



# 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*

## NOTICE INVITING TENDER

SP/T-1758

Date: 20.06.2022

**Sub: Refilling / Servicing of Existing Fire Extinguishers  
at IEI HQs, RNM Library and Guest House**

Sealed Tenders in Single Stage two Envelope bid system are invited from the authorized dealers of 'Minimax' for Refilling / Servicing of Existing Fire Extinguishers at IEI HQs, RNM Library and Guest House.

The tender document is also available at the website of The Institution of Engineers (India) ([www.ieindia.org](http://www.ieindia.org)).

The sealed tenders are to be submitted in prescribed format duly stamped and signed and dated on each page of Part 'A' & 'B' as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Bid – (Envelope – 'A')** and **Financial Bid (Envelope 'B')** (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the respective envelopes). **Technical Bid** - (Envelope – 'A') shall comprise of compliance documents against Qualification Requirement and other documents in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. **Financial Bid** shall comprise of quoted price only in the format provided with the tender document in Envelope – 'B'. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature over it.

The sealed tender duly superscribed, "Tender for Refilling / Servicing of Existing Fire Extinguishers at IEI HQs, RNM Library and Guest House" with Tender No. should be addressed to Director (Administration), and to be dropped at the tender box of this office within stipulated date and time i.e., upto 4.00 PM on **27.06.2022**.

Tenders received after the stipulated date and time shall not be entertained. The Institution reserves the right to reject the tender in part or full without giving any reason and any correspondence.

  
(Shukla Das)  
Director (Administration)



The Institution of Engineers (India)

Part – A

T -1758

**The Institution of Engineers (India)  
8, Gokhale Road, Kolkata 700020**

**Tender Document for Refilling/Servicing of Existing Fire Extinguishers  
at IEI HQs, RNM Library and Guest House**

|                                |   |
|--------------------------------|---|
| <b>Name of work</b>            | Refilling/Servicing of Existing Fire Extinguishers<br>at IEI HQs, RNM Library and Guest House   |
| <b>Place of Work</b>           | The Institution of Engineers (India)<br>8, Gokhale Road, Kolkata 700020   |
| <b>Period of Work</b>          | 07 (seven) days from the date of placement of<br>order.   |
| <b>Other document required</b> | <ol style="list-style-type: none"><li>1. Company Profile &amp; Clientele List</li><li>2. Copy of Trade Licence</li><li>3. GST Registration Certificate</li><li>4. Copy of IT Return</li><li>5. PAN Card</li><li>6. Statement of Accounts of last two years</li><li>7. All documents in support of Qualification<br/>Requirement</li></ol> |

**Last date of Submission of the Tender : By 4:00 P.M. of 27 June 2022**

Signature of the bidder with date & seal



**Refilling/Servicing of Existing Fire Extinguishers  
at IEI HQs, RNM Library and Guest House**

**QUALIFICATION REQUIREMENT**

1. The Agency must have executed one such similar order of the value not less than ₹30,000/- during the last three years.
2. The Annual Average Turnover must be ₹ 2.00 lakhs onwards.
3. Company profile and clientele list must be provided.
4. Agency must be an authorised dealer of “Minimax” (Documents to be provided).

**OTHER TERMS & CONDITIONS**

1. The Vendor has to ensure to pick up the cylinder/articles from IEI HQ, 8 Gokhale Road, Kolkata 700020, on all working days between 09:30 am – 06:00 pm or beyond the Office hours as per direction or on the holidays etc. as well.
2. Payment against satisfactory refilling work shall be made.
3. The contract covers overhauling and routine Service at our site.
4. Routine service includes routine inspection, checking & servicing of the cylinder/instrument.
5. The Fire Extinguishers shall be serviced/ repaired only by the Vendor personnel/their dealers/authorized contractors, failing which the user will get the Fire Extinguishers serviced/repared by any other agency and the amount thus charged will be adjusted with the bills.
6. Loss of articles and matters shall be suitably compensated by the vendor.
7. Mock drill shall be conducted in a suitable date
8. Rates shall be inclusive of all taxes/duty but exclusive of GST.

**DOCUMENTS TO BE SUBMITTED**

- a) All documents in support of Qualification requirement as above.
- b) Copy of Trade Licence
- c) Copy of the IT Return.
- d) Copy of the GST Registration Certificate.
- e) Company profile.
- f) Profit & Loss Account and Balance Sheet for the last two years.

**DATES TO BE NOTED**

Receipt of Tender Papers – **27 June 2022**

Signature of the bidder with date & seal





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

ENVELOPE B

T -1758

**Refilling/Servicing of Existing Fire Extinguishers  
at IEI HQs, RNM Library and Guest House**

**PRICE PART**

Price should be quoted exclusive of GST.

| Sl. No. | Description of Materials   | Quantity | Rate (₹)<br>(excluding GST) | Amount (₹) |
|---------|--|----------|-----------------------------|------------|
| 1.      | Minimax 9 ltrs. Capacity Water/Co2 type Refill, consisting of Co2 Gas Cartridge, duly IS:4947 marked (OLD IS)                              | 07 nos.  |                             |            |
| 2.      | Minimax 9 ltrs. Capacity Water/Co2 type Refill, consisting of Co2 Gas Cartridge, duly IS:4947 marked (NEW IS)                              | 12 nos.  |                             |            |
| 3.      | Minimax 3 kgs. Capacity Dry Powder type Refill, consisting of Co2 Gas Cartridge, duly IS:4947 marked and Dry Powder, duly IS: 4308 marked  | 07 nos.  |                             |            |
| 4.      | Minimax 4 kgs. Capacity Dry Powder type Refill, consisting of Co2 Gas Cartridge, duly IS:4947 marked and Dry Powder, duly IS: 4308 marked  | 04 nos.  |                             |            |
| 5.      | Minimax 5 kgs. Capacity Dry Powder type Refill, consisting of Co2 Gas Cartridge, duly IS:4947 marked and Dry Powder, duly IS: 4308 marked  | 04 nos.  |                             |            |
| 6.      | Minimax 9 kgs. Capacity Dry Powder type Refill, consisting of Co2 Gas Cartridge, duly IS:4947 marked and Dry Powder, duly IS: 4308 marked  | 02 nos.  |                             |            |
| 7.      | Minimax 10 kgs. Capacity Dry Powder type Refill, consisting of Co2 Gas Cartridge, duly IS:4947 marked and Dry Powder, duly IS: 4308 marked | 02 nos.  |                             |            |

**GST will be paid extra.**

(In words: Rupees \_\_\_\_\_ only)

Signature of Authorised Signatory \_\_\_\_\_

Name of the Company \_\_\_\_\_

Address with Pincode \_\_\_\_\_

Telephone & Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Seal & Signature of the bidder