

HLL/FM/CHO/2015/110

14.05.2015

**NOTICE INVITING TENDER**

To,

Sub: - NIT for the AMC of Fire Extinguishers at HLL Corporate & Regd Office Poojappura, ID Division and Annexe Offices Vettamukku, Trivandrum – reg.

In view of the maintenance of Fire Extinguishers at our Corporate & Regd Office Poojappura, ID Division and Annexe Offices Vettamukku, Trivandrum; we are hereby issuing the tender forms from **14.05.2015** to **18.05.2015**. You are requested to submit your lowest competitive rates for the AMC of fire extinguishers in separate tender forms enclosed herewith and submit the same in separate sealed envelopes. Your offers should reach on or before **18.05.2015 at 15.00 Hrs** at the '**Office of the Chief Project Manager (Electrical)**' (Facility Management Division), HLL Lifecare Ltd, Annexe Office, 'Pooyam', VRA-99, Vettamukku, Thirumala P.O., Thiruvananthapuram -695006, and the same shall be opened at **15.30 Hrs** on the same day.

Thanking you,

Yours faithfully,



**Chief Project Manager (Electrical)  
Facility Management Division**

**TENDER DOCUMENT FOR ANNUAL  
MAINTENANCE CONTRACT FOR FIRE FIGHTING  
EQUIPMENTS AT HLL CORPORATE AND REGD  
OFFICE POOJAPURA, ID DIVISION AND ANNEXE  
OFFICES VETTAMUKKU, TRIVANDRUM**



**HLL Lifecare Limited**  
(A Government of India Enterprise)

**HLL LIFECARE LTD.  
FACILITY MANAGEMENT DIVISION  
ANNEXE OFFICE,  
POOYAM, VRA-99,  
VETTAMUKKU,  
THIRUMALA P.O,  
THIRUVANANTHAPURAM -695006**

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**NOTICE INVITING TENDER**

Sealed competitive tenders are invited from experienced service agencies/ authorized dealers for Annual Maintenance (AMC) of existing fire Extinguishers at Corporate & Registered Head office, Poojappura, Thiruvananthapuram.

**Tender document will be issued from** : 14.05.2015 to 18.05.2015  
**Tender will be received up to** : 15.00 Hrs of 18.05.2015  
**Date & Time of opening of tender** : 15.30 Hrs of 18.05.2015

**Name of the Work:** Annual Maintenance Contract (AMC) and supply of Fire Extinguishers listed in the schedule attached as annexure I and schedule for cost of spares as annexure II at different locations of Corporate & Regd Office Poojappura, ID Division and Annexe Offices Vettamukku, Trivandrum.

**Eligibility:** The tenderer should have the trade license of fire fighting equipment and fire alarms, enough manpower, materials, tools and experience in the similar line of activity since preceding consecutive 5 years. The bidder should have office/ service Center with contact facility in Thiruvananthapuram. The document supporting the eligibility should be enclosed.

**Terms and Conditions:**

The work is to be executed strictly in accordance with the terms and condition of contract as follows.

1. The office building is a protected place and such the contractor will be bound to abide rules and regulations.
2. Period of the contract will be for a period of 1(one) year
3. The bidder should submit the following certificates along with their tender.
  - a. A valid trade license on the subject.
  - b. Experience certificate of similar works for last five years.
4. All extinguishers are to be filled at HLL's premise except CO2 and cartridges.
5. Periodic checkup (monthly) and refilling, if necessary, to be done.
6. Maintenance to be done as per IS Standard (IS – 2190 -1992)

7. Servicing should be done quarterly as per schedule.
8. In case any damage is observed due to lack of proper maintenance works, the appropriate authority will evaluate the extent of damage. The contractor is bound to pay the damage charge as fixed by the authority. The decision of the authority will be the final and binding on the contractor.
9. Hydrostatic pressure testing shall be placed at the designated area after maintenance.
10. All extinguishers shall be placed at the designated area after maintenance.
11. Stickers showing pressure, filling date, next maintenance date, validity period etc as per standards shall be placed on the cylinder.
12. Rate quoted for maintenance of Fire Extinguisher shall be inclusive of the cost of consumables, tools, all taxes (Excise duty, Central sales tax, VAT) levies, loading, unloading, transportation charges for delivery, installation charges, commissioning and demonstration for the staff etc complete. Rates are to be quoted in figures and words.
13. **Payment terms:** Payment will be released on quarterly basis after satisfactory completion of each quarter and the payment for the supply of fire extinguishers shall be done along with the first quarterly maintenance payment.
14. The quantity mentioned in the Annexure I - Schedule for the maintenance of fire extinguishers is approximate. The contractor should be willing to execute the maintenance at the same rate quoted if there is any variation in quantity.
15. The items mentioned in Annexure II – Schedule for Supply & Replacement of spares are to be used on necessity. The bidders should quote for both Annexure I and Annexure II.
16. Penalty shall be imposed as per the company rules for any delay committed by the contractor in attending the maintenance as per schedule.
17. Statutory deductions like Income tax, work contract tax, VAT, ESI, PF etc. will be deducted from the bill as per the rules of the company.
18. The contractor shall visit the site before quoting the rates and clarifications if any required can be had from the undersigned before submitting the tender.
19. All Materials and Tools required for the work should be arranged by the contractor and brought to site for the timely completion of work.
20. During the execution of work the contractor or authorized and experienced representative should be present at site.

21. The work should be carried out without causing any inconvenience to the functioning of the office and shall ensure that no damages are caused to the existing site premises and installations.
22. Insurance coverage: - The contractor has to arrange necessary insurance coverage for the workmen, equipments, machine, tools etc. deployed by him.
23. The contractor shall take all necessary precautions to provide safety & prevent accidents on the site to both persons & property.
24. The contractor should be available for round the clock maintenance service as and required, during the contract period.

**For HLL Lifecare Ltd.**

A handwritten signature in black ink, appearing to be 'S. Chawla', written over a horizontal line.

**Chief Project Manager (Electrical)  
Facility Management Division**

**ANNEXURE I - SCHEDULE FOR THE SUPPLY & MAINTENANCE OF FIRE EXTINGUISHERS**

S.NO	ITEM DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1	Supply of the following types of fire extinguishers of reputed make with ISI mark and complete with all accessories required.				
a)	Dry chemical powder type 6 Kg ABC stored pressure fire extinguisher	Nos.	2		
b)	Fire extinguisher AFFF mechanical form stored pressure type 9 Ltr capacity	Nos.	2		
2	First Aid Box	Nos.	1		
3	Refilling of fire extinguishers including refilling of cartridges				
a)	CO2 - 4.5 Kg	Nos.	5		
b)	CO2 - 2 Kg	Nos.	21		
c)	DCP - 5 Kg	Nos.	4		
d)	ABC - 5 Kg	Nos.	14		
e)	ABC - 4 Kg	Nos.	2		
f)	ABC - 2 Kg	Nos.	2		
g)	Water CO2- 9 Ltr (Cartridge type)	Nos.	3		
h)	Mechanical Foam - 9 Ltr (Cartridge type)	Nos.	2		
3	Painting of all type of extinguishers with one coat enamel paint P.O red (make Asian or Berger) after scratching, cleaning of dust, rust etc Complete(once in a year)	Nos.	53		
4	Quarterly maintenance of all types of extinguishers, The scope of work includes	Nos.	53		
	a) Physical checking of all parts				
	b)Checking of weight of the extinguishers , if the weight of the extinguisher is less than 10% of the total weight then it is to be filled.				
	<b>Sub Total (ANNEXURE I)</b>				

**ANNEXURE II - SCHEDULE OF SPARES**

<b>S.NO</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>RATE</b>	<b>AMOUNT</b>
	Replacement of spares				
1	Caps for water, CO2, Mech.foam & DCP	Nos	10		
2	Horn for CO2 - 2 Kg & 4.5 Kg	Nos	5		
3	Carry handle for CO2 - 2 Kg & 4.5 Kg	Nos	5		
4	Valve wheel for CO2 - 2 Kg & 4.5 Kg	Nos	5		
5	Operation catalouge/sticker for all types	Nos	53		
6	Hose for DCP 5 Kg	Nos	4		
7	Hose for water CO2 / Mechanical foam	Nos	5		
8	Safety Clip / Pin for all types	Nos	25		
9	Pressure Gauge for ABC Stored pressure type 5 Kg	Nos	14		
10	Carry handle for ABC Stored pressure type 5 Kg	Nos	14		
11	Hose for ABC Stored pressure type 5 Kg	Nos	14		
12	Mounting of fire extinguishers	Nos	15		
	<b>Sub Total Annexure II</b>				
	Total(Annexure I & II)				