



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Purchase: 2015-16(Fire Fighting)

May 26, 2015

Sub: Quotation for AMC of Fire Fighting Systems

Dear Sir,

The Institute of Company Secretaries of India is a statutory body set up by an Act of Parliament. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its Headquarters is located at "ICSI House" 22 Institutional Area Lodi Road New Delhi – 110 003.

The detailed quotation letter is enclosed.

The Institute proposes for "**AMC of Fire Fighting Systems**" at **ICSI Head Quarter Building at 22 Institutional Area Lodhi Road New Delhi-110003**

Due date for submission of sealed quotation: June 08, 2015 by 3.00 P.M

Date: May 26, 2015

**(B PRADHAN)
DIRECTOR**



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THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
'ICSI HOUSE' 22 INSTITUTIONAL AREA LODHI ROAD NEW DELHI-110 003

"PART-A"

Sealed quotations are invited for Annual Maintenance of Fire Alarm & Fire Hydrant System at ICSI House Building Lodhi Road New Delhi-110003 as per the details given in the Part "C" of the Tender Document. The terms and conditions governing the instant quotation are as under:-

1. The sealed quotation are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part "A", "B" and "C" as their unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender should be fully authenticated by the vendor / s. No over-writings shall be accepted unless authenticated with full signature of the quotation/ s.
2. The sealed quotation duly super-scribing, "Annual Maintenance of Fire Alarm & Fire Hydrant System at ICSI House Building Lodhi Road New Delhi-110003 due on June 08, 2015" should be addressed by name to Shri Sutanu Sinha, CE & OS, the Institute of Company Secretaries of India and sent at 22 institutional Area, Lodhi Road, New Delhi-110003 either by registered post/ speed post or by dropping in the quotation box placed at 3rd floor not later than 3.00 PM on 10th May 2015. The Institute shall not be liable for any postal delay. quotation received after the stipulated date and time will not be entertained.
3. Non acceptance of the terms and conditions as stated in Part A and non submission of the stipulated earnest money deposit (EMD) shall render the tender invalid. Only vendors whose INFRASTRUCTURE particulars as stated in Part B are determined to be in consonance with Institute's requirements shall be considered further in the Tender Evaluation Process.
4.
 - A. The vendors are required to study the Fire Alarm and Fire Fighting System related to Annual Maintenance of Fire Alarm & Fire Hydrant System at ICSI House Building Lodhi Road New Delhi-110003 as indicated in Part C while quoting for the maintenance charges for the same.
 - B. You are welcome to pay a visit to our office to see the equipments, systems before submitting your quotation and submit a report/ certificate that all systems are working



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properly if not, the details of the defective equipments with rectification/replacement cost separately. Refilling of existing 21 fire extinguishers and give certificate of existing extinguishers are okay and give recommendation of additional fire extinguishers if any and submit the details with cost separately .

The party will carry out two visit per month for liaisons and directions, if any, a report of such visits and the issues discussed will be maintained in the register signed by both the concerned party and the representatives of ICSI.

- C. Prices inclusive of all statutory and other components (net to the Institute) for maintenance of systems, should be quoted in Part-C for on-site maintenance at the office indicated above.
 - D. The contract will be initially for a period of two years which may be extended for a further period on mutually agreed terms.
 - E. You will be responsible for the trouble free integrated working of the Fire Alarm & Fire Hydrant System, Fire detected, Hooter, Sprinkler, fire pumps, diesel pump all the appliances and system will be checked and certified for their serviceability minimum once a month on regular basis and report to be submitted to that effect
 - F. You will maintain the equipment for efficient running at all times.
 - H. Details of equipment and systems to be checked are in Part-C.
5. Vendors are required to deposit **Rs. 2,000/- (Rupees Two Thousand Only)** toward earnest money by way of crossed demand draft in favour of The Institute of Company Secretaries of India, payable at New Delhi. The earnest money of unsuccessful bidders will be refunded without interest within 60 days of opening of the tender. In the case of successful bidders, the earnest money deposited will be treated as security deposit and will be held for the entire period of annual maintenance period and shall be refunded without interest subject to satisfactory performance.
 6. The work order can be terminated by either party by giving one month notice in writing and during this period of notice, the performance and obligation of work order by both the parties shall continue.
 7. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the Arbitrator to be appointed



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by the Chief Executive & Officiating Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such Arbitration proceedings shall be at Delhi.

8. Chief Executive & Officiating Secretary of the Institute reserves the right to accept or reject any or all tender / s received and such decision shall be final
9. For any further details/clarifications, Shri G K Jose, SO may be contacted on telephone No. 011-45341091.

Date: May 26, 2015

(B PRADHAN)
DIRECTOR



PART 'B' INFRASTRUCTURAL BID

SI.N	Particulars.	Response
1	Name and complete address of the Tendered/Companies	
2	Tele/Fax E-mail/Cell No. Of the tenderer	
3	Contact person's name & residence	
4	Details of registered office, if any contact person's name and tele. No.	
5	Legal status i.e. public / private limited / alone with documentary evidence	
6	Composition of Directors/ Partners etc	
7	Income-tax registration number along with documentary evidence	
8	A) Sales tax registration number along with documentary evidence/Pan No. S) Please also specify, if you are an authorized dealer under Works Contract Act, 1999. (Please provide details)	
9	List of existing clients to whom services have been provided in the last 2 years with details company, value of order, concerned person & his telephone no. (Please attach full details)	

**Name and Signature & Seal of the
Company
with Mobile number**



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Details of
Equipments
Part - C

1. Fire Alarm System			Price	
S.N	Item Description	Qty	Unit	Total
1	4 Zone Fire Alarm Panel	2		
2	2 Zone Fire Alarm Panel	4		
3	Smoke Detector	90		
2. Fire Fighting System				
1	Electric Pump (55 KW)	1		
2	Diesel Pump (85 HP)	1		
3	Jockey Pump (15KW) / Tares Pump	2		
4	Sprinklers	110		
5	Hose Boxes	4		
6	Hose Reel	6		
7	Single Headed hydrant Valve	4		
8	Four way Fire Brigade Valve	1		
9	Main Header valve 100 mm	7		
10	Wet Rising systems			

**Name and Signature & Seal of the
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(Quotation letters sent to vendors for AMC for Fire Fighting Systems)

1. M/s. Giri Enterprises (India)
AB-164 Amarpuri
Ramnagar
Paharganj
New Delhi-1 10055
2. M/s. J P Fire Services Pvt. Ltd.
H-10 Basement
South Extension
Part-1
New Delhi-I 1 0049
- 3 M/s. First Fire System
16-H ,-,GF
DDA Complex
MOR Land
New Rajender Nagar
New Delhi-1 10060
4. M/s. Modi International
A-38 B Khanpur Extension
New Delhi-I 1 0062
5. M/s. Gunnebo India PVt.. Ltd.
Office & Service Centre
1 SI Floor
B-23 Sector-65
Noida-201301
6. M/s. Advance Fire Protection System
No.226 Dharam Kunj Apartment Sector-9
Rohini
Delhi-I 1 0085
7. M/s. Paul' s Enterprises
2137 Nalwa Street
Paharganj
New Delhi-I 1 0055