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ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION
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F.No.6-5/Works/AMC(Fire)/CIFE/Kol/20-21/245

Dated: 01.10.2020

To
Website

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

Sir,

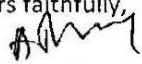
The Officer-in-Charge, ICAR-Central Institute of Fisheries Education, Kolkata Centre, Kolkata-700 091 invites sealed quotation for Annual Maintenance Contract for Fire Extinguishers and smoke detection alarm system as per details enclosed herewith **latest by 20th October, 2020**. The firm should submit sealed quotation address to the Officer-in-Charge, ICAR-Central Institute of Fisheries Education, Kolkata Centre, 32, GN Block, Sector -V, Salt Lake, Kolkata- 700 091 preferably by Register/Speed post / by hand (in the quotation box kept 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 other relevant documents of the firm, these are subjected to verification with original at the time of placement of work order, if needed. **The envelope containing quotation must be superscribed with "Annual Maintenance Contract for Fire Extinguishers and Smoke Detection Alarm System" in the bold letter with file No. & date of quotation.**

It is mandatory that party has to deposit security money (10% of quoted amount) on award of work in a form of bank demand draft in favour of "ICAR (CIFE) Sub unit, Kolkata.

The Officer-in-Charge, ICAR-CIFE, Kolkata Centre 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

- 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).
- The contract shall include minimum one general service initially and subsequent fortnightly checking & submission of report to the office.
- 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

- General cleaning of fire extinguishers - the extinguishers should be checked for dust deposits and dents.
- 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 gauges squeeze 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. The firm has to provide stand by unit in case of removal of units for overhauling for major repairing.
3. 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
4. The firm should maintain a log book of each & every complaint of fire extinguishers and obtain satisfactory report from the officer concerned.
5. The firm should instruct its representative to sign the attendance register maintained in office on periodical basis.
6. The firm shall engage all the men tools and plants required for the work.
7. The tenderer shall engage their own conveyance for transporting the men and materials, tools and plants required for the work to the CIFE site.
8. 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.
9. The contract is for preventive as well as breakdown maintenance.
10. Maintenance of all items mentioned in Annexure-A is the responsibility of the contractor.
11. In case of unsatisfactory service, CIFE reserves the right to terminate the contract by giving 15 days' notice and forfeit the security deposit.
12. 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.
13. The payment shall be released on monthly basis on successful competition of the work, against the bill provided by the party on due certification of satisfactory services.
14. 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.
15. The fire fighting 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.

➤ Annexure: A

A. Details of fire extinguisher and fire alarm system at CIFE Kolkata Centre					Refilling Due on
Sl No	Location	Type of Extinguisher	Capacity	Qty	18.11.21
1	Vidyasagar hostel				
	Reception	ABC Type	4Kg	2	21.02.2023
	1 st Floor	ABC Type	4Kg	1	21.02.2023
	2 nd floor	ABC Type	4Kg	1	21.02.2023
	3 rd floor	ABC Type	4Kg	1	21.02.2023
	Electricity Sub-station & Pump House				
	Pump House	BC (CO ₂)Type	4.5Kg	1	15.06.2021
	Electricity room	BC (CO ₂)Type	4.5Kg	1	15.01.2021
		ABC Type	4Kg	1	21.02.2023
	Feed Mil	ABC Type	5Kg	1	04.12.2021
4.	ICAR Common Guest House				
	Electric room	X		X	
	Ground Floor & 1 st floor	ABC Type	5Kg	4	18.11.21
		ABC Type	2kg	1	04.12.2021
		BC(Co2)Type	4.5Kg	2	15.01.21
5	Office				
	Library	ABC Type	2Kg	1	04.12.21
		ABC Type	4kg	1	21.02.2023
		BC (Co2)Type	2Kg	1	15.01.2021
	1 st Floor	ABC Type	5Kg	2	18.11.21
		ABC Type	4Kg	2	21.02.2023
	Ground Floor	ABC Type	4Kg	2	21.02.2023
	Total:			25	

B.Details of Fire Detection & Alarm System

Sr.No.	Location	Item	Qty	Maintenance Report	REMERKS
	ICAR Common Guest House				
	Ground Floor				
1	Dining, Pantry, Lounge, Room No.1, 2,3 & Corridor	Smoke Detector	18		
		Heat Detector	6		
		R.I	4		
		FDA Panel	1		
		PA System	1		
		MCP	3		
		Hotter	2		
	1st Floor				
2	Room No.102, 103,104 & 105 Suit I, Suit II & Corridor	Smoke Detector	31		
		MCP	3		
		R.I	2		

A. M.