



(Premises & Estate Deptt.)

Ref. No. P&E/FIRE AUDIT/2023-24/01

Premises & Estate Department, Local
Head Office, Hoshangabad Road, Arera
Hills,
Bhopal – 462011
E mail – agmprem.lhobho@sbi.co.in / fo.lhobho@sbi.co.in

DATED: 16th September, 2023

TENDER DOCUMENT

**FIRE SAFETY AUDIT OF BANK BRANCHES/ OFFICES LOCATED IN THE STATE OF MADHYA
PRADESH AND CHHATTISGARH UNDER BHOPAL CIRCLE**

Date of Issue of Tender : 16/09/2023

End Date & Time of Submission : 06/10/2023 Up to 03:00 PM

Notice For Inviting Tenders

State Bank of India (SBI) invites tenders from the existing panel of Bank's External Fire Auditors/ Fire Consulting Firm for fixation of rates in respect of Fire Safety Audit for Branches /offices of SBI, located in the State of Madhya Pradesh and Chhattisgarh under Bhopal Circle. Details of the tenders are as under: -		
1	Name of Work	Fire Safety Audit for Branches/ Offices of SBI located, in the State of Madhya Pradesh and Chhattisgarh
2	Time allowed for completion	As per schedule provided by Bank along with work order
3	Earnest money Deposit (EMD)	Rs 50,000/- (Rupees Fifty Thousand Only), in the form of Demand draft/ Banker Cheque of schedule Bank drawn in favour of State Bank of India, LHO, Bhopal payable at Bhopal to be submitted at AGM (P&E), SBI, Local Head office, Hoshangabad Road, Arera Hills, Bhopal latest by 06/10/2023 up to 03:00 PM
4	Security Deposit	EMD of successful tenderer will be retained as Security deposit for entire period of work.
5	Cost of tender documents	Online, Free of Cost
6	Pre-Bid Meeting	22/09/2023 at 11:00 am at SBI LHO Bhopal.
7	Last date and time of receipt of tender	06/10/2023 at 03.00 PM
8	Address of which the tender to be submitted (Technical bid only)	Asst General Manager (P&E), State Bank of India, Premises & Estate Department, Local Head Office, Hoshangabad Road, Arera Hills, Bhopal- 462011
9	Date and time of opening of the tender	06/10/2023 at 04.00 PM
10	Place of opening the tender	Online
11	Validity of offer	90 days from the date of opening of tenders.
12	Rates	Rates quoted by the bidder shall remain same through out the contract period. The GST shall be paid extra as per Government norms by the Bank

13	Payment terms	No advance payment shall be made. Final bill will be paid against the detailed bills submitted by the Fire Auditor/ firm on successful completion of the work. Payment will be made after verification of the reports by the Bank's Fire Officer subject to satisfactory completion of the Audit.
14	For e-Tender related queries	Service provider: https://etender.sbi/ . M/s. E-Procurement Technologies Ltd., Ahemdabad Contact Persons: 1. Fahad Khan, 6352631766 fahad@eptl.in 2. Shaikh Nasruddin, 6352632098 shaikh@eptl.in 3. Jay Vyas, 9265562819 jay.v@eptl.in 4. Mubassera Mansuri, 7859800621 mubassera@eptl.in 5. Hiral Purohit, 6352631968 hiral.purohit@eptl.in

MODE OF SUBMISSION OF TENDER:

The process for the submission of tender is detailed as under:

A. Technical Bid

1. Envelope marked **cover-1** shall submitted to AGM (P&E), SBI, Local Head office, Bhopal latest by **06/10/2023 at 03.00 PM** super scribed as "**Tender for Fire Safety Audit for Branches/ Offices of SBI located in the State of Madhya Pradesh and Chhattisgarh under Bhopal Circle -Technical Bid**" and shall also **be uploaded ONLINE**, should be accompanied by following: -
 - (a) An application to Assistant General Manager (P&E) as per Annexure 'A'.
 - (b) Terms and conditions (Annexure 'B'), in original, duly signed, with seal (on all pages) by the individual/ authorized signatory.
 - (c) Earnest Money Deposit (EMD) of Rs 50,000/- (Rupees Fifty Thousand Only), in the form of Demand draft/ Banker Cheque of schedule Bank drawn in favour of State Bank of India, LHO, Bhopal. In case, the L1 bidder backs out and refuses to work, the EMD shall be forfeited. EMD shall be returned to unsuccessful bidders, without interest, after finalization of the process. EMD will be retained in case of the successful bidder as part of the Security Deposit.

(d)Tender, which is not accompanied by EMD in the form of Demand draft/ Banker Cheque, will not be considered. Under no circumstances EMD will be accepted in the form of fixed deposit receipt or insurance guarantee or cheque or cash.

B. PRICE BID

Price Bid duly filled to be uploaded ONLINE.

OPENING OF TENDER:

- 1) ONLINE
- 2) Cover-1 (Technical Bid) containing the EMD, covering letter, terms and conditions will be opened first and if the EMD is not found as prescribed, the tender shall be rejected.
- 3) After opening of cover 1 (Technical Bid) and after evaluating the clarifications / conditions, if any, stipulated by the tenderer, i.e. if the tenderer is qualified, price Bid will be opened ONLINE of those qualified tenderers.

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.

State Bank of India has the right to accept/ reject any or all tenders without assigning any reasons. The Bank does not bind itself to accept the lowest tender and reserves its right to split or reject any or all offers without assigning any reason, whatsoever.

Asstt. General Manager (P&E)

SBI, LHO Bhopal

Signature of the Tenderer

Application Form

Date :

The Assistant General Manager (P&E),
State Bank of India,
Premises & Estate Department,
Local Head Office, Hoshangabad Road,
Arera Hills, Bhopal- 462011

Dear Sir,

Inviting Tenders for Fire Safety Audit for Branches /offices of SBI, located in the State of Madhya Pradesh and Chhattisgarh under Bhopal Circle

With reference to your NIT dated _____ we hereby submit our tender along with Terms and Conditions, duly signed with seal by the Authorised signatory of the Firm as acknowledgment of accepting the laid down terms and conditions for above work to be carried out at SBI, Local Head Office, Bhopal.

2. Earnest Money (EMD) of Rs 50,000/- (Rupees fifty thousand only) submitted in the form of Demand Draft/ Banker Cheque No. _____ dated _____, issued by _____ (Name of the Bank) drawn in favour of State Bank of India, LHO, Bhopal payable at Bhopal, is enclosed.

3. We understand and undertake that mere submission of application does not guarantee us tender and Banks decision in this regard will be final and binding on us.

Your faithfully,

(Authorised Signatory)

M/S _____

Terms & Conditions

A. SCOPE OF WORK FOR FIRE SAFETY AUDIT

1. Fire Safety Audit of the branches/offices shall be carried out with accordance to the list provided by the Bank as and when required as per the prescribed format provided by the bank. Fire Auditor/ consulting firm shall be bound to start and complete the Fire Safety Audit work of the branches/ offices allocated to him, in a time bound manner as decided and advised by the Bank to them .

Two copies of the reports shall be prepared with signature and Seal of the Branch Manager.

a) One copy of it will be submitted to the Branch Manager.

b) The second copy of the Fire Audit report duly acknowledged by the Branch Manager under his seal shall be submitted to the Fire Officer at the Local Head Office within 15 days of conducting fire audit of Branch/ office. Once the audit reports/ bills are verified by the Fire Officer these will be forwarded to the LHO/AOs/RBOs for payment, subject, satisfactory completion of the Audit.

c) The bank can ask for additional copies if required.

2. The fire safety audit should be carried out with the view of the following points and standards like National Building Code-2016, IS: 2189, IS: 2190, IS: 15683 etc. The audit report should be comprehensive of all the particulars and important points are as under:

a) Total Carpet Area (Sq ft.), Classification of Building and Electrical Load (in KW).

b) General Housekeeping & Fire Load.

c) Storage racks in Stationary/Record room kept at a safe distance from electrical points / switch / junction boxes.

d) Physical inspection of the building with reference to applicable Indian Standard, State Fire Safety norms, NBC 2016, other relevant codes of Practice & Identifying fire hazards.

e) All fixed Fire fighting Installation of building (e.g. Hydrant, wet riser, sprinkler, hose reel hose etc.).

- f) Review & Testing of protection device/system of all fire installations in the building like Automatic Fire Detection & Alarm system/ fire extinguishers etc and their details of validity of Annual Maintenance Contract (AMC).
- g) Requirement for the server and ups room (Server & UPS room's walls, False Ceiling, Fire resistant doors, Timer device of AC Units).
- h) Exit and Evacuation Preparedness.
- i) Inventory of fire extinguishers and their servicing and maintenance record.
- j) Training of branch staff and security personnel from the fire safety point of view.
- k) Checking and raising awareness of Staff members/ employees occupying the premises.
- l) Review of flammable substances in the Premises like LPG gas cylinder used in Pantry etc.
- m) Operational Procedures and efficiency of Diesel Pump, Jockey Pump.
- n) Inspection and authentication of Installed Fire Suppression System; i.e. Fire Pumps, Sprinkling System, Fire Lines, Valves, Hoses, Hydrants and Hose reels.
- o) Inspection of Fire Extinguishers and Automatic Fire Detection and Alarm system.
- p) Testing should be done appropriately with help of internal team of the Bank staff.
- q) Verification of occupants" response to FIRES, and their capacity to handle FIRE.
- r) Review of Escape Routes and Signage etc.
- s) Review of Occupants" knowledge on the use of Fire extinguishers.
- t) Electrical fire safety should be checked, some of the points are as under:
 - u) Main Supply Switch / MCB to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.
 - v) Whether MCCB/MCB/ELCB is provided and apparently in order.
 - w) All equipment like Air Conditioning units, Distribution /Junction boxes, Server, Computer units etc. have been given supply through an MCB (Miniature Circuit Breaker) of proper capacity.
 - x) Are electrical wires properly covered /insulated to prevent short circuiting etc.
 - y) Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment.
 - z) Are electrical covers in place for junction boxes Outlets and panel boards. Electrical audit last carried out.
 - aa) Onsite ATM fire safety arrangements to be checked.

B. Qualification for Fire Safety Auditors:

1) Should have passed Station Fire Officers Course and above from National Fire Service College (NFSC), Nagpur or any equivalent organization and having minimum (05) years related experience in fire safety in the preceding years.

OR

Should be Graduate of Institution of Fire Engineering (India/UK) or passed BE/ B.Tech in Fire Safety Technology in any recognised institution from any AICTE approved Institution or from any University recognised by UGC.

OR

A retired Fire Officer from SBI/PSB/PSU having above qualification, provided they are not barred from re-employment in the Bank.

AND

- 2) The individual Fire auditor should be less than 65 years age as on 31.03.2024 and medically fit to undertake the task (medical fitness certificate to be enclosed). In case of the firm being empaneled, and later selected for proposed work, it has to be ensured by the firm that individual auditor of such firm who had not attained the age of 65 years is entrusted to undertake the work at the Bank. KYC documents of all such fire auditor required prior commencement of work.
- 3) Bank will issue an authorization letter to suitable/ eligible Fire Auditor before commissioning the Fire Audit work of the branches/ offices.

c. Rates and Prices

1. Rate to be quoted for one branch/office irrespective of area and floors (branch/office may be on single or more floors) located in Rural, Semi-Urban and Urban areas of the State of Madhya Pradesh and Chhattisgarh. However, if there are two or more branch/office, having different branch codes in the same building on one or more floors, it will be at the discretion of the bank to treat it as one unit or more than one unit.
2. Rates to be quoted inclusive of cost of travel, boarding, lodging and other taxes etc. but exclusive of GST only as applicable. No other charges will be paid by the bank.
3. L-1 price quoted by any of the bidder will be finalized/fixed and the same rates will be approved by the bank to conduct fire safety audit of branches/ offices located in the state of Madhya Pradesh and Chhattisgarh.

4. In our Circle there are around 1600 branches and offices for Fire Safety Audit across six administrative offices and 35 RBOs. Since, the number of branches is large and the time frame is short, it is beyond the capability of one Auditor/ firm to carry out the audit. In view of the above, the work shall be distributed amongst the bidders at L-1 rates in the ratio of L-1-15%, L-2-10%, L-3-10%, L-4 to L-10- equitable distribution, provided bidders at L-2, L-3 and so on are willing to accept L-1 rates. In case L-2 is not willing to accept work at L-1 rates, other firms L-3/L-4 and so on next in order will be awarded work at L-1 rates.
5. Bank reserves the right to allocate any region or branch to the Empaneled Auditors at the L-1 rate. Moreover, if any firm/individual auditor fails to audit the assigned branches in the stipulated time frame, the bank reserves the right to allocate the remaining branches to other empaneled firm/auditor without assigning any reason whatsoever and also forfeit the amount deposited as security by the bidder
6. It will be mandatory to accept work of Regions comprising of urban, semi urban as well as rural branches and also Bank has the right to allot the work / areas / region to any Firms as per banks requirements.
- 7. In the event of non-acceptance of L-1 rates by other Firms/ Fire Auditors, the L-1 Firm/ Fire Auditor will be required to undertake the work of all branches.**
8. In case any firm/Fire Auditor failed/refused to undertake the allotted work due to any reason, the clause of forfeiture of Security Deposit will be invoked and the work allotted to the firm will be distributed among other firm/ fire Auditors in the ratio mentioned above.
9. Bank reserves the right to allocate any region or branch as per their requirement of the bank to the Auditor / firm at the L-1 rate.
10. Bank reserves the right to delist the Fire Safety Auditor/firms at any stage in the event of failure of Non response, Non commitment and Non completion of the assigned task as per tender terms and conditions. Moreover, if any firm/individual auditor fails to audit the assigned branches in the stipulated time frame, the bank reserves the right to allocate the remaining branches to other empanelled firm/auditor without assigning any reason.
11. Bank reserves the right to review the list of the panel of Auditors, if qualifications of fire safety auditors as mentioned in the qualification as above is amended.

D. OTHER TERMS AND CONDITIONS

- 1) Fire safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the fire safety audit at their own cost. All the rates quoted must include Conveyance, Lodging Expenditure required for men and material. No further enhancements in the quoted rates are permissible.
- 2) Adequate care and safety measures should be taken by the auditor during the verification, measuring and recording of the data.
- 3) Any damage to the Bank's property, equipment's under testing and measurement during the fire safety audit will be charged to the firm or deducted from the payment due to the fire safety auditor / consulting Firm.
- 4) Bank will not be responsible for any accidental injury to any of the operating personnel involved in the audit procedure. Personnel should be well trained and should have adequate knowledge of fire safety aspects and handling of fire safety equipment's. Moreover they should also ensure to have necessary Health & Life insurance cover duly valid and renewed from time to time for its employees. The copy of the said policy must be provided to the Bank prior commencement of the work.
- 5) The Fire auditor should submit Excel based audit reports or any other format (soft copy) to the Fire Officer at LHO and also to the branch as per the format given by the Bank along with the hard copy duly certified by the Branch Manager, if required.
- 6) The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to LHO and branch well in advance for necessary coordination.
- 7) In case of non-submission of report on the required format/required number of copies; the Bank may not release the payment for the audit.
- 8) Over writing should be avoided and corrections if any should be duly authenticated.
- 9) No inconvenience should be caused to staff/customer during working hours while conducting the fire safety audit.
- 10). If the bank finds that the Auditor has not completed the fire safety audit task up to its satisfaction, the bank reserves the right to ask for re-auditing the premises without any additional cost to the bank.

11). The firms/individual will be liable to arrange insurance cover for its employees / engineers etc. involved in the fire safety audit work and the bank would not be liable to pay any damages etc, in case of any injury, disability of any nature and extent , death of its employees/individuals including third party. The onus will be on the such Fire Auditor / Firm.

12). Any unsafe condition or situation arising/ observed during the course of doing the job should be stopped immediately and same to be reported to the Branch Manager.

13) The Fire Auditors/Fire Consulting Firms shall be responsible for the application and compliance of labour laws, all other social security enactments applicable to such work & workmen and compensation for injury and accident to person(s), if engaged by him for the job.

14). Smoking, chewing of tobacco, consumption of alcohol or any other intoxicated substances by Fire Auditors is strictly prohibited on work site. In case any person found then necessary action may be taken by the Bank against such auditor /firm, including delisting of such fire auditor/firm

15). Any injuries sustained by the Fire Auditors / Fire Consulting Firms at the work place during the performance of fire safety audit in the branch premises will be at his sole-responsibility. The Fire Auditors/Fire Consulting Firms must clearly understand that he is bound by the contract to ensure all necessary personal protective equipment's are used, as required, for a particular job. Moreover they should also ensure to have necessary Health & Life insurance cover duly valid and renewed from time to time for its employees. The copy of the said policy must be provided to the Bank prior commencement of the work.

16). The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of SBI and shall fulfill best auditing practices in the Bank.

17). In case of any dispute The parties to this agreement shall have the right to approach Competent Court having jurisdiction at Bhopal only

18). The Fire Auditors / Fire Consulting Firms shall maintain total and complete secrecy and hereby assures not to communicate or allow to be communicated to any person or divulge in any way or manner, any matter/information relating to the ideas, concepts know-how, technique, data, facts, figures, constituents and all

information gained during the work, what so ever, concerning and relating to the bank and its constituents.

19). The Fire Auditors/Fire Consulting Firms shall not disclose or divulge any information regarding the security of the branches and the status of fire fighting capabilities, preparedness to any other person in any way or manner and in case of breach of these terms the Bank will be entitled to take any action as per the law.

20). The Fire Auditors / Fire Consultation Firms shall not use logo and name of the State Bank of India on their letter head, sign board and rubber stamp etc.

21). The Fire Auditors / Fire Consultation Firms shall also need to audit a single branch also in case of urgency at the Bank's instruction at the L-1 rate.

22). If there are two or more branch/office, having different branch codes located in the same building on one or more floors, the Bank has the discretion to take decision whether separate payment is to be made or not and it is binding on Fire Safety Auditor/ consulting firms.

23). In case of any tie among the bidders on L1 amount, SBI reserves the right to evaluate and select the L-1 bidder on the basis of following in order:

a) Obtaining revised offers on the basis of discount offered in percentage terms in overall quoted value in sealed envelope, which shall be opened in the presence of vendors/committee members.

b) If there is still a tie, L-1 shall be arrived based on lottery system in presence of vendors.

c) Decision of SBI in this regard shall be final and binding.

E. TERMS OF PAYMENT

(i) No advance will be paid.

(ii) Once the fire audit completed and report submitted to the LHO along with bills, the reports will be verified by the Banks Fire Officer and after that bills along with copy of report will be forwarded to the concerned AOs/ RBO for payment subject, satisfactory completion of the Audit.

(iii) In case of non-submission of report(s) on the prescribed format and required number of copies; the Bank may not release the payment for the audit.

F. DEDUCTIONS: All necessary taxes as applicable from time to time including income tax etc., as per Govt. rules, shall be deducted by the Bank from the payment payable to the such Auditor/ Firm.

G. PENALTY:

- i. In case, the Auditor/ firm fails to carry out the audit work within the stipulated time from issuance of the work order, the Bank shall impose a penalty of **Rs.100/ per branch per week** for the branches overdue for audit till the completion of the work.
- ii. Security Deposit, shall remain deposited with the Bank till validity period of this contract. In case Auditor/ firm fail to carry out the Audit work within stipulated time line, Bank reserves the right to cancel the contract, partially or fully and forfeit the Security deposit and allot/award the work to any other auditor/ firm at the sole discretion of the Bank. The Bank's decision shall be final in this regard.
- iii. This penalty shall not apply in case of delays caused by so called acts of God / Riots/ Bandhs / Civil Disturbances etc. to the satisfaction of the bank.

H. TERMINATION

The Bank reserves the right to terminate the contract by giving 30 (thirty) days notice and without assigning any reason whatsoever. Without prejudice to the above the Bank also reserves its right to terminate the agreement for any reason at its absolute discretion including but not limited to the following:-

- (i) The Bank may, without prejudice to any other remedy for breach of contract, may terminate the contract/agreement by 30 (thirty) days notice in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the contractor, or the engagement is not in the interest of the Bank or the Bank no more requires any such service and the Contract shall be deemed to have been terminated for all purposes on the expiry of the 30 (thirty) days day from the date of receipt of the notice.

(ii) Other Grounds for Termination: The Bank is entitled to terminate this contract/agreement for any reason at its absolute discretion forthwith without notice without assigning any reason and without payment of any compensation, in the following cases: -

- a) the Firm is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent Jurisdiction.
- b) If any charge sheet is filed by a competent authority of the Government against the Agency / Company, or the Firm is convicted by a criminal court on grounds of moral turpitude.
- c) For any reason whatsoever, the Firm becomes dis-entitled in law to perform his obligations under this agreement.
- d) The Firm is involved in wrongful billing. In addition hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the Bank.

I. FORCE MAJEURE

Bank may consider relaxing the penalty and other requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. The party shall use all reasonable endeavours to minimize any such delay.

Definition: The term "Force Majeure" means any event or circumstance or combination of events or circumstances that affects the performance by the vendor of its obligations pursuant to the terms of this Agreement (including by preventing, hindering or delaying such performance), but only if and to the extent that such events and circumstances are not within the vendor's reasonable control and were not reasonably foreseeable and the effects of which the vendor could not have prevented or overcome by acting as a Reasonable and Prudent person or, by the exercise of reasonable skill and care. Force Majeure events and circumstances shall in any event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion, pandemic or epidemic and strikes.

Date:

Signature of *Auditors/Fire Consulting firm* with stamp

Place:

UNDERTAKING

I/We hereby solemnly declare that I/We have not been blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU/PSB / Corporate body / Govt. body.

We hereby solemnly declare that we do not have any of our Director / Partner / Proprietor/ Individual auditor in our entity that has been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body/PSB

If the Bank finds that this Undertaking / Certificate provided by me/us to be false/forged at any time, including during the term of the tender NIT (if empanelled), I/We will be immediately disqualified and contract shall be terminated by the Bank. Moreover Bank also entitled to forfeit the EMD amount.

Place:

Date:

Seal and Signature of Applicant

Name:

Designation: