



LIC of India, Divisional Office
Jeevan Prakash Building, Pandri, Raipur-492004
Phone Number -0771-4054454

Ref/LIC/RDO/Tender No. 6/Fire Extinguisher / 2023-24

Dated – 14/09/2023

Limited Tender for Re-filling & Purchase of New Fire Extinguishers

The Sealed Tender is invited from our Empanelled Vendors for Refilling and Purchase 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 19.09.2023 to 27.09.2023 between 10.30 AM to 3.30 PM on week days (excluding Holidays, Saturdays & Sundays).

The Tender fee of Rs 295/- (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. **Tenders received by post / mail are required to enclose the DD of Tender fee along with the tender. The last date of submission of filled in tenders in the tender box is 28.09.2023 up to 5.00 PM at our office “OS Department” first floor, LIC of India, Divisional Office, Pandri, Raipur.**

TENDER OPEN SCHEDULE :- All tenders received within stipulated Date & time will be opened by our “Tender Opening Committee” on 29.09.2023 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. 10000/- (Ten thousand only)** by DD in favour of LIC of India payable at Raipur (FDR's will be 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, D.O., Raipur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

Tender shall be submitted in a closed sealed Envelope number-3, superscribed as **“Tender for Re-filling and purchase of Fire Extinguishers”** with Name/Seal of the Tenderer and should be addressed to Manager OS, first floor, LIC of India, Divisional Office, Pandri, Raipur. – **CONTAINING:**

1. Envelope No 1-

- (a). **Tender Fee Rs. 295/- (Including GST)** by DD in favour of LIC of India payable at Raipur (in case Tender Fee not deposited in Cash at DO Raipur).
- (b). **EMD of Rs. 10000/-** by DD in favour of LIC of India payable at Raipur,
- (c). Tender documents/ Offer Letter / **Annexure - ‘A’, ‘B’, ‘C’** etc. with seal and sign on each page

2. Envelope No 2- (In Sealed Quotation)

Financial Bids (Annexure - ‘D’ & ‘E’) your Quoted rate of specified items.

3. Envelope No 3 - Both the Envelopes number 1 & 2.

General

- 1. Delivery & Completion:-** Supply of new Cylinders / Re-filling of fire-extinguishers as per ISI specifications should start within 15 days from the date of awarding the order 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. 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 super-scribed “**Technical Bid**” for re-filling of fire extinguishers & Purchase of New Cylinder at LIC of India, Raipur Division, 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 EMD of Rs.10,000/- in the form of DD favoring “**LIC of India**” payable at Raipur.

Envelope-2 shall be super-scribed “**Financial Bid**” for re-filling of fire extinguishers & Purchase of New Cylinder at LIC of India, Raipur Division” and shall contain the following:
(ANNEXURE - D & ANNEXURE- E) only.

The Envelope-3 shall be super-scribed “Tender for re-filling of fire extinguishers & Purchase of New Cylinders at LIC of India, Raipur DO and shall contain the Envelop number- 1 and Envelop number -2 .

Please note that, Rates for Re-filling of fire extinguishers & Purchase of New Cylinder should be excluding 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. The rates must be quoted in INR only (not in paisa). The Total consolidated Cost for Supply of New Cylinder and 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 10% 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 Raipur shall be deposited within 7 days of awarding the order. 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 will be further extended by 01 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 Raipur.
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
 - Repair of fire extinguishers, if required but subject to prior approval of LIC.
 - Refilling charges quoted shall include re-filling of gas cartridges and hydro-testing of the concerned fire extinguishers.
 - Hydro testing certificate of fire extinguishers will be submitted along with bill.
 - 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 :-
- | S.No | Items | Existing Quantity in our all Offices (Approx) |
|------|---------------------|---|
| 1 | ABC Type-6 kg | 118 |
| 2 | ABC Type-5 kg | 107 |
| 3 | ABC Type-2 kg | 3 |
| 4 | Co2 Gas Type 9.0 Kg | 2 |
| 5 | Co2 Gas Type 4.5 Kg | 13 |
| 6 | Co2 Gas Type 3.2 Kg | 1 |
| 7 | Co2 Gas Type 2.0 Kg | 13 |
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 & Purchase of New Cylinder at LIC of India" is to be submitted latest by 05.00 PM on 28.09.2023 to:-**
Manager (OS)
LIC of India, Divisional Office,
Jeevan Prakash Building,
Pandri, Raipur. PIN- 492004
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 13 (Thirteen) 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)



Offer Letter

**The Sr.Divisional Manager
LIC of India
Raipur Divisional Office,
Jeevan Prakash Building,Pandri,Raipur, 492004**

Dear Sir,

Re: Tender for Re-filling of fire extinguishers & Purchase of New Cylinders at LIC of India, Raipur 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.10,000/- in the form of DD drawn in f/o "LIC of India", payable at Raipur, as per details given below:-

I/We agree to deposit a sum of 10% 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 being 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

TECHNICAL BID**Annexure-A**

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 No. 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 Black listed by LIC or PSU/BFSI/Govt/ Semi Govt./Quasi Govt. Department in India as on Date. Annexure C on Rs. 100/- Non Judicial Stamp Paper duly Noterixed.	
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.**



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, Raipur 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 & Purchase of New Cylinder** 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 & Purchase of New Cylinders** by L.I.C of India, Divisional Office Raipur, within the stipulated time as desired by LIC of India.

Dated atthis.....day2023

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their 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.



Annexure-B

Details of Existing Clients:

(Separate page must be submitted for each Client)

Name of the Company/Agency/Firm	
Address of the Company/Agency/Firm	
Name, designation of contact person with telephone no. and e-mail ID	
Name:	
Designation:	
Landline No.:	
Cell No. :	
Email ID:	
Details of material supplied in last 3 years (Ref. No, date of work order with photo copy of same) (Please attach attested copies of Purchase Orders executed or certificate from customer)	

Authorized Signatory Signature

NAME:

DESIGNATION:

NAME & SEAL OF THE FIRM / COMPANY:

Date.....

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

UNDERTAKING

(ON VENDOR'S LETTER HEAD / SEAL & SIGN IN THIS FORMAT)

Ref: OS/TENDER/2023

Re-filling of Fire Extinguishers & Purchase of New Cylinders

(This Undertaking has to be executed on a Non Judicial Stamp Paper of Rs 100/- duly notarized)

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

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

Dated at _____ this _____ day of _____ 2023

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Financial Bid

The Sr.Divisional Manager
LIC of India
Raipur Divisional Office,
Jeevan Prakash Building,Pandri,Raipur, 492004

Dear Sir,

Re: Tender for re-filling & Purchase of fire Extinguishers

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

S.No	Items	Basic Cost per Piece (Excluding GST)	Basic Cost per Piece (Excluding GST)	Total Quoted Price
		For New Cylinder	For Refilling	
{A}	{B}	{C}	{D}	{E}= C+D
1	ABC Type-6 kg			
2	ABC Type-5 kg			
3	ABC Type-2 kg			
4	Co2 Gas Type 9.0 Kg			
5	Co2 Gas Type 4.5 Kg			
6	Co2 Gas Type 3.2 Kg			
7	Co2 Gas Type 2.0 Kg			
	{F}	GROSS QUOTED PRICERS. (Total of Column {C} & {D})		
		GST Rate (%) Percentage-		%

- Note – (1)** Rates quoted should be inclusive of ‘Transportation Charges, Technicians fees, Training Exp. TA/DA and all other expenses but excluding GST.
- (2) New Cylinder must be ISI of -: Safex /Cease Fire /Safe Guard /Minimax/Life Guard/ Kanex
Please Mention or Tick on the Name of the said Company - :
- (3) **The Total consolidated Cost for Supply of New Cylinder and Re-filling of Fire Extinguishers in the Financial Bid [Gross Quoted Price {F} As above] would be considered for finalizing the L-1 bidder.**

Date:

Place:

Name & Signature of Vendor
With Seal

Financial Bid

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

Srno	Item	Rate (Rs) In figures	GST (%)
CO2 Fire extinguishers			
1	Valve – ISI Mark Only		
2	Bend Pipe / Bend		
3	Horn PVC / ABS/ Horn with bend		
4	Bend handle / carrying bracket		
5	Handle Rubber		
6	Wall bracket		
7	Safety clip		
8	PVC Lock		
9	Label Set		
10	Painting		
ABC Type Fire extinguishers			
11	Valve replacement		
12	Pressure guage		
13	Discharge nozzle		
14	Discharge hose		

Note-

- (1) The price quoted above shall be inclusive of all labor costs etc. but excluding 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**

Area of Operation

Sn.	Name of the Office	Location
1	Divisional Office, Raipur	Pandri, Raipur
2	BO – I Raipur	Raipur
3	BO- II Raipur	Raipur
4	BO – III Raipur	Raipur
5	CAB Raipur	Raipur
6	BO- I Bhilai	Bhilai
7	BO – II Bhilai	Bhilai
8	CAB Bhilai	Bhilai
9	BO - Durg	Durg
10	BO - Rajnandgaon	Rajnandgaon
11	BO – Dallirajhara	Dallirajhara
12	BO – Dhamtari	Dhamtari
13	BO – Kanker	Kanker
14	BO – Jagdalpur	Jagdalpur
15	BO – Dantewada	Dantewada
16	BO – Mahasamund	Mahasamund
17	BO – Saraipali	Saraipali
18	SO – Telibandha	Raipur
19	SO – Abhanpur	Abhanpur
20	SO – Risali	Bhilai
21	SO – Kumhari	Kumhari
22	SO – Durg	Durg
23	SO – Bemetara	Bemetara
24	SO – Rajnandgaon	Rajnandgaon
25	SO – Kawardha	Kawardha
26	SO – Dongargarh	Dongargarh
27	SO – Khairagarh	Khairagarh
28	SO – Kurud	Kurud
29	SO – Bhanupratappur	Bhanupratappur
30	SO – Kondagaon	Kondagaon
31	SO – Rajim	Rajim
32	SO – Kasdol	Kasdol
33	SO – Balod	Balod
34	SO - Gariyabandh	Gariyabandh
35	Customer Zone Raipur	Raipur
36	EDMS Centre Bhanpuri	Raipur
37	Sales Training Centre	Bhilai

Name & Signature of Vendor
With Seal

Date:
Place:

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 on Stamp Paper of Rs. 100/- duly Notarized	
9	Cancelled Cheque (Original)	

**Name & Signature of Vendor
With Seal**

List of our Empanelled Vendors of Fire Extinguishers

SN	Name of the Vendors	Address
1	Maruti Tradelink	Shop No.50 Below Khamtraí Flyover Bridge Near Ramna Public School Raipur (C.G) Mob:- 9074890027/ 9827916758
2	Kumar Electronics	C-3, RDA building, Sharda chowk, Raipur (C.G) Contact Info. :- 0771-4009613/9584266300
3	New Industrial Trading	B-29, Arihant Complex, Station Road, Raipur, (C.G.) Contact Info.:- 9691110891
4	Tarasons Enterprises	Opp. Punjab National Bank, Station Road Raipur. Contact Info.:- 9425210999
5	Methodex Systems Pvt. Ltd.	4 th Floor, Ashoka Millenium, Ring Road No. 1, Raipur(C.G.) Contact Info: 9302921770 / 9312342444
6	Salasar Trade Linkers	10,Anand Bhawan, Gurunanak Chowk, Raipur,(C.G.) Cont. Info.:- 0771-4090185/9425202185
7	S.S. Trading Co.	Oppo. Lakshmi Narayann Mandir Kota Raipur Contact Info.:- 9827910960/7974881435

Manager (OS)

Date:
Place

**Name & Signature of Vendor
With Seal**