



**STATE BANK OF INDIA
Premises & Estate Department
Local Head Office, Kolkata**

APPLICATION ID NO. PREM/FH/21-22/1049

START DATE: 15-03-2022

**LAST DATE OF SUBMISSION OF DULY FILLED APPLICATION: ON OR BEFORE
4.00 PM ON 12-04-2022**

State Bank of India, Local Head Office, Kolkata invites applications for pre-qualification /empanelment of vendors for supply, installation, testing, commissioning and annual maintenance contract of **Fire Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler System etc.** in State Bank of India buildings/premises in the State of West Bengal, Sikkim & Bay Islands. The eligibility criteria and application form will remain available on Bank's website www.sbi.co.in, under "PROCUREMENT NEWS LINK".

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 respective category of the product, may only apply. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and no correspondence will be entertained in this regard.

Asst General Manager (P& E)

10-03-2022

NOTICE FOR PRE-QUALIFICATION/EMPANELMENT OF VENDORS FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF THE WATER BASED FIXED FIRE FIGHTING ARRANGEMENTS LIKE FIRE HYDRANT, WET RISER, HOSE REEL, DOWN COMER, FIRE PUMPS (ELECTRIC & DIESEL), SPRINKLER SYSTEMS AND THEIR ANNUAL MAINTENANCE CONTRACT (AMC) ETC. IN SBI BUILDINGS /PREMISES IN THE STATE OF WEST BENGAL, SIKKIM & BAY ISLANDS.

State Bank of India (hereinafter referred to as SBI / the Bank) a body Corporate created under State Bank of India Act 1955, having its Local Head Office at Kolkata includes the client's representatives, successors.

SBI Local Head Office Kolkata intends to empanel vendors for supply, installation, testing, commissioning and annual maintenance contract of Fire Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler System etc. in State Bank of India buildings/premises in the State of West Bengal, Sikkim & Bay Islands.

The application document may be obtained from the as under or downloaded from Bank's web- site www.sbi.co.in, **under procurement news** (LINK: <https://sbi.co.in/web/sbi-in-the-news/procurement-news>) and the application along with all necessary documents for empanelment should be submitted to the under mentioned office;

Asst General Manager (P & E),
Premises & Estate Department,
9th Floor, 'B' Block, Samriddhi Bhawan
SBI, Local Head Office,
1, Strand Road,
Kolkata - 700001

- ❖ **SBI reserves the right to change the dates mentioned in this document, which will be updated in the website.**
- ❖ **The information provided by the vendors in response to this document will become the sole property of SBI and will not be returned. SBI reserves the right to amend, rescind or reissue this application.**
- ❖ **After scrutiny of applications, price bids will be invited from the technically short listed firms only.**

Please note that all the information desired needs to be provided. Incomplete information would lead to disqualification/ non-consideration of the proposal.

Asst General Manager (P &E)

SBI LHO, Kolkata invites applications for pre-qualification/empanelment of vendors for supply, installation, testing, commissioning and annual maintenance contract of Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler System etc. in State Bank of India buildings/premises in the State of West Bengal, Sikkim & Bay Islands.

A. APPENDIX FOR GENERAL INFORMATION:

a)	Name of the work	Empanelment of vendors for supply, installation, testing, commissioning and annual maintenance contract of Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler System etc. in State Bank of India buildings/premises in the State of West Bengal, Sikkim & Bay Islands.
b)	Application downloading date from SBI website i.e. www.sbi.co.in	15-03-2022 to 12-04-2022
c)	Last date and Time of Submission of application	On or before 12-04-2022, up to 1600 hrs
d)	Place & Address for submission of EOI	Asst General Manager (P & E), Premises & Estate Department State Bank of India 9 th Floor, Local Head Office, 1, Strand Road, Kolkata - 700001
e)	Contact details of Concerned Officials for any clarification	Shri Puneet Kapil Fire Officer - 9674710101, E mail - fo.lhokol@sbi.co.in
f)	Date, Time and Place of opening of applications	13-04-2022 at 3:00 pm Asst General Manager (P & E), Premises & Estate Department, 9 th Floor, Local Head Office, 1, Strand Road, Kolkata – 700001 <i><u>Note: - In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.</u></i>
g)	Validity of empanelment list	The panel shall be valid for an initial period of (03) Three Years from the date of signing of the contract agreement with the short listed firms which may be extended or curtailed at the sole discretion of the Bank. Only empaneled vendors will be allowed to participate in the tenders.

h)	Earnest Money Deposit (EMD)	Rs 5000/- (Rupees five thousand only) by way of demand draft favouring SBI, payable at Kolkata as a refundable 'Participation Fees' should be enclosed in the cover containing Technical Bid. Those offers in which the technical bid does not contain EMD will be summarily rejected.
i)	Security Deposit/ Bank Guarantee	The Successful bidders/tenderers have to submit Bank Guarantee/Security Deposit of non interest bearing amount of Rs 1 lakh (refundable) from a scheduled bank other than State bank of India. The Security Deposit will be released only on successful completion of the empanelment period.
j)	Terms of payment of Bills	After receiving the satisfactory SITC reports duly certified by BM as prescribed & scrutinized and endorsed by the Fire Officer, LHO, Kolkata. No advance payment will be made by the Bank.
k)	Taxes	Taxes as applicable would be paid extra.
l)	Electronic Payment	Electronic payment shall be preferred.

A. DEFINITIONS:-

- 1) **"Employer/Client"** shall mean **M/s. _____** shall include his / their heir, legal representatives, assignees & Successors.
- 2) Employer's Representative i.e. **"Asst General Manager (P&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, Work-Sheet 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 from 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 State Bank of India, 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.

2. Contractor shall comply with all the laws and regulations including various labour laws In respect of the work covered under this contract and in respect of workers, employees and subcontractors employed by the Contractor. All the liabilities and penalties arising out of violation of any of laws, rules, regulations shall only be borne by Contractor and shall keep the Bank fully indemnified for any violation or breach thereof.

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 arbitration of the Indian Council of Arbitration. SBI shall have an absolute right to appoint sole-arbitrator from the panel of the arbitrators of the Indian Council of Arbitrators. Venue of the arbitration shall be **Kolkata**.

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. www.sbi.co.in under procurement news section without editing the text whatsoever. Any violation of this condition shall render the application invalid.
- b. The application and required documents for empanelment 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 **“Application for empanelment of vendors for Supply, Installation, Commissioning, Maintenance And Repair of Water Based Fixed Fire Fighting Arrangements Like Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler Systems”**
- c. The last date for submission of duly filled tender documents in the prescribed format at the office of **“Asst General Manager (P&E), Premises & Estate Department, SBI, LHO , 1, Strand Road, Kolkata- 700 001”**, before closing date and time. For eligibility criteria and further details, please login to our website www.sbi.co.in and visit **‘Procurement News.’**
- 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:***
 - i. Proof of establishment / constitution of the Company.
 - ii. List and addresses of their offices.
 - iii. List of works executed during last 05 years for Govt. / Semi-Govt. / Financial Institutions/ s/ leading organizations along with details and supporting proof viz., copies of work orders, satisfactory completion certificates etc.

- iv. Certificate/ proof of empanelment/ enlistment in other Organizations/ Govt. / Semi-Govt. / Public sector undertakings/s (if any).
 - v. Feedback report / satisfactory completion certificate (during last 05 years) from few clients.
 - vi. Audited balance sheets for last 05 years certified by Chartered Accountants.
 - vii. Details of Workshop / Manufacturing units along with details of tools and equipment likely to be used in the project.
 - viii. Certificate issued by CA in respect of average annual financial turnover, for last 5 years and IT returns. Best 3 out of last five financial years shall be considered for calculating average annual turnover.
 - ix. Solvency certificate from scheduled.
- h) If the space in Performa is insufficient for furnishing full details, such information maybe 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 after 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, application processing fees etc are liable to be rejected outright without assigning any reason thereof at the sole discretion of the Bank.*
- n) The SBI reserves its right to accept or reject any or all the applications without assigning any reasons thereof.
- o) Those agencies / firms / manufacturers who are presently on the SBI panel

either permanent or temporary are also required to apply fresh.

Note: The interested firms are advised to keep on visiting web site for any subsequent changes / corrigendum / additions / updates etc. for which there will 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 - 9674710101, E mail - fo.lhokol@sbi.co.in and can meet for any clarifications, preferably between 1000 to 1700 hrs with prior intimation /appointment.
- i) Only the short-listed Applicants, who are declared as pre-qualified by the Committee, 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.*

The bank reserves the right to: select/ reject any/ all Empanelment Bid application

without assigning any reason thereof.

k) The agencies / firms / manufacturers shall not use logo and name 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 panel.

G. ELIGIBILITY CRITERIA:

a) **Financial:**

- i) Average Annual Turnover of **Rs. 50 Lakhs** for the best three years out of last 5 consecutive years ending **31st March 2021** by virtue of audited Balance sheet in the same field of business of installation and maintenance of **Water Based Fixed Fire Fighting Arrangements Like 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) years or more during out of the last five years **ending 31.03.2021**, 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. 10 Lakhs certified by a Scheduled. The Solvency Certificate should not have been obtained earlier than **31/03/2021**. 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.*

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 Arrangements Like Hydrant, Wet Riser, Hose Reel, Down Comer, Fire Pumps (Electric & Diesel), Sprinkler Systems etc.** from last 05 Years as on 31/03/2021. 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 **05 Water Based Fixed Fire Fighting Arrangements** in the commercial buildings/ Shopping mall etc. copy of the work order and completion certificates should be enclosed. **Out of 05 SITC, minimum 02 SITC** should be completed in a Govt. Deptt / Public Sector Undertaking and the total value of 5 SITC work should be Rs. 70 Lakhs and above.
- 3) The Agency / Company / Firm should have **AMC experience** of minimum **5 Water Based Fixed Fire Fighting Arrangements** installed in the buildings of minimum 05 floors/ Shopping mall etc. copy of the work order / agreement and completion certificates enclosed.
- 4) **Out of 05 AMC, minimum 02 AMC** should be occupied by a Govt. Deptt / Public Sector Undertaking.
- 5) The applicant should have an **established office/ service center** with technical personnel in the **State of West Bengal, Sikkim and Bay Islands** for providing 24 hours X 7 days post implementation support. Registration certificate under Shop & Establishment act is mandatory from State Government as on date of publication of tender notice.

REFERENCE FROM CUSTOMERS

The Firm should submit, along with the Tender, the 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.

SITE VISITS

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

H. 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 have 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, 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 's pre-approval (at no extra cost paid to bidder) – 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 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.

I. 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. All the liabilities and penalties arising out of violation of any of laws, rules, regulations shall only be borne by Contractor and shall keep the Bank fully indemnified for any violation or breach thereof..

The workmen engaged by the contractor shall be the employee of contractor only and there shall be no employer-employee relationship between the Bank and workmen engaged by the Contractor and the Contractor keeps the Bank indemnified in the event of arising of any such claim.

J. Registration Requirements:

- a. They must have the PAN Number, Aadhar card and must submit copies

of return of Income Tax of last 5 years, FY -2016-17, 2017-18, 2018-19, 2019-20 & 2020-21.

- 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 **West Bengal, Sikkim and Bay Islands**, 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.

K. Products Certifications: Component of the fire protection (water based) system should be as per specifications viz New age / Mather & plat / Kirlosker / AAAG or any other if considered equivalent at the discretion of the bank. However, it is advised that as per the requirements / discretion of the amendment may be made with regards to equipment specifications.

L. 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) SBI 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.

M) Service Support Office:

- 1) The firm should have an office of their own in State of **West Bengal/ Sikkim/ Bay Islands** from last 03 years and having their own technicians and trained operators to cater for any services within stipulated time in the State of **West Bengal, Sikkim and Bay Islands**.

Complete address, contacts and Documentary evidence for the same needs to be provided. The contact details, especially the telephone numbers, or service focal point/s should remain unchanged during the currency of vendor's relation with **SBI Kolkata Circle**. In case, these are changed, the vendor would inform the SBI 15 days in advance in writing.

- 2) 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. **Joint ventures are not accepted.**

N) SELECTION PROCESS:

- 1) SBI 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 80 mark** in total and minimum score for parameters given at each serial number is mandatory for short listing the applicants for further evaluation. Also it may kindly be noted that there are some mandatory requirement in the scoring sheet which 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.
 - a) All the shortlisted vendors will be invited for sealed tender/price bid by the bank. The work may be distributed amongst the Vendors/Bidders at L-1 rates. The allocation of work will be done in the following manner provided the vendors at L-2, L-3 etc., are willing to accept L-1 rates. The ratio of work among L-1, L-2 etc will be decided by the Bank depending upon the total firms shortlisted in the tender process.
 - b) In case any/each of L2 to L5 are not willing to work for L1 rates than the offer will pass to the next vendor's i.e. L6, L7 and so on. In case the no vendor agrees to work in L1 price, than the entire contract shall be performed by L1 vendor.
 - c) The Bank will award the Contract to the successful Vendor who has been determined to qualify to perform the Contract satisfactorily, and whose Bid has been determined to be responsive, and is the lowest evaluated Bid i.e L-1. **The Bank may, if considered necessary, hold comprehensive price negotiations with L-1 vendor.**
 - d) In case L-1 shows unwillingness to work than again commercial bidding (Online /Offline) will be done. The L-1 vendor who after bidding showed unwillingness to do work , his EMD will be forfeited and will not be allowed to participate in future **tender process for three years.**
 - e) The Bank reserves the right at the time of award of contract to increase or decrease the numbers of branches or numbers of security system required or change in location where equipment are to be supplied from what was originally specified while floating the EOI without any change in unit price or any other terms and conditions.
 - f) It will be mandatory to accept work of Regions comprising of urban as well as rural branches and also vendor should be willing to take up work of supply and maintenance together. Once final list of panel is arrived at after financial bid, Bank has a right to allot the work / areas / region to any vendors based on requirement so as to have a better vendor management. In case of emergent requirement of the Bank the work could be assigned to any vendor.
 - g) The firms will have to enter into annual maintenance contract agreement with our LHO or any office decided by the Bank.
 - h) This exercise is only for the empanelment of the suitable firms for the captioned work.

Empaneling with SBI does not mean the guarantee for the allotment of work/contract.

- i) Allotment of work and the area of operation to the finally empaneled vendors would be the sole discretion of the SBI.
- j) Vendors so empaneled should comply with all statutory and labour laws, rules and regulations of Central/State Govt. at their own cost.
- k) 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.
- l) Incomplete applications and those received late will be rejected by the SBI. The decision of SBI to accept or reject any application for empanelment will be final.
- m) The SBI 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.
- n) 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 SBI.
- o) The SBI 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.
- p) Applicants to ensure that the required documents by the SBI for this application are given in all Annexure to be filled up and enclosed along with this application.

Q) 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. All the liabilities and penalties arising out of violation of any of laws, rules, regulations shall only be borne by Contractor and shall keep the Bank fully indemnified for any violation or breach thereof..
- 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 shall in addition to safety norms comply with various statutory rules and regulations of various enforcing authorities and shall keep the Bank indemnified against breach of the same.

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 experience 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 days 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. Proper earthing shall be provided to the welding machine and the job.
- iii) The work area and its surrounding shall be made free from any flammable or combustible materials.
- iv) The welder shall use helmet, leather hand gloves, shoes, welding screen, welding goggles and safety belt when working at height.
- v) The area of work and its surrounding shall be cordoned off or free from any other activities.
- vi) Fire extinguishing medium like fire extinguishers, water or sand must be available at the working place.
- vii) The electrode buds should be collected at one place and disposed off.
- viii) 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 work place 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 cordoned off.
- x) Fire extinguishing medium like fire extinguishers, water or sand shall be available at the work place.
- 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 workplace.
- 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 insufficient 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 be 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 work place 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 combustible 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 pose a 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 contractor's 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.

P) "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 AND THEIR ANNUAL MAINTENANCE CONTRACT (AMC):

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: Specification for couplings, double male and double female, instantaneous Pattern, for firefighting purposes (revised).
- c) IS: 902-1992: Specification for suction hose couplings for firefighting purposes (revised).
- d) IS: 903-1993: Specification for fire hose delivery couplings, branch. Pipe, nozzle and nozzle Spanner (revised).
- e) IS: 904-1983: Specification for two-way and three-way suction collecting heads for firefighting Purposes (revised).
- f) IS: 905-1980: Specification for delivery breaching, dividing and collecting, instantaneous Pattern, for firefighting purposes (revised).
- g) IS: 906-1992: Specification for branch with revolving head for firefighting purposes (revised).
- h) IS: 907-1984: Specification for suction strainers, cylindrical and hose types for firefighting Purposes (revised).
- i) IS: 908-1975: Specification for fire hydrant, stand post type (revised).
- j) IS: 909-1992: Specification for underground fire hydrant, sluice valve type 30 (revised).
- k) IS: 910-1980: Specification for combined key for hydrant, hydrant cover and valve.
- l) IS: 936-1966: Specification for underground fire hydrant, double-valve type (revised).
- m) IS: 937 -1981: Specification for washers for water fittings for firefighting purposes (revised).

- n) IS: 1641-1988: Code of practice for fire safety of buildings (general): General principles and fire grading.
- o) IS: 1642-1989: Code of practice for fire safety of buildings (general): Materials and details of Construction.
- p) IS: 1646-1982: Code of practice for fire safety of buildings (general): Electrical installation.
- q) IS: 2871-1983: Specification for branch pipe, universal, for firefighting purposes.
- r) IS: 3582-1991: Specification for basket strainers for firefighting purposes (cylindrical type).
- s) IS: 3844-1989: Code of practice for installation of internal fire hydrants in multi-storey buildings.
- t) IS: 5290-1993: 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 : providing, fixing, testing and commissioning of Above Ground M.S. ERW Black C Class Heavy duty pipes (up to 200 mm dia. And above)

Q) 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 for Hose Reel	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
31.	SS Flexi Drop (for Sprinkler) 1.5 mtr, 1" dia	HD, Tyco, New Age or equivalent only (UL/ BIS)
32.	SS Flexi Drop (for Sprinkler) 1 mtr 1" dia	HD, Tyco, New Age or equivalent only (UL/ BIS)
33.	Hydrant Coupling (SS/ Brass) Male	New Age, Ghosh Engineering or equivalent
34.	Hydrant Coupling (SS/ Brass) Female	New Age, Ghosh Engineering or equivalent

Annexure - A

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

Ref. No.....

Date: ...

Asst General Manager (P&E),
Premises & Estate Department. 9th **Floor**,
B, Block, SBI Local Head Office,
1, Strand Road,
Kolkata- 700 001.

E mail - agmpre.lhokol@sbi.co.in

Dear Sir,

APPLICATION FOR PRE-QUALIFICATION/EMPANELMENT OF AGENCIES / FIRMS / COMPANIES 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 AND THEIR ANNUAL MAINTENANCE CONTRACT (AMC) AT THE BUILDINGS OF STATE BANK OF INDIA, KOLKATA CIRCLE, (WEST BENGAL, SIKKIM AND BAY ISLAND).

With reference to your advertisement in news paper / website on dated -- / -- /2022, we enclose herewith application for eligibility for the captioned work in the desired format. We hereby enclose the following required documents/Annexure and DD/Banker's Cheque as desired by the SBI. 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 herewithas and when asked for by the SBI and shall extend all assistance to the Authoritiesfor 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 laiddown 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 Please enclose documentary evidence	
6	Constitution of Firm Enclose certified copies of documents as evidence.	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other(Please specify)
7	Whether registered with the Registrar of Companies / Registrar of firms. Enclose certified copies of documents as evidence.	Yes / No : If Yes, Registration No.: Date of Registration :
8	Name of the Proprietor/Partners/Directors of the organization/firm Enclose certified copies of documents as evidence.	
9	Bio-data of Partners / Associates, Details may be given in the Enclosed format	(Details may be given in the enclosed format -Annexure 'A')
10	Name/s of authorized signatory with designation	Name : Designation Name : Designation:
11	Mode of Authorization Enclose certified copies of document as evidence.	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)

12	Yearly turnover of the organization during last 5 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 5 years (or) Certificate issued by CA. Enclose certified copies of document asevidence.	a)2016-17 b) 2017-18 c)2018-19 d)2019-20 e) 2020-21 (Best 3 shall be considered for calculating average turn over)
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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.10 Lakhs issued on or after 31.03.2021
14	PAN No. (Income tax) Enclose certified copies of document asevidence	
15	Whether registered with sales taxdepartment, if yes, Please enclose documentary evidence	(i) CST No. : (ii) State ST No. : (iii) VAT / TAN No. :
16	GST No. Please enclose documentary evidence.	Yes/ NoIf Yes, GSTIN:
17	Whether last five years IT returns filed (Pl. enclose certified copies of the I T return of 2016-17,2017-18, 2018-19, 2019-20 & 2020-21)	Yes/ No
18	Details of similar works executed &completed	Please fill up enclosed Annexure '2' & enclose copies of work completion certificates
19	Details of AMC works on hand	Please fill up enclosed Annexure '3' & 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 '1')

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 firefighting system and its accessories	Yes / No

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

Declaration:

- a) 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.
- b) 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.
- c) I/We are authorized to sign and submit these documents for empanelment.
- d) I /We understand that if at any stage it is found / noticed by the that bank, any information provided by us is future / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients/bank they 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 reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM
PLACE:
DATE:

(SIGNATURE OF AUTHORIZED SIGNATORY)
NAME:

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 State of WB, Sikkim and Bay Islands	
3.	Documentary evidence in support of registration / empanelment with any organization/public sector body.	
4.	Service support in the State of West Bengal, Sikkim and Bay Islands 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 five years copies of audited profit and loss and balance sheet (for year 2016-17, 2017 -18, 2018-19, 2019-20 & 2020-21) along with auditor's note.	
9.	Solvency certificate / equivalent document of Rs. 10 Lakhs issued on or after 31/03/2021.	
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 /Entity in support of installation.	
12.	Copies of certification, if any	
13.	List of technical staff/engineers	
14.	Technical specifications/Brochure of the product(s) offered.	
15.	Experience certificate	
16.	A valid direct authorized dealer certificate from OEM / ODM	
17.	Back to back support certificates form OEM	
18.	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 best three years out of last consecutive 5 years ending 31st March 2021	YES / NO	
2.	Copy of audited balance sheet during last 5 financial years (2016-17, 2017-18, 2018-19, 2019-20 & 2020-21)	YES / NO	
3.	Copies of return of Income Tax of last 5 years, FY 2016-17, 2017-18, 2018-19, 2019-20 & 2020-21).	YES / NO	
4.	The solvency of Rs. 10 Lakhs certified by a Scheduled. The Solvency Certificate should not have been obtained earlier than 31.03.2021.	YES / NO	
5.	Minimum five years 05 Years as on 31/03/2021 , 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 5 Water Based Fixed Fire Fighting Arrangements in the commercial buildings / Shopping mall etc. copy of the work order and completion certificates should enclosed.	YES / NO	
7.	Minimum 02 SITC should be completed in a Govt. Deptt / Public Sector Undertaking.	YES / NO	
8.	The total value of 5 SITC work should be Rs. 100 Lakhs and above. Copy of the work order and completion certificates enclosed.	YES / NO	
9.	The Agency / Company / Firm should AMC experience of minimum 5 Water Based Fixed Fire Fighting system installed in the buildings of minimum 05 floors/Govt/Public Sector undertakings/Shopping mall etc. copy of the work order / agreement and completion certificates	YES / NO	

	enclosed.		
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10.	Out of 05 AMC each year, minimum 02 AMC should be occupied by a Govt. Deptt. / Public Sector Undertaking. Copy of the work order /Agreement and completion certificates enclosed.	YES / NO	
11.	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	
12.	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	
13.	Manufacturers/ Firms/ Companies/ Dealers/ Vendors should comply with all the labour laws, Rules, Regulation of concerned States and Central Government.	YES / NO	
14.	The authorization Letter from the principles/OEM whose products are proposed.	YES / NO	
15.	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	
16.	An office of their own in State of West Bengal/ Sikkim/ Bay Islands from last 03 years. Technicians and trained operators to cater for any services within stipulated time in the State of West Bengal, Sikkim and Bay Islands . I Complete address, contacts and Documentary evidence for the same.	YES / NO	

17.	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	
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MATRIX FOR EVALUATION

(Minimum qualifying marks should obtain minimum in each category)

S. NO.	PARTICULARS	MARKS	SCORED MARKS
1.	Service support centers in the State of WB, Sikkim and Bay Islands		
	5 and above	10	
	2 to 4 service support office	08	
	Minimum 01	05	
2.	Average Annual Turn Over Last best 3 Years out of 05 consecutive FY ending 31-3-2021		
	Above 100 Lakhs	10	
	above 50 Lakhs & up to 100 Lakhs	08	
	Minimum 50 Lakhs	05	
3.	Relevant Experience in Water Based Fixed Fire Fighting system (As On 31.03.2021)		
	07 years and above	10	
	05 years and less than 07 years	08	
	Up to minimum 05 years	05	
4.	SITC of Water Based Fixed Fire Fighting at Govt. /Public Sector Undertaking / Organizations.		
	Above 5	10	
	More than 2 & up to 5	08	
	Minimum 2 SITC	05	
5.	AMC of Water Based Fixed Fire Fighting at building(min-05 floors) including Govt. / Public Sector Undertaking shopping malls etc.		
	Above 7 AMC	10	
	More than 5 AMC & up to 7 AMC	08	
	Minimum 5 AMC	05	
6.	AMC of Water Based Fixed Fire Fighting at building (min-05 floors) occupied by a Govt. / Public Sector Undertaking.		
	Above 05 AMC	10	
	03 AMC & up to 05 AMC	08	
	Minimum 02 AMC	05	

7.	The solvency certified by a Scheduled . The Solvency Certificate should not have been obtained earlier than 31.03.2021.		
	Above 20 Lakhs	10	
	More than 11 Lakhs & up to 20 Lakhs	08	
	Minimum 10 Lakhs	05	
8.	Permanent Trained Manpower With The Firm		
	a) More than 15	10	
	b) More than 10 up to 15	08	
	c) Up to 10	05	
9	Committee assessment - Assessment of Company with regard to its reputation, performance feedback, experience and infrastructure.	10	
	Total Marks (Maximum)	90	

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, than applicants scoring 56 marks and above will be considered for further process.**
- b) During evaluation and comparison of bids, they 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 HAVE CARRIED OUT THE
SUPPLY INSALLATION 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.		

Authorizes Signatory
STAMP