



TAMIL NADU OPEN UNIVERSITY

No. 577, Anna Salai, Saidapet, Chennai – 600 015.

Phone: (91-44) 2430 6645 / 6600 Fax: (91-44) 2430 6640

email : registrar@tnou.ac.in ; website : www.tnou.ac.in

Registrar

System -2017-18 /2017

Date 31.01.2018

To

Sub: TNOU- Admin- Annual Maintenance Contract for Fire pump Room and Fire Hydrant System at TNOU – Limited sealed quotations - Invited – Reg.

I am, by direction, to invite limited sealed quotations for Annual Maintenance Contract for Fire pump Room and Fire Hydrant System at TNOU, as per the Description and details of work is as per Annexure - I enclosed herewith.

Sl.No	Description of items	Rate Quoted
1	[Annexure –I]	

In this context, I am to inform that the Tenderer shall enclose the following documents as proof to determine the eligibility criteria:(Application form enclosed as Annexure - II)

- The Registration Certificate issued by the Government Department concerned.
- Proof of experience in this field.
- Copy of PAN Card, Proof of Annual Turnover for minimum past 3 years and copy of latest Income-Tax Clearance Certificate/Return.
- Interest Free Earnest Money Deposit [EMD] amount of Rs.5,000/- by means of Demand Draft/Bankers Cheque, drawn in favour of 'The Registrar, Tamil Nadu Open University', payable at Chennai.

The successful Tenderer shall remit **5%** of the total cost of the tender amount or **Rs.50,000/-** whichever is higher, towards **INTEREST FREE REFUNDABLE SECURITY DEPOSIT** by means of Demand Draft drawn in favour of '**THE REGISTRAR, TAMIL NADU OPEN UNIVERSITY**', payable at Chennai, [i.e.] in addition to the Earnest Money Deposit. Both Earnest Money Deposit and Security Deposit are refundable after successful completion of the work done and other tender formalities.

In this context, I am to inform that the last date for submission of the Tender application along with the all requirements on **15.02.2018 upto 3.00 pm.** at the Registrar's Office, Tamil Nadu Open University, Saidapet, Chennai - 600 015.

The Tender will be opened in the Chamber of the Registrar at **4.00 pm on 15.02.2018** in the presence of the Tenderers or their authorized representatives.

The cost of Tender Form is Rs.590 (Rs.500+ GST 18%). the Demand Draft drawn in favour of '**THE REGISTRAR, TAMIL NADU OPEN UNIVERSITY**', payable at Chennai, It can be downloaded from our University Website www.tnou.ac.in.

REGISTRAR

ANNEXURE - I

Sl.No.	Description
1	<p>Annual Maintenance for Fire Pump Room & Fire Hydrant System</p> <ul style="list-style-type: none">• Panel Board checking,• Main Pump Maintenance,• Fire Alarm Ground floor to 7th Floor with Panel Board check and Maintenance report,• Fire Electrical Panel Board,• Jockey Pump Maintenance,• Diesel Engine Maintenance,• RRL Hose Checking,• Hydrant Valve Checking,• Pressure checking,• Hose reel drum checking ,• Butterfly valve checking,• Pressure gauge checking,,• Non Return valve Checking,• Main Pipe line Checking,• Drain Pipe line Checking,• Other checking and Maintenance related to fire pump room & Fire hydrant system. <p>(Overall) with Two visit per month</p>

Station : _____

Signature : _____

Date : _____

Name : _____

Designation: _____

& [Seal]

Annexure- II



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PARTICULARS REQUIRED IN THE STATEMENT TO BE FURNISHED BY THE TENDERER

Sl.	Details Required	Particulars to be furnished Correctly and legibly	
1	Name of the Firm		
	Permanent Address		
		E-mail:	
		Land line:	
Mobile:			
	Fax:		
2	Firm Registration Number & Registration Date <i>[Enclose copy of the Registration Certificate issued by the Government Department concerned]</i>		
3	State whether the Firm is a Proprietorship/ Partnership / Private Limited/ Public Limited Concern.		
4	Details of EMD		
5	Details of Cost of Bidding Document		
6	PAN / TAN Card Details <i>[Enclose copy of the Certificate]</i>		
7	GST / VAT Details <i>[Enclose copy of the Certificate]</i>		
8	Service Tax Registration Details <i>[Enclose copy of the Registration Certificate]</i>		
9	Income Tax Return Statement (Last 3 years) <i>[Enclose copy each of the remittance particulars with clearance the Statement]</i>		
10	Audited statement from Chartered Accountant (Last 2 years) <i>[Enclose copy of the Statement]</i>		
11	ISO 9001 - 2008 Certificate (Mention Date of Expiry of Certificate) <i>[Enclose copy of the Certificate]</i>		

12	Proof of Experience & List of Clients indicating quantum of work executed with them <i>[Enclose copy of the Certificate]</i>			
13	Any Experience in dealing with Govt. Departments <i>[Enclose copy of the Certificate]</i>			
14	Whether the firm is blacklisted by any Government Department of any criminal case is registered against the firm or its owner / partners anywhere in India			
15	Company Profile <i>[Enclose copy of the Profile]</i>			
16	Annual Maintenance for Fire Pump Room & Fire Hydrant System <ul style="list-style-type: none"> • Panel Board checking, • Main Pump Maintenance, • Fire Alarm Ground floor to 7th Floor with Panel Board check and Maintenance Report, • Fire Electrical Panel Board, • Jockey Pump Maintenance, • Diesel Engine Maintenance, • RRL Hose Checking, • Hydrant Valve Checking, • Pressure checking, • Hose reel drum checking , • Butterfly valve checking, • Pressure gauge checking,, • Non Return valve Checking, • Main Pipe line Checking, • Drain Pipe line Checking, • Other checking and Maintenance related to fire pump room & Fire hydrant system. (Overall) with Two visit per month	AMC Amount + GST		Total Amount of AMC Rs.P.

DECLARATION

- [i] I/We declare hereby that the particulars furnished in the above statement are true to the best of my/our knowledge.
- [ii] The rate(s) quoted in the statement above is/are my/our competitive rate(s) the AMC for Fire Pump Room and Hydrant System at TNOU
- [iii] I/We have thoroughly studied the Terms and Conditions of the Tender and also abide by the University Rules.
- [iv] I/We will abide to the procedures and formalities of the University in finalizing and selecting the limited suppliers/tenderers as per the discretion of the authorities.
- [v] I/We agree that the University reserves the rights to accept or reject the limited tenders partly or fully without assigning any reasons as per the discretion of the authorities.

Station : _____

Signature : _____

Date : _____

Name : _____

Designation: _____

& [Seal]