

CENTRAL INSTITUTE OF FISHERIES EDUCATION

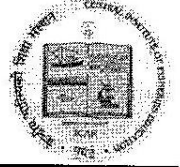
(University under Sec. 3 of UGC Act)

Indian Council of Agricultural Research

Kolkata Centre

32-GN Block, Sector-V, Salt Lake City, Kolkata-700091

Tel: 033-23573893/7265/5269, Fax: 033-2357 3469/6197, Website: www.cife.edu.in



F. No.6-5/Works/AMC(Fire)/CIFE/Kol/16-17/ 89

Date: 16/4/2016

To
Website

Sub: Quotation for Annual Maintenance Contact for Fire Extinguishers and smoke detection alarm system

Sir,

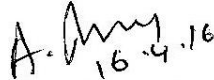
The Officer-in-Charge, Central Institute of Fisheries Education (CIFE), Kolkata Centre, Kolkata-700 091 invites sealed quotation for Annual Maintenance Contact for Fire Extinguishers and smoke detection alarm system as per details enclosed herewith latest by 4th May, 2016. The firm should submit sealed quotation address to the Officer in charge, Central Institute of Fisheries Education, Kolkata Centre 32, GN, Block, Sector -V, Salt Lake City, Kolkata- 91 preferably by Register/Speed post / by hand (in the quotation box fixed at office room No.9).

The firm is requested to submit photocopies of valid documents namely trade license, company registration certificate & PAN card along-with quotation and these are subjected to verification with original at the time of placement of work order, if needed. **The envelope containing quotation must be super scribed with "Annual Maintenance Contact for Fire Extinguishers and smoke detection alarm system" in the bold letter with File No. & date.**

It is mandatory that firm has to deposit earnest money @ 2% of the quoted amount along with quotation in a form of bank demand draft drawn in favour of "ICAR (CIFE) Subunit, Kolkata". It is to mention that without the earnest money no quotation will be considered for processing.

The Officer-in-Charge, CIFE, Kolkata reserves the right to cancel quotation without assigning any reason, if the firm fails to comply the terms & conditions laid herein.

Yours faithfully,


In-Charge (Works)

Scope of Work

A. The work includes

- a) Comprehensive Maintenance for twenty fire extinguishers installed at various locations. The number may increase/ decrease from time to time. So rate should be quoted per equipment / instrument including initial refilling, if necessary (therefore, firms are requested to visit the site and quote accordingly).
- b) The contract shall include minimum one general service initially and subsequent fortnightly checking & submission of report to the office.
- c) The contractor need to depute experienced service engineer/ supervisor/ mechanic at site fortnightly but all complaints/ repairs shall be attended to within 24 hours, failing which the contractor will be required to provide requisite number of standby fire extinguishers at his own expenses. If urgent work is required on Saturday/ Sunday or a public holiday, contractor shall be duly intimated by the office and it will be incumbent upon the contractor to carry the work on such Public Holidays.

B. Routine Services (Fortnightly)

i) For maintenance checks for all fire extinguishers

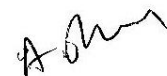
1. General cleaning of fire extinguishers - the extinguishers should be checked for dust deposits and dents.
2. Safety Seal Check to ensure that it is intact and has not been tampered with.
3. Discharge Nozzle and Hosepipe Checks - The discharge nozzle is checked to ensure that it is unclogged. For 4 kg extinguishers, the hosepipe is checked to ensure that it is properly attached.
4. Checking & replacement of pressure grip, syphon tube, discharge nozzle, repair/ replacement of brass portion, repair/ replacement of valves/ lids, fixing/ positioning of fire extinguishers refilling, pressure testing, repair/ replacement of grip handle/ PVC base/ trolley (as required) etc.
5. Electronic Weight and Leakage Check - CO2 extinguisher must be done once every three months to check for leakage. Firm will to weigh the extinguisher at our premises to detect the slightest of fluctuations in the extinguisher's weight.
6. Used / Unused Indicator Check - The Used/Unused Indicator is checked to ensure that it is operational and that the product has not been used.
7. Wear And Tear Inspection - Finally, the extinguisher is scanned for signs of wear and tear or breakage of components like the wheels, the base etc.
8. Any other work to maintain the serviceability of the fire extinguishers.
9. Fire Alarm panel and P.A system checking

ii) For maintenance of smoke detection system

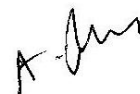
1. General cleaning
2. Detector communication test
3. Battery power test
4. Smoke detection test
5. Emergency light test

General terms & conditions

1. This contract shall include comprehensive maintenance of all parts and it shall be got done from the manufacturer/ authorized dealer, by replacement with sealed unit.
2. All fire extinguishers are to be maintained properly to ensure desired efficiency during requirement/ exigencies
3. The firm has to provide stand by unit in case of removal of units for overhauling for major repairing.
4. In case in the opinion of the Department, any machine is defective needs to be brought back to proper working order, same shall have to be done by the firm within the rate quoted and within 15 days of start of contract period. In case of failure to bring the machine to proper order within stipulated period, damages/ penal charges shall be applicable.
5. Acceptance of the tender by the Government shall be communicated to the successful tenderer by a formal letter of acceptance of tender.



6. The firm must inspect the locations and existing fire extinguishers and their conditions before submitting the tender.
7. The units must be free from frosting and water accumulation.
8. The firm must be authorized dealer/ having authorized workshop (should submit the authorization).
9. The firm should maintain a log book of each & every complaint of fire extinguishers and obtain satisfactory report from the officer concerned.
10. The firm should instruct its representative to sign the attendance register maintained in office on periodical basis.
11. The period of contract is for one year from the date of receipt of order.
12. The firm shall engage all the men tools and plants required for the work.
13. The tenderer shall engage their own conveyance for transporting the men and materials, tools and plants required for the work to the CIFE site.
14. The tenderer shall take into account basic price, cost of labour, T & P, taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained.
15. The EMD deposited by the successful tenderer shall be converted into security deposit. Security deposit of the above work will be retained by the office and the same will be refunded after successful completion of the period of AMC as specified.
16. The contract is for preventive as well as breakdown maintenance.
17. The tenderer may inspect the premises during office hours on any working day for getting acquainted before submitting the quotations. Non-familiarity with the site condition will not be considered a reason either for extra claims or for not carrying out the work.
18. Maintenance of all items mentioned in Annexure-A is the responsibility of the contractor.
19. CIFE reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
20. In case of unsatisfactory service, CIFE reserves the right to terminate the contract by giving 15 days' notice and forfeit the security deposit.
21. The AMC shall be for one year and the CIFE reserves the right to enter into AMC for another year on the same terms and conditions depending on the services rendered by the contractor.
22. Part tenders will be disqualified; the tenderer should quote for the complete scope of work. The validity of quotation should be 120 days from the date of opening of tenders.
23. The contractor has to carry out the preventive maintenance in every week on Saturday or as directed by office.
24. The complaints/breakdown calls have to be attended within 6.00 hours positively. The contractor has to maintain a register for the periodical inspections, which have to be produced before Section-in-Charge and carry out the checks as per the preventive maintenance schedules as per scope of work
25. If the tenderer after award of work fails to undertake the job satisfactorily at any period of time or withdraws his services permanently or for more than three consecutive weeks, the CIFE shall have right to cancel the contract and forfeit the security deposit/due amount without assigning any reason.
26. The payment shall be released on monthly basis on successful completion of the work, against the bill provided by the party on due certification of satisfactory services by Section-in-Charge. Statutory taxes like income tax, work contract tax/service tax etc. as applicable shall be deducted from the payment.
27. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
28. The firefighting extinguishers are installed at various building, while the smoke system is installed in ICAR Common Guest House only. The descriptions of the items covered in the AMC are given in Annexure-A.



Eligibility criteria of the firm

Experience of having successfully completed similar works such as servicing and maintenance of Firefighting, Equipment / Alarm System during last 3 years. Documentary proof for the above shall be produced along with the offer, failure of which the offer may be disqualified

Annexure: A

Details of fire extinguisher and fire alarm system at CIFE Kolkata Centre				
Sl No	Location	Type of Extinguisher	Capacity	Date of installation
1	Vidyasagar hostel			
	Reception	ABC Type	5Kg	14.06.12
	Kitchen	ABC Type	5Kg	14.06.12
		DCP (BC) Type	5Kg	14.06.12 (new price) ABC 4.0K.G, 3pices
	1 st floor	ABC Type	2Kg	14.06.12
	2 nd floor	ABC Type	2Kg	14.06.12
2.	Electricity Sub-station & Pump House			
	Pump House	BC (CO ₂)Type	4.5Kg	14.06.12
	Electricity room	BC (CO ₂)Type	4.5Kg	14.06.12
3.	Gasstorage house			
		DCP (BC) Type	5Kg	14.06.12
4.	ICAR Common Guest House			
	Electric room	BC (CO ₂)Type	4.5Kg	2013
	Ground floor	ABC Type, 4 No.	6.0Kg	2013
		BC (CO ₂)Type	4.5Kg	2013
	1 st floor	BC (CO ₂) Type, 2 No.	4.5Kg	2013
	Alarm system in ground floor and first floor			
5.	Office			
	Library	ABC Type	2.0Kg	14.06.12
	1 st Floor	ABC Type	5.0Kg	14.06.12
	1 st floor	DCP (BC) Type	5.0Kg	14.06.12
	Ground floor	ABC Type	5.0Kg	14.06.12
6.	Ground Floor	ABC Type	4.0Kg (3pices)	New [price]
7.	1 st Floor	AbC TYPE	4.0Kg (3pices)	New [price]

A. Singh