



EOI REF. NO. SBI/LHO/TVPM/P&E/FS/3-25

DATED 15.07.2025

**STATE BANK OF INDIA,**  
**THIRUVANANTHAPURAM CIRCLE**

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF FIRMS/VENDORS FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING (SITC) AND REPAIR OF WATER BASED FIXED FIREFIGHTING SYSTEM FOR WORKS UPTO 100 LAKH ON BANK'S REQUIREMENT FOR VARIOUS BRANCHES/OFFICES OF STATE BANK OF INDIA LOCATED IN STATE OF KERALA, UNION TERRITORY OF PONDICHERRY (MAHE) AND LAKSHADWEEP**

**TO BE SUBMITTED**

**ON OR BEFORE 2PM ON 14.08.2025**

**ADDRESS FOR COMMUNICATION**

**ASSISTANT GENERAL MANAGER (PREMISES & ESTATE)  
STATE BANK OF INDIA, LOCAL HEAD OFFICE  
POOJAPPURA, THIRUVANANTHAPURAM-695012**

**Tel Ph: - (0471) – 2192402**

**E mail – [agmpre.lhotri@sbi.co.in](mailto:agmpre.lhotri@sbi.co.in) & [fo.lhotri@sbi.co.in](mailto:fo.lhotri@sbi.co.in)**

**ATTENTION BIDDERS**

***Bidders, who are authorized dealers, of any one or more, of the following offered brands or equivalent brands of products and fulfilling the given Technical specifications as mentioned under this category of the product, may only apply.***



**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF FIRMS/  
VENDORS FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING (SITC) AND  
REPAIR OF WATER BASED FIXED FIREFIGHTING SYSTEM FOR WORKS UPTO 100  
LAKH ON BANK'S REQUIREMENT FOR VARIOUS BRANCHES/OFFICES OF STATE  
BANK OF INDIA LOCATED IN STATE OF KERALA, UNION TERRITORY OF  
PONDICHERRY (MAHE) AND LAKSHADWEEP**

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State Bank of India, a statutory body corporate constituted under the provisions of the State Bank of India Act 1955 and having its corporate Centre at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai 400021 and having one of its Local Head Office, at Thiruvananthapuram, through its Premises & Estate Department hereinafter referred to as "Bank", invites Expression of Interest (EOI) from the reputed firms for its Branches/Offices located in the State of Kerala and Union Territory of Pondicherry (Mahe) and Lakshadweep, for Supply, Installation, Testing, Commissioning, Maintenance And Repair of **Water Based Fixed Firefighting System such as Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler Systems etc.** The empanelment shall be valid for an initial period of **Three Years** from the date of intimation letter. This empanelment may be curtailed or extended at the sole discretion of the Bank, on the existing terms and conditions. The proposed empanelment exercise is for enlisting qualified and competent vendors for following:

- a) To undertake new Supply, Installation, Testing and Commissioning (SITC) & Repair of Water Based Fixed Firefighting System such as Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler Systems etc. already installed in Branches/offices, where warranted, as per specifications laid down herein after by the Bank for future requirements.**

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**APPENDIX TO THE APPLICANTS**

1.	Scope of Work	Expression Of Interest (EOI) for Empanelment of Firms/Vendors for Supply, Installation, Testing & Commissioning (SITC) and Repair of Water Based Fixed Firefighting System for works upto 100 lakh on Bank's Requirement for various Branches/Offices of State Bank of India located In State of Kerala, Union Territory of Pondicherry (Mahe) and Lakshadweep.
2.	Availability of EOI / tender document.	Tender may be downloaded from the bank's website <a href="https://bank.sbi/web/sbi-in-the-news/procurement-news">https://bank.sbi/web/sbi-in-the-news/procurement-news</a> . No hard copy of the EOI will be made available by the Bank.
3.	Tender participation fees	Nonrefundable fees of Rs. 1000/- (Rupees One Thousand only) by way of demand draft favoring State Bank of India (SBI), payable at Thiruvananthapuram should be enclosed with the application. Those applications which do not contain the fee will be summarily rejected.
4.	Time and last date of Submission of Tender	on or before <b>14.08.2025</b> up to 1400 hours
5.	Place & Address for submission of tender / contact person / telephone no.	In the tender box placed at the office of Assistant General Manager (P&E), State Bank of India, 4 <sup>th</sup> Floor, Premises & Estate Department, Local Head Office, Poojapura, Thiruvananthapuram-695012
6.	Pre - bid Meeting	4 <sup>th</sup> Floor, Premises & Estate Department, Local Head Office, Poojapura, Thiruvananthapuram; from 1600 hrs to 1700 hrs on 25.07.2025
7.	Last date for requesting clarification	Up to 1500 hours on 25.07.2025 All communications regarding points / queries requiring clarifications shall be e-mailed at <a href="mailto:agmpre.lhotri@sbi.co.in">agmpre.lhotri@sbi.co.in</a> and <a href="mailto:fo.lhotri@sbi.co.in">fo.lhotri@sbi.co.in</a> <b>Tel Ph: - 0471-2192402, 0471-2192448</b>
8.	Date, Time and Place of opening of tenders	On <b>14.08.2025</b> at 1600 hours, at the office of Assistant General Manager (P&E), State Bank of India, 4 <sup>th</sup> Floor, Premises & Estate Department, Local Head Office, Poojapura, Thiruvananthapuram-695012
9.	Terms of payment of Bills	On completion of the work payment will be made. <b>No advance payment will be made by the Bank.</b>

**Notes:**

- a) If, on **14.08.2025** is declared a holiday, then tenders would be accepted by 1400 hrs on the next working day and accordingly would be opened at 1600 hrs on the same day.

You may send your representatives to attend the tender opening process at the given time and date.

- b) Sealed Bid received later than the given time/date will be summarily rejected. Canvassing in any form will lead to disqualification.
- c) The Bank reserves the right to reject any or all the offers without assigning any reasons thereof.

**A. DEFINITIONS: -**

- 1) **“Employer/Client”** shall mean **State Bank of India** shall include its legal representatives, assignees & Successors.
- 2) Employer’s Representative i.e. **“Fire Officer”** shall mean any Project Management Consultant (PMC) / Chief Engineer appointed by the Employer to perform the duties henceforth as per clause. Engineer In-Charge of Works will issue the Completion /Payment Certificates in consultation with the Consultants and the Client. The Engineer In-Charge will also issue Clarifications requested by Contractors on working drawings, as also instructions and decisions directly at site after consulting the Consultant or the Client as the case may be at site,
- 3) **“Contractor”** shall mean the applicant, whose tender has been accepted and shall include his / their heirs, and legal representatives, and the permitted assigns.
- 4) **“Works”** shall mean the works to be executed & recorded in accordance with the Contract and shall include all extra or additional altered or substituted works as required and recorded for the performance of the Contract.
- 5) **“Contract Documents”** shall include the notice inviting tenders, the articles of agreements, the General Conditions of Contract the Appendices, The Schedule of quantities, Specifications for Materials, Worksheet and mode of measurements, and drawings pertaining to the work. All sections of this Contract Document are to be read together including all modifications in the Contract mutually agreed upon in writing & signed by Contractor and the Client. The letters, correspondence, etc. exchanged between Contractor and Consultant and Client with written consent of client shall also form part of the Contract.
- 6) **“Drawings”** shall mean the drawings referred to in the specifications and any modifications of such drawings approved in writing by the Engineer and the Consultants and such other drawings as may from time to time be furnished or approved in writing by the SBI Fire Officer and the Consultants. And if any changes in the drawing/ specification prior approval is required from the engineer in-charge / Fire officer (SBI LHO)
- 7) **“Notice in Writing”** or written notice shall mean a notice in writing, typed or printed characters, sent (unless delivered personally or otherwise) proved to have been received by registered post to the last known private or business address or registered office of the address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
- 8) **“Act of Insolvency”** shall mean any Act of Insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act amending such original.

- 9) **“Virtual Completion”** shall mean that the works are in the opinion of the Consultants, and Client complete or fit for occupation.
- 10) Words importing persons include firms and Corporations, words importing the singular only also include the plural and vice versa where the context requires.
- 11) **“Contract Price”** shall mean the total amount referred to in Article /Price Schedule, subject, however, to any valid adjustments made through the application of relevant Contractual provisions herein.
- 12) **“Effective Date of the Contract”** shall mean the date that the Contract comes into force in accordance with Article.
- 13) **“Final Acceptance”** shall mean the acceptance by the Purchaser / Client / Employer of the Works in accordance with conditions of Contract & the issue of a final acceptance certificate.
- 14) **“Site”** shall mean the land upon which the Works are to be constructed as specified in Drawing.

**B. PERMITS AND COMPLIANCE OF LAWS:**

The Contractor shall, without additional expenses to the Company, obtain all required licenses and permits and be responsible for all damages to persons or property that occur as a result of his fault or negligence in connection with the prosecution of the work and shall be responsible for the proper care and protection of all material delivered and work performed until completion and final acceptance.

Contractor shall comply with all the laws and regulations including various labor laws in respect of the work covered under this contract and in respect of workers, employees and subcontractors employed by the Contractor.

**C. DISPUTES AND SETTLEMENT:**

All disputes arising out of or any matter covered under this Contract shall be settled by referring the same to the sole arbitrator in accordance with Arbitration and Conciliation Act. Seat & Venue of the arbitration shall be Thiruvananthapuram, Kerala.

**D. INSTRUCTIONS TO THE APPLICANTS & AVAILABILITY OF APPLICATION FORM FOR EXPRESSION OF INTEREST AND SUBMISSION THERE OF:**

Please read these instructions carefully before filling up the application form.

- a) The application must be submitted in the Proforma to be downloaded from our website i.e. <https://bank.sbi> without editing the text whatsoever. Any violation of this condition shall render the application invalid.
- b) The tender documents have to be submitted in the prescribed format in a sealed **cover** along with other details etc. as laid down in the enclosed Annexure with the super scribed **“Expression Of Interest (EOI) for Empanelment of Firms/Vendors for Supply, Installation, Testing & Commissioning (SITC) and Repair of Water Based Fixed Firefighting System for works upto 100 lakh on Bank’s Requirement for various Branches/Offices of State Bank of India located In State of Kerala, Union Territory of Pondicherry (Mahe) and Lakshadweep”**

- c) The last date for submission of duly filled tender documents in the prescribed format at the office of “**Assistant General Manager, Premises & Estate Department, State Bank of India, 4<sup>th</sup> Floor Local Head Office, Poojapura, Thiruvananthapuram-695012**”, will be **up to 02.00 pm on 14.08.2025**. For eligibility criteria and further details, please login to our website <https://bank.sbi> and visit ‘**Procurement News.**’ The application form should be accompanied with Demand draft / Banker’s cheque of **Rs. 1000/- (Rupees One Thousand only)**, drawn in favour of SBI, Thiruvananthapuram as application fee which will be nonrefundable in any conditions.
- d) Any & all cost/expenditure incurred by the applicants in relation to making the application shall be borne by the applicant. No payment by way of compensation or whatsoever shall be made by the Bank.
- e) The applications not complying with this requirement are liable to be rejected outright without assigning any reason as the sole discretion of the Bank.
- f) **Contents of Cover:** The application form is to be submitted in a sealed cover together with the annexure (A, B, C, D, E, F, G etc.) as required duly sealed and signed along with the certified and attested true copies of required documents. ***Indicative list is mentioned below:***
- 1) Proof of establishment / constitution of the Company/firm.
  - 2) List and addresses of their offices.
  - 3) Demand draft/Banker’s cheque of Rs. 1000/- (Nonrefundable) drawn in favour of SBI, Thiruvananthapuram as application fee.
  - 4) List of works executed during last 05 years for Govt. / Semi-Govt. / Financial Institutions/ Banks/ leading organizations along with details and supporting proof viz., copies of work orders, satisfactory completion certificates etc.
  - 5) Certificate/ proof of empanelment/ enlistment in other Organizations/ Govt. / Semi-Govt. / Public sector undertakings/ Banks (if any).
  - 6) Feedback report/ satisfactory completion certificate (during last 05 years) from few clients.
  - 7) Audited balance sheets for last 03 years certified by Chartered Accountants.
  - 8) Details of Workshop/ Manufacturing units along with details of tools and equipment likely to be used in the project.
  - 9) Declaration (To be furnished in the letter head of organization as per the format enclosed in Annexure)
  - 10) Certificate issued by CA in respect of average annual financial turnover, for last three years and IT returns.
  - 11) Solvency certificate from scheduled Bank.

- h) If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application.
- i) Bank's representatives may visit the applicant's projects and contact his past clients for verification of information given by the applicant. The applicant will be required to give them the necessary facilities and arrangements for verification.
- j) The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of Contractors.
- k) Decision of the State Bank of India regarding short listing of Contractors for the empanelment bid will be final and binding. Shortlisted Contractors will be informed within 180 days from the date of opening of the Bid.
- l) It is also imperative that the Contractors submit their application on the prescribed format along with colour photographs of the system installed (if available), Certificates of satisfactory completion of the job from their respective Clients.
- m) Applications received after the due date & time, incomplete/partly filled/unsigned applications, applications not accompanied with relevant annexure, enclosures, documents etc are liable to be rejected outright without assigning any reason at the sole discretion of the Bank.**
- n) The Bank reserves its right to accept or reject any or all the applications without assigning any reasons whatsoever thereof.
- o) Those agencies / firms / manufacturers who are presently on the Bank's panel either permanent or temporary are also required to apply fresh.

**Note: The interested firm are advised to keep on visiting Bank web site for any subsequent changes / corrigendum / additions / updates etc. for which there would no press notifications.**

**E. OTHER TERMS & CONDITIONS:**

- a) The Applicant must obtain himself/themselves at his/their own Expenses all the information that may be necessary for the purpose of filling of this Empanelment Tender and before submitting the tender, must scrutinize and inspect the site of work and acquaint himself/themselves with all local conditions & matter pertaining thereto.
- b) Conditional applications will be rejected.
- c) Each page of the tender documents is required to be signed by the person/duly authorized persons as token of his/their having acquainted himself/themselves with the general conditions etc. as lay down herein. Any tender with any of the documents not so endorsed is liable to be rejected;
- d) The application forms must be filled in English and all entries must be typed. If any of the documents is missing or unsigned, the tender shall be considered invalid. No column shall be left blank.



- e) All erasures and alterations made while filling the tender must be authenticated by the initials of the Applicant. Over writing is not permitted. Failure to comply with any change in conditions after submitting of the tender will not be entertained.
- f) The empanelment application submitted by an Applicant shall become the property of SBI and SBI shall have no obligation to return the same to the Applicant.
- g) Applicants not giving the full particulars as mentioned above or as called for or not complying with any of the conditions set forth above or therein are liable to be summarily rejected.
- h) For any clarification of technical details/ location and the site you may contact Fire Officer - (0471) – 2192448, E mail - [fo.lhotri@sbi.co.in](mailto:fo.lhotri@sbi.co.in) And can meet for any clarifications, preferably between 11:00 to 17:00 hrs with prior intimation/appointment.
- i) Only the short-listed Applicants, who are declared as pre-qualified by the Bank, will be eligible for participating in tendering process.
- j) *The pre-qualified contractors will have to execute the agreement (Sample of format enclosed) with SBI regarding Integrity pact in a prescribed format as per guidelines of Central Vigilance Commission and it shall be pre-requisite for participation in tendering process.*
- k) ***The agencies / firms / manufacturers shall not use logo and name or any other intellectual properties of the State Bank of India on their letter head, sign board and rubber stamp etc.***

**F. EXECUTION OF CONTRACT / TRANSFER AND SUB LETTING:**

- a) The Agencies/Firms shall be solely responsible for the execution of the contract and the whole contract is to be executed to the entire satisfaction of the Bank.
- b) The Contractor **shall not sublet, transfer, assign or otherwise part with the contract** to any person, firm or company directly or indirectly, or any part thereof.
- c) In case of any deviation of the said instructions is detected / observed during the currency of the contract the said Firm/Agency would be liable to be de-listed/de empaneled from the Bank.

**G. ELIGIBILITY CRITERIA:**

**a) Financial:**

- i) Average Annual Turnover of **Rs. 50 Lakhs** for the last three consecutive years ending **31st March 2025** by virtue of audited Balance sheet in the same field of business of installation and maintenance of **Water Based Fixed Firefighting System such as Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler Systems etc.** and should also be presently in same business.
- ii) The applicant should not have incurred any loss in last 3 (three) financial years or more during the last five financial years ending 31.03.2025, duly certified by a Chartered Accountant. The firm should not be under liquidation, court receivership or similar proceedings.
- iii) The applicant should have a solvency of **Rs. 25 Lakhs** certified by a Scheduled Bank. The Solvency Certificate should not have been obtained earlier than 31/03/2025. In case, the applicant is not able to supply the solvency certificate in original, then the copy of the certificate shall be attested by a Notary.
- iv) **Joint ventures are not accepted.**

**b) Work Experience:**

The preliminary evaluation will be done on the following parameters based on proof documents submitted along with the tender and offers from firms not conforming to any of these parameters or not supported by proof document will be rejected.

- 1) The Agency / Company / Firm should be a contractor firm for the Supply, Installation Testing & Commissioning (SITC) of the various fire protection systems **such as Water Based Fixed Fire Fighting System such as Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler Systems etc. from last 5 Years as on 15/07/2025.** The system to be installed should conform to relevant BIS code viz. Sprinkler System should be as per IS: 15105, Fire hydrant & wet riser system should conform to IS: 3844, Installation of hose reel should conform to IS: 884 etc. and also relevant BIS, NBC-2016 & NFPA's.
- 2) The Agency / Company / Firm should SITC experience of minimum **20 Water Based Fixed Firefighting System** in the commercial buildings (at least 05 floors) / Shopping mall etc. copy of the work order and completion certificates should enclosed. **Out of 20 SITC, minimum 05 SITC** should be completed in a Govt. Deptt / Public Sector Undertaking and the total value of 20 SITC work should be Rs. 300 Lakhs and above.
- 3) The Agency / Company / Firm should have Executed / Completed SITC of **Water Based Fixed Firefighting System** work of **One work of Rs.50 Lakh or Two works of Rs.25 Lakh each or Three works of Rs.20 Lakh each** during Last 03 Years till 31/10/2025
- 4) The Agency / Company / Firm should AMC experience of minimum **15 Water Based Fixed Firefighting System (05 AMC / Each Year)** installed in the buildings of minimum 05 floors/Shopping mall etc. copy of the work order / agreement and completion certificates enclosed.

- 5) **Out of 05 AMC each year, minimum 02 AMC/each year** should be occupied by a Govt. Deptt / Public Sector Undertaking.

**c) REFERENCE FROM CUSTOMERS**

The Firm should submit, along with the Tender, Certificates in Original about the fact that the Firm is holding AMC for Fire Hydrant System and SITC about the quality of the Firm's Services from minimum 03 of each their customers. Firm should furnish details like name, address and telephone numbers of references as per Annexure.

**d) SITE VISITS**

The short listing of firms will be done after scrutinizing and verification of the documents, work carried out / product demonstration & Site Visits.

**e) DEFINITION OF SIMILAR WORKS.**

- 1) "SIMILAR WORKS" under this clause shall mean "Successful completion of the work for reputed corporate clients, PSU's etc. including all the components executed under single contract covering all major works such as Civil, Plumbing, Electrical, Integrated Building Management System, Fire Fighting etc.
- 2) Work/ project completed in all aspects and handed over to client will only be considered.
- 3) *The contractor/firm must have the experience of carrying out successfully at least 03 works for reputed corporate client / PSU / Govt. The contractor must enclose sufficient documentary proof in this regard.*
- 4) Partial Completion of new work will not be considered even if the amount of completed work exceeds the minimum limit. For example, if a contractor has similar work of amount say 20 Lakhs and he has completed works of say 16 Lakhs but the project is not completed, in that case the work will not be considered for empanelment.
- 5) "Cost of work" shall mean actual gross value of completed "similar" work including all the components executed under single contract. The applicant shall submit a certificate of completion from the client.
- 6) Similar works / projects penalized with Liquidated damages for delay (LD) by the client shall not be considered for empanelment. Contractor shall submit certificate from client ensuring that no LD imposed for the said work. Applications without this certificate shall not be considered for empanelment.
- 7) In case contractor appoints sub-contractors for the MEPF services, Bank reserves its rights to review their credentials and works done, prior to approving them for being part of the subject project in any way – Bidder shall be responsible to submit all their sub-contractor credential for Bank's pre-approval (at no extra cost paid to bidder) – Bank reserves full right to accept or reject any such sub-contractor without giving any reason what-so-ever;
- 8) The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant, to obtain an idea about the quality of work executed and to obtain credit opinion from applicant's bank.

f) **Statutory Provisions:**

- i) Must have valid PAN, Aadhar card, GSTs Number etc.
- ii) Manufacturers/ Firms/ Companies/ Dealers/ Vendors should comply with all the labour laws, Rules, Regulation of concerned States and Central Government.
- iii) The Contractor shall discharge all his obligations under the Indian Workman's Compensation Act and E.S.I. in so far as it affects workmen in his employment.
- iv) The Contractor shall make his own arrangements for procuring the necessary labour, skilled and unskilled. He should conform to all local government laws and regulations concerning labour and their employment.

g) **Applicants having near relatives:** Applicants having near relatives working in the State Bank of India may not be considered for empanelment. Near relative to mean spouse, father (including step father), Mother (including step mother), Son (including step son) and / or his wife, grandson, daughter (including step daughter) and/or her husband, brother (including step brother) and/or his wife, sister and/or her husband, Father-in-law, Mother-in-law, Brother-in-law and / or his wife, Sister-in-law and / or his husband. A declaration to this effect should be submitted by the applicant as per Annexure.

h) **Registration Requirements:**

- a) They must have the PAN Number, Aadhar card and must submit copies of return of Income Tax of last 3 years, FY - 2022-23, 2023-24 & 2024-25.
- b) They must have the, Aadhar Card, and GSTs (As and when enforced by the Government) as required for carrying out works in the State of Kerala, failing which the empanelment of the copy/vendor would be liable to be cancelled at the discretion of the Bank.
- c) The applicant must be registered for the purpose of service tax and have a registration number for the purpose.

i) **Products Certifications:** Component of the fire protection (water based) system should be as per Bank specifications viz New age / Mather & plat / Kirloskar / AAAG or any other if considered equivalent at the discretion of the Bank, to be specified by the Bank at the time of tendering for the particular project/work. However, it is advised that as per the requirements / discretion of the Bank amendment may be made with regards to equipment specifications.

j) **Authorization Letter:**

- a) The applicant should submit the authorization Letter from the principles / OEM whose products are proposed.
- b) The applicant should either be the original equipment manufacturer of the proposed system or a subsidiary company of a manufacturer company for such system or an authorized supplier/channel partner of a manufacturer, of a proposed system. If the Applicant is authorized supplier of the equipment, he shall have back to back agreement

with each of the equipment manufacturer, so that direct support for maintenance, spares and upgrades is available for at least 5 years.

- c) State Bank of India reserves the right to visit/inspect Applicant / Manufacturer / workshop facilities to ascertain the above facts. The Bank's representatives may visit the applicant's factory site/offices and contact his past clients for verification of information given by the applicant. The applicant will be required to give them the necessary facilities for verification.

k) **Service Support Office:**

- 1) The firm should have an office in State of Kerala at for the last 02 years and having their own Technicians and trained operators in State of Kerala. Complete address, contacts and documentary evidence for the same needs to be provided, if so required by the Bank. The contact details, especially the telephone numbers, or service focal point/s should remain unchanged during the currency of vendor's relation with SBI Thiruvananthapuram Circle. In case, these are changed, the vendor would inform the Bank 15 days in advance.
- 2) The Engineers/ technicians should be trained in Fire Safety and Management from reputed Fire Training Institute/college.
- 3) The applicant should have sufficient number of Technical and Administrative employees on their roles for the proper execution of the contract as per the format enclosed. Only such Contractors who fulfill the aforesaid eligibility criteria need apply.

4) **Area of the operations under the control of Administrative Offices (AOs):**

Network I: - Thiruvananthapuram and Kollam Administrative Office Area

Network II: - Thrissur and Kozhikode Administrative Office Area include Union territory of Pondicherry (Mahe)

Network III: - Ernakulam and Kottayam Administrative Office Area include Union territory of Lakshadweep

#### H. SELECTION PROCESS:

- 1) Bank will evaluate the application for EOIs on empanelment mandatory requirements based on eligibility criteria, and those who meet the criteria will be evaluated based on the scoring sheet where cut off requirements for scoring is 80mark in total and minimum score for parameters given at each serial number is mandatory for short listing the applicants for further evaluation. (Copy of Evaluation Mandatory requirements cum scoring sheet is enclosed as Annexure. All the requirements in the scoring sheet must be complied, failing which the application would not be considered.
- 2) The applicants at this stage after the satisfactory presentation and based on the scoring sheet, considered eligible for empanelment.
- 3) ***All the shortlisted empaneled vendor of this category will be invited for sealed tender/price bid by the Bank for the particular project/work as per prevailing guidelines of the Bank from time to time, as per Bank specifications, and L1 (Lowest one) will be eligible to carry out that particular works.***
- 4) This exercise is only for the empanelment of the suitable firms for the captioned work. Empaneling with Bank does not mean the guarantee for the allotment of work/contract.
- 5) Allotment of work and the area of operation to the finally empaneled vendors would be the sole discretion of the Bank.
- 6) Vendors so empaneled should comply with all statutory and labour laws, rules and regulations of Central/State Govt. at their own cost.
- 7) Training to be provided by Firm/agency/manufacturer at site to Department officers. Operator level training should be provided by the applicant at their own cost.
- 8) Incomplete applications and those received late will be rejected by the Bank. The decision of Bank to accept or reject any application for empanelment will be final.
- 9) The Bank reserves the right to reject or accept any or all the offers without assigning any reasons and also to cancel the empanelment later by giving clear one-month notice.
- 10) If at any stage the information furnished by the applicant is found to be incorrect the empanelment of the applicants is liable to be canceled at the discretion of the Bank.
- 11) Bank will not enter into any correspondence with applicant except in case of clarification sought with regard to this document only if considered appropriate by the Bank.
- 12) The Bank also reserves the right to change or modify any specification/configuration on a later date / during the process of bidding / demonstration / actual installation of the system.
- 13) This is to be noted that the EMD for each work / project allotted to any of the so empaneled vendors will be collected at the time of the allotment of work / project by the Bank at the discretion of the Bank.
- 14) Applicants to ensure that the required documents by the Bank for this application are given in all Annexure to be filled up and enclosed along with this application.

**I. SAFETY NORMS:**

**a) GENERAL RULES:**

- i) These Safety Rules are incorporated in and form part of the contract document for all contractors engaged in executing works on site to reduce accident and to maintain high standard of safety at site.
- ii) These health and safety rules are in no way intended to relieve the contractors from any obligations or liability to the employer under the contract nor are they intended to relieve the contractors of any of his legal obligations for the avoidance of accidents.
- iii) In all matters arising in the performance of the contract, the contractors shall comply with various rules and regulations of various legal authorities that shall be applicable to the works.
- iv) The contractors shall not in the performance of the contract in any manner endanger the safety or unlawfully interfere with the convenience of the public. Cancellation, addition or revision of these safety rules will be carried out from time to time as deemed necessary.
- v) The contractor shall obtain a "WORK PERMIT" from Engineer before starting any work on site. The "Work Permit" is issued to prevent contractors working in unauthorized areas and will be valid for specific area for a limited period.
- vi) All employees shall wear helmet and shoes while working at site at all times. Contractor shall issue an identity card to all his employees working on site and the same shall be displayed by the employees at all times.
- vii) The contractor will supply / provide to all his persons required safety and personal protective Equipment (PPE) as required by legislation, Site regulations or the method of work. The contractor will borne all the expenses for providing the above equipment.
- viii) Persons below 18 years of age shall not be employed to work on site. Persons under the influence of alcohol shall not be allowed on site. The contractor must ensure that his workmen are following safe working practices /procedures.
- ix) Do not take undue risk or chances while at work.
- x) For carrying out work involving height proper and stable pipe scaffolding should be used.
- xi) Ensure that all his employees and those of any sub- contractor have sufficient information, instruction, training and competence to enable them to carry out safely the work specified in the contract.
- xii) The contractor during the course of the contract should comply with various statutory rules and regulations of various enforcing authorities apart from safety.

**b) GUARDS AND FENCING:**

- i) All machinery and plant brought on site by the contractor shall be fully guarded to relevant standard and protected to ensure the safety of all people.
- ii) No machinery or equipment shall be operated if it is inadequately guarded.
- iii) Only authorized and experience person shall operate dangerous equipment or machinery.



**c) WORK AT HEIGHT:**

- i) Contractor shall obtain "Work Permit" for carrying out work involving height.
- ii) Only experienced person shall be engaged to carry out work involving height.
- iii) Scaffolding erected shall be strong, stable and properly secured. Strong and sturdy working platform with handrails shall be provided for person to carry out the work at height in a safe manner.
- iv) As per site condition use of safety net shall be made to arrest any fall of person or materials from height.
- v) The workers working at height shall wear safety belt with its life line fastened to a firm support.
- vi) Make use of rope for taking up or lowering of materials or tools while working at height.
- vii) The area of work and its surrounding shall be made free from other activities or cordon off the area.
- viii) Do not keep or store any materials or tools on the scaffolding after the day's work.

**d) WELDING ACTIVITY:**

- i) The welding machine and its accessories should be in good working condition.
- ii) The welding cable and power cable should be of good quality with proper electrical fitting. Earthing cable should be of good quality and sufficiently long to enable earthing of the job.
- iii) Proper earthing shall be provided to the welding machine and the job.
- iv) The work area and its surrounding shall be made free from any flammable or combustible materials.
- v) The welder shall use helmet, leather hand gloves, shoes, welding screen, welding goggles and safety belt when working at height.
- vi) The area of work and its surrounding shall be cordon off or free from any other activities.
- vii) Fire extinguishing medium like fire extinguishers, water or sand must be available at the working place.
- viii) The electrode buds should be collected at one place and disposed off.
- ix) After completion of the job switch off the power of the welding machine and inspect the area to ascertain the area is safe. The welding cable and the earthing cable should be removed, rolled and should be kept in proper place along with welding machine.

**e) GAS CUTTING ACTIVITY:**

- i) The gas cylinder shall be carried in a trolley.
- ii) The rubber hose fitted to the gas cylinder shall be of good quality and sufficiently long.
- iii) The gas cylinder shall be fitted with gas regulator and pressure gauges which must be in good working condition. Non return valve shall be provided on the gas cylinder to prevent back fire.
- iv) All the joints on gas cylinder, gas cylinder valves, gas holder connection, gas rubber



hose joints etc shall be free from any type of leakage.

- v) The operator shall wear helmet, hand gloves, safety goggles, shoes etc while carrying out the activity. While working at height safety belt shall be used. The operator shall use gas lighter to light the gas.
- vi) The workplace and its surrounding areas shall be free from any flammable or combustible materials.
- vii) The gas cylinder shall be kept away from any hot object.
- viii) The gas hose shall be kept away to prevent any contact with the hot falling material.
- ix) The area below and its surrounding shall be free from any other activity or cordon off.
- x) Fire extinguishing medium like fire extinguishers, water or sand shall be available at the workplace.
- xi) After completion of the job close the valve of the gas cylinder and discharge the gas from the gas hose. Keep the gas cylinder and gas pipe in a proper place.

**f) LIFTING / ERECTION OF HEAVY EQUIPMENT:**

- i) Proper capacity lifting gears shall be used to for lifting the equipment.
- ii) Only trained operator shall operate the lifting machine and shall take signal from authorized signal man.
- iii) No equipment shall be kept suspended at a height on lifting machine without providing proper supports and fasteners.
- iv) The people on site shall be alerted while lifting activity is carried out or cordon off the Area.
- v) Lifting and lowering of load shall be carried out without any jerks.
- vi) While carrying the load from one place to another ensure that load does not swing.
- vii) The load to be lifted shall be properly tied to avoid any fall of load.
- viii) Proper access shall be provided to the people to reach the working the working place.
- ix) No load shall be lifted beyond its safe working load.
- x) Lifting or erection activity shall be carried out under proper supervision.
- xi) Workers engaged in the work activity shall wear hand gloves, shoes to prevent any injury to hands and foot.

**g) HANDLING OF REINFORCEMENT ROD:**

- i) Reinforcement rod shall be stacked in proper place diameter wise and the area of reinforcement rod staking shall be barricaded. Proper walking place shall be provided in the reinforcement rod area.
- ii) The machinery used for cutting / bending rod shall be properly guarded.
- iii) Authorized and trained operator only shall operate the machine. The working area around the machines should be free from any obstruction.
- iv) Electrical connection to the machines shall be taken by using proper electrical fittings.
- v) Cut pieces shall be stored lengthwise in proper place.
- vi) A waste bin shall be provided to store scrap materials and it shall be disposed

periodically.

- vii) While carrying long bars on site both ends of the bars should be tied with binding wire to avoid swinging movement.
- viii) Workers should wear helmet, shoes and hand gloves as required.
- ix) Reinforcement rod should not be used in fencing, barricading, for levels marking etc.

**h) ELECTRICAL:**

- i) Proper power distribution boards with sufficient sockets and switches and in sufficient numbers shall be provided at proper place for smooth and safe working.
- ii) All electrical power distribution shall be through MCB and ELCB.
- iii) All electrical installation shall be properly earthed and grounded.
- iv) Good quality cable shall be used and as far as possible avoid joints in the cable.
- v) Any joints in the cable shall be properly insulated.
- vi) Cables shall not run on floor. Cables shall be routed through sufficient height to avoid any obstruction.
- vii) Water shall not be allowed to accumulate near electrical installations.
- viii) Electrical cables shall not run or placed on metal body or pipe scaffolding.
- ix) Switch boxes or switch boards shall be properly fitted and should not lie on floor.
- x) Electrical connection shall be taken through proper electrical fittings.
- xi) Do not overload switch. Provide switches of required capacity.
- xii) All electrical work shall be carried out by the authorized electrician only.
- xiii) Provide adequate lighting at the workplace and in storage area. Also, the site should be properly illuminated by providing adequate lighting.

**i) FIRE SAFETY:**

- i) Before carrying out any hot jobs the contractor shall clear any flammable or combustibles materials in the surrounding areas of the work.
- ii) Oil spillage or drips shall be cleaned immediately.
- iii) Oil soaked cotton rags or waste shall be disposed off in a safe manner
- iv) Flammable materials shall be stored in an isolated place in a well-ventilated area.
- v) Smoking is prohibited in fire prone areas.
- vi) Proper earthing shall be provided to all electrical installation and grounded.
- vii) Gas cylinders shall be stored in a proper place.
- viii) Fire extinguishers of various types and in sufficient numbers shall be kept at appropriate place to deal with any fire. Also, water storage arrangement shall be made at site.

**j) BARRICATION / FENCING:**

- i) Excavated areas, pits drainage chambers, slab edges, opening in slabs and such other dangerous locations which poses fall of person should be suitably barricaded or fenced to prevent fall.
- ii) The contractor has to maintain these barricading till that area is made safe.

iii) The contractor has to provide caution tape to alert persons of the danger.

iv) Danger signboards / lights shall be displayed.

**k) HOUSEKEEPING:**

- i) The site shall be kept in a neat and clean condition at all times. Contractor shall deploy housekeeping workers on site to clean their area of work and to dispose off the waste /debris generated on day to day basis. If the contractor fails to do the housekeeping at site then a separate agency will be deployed at site to carry out the housekeeping job and the cost incurred will be proportionately deducted from the contractors R.A. bill.
- ii) Passageways, pathways, staircases etc shall be kept clear from any obstructions or objects which can serve as rollers, lubricants etc. for causing a fall, at all time.
- iii) Materials shall be stored and stacked in proper location and in proper manner.
- iv) Contractor shall provide a waste bin at site to collect the scrap materials.
- v) All scrap, waste or unwanted materials shall be collected from the site and dumped in the waste bin and the same shall be disposed off frequently from the site.
- vi) Access to fire extinguishers and electrical installations shall be free from any obstructions.
- vii) All precautions shall be taken to identify and preempt any and all situations that can cause accidents, with a particular attention to major or main causes like Gravity, Electricity, Compressed air etc. peculiar to the nature of work in progress including of other contractors in the vicinity.

**J. MINIMUM TECHNICAL SPECIFICATIONS"FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF THE WATER BASED FIXED FIRE FIGHTING ARRANGEMENTS LIKE HYDRANT, WET RISER, HOSE REEL, DOWN COMER, FIRE PUMPS (ELECTRIC & DIESEL), SPRINKLER SYSTEMS :**

**Design Confirmation:** Generally, works to be carried out as per BIS standard and applicable and National Building Code of India (NBC), some of the IS codes are listed below:

- a) IS: 884-1995: Specification for first Aid Hose Reel for Fire Fighting.
- b) IS: 901-1988 (reaffirmed 2022): Specification for couplings, double male and double female, instantaneous Pattern, for firefighting purposes (revised).
- c) IS: 902-1992 (reaffirmed 2022): Specification for suction hose couplings for firefighting purposes (revised).
- d) IS: 903-1993 (reaffirmed 2023): Specification for fire hose delivery couplings, branch. Pipe, nozzle and nozzle Spanner (revised).
- e) IS: 904-1983 (reaffirmed 2020): Specification for two-way and three-way suction collecting heads for firefighting Purposes (revised).
- f) IS: 905-1980 (reaffirmed 2008): Specification for delivery breaching, dividing and collecting, instantaneous Pattern, for firefighting purposes (revised).
- g) IS: 906-1992 (reaffirmed 2020): Specification for branch with revolving head for firefighting purposes (revised).
- h) IS: 907-1984 (reaffirmed 2020): Specification for suction strainers, cylindrical and hose types for firefighting Purposes (revised).
- i) IS: 908-1975 (reaffirmed 2020): Specification for fire hydrant, stand post type (revised).
- j) IS: 909-1992 (reaffirmed 2022): Specification for underground fire hydrant, sluice valve type 30 (revised).
- k) IS: 910-1980 (reaffirmed 2020): Specification for combined key for hydrant, hydrant cover and valve.
- l) IS: 936-1966 (reaffirmed 2007): Specification for underground fire hydrant, double-valve type (revised).
- m) IS: 937 -1981 (reaffirmed 2022): Specification for washers for water fittings for firefighting purposes (revised).
- n) IS: 1641-1988 (reaffirmed 2023): Code of practice for fire safety of buildings (general): General principles and fire grading.
- o) IS: 1642-2013 (reaffirmed 2023): Code of practice for fire safety of buildings (general): Materials and details of Construction.
- p) IS: 1646-2015 (reaffirmed 2020): Code of practice for fire safety of buildings (general): Electrical installation.
- q) IS: 2871-2012 (reaffirmed 2017): Specification for branch pipe, universal, for firefighting purposes.
- r) IS: 3582-1991 (reaffirmed 2020): Specification for basket strainers for firefighting purposes (cylindrical type).
- s) IS: 3844-1989 (reaffirmed 2020): Code of practice for installation of internal fire hydrants in i multi-storey buildings.
- t) IS: 5290-1993 (reaffirmed 2023): Specification for landing valves.

- u) IS: 1239 : Providing, fixing, testing and commissioning of Above Ground M.S. ERW Black C Class Heavy duty pipes (up to 150 mm dia.) and
- v) IS: 3589: 2001 (reaffirmed 2022): providing, fixing, testing and commissioning of Above Ground M.S. ERW Black C Class Heavy duty pipes (up to 200 mm dia. And above)

#### **K. LIST OF APPROVED MAKES FOR FIRE FIGHTING WORKS**

All materials to be used in the work shall conform to relevant Indian Standard Specifications and wherever available ISI marked materials will be used. All material procured shall be subjected to relevant tests specified in B.I.S. at the frequency specified therein from any Government recognized laboratory.

S. No.	MATERIAL	MAKES
1.	Hydrant pumps and jockey pumps	Kirloskar, Mather & platt, KSB or equivalent Only
2.	Electric motor	Kirloskar, KSB, Crompton, & ABB or equivalent Only
3.	Diesel Engine	Kirloskar (KOEL), Cummins, Ashok Leyland or equivalent Only
4.	Battery	Exide or equivalent Only
5.	M.S. Pipe	Jindal, Tata, or equivalent Only
6.	Sluice Valve	Kirloskar, Upadhaya, Kartar & Kalpana or equivalent Only
7.	CI Non Return Valve	Kirloskar, Upadhaya, Kartar & Kalpana or equivalent Only
8.	CI Butterfly valves	Audco, Kartaar, Upadhaya & Kalpna or equivalent Only
9.	Hydrant valve	Shah Bhogilal, GEI (Ghosh engg), New age, Safex or equivalent Only
10.	Y Type Strainer	Leader , Prime , Kartar, Hammer ,Kalpana, Worth or equivalent Only
11.	Basket type Strainer	Leader , Prime , Kartar, Hammer ,Kalpana, Worth or equivalent Only
12.	Pressure switch	Indfoss , Switcher, donfos or equivalent Only
13.	Pressure Gauge	H.Guru , Fiebig, Warree or equivalent Only
14.	Starter, Switches	L & T, Siemens or equivalent Only
15.	Pump Panel Components	L & T, Siemens, Schinder, and ABB or equivalent Only
16.	Flow switch	Honeywell , System Sensor, Potter or equivalent Only
17.	Annunciation Panel	AGNI, RAVEL, EAGLE or equivalent Only
18.	Cables	Incab, Gloster, CCI, Finolex, Polycab (ISI Marked) or equivalent Only

19.	Fire Hose	Shah Bhogilal , Newage , Jayshree, CRC, Priyanka, BRG or equivalent Only
20.	SS Branch Pipe & Nozzle	Shah Bhogilal, NewAge, GEI or equivalent Only
21.	Hose Reel Drum	AAAG, Newage, or equivalent Only
22.	Rubber Hose	Dunlop , Deep Jyoti, Jyoti, & Padmini, or equivalent Only
23.	SS Ball Valve	Audco , Leader , Sant, & Zoloto or equivalent Only
24.	CS Ball Valve	Audco , Leader , Sant & Zoloto or equivalent Only
25.	Fire Brigade Inlet	AAAG (Shah Bhogilal), Newage, GEI (Ghosh engg), & New age or equivalent Only
26.	Hose Box	Fabricated as per standard
27.	Quartzite Bulb Type Sprinkler	HD, TYCO or equivalent (UL/BIS Only)
28.	Paint (as per IS: Fire Red )	Asian Pain, Nerolec, Burger or equivalent Only
29.	Anticorrosive Tap	Pipekot, IWL, Rustech or equivalent Only
30.	Pipe Fittings	As per Standard

**L. SCOPE OF WORK FOR NEW SUPPLY, INSTALLATION, TESTING, COMMISSIONING OF THE WATER BASED FIXED FIREFIGHTING SYSTEM SUCH AS FIRE HYDRANT / WET RISER / DOWN COMER / SPRINKLER SYSTEM/ HOSE REEL COVERS THE FOLLOWING:**

- 1) Supply, installation, testing, commissioning, handing over to Bank- the complete firefighting system as per specification, BIS and as per latest edition of National building code.
- 2) Transportation to site, unloading and intermediate storage at site, complete work of erection including final grouting, testing and commissioning and putting into operation of entire fire protection system.
- 3) Supply, installation, testing & commissioning of fire hydrant cum sprinkler pump, jockey pump, electric control panels etc. as per schedule of work & specification.
- 4) Supply, installation, testing & commissioning of complete set of piping, valves, fittings, specialties, instruments elect. Panel, cabling etc as required for the Complete Fire Fighting System.
- 5) All bolts, foundation bolts, nuts, gaskets, packing, pipe hangers, support / thrust block etc. as needed for complete erection & commissioning of system shall be included in the piping. The cost of the same shall be considered in the piping rate. No extra / separate payment will be made for this.
- 6) Supply of all consumable materials required to complete erection of the system.
- 7) Supply, installation, testing, commissioning of complete cabling for motors, from control panel including earthing cable etc.
- 8) Supply, installation, testing and commissioning of complete cabling of the flow Switches from flow switch to their control panel.
- 9) Supply, installation, testing and commissioning of the cabling of the manual call Point and hooter.
- 10) Supply and application of primer and final painting as per specifications.
- 11) Supply, laying and testing of cables from motor to panel including earthing of motor & panel.
- 12) Supply of various drawings, data, test reports, test certificates, operation and Maintenance manual as necessary.
- 13) First fill of all fuel -25 liter (approx) and lubricants (as required) at no extra cost.
- 14) All spare parts and tools and tackles as per specification.
- 15) All final dressing of foundations, grouting of equipment and patch work during and after Erection.
- 16) Excavation for lying of underground piping, back filling, dressing, compacting, Watering, Carrying away of surplus earth up to 500 Mt.
- 17) Carrying out 25% radiography of weld joints of piping, hydro testing of piping loop.
- 18) Getting approved from Local authority approval (Fire NOC) on complete firefighting system.
- 19) The cost incurred for covering complete scope of work specified above shall be included in various items of schedule of works. No extra payment shall be given for covering anything of the above scope of works.



20) **SHOP DRAWINGS:**

- a) Before starting the work, the contractor shall submit to the Fire Officer for his approval in the prescribed manner, the shop/execution drawings for the entire Installation.
- b) The BANK reserves the right to alter or modify these drawings if they are found to be insufficient or not complying with the established technical standards or if they do not offer the most satisfactory performance or accessibility for maintenance. Contractor shall supply in six (6) sets of all approved shop drawings for execution. Shop drawings shall be submitted under the following conditions: -
  - i) Large scale drawings showing fixing detail of fixtures, equipment and showing co-ordination with other services.
  - ii) Showing any change in layout in the Fire Fighting drawings.
  - iii) Equipment layout, piping and wiring diagram.
  - iv) Manufacturer's or Contractor's fabrication drawings for any materials or equipment supplied by him.
  - v) The contractor shall submit four copies of catalogues, manufacturer's drawings, equipment characteristics data or performance chart as required by the Engineer-in-Charge.

21) **INSTRUCTION/MAINTENANCE MANUAL:**

The Contractor shall prepare and produce instruction, operation and maintenance manuals in English for the use, operation and the maintenance of the supplied equipment and installations and submit to the Bank in (2) copies at the time of handing over. The manual shall generally consist of the following:

- a) Description of the project.
- b) Operating instructions.
- c) Maintenance instructions including procedures for preventive maintenance.
- d) Manufacturers catalog.
- e) Spare parts list.
- f) Trouble shooting charts.
- g) Drawings.
- h) Type and routine test certificates of major items.
- i) One (1) set of reproducible 'as built' fire fighting system drawings.

22) **COMPLETION CERTIFICATE:** On completion of the Fire Fighting installation a certificate shall be furnished by the contractor countersigned by the licensed supervisor, under whose direct supervision the installation was carried out. This certificate shall be in the prescribed form as required by the local supply authority. **The contractor shall be responsible for getting the Fire Fighting installation inspected and approved by the local concerned authorities and for obtaining the necessary clearance certificates /NOCs (pre & post) from the authorities.**

23) **GUARANTEE:** At the close of the work and before issuance of final certificate of completion by the Bank Fire Officer/Consultants, the contractor shall furnish written guarantee



indemnifying the Bank against defective materials and workmanship for a period of **One Year**. The contractor shall hold himself fully responsible for reinstallation or replacement, free of cost to Bank, the following:

- a) Any defective work or material supplied by the Contractor.
- b) Any material or equipment supplied by the Bank which is damaged or destroyed as a result of defective workmanship by the contractor.
- c) Any material or equipment damaged or destroyed as a result of defective Workmanship by the contractor.

**24) MAINTENANCE DURING WARRANTY PERIOD:**

- a) During the currency of the **warranty**, **any number of fault complaints shall have to be attended-to, free of charge. It is to be noted well that any such complaint has to be attended within the timeframe laid down i.e. within 24 hrs. Failure on this score may invite penal action.**
- b) The initial maintenance during the warranty period of the system as well as the battery (which is covered by its separate warranty) will be free of charge and shall include free replacement of any / all failed components / spares, **with regular quarterly visits to carry out maintenance of the system, as per the enclosed schedule** and scope of work under AMC.

**25) ADDITIONAL TERMS AND CONDITIONS:**

- 1. **ISSUANCE OR RENEWAL OF NO OBJECTION CERTIFICATE:** Fresh issuance or renewal of Fire NOC from Fire Brigade will be got done by the vendor. (License fee will be paid by the Bank).

**2. VALIDITY OF EMPANELMENT & RATE CONTRACT PERIOD:**

- a) The panel should be valid for Three years (03) and Rate contract will be valid for 12 months from the date of empanelment. After expiring of the rate contract, fresh tender will be invited from the empanelled vendor for the finalization of rate contract through Bank's website.
- b) SBI shall have sole discretion to terminate the contract agreement at any time during the contract period, if considered necessary, for any reason, whatsoever.

**3. MODE OF PAYMENT:**

- a) The bills of all the expenditure will be paid by the Bank / Premises & Estate Department, Local Head Office, Thiruvananthapuram after satisfactory report, scrutinized and endorsed by the Fire Officer.
- b) **No advance payment will be made by the Bank.** No deduction shall be made from the bills except for mandatory statutory dues. Taxes have to be paid / deducted as actual as applicable.

4. **Performance Guarantee Deposit & Penalty:**

- a) Performance Guarantee (Security Deposit) of 10% of total work order shall be deposited with the Bank in the form of DD for one year from the date of awarding the contract. This will cater for the performance of the firms. In case firms fail to carry out the work, Bank reserves the right to cancel the whole contract and forfeit the Security deposit partially or fully.
- b) This penalty shall not apply in case of delays caused by so called acts of God, War, Earthquake, Tsunamis, Riots, Bandhs, Civil Disturbances.

5. **Vendor shall, under no circumstances, be allowed any enhancement of rates for 12 months from the date of signing of the contract.** The rates accepted are inclusive of labor, transportation, and **exclusive of all taxes as applicable** and no extra or additional charges other than the ones quoted in the respective tenders shall be allowed. It is also made clear that the Vendor completely indemnify the Bank against such dues and/or any claims made by any statutory authority subsequently, and to settle all such claims shall remain firm's responsibility.
6. The vendor shall attend to any other unforeseen, reasonable requirement of the Bank within the overall framework of the contract, which may arise during the course of operations/currency of Contract.
7. Any work which is not in the scope of this if deemed necessary the Bank may be arranged by at its own cost. Any difficulty faced by the contractor in execution of this contract shall be brought to the notice of Fire Officer without any delay.
8. In case of any dispute the procedure (under Arbitration & Conciliation Act) as laid down in our various earlier documents shall be taken recourse to. The courts at Thiruvananthapuram shall alone have jurisdiction in this regard.
9. **Notwithstanding any condition stipulated above, the Bank shall have the right to instantly revoke / cancel the said contract, partially or fully, on the grounds of proven deficiencies, inability or unwillingness failure in fulfilling the contractual obligations, as the Bank reserves the right to terminate/cancel the contract and its sole discretion with liability to pay only for the equipments supplied and installed at its entities.**
10. The Vendor shall issue Photo-Identify Cards to all its employees who would be deployed for the maintenance or any other work for the system and produced by the individual employee on demand by Bank to gain access to the site. The Photo-Identify Cards shall be signed by the employee concerned, the authorized signatory of Vendor and countersigned by the designated official of the P&E Department. Photocopy of such Photo-Identify Cards to be provided to the SBI, Local Head Office, Thiruvananthapuram.
11. The Vendor shall make his own arrangement for the engagement of all labour and shall be responsible for regulating their service and work conditions in conformity with all Acts, Regulations, Rules or Order of Competent Authority under relevant laws in force during the Warranty period. Vendor shall indemnify the Bank from all claims relating to Workers/Staff/Sub-Contractor's Salaries, Minimum Wages, Overtime, Leave, Provident Fund, ESI, Medical Fa-



cilities, Gratuity, Bonds or any other claim as applicable and stipulated in any Statutory provisions, rules or order of Competent Authority.

12. Logbook shall be maintained and the same to be put up to the Fire Officer/Designated Officer for signatures.
13. The firm or its employees undertaking the work to maintain total and complete secrecy and assure not to communicate or allow to be communicated to any person or divulge in any matter/information relating to the ideas, concepts, know-how, techniques, data, facts, figures, and all information what so ever concerning, relating to the bank and its affairs to which the employees have the access and the employer shall also execute letters of fidelity and secrecy in such form as may be prescribed by the bank and the firm hereby guarantees the fidelity and secrecy on behalf of its employees.

I/We have carefully read and accept all the above-mentioned scope/terms and conditions stipulated by the Bank. This agreement duly signed with official seal of the authorized signatory on all the pages, as a token of your having accepted the contract at terms and conditions enumerated above, without any reservations.

(Name of Authorized Signatory)

(Seal of the firm/agency/company)



**Annexure - A**

(Covering letter to be typed on the letter head of the company)

Ref. No.....

Date: ...

**Assistant General Manager (P&E),  
State Bank of India, Premises & Estate Department,  
4<sup>th</sup> Floor, Local Head Office, Poojapura  
Thiruvananthapuram-695012**

Tel Ph: - (0471) – 2192402

E mail - [agmpre.lhotri@sbi.co.in](mailto:agmpre.lhotri@sbi.co.in)

Dear Sir,

**APPLICATION FOR EMPANELMENT OF FIRMS/VENDORS FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING (SITC) AND REPAIR OF WATER BASED FIXED FIREFIGHTING SYSTEM FOR WORKS UPTO 100 LAKH ON BANK'S REQUIREMENT FOR VARIOUS BRANCHES/OFFICES OF STATE BANK OF INDIA LOCATED IN STATE OF KERALA, UNION TERRITORY OF PONDICHERRY (MAHE) AND LAKSHADWEEP.**

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With reference to your advertisement in newspaper / website on dated -----, we enclose herewith application for eligibility for the captioned work in the desired format. We hereby enclose the following required documents/Annexures and DD/Banker's Cheque as desired by the Bank. We confirm that the details furnished by us are true and correct.

2. We undertake to produce the original of all the papers / documents attached herewith as and when asked for by the Bank and shall extend all assistance to the Bank Authorities for the purpose of empanelment.

3. We clearly understand & undertake that mere submission of application does not guarantee for our empanelment and Bank's decision in this regard will be final and binding on us.

4. We submit this application in token of our acceptance of the terms and conditions laid down in this advertisement.

Yours faithfully,

(Name of Authorized Signatory)

(Seal of the firm/agency/company)



**Annexure-B**

**APPLICATION FORM**

(Please strike-off which is not applicable)

1	Name of the applicant/organization	
2	Full Postal Address of Firm	
3	Main Activities of Firm	
4	Contact Details	(i) Phone No. : (ii) Mobile No : (iii) Fax No. : (iv) Email-ID :
5	Year of establishment <b>Please enclose documentary evidence</b>	
6	Constitution of Firm <b>Enclose certified copies of documents as evidence.</b>	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
7	Whether registered with the Registrar of Companies / Registrar of firms. <b>Enclose certified copies of documents as evidence.</b>	Yes / No : If Yes, Registration No.: Date of Registration :
8	Name of the Proprietor/Partners/Directors of the organization/firm <b>Enclose certified copies of document as evidence.</b>	
9	Bio-data of Partners / Associates, Details may be given in the Enclosed format	(Details may be given in the enclosed format -Annexure 'B')
10	Name/s of authorized signatory with designation	1. Name : Designation: 2. Name : Designation:
11	Mode of Authorization <b>Enclose certified copies of document as evidence.</b>	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other ( Please specify)
12	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c.	2022-23:

	(Audited) for the last 3 years (or) Certificate issued by CA.  <b>Enclose certified copies of document as evidence.</b>	2023-24:  2024-25 : a) Total of three years :  b) Average of three years :
13	Banker's Details  (i) Banker's Name  (ii) Full Postal Address  (iii) Telephone No  (iv) Account No.  (v) Type of Account	Please enclose photocopy of blank cheque as evidence and enclose latest solvency certificate of Rs.25 Lakhs issued on or after 31.08.2025
14	PAN No. (Income tax) <b>Enclose certified copies of document as evidence</b>	
15	Whether registered with sales tax department, if yes,  <b>Please enclose documentary evidence</b>	(i) CST No. :  (ii) State ST No. :  (iii) VAT / TAN No. :
16	GST No.  <b>Please enclose documentary evidence.</b>	Yes/ No  If Yes, GSTIN:
17	Whether last three years IT returns filed  (Please enclose certified copies of the I T return of 2022-23, 2023-24 & 2024-25)	Yes/ No
18	Details of similar works executed & completed	Please fill up enclosed Annexure & enclose copies of work completion certificates
19	Details of AMC works on hand	Please fill up enclosed Annexure & enclose copies of work order/ agreement
20	Certificate from Previous Employer	Details should be given

21	Whether any Civil Suit/litigation arisen in contracts executed during the last 10 years. If yes, please furnish the required details.	
22	List of Professionals / Technical / Non-technical Personnel employed permanently	(Details may be given in the enclosed format -Annexure)
23	Details of workshop / manufacturing unit/ tools / equipment owned by the company	Details may be given
24	List of empanelment / enlistment/ registration with other Organizations / statutory bodies etc.	Details may be given in
25	Details of the person who will give further information in case of need.	Name : Designation : Contact no. (i) Landline no. : (ii) Mobile no. : Email -Id :
26	Have you been black listed by any organization in the past, if yes, furnish details	
27	Whether the applicant is willing to maintain / repair the existing water based fixed fire fighting system and its accessories	Yes / No
28	Declaration regarding near relatives working in Bank.	Please provide complete details in separate sheets as Annexure.

**Note:** Please enclose separate sheets in same format for additional information, photographs, and documents. Please enclose all the Annexure with relevant supporting documents.

**Declaration:**

- I/We have read and understood the empanelment notice inviting tender & this application form along with all Annexure and certify that my/our firm full fills the eligibility criteria for empanelment described in empanelment notice.
- I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.
- I/We are authorized to sign and submit these documents for empanelment.
- I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.



- e) I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.
- f) I / We understand that this is merely an application & does not entitles us to be necessarily pre-qualified by the Bank and Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM

(SIGNATURE OF AUTHORIZED SIGNATORY)

PLACE:

NAME:

DATE:





**Annexure-C**

**INDICATIVE LIST OF ENCLOSURES**

S. NO.	PARTICULARS	ENCLOSED (YES OR NO)
1.	Copy of certificate of registration/partnership deed in support of constitution.	
2.	List of office locations within India and Kerala (particularly in Thiruvananthapuram, Kollam, Kozhikode, Thrissur, Ernakulam and Kottayam).	
3.	Documentary evidence in support of registration / empanelment with any organization/public sector body.	
4.	Service support in Kerala with details of address and contact details.	
5.	Sales tax/vat registration certificate, certified copy of latest sales tax/vat return/clearance certificate.	
6.	Copy of PAN letter issued by income tax. Certified copy of latest tax clearance certificate / registration filed/assessment order.	
7.	Copy of GSTs.	
8.	Last three years copies of audited profit and loss and balance sheet (for year 2022-23, 2023-24 & 2024-25) along with auditor's note.	
9.	Solvency certificate / equivalent document of Rs. 10 Lakhs issued on or after 31/03/2025.	
10.	List of clients / work executed with details required above during last 5 years along with order copy / contact copy and installation certificate / certificate of successful work cum satisfactory performance, from customers.	
11.	Order copy/contract copy and installation certificate/ certificate of successful work from Public Sector Bank/Entity in support of installation.	
12.	Copies of certification, if any	
13.	Pre-Contract Integrity Pact	
14.	List of technical staff/engineers	
15.	Technical specifications/Brochure of the product(s) offered.	
16.	Experience certificate	
17.	A valid direct authorized dealer certificate from OEM / ODM	
18.	Back to back support certificates form OEM	
19.	An affidavit on a stamp paper duly attested by Notary etc.	

(SIGNATURE OF AUTHORIZED SIGNATORY)/ NAME:

PLACE: /

DATE:



**Annexure-D**

**EVALUATION OF MANDATORY REQUIREMENTS CUM SCORING SHEET  
SCORING SHEET FOR 'SUPPLY, INSTALLATION, TESTING COMMISSIONING AND  
MAINTENANCE OF FIRE PROTECTION SYSTEM (WATER BASED)**

M/s ..... (M)-----

S. NO.	EMPANELMENT OF MANDATORY REQUIREMENTS	WHETHER COMPLIED?	REMARKS
1.	Average Annual Turnover of Rs. 50 Lakhs for the last three consecutive years ending 31st March 2025	YES / NO	
2.	Copy of audited balance sheet during last 03 financial years (2022-23, 2023-24 & 2024-25)	YES / NO	
3.	Copies of return of Income Tax of last 3 years, FY - 2022-23, 2023-24 & 2024-25 respectively.	YES / NO	
4.	The solvency of Rs. 25 Lakhs certified by a Scheduled Bank. The Solvency Certificate should not have been obtained earlier than 31.03.2025.	YES / NO	
5.	Minimum five years <b>05 Years as on 15/07/2025</b> , relevant experience in the Supply, Installation Testing & Commissioning (SITC) of the various fire protection systems such as Water Based Fixed Fire Fighting Arrangements Like Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler Systems etc.	YES / NO	
6.	SITC experience of minimum <b>20 Water Based Fixed Fire Fighting Arrangements</b> in the commercial buildings (at least 05 floors) / Shopping mall etc. copy of the work order and completion certificates should enclosed.	YES / NO	
7.	<b>Minimum 05 SITC</b> should be completed in a Govt. Deptt / Public Sector Undertaking.	YES / NO	
8.	The total value of 20 SITC work should be Rs. 300 Lakhs and above. Copy of the work order and completion certificates enclosed.	YES / NO	
9.	SITC of <b>Water Based Fixed Firefighting System</b> work of <b>One work of Rs.50 Lakh or Two works of Rs.25 Lakh each or Three works of Rs.20 Lakh each</b> during Last 03 Years till 31/10/2024	YES / NO	
10.	The Agency / Company / Firm should AMC experience of minimum <b>15 Water Based Fixed Fire Fighting system (05 AMC / Each Year)</b> installed in the buildings of minimum 05 floors/Shopping mall etc. copy of the work order / agreement and completion certificates enclosed.	YES / NO	
11.	<b>Out of 05 AMC each year, minimum 02 AMC/each year</b> should be occupied by a Govt. Deptt. / Public Sector	YES / NO	

	Undertaking. Copy of the work order / agreement and completion certificates enclosed.		
12.	Certificates in Original about the fact that the Firm is holding AMC for Fire Hydrant System and SITC about the quality of the Firm's Services from minimum 03 of each their customers. Firm should furnish details like name, address and telephone numbers of references as per Annexure.	YES / NO	
13.	Must have valid PAN, Aadhar card, GSTs Registration Number etc. The applicant must be registered for the purpose of GSTs and have a registration number for the purpose.	YES / NO	
14.	Manufacturers/ Firms/ Companies/ Dealers/ Vendors should comply with all the labour laws, Rules, Regulation of concerned States and Central Government.	YES / NO	
15.	Applicants having near relatives in the State Bank of India. A declaration to this effect should be submitted by the applicant as per Annexure.	YES / NO	
16.	The authorization Letter from the principles/OEM whose products are proposed.	YES / NO	
17.	If the Applicant is authorized supplier of the equipment, he shall have back to back agreement with each of the equipment manufacturer, so that direct support for maintenance, spares and upgrades is available for at least 5 years (copy enclosed)	YES / NO	
18.	An office of their own in State of Kerala from last 02 years and having their own Technicians and trained operators in state of Kerala. Complete address, contacts and Documentary evidence for the same.	YES / NO	
19.	The applicant should have sufficient number of Technical and Administrative employees on their roles for the proper execution of the contract as per the format enclosed	YES / NO	



<b>MATRIX FOR EVALUATION</b>			
<i>(Minimum qualifying marks is 80 and should obtain minimum in each category)</i>			
<b>S. NO.</b>	<b>PARTICULARS</b>	<b>MARKS</b>	<b>SCORED MARKS</b>
1.	Service support centers at 6 locations within the area of jurisdiction of Thiruvananthapuram/ Kollam/ Kozhikode/ Thrissur/ Ernakulam/ Kottayam		
	5 and above	<b>10</b>	
	3 to 4 service support office	08	
	2 (presently no / nil office (refer above, Para G (m)	05	
2.	Average Annual Turn Over Last 3 Years		
	Above 100 Lakhs	<b>10</b>	
	More than 51 Lakhs & up to 100 Lakhs	08	
	Minimum 50 Lakhs	05	
3.	Relevant Experience in Water Based Fixed Fire Fighting system (As On 15.07.2025)		
	07 years and above	<b>10</b>	
	05 years and less than 07 years	08	
	Up to minimum 05 years	05	
4.	No. of installations in Water Based Fixed Fire Fighting		
	More than 30 and up to 50	<b>10</b>	
	More than 21 and up to 30	08	
	Minimum 20	05	
5.	SITC of Water Based Fixed Fire Fighting at Govt. / Public Sector Undertaking / Organizations including Bank		
	Above 10	<b>10</b>	
	More than 5 & up to 10 Lakhs	08	
	Minimum 5 SITC	05	
6.	SITC of <i>Water Based Fixed Firefighting System</i> work during Last 03 Years till 10.06.2025		

	One work of Rs.50 Lakh	<b>10</b>	
	Two works of Rs.25 Lakh each	08	
	Three works of Rs.20 Lakh each	06	
7.	AMC of Water Based Fixed Fire Fighting at building (min-05 floors) including Govt. / Public Sector Undertaking / Organizations including Bank		
	Above 20 AMC	<b>10</b>	
	More than 16 AMC & up to 20 AMC	08	
	Minimum 15 AMC (05/each year)	05	
8.	AMC of Water Based Fixed Fire Fighting at building (min-05 floors) Govt. / Public Sector Undertaking / Organizations including Bank only		
	Above 05 AMC	<b>10</b>	
	More than 03 AMC & up to 05 AMC	08	
	Minimum 02 AMC	05	
9.	The solvency certified by a Scheduled Bank. The Solvency Certificate should not have been obtained earlier than 31.08.2024.		
	Above 50 Lakhs	<b>10</b>	
	More than 25 Lakhs & up to 50 Lakhs	08	
	Minimum 25 Lakhs	05	
10.	Permanent Trained Manpower with The Firm		
	a) More than 15	<b>10</b>	
	b) More than 10 up to 15	08	
	c) Up to 10	05	
	<b>Total Marks (Maximum)</b>	<b>100</b>	

Note: -

- a) Marks under each parameter will be awarded by the committee but will not be disclosed to the vendors. Minimum qualifying marks shall be marks obtained within 20% of the highest obtained marks. The bids of vendors securing less than the qualifying marks will not be

considered for further evaluation. **For example, if the highest vendor score 70 marks, then applicants scoring 56 marks and above will be considered for further process.**

- b) During evaluation and comparison of bids, the Bank may, at its discretion ask the vendors for clarification of its bid. The request for clarification shall be in writing. No post bid clarification at the initiative of the vendor shall be entertained.
- c) Only the short-listed applicants i.e. who fulfilled the eligibility criteria and other terms and conditions would then be invited by the Bank to make a presentation of their equipment and their proposed methodology, at their own cost.



(On the Bidder's Company letter head)

**Annexure-E**

**TRAINED MANPOWER WITH THE FIRM**

S. No.	Name of Employees	Educational Qualifications	Details of Training / Certificate / Diploma Course in Fire Safety	Name of Training Institute
1.				
2.				
3.				
4.				
5.				
6.				
7.				

*Note: Copies of the Certificates of educational qualification enclosed.*

Place:

Date:

Signature

Name & Designation & seal of the Company



(On the Bidder's Company letter head)

**Annexure-F**

**REFERENCE SITE DETAILS WHERE COMPANY HAS BEEN CARRIED OUT THE SUPPLY  
INSTALLATION TESTING & COMMISSIONING (SITC) OF THE FIXED FIRE FIGHTING  
SYSTEM**

S. No.	Name of the Company	Address of the Company/ Building	Name, Designation of Contact person with Telephone No. and e-mail id	# Details of Fire Hydrant Systems in the Building
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**Note: copy of the work order and completion certificate must be enclosed.**

Authorized Signatory  
STAMP





(On the Bidder's Company letter head)

**Annexure-G**

**REFERENCE SITE DETAILS WHERE COMPANY IS PRESENTLY  
DOING ANNUAL MAINTENANCE CONTRACT WORK**

S. No.	Name of the Company	Address of the Company/ Building	Name, Designation of Contact person with Telephone No. and e-mail id	# Details of Fire Hydrant Systems in the Building
1.				
2.				
3.				
4.				
5.				
6.				

**Note: copy of the work order/agreement must be enclosed.**

**# Format for details of fire hydrant systems installed in the building for each.**

S.NO.	ITEMS PARTICULARS	QUANTITY INSTALLED
1.		
2.		
3.		
4.		
5.		

Authorized Signatory  
STAMP



(On the Bidder's Company letter head)

**Annexure- H**

**DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES**

**[Crossed with double diagonally line, which one is not applicable]**

**If having near relatives**

I,  
We.....  
.S/O,D/O,W/  
O.....residing  
at.....hereby certify that one or more of our near  
relative(s) as defined in the pre-qualification notice is/are employed in the State Bank of India,  
whose details are as under:

S. No.	Employee No. / PF No	Name	Age	Male/Female	Branch/Office

In case at any stage, it is found that the information given by me/ us is false/incorrect, State Bank of India shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

**If not having near relatives**

I,  
We.....  
.S/O,D/O,W/  
O.....residing  
at.....hereby certify that none of our near  
relative(s) as defined in the pre-qualification notice is/are employed in the State Bank of India. In  
case at any stage, it is found that the information given by me/ us is false/incorrect, State Bank  
of India shall have the absolute right to take any action as deemed fit, without any prior  
intimation to me.

\*\*\*The near relatives are members of Hindu Undivided family/husband and wife/the one related  
to the other in the manner as father, mother, son(s) and son's wife (daughter in laws),  
daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and  
sister's husband (brother-in-law).

Place:

Signature with Seal

Date:

Name in Block Letters:

Designation:

Address: