

**Government of India**  
**Office of the Principal Accountant General (Audit-I), West Bengal**  
**2, Govt. Place(West), Treasury Buildings(1<sup>st</sup> floor), Kolkata – 700001**  
**(Indian Audit and Account Department)**


Dated : 18.01.2021

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed, experienced and registered Fire extinguisher manufacturer/vendors for Refilling of Fire Extinguishers with AMC for one year in this Office as per enclosed specification (Annexure A) and terms and conditions (Annexure B).

2. The bid filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed “**Quotation for Refilling of Fire Extinguishers with AMC for one year**” should be submitted (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 1<sup>st</sup> February’2021**. Bids received after the stipulated date and time shall not be entertained.

3. The bid shall be opened at 12:30 PM on 1<sup>st</sup> February’ 2021 by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids declared “Holidays”, the bids shall be opened on the next working day at the same time or any other date and time as decided by the competent authority.

  
Sr. Audit Officer (Record & Estate)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3<sup>rd</sup> MSO Building, CGO Complex (5<sup>th</sup> floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website & <http://www.eprocure.gov.in>.

## Annexure A

### Specifications of Various Fire Extinguishers & their place of installations:

Sl.No	Type of Extinguisher	Capacity	Quantity*	Place of installation
1.	ABC powder(MAP) type, portable	06 kg	44	1 <sup>st</sup> floor of Treasury Buildings (Audit-I & LAD) & 2 <sup>nd</sup> floor of G.I. Press Building (Audit & LAD)
2.	ABC powder(MAP) type, Automatic Modular type	05 kg	19	
3.	Water CO <sub>2</sub> type, portable	09 ltr	08	
4.	CO <sub>2</sub> gas type, portable	02 kg	01	
5.	ABC powder(MAP) type, portable	01 kg	10	
<b>Total</b>			<b>82</b>	

\*The quantities of items in schedule are tentative which may increase or decrease depending upon site conditions.

## Annexure B

### General Instructions and Terms & Conditions:

1. All entries in the bid documents should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm. Any enquiry after submission of the quotations will not be entertained.
4. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
5. The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
6. The bidder should refill existing Fire Extinguishers installed at the office premises within stipulated period as the same can be effectively operated at the time of any fire-mishap.
7. The contract will be for a period of one year from the date of acceptance of award of contract.
8. Vendor should provide minimum guarantee of one year of uninterrupted serviceability of all the fire extinguishers. Fire extinguishers should be checked in regular interval and should be repaired free of cost if it fails to operate. The refilled extinguishers are to be mounted on the wall safely and securely.
9. The Contractor/Vendor shall be responsible for any injury to their workmen during performing the servicing/ refilling/maintenance work etc.
10. Neither any advance nor any extra amount will be paid to the agency by this office.
11. The payment will be made after successful installation subject to submission of bill in triplicate carrying GST Number & bank mandate form regarding banking detail, duly endorsed by the respective Bank. Necessary statutory deductions as applicable will be made.
12. No minor shall be engaged at work.
13. The Agency should inspect the site of execution of work before bidding to have acquainted with the site condition.
14. All the refilling material supplied are required to be procured from reputed company while adhering to the requisite specification as mentioned above. The rate should be inclusive of all applicable taxes, carriage charges & installation charges, if any. **Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.**
15. The Agency should have Enlistment Certificate issued from KMC license Department (as per WBFS Act'1950)

16. All the fire extinguisher has to be refilled & reinstalled within 7 days from the date of award of Works.
17. All fire extinguishers must be discharged/ emptied before refilling of fire extinguishers. The demonstration of fire extinguishers must be given to staff members of concerned offices also at least once in a year.
18. All materials or any part(s) of Fire System which is required to be removed, any deficiency or deficit in the functioning of fire system shall be rectified by the agency free of cost.
19. All fire extinguishers and refills and spare parts must conform to performance and construction specifications as laid down in BIS and as amended from time to time.
20. Checking and replacement of nozzles, port hole, vent hole, cap assembly, syphon tube, safety pin/clip, discharge pipe etc. Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt. Checking wall bracket/ fire stand of fire extinguishers
21. After refilling the firm should paste inspection card to the body of the extinguishers indicating the serial number, date of refilling, next due date for refilling and operating instructions of fire extinguishers are legible and facing outward and in good visible condition.
22. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
23. The articles should be delivered at the Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 or any other place as desired by the authority within the campus area.
24. The successful bidder will have to submit Security Deposit (SD) equal to 5 per cent of the Contract Value (refundable without interest after two months of termination of contract) in the form of Demand Draft from any scheduled nationalized bank branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days thereafter in favour of **'Pay & Accounts Officer, Office of the Principal Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata** at the time of awarding of such AMC.
25. Violation of any of the condition of the NIQ should be treated as breach of contract and the security deposited money may be forfeited as per discretion of the competent authority. The agency is also liable to blacklisted as per discretion of the competent authority.
26. Any firm who has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
27. All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
28. Any additions / modifications of the NIQ will be uploaded in the office website <https://cag.gov.in/ag1/west-bengal/en/tenders>. Interested bidders may look the website for further updates, if any.

## Annexure C

To  
Deputy Accountant General (Admn.),  
O/o the Principal Accountant General (Audit-I), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001

**Subject:** Quotation for Refilling of Fire Extinguishers with AMC

Sir/Madam,

With reference to your NIQ Pr.AG(Audit-I)/Rec/Fire/2017/8-2/205 dated 18.01.2021, I am to submit my quotation for supply of Refilling of Fire Extinguishers with AMC

Sl.No.	Type of Extinguisher	Capacity	Quantity	Rate (₹)*	Amount (₹)*
1.	ABC powder(MAP) type, portable	06 kg	44		
2.	ABC powder(MAP) type, Automatic Modular type	05 kg	19		
3.	Water CO <sub>2</sub> type, portable	09 ltr	08		
4.	CO <sub>2</sub> gas type, portable	02 kg	01		
5.	ABC powder(MAP) type, portable	01 kg	10		
<b>Total</b>			82		

\* Inclusive of the applicable charges & taxes

I further affirm that I have read and fully understood the bid and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature with seal(of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

**Annexure-D**

**LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE**

To  
Deputy Accountant General (Admn.),  
O/o The Principal Accountant General (Audit-I), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001

Subject: Authorization for attending the office on 12:30 PM on 1<sup>st</sup> February'2021 in  
the bid for Refilling of Fire Extinguishers with AMC

Sir,

Following person is authorized to attend the office for the tender mentioned above  
on behalf of \_\_\_\_\_ (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

*Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.*