



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LIMITED

"भारत सरकार का उपक्रम" / "Government of India Undertaking"

क्षेत्रीय कार्यालय : शारदा सेंटर, दूसरी मंजिल, नळ स्टॉप के पिछे, कर्वे रोड, पुणे - ४११ ००४.

Regional Office : Sharada Centre, 2nd Floor, Behind Nal Stop, Off Karve Road, Pune - 411 004.

फोन / Tel. : (020) 67675700. फॅक्स / Fax : 67675700

CIN No. L66000MH1919GOI000526 * GSTIN No. : 27AAACN4165C3ZP * IRDA Regn. No. 190



Tender no.09/PUNE/EST&ESTAB/25-26

Date: 23/09/2025

Tender Notice

Re: Tender for Requirement of Fire Extinguishers & Annual Maintenance Contract for Fire Extinguishers at Pune Regional Office & various locations in Pune City.

Sealed Envelope bids are requested for Requirement & Annual Maintenance Contract of various types of Fire Extinguishers at Pune Regional Office Located at 2nd Floor, Sharda Centre, Off Karve Road, Nal Stop, Pune-411004.

Licensed agencies with Maharashtra Fire Services and having a provider of 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 the 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 on or before 30th September 2025 before 2.00 p.m.

(Regional Manager)

Estate & Establishment Department,
Pune Regional Office



Terms & Conditions

Sealed tenders are invited from authorized agencies have Maharashtra Fire Services license, to undertake to Provide New fire extinguishers & Annual Maintenance Contract for maintenance of various types of fire extinguishers at our Pune Regional Office Pune subject to following terms and conditions:

1. The tender document forms including Technical + Price Bid will be available in the Estate & Establishment Department, Pune Regional office, 2nd Floor, Sharda Centre, Off Karve Road, Nal Stop, Pune-411004 or can be downloaded from our Website www.newindia.co.in
2. The bid should be submitted in a sealed envelope, Superscripting on the envelope' "Purchase & 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 the 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 extinguisher, in Price Bid format, partial quote will be rejected. 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.
10. 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 the service/ repair card of each fire extinguisher and signature of concerned office/person from respective in-charges have to be obtained after every service/repair with date.
11. The agency must have at least 5 years' experience in maintenance work
12. **The AMC contract will be valid for one year from the date of award of work order and can be extended on satisfactory services.**
13. The company reserves the right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof.
14. **The maintenance period will be from 1 year from date of award of contract and can be extended further and depends upon the performance of maintenance and servicing.**
15. 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).
16. It is the duty of the Contractor to refill the extinguishers if it is used, after the approval from the department.
17. Locations of fire extinguishers with its types are attached.
18. All extinguishers should have stickers indicating the date of filling and due date of refilling with service records.



19. Bidders should have their office in Pune.
20. 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 accept 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.**"
21. Tender fee of Rs.590/- in form of DD/PO should be in the name of "The New India Assurance Co. Ltd", payable at Pune.
22. Site visit time 10:00 to 5:00 from Monday to Friday except Saturday, Sunday & Holiday
23. The sealed tenders should be dropped in a Tender Box kept at 2nd floor of our Pune Regional Office premises, situated at 2nd Floor, Sharda Centre, Off Karve Road, Nal Stop, Pune-411004, on or before 30th September 2025 by 2.00 pm.



Locations

1. Pune Regional Office, 2nd Floor, Sharda Centre, Off Karve Road, Nal Stop, Pune-411004

Type of Extinguisher	Unit Capacity	Total No. Quantity Required	No. of Cylinder Available (Refilling)	No. of Cylinders Required (Fresh Purchase)
CO ₂ Extinguisher	2 Kg	2	0	2
CO ₂ Extinguisher	4.5 Kg	6	4	2
ABC Dry Powder Extinguisher	4.5 Kg	5	3	2
ABC Dry Powder Extinguisher	2 Kg	11	7	4
Water / Foam Extinguisher	9 L	1	0	1
ABC Fire Ball	Standard-1.3 Kg	6	0	6
Alarm & Hammer	As per site requirement			
Exit Sign Board	As per site requirement			
AMC Charges incl. Drill	1 Year			

2. Pune Non Suit Claims Hub, Shanta Commercial Complex, 572/575, Laxmi Rd, Sadashiv Peth, Pune, Maharashtra 411030

Type of Extinguisher	Unit Capacity	Total No. Quantity Required	No. of Cylinder Available (Refilling)	No. of Cylinders Required (Fresh Purchase)
CO ₂	4.5 Kg	3	0	3
ABC Dry Powder	4.5 Kg	2	0	2
ABC Dry Powder	2 Kg	3	0	3
Water Mist	9 L	1	0	1
ABC Fire Ball	Standard-1.3 Kg	3	0	3
Alarm & Hammer	As per site requirement			
Exit Sign board	As per site requirement			
AMC Charges incl. Drill	1 Year			

3. Chanakya Guest House, Dhole Patil Road, Pune

Type of Extinguisher	Unit Capacity	Total No. Quantity Required	No. of Cylinder Available (Refilling)	No. of Cylinders Required (Fresh Purchase)
ABC Dry Powder	4 Kg	1	0	1
ABC Fire Ball	Standard-1.3 Kg	2	0	2
AMC Charges incl. Drill	1 Year			

4. Kamaltara Guest House, Pune

Type of Extinguisher	Unit Capacity	Total Quantity Required	No. of Cylinder Available (Refilling)	No. of Cylinders Required (Fresh Purchase)
ABC Dry Powder	4 Kg	1	0	1
ABC Fire Ball	Standard-1.3 Kg	2	0	2
AMC Charges incl. Drill	1 Year			

Note: The above rate should be inclusive of Standard fitting & installation charges.

PRICE BID

Quarterly Maintenance Contract for fire extinguishers at the following locations.

	Location	Amount for Fresh & Refilling as per above table in technical bid	Yearly service charges(4nos.) for one extinguisher	Total for 1st year AMC	Rate for 2nd year AMC	Total Amount
1.	Pune Regional Office					
2	Pune Non Suit Claims Hub, Laxmi Road					
3	Chanakya Guest House, Boat Club Garden Road					
4	Kamaltara Guest House, Boat Club Garden Road					
Grand Total (in Rupees)						

Rupees (in words)

Note:

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

Date:

Signature and Seal of the Agency

Place:

Note: Rate should be exclusive of GST.