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अंचल कार्यालय / Zonal Office
सुरक्षा विभाग / Security Department
47-10-25/2, तीसरा तल / 3rd Floor
साई ट्रेड सेंटर / Sai Trade Centre
द्वारकानगर, दूसरी गली / Dwarakanagar 2nd Lane
विशाखपट्टणम / Visakhapatnam - 530 016

TENDER FOR ANNUAL MAINTENANCE CONTRACT

SERVICING AND RE-FILLING OF FIRE EXTINGUISHERS

INSTALLED IN OFFICES/BRANCHES UNDER INDIAN BANK VISAKHAPATNAM ZONE

&

SUPPLY AND INSTALLATION OF NEW FIRE EXTINGUISHERS

IMPORTANT DATES

DATE OF ISSUE OF TENDER : 20.06.2025
LAST DATE OF SUBMISSION OF TENDER : 10.07.2025
DATE OF OPENING OF TENDER : 11.07.2025

Place: Visakhapatnam

Date: 20.06.2025

Indian Bank, Zonal Office, Visakhapatnam invites sealed quotations for AMC (Annual Maintenance Contract) of Fire Extinguisher installed in Branches and Offices under Visakhapatnam Zone.

(We have appx 54 branches/offices operating in Anakapalli, Parvathipuram Manyam, Srikakulam, Visakhapatnam, Vizianagaram Districts and Yanam. The agency should be capable of providing services in the above districts / locations in Andhra Pradesh. The number of branches/offices may increase or decrease as per the requirement of the Bank)

You are requested to submit the Tender Document (Page no.1 to 5) and Quotation (Price Bid, Page no.6 to 10) in separate sealed envelopes. All pages of this tender document should be signed, seal and stamp of the tenderer affixed and submitted with the tender document.

Tender Document (Page no.1 to 5) to be sealed and enclosed in Envelope No. 1 with all relevant documents and proofs. **Envelope No. 1 to be super scribed as "Tender Document"**.

Quotation (Price Bid, Page no.6 to 10) [Annexure I – Sl. (A), (B), (C), (D) & (E)] to be sealed and enclosed in Envelope 2. Do not enclose any other document, in the envelope containing the QUOTATION (Price Bid). **Envelope No. 2 to be super scribed as "Price Bid"**.

Finally, Sealed Envelope 1 and Sealed Envelope 2 should be put together into another Envelope and super scribed as "TENDER FOR AMC OF FIRE EXTINGUISHERS UNDER INDIAN BANK – VISAKHAPATNAM ZONE"

Please Note that: -

(a) The Tenders may be sent by post or by hand to: Indian Bank, Zonal Office, Sai Trade Center (3rd Floor), Dwaraka Nagar (2nd Lane), Visakhapatnam – 530016, Andhra Pradesh. Tenders sent on email shall be rejected.

(i) Last date for submission of tender along with Quotation (Price Bid) is 10.07.2025.

(ii) Bids will be opened on 11.07.2025 at 3.30 PM by the tender opening committee in the presence of the bidders who wished to be present during tender opening process. Accordingly, all tenderers may be present at their will at the above scheduled date & time for Tender / Bid Opening process.

(b) Technical Criteria: (Documentary Proof to be submitted with the Tender Document)

(i) The firm submitting the bid must have valid license for sale and maintenance of fire extinguishers or having valid agreement with the authorized vendors for the same.

(ii) The firm should mandatorily have their registered office in Visakhapatnam. Office set up in other districts of Andhra Pradesh is preferable. Necessary certificate in this regard to be enclosed.

(iii) The firm also should be having technical facility set up in Visakhapatnam. Technical set up facility in other districts of Andhra Pradesh is advisable. Necessary certificate in this regard to be enclosed.

(iv) The firm must have the past experience in maintenance of servicing of portable fire-fighting extinguishers. Past experience in banking sector etc. is preferable. Documentary proof i.e. Work Order/Service Order/Purchase Order shall be submitted along with the bids.

(v) Maintenance of fire extinguishers to be guided in accordance with Indian Standards IS 2190:2024. Certificate in this regard to be enclosed.

(vi) All fire extinguishers and refills and spare parts must confirm to performance and construction specifications as laid down IS 15683:2018 as amended from time to time by BIS. Certificate in this regard to be enclosed.

(vi) All entries in the bid form should be legible and filled correctly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

(c) Bank has the right to amend/postpone/cancellation the bidding process at any time without giving any notice thereof. For any clarifications, regarding the tender at any stage, kindly send your queries on the following Email ID: -

E-mail ID	zovisakhapatnam@indianbank.co.in
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Date: 20.06.2025

MAINTENANCE SCHEDULE FIRE EXTINGUISHERS

(A) Periodicity of Servicing, Re-filling, Hydraulic Pressure Testing (HPT) & Replacement of Existing Fire Extinguishers shall be as per the following schedule:

Fire Extinguisher Type	Periodicity of Servicing / Preventive Maintenance	Periodicity of Re-Filling / Operated for Performance Test	Periodicity of Hydraulic Pressure Testing (HPT)	Shelf Life / Replacement
ABC Stored Pressure	Twice a Year	Once in 05 Years	Once in 05 Years	10 Years
Carbon-di-Oxide (CO ₂)	Twice a Year	Once in 05 Years	Once in 05 Years	15 Years

(B) Refilling and Maintenance Work: Maintenance of fire extinguisher should be carried out as per guidelines issued in IS 2190:2024.

(i) All Fire Extinguishers must be discharged / emptied before refilling of fire extinguishers. The demonstration of fire extinguishers will be given to staff members of branches and offices.

(ii) Replacement of old gas cartridge and extinguishing media of the fire extinguisher.

(iii) All fire extinguishers and refills and spare parts must confirm to performance and construction specifications as laid down IS 15683:2018 as amended from time to time by BIS.

(iv) Proper cleaning of interior and exterior of fire extinguisher, polish the painted portion with wax polish, the brass/gun metal parts with metal polish, chromium plated parts with silver polish and plastic components to be thoroughly washed with soap solution and sun dried.

(v) Record of maintenance, inspection and testing of all fire extinguishers should be handed over to concurred office/branch.

(vi) Checking of nozzles, port hole, vent hole, cap assembly, siphon tube, safety pin/clip, discharge pipe etc.

(vii) Checking wall bracket/ fire stand of Fire Extinguishers

(viii) Checking coloring of fire extinguisher, if required then take a prior approval for the same by Zonal Office/ Branch.

(ix) After servicing / refilling paste inspection card to the body of the extinguishers, clearly visible /legible, indicating the type of fire extinguisher, serial number, next due date for servicing / preventive maintenance, next due date of refilling / performance test, next due date for hydraulic pressure testing and due date for expiry of shelf life / replacement.

(x) Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt.

(xi) Operating instructions of fire extinguishers are legible and facing outward and in good visible condition.

(xii) Checking of pressure gauge reading or indicator, it should be in operating range only.

(xiii) Hydraulic Pressure test, wherever due should be carried out in conformity with the procedure and periodic laid down in IS 2190:2024. If fire extinguisher fails in Hydraulic Pressure Testing, then it will be rejected and replaced by new fire extinguisher after getting approval by Zonal Office.

(xiv) Initial weight should be taken while installation / after refilling & recorded in presence of Branch Staff

(xv) Periodically, examine the gas mass / weight of CO₂ Fire Extinguisher. If there is loss of more than 10% of Original weight, then it should be recharged. If leakage, distortion, corrosion or damage is visible /noticed, then the fire extinguisher shall be immediately replaced.

(xvi) During periodical inspection of ABC Stored Pressure Type, the pressure gauge shall be verified so as to ascertain the internal pressure. If the fire extinguisher indicates loss of pressure more than 10 percent, the same shall be taken up for refilling. If leakage, distortion, corrosion or damage is visible /noticed, then the fire extinguisher shall be immediately replaced.

(xvii) The successful Bidders/ Firms/ Vendors will remain in the list of the Bank for three years from the date of contract or till the completion of next contract period at the Bank's own discretion (whichever is earlier).

(xviii) The Rate contract will be valid for (03) Three Year. Initially work will be allotted for a period of one year and will be renewed on yearly basis up to maximum three years. On successful completion of first year, renewal for second year will be subject to the satisfactory performance and review by Zonal Office - Security Department. Revision of rates during the contract period will not be entertained by Bank for whatsoever reasons.

QUOTATION - ANNEXURE I (A)
RATE CHART FOR SUPPLY & INSTALLATION OF NEW EXTINGUISHERS

Sl. No.	Item description	Capacity	Qty	Rate per Unit (Inclusive of all charges*) (GST not to be included) (In Rupees)	Name of the Brand / Make / Model	Buy Back Rate of Old Fire Extinguisher (GST not to be included) (In Rupees)
1	Carbon-Di-Oxide (CO ₂) Extinguisher	2 Kg	1			
2	Carbon-Di-Oxide (CO ₂) Extinguisher	3 Kg	1			
3	Carbon-Di-Oxide (CO ₂) Extinguisher	4.5 Kg	1			
4	ABC Type	2 Kg	1			
5	ABC Type	4 Kg	1			
6	ABC Type	6 Kg	1			
7	ABC Type	9 Kg	1			
8	Dry Chemical Powder (DCP)	5 Kg	1			
9	Dry Chemical Powder (DCP)	6 Kg	1			
10	Dry Chemical Powder (DCP)	9 Kg	1			
11	Modular Fire Extinguisher (Dry Powder Type)	5 Kg	1			
12	Modular Fire Extinguisher (Dry Powder Type)	10 Kg	1			

[*Inclusive of all charges like transportation, labor, mounting brackets, installation, demo etc.]

(Bidder to fill up the spare parts / components list)

Place:

Date:

Signature of Authorized Signatory (with Seal & Stamp)

QUOTATION - ANNEXURE I (B)
RATE CHART FOR ANNUAL MAINTENANCE CONTRACT FOR
SERVICING / PREVENTIVE MAINTENANCE OF FIRE EXTINGUISHERS
TWO MANDATORY VISITS PER YEAR (ONE VISIT EVERY SIX MONTHS)

Sl. No.	Item Description	Periodicity	Rate per Branch per Two Visits per Year (Inclusive of all charges*) (GST not to be included) (In Rupees)
1	Annual Maintenance Contract (AMC) for Servicing / Preventive Maintenance of all Fire Extinguishers installed in the branch.	Two mandatory visits per year (One visit every six months) per Branch	

[*Inclusive of all charges like transportation, labor, installation, demo etc.]

[Charges for spare parts or components is additional]

(Bidder to fill up the spare parts / components list)

Place:

Date:

Signature of Authorized Signatory (with Seal & Stamp)

QUOTATION - ANNEXURE I (C)
RATE CHART FOR REFILLING OF FIRE EXTINGUISHERS
WITH A VALIDITY PERIOD OF FIVE YEAR

Sl. No.	Item description	Capacity	Rate per Unit (Inclusive of all charges*) (GST not to be included) (In Rupees)
1	Carbon-Di-Oxide (CO ₂) Extinguisher	2 Kg	
2	Carbon-Di-Oxide (CO ₂) Extinguisher	3 Kg	
3	Carbon-Di-Oxide (CO ₂) Extinguisher	4.5 Kg	
4	ABC Type	2 Kg	
5	ABC Type	4 Kg	
6	ABC Type	6 Kg	
7	ABC Type	9 Kg	
8	Dry Chemical Powder (DCP)	5 Kg	
9	Dry Chemical Powder (DCP)	6 Kg	
10	Dry Chemical Powder (DCP)	9 Kg	
11	Modular Fire Extinguisher (Dry Powder Type)	5 Kg	
12	Modular Fire Extinguisher (Dry Powder Type)	10 Kg	

[*Inclusive of all charges like transportation, labor, installation, demo etc.]

(Bidder to fill up the spare parts / components list)

Place:

Date:

Signature of Authorized Signatory (with Seal & Stamp)

QUOTATION - ANNEXURE I (D)
RATE CHART FOR HYDRAULIC PRESSURE TESTING OF FIRE EXTINGUISHERS.
PRESSURE TESTING OF FIRE EXTINGUISHERS TO BE DONE AS PER SCHEDULE &
MANUFACTURER'S GUIDELINES

Sl. No.	Item description	Capacity	Rate per Unit (Inclusive of all charges*) (GST not to be included) (In Rupees)
1	Carbon-Di-Oxide (CO ₂) Extinguisher	2 Kg	
2	Carbon-Di-Oxide (CO ₂) Extinguisher	3 Kg	
3	Carbon-Di-Oxide (CO ₂) Extinguisher	4.5 Kg	
4	ABC Type	2 Kg	
5	ABC Type	4 Kg	
6	ABC Type	6 Kg	
7	ABC Type	9 Kg	
8	Dry Chemical Powder (DCP)	5 Kg	
9	Dry Chemical Powder (DCP)	6 Kg	
10	Dry Chemical Powder (DCP)	9 Kg	
11	Modular Fire Extinguisher (Dry Powder Type)	5 Kg	
12	Modular Fire Extinguisher (Dry Powder Type)	10 Kg	

[*Inclusive of all charges like transportation, labor, installation, demo etc.]

(Bidder to fill up the spare parts / components list)

Place:

Date:

Signature of Authorized Signatory (with Seal & Stamp)

QUOTATION - ANNEXURE I (E)
RATE CHART FOR SPARE PARTS / COMPONENTS

Sl. No.	Name of the Spare Part / Component / Consumable / Accessory	Name of the Brand / Make / Model	Qty	Rate per Unit (Inclusive of all charges*) (GST not to be included) (In Rupees)
1			1	
2			1	
3			1	
4			1	
5			1	
6			1	
7			1	
8			1	
9			1	
10			1	
11			1	
12			1	
13			1	
14			1	
15			1	
16			1	
17			1	
18			1	
19			1	
20			1	

[Additional Sheet may be enclosed, if required]

[*Inclusive of all charges like transportation, labor, installation, demo etc.]

Place:

Date:

Signature of Authorized Signatory (with Seal & Stamp)