



**LIC of India, OS deptt, Silchar Divisional Office, Jeevan Prakash, Meherpur Silchar-788015**

SDO/OS/TENDER/FE

Dated – 03.06.2024

## **Tender for Re-filling of Fire Extinguishers**

Sealed Tender is invited for Refilling of Cylinders as per specifications mentioned in the “Annexure –D” & “Annexure –E”.

The bidders may collect the tender documents from the office at the above address. Tender documents will be issued from 03.06.2024 to 21.06.2024 between 10.30 AM to 3.30 PM on week days (excluding Holidays, Saturdays & Sundays).

The Tender fee of Rs 118/-(including GST) per tender (non refundable) is required to be deposited in cash/DD at our cash counter in F&A department and copy of receipt should be produced and submitted before issue of tender. Please submit/bring (in case of Cash payment) copy of GST Registration Certificate in Form GST REG-06/25 and PAN of the firm/agency. In case the tender fee is not deposited while collecting tender form from our office, the duly filled up tender should be accompanied with a D.D. of Rs.118/- favouring LIC of India payable at Silchar. **Tender fee will not be required if the tender documents are downloaded from our website by the bidders.** The last date of submission of filled in tenders in the tender box is 24.06.2024 up to 3.00 PM at our office OS Department, LIC of India, Silchar Divisional Office, Meherpur, Silchar, 788015.

**TENDER OPENING SCHEDULE** -: Technical bids of all tenders received within stipulated Date & time will be opened by our “Tender Opening Committee” on 25.06.2024 at 11.00 AM. All Bidders are requested to remain present or send only one Representative with Authorization Letter of the Firm during Tender opening Session.

The tender application must be accompanied by EMD (Earnest Money Deposit) of Rs. 2420/- (Two thousand four hundred twenty only) by DD in favour of LIC of India payable at Silchar (FDR's will not be accepted) . EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender. Tender without EMD will be subject to rejection. **(MSME & NSIC Registered vendors are exempted from submission of EMD subject to production of valid certificate)**. No Brokers/Intermediaries shall be entertained. The Sr. Divisional Manager, Silchar Division reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever. Financial bids of only the bidders qualified in technical bid evaluation will be opened at a later date as will be decided by the competent authority.

Tender shall be submitted in a closed sealed Envelope number-3, superscribed as **“Tender for Re-filling of Fire Extinguishers of Silchar Division ”** with Name/Seal of the Tenderer and should be addressed to Manager OS, LIC of India, Silchar Divisional Office, Meherpur, Silchar, PIN-788015 – CONTAINING:

1. Envelope No 1- marked as “Technical Bid” sealed and containing -
  - (a). Tender Fee Rs. 118/- (Including GST) by DD in favour of LIC of India payable at Silchar (in case Tender Fee not deposited in Cash at DO Silchar). **Tender fee will not be required if the tender documents are downloaded from our website by the bidders.**
  - (b). EMD of Rs. 2420/- by DD in favour of LIC of India payable at Silchar,
  - (c). Tender documents/ Offer Letter / Annexure - ‘A’, ‘B’, ‘C’ & other relevant documents with seal and sign on each page
2. Envelope No 2- marked as “Financial Bid” sealed and containing -  
Financial Bids (Annexure - ‘D’ & ‘E’) filled with your Quoted rate of specified items with seal and sign.

**Envelope No 3 will contain both the Envelope no. 1(Technical Bid) & Envelope no.2 (Financial Bid).  
Envelope no. 3 should be superscribed as “Tender for Re-filling of Fire Extinguishers of Silchar Division ”**

### General

1. **Delivery & Completion:-** Re-filling of fire-extinguishers as per ISI specifications should start within 15 days from the date of work order issued to the successful vendor and should be completed in a phased manner. Each lot should be reinstalled within 7 days from the date of taking up the lot, failing which penalty of 0.5% per week of the total contracted refilling cost of the lot will be charged for the delay subject to maximum of 5%. When fire extinguishers are taken for re-filling, the vendor shall provide temporary replacement at no extra cost whatsoever till the fire extinguishers are brought back and installed.
2. Refilling work would be carried out in consultation with Officers of LIC in DO/BO. Random Testing of the quality of MAP powder at the time of refilling will be carried out by LIC.
3. The testing should be carried out with pressure prescribed as per specification of ISI Standard. One or two fire extinguishers of each category should be tested to ensure satisfactory compliance. Cost of testing will be borne by the Vendor.
4. After awarding of order, in case of unsatisfactory services and/or failure to complete the job in time, LIC of India reserves the right to terminate the contract, black-list the agency and forfeit the EMD, Security Deposit.
5. The EMD of unsuccessful bidders will be refunded without interest within a period of 30 days from the date of issuing work order to the Successful bidder subject to clearance of the amount. However, in case the successful bidder backs out/withdraws before/after the work order is issued, then, his/her EMD will be forfeited and the Vendor/agency will be black-listed.
6. LIC reserves the right to cancel one or all tenders without assigning any reasons whatsoever.

7. Envelope-1 should be sealed and superscribed as "Technical Bid", and shall contain the following:

Offer Letter, Annexure A, B, C along with copies of required documents.

Tender document duly stamped and signed on each page as token of acceptance of all terms & conditions laid down Offer letter, Tender fee Rs. 118/-, EMD of Rs. 2420/- in the form of DD favouring "LIC of India" payable at Silchar. **This envelope should not contain any document related to financial bid/quotation . If after opening of envelope-1 any such document is found therein , the tender of that particular bidder will be liable to be cancelled.**

Envelope-2 shall be sealed and superscribed as "Financial Bid " and shall contain the following:

ANNEXURE - D & ANNEXURE- E.

The Envelope-3 shall be sealed and superscribed as "Tender for re-filling of fire extinguishers of LIC of India, Silchar Division " and shall contain the Envelop number- 1 and Envelop number -2 .

Please note that, Rates quoted for Re-filling of fire extinguishers should be **per cylinder and including GST** and in the format given in the tender document ie ANNEXURE - D & ANNEXURE- E. Submission of Financial Bid in any format other than the format provided in the tender document or submitted for some types of Specifications only will not be accepted and the bid will be rejected.

8. The rates quoted in the Financial Bid shall be inclusive of Transportation Charges, Technicians Fees, TA/DA any other expenses whatsoever and **also inclusive of GST & all taxes**. The rates must be quoted in INR only (not in paisa). **The Rate per cylinder quoted for Re-filling of Fire Extinguishers in the Financial Bid as in Annexure D would be considered for finalizing the L-1 bidder.**
9. The successful bidder shall have to deposit a sum equivalent to 5% of the Contract Value as Security Deposit, which in the event of not carrying out the contracted services as per the terms and conditions of the tender, shall be forfeited. Security Deposit in the form of DD favouring "LIC of India", payable at Silchar shall be deposited within 7 days of awarding the tendered job to the vendor. Security Deposit without interest will be refunded at the time of final settlement after satisfactory completion of work.

10. Initially the Period of contract will be for one Year, which may be further extended by one Year (Maximum two extensions of one year each) if both the parties are mutually agreed on same Rates and Terms & Conditions of the said Contract.
11. Payment to the vendor through NEFT shall be made after satisfactory completion of the work.
12. Disputes, if any, shall be considered to be within the jurisdiction of Courts in Silchar.
13. The vendor will carry out the re-filling of existing fire extinguishers which shall include:-
  - a. Replacement of defective spare parts like discharge tube, nozzle, horn water, washer, Plunger etc at the time of re-filling as per approved rates subject to prior approval
  - b. Repair of fire extinguishers, if required but subject to prior approval of LIC.
  - c. Refilling charges quoted shall include re-filling of gas cartridges
  - d. Replacement of small spares like rings/washers to be done at no extra cost
14. Letter of Authorization to sign Tender documents in case of Public / Pvt. Ltd. Company must be submitted with Tender documents.
15. The details of fire extinguishers which need re-filling are as under :-

Sl. No.	Branch	State	QUANTITY	Expire
1	EDMS Building Itkhola, Silchar	Assam	3	Spread throughout the year with most of the cylinders having immediate requirement
			6	
			5	
2	Silchar DO	Assam	16	
			6	
3	Silchar B.O.-I	Assam	1	
		Assam	10	
4	Silchar B.O.-II	Assam	10	
5	Hailakandi BO	Assam	18	
			8	
6	Karimganj	Assam	11	
7	Haflong BO	Assam	5	
8	Badarpur SO	Assam	2	
9	Agartala B.O.-I	Tripura	3	
10	Dharmanagar	Tripura	9	
11	Udaipur	Tripura	3	
12	Ambassa	Tripura	3	
13	Melaghar	Tripura	1	
14	Sonamura	Tripura	1	
15	Belonia	Tripura	3	
16	Santirbazar	Tripura	4	
17	Kumarghat	Tripura	3	
18	G.B. Bazar	Tripura	1	

16. The actual quantity of fire-extinguishers that need re-filling may vary from the quantity Projected above and payment will be made according to the actual number of fire-extinguishers that are re-filled.
17. "Tender for re-filling of fire extinguishers of LIC of India, Silchar Division" is to be submitted latest by 03.00 PM on 24.06.2024 to:-

**Manager ( OS) LIC of India, Silchar Divisional Office, Jeevan Prakash Building, Meherpur, Silchar, PIN-788015.**



**LIC of India, OS deptt, Silchar Divisional Office, Jeevan Prakash, Meherpur Silchar-788015**

18. Tenderers should ensure that the Tenders are received before the date & time specified above.  
Tenders received late on account of any reason, whatsoever, shall not be considered.
19. Please put initials/Sign. on all the pages of Tender Documents.
20. **Successful bidder will have to provide training to the employees of the Corporation for operating the Fire Extinguishers and also put label on each cylinder indicating date of last and next refilling.**

Manager (OS)



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LIFE INSURANCE CORPORATION OF INDIA

**LIC of India, OS depts, Silchar Divisional Office, Jeevan Prakash, Meherpur Silchar-788015**

Annexure -A

## **Offer Letter**

The Sr.Divisional Manager  
LIC of India  
Silchar Divisional Office,  
Jeevan Prakash Building,Meherpur, Silchar, 788015

Dear Sir,

Re: Tender for Re-filling of fire extinguishers of LIC of India, Silchar Division.

Having examined the nature and quantum of work relating to above mentioned subject, I/We, the undersigned hereby submit my/our offer

I/We have submitted EMD of Rs.2420/- in the form of DD drawn in f/o "LIC of India", payable at Silchar, as per details given below:-

I/We agree to deposit a sum of 5% of the Contract Value as Security Deposit on award of Contract and which in the event of not carrying out the contracted services, as per terms & conditions of the tender, shall be forfeited and my/our agency shall be black-listed.

**I/We are a 'licensed agency' in accordance with Fire Prevention and Life Safety Measures Laws in force for carrying out the tendered work (copy enclosed).**

I/We have read the general terms & conditions of the tender and agree to abide and comply with the same.

Yours faithfully,

Name & Signature of Vendor  
With Seal

Date:  
Place

Annexure - B

**TECHNICAL BID**

S.No.	Information sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration no. for registration under Companies Act, 1956, if any. (Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email id	
5	Address of Head Office (If separate) and Telephone no.	
6	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone nos.	
9	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/C No.	
11	PAN of the Firm (Please enclose photocopy)	
12	GST Registration No (Please enclose photocopy)	
13	Whether the firm has enough capacity for storing required raw materials needed.	
14	Details if registered with any other Government Authority, such as Fire prevention & Fire Safety.	
15	Details of experience of running contract in any office of LIC of India and /or prestigious P.S.U.s. (Central), (Please fill Annexure-B).	
16	Have you ever been Black listed by LIC or PSU/BFSI/Govt/ Semi Govt./Quasi Govt. Department in India as on Date. Annexure C signed and sealed.	
17	Have you registered on GeM Portal? If yes, Registration No.	
18	Details of EMD or MSME	
19	Details of Tender Fee	

**SEAL & SIGN OF THE VENDOR**  
**Contd**



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Contd....

(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY (Vendor)

Date.....

I / We \_\_\_\_\_ request Life Insurance Corporation of India, Silchar Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of Re-filling of Fire Extinguishers and assure to render the services to the fullest satisfaction of the Corporation.

We further give our consent and undertake that our firm is competent and capable of providing Re-filling of Fire Extinguishers of L.I.C of India, Silchar Division within the stipulated time as desired by LIC of India.

Dated at .....this.....day .....2024

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/all of the agencies at its absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



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Contd.....

**Details of Existing Clients:**  
**(Separate page must be submitted for each Client)**

SI No.	Name of the Company/Agency/Firm	Address	Name, designation of contact person with telephone no. and e-mail ID	Whether contract copies/ work orders/ experience letters attached

**Authorized Signatory Signature**

**NAME:**

**DESIGNATION:**

**NAME & SEAL OF THE FIRM / COMPANY:**

**Date.....**

Note - : Please provide the existing client details of at least three (03) Firms / Companies.





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Annexure-C

UNDERTAKING

Ref: SDO/OS/TENDER/FE

Re-filling of Fire Extinguishers

We hereby confirm that we have not been blacklisted by LIC or any PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Department in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions mentioned in tender.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:



LIC of India, OS depp, Silchar Divisional Office, Jeevan Prakash, Meherpur Silchar-788015

ANNEXURE –D

Financial Bid

The Sr.Divisional Manager  
LIC of India  
Silchar Divisional Office,  
Jeevan Prakash Building, Meherpur, Silchar, 788015

Dear Sir,

Re: Tender for re-filling of fire Extinguishers

I/We have read, understood all the conditions as per tender document and quote our Rates as under-

Items	For ASSAM	For TRIPURA
	Quoted Price For Refilling per Cylinder <b>(including all costs, taxes &amp; GST)</b>	Quoted Price For Refilling per Cylinder <b>(including all costs, taxes &amp; GST)</b>
ABC Type-6 kg Fire Extinguisher		

Note – (1) Rates quoted should be per cylinder and inclusive of 'Transportation Charges, Technicians fees, Training Exp., TA/DA and all other expenses including GST & other taxes, if any'.

(2) Rate per cylinder for Re-filling of Fire Extinguishers in the Financial Bid as above would be considered for finalizing the L-1 bidder.

Date:  
Place:

Name & Signature of Vendor  
With Seal



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ANNEXURE–E

Financial Bid

Rates for spares (not to be considered for deciding the lowest quotation)

Sl no.	Item	For ASSAM	For TRIPURA
		Rate (Rs) in figures	Rate (Rs) in figures
	<b>ABC Type 6 Kg Fire extinguishers</b>		
1	Valve replacement		
2	Pressure guage		
3	Discharge nozzle		
4	Discharge hose		

Note-

- (1) The price quoted above shall be inclusive of all labour costs etc. , taxes and including GST.  
The cost of spares shall not be taken into consideration for deciding the lowest quotation.
- (2) Replacement of spares, if required, shall be done only after approval in writing is given to vendor by LIC.

Name & Signature of Vendor  
With Seal

Date:  
Place



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### Area of Operation

Sl. No.	Branch	State	QUANTITY
1	EDMS Building Itkhola, Silchar	Assam	3
			6
			5
2	SDO	Assam	16
			6
3	Silchar B.O.-I	Assam	1
		Assam	10
4	Silchar B.O.-II	Assam	10
5	Hailakandi BO	Assam	18
			8
6	Karimganj	Assam	11
7	Haflong BO	Assam	5
8	Badarpur SO	Assam	2
9	Agartala B.O.-I	Tripura	3
10	Dharmanagar	Tripura	9
11	Udaipur	Tripura	3
12	Ambassa	Tripura	3
13	Melaghar	Tripura	1
14	Sonamura	Tripura	1
15	Belonia	Tripura	3
16	Santirbazar	Tripura	4
17	Kumarghat	Tripura	3
18	G.B. Bazar	Tripura	1

Name & Signature of Vendor  
With Seal

Date:  
Place:



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### Check List

SL.NO.	Parameter	Submitted / Document enclosed YES/NO/N.A.
1	Tender Fee	
2	EMD	
3	Annexure A, B, C, D, E	
4	Offer Letter	
5	All the documents to be signed with Seal	
6	MSME / NSIC Certificate, if any	
7	Copy of Licensed Agency, in accordance with Fire Prevention & Life Safety Measures	
8	Annexure C in letter head of the agency	
9	Cancelled Cheque (Original)	

Date:  
Place

Name & Signature of Vendor  
With Seal