



**LIC of India, Divisional Office**  
**Magarpara Road, Bilaspur-495001**  
Phone Number -07752-249854

Ref: BSP/OS/Tender No.3/Fire Extinguishers / 2023-24

Dated – 26/10/2023

### **Tender for Re-filling & Purchase of New Fire Extinguishers**

The Sealed Tender is invited 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 **27.10.2023 to 06.11.2023** between 10.00 AM to 4.00 PM on week days (excluding Holidays, Saturdays & Sundays). The tender form can also be download from the Corporation’s web site [www.licindia.in](http://www.licindia.in). and go to tender and click on the link **Tender for Re-filling & Purchase of New Fire Extinguishers.**

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 tenders is 06.11.2023 up to 5.00 PM at our office “OS Department” 3rd floor, LIC of India, Divisional Office, Magarpara road, Bilaspur (C.G.).**

**TENDER OPEN SCHEDULE** -: All tenders received within stipulated Date & time will be opened by our “Tender Opening Committee” on 07.11.2023 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. 4000/- (Ten thousand only)** by DD in favour of LIC of India payable at Bilaspur (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., Bilaspur 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 super scribed 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, Magarpara road, Bilaspur (C.G.). – *CONTAINING:*

**1. Envelope No 1-**

(a). **Tender Fee Rs. 295/- (Including GST)** by DD in favour of LIC of India payable at Bilaspur (in case Tender Fees not deposited in Cash at DO Bilaspur).

(b). **EMD of Rs. 4000/-** by DD in favour of LIC of India payable at Bilaspur,

(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 Term & Conditions;**

- 1. Delivery & Completion:- Supply of new Cylinders / Re-filling of fire-extinguishers as per ISI specifications should start within 10 days from the date of awarding the order and should be completed in a phased manner. Each lot should be reinstalled within 07 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, Bilaspur 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.4,000/- in the form of DD favoring “**LIC of India**” payable at Bilaspur.

**Envelope-2** shall be super-scribed “**Financial Bid**” for re-filling of fire extinguishers & Purchase of New Cylinder at LIC of India, Bilaspur 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, Bilaspur 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 Bilaspur shall be deposited within 10 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 Bilaspur.
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-5 kg       | 48   |
| 2      | ABC Type-6 kg       | 76   |
| 3      | ABC Type-10 kg      | 16   |
| 4      | Co2 Gas Type 2.0 Kg | 5  |
| 5      | Co2 Gas Type 4.5 Kg | 32   |
| 6      | Co2 Gas Type 6.5 Kg | 3  |
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 06.11.2023 to:-**  
**Manager ( OS)**  
**LIC of India, Divisional Office,**  
**3<sup>rd</sup> Floor, Magarpara Road**  
**Bilaspur (C.G.), PIN- 495001**
18. **Tenderer 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., seal on all 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 refilling and date of expiry.**

- 21. You should prepare a certificate and details of Fire Extinguishers checked / refilled in triplicate and submit a copy at branch office and second copy along with your bill to Divisional office OS Department. All your certificate and list should be counter signed and sealed by branch officials.**
- 22. All Payments will be made from Divisional office OS Department Bilaspur through NEFT only after completion of all work and submitting the proper bills supported by necessary documents.**
- 23. You have to submit the Bank Detail, Copy of PAN Card, a cancelled cheque for creation of NEFT Beneficiary master.**
- 24. During refilling work you have to impart training to branch personnel for use of Fire Extinguishers.**
- 25. You will have to attend the branches, satellite office and divisional office as and when required.**
- 26. Apart from regular refilling, if refilling of Fire Extinguishers is required at any office during one year you have to do refilling at approved cost. No other additional charges will be given to you.**
- 27. You should inform us from time to time if there are changes in rules, govt. policies regarding usage of Fire Extinguishers so that we may upgrade accordingly.**
- 28. Workmen Compensation and safety is your responsibility. Corporation is not liable for any accident or unwanted incident during the work.**
- 29. You should follow and comply all Govt. rules and regulations regarding the allotted work.**
- 30. Corporation reserves the right to terminate the contract without assigning any reason at any point of time.**
- 31. All further information such as correction/addition /deletion in term and condition if any will be published at our website only.**

**Manager (OS)**

## **Offer Letter**

**The Sr.Divisional Manager  
LIC of India  
Divisional Office,  
Magarpara Road, Bilaspur (C.G.), 495001**

Dear Sir,

Re: Tender for Re-filling of fire extinguishers & Purchase of New Cylinders at LIC of India, Bilaspur 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. 4,000/- in the form of DD drawn in f/o "LIC of India", payable at Bilaspur, 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**

<b>S.No.</b>	<b>Information sought</b>	<b>Information Provided</b>
<b>1</b>	Name of the Firm (In Block Letters)	
<b>2</b>	Date of Establishment / Incorporation	
<b>3</b>	Registration no. for registration under Companies Act, 1956, if any. (Please enclose photocopy of certificate)	
<b>4</b>	Certificate no. of certificate under Shops & Establishment Act 1953. (Please enclose photocopy of certificate)	
<b>5</b>	Correspondence Address and telephone no./Mobile no. with email id.	
<b>6</b>	Address of Head Office (If separate) and Telephone no.	
<b>7</b>	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
<b>8</b>	Name of the Partners/ Directors	
<b>9</b>	Name of Chief Executive with his present address and Telephone nos.	
<b>10</b>	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
<b>11</b>	Neft Details (Please enclose Cancelled cheque having Firm name on the Cheque) Bank Name and Address Type of Account and Account NO. IFSC	
<b>12</b>	PAN No. of the Firm (Please enclose photocopy)	
<b>13</b>	GST Registration No (Please enclose photocopy)	
<b>14</b>	ITR of last Three Financial Years (2020-21, 2021-2022,2022-23)	
<b>15</b>	Turnover of last Three Financial Years 2020-2021 2021-2022 2022-2023	

S.No.	Information sought	Information Provided
16	Whether the firm has enough capacity for storing required raw materials needed.	
17	Details if registered with any other Government Authority, such as Fire prevention & Fire Safety.	
18	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 and attach copy).	
19	Have you ever Black listed by LIC or PSU/BFSI/Govt./ Semi Govt./Quasi Govt. Department in India as on Date. (Please fill Annexure C )	
20	MSME Registration no. (Attach certificate)	
21	Details of EMD	
22	Details of Tender Fees	

**SEAL & SIGN OF THE VENDOR**

**(Note: Please type this form or fill it legibly in ink. Without over writing.)**

**Authorized Signatory Signature**

**NAME:**

**DESIGNATION:**

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

Date-

I / We \_\_\_\_\_ request Life Insurance Corporation of India, Bilaspur 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 Bilaspur, within the stipulated time as desired by LIC of India.

Dated at .....this.....day .....2023

**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.**





**UNDERTAKING**

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

**Ref: OS/TENDER/2023**

**Re-filling of Fire Extinguishers & Purchase of New Cylinders**

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  
Divisional Office,  
Magarpara Road, Bilaspur (C.G.), 495001

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) For New Cylinder	Basic Cost per Piece (Excluding GST) For Refilling	Total Quoted Price
{A}	{B}	{C}	{D}	{E}= C+D
1	ABC Type-5 kg			
2	ABC Type-6 kg			
3	ABC Type-10 kg			
4	Co2 Gas Type 2.0 Kg			
5	Co2 Gas Type 4.5 Kg			
6	Co2 Gas Type 6.5 Kg			
	<b>{F}</b>	<b>GROSS QUOTED PRICERS.</b> (Total of Column {C} & {D})		
		<b>GST Rate (%) Percentage-</b>		<b>%</b>

- 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)**

Sr. no.	Item	Rate (Rs.) In figures	GST (%)
<b>CO2 Fire extinguishers</b>			
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		
<b>ABC Type Fire extinguishers</b>			
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, Bilaspur	Magarpara Road, Bilaspur (C.G.)
2	CAB- Bilaspur	Magarpara Road, Bilaspur (C.G.)
3	BO-1, Bilaspur	Magarpara Road, Bilaspur (C.G.)
4	BO- II, Bilaspur	Vyapar Vihar, Bilaspur (C.G.)
5	BO- I, Korba	Kosabadi, Korba (C.G.)
6	BO- II, Korba	Transport Nagar, Korba (C.G.)
7	BO- Mungeli	Karhi, Bilaspur road, Mungeli (C.G.)
8	BO - Bhatapara	Gandhi Mandir ward, Bhatapra (C.G.)
9	BO - Naila	MLT Complex, Link Road, Naila C.G.
10	BO - Raigarh	Satigudi Chowk, Raigarh C.G.
11	BO - Pathalgaon	Near Gov. Hospital, Pathalgaon C.G.
12	SO - Lormi	Lormi, Dist. Mungeli C.G.
13	SO - Tilda	R.K.Complex, Tilda Dist. Raipur C.G.
14	SO- Baloda Bazar	Dashara Maidan, Baloda Bazar C.G.
15	SO- Ratanpur	Main Road Ratanpur Dist. Bilaspur C.G.
16	SO- Pendra Road	Near Railway Station, Pendra Road C.G.
17	SO- Katghora	Near SBI, Katghora, Dist. Korba C.G.
18	SO- Champa	Tehsil Office Road, Champa C.G.
19	SO- Sakti	Station Road, Sakti C.G.
20	SO- Kharsia	Near Agrasen Bhawan, Kharsia C.G.
21	SO- Sarangarh	Near SBI, Raipur Road, Sarangarh C.G.
22	SO- Jashpur	PNS Complex, Jashpur C.G.
23	SO- Kunkuri	Tapkara Road, Kunkuri C.G.
24	SO- Seepat	Main Road, Seepat Dist. Bilaspur C.G.
25	RMF Center Bodri	Parsada, Raipur Road Bodri, Bilaspur C.G.

**Name & Signature of Vendor  
With Seal**

**Date:**

**Place:**

## Check List

<b>SL.NO.</b>	<b>Parameter</b>	<b>Submitted / Document enclosed YES/NO/N.A.</b>
<b>1</b>	<b>Tender Fee</b>	
<b>2</b>	<b>EMD</b>	
<b>3</b>	<b>Annexure A, B, C, D, E</b>	
<b>4</b>	<b>Offer Letter</b>	
<b>5</b>	<b>All the documents to be signed with Seal</b>	
<b>6</b>	<b>MSME / NSIC Certificate, if any</b>	
<b>7</b>	<b>Copy of Licensed Agency, in accordance with Fire Prevention &amp; Life Safety Measures</b>	
<b>8</b>	<b>ITR and Turn Over of last three Financial Years (2020-2021, 2021-2022, 2022-2023)</b>	
<b>9</b>	<b>Cancelled Cheque, PAN, ADHAR, GST Certificate</b>	

**Name & Signature of Vendor  
With Seal**