.M
Pre-Bid Meeting Place / बोली- पूर्व बैठक स्थल	Conference Room, Office of Dean (IPS), First Floor, Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076.
Last date & time of submission of Bid / बोली जमा करने की अंतिम तिथि और समय	28th June 2024, till 1.00 p.m.
Place of Submission of Bid / बोली जमा करने का स्थान	Fire and Safety Section, Office of Dean (IPS), First Floor, Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076.
Submission of Bids / बोली जमा करना	Two Bid System: The two-bid system will be followed for this tender. In this system bidders must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the Technical Bid and Price Bid envelopes should be clearly marked as “Envelope No.1- Technical Bid” and “Envelope No. 2 - Price Bid” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in the Tender document.
Bid Opening Date & Time / बोली खुलने की तारीख और समय	02nd July 2024 at 4.00 p.m.

Bid Opening Place / बोली खोलने का स्थान	Conference Hall, Office of Dean (IPS), First Floor, Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076.
Earnest Money Deposit / अग्रिम धन राशि	Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in favour of “The Registrar, IIT Bombay” payable at Mumbai and to be submitted in Technical Bid “Envelope 1”.
Technical Clarification / तकनीकी स्पष्टीकरण	Name: Mr. Abhijeet Gavit Dept: Fire and Safety Section, IIT Bombay Email: 10002125@iitb.ac.in Contact No.: 022 21593051
Any Clarification / अन्य स्पष्टीकरण	Name: Mr. Amit Kumar Dept: Fire and Safety Section, IIT Bombay Email: fso@iitb.ac.in , Contact No.: 022 21593050
Other Terms and Conditions / अन्य नियम एवं शर्तें	The bidders may visit the premises during working hours with the permission of the Technical Officer, FSS, IIT Bombay. Contact No.: 022 21593050
Signing Authority / हस्ताक्षर प्राधिकारी	Associate Dean-III (IPS)

SECTION 2- ELIGIBILITY CRITERIA

1. The bidder should have existence for a minimum period of 4 years. **Copy of the Certificate of Incorporation/Registration Certificate of the firm** must be enclosed in the technical 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 200km 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 supply and installation of Display or Signages and should have satisfactorily completed contracts of the following value:
 - a. at least two satisfactorily completed contracts for a minimum amount of Rs. 2,00,000/-
 - or
 - b. at least one satisfactorily completed contract for a minimum amount of Rs. 5,00,000/-

Note: Completed contracts shall mean the supply, installations and maintenance of similar displays and signages 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. In the case of a government organization, it can be signed by the officer in charge of the work (not below the rank of group A officer). A supporting document to this effect is to be enclosed along with the offer.

3. A copy of the PAN CARD of the firm must be enclosed in the technical bid.
4. The GST registration certificate of the firm must be enclosed in the technical bid.
5. The bidder should have a minimum Annual Turnover of 25 lakhs during the last three financial years i.e. F.Y. 2020-2021, 2021-2022, and 2022-2023. Details as per Annexure 2.
6. The bidder should submit details of the firm as per attached **Annexure 1**.
7. 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 technical bid as per format – **Annexure 5**.
8. The Bidder should accept Tender Terms and Conditions. The undertaking must be enclosed in the technical bid as per format – **Annexure 4**.
9. The banking certificate should be obtained from a scheduled bank in India, and it should not be more than 3 months old as of the date of submission of the bid.
10. 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.

SECTION 3 – INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF OFFER

- a. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** super scribing Tender number / due date & should reach the undersigned on or before the due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
- b. Tender should be dropped in the tender box kept in the office of the concerned Department. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only
- c. The bid can be submitted in person or through post/ courier (IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification/rejection of any bid) to reach on or before the due date and time.

2. COST OF BIDDING:

- a. The Bidder should bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

3. VALIDITY OF THE BID:

- a. 180 Days from the date of submission of the bid.

4. AMENDMENT OF BIDDING DOCUMENTS:

- a. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective BIDDER may modify the bid document.
- b. All prospective BIDDERS who have downloaded the bidding document may visit the IIT Bombay website for amendments / modifications which will be binding on them.

5. DEADLINE FOR SUBMISSION OF BIDS:

- a. Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay, the bid-closing deadline will stand extended to the next working day up to the same time.

6. BID OPENING PROCESS:

- a. In case of two bid systems, the technical bid will be opened in the first instance in the presence of the department, Technical Evaluation Committee (TEC), MMD, representatives of the bidders at IIT Bombay.

- b. Price bids of only those bidders will be opened, whose bids are found technically qualified and also qualify in the site visit.
- c. Commercial Bids will be opened in the presence of the Technical Evaluation Committee (TEC), MMD, and representatives of the bidders. Date and Time of commercial bid opening shall be intimated to technically qualified bidders only.
- d. One authorized representative of each of the bidders would be permitted to be present at the time of opening of the bids.
- e. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as proof of having attended the Technical/Commercial bid opening session.

7. LATE BIDS:

IIT Bombay will not be responsible:

- a. For delayed / late quotations submitted/sent by post courier etc.
- b. For submission/delivery of quotations at the wrong places other than those mentioned in the tender.
- c. Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

8. SUPPLEMENTARY OFFER/MODIFICATION OF ORIGINAL BID:

- a. Tender submitted against the above-mentioned tender shall not be returned in case the tender opening date is extended/ postponed. BIDDER desirous of modifying their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

9. CONFIDENTIALITY:

- a. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process until information on Contract award is communicated to all Bidders.
- b. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
- c. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

10. DEVIATION, RESERVATIONS AND OMISSIONS:

During the evaluation of Bids, the following definitions apply:

- a. "Deviation" is a departure from the requirements specified in the Bidding Documents;
- b. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
- c. "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

11. CORRECTION OF ARITHMETICAL ERRORS:

Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- a. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected:
- b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- d. Bidders shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

12. EVALUATION OF BID:

- a. IIT Bombay evaluates technical and Price acceptable offers on a landed net Price basis.
- b. Offer that deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - i. Non- submission of complete offers.
 - ii. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - iii. Receipt of offers in open conditions.

- c. In case any BIDDER is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the BIDDER has accepted the clauses as per the invitation to tender. No further claim will be entertained.
- d. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

13. PRICE BID (Commercial Bid):

Price bids of only those bidders will be opened, whose bids are found technically qualified and the following terms and conditions will be applicable:

- a. Quoting of Price (s): The price quoted should be in Indian Rupees.
- b. PRICE BID must be submitted in the enclosed Price Bid Form only.
- c. If the price is not quoted in the Price Bid Form only provided in the tender document, then, IIT Bombay will reject the bid.
- d. If the supplier wishes to give pricing details, it may be attached in a separate sheet.
- e. The price must be inclusive of all taxes and charges.
- f. The service provider shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Institute in the contract.
- g. In case of multiple options of the same product, bidders are requested to quote only one best option and not multiple options.
- h. The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.

14. CORRUPT & FRAUDULENT PRACTICES:

IIT Bombay requires that bidders, suppliers, vendors, and consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

The terms set forth below are defined as follows:

- a. "Corrupt practice "means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;
- b. "Fraudulent practice "means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- c. "Collusive practice "means a scheme of arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive levels; and
- d. "Coercive practice" means harming or threatening to harm, directly or

indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

- e. IIT Bombay will reject a proposal for an award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

15. TRANSFER AND SUBLETTING:

- a. The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

16. CANCELLATION OF TENDER:

- a. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - i. To accept OR reject lowest tender or any other tender or all the tenders.
 - ii. To accept any tender in full or in part.
 - iii. To reject the tender offer not conforming to the tender's terms.
 - iv. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
- b. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - i. non-submission of complete offers.
 - ii. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
- c. Receipt of offers in open conditions.
 - i. Conditional Tenders and Unsigned Tenders will be rejected.
 - ii. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

SECTION 4 – SCOPE OF WORK

The scope of work includes the supply and installation of various types of fire and safety signages made from specification and different materials as specified below

1. MANDATORY REQUIREMENTS:

- a. Signages must comply with [IS9457, IS12349, IS 16449, BS5499 and ISO 7010, ISO16069 and NFPA, etc.] and other relevant fire safety standards and regulations.
- b. Signages should be clearly visible, with a minimum visibility range of 50 meters.
- c. All materials used must be durable and suitable for both indoor and outdoor use.
- d. Signages must be resistant to fading, high-quality, durable, weatherproof/ conditions, and corrosive environments.
- e. Night glow signage should ensure clear visibility in low-light conditions.
- f. Reflective elements should be incorporated where required.
- g. Sign type, sign size and viewing distance must be consider while fabrications
- h. Clear Illustrations (use of safety signs) shall be there for each display
- i. Assembly point shall be installed and for long corridors or turn points arrows to indicate direction of travel shall be provided.
- j. The quality of materials, timely completion of the job, and workmanship shall be of high standard. Any compromises in the quality of materials and workmanship shall be liable to termination of the contract and forfeiture of the security deposit.

2. MATERIAL- SPECIFICATIONS:

- a. Photoluminescent Vinyl: Must glow in the dark for at least 8 hours after a full charge from ambient light.
- b. Acrylic: Minimum thickness of 3mm, weatherproof and UV-resistant.
- c. Aluminum: Minimum thickness of 2mm, rustproof and weatherproof.
- d. Polyvinyl Chloride (PVC): Minimum thickness of 2mm and flame retardant.
- e. Self-adhesive Vinyl: Strong adhesive backing, weatherproof and UV-resistant.
- f. LED Light type signages (supply and battery)- Hanging type or ceiling mounted
- g. Integrated Exit/Unit Combos- Wall/ door/ ceiling mounted
- h. 3-Sided Hanging Sign with chains (360° visibility)
- i. 4-Sided Sign with metal frame (360° visibility)
- j. Metal fabrication, painting and casting for installations

3. SIGNAGES REQUIREMENTS:

The examples and sizes listed below are provided solely for the bidders' or vendors' understanding of the work. The rate contract is based on the units mentioned in the price bid document, and the signage is not limited to those mentioned.

The signage and display may be used for Fire and Safety Equipment Signage, Mandatory Signage, Warning Signage, Safety Signage, General Signage, Prohibition Signage, Direction Signage, Combination Signage, Space Identification Signage, Site

Safety Signage, Pump and Engine room signages, do's and don'ts etc.

3.1 SIGNAGES NON-FABRICATION TYPE

1. Safety Signage (100 X 300mm / 150 X 400mm)
2. Fire duct/Electrical duct. 150 mm x 300 mm
3. Floor No. (150 x 150mm)
4. Emergency contact No. (6" x 6")
5. Fire Exit Signs (165mm x 120 mm)
6. Emergency Exit (100 X 300mm / 150 X 400mm)
7. Manual call point (100mmX100mm)
8. Fire Extinguisher signs (150 X 150mm / 200 X 200mm)
9. Fire Point (100 X 300mm / 150 X 400mm)
10. PASS Board for Fire Extinguishers (300X300mm)
11. Fire Alarm (150 x 150mm)
12. Fire Hose reel / Hose box (250 X 200mm / 375 X 250mm)
13. Elevator (Do not use lift) (150 x 150mm)
14. Electrical room (150 x 150mm)
15. Refuge area (300x150)
16. Booster pump (150 x 150mm)
17. Pump Room (100 X 300mm / 150 X 400mm)
18. No Smoking Signs (150 X 150mm / 200 X 200mm)
19. First Aid Signs (250 X 200mm / 375 X 250mm)
20. Fire Hose (100 X 300mm / 150 X 400mm)
21. Hazard Warning Signs
22. Fire Door- Keep Shut
23. MINI Exit / Evacuation (16" x 12")
24. Speed Limit -Hindi, Marathi & English (1.5' x 1.5')
25. Emergency Exit- Keep clear
26. Warning Signage (250 X 200mm / 375 X 250mm)
27. Mandatory Signages 150 X 150mm / 200 X 200mm
28. Floor Emergency Escape Plan (2 x 1.5 feet)
29. Arrow- Directional Signage (150 X 150mm / 200 X 200mm)
30. No Exit (165mm x 120 mm)
31. Emergency shower (250 x 350 and 130 x 175)
32. Eye wash (250 x 350 and 130 x 175)
33. Self-adhesive Vinyl (Stickers)- A3, A4, A5, A6, A7 and IITB will provide font type, size and content based on requirements.
34. Assembly point Signages on ACP for wall mounting (600x 600mm)
35. Floor and path markings- Auto Glow
36. Stair Markings- Auto glow
37. **LED Light with Self-Test:** (Designed with batteries, 30 meters viewing distance on both sides, 3 hours of emergency backup, 4-in-1 installation - suspended, ceiling, wall and side wall, maintained operation, 3-year warranty), Wattage: 3, The work scope involves supply and installation at suitable and informed locations.



Sample picture

38. Integrated unit for door or ceiling mounted- LED, Height: 230mm, Length: 320, Depth: 45mm, fully assembled single face with extra faceplate for easy field-conversion to double face, Integrated LED emergency light bar swivels, 3 Year Warranty, Box pattern, Wattage: 3. The work scope involves supply and installation at suitable and informed locations



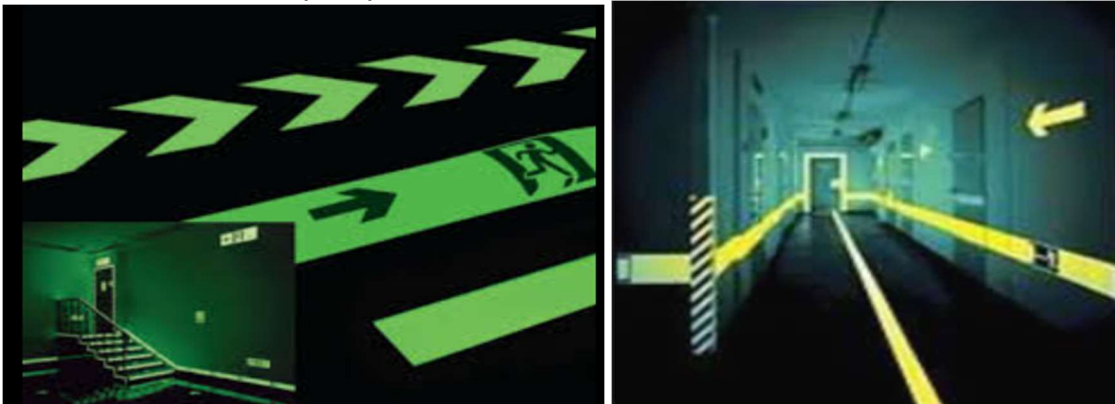
Sample pictures

39. 3-Sided Hanging Sign (for 360° visibility) made from plastic material with luminous for greater visibility, metal chains allow your hanging signs to be securely attached (7"W x 10"H, 10"W x 14"H, 14"W x 20"H sizes for your 3-sided signs). The work scope involves fabrication, supply, installation at suitable and informed locations.



Sample Picture

- 40.** Floor, path, egress, and stairs markings with auto glow tape and LED: The work scope involves the supply and installation of these markings. 50mm/less)- Anti-Skid Tape | Black/ yellow and Glow Tape for Paths, egress, Floor, and Ramps with Heavy Duty Adhesive Non-Slip Tape.



Sample Pictures

3.2 SIGNAGES- FABRICATION TYPE

How to install:

Post Details:

- Material: Aluminum
- Post Diameter: 76 mm
- Height: as mentioned in Price bid
- Base Plate Dimensions: 300 mm diameter x 10 mm thickness
- Base Plate Fixing Holes: 4 holes, each 13 mm in diameter
- Bolt Specifications: M12 x 125 mm through bolts

Pre-casted Concrete Pad:

- Depth: At least 2 feet (610 mm)
- Other Dimensions: Suitable to support the load and wind pressure of the signboards (exact dimensions will vary based on specific load calculations and local conditions).
- Construct formwork to shape the concrete pad, ensuring it is level and properly aligned with the intended signpost positions. Pour concrete into the prepared hole and formwork, ensuring the surface is smooth and level. Allow the concrete to cure for the recommended period (typically 24-48 hours) to achieve sufficient strength

Installation Instructions:

- Ensure all necessary materials and tools are available: aluminum posts with welded base plates, M12 x 125 mm through bolts, drill, wrench, level, and tools for mixing and pouring concrete.

Concrete Pad Fixing in ground

- Excavate a hole at the installation site with a depth of at least 2 feet (610 mm) and size as per pre casted concrete pad.

Installing Aluminum Posts:

- Place the aluminum post with the welded flange base plate on the cured concrete pad, aligning the pre-drilled fixing holes with the appropriate positions for the anchor fixings. Use the base plate holes as a template to mark the positions for drilling into the concrete. Drill 13 mm diameter holes into the concrete pad to a suitable depth for the M12 x 125 mm through bolts.

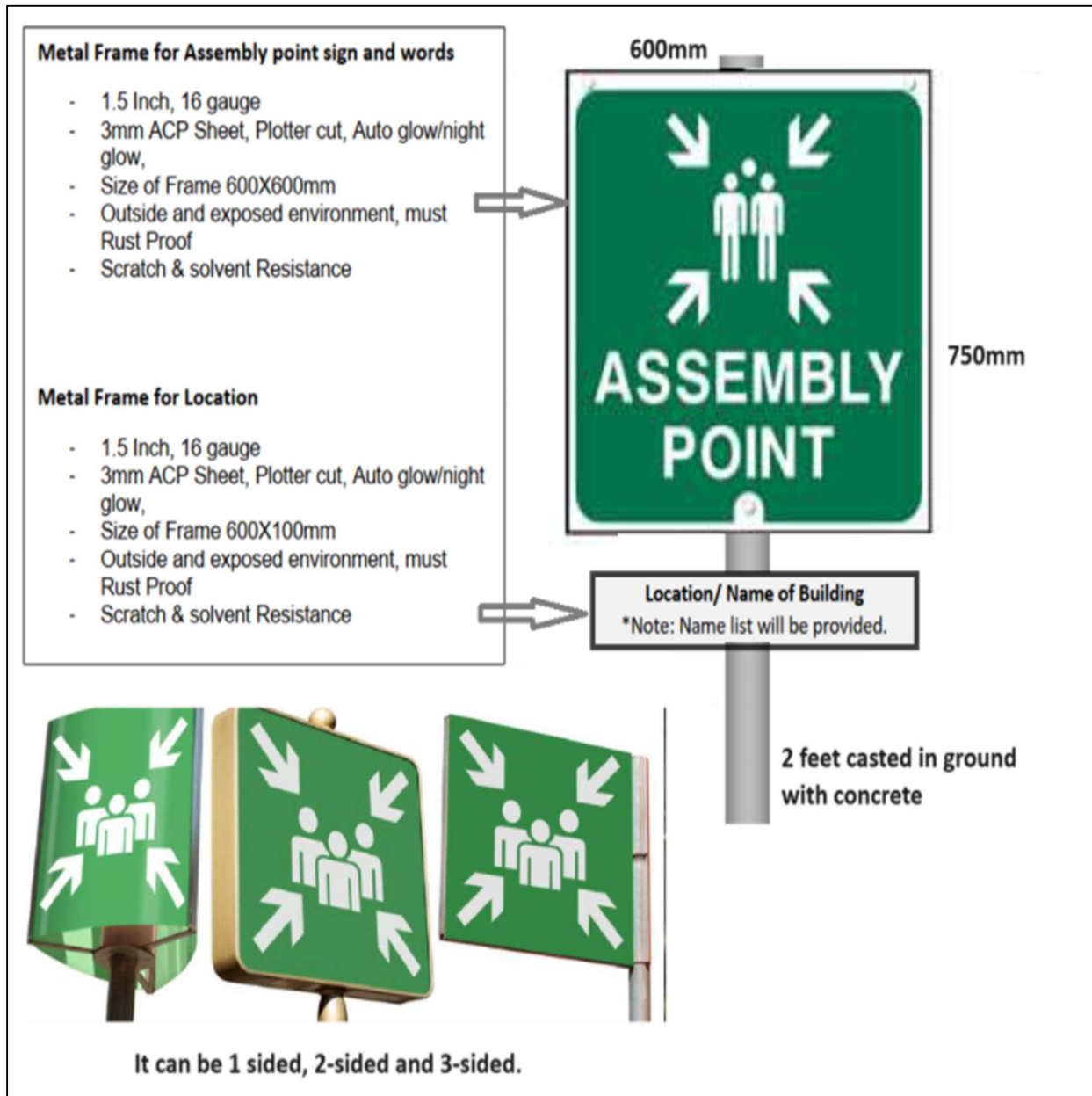
Fixing Base Plate:

- Insert M12 x 125 mm through bolts into the drilled holes through the base plate fixing holes. Tighten the bolts using a wrench, ensuring the base plate is securely fixed to the concrete pad. Check the post alignment with a level and adjust if necessary.

Finalization:

- Ensure the post is vertical and stable. Double-check all bolts for tightness and secure fit. Adhere to safety precautions, verify concrete pad dimensions, and ensure compliance with local regulations regarding signage installation.

1. Assembly Point with an aluminum frame and a 3m height. The installation must include a minimum of 3 directional arrows in each building for clear guidance. The sign must be clearly legible from a distance, and all materials must comply with relevant safety and quality standards. Installation should be performed by qualified personnel to ensure proper placement and durability.



2. The work scope involves the fabrication, supply, and installation of these signages by casting them at suitable and designated locations



Sample pictures

3. Safety convex unbreakable mirror (32 inches) for road traffic, parking, and driving blind spots: The work scope involves the fabrication, supply, and installation of the mirror by casting it at suitable and designated locations.



Sample Pictures

SECTION 5: GENERAL TERMS AND CONDITIONS OF CONTRACT

I. GENERAL CONDITIONS:

1. The selected Vendor will not be allowed to sublet the work to the sub-vendor, if found so, the said work will be terminated and the vendor will be blacklisted with intimation to other Organizations.
2. The vendor should complete all work within i). 15 Days of intimation for display without fabrications and ii.) one month for the work involving fabrications.
3. Any liability/Penalty arising out of complaint from the vendor worker or as directed by the authority, BMC office, Fire department officer or court or any other Govt., Semi-Govt. office shall be deducted from the bill/S.D./E.M.D. amount of vendor.
4. Workers engaged by the vendor to complete work should attend to the work with ID Card. The vendor can obtain temporary gate passes for their workers from the security office of this Institute. All workers have to produce them at all gates to security, workers without gate pass will not be allowed entry in IIT Bombay campus shall not be allowed entry in IIT Bombay campus.
5. All safety & security rules, regulations, and practices prevalent in the Institute should be strictly followed by the vendor and vendor workers.
6. The vendor should make necessary arrangements for the welfare and health of their workers at his own cost.
7. The vendor will ensure the work must be performed under a competent person and who will also maintain liaison with the IIT Bombay representative/ building occupiers regarding carrying out work, access-egress, etc.
8. IIT reserves its rights to entertain the complaints related to the compliance, to investigate the matters, and if any claims are found to be correct, the said amount will be adjusted through bills
9. The vendor shall be responsible for the recruitment/engagement, discharge, and payment of persons engaged by him and the completion of all work as per the scope of work of this contract.
10. It will be the whole responsibility of the vendor to supervise the jobs carried out by their workers as per the schedule & scope of work given by Fire and Safety Section (FSS).
11. In the event of failure to carry out the work assigned under the contract to the satisfaction of IIT Bombay. Performance will be evaluated by the performance monitoring committee & necessary deduction will be done from performance deposit. The Institute reserves the right to get the work done through alternate sources at the cost and risk of the vendor. The necessary Security deposit will be forfeited and the same contract will be terminated and it may be awarded to another vendor.

12. The vendor shall assure the institute against any actions, awards, proceedings, claims, and demands that may be made against it due to any act of negligence, default, etc. made by the vendor or his workers during the contract period.
13. The Institute reserves the right to terminate the contract with advance termination notice of one month for non-compliance/violation/contravention of any of the provisions of worker laws, non-implementation of court orders, orders from worker law authorities received from time to time, and terms & conditions of work order and agreement, in such case, EMD, & security deposit will be forfeited.
14. If the vendor wants to withdraw the contract due to inaccessibility, due to personal reasons, or local issues, before the contract expiring date, at that time, the vendor should give a written request at least three months in advance to the Fire and Safety Section (FSS). After withdrawing the contract, security deposit amount will not be refunded to the vendor.
15. Work that is not attended to by the vendor as per the scope of work so, the said amount of unattended work will be deducted from his monthly bill.
16. Electricity will be provided free of cost by the Institute for wall mounting displays. However, tools, cables, extension boards and all other related things are arranged by vendor only. Vendor should use electrical points with safety, if any damage takes place to that point, then the amount of it will be recovered from the bill of the vendor.
17. The vendor shall be responsible for any damage to the Institute property due to negligence of the agency and the cost of all such damages will be recovered from the bills of the vendor.
18. The renewal of this rate contract to the same agency may be done at the end of the year, for the further period of two years and it will be extended on same prevailing contract rules, terms, conditions, and rates, after evaluating the performance of vendor by Fire and Safety Section (FSS) tender committee and the end users.
19. The vendor is suggested to engage a sufficient/desired number of manpower including relievers to complete the work within time. All direct or indirect costs and obligations pertaining to the employment of specialized manpower will be borne by the vendor.
20. IIT Bombay will not entertain any worker's issues. The vendor must solve all worker's issues related to contract terms & conditions and as per the institute policy.
21. Unforeseen scenarios need to be taken care of by the vendor.
22. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding on the vendor.
23. The vendor should be ready to attend any other type of display work and at any other locations that are not mentioned in the scope of the work as per the instructions of the Fire and Safety Section, Office of Dean (IPS), IIT Bombay.
24. The vendor should issue identity badges to all his employees engaged to carry out

the work, including the supervisor. These identity badges should be carried so that they can be identified by IIT Bombay authorities. The identity badges should be worn by vendor employees while performing the work.

25. The vendor should ensure that the waste concrete, metal, welding buds, dirt, litter, and other filth collected after the work is dumped only at the designated place, as advised by FSS.
26. As per the provisions of minimum wages Act 1948, if you are engaging labourers then, please inform to the undersigned and send a copy of labourers engaged in work to Regional Labour Commissioner, Shram Raksha Bhavan, Shivshrushti Road, Sion, Mumbai-400 022.
27. Warranty period of minimum 1 year for each item or more for the specifically mentioned products from the date of delivery.

II. OTHER TERMS AND CONDITIONS:

1. AWARD OF CONTRACT:

- a. Only one technically qualified L1 bidder shall be selected for the contract.
- b. Evaluation shall be carried out as per quantities and prices under Section 6 - Price Bid.
- c. The qualified bidder will be abiding by all the Terms & Conditions of the Tender Document.
- d. The qualified bidder will be empaneled initially for the period of one year and maybe extended further for two years if performance is found satisfactory by the Committee.
- e. The services of the empaneled service provider will be reviewed by committee during contract period and IIT Bombay reserves right to add or delete service provider in rate contract based on performance, if necessary, without intimation.
- f. If more than one BIDDER happens to quote the same lowest price, IIT Bombay reserves the right to award the contract to more than one BIDDER or any BIDDER.
- g. If the service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract. We may remove or add any service providers during the contract without prior notice.

2. TERMS OF PAYMENT:

- a. No advance payment bills will be made under any circumstances.
- b. Monthly bill will be paid based on supplies and services rendered. Amount of short manpower & material, incomplete work, and penalty if any will be deducted from the monthly bill.

- c. The final bill shall be submitted by the vendor in the same manner as specified in interim bills within three months of the physical completion of the work. No further claims shall be made by the vendor after submission of the final bill and these shall be deemed to have been waived and lapsed.

3. CONDUCT OF VENDOR'S STAFF:

- a. The vendor shall not permit anyone except his authorized staff in IIT campus.
- b. The staff deployed by the vendor shall be suitably clothed (uniform) in clean, tidy and orderly manner while on duty.
- c. The vendor and his employees shall be courteous in their dealing with the IIT Bombay community and authorities.
- d. No contract staff shall be permitted to stay back in IIT Bombay premises after the duty hours.
- e. The vendor shall submit the following documents to FSS or others as required by the Security section of IIT Bombay. Pertaining to staff before commencement of the contract and shall renew the documents as and when the staff composition is renewed.
 - i. Name and father name of the staff along with an Aadhar card.
 - ii. Identity cards shall be issued by the vendor at his own cost carrying a passport size photograph of the staff, their signature, a unique identification number, their name, residential address, blood group etc. The identity card so prepared shall be submitted to the FSS.
 - iii. IIT Bombay security section will also provide ID card which is mandatory to be carried while entry and stay in the campus. Id cards shall be shown as & when asked by any authority or IIT community.

4. CONDITIONS OF WORKING IN RESTRICTED AREAS/SECURITY

The following conditions shall be followed for working within the restricted areas and for security.

- a. Permission to enter the restricted areas at the time of tender submission can be obtained through the FSS and relevant authority.
- b. The vendor, his agents, representatives, workmen, etc., and his materials, carts, trucks, or other means of transport, etc., will be allowed to enter through and leave from only main gate.
- c. The vendor's authorized representatives, if required, are to be present at the places of entry and exit for the purpose of identifying his carts, trucks, etc. to the personnel in charge of the security of the restricted area.
- d. The vendor, his representatives, the site in charge, overseers, and other regular staff are individually required to be in possession of identity cards or temporary

entry permits, which will be issued by the security section on the recommendation of the FSS. The workers engaged in the execution of the work; the following procedures shall be followed:

- i. The vendor employee who will be engaged by the vendor shall be allowed to enter the IIT premises through the gate on the production of a daily attendance card, which will be marked by the authorized representative of the vendor before entering the security gate.
- ii. The security officer shall have authority not to allow any vendor employee who does not possess the marked mustered roll cards.
- iii. The vendor employee working and moving on campus should always carry the muster roll card with them for identification.
- iv. The vendor shall be responsible for the conduct and action of his workmen, agent, or representative at all times.
- v. Any vehicle and materials that are moved or removed from the site of work and are required to be taken out of IIT campus should follow the following procedures:
- vi. The vendor shall submit in writing to the FSS the details of the materials to be taken out or removed, including those that are rejected, etc.
- vii. This application shall be endorsed by the authorized representatives.
- viii. The materials shall only be allowed to go out of IIT campus after the counter signature of the security officer is checked at the gate.
- ix. No materials or tools will be allowed to be brought on holidays, Saturdays, and Sundays inside the campus.
- x. vendors can bring the materials and tools between 0900 hours and 1700 hours on any working day (Monday to Friday).
- e. All persons and transport may be searched at the gate and within the restricted or any area for as many times as the gate is used for entry or exit.
- f. **Post** works. the vendor, his agents, representatives, or workmen, etc., may not be allowed any access to the restricted area except for attending to any job-specific task assigned to him by FSS, the concerned, or his representatives.
- g. The vendor, his agents, representatives, workmen, etc. shall strictly observe the orders pertaining to fire and safety precautions prevailing within the restricted area.

5. Earnest Money Deposit:

- a. Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable

at Mumbai to be submitted in Technical Bid. Failing which, the submitted bid will be rejected.

- b. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- c. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
- d. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

6. Performance Bank guarantee:

- a. Performance Guarantee Bond is mandatory.
- b. Successful tenderer/ bidder should submit a performance guarantee as prescribed above to be sent to Technical Officer, FSS, IIT Bombay along with order acknowledgment. The PBG is to be furnished in the form of a bank guarantee as per Format 1 for an amount of Rs.1,20,000/- (One Lakh twenty thousand only). The additional amount of PBG have to be submitted @3%, whenever the procurement amount increases from Rs. 40 Lakhs.
- c. The Performance Guarantee should be established in favor of "The Registrar, IIT Bombay". PBG is to be established through any of the National/ Scheduled Commercial Banks (whether situated at Mumbai or outstation) with a clause to enforce the same on their local branch of Mumbai.
- d. Performance Guarantee bond shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- e. The successful tenderer is entirely responsible for the due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
- f. The PBG shall be valid for a period of 1 year plus 60 days or till warranty period whichever is later
- g. If the successful bidder fails to submit the Performance Guarantee Bond along with Order Acknowledgement, then the purchase order/contract will be cancelled.
- h. No interest shall be payable by the buyer to the Bidder on PBG.

7. PENALTY:

- a. In the event of any breach of any of the terms & conditions of the contract or the bidder neglects, delays or fails to perform the work mentioned under contract, IIT Bombay shall levy and recover the penalty subject to maximum of 5% of total monthly bill and IIT Bombay also reserves rights to forfeit the Security Deposit.
- b. A penalty of Rs.500/- per case shall be imposed on the vendor and this amount will be deducted from the vendor's monthly payment, in case of
 - i. Any deviation or non-compliance in the scope of work.
 - ii. Late Delivery as mentioned in section 5, point no. 2.
 - iii. Use of sub-standard materials and/or poor workmanship.
 - iv. Any discrepancies noticed.
 - v. Any miss-conduct or inappropriate behavior of a vendor employee.
 - vi. Unauthorized access.

8. FORCE MAJEURE:

Force Majeure will be accepted on adequate proof thereof.

9. LEGAL MATTER:

- a. Jurisdiction of Mumbai Courts only.
- b. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

10. FURNISHING FRAUDULENT INFORMATION/ DOCUMENT

- a. If it is found that a bidder has furnished fraudulent document/information, the bid security/performance security (wherever applicable) shall be forfeited and the bidder/vendor will be debarred for a period of 3 (three) years from the date of detection of such fraudulent activity, besides the legal action. In case of major and serious fraud, the period of debarment may be enhanced.

SECTION 6: PRICE BID

Tender No. FSS/RC/01/2024-25

Due Date: 28 June 2024

BOQ

Sr. No.	Description	Estimated Quantity	Unit	Rate per unit	Total	Other charges	GST @18%	Total including GST
1	Star Flex Board mounted on a metal frame (1x1 inch square pipe with 0.75inch thickness)	100	Sq. Feet					
2	Star Flex board without frame with side holes for hanging with ropes	350	Sq. Feet					
3	Hanging Flex - Calendar Style	250	Sq. Feet					
4	Signage/ display on Foam Boards (3mm)	5000	Sq. inch					
5	Signage/ display on Foam Boards (5mm)	10000	Sq. inch					
6	Signage/ display on ACP sheet- Single side Display	30000	Sq. inch					
7	Signage/ display on ACP sheet- Double side Display	10000	Sq. inch					
8	Self-Adhesive Stickers (Vinyl)	200	A3 Size					
9	Self-Adhesive Stickers (Vinyl)	350	A4 Size					
10	Self-Adhesive Stickers (Vinyl)	150	A5 Size					
11	Self-Adhesive Stickers (Vinyl)	75	A6 Size					
12	Self-Adhesive Stickers (Vinyl)	250	A7 Size					
13	Stainless steel Display/ sign boards- 2D boards, Mounting by Self Adhesive and Screwed both, Minimum Thickness 1mm, All Weather/Waterproof	5000	Sq. inch					

14	Stainless steel Display with 2m-3m steel post	10	each					
15	Aluminium Display/ sign boards- 2D boards with plotter cut, Mounting by Self Adhesive and Screwed both, Minimum Thickness 1mm, All Weather/Waterproof	3500	Sq. inch					
16	LED Light – suspended type- Single side display	100	each					
17	LED Light – suspended type- double side display	100	each					
18	Integrated unit for door or ceiling mounted	50	each					
19	3-Sided Hanging Sign (for 360° visibility)	25	each					
20	Single Sided-ACP sheet Display with post 3m Aluminium Pipe, check 3.2 for Specifications and how to install	50	each					
21	Double Sided Display / signage- ACP sheet Display with post 3m Aluminium Pipe, check 3.2 for Specifications and how to install	50	each					
22	3-Sided Display / signage-ACP sheet Display with post 3m Aluminium Pipe, check 3.2 for Specifications and how to install	30	each					

23	4-Sided Display / signage-ACP sheet Display with post 3m Aluminium Pipe, check 3.2 for Specifications and how to install	20	each					
24	Safety convex unbreakable mirror 32inch road traffic with 2m post	15	each					
25	Safety convex unbreakable mirror 36inch road traffic with 2m post	5	each					
26	Luminous Floor or egress marking	1000	rmt					
27	Luminous Stairs/ ladder step Markings	200	rmt					
Grand Total								

Important Notes:

1. The quantities shown in the above schedule are estimated and are provided as a guide to give the tenderer(s) an idea of the quantum of work involved. IIT Bombay reserves the right to increase, decrease, delete, or include any of the quantities given above.
2. The quality of materials, timely completion of the job, and workmanship shall be of high standard, any compromises shall be liable to termination of the contract and forfeiture of the security deposit.

Place:

GST Registration No:

Date:

Signature:

IMPORTANT NOTE:

1. The price variation clause will not be applicable to this contract. The tenderer should keep note of it and quote accordingly.
2. Bidders are requested to read the tender document carefully and are strongly advised to visit the site before quoting the tender.

Signature and stamp of the tenderer

SECTION 7 – ANNEXURES
ANNEXURE 1: BIDDER'S INFORMATION
(On Company / Firm Letterhead)

Details of the bidder:		
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,
Technical Officer
Fire and Safety Section, Office of Dean (IPS)
IIT Bombay,
Powai, Mumbai – 400 076.

Sir,

Ref: Tender No. FSS/RC/06/2024-25 dated 7th June 2024 for “Tender for” THE SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS”.

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

F. Y. 2020-21	F.Y. 2021-22	F. Y. 2022 – 23

and

- 2) I/we hereby declare that, our firm had filed Income Tax Returns for the last three years i.e. A.Y. 2021- 22, A.Y. 2022- 23 A.Y. 2023- 24. Supported by copy of ITR Acknowledgement.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl: As above

ANNEXURE 3: EXPERIENCE IN SIMILAR WORK

(On Company / Firm Letterhead)

Date:

To,
Technical Officer
Fire and Safety Section, Office of Dean (IPS)
IIT Bombay,
Powai, Mumbai – 400 076..

Sir,

Ref: Tender No. FSS/RC/06/2024-25 dated 7th June 2024 for “Tender for THE SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS”

Brief particulars of the similar work done as per Point 2 of Section 2.

(Please attach a copy of the work orders & their completion certificates for our reference)

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

Yours faithfully,

(Signature of the bidder) Printed Name Designation Seal

Date:

Business Address: Encl: As above

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

(On Company / firm's Letterhead)

Date:

To,
Technical Officer
Fire and Safety Section, Office of Dean (IPS)
IIT Bombay,
Powai, Mumbai – 400 076.

Sir,

Ref: Tender No FSS/RC/06/2024-25 dated 7th June 2024 for “Tender for THE SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS.”

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.

Yours faithfully,

(Signature of the bidder) Printed Name Designation Seal

Date:

Business Address:

ANNEXURE 5 – DECLARATION REGARDING CLEAN TRACK
(On Company / firm's Letterhead)

Date:

To,
Technical Officer
Fire and Safety Section, Office of Dean (IPS)
IIT Bombay,
Powai, Mumbai – 400 076.

Sir,

Ref: Tender No. FSS/RC/06/2024-25 dated 7th June 2024 for “Tender for THE SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS.”

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 orabroad. 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)

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Section 8: FORMATS
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,
The Registrar,
Indian Institute of Technology Bombay,
Powai, Mumbai – 400 076.

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology Bombay (Buyer) have invited Tenders vide Tender/Contract No..... Dt. for THE SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to THE SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS 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 for Rs 1,20,000/-(Rupees One Lakh twenty thousand Only) 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 SUPPLY AND INSTALLTION OF SAFETY SIGNAGE AND ASSEMBLY POINTS. this Bank shall pay to Indian Institute of Technology Bombay on demand and without protest or demur Rs 1,20,000/- (Rupees One Lakh Twenty Thousand Only).

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).
4. 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:

SECTION 9 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. ENVELOPE “1”

- i. Demand Draft for Rs.50,000 /- (Rs. Fifty Thousand only) towards Earnest Money Deposit.
- ii. Eligibility Criteria Responses (each page duly sealed and signed by the authorized Signatory)
- iii. Annexure 1: Bidder's Information
- iv. Annexure 2: Declaration of Annual Turnover and Income Tax Return
- v. Annexure 3: Experience in Similar Work
- vi. Annexure 4: Declaration for Acceptance of Tender Terms and Conditions
- vii. Annexure 5: Declaration Regarding Clean Track
- viii. Format: Performance bank guaranty/ solvency certificate

2. ENVELOPE “2”

- i. Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1)** and **Price Bid (Envelope 2)** superscribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due date**.