



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

Tender No. T-1824-2

Dated: 05.03.2026

Notice Inviting Tender

Annual Maintenance Contract of the existing Fire Fighting System

Sealed Tender in single stage two envelope bid system is invited from reputed and experienced agencies for Annual Maintenance Contract of the existing Fire Fighting System at The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020.

Tender document with terms and conditions is available at our website www.ieindia.org. Each offer must accompany a Demand Draft of Rs.5,000/- in favour of "The Institution of Engineers (India)", payable at Kolkata as Earnest Money Deposit.

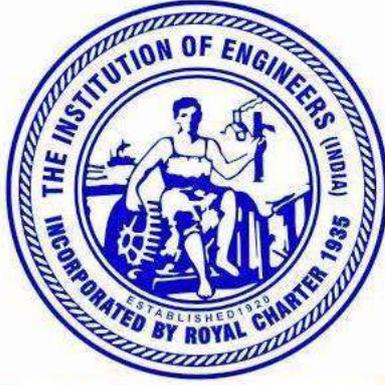
The sealed Tender is to be submitted in prescribed format duly stamped and signed and dated on each page of Part 'I' as their unconditional acceptance to the terms prescribed by the Institution.

The Tender shall be in two parts i.e., Technical Part (Part 'I') and Financial Part (Part 'II'). Part - I and II with the content shall be clearly marked on the top of the envelopes separately. Both cover - Part - I & II shall be put in third envelope and sealed.

Tenders duly completed and sealed with requisite Earnest Money Deposit and other required documents addressed to the Deputy Director (IT & Administration) is to be dropped in the Tender Box at The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020 latest by 1600 hours on 12.03.2026. Tender received after due date and time and /or without Earnest Money Deposit will be rejected.

The Institution of Engineers (India) reserves the right to reject the Tender in part or full without assigning any reason whatsoever.

Deputy Director (IT & Administration)



The Institution of Engineers (India)
8 Gokhale Road, Kolkata – 700020
West Bengal, India

TENDER DOCUMENT (T-1824-2)
Part - I

Details of tender are as under:

- 1. Name of the Work** : AMC of the existing Fire Fighting System
- 2. Site** : The Institution of Engineers (India),
8 Gokhale Road, Kolkata 700 020
- 3. EMD Amount** : Earnest money of Rs.5,000/- (Rupees five thousand only) in form of Demand Draft drawn in favour of “THE INSTITUTION OF ENGINEERS (INDIA)”, payable at Kolkata.
The EMD will be refunded to the unsuccessful bidder immediately after finalization of contract.
- 4. SECURITY DEPOSIT** : The successful bidder has to deposit a sum of Rs 25,000/- in form of Demand Draft drawn in favour of “THE INSTITUTION OF ENGINEERS (INDIA)”, payable at Kolkata as Security Deposit. Security Deposit will be refunded without any interest after contract period. Security Deposit will be forfeited in part or full (to be decided by IEI) in case of nonperformance as per Tender Document.

Signature of the Tenderer

5. **AVAILABILITY OF TENDER:** Tender document to be downloaded from the website of the IEI: www.ieindia.org

6. **LAST DATE FOR SUBMISSION OF TENDER** : 12.03.2026 up to 1600 Hrs.

7. The Agency should have the following mentioned credentials:

- A. The Agency should be financially solvent, having annual turnover of at least Rs. 30.00 Lakhs during last two financial years (Copy of audited annual accounts have to be submitted).
- B. The Agency should be located within a distance for easy communication and should have mobile & e-mail facility to receive instruction.
- C. Having statutory documents like Trade Licence, GST, PAN (Copies of certificates to be attached).
- D. Have experience of carrying out one job of similar category in any Organisation having value of Rs.4,00,000/- in one Financial Year] or two jobs of Rs.2,25,000/- each (Self-certified copies of work order and completion certificates / documents in support of final bill payment have to be submitted).
- E. The Agency must be NISC registered/certified.

8. **Address at which the Tender is to be submitted** : The Institution of Engineers (India)
8 Gokhale Road, Kolkata-20.

9. **Validity of Offer** : For a period of 90 days from the date of opening of cover-II of tender.

Tender will have to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and superscribed with the name of the work and Name of the Bidder. Both cover - Part -I & II shall be put in third envelope and sealed.

COVER-I : (i) Earnest money, (ii) Forwarding letter, (iii) Signed-sealed copies of all aforesaid credentials, (iv) Signed-sealed copy of the Tender Document (Except Price Bid)

Signature of the Tenderer

COVER-II: Shall contain only the offered price(s) in the given format. No other condition stipulated in Cover-II shall be accepted.

Delays in submission of any part arising out of the postal irregularities/or any other at any stage will not be considered. Also the IEI will not be responsible for damage in transit in case of Postal delivery.

After examining the Cover-I of the tender, IEI will only open the Cover-II of the successful tenderers who have satisfied the requirement of Cover-I.

IEI preserves the right to accept and cancel the Tender in part or full.

CHECK LIST OF PAPERS TO BE SUBMITTED WITH TECHNICAL BID IN COVER- I
(TO BE SEALED)

Forwarding letter in company letterhead duly signed	
Earnest money of Rs.5,000/-	
Signed-sealed Copy of the Tender Document (Except Price Bid)	
Signed-sealed copies of all Credential arranged in accordance with the following serial :	
Copy of audited annual accounts for last two financial years	
Copy of address proof	
Copy of GST Certificate	
Copy of Trade License	
Copy of PAN	
Copies of work order and completion certificates / documents in support of final bill payment	

Signature of the Tenderer

Terms and Conditions

1. The AMC will be valid for one year (12 months) only from the date of issuance of Work Order.
2. After completion of one year (12 months), the same contract may be extended after reviewing the performance of the Agency.
3. The necessary arrangements shall have to be provided by the bidder towards renewal of Fire Safety Certificate from the West Bengal Fire & Emergency Services. Only incidental expenses for obtaining NOC Certificate from the West Bengal Fire & Emergency Services will be borne by IEI on actual basis.
4. Time is the essence of this contract. Bidder must visit on monthly basis and inspect the entire system. Also, necessary steps are to be taken to keep the system flawless.
5. Vendor must inspect the entire system (running /non-running) and satisfy himself before submission of Tender.
6. Bidder must attend the site on receipt of message / phone from the IEI Officials as and when required.
7. Bidder should ensure that the documents are attached with Technical Bid as per Check list and all pages of Tender and documents are signed and stamped. Failure to do so shall lead to the rejection of bids.
8. The bidder must visit/examine the site and its surrounding and meet Fire Officer / House Supervisor at 1100 hrs for the proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained.
9. IEI may depute a team of it's officials to the site / work place / office of the Bidder to get the credentials of the information furnished by the Bidder verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Bidder is found to be incorrect, the tender of such Bidder shall be liable for rejection.
10. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance.
11. The Bidder shall be responsible for taking good care of all specialized equipment, tools and tackles used for its works.

Signature of the tenderer

12. The Bidder shall not assign the contract or sublet any portion of the contract. In case of breach of this condition, IEI will serve a notice in writing to the Bidder rescinding the contract where upon the security deposit/performance bank guarantee shall stand forfeited without prejudice to other remedies against the Bidder.
13. The Bidder itself must be a qualified Fireman and should have working experience in handling of such jobs.
14. The employees deployed by the successful Bidder should maintain the discipline, decency and decorum.
15. The Bidder should furnish the monthly maintenance schedule in consultation with House Supervisor.
16. All personnel employed by the Bidder shall be medically fit and having good health.
17. It is a non-comprehensive maintenance of Fire Fighting System. No additional amount will be paid over & above the contract value for consumables like nut-bolts, washers, gaskets, grease, cotton waste, phase indicating lamps and gland packing for pumps which will be provided by you. Any material / item other than above required for the smooth functioning of the system will be paid separately with prior approval of the item and its rate by IEI. In such case, actual bills will be paid along with the monthly maintenance bills.
18. In case of any dispute, decision of IEI will be final.

Signature of the Tenderer

PART - II
PRICE BID

Rate Quoted for “Annual Maintenance Contract for Fire Fighting System” as per the details indicated in the scope of work and the Terms and Conditions mentioned in the Tender Notice No. T-1824-2 dated 05.03.2026 is as follows :

Item Description	Quantity	Unit	Basic Rate (Rs)	GST %	Total Amount (Rs)
Charges for cleaning, greasing, servicing, rectification of all defects and maintenance of automatic fire alarm and fire protection system (Addressable Fire Alarm System, wet riser, hydrant, sprinklers and pumping equipments) installed in Office Building of The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700 020	12	month			

Date:

Place: Kolkata

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SIGNATURE WITH SEAL
(STAMP OF THE FIRM/AGENCY)

Address :

Tel. No. :

E-mail :

Scope of works along with material specifications

LIST OF INSTALLED EQUIPMENT

SL. NO.	DESCRIPTION	UNIT	QUANTITY
A	WATER BASE SYSTEM		
1	FIRE HYDRANT PUMP WITH MOTOR	SET	01
2	SPRINKLER PUMP WITH MOTOR	SET	01
3	DG FIRE PUMP	SET	01
4	MOTOR DRIVEN JOCKEY PUMP	SET	01
5	FOOT VALVES	NOS	04
6	BUTTERFLY VALVES	NOS	14
7	NON RETURN VALVES	NOS	08
8	INSTRUMENTATION (Pressure Gauges & Pressure Switches)	LOT	01
9	MOTOR CONTROL PANEL	SET	01
10	HYDRANT VALVES	NOS	12
11	MS HOSE REELS	NOS	10
12	SHORT BRANCH PIPES	NOS	12
13	FIRE FIGHTING HOSES	SET	14
14	MS HOSE BOXES	NOS	10
15	SPRINKLER BULBS	NOS	515
16	MS PIPING	LOT	01
B	FIRE ALARM SYSTEM		
1	FIRE ALARM PANEL	SET	01
	PUBLIC ADDRESS SYSTEM	NO	01
2	MANUAL CALL POINTS	NOS	09
3	HOOTERS / SOUNDERS	NOS	09
4	SMOKE DETECTORS	NOS	188

Signature of the Tenderer

SCHEDULE OF CHECKING

PROCEDURE OF CHECKING	
SL. NO.	DESCRIPTION
A	WATER BASE SYSTEM
1	SYSTEM IN AUTO MODE
2	ALL INDICATING LAMPS ARE IN ON CONDITION
3	NO ABNORMAL SIGN IN THE MOTOR STARTING PANEL
4	WATER LEVEL IN THE RESERVOIR
5	SYSTEM PRESSURE (6 kg per sq. cm)
6	NO ABNORMAL LEAKAGE IN PUMP GLANDS
7	PRIMING SYSTEM OF PUMPS
8	ABNORMAL HEATING OF MOTORS
9	ALL PUMP ROOM VALVES ARE IN OPEN CONDITION
10	AUTO OPERATION OF JOCKEY PUMP
11	AUTO OPERATION OF HYDRANT, SPRINKLER & STANDBY PUMP (only auto switch on)
12	WATER DISCHARGE IN SYSTEM
13	NO LEAKAGE IN HYDRANT VALVES & HOSE REELS
14	NO LEAKAGE IN SPRINKLER SYSTEM
B	FIRE ALARM SYSTEM
1	NO ABNORMAL SIGN IN THE MOTOR STARTING PANEL
2	ALL LAMP FUNCTIONAL TEST
3	OPERATION OF FIRE ALARM SYSTEM
4	CLEANING OF DETECTORS (as per requirement)
C	MONTHLY SYSTEM FUNCTION REPORT
QUARTERLY FIRE DRILL WITH BUILDING SECURITY STAFF	

Signature of the Tenderer

ACTIVITIES INVOLVED

<u>Fire Pump Sets</u>	Greasing, Servicing, Operation Test through Hydrant Point. Replacement of Gland Packing, Greasing etc. if required.	Once a month
<u>Jockey Pump Set</u>	Auto - Manual Operation Test, Adjustment of Pressure Switches, Replacement of Gland Packing, Greasing etc. including all consumables as required.	Once a month
<u>Motor Control Panel</u>	Checking of Volt Meters, Ammeters, Control Circuit, Incoming & Outgoing Cables, Spray of CRC for smooth operation. Replacement of components etc as required.	Once a month
<u>Hydrant Points, Sprinklers & Smoke Detector System</u>	Servicing of First Aid Hose Reel, Hydrant Points, Sprinklers, smoke detectors, Greasing, Operational Test, Water Discharge Test. Leakage Rectification etc. as required.	Once a month
<u>Microprocessor Base Analogue Addressable / Intelligent Fire Alarm System</u>	Checking & Functional Test of Manual Call Points, Detector, Public Address System, Hooter Cum Sounder installed in the System.	Once a month (cleaning of detectors every after 3 months)
<u>Fire Drill Test</u>	Fire Drill to be demonstrated on the same day of Servicing in presence of our Security Team and other Officials.	Quarterly
<u>Inspection of DG Set</u>	Operational system auxiliary functions working pressure and others	Once a month
<u>Troubleshooting</u>	Root cause analysis for any failure in the system and replacement of spares/components	As per requirement

Signature of the Tenderer