



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

**THE NEW INDIA ASSURANCE COMPANY LTD.**

(Govt. of India Undertaking)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G. Road, Fort, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526



Phone : 022 2270 8100

022 2270 8400

Website : www.newindia.co.in

**Tender no. 21/Estate & Estab/24-25**

**Date:23rd October 2024**

### **Tender Notice**

#### **Re: Tender for Annual Maintenance Contract for Fire Extinguishers at various locations in Mumbai.**

Sealed tender are requested for Annual Maintenance Contract of various types of Fire Extinguishers at different locations in Mumbai.

Licensed agencies with **Maharashtra Fire Services** and having fire extinguisher refilling facility are invited to submit quotes for the above work, adhering to the attached terms and conditions. A tender fee of Rs.500/- plus Rs.90/- as GST (total Rs.590/-) in form of DD/PO must be submitted in the Technical Bid envelope to qualify for the Technical Bid process.

The Bidders are requested to inspect the site and get acquainted with works mentioned in tender before quoting the rates. Technical and Price bid with instructions are attached herewith.

Tender shall be reached to us or before 8<sup>th</sup> November 2024 before 2.00 p.m.

*Vinay*

**(CHIEF MANAGER)**

Estate & Establishment Dept

125/air cond/24-25



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### **Terms & Conditions**

Sealed tenders are invited from authorized agencies have Maharashtra Fire Services license, to undertake Annual Maintenance Contract for maintenance of various types of fire extinguishers at our Head Office and various housing complexes premises at Mumbai subject to following terms and conditions:

1. The tender document forms including Technical + Price Bid will be available in the Engineering and Maintenance Department, Basement, The New India Assurance Building, 87, M. G. Road, Fort, Mumbai or can be downloaded from our Website [www.newindia.co.in](http://www.newindia.co.in).
2. The bid should be submitted in a sealed envelope, Superscripting on the envelope' **"Maintenance of fire extinguishers"**
3. The Annual Maintenance Contact shall be of non-Comprehensive in nature and shall, therefore include only maintaining, servicing, cleaning and fixing in proper locations including noting (keeping record) of pressure and validity of the fire extinguishers.
4. The Agency must have Maharashtra Fire Service License and a documentary proof in lieu of same must be submitted with Technical Bid.
5. Tenders shall be submitted in 2 Bid system i.e. Technical Bid and Price Bid in two separate envelopes subscribing (on the envelopes) "Technical Bid" and "Price Bid" with all the asked documents and that should be enclosed along with the Technical Bid envelope only and not with the Price Bid envelope.
6. The Maintenance / repair/ replacement work shall be carried out at premises on all working days (Monday- Friday) between 10.00 A.M to 5.00 PM subject to intimation to Department Officials.
7. The extinguishers (if require refilling) to be taken to the workshop will have to be brought back within stipulated time, failing which suitable action will be taken against the agency.
8. No transportation/ freight charges (on maintenance/servicing) will be paid.
9. The agency should quote for servicing and maintenance rate for 4 services (quarterly) for one extinguishers, in Price Bid format, partial quote will be rejected.
10. The agency will not be allowed to revise the quote &/or change any extra amount for any maintenance work, after entering into Annual Maintenance Contract. In case of violation of terms Agreement of the contract will be canceled and security deposit amount will be forfeited.
11. The agency has to ensure that maintenance work is carried out regularly on Quarterly basis by the service engineer as well as complaints have to be attended promptly as and when received from the company. The agency will maintain service/ repair card of



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Each of fire extinguishers and signature of concerned office/ person from respective charges have to be obtained after every service/ repair with date.



12. The agency must have at least 5 years' experience in maintenance work
13. The AMC contract will be valid for one year from the date of award of work order and can be extended on satisfactory services.
14. The company reserve the right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof.
15. Maintenance period will be from 15<sup>th</sup> November 2024 to 14<sup>th</sup> November 2025 and can be extended further and depends upon the performance of maintenance and servicing.
16. Training if needed in regards to **"use of fire extinguishers"** with live demonstration of use of fire extinguishers is to be done once in a quarter. (if required).
17. It is duty of Contractor to refill the extinguishers if it used, after the approval from the department.
18. Locations of fire extinguishers with its types are attached.
19. For fixed extinguishers (clean Agent), pressure of extinguishers is to be noted at every visit and sensor tubes should be clean with air blower.
20. All extinguishers should have stickers indication the date of filling and due date of refilling with service records.
21. Bidder should have their office in Mumbai/Navi Mumbai.
21. Submit a declaration on letterhead of the firm with signed and stamp (should be put in Technical Bid envelope) named **"Bid Security Declaration"** and state as,  
  
**" I accepting that if , we withdraw or modify the bid during period of Validity etc, NIA has the power to suspend us for submission in tender /future tenders."**
22. Tender fee of Rs.590/- in form of DD/PO should be in the name of **"The New India Assurance Co. Ltd"**, payable at Mumbai
23. The sealed tenders should be dropped in Tender Box kept at 6<sup>th</sup> floor of our Head Office premises, situated at The New India Assurance Building, 87, M G Road, Fort, Mumbai 400 001, on or before 8<sup>th</sup> November 2024 by 2.00 pm.

**"CHIEF MANAGER"**,  
ESTATE & ESTABLISHMENT DEPARTMENT,



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**TECHNICAL BID**

Name of Agency/ Service Provider	
Maharashtra Fire Services License No.	
Registered Office Address	
Name of the Contact Person/s with Phone/Mobile/ Fax Nos.	
GST No.	
PAN No.	
Bank Details: Name of Bank	
Account No.	
IFSC No.	
Year of Establishment	
List of Clients along with their/ Certificates for the services provided. Work order for last 3 years.	
Annual Turnover for last 3 financial years	
Income Tax Return for last 3 years	
Tender Fee DD of Rs.590/- details	

Note:

1. The agency should furnish copies of the above mentioned document as a proof and that should be submitted in Technical Bid envelope.
2. Please also submit Bid Security Declaration.

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

\_\_\_\_\_  
Signature and Seal of the Agency



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## Locations

1. **Head Office:-** **249** (199 portable + 50 fixed clean agent)  
The New India Assurance Building  
87, M G Road, Fort Mumbai 400 001.
  - i. ABC 1 KG 72 NOS.
  - ii. ABC 6 kg 51 nos.
  - iii. DCP 50 kg 8 NOS.
  - iv. Foam Type 50 kg 2 nos.
  - v. Co2 4.5 kg 22 nos.
  - vi. ABC 10 kg 2 nos.
  - vii. ABC 5 kg 8 nos.
  - viii. DCP 25 kg 9 nos.
  - ix. CO2 2 kg 22 nos.
  - x. K type 5 kg 3 nos.
  - xi. Ceiling mounted automatic 5 kg 39 nos.
  - xi. Clean Agent sniper type 2 and 1 kg 11 nos.
2. **Mayfair Complex:** **11 nos.**  
Little Gibbs Road, Malabar Hills
  - i. ABC 6 KG 11 nos.
3. **Shreepal Complex-Andheri Godown:** **16 nos.**  
Andheri (W) , Mumbai
  - i. ABC 6 KG One
  - ii. ABC 5 KG 11 nos.
  - iii. DCP 10 kg 4 nos.
4. **Andheri Staff Quarters:** **6 nos.**  
C D Barfiwala Marg, Juhu lane  
Andheri (W), Mumbai 400 057.
  - i. ABC 6 KG 5nos.
  - ii. Co2 4.5 kg one
5. **Sachidanand, Malad:** **5 nos.**
  - i. ABC 6 KG 5 nos.



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## PRICE BID

### Quarterly Maintenance Contract for fire extinguishers at the following locations.

Sr. No.	Location	Quantity	Yearly service charges (4 nos.) for one extinguisher	Total for AMC from 15/11/2024 to 14/11/2025	Rate for 2 <sup>nd</sup> year AMC	Rate for 3 <sup>rd</sup> year AMC
1	Head Office	249				
2	Mayfair Complex	11				
3	Shreepal Complex-Andheri	16				
4	Andheri Staff Quarters	6				
5	Sachidanand, Malad	5				
	Grand Total in (Rupees)					

### Rupees (in words)

#### Note:

1. Servicing and maintenance on quarterly basis.
2. No transportation/ freight charges on maintenance/servicing will be paid. It should be included in maintenance charges.

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

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

\_\_\_\_\_  
Signature and Seal of the Agency

Note: Rate should be exclusive of GST.