

TENDER NOTICE

Sealed Tenders are invited from experienced Firms / Agencies under Two Bid (Technical Bid & Financial Bid) system for **Tender for Refilling of existing fire extinguishers** and Supply& Installation of new Fire Extinguishers in different offices in under LIC of India, KMDO-II Division. As the fire extinguishers need to be serviced and refilled with utmost priority without any delay to avoid and mitigate any risk associated with fire hazard, we are inviting Tender papers only form the bidders who have registered offices in Kolkata, Howrah Police Commissionerate and South 24 Parganas. The last date of receipt of tender is 07.10.2025 upto 15:00 Hrs. For further details visit our Corporation's website www.licindia.in/Tenders. Any subsequent changes/corrigendum will be published on our website only.

Place: -Kolkata

Date: -17.09.2025

Sr Divisional Manager



LIFE INSURANCE CORPORATION OF INDIA KOLKATA METROPOLITAN DIVISIONAL OFFICE II

23A/44X, Diamond Harbour Road, Kolkata 700053; Tel: (033) 2396 5572

Dated -17.09.2025

Tender for Refilling of existing fire extinguishers and Supply& Installation of new Fire Extinguishers

Sealed Tender is invited for Refilling of Cylinders as per specifications mentioned in the "Annexure —D"

The bidders may collect the tender documents from the office at the above address. Tender documents will be issued from 17.09.2025 to 06.10.2025 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 (nonrefundable) 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 Kolkata. 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 07.10.2025 up to 3.00 PM at our office OS Department, LIC of India, KMDO-II Divisional Office.

Pre-bid Meeting: Interested bidders are requested to attend the pre-bid meeting which will be held on 24.09.2025 to provide clarifications on the tender's technical, commercial, and procedural aspects. This meeting will address questions on scope, technical specifications, terms and conditions, and other issues, which can lead to the issuance of a corrigendum or addendum that becomes part of the tender document.

TENDER OPENING SCHEDULE: Technical bids of all tenders received within stipulated Date & time will be opened by our "Tender Opening Committee" on 08.10.2025 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.6000 by DD in favour of LIC of India payable at Kolkata. 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, Kolkata Metropolitan Divisional office-II 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 no-3, super scribed as "Tender for Refilling of existing fire extinguishers and Supply& Installation of new Fire Extinguishers" with Name/Seal of the Tenderer and should be addressed to Manager OS, LIC of India, KMDO-II Divisional Office, 23A/44X Diamond Harbour Road, Kolkata-700053. -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 Kolkata(in case Tender Fee not deposited in Cash at DO Kolkata). Tender fee will not be required if the tender documents are downloaded from our website by the bidders.
- (b). EMD of Rs 6000/- by DD in favour of LIC of India payable at Kolkata
- (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') 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 Refilling of existing fire extinguishers and Supply & Installation of new Fire Extinguishers"



General Conditions:

- 1. <u>Delivery & Completion:</u> 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.
- Refilling work would be carried out in consultation with Officers of LIC in DO/BO. Random Testing of the quality of of refilling will be carried out by LIC.
- 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.
- 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.
- 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. 6000.00 in the form of DD favouring "LIC of India" payable at Kolkata. 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.

The Envelope-3 shall be sealed and superscribed as <u>"Tender for Refilling of existing fire extinguishers and Supply & Installation of new Fire Extinguishers"</u> 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 i.e. ANNEXURE - D. 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 Kolkata 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.



LIFE INSURANCE CORPORATION OF INDIA KOLKATA METROPOLITAN DIVISIONAL OFFICE II

23A/44X, Diamond Harbour Road, Kolkata 700053; Tel: (033) 2396 5572

- Initially the Period of contract will be for two Years, 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 Kolkata.
- 13 The vendor will carry out the re-filling of existing fire extinguishers which shall include:-
 - 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:-

	LIFE INSURANCE CORPORATION OF INDIA-KOLKATA						
	EXISTING FIRE EXTINGUISHERS DETAILS						
SL NO	Name Of BO/SO	ABC 4KG	ABC-5 KG	CO2-4.5 KG	CO2 2 KG	MODULAR 5 KG	
1	AMTALA (41M)	7	12	1	1	1	
2	FATHEPUR SO (41MT001)	4		0			
3	BARUIPUR (41A)	2	14	2		2	
4	JOYNAGAR (41AT001)	2	1	0			
5	SONARPUR (41AT002)	3	1	1			
6	GHATAKPUKUR (41AT003)	1	1	1			
7	RAIDIGHI (41AT004)	2	1	0			
8	BHOWANIPUR (41G)	4	5	1	1		
9	BUDGE BUDGE (439)	12	9	2	1	1	
10	BATA NAGAR SO (439T001)	1	2	2			
11	RAIPUR 50 (439T001)	3		1			
12	CAB I (505)	8	5	1		1	
13	CAB II (41Q)	2	5	1	1	1	
14	CANNING (41P)	8	A	3	1	1	
15	PARK CIRCUS (41K)	8		3		1	
16	R. SAROBAR (41R)	4	5	1	1	1	
17	CITY BRANCH 14 (425)	33	9	5	2		
18	TOLLYGUNGE (425T001)	2		1			
19	CITY BRANCH 15 (426)	11	11	1		1	
20	AJC BOSE ROAD. (426T001)	0	11	1			
21	D. HARBOUR BO (427)	3	13	1	1		
22	BASANTI 50(427T001)	2		1			
23	KAKDWIP 50 (427T001)	4		0			
24	BIJOYGANJ 50 (427TOO2)	4		1			
25	DAB (KOL) 450	4	3	11		1	



26	GARIAHAT BO (41J)	14	5	2	1	1
27	JADAVPUR (400)	5	10	1	1	
28	GARIA SO (400T001)	3	1	1		1
29	KASBA BO (41E)	12	7	0	1	1
30	KASBA GOLD PARK(41ET001)	2		1		
31	KIDDERPORE (41F)	20	8	2		1
32	METIABRUZ SO (41PT001)	2	1	2		-
33	SARSUNA BO (41D)	5	6	1		1
34	LIC EDMS RMF CENTRE	30	9	5	3	
35	CUSTOMER ZONE	3		1		
36	LIC DIVISIONAL OFFICE	25	20	16	1	27
	Total	255	169	63	16	42

- 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 refilled.
- 17. "Tender for Refilling of existing fire extinguishers and Supply& Installation of new Fire Extinguishers" is to be submitted latest by 03.00 PM on 07.10.2025 to Manager OS, LIC of India, KMDO-II Divisional Office,23A/44X Diamond Harbour Road,Kolkata-700053
- 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)



Annexure -A

Offer Letter

Date:	

The Senior Divisional Manager, Life Insurance Corporation of India, Kolkata Metropolitan Divisional Office-II 23A/44X Diamond Harbour Road, Kolkata-700053

Dear Sir.

Re: Tender for Refilling of existing fire extinguishers and Supply& Installation of new Fire Extinguishers

In compliance to your tender invitation vide letter Ref: KMDO-II/OS dated 17.09.2025 we quote hereunder our rates in duplicate for the desired item of Fire Extinguishers (installation of new equipment, refilling, servicing and fire mock drill in periodical intervals) inclusive of delivery charge, etc (and excluding GST) which will hold good for a period of twenty four months from the date of consideration at your end.

I/We agree to deposit a sum of 5% of the Contract Value as Security Deposit on award of the Contract, within 7 days, and which in the event of not carrying out the contracted services, as per terms and conditions of the tender, shall be forfeited and my/our agency will be black listed.

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

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

Yours faithfully,

Signature: Designation: Office Seal:



ANNEXURE-B

TECHNICAL BID

Re: Tender for Refilling of existing fire extinguishers and Supply& Installation of new Fire Extinguishers.

SI. 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 Act1956, if any.(Please enclose photocopy of certificate)	
4	Certificate No of Certificate under Shops and Establishment Act 1953 (Please enclose photocopy of certificate)	
5	Correspondence Address and Telephone No/ Contact No with email id (mandatory)	
6	Address of Head Office and Telephone No	
7	State Proprietary/Partnership/Private Limited Company /Public Limited Company	
3	Name of the Partners/Directors	
9	Name of the Chief Executive with his present address and Telephone Nos.	
10	Name of Representatives with Designation who would be calling on us and attending to our jobs And his contact Nos.	
11	NEFT Details(Please enclose cancelled cheque having Firm name on the cheque) Bank Name and Address Type of Account & Account No IFSC Code No	
12	PAN No of the Firm(Please enclose photocopy)	
13	GST Registration No (Please enclose photocopy)	A A A STATE
4	ITR of Last Three Financial Years	20, 5, 7 (190)

SI. No.	Information Sought	Information Provided
	T	or mation i toyided
15	Turnover of Last Three Financial Years	
	2022-2023:	
	2023-2024;	
	2024-2025:	
16	Whether the Firm has enough capacity for storing required	
	Attended heeded, State the area of such storage facilities	
17	Details It registered with any other Covernment	
40	Authority, such as Fire Prevention and safety	
18	Details of experience of running contract in any office of	
	india and for Prestigious PSUs	
	(Please attach a photocopy)	An and the second
19	Copies of present AMC with PSUs must be attached	
	Have you ever Blacklisted by LIC of India or PSU	
	/BFSI/Govt/Semi Govt/Quasi Govt. Department	N
	a as on Date (Please specify the details if any)	
20	MSME Registration No (Please attach copy of the	
	cate)	
21	Details of EMD	
22	Details of Tender Application Fees.	

Signature of the Vendor (With Seal containing Address of the Firm/ Company)

P	lace:
D	ato.

(Note: Please submit the Form duly filled in all respects by Typing or Fill it with legible ink, without over writing)



considered.

LIFE INSURANCE CORPORATION OF INDIA KOLKATA METROPOLITAN DIVISIONAL OFFICE II 23A/44X, Diamond Harbour Road, Kolkata 700053; Tel: (033) 2396 5572

Authorized Signatory Signature
NAME:
DESIGNATION:
Name and Address and SEAL OF THE FIRM/COMPANY(Vendor)
Date
I / We
request Life Insurance Corporation of India, Kolkata Metropolitan Divisional Office-II to consider our bid. I/We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of Re-filling of Fire Extinguishers; replacement of spares and supply of new fire extinguishers as and when approved by LIC 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 or providing Re-filling of Fire Extinguishers to the offices under the jurisdiction of KMDO-II within the stipulated time as desired by LIC of India.
Dated atday 2025
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



Details of Existing Clients:

Sl	Name of the Company/Agency/Firm	Address	Name .	Whether
	Company/Agency/Firm		Name, designation of contact,	contract copy/ work orders/ experience letters
			telephone no. and eMail id	experience letters attached
		-12		
- Miller Control	1			

Authorized Signatory Signature	
NAME:	
DESIGNATION:	
NAME & SEALOFTHEFIRM/COMPANY:	

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



Annexure-C

UNDERTAKING

Ref: KMDO-II/OS/TENDER/FIRE/EXT.

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

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

Dated atthisda		day of	_day of	

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM/COMPANY:



Annexure-D

Financial Bid

Rates for spares (Not to be considered for lowest quotation)

(A)

SI. No.	ltem	Rate/Unit(including of Transportation & installation but
1.	Valve Replacement of the fire extinguisher	excluding GST)
2.	Pressure Gauge of the fire extinguisher	
3.	Discharge Nozzle of the fire extinguisher	
4.	Discharge Hose of the fire extinguisher	

(B) Purchase of New Fire Extinguisher

SI. No.	71 didiase of New Fire Extinguisher	
1,	Item	Rate/unit (including of Transportation & installation but excluding GST)
	A.B.C. Store Pressure 4 kg. capacity fire extinguisher. Branded ABC store pressure type fire extinguishers 4 kg. capacity fire extinguishers made from branch new M.S. 14gauge with discharge hose and complete with initial charges as per IS:15683 specification with ISI mark	,
2.	A.B.C. Store Pressure 5 kg. capacity fire extinguisher. Branded ABC store pressure type fire extinguishers 5 kg. capacity fire extinguishers made from branch new M.S. 14gauge with discharge hose and complete with initial charges as per IS:15683 specification with ISI mark	
3.	A.B.C. Store Pressure modular type 5 kg. capacity fire extinguisher. Branded ABC store pressure modular type fire extinguishers 5 kg. capacity fire extinguishers made from branch new M.S. 14 gauge with discharge hose and complete with initial charges as per IS:15683 specification with ISI mark	
4.	CO2 4.5kg capacity fire extinguishers Branded CO2 type fire extinguishers 4.5 kg capacity made from branch new seamless drawn steel cylinder with bend & discharge horn and complete with initial charges as per IS: 15683 Specification with ISI mark	
5.	CO2 2kg capacity fire extinguishers Branded CO2 type fire extinguishers 2 kg capacity made from branch new seamless drawn steel cylinder with bend & discharge horn and complete with initial charges as per IS: 15683 Specification with ISI mark	

Note-

- (1) The price quoted above shall be inclusive of all labour costs etc., excluding GST. The cost of spares and installation of new Fire extinguisher shall not be taken in to 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.

Date

Name and Signature of Vendor with Seal

Place



DETAILS OF EXISTING FIRE EXTINGUISHERS: LOCATION WISE

	LIFE INSURANCE CO EXISTING FIR	F EXTING	ON OF INDIA	-KOLKATA	1	
SL NO	EXISTING FIRE EXTINGUISHERS DETAILS					
1	Name Of BO/SO	ABC 4KG	ABC-5 KG	CO2-4.5 KG	CO2 2 KG	MODULAR 5
2	AMTALA (41M)	7	12	1	1	KG
	FATHEPUR SO (41MT001)	4		0	1	1
3	BARUIPUR (41A)	2	14	2		-
4	JOYNAGAR (41AT001)	2	1	0		2
5	SONARPUR (41AT002)	3	1	1		
6	GHATAKPUKUR (41AT003)	1	1	1		
7	RAIDIGHI (41AT004)	2	1	0		
8	BHOWANIPUR (41G)	4	5	1	1	
9	BUDGE BUDGE (439)	12	9	2	1	1
10	BATA NAGAR SO (439T001)	1	2	2		
11	RAIPUR SO (439T001)	3	,	1		
12	CAB I (505)	8	5	1		1
13	CAB II (41Q)	2	5	1	1	1
14	CANNING (41P)	8	4	3	1	1
15	PARK CIRCUS (41K)	·8 ·		-3		1
16	R. SAROBAR (41R)	4	5	1	1	1
17	CITY BRANCH 14 (425)	33	9	5	2	
18	TOLLYGUNGE (425T001)	2		1		
19	CITY BRANCH 15 (426)	11	11	1		1
20	AJC BOSE ROAD. (426T001)	0	1	1		
21	D. HARBOUR BO (427)	3	13	1	1	
22	BASANTI SO(427T001)	2		1		
23	KAKDWIP SO (427T001)	4		0		
24	BIJOYGANJ SO (427TOO2)	4		1		
25	DAB (KOL) 450	4	3	1		1
26	GARIAHAT BO (41)	14	5	2	1	1
27	JADAVPUR (400)	5	10	1	1	1
28	GARIA SO (400T001)	3	1	1	1	1
29	KASBA BO (41E)	12	7	0	1	1
30	KASBA GOLD PARK(41ET001)	2		1	-	-
31	KIDDERPORE (41F)	20	8	2		1
32	METIABRUZ SO (41PT001)	2	1	2		1
33	SARSUNA BO (41D)	5	6	1		ì
34	LIC EDMS RMF CENTRE	30	9	5	3	•
35	CUSTOMER ZONE	3	-	1	,	
36	LIC DIVISIONAL OFFICE	25	20	16	1	ייר
	Total	255	169	63	16	42

The vendor must quote the rates in the financial bid in Annexure D which must include supply, transportation, installation and GST and other taxes, if any.