

TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar
Tripura West – 799022

No.F.TU/FIN/UCF/202/Vol-IV/2020

Dated: 21-11-2025

NOTICE INVITING e-Tender

Tripura University invite e- Tender from the bonafied reputed/ registered service dealers having experience for Comprehensive Annual Maintenance Contract for different types and capacities of Fire Extinguisher's in the various location of Tripura University. The Details can be seen at Tripura University website: www.tripurauniv.ac.in. However, for submission of documents please visit <https://eprocure.gov.in/eprocure/app>

Sd/-

**[Sri Pranay Pal]
Assistant Registrar (Finance)**

Signature Not Verified

Digitally signed by PRANAY PAL
Date: 2025.11.21 13:29:03 IST
Location: eProcure-EPROC

TRIPURA UNIVERSITY

(A CENTRAL UNIVERSITY)

e- Tender No:- No.F.TU/FIN/UCF/202/Vol-IV/2020



E-TENDER Document for:

Name of the work:- Comprehensive Annual Maintenance Contract for different types and capacities of Fire Extinguisher's in the various location of Tripura University

TRIPURA UNIVERSITY
(A Central University)
 Suryamaninagar – 799022

No.F.TU/FIN/UCF/202/Vol-IV/2020

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(Sri Pranay Pal)
 Assistant Registrar (Finance)

SECTION- I

NOTICE INVITING TENDERS

LIST OF DATES

TRIPURA UNIVERSITY

(A Central University)

Suryamaninagar – 799022

NOTICE INVITING E-TENDER

1. Tripura University invites e-Tender from the bonafied reputed/ registered service dealers having experience towards Comprehensive Annual Maintenance Contract for different types and capacities of Fire Extinguisher's in the various location of Tripura University. The details can be seen at Tripura University University's Website: www.tripurauniv.ac.in. However, for submission of bid, please visit: <https://eprocure.gov.in/eprocure/app>.

2. Processing Fee

Processing fee of Rs 1,000/- (non-refundable) **in the form of Demand Draft favouring Finance Officer, Tripura University on any Nationalized Bank payable at SBI Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD has to be compulsorily deposited to Tripura University through post or by hand so as to reach the office of the Finance Officer on or before opening date and time of Technical Bid evaluation. Without receipt of Processing Fee, Bid of vendor/s shall be rejected.**

3. Earnest Money Deposit (EMD)

Rs 20,000.00 (Rupees Twenty Thousand Only) in the form of Demand Draft favouring Finance Officer, Tripura University drawn on State any Nationalized Bank and payable at SBI Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD has to be compulsorily deposited to Tripura University through post or by hand so as to reach the office of the Finance Officer on or before opening date and time of Technical Bid. Without receipt of EMD, Financial Bid of vendor/ s shall not be considered and rejected. However, Micro and Small Enterprises (MSEs) registered under Govt. of India are exempted for EMD. The copy towards proof of MSME registration is to be submitted/uploaded along with the bid document.

4. Security Deposit (SD)

The successful vendors who so qualify for the works will have to submit the Security Deposit (SD) @ 5% of total contract value in the form of Bank Demand Draft **favouring Finance Officer, Tripura University drawn on State any Nationalized Bank and payable at SBI Tripura University Campus Branch within seven days from the date of issuance of work order.** The Security Deposit will be refunded to the Vendor without any interest after completion of AMC period.

5. The tenderers fulfilling the required criteria as mentioned may download the tender document from the website <https://eprocure.gov.in/eprocure/app> and submit online as per the schedule given below. However, the tender documents can also be viewed in the website of the University www.tripurauniv.ac.in

Date and time of tender publication in the websites.	21-11-2025 at 2.00 PM
Date and time for closing of submission.	04-12-2025 upto 10.30 AM
Date and time for opening of technical bid document.	05-12-2025 at 10.30 AM
Date and time for opening of financial bid.	08-12-2025 at 10.00 AM

SECTION- II

General Terms & Condition

General Terms & Condition

1. The Bidder/ Vendors having verifiable registered office within Agartala Municipal Corporation (AMC) area, having Municipal license from AMC, Agartala towards sale, supply and refilling of Fire Extinguishers and having experience of similar nature of work towards Annual Maintenance Contract of Fire Extinguisher in Central Government or State Government or Central PSU or Higher Educational Institutions for not less than preceding three years shall only be considered. Proof of documents in all respect including proof towards works carried out during the preceding three years are required to be submitted for evaluation.
2. **The bidder/vendor must have an experience of not less than three years in similar kind of experience of Annual Maintenance Contract/ Refilling of Fire Extinguishers in the state of Tripura.**
3. **The bidder should have an Annual average turnover not below Rs.50.00 Lakh for last three years. Financial Statement duly certified by Chartered Accountant for the last three Financial Year are required to be submitted along with the bid.**
4. **Bidder must not have been blacklisted by any Central/ State Govt. Department/ Autonomous Bodies/ PSU(s) etc.**
5. **The bidder must have ISO certification (ISO 9001: 2015, 14001: 2015, 45001: 2018)**
6. **At least 2 No's of similar works pertaining to Annual Maintenance Contract of Fire Extinguishers for minimum value of Rs.5.00 lakhs or above each work in Govt./PSU/Educational Institutes during the last 3 financial years. Documentary proof needs to be attached along with the Bid.**
7. The bidder should have GST, PAN Card.
8. The bidder should submit upto date GST challan.
9. Period of Contact: The Comprehensive Annual Maintenance Contract (AMC) shall be offered initially for a period of one year and may be at the discretion of the Authority of the University renewed for another year after evaluation of satisfactory performance report from the Security Officer.
10. **Forfeiture of EMD:** The Earnest Money is liable to be forfeited in the event of (a) withdrawal of offer during the validity period of the offer, (b) non-acceptance of orders when placed, or (c) Non confirmation of acceptance of orders within the stipulated time after placement of offer, (d) Any unilateral revision made by the bidder during the validity period of the offer.
11. **Payment will be made on quarterly basis subject to performance report form the Security Officer.**
12. **Rate:** The bidder should quote the rate in Indian Currency i.e. INR and such rates are FOR destination basis i.e. at the site of Tripura University, Suryamaninagar-799022. Bidders are required to quote their rate exclusive of taxes, Government Taxes will be paid as per prevailing Government rules at the time of payment. Part items shall not be considered for evaluation.
13. **The University shall not be held responsible for any injury or loss of life and**

property to any technician/workers of the vendor/bidder during the course of the maintenance period.

14. Payment will be made strictly through RTGS/NEFT/Bank Transfer.
15. **Bidders not submitting a single/ all documents that has been sought under Annexure-A shall be summarily rejected and not consider for Technical Evaluation.**
16. **Note:** Tripura University reserves the right to reject any/all the bids without assigning any reason thereof for the interest of the University and lowest rate may not be the only criteria for selection of the bid.

Scope of Work/Additional Terms & Conditions (ATC)

1. Type Of Building: Institutional
2. Type of Fire Extinguishers: ABC, Water Based, Dry Chemical Powder, Co2, Water Co2, Water Type (Stored Pressure), Mechanical Foam & Wet Chemical (K-Type)
3. Physical inspection of all the cylinders, pressure gauge, discharge pipes, nozzles etc. and refilling.
4. **All ABC, DCP, BC dry powder, Mechanical Foam, Water CO₂, K-type and Water Type (SP) Fire Extinguishers should be compulsorily refilled at the start of the contract.**
5. Age of Extinguishers: More than five years.
6. Cost of all consumables, materials, spares etc. to be provided by service provider all-inclusive in the contract cost.
7. During the period of contract if any fire extinguisher gets damaged and goes beyond repair and becomes un-serviceable the vendor has to provide a new Fire Extinguisher as replacement within 7 days of such finding.
8. **Inspection of all kind of Fire Extinguishers shall be done in every month and a report has to be submitted to the Security Officer.**
9. Preventive maintenance has to be completed within 15 days before the start of each quarter.
10. In case of emergency requirement, response shall be made within 24 Hrs from the time of complaint.
11. 2(Two) printed jacket/sticker under the firm's name & signature has to be tied/fixed in all the fire extinguishers as under:
 - i. Mentioning the Type and capacity of the extinguisher, Date of inspection, Due date for next Inspection, Condition of the Extinguisher, date of Hydraulic Pressure Test (if done).
 - ii. Date of refilling, due date of next refilling.
12. While refilling all the fire extinguishers should not be taken out together/in one go for Hydraulic Pressure testing/refilling rather they should be taken out in three (03)

phases so that fire emergency requiring the use of Fire extinguishers can be assured.

13. As and when low pressure is detected the Fire Extinguishers shall be refilled immediately by the vendor so that the Extinguishers always remains in working/operational condition.
14. During the contract period if the pressure of any cylinder comes down it has to be refilled immediately and any spares malfunctions, pressure meter not working, discharge pipes breaks etc. it has to be replaced immediately.
- 15. Before taking out any Fire Extinguishers from any building a detailed list has to be prepared by the vendors/bidders towards the type and capacity of Fire Extinguishers where they are located.**
- 16. Type and capacity of each Fire Extinguishers drawn from a particular floor of a building has to be placed back in its original place from where it was drawn for refilling.**
17. The successful vendor has to submit monthly Inspection completion report to the Security Officer mentioning the building wise deployment of Extinguishers and their working condition and that all the Fire extinguishers have been inspected to be operationally fit.
18. Successful vendor shall collect the building wise, Floor wise, Block Wise deployment of extinguishers from the Security Officer before commencement of the contract.
19. All refilling shall be carried as per Government of India Guidelines and norms.
20. During the period of contract if any fire extinguisher gets damaged and becomes unserviceable such damaged Fire Extinguisher/s has to be replaced with new ones of same Type and capacity by the vendor within seven days of such finding. As on the date of bidding there is no damage to any extinguishers.
21. After refilling/servicing each and every Fire Extinguisher has to be placed in the respective floors/buildings/Blocks from where they were taken out.
22. Except CO2, all fire extinguishers have to be refilled on yearly basis.
23. The term/period of the contract may be considered for extension beyond one year purely based on the satisfactory performance of the agency in the preceding year. The decision of the competent authority shall be binding in this regard.
24. Refilling of Fire Extinguishers should be carried out as per BIS norms.

SECTION - III

INSTRUCTIONS TO BIDDERS

Tripura University (A Central University), Suryamaninagar, Agartala, Tripura invites E-tenders for: **“Subject: - Comprehensive Annual Maintenance Contract for different types and capacities of Fire Extinguisher’s in the various location of Tripura University”** as per details given in the tender document uploaded on <https://eprocure.gov.in/eprocure/app>.

The offers, in the prescribed format, shall be submitted online at <https://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website <https://eprocure.gov.in/eprocure/app>.

The tender document is also available on Tripura University (A Central University) website: <https://www.tripurauniv.ac.in/> for reference and viewing only but not for submission. **However, for the purpose of submission, the website <https://eprocure.gov.in/eprocure/app> should be referred to NIT (notice inviting tender).**

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

Bidders are required to enroll on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

1. with clicking on the link **“Online bidder Registration”** on the e-tender Portal by paying the requisite **Registration fee through online banking.**
2. Aspart of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate **(Only Class III Certificates with signing + encryption key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS/ nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-token.
7. The scanned copies of all original documents should be uploaded on portal.

SECTION- IV

List of Fire Extinguishers

Sl No	Type of Extinguisher	Capacity	Quantity
1	ABC	1 KG	2
2	ABC	2 KG	32
3	ABC	3 KG	3
4	ABC	4 KG	83
5	ABC	5 KG	24
6	ABC	6 KG	70
7	CO2	2 KG	60
8	CO2	3 KG	8
9	CO2	4.5 KG	140
10	CO2	6.5 KG	37
11	CO2	9 KG	1
12	Water CO2	6 Ltrs	2
13	Water CO2	9 Ltrs	22
16	Water Type (SP)	6 Ltrs	1
17	Water Type (SP)	9 Ltrs	30
18	BC Dry Powder	5 KG	7
19	BC Dry Powder	6 KG	72
20	BC Dry Powder	10 KG	3
21	Mechanical Foam	9 Ltrs	6
22	Wet Chemical (K-Type)	4 Ltrs	4
Grand Total			607

Annexure A

All the documents mentioned should be self-attested under office seal by the Bidding firm/ Proprietor/ Vendor and has to be uploaded in the Central Procurement Portal

Technical Bid

Sl. No	Particulars	Details
1.	Name of the Firm/ Company	
2.	Name of the Proprietor/Director	
3.	Complete Postal Address	
4.	Contact Address: Name of the Contact Person; Email ID; Mobile No.; Website Address, etc.	
5.	Date of Establishment of Firm	
6.	Valid Trade License of Agartala Municipal Corporation	
7.	Copy of 2 No's of similar works pertaining to Annual Maintenance Contract of Fire Extinguishers for minimum value of Rs.5.00 lakhs or above each work in Govt./PSU/Educational Institutes during the last 3 financial years. Documentary proof needs to be attached along with the Bid	
8.	Permanent Account Number (PAN) and GSTN No. and GST clearance certificate (documents to be attached)	
9.	Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the by any Central/ State Govt. Department/ Autonomous Bodies/ PSU(s) etc.	
10.	ISO certified company /organization. (Documents needs to be attached)	
11.	Proof towards Annual average turnover not below Rs.50.00 Lakh duly certified by Chartered Accountant for the last three Financial Year.	
12.	EMD Details (Refundable) Amount	

	Transaction No..... Dt. Name of the drawing Bank	
13.	Processing Fee details (Non-Refundable) Amount Transaction No..... Dt. Name of the drawing Bank	
14.	MSME Registration Details (if available)	

Declaration by the Bidder/ Firm/Agency/Contractor/Vendor

I/we am/are submitting my/our best our in response to your NIT vide No Dated..... For further course of evaluation. I/ We have gone through the terms and conditions as mentioned and understood properly without any short of ambiguity. Therefore, all the informations given by me/us are true to the best of my/our knowledge and belief. I/ We bind myself/ourselves for compliance of all the terms and conditions as mentioned if the work is offered.

Signature of the Bidder/ Firm/ Agency/ Contractor/ Vendor with seal

Signature Not Verified

Digitally signed by PRANAY PAL
Date: 2025.11.21 13:29:59 IST
Location: eProcure-EPROC