

**STATE BANK OF INDIA  
CHANDIGARH CIRCLE**

**NOTICE FOR PRE-QUALIFICATION AND EMPANELMENT OF FIRE  
AUDITORS / FIRE CONSULTING FIRMS**

**FOR CARRYING OUT FIRE SAFETY AUDIT OF THE BRANCHES/ OFFICES/  
CELLS IN CHANDIGARH CIRCLE COMPRISING STATES OF PUNJAB,  
HARYANA, HIMACHAL PRADESH, JAMMU & KASHMIR AND UNION  
TERRITORY CHANDIGARH**

**TO BE SUBMITTED**

**ON OR BEFORE 1700 HRS ON 22<sup>nd</sup> April, 2019**

**ADDRESSED TO :**

**ASSISTANT GENERAL MANAGER (SECURITY)  
CIRCLE SECURITY DEPARTMENT  
STATE BANK OF INDIA  
LOCAL HEAD OFFICE,  
SECTOR 17,  
CHANDIGARH - 160017**

**TELEPHONE NO.- 0172-4567141,  
FAX NO. - 0172-4567140/7130  
E-mail- agmsec.lhocha@sbi.co.in**

**STATE BANK OF INDIA  
CIRCLE SECURITY DEPARTMENT, LOCAL HEAD OFFICE  
SECTOR 17, CHANDIGARH**

**PRE- QUALIFICATION AND EMPANELMENT OF FIRE AUDITORS / FIRE  
CONSULTING FIRMS**

State Bank of India, Local Head Office, Chandigarh, intends to review/ expand/ prepare a panel of eligible Fire Auditors/ Fire Consulting Firms for carrying out Fire Safety Audit of the Branches / Offices/ Cells of State Bank of India in the States of Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir and Union Territory of Chandigarh.

Interested Individuals / Firms may send their applications in the prescribed Application Form-I & II, available on working days in the office of the undersigned during office hours. The Application Forms can also be downloaded from the Bank's website <https://www.sbi.co.in> > **Procurement, Empaneled Service Providers & Others > Empanelment of Vendors.**

The completed applications, along with their enclosures & documentary proof, received at the office of the undersigned upto **1700 hrs on 22<sup>nd</sup> April, 2019** shall be processed

The Bank may reject any application/ incomplete applications and also reserves its right to cancel empanelment by giving a notice of one month without assigning any reason.

**The existing empanelled Fire Auditors/ Fire Consulting Firms on the Bank's panel are not required to apply afresh. However, their continuance on the panel is subject to review based upon their past performance and acceptance of revised terms & conditions being published hereinunder by last date of submission of applications for this empanelment.**

**ASSISTANT GENERAL MANAGER (SECURITY)**

भारतीय स्टेट बैंक  
मण्डल सुरक्षा विभाग,  
स्थानीय प्रधान कार्यालय,  
सैक्टर-17ए, चंडीगढ़

**फायर ऑडिटरस / अग्नि परामर्शदाता फर्मों की पूर्व-अर्हता एवं सूचीबद्धता**

भारतीय स्टेट बैंक, स्थानीय प्रधान कार्यालय, चंडीगढ़ जिसमें पंजाब, हरियाणा, हिमाचल प्रदेश, जम्मू एवं काश्मीर तथा केंद्र शासित प्रदेश चंडीगढ़ राज्य सम्मिलित हैं, अपनी शाखाओं/ कार्यालयों/ कक्षों का अग्नि सुरक्षा ऑडिट करवाने हेतु फायर ऑडिटरस/ अग्नि परामर्शदाता फर्मों के पैनल का विस्तार/ पुनरावलोकन करने का इच्छुक है।

इच्छुक व्यक्ति/ पार्टियां नियत आवेदन प्रपत्र फार्म नं. - I एवं II पर, जोकि अधोहस्ताक्षरी के कार्यालय से किसी भी कार्य दिवस पर कार्यालयी कार्य समय में प्राप्त किए जा सकते हैं, अपनी पूर्व-अर्हता एवं सूचीबद्धता के लिए आवेदन कर सकती हैं। आवेदन पत्र बैंक की वेबसाइट <https://www.sbi.co.in> > **Procurement, Empaneled Service Providers & Others > Empanelment of Vendors** से भी डाउनलोड किए जा सकते हैं।

दिनांक **22 अप्रैल, 2019 को 1700 बजे तक प्राप्त** सभी अनुलग्नकों एवं प्रमाण पत्रों सहित पूर्ण आवेदन पत्रों को सूचीबद्धता की प्रक्रिया में शामिल किया जाएगा।

बैंक किसी भी/ अधूरे आवेदन पत्रों को निरस्त कर सकता है एवं बिना कोई कारण बताए सूचीबद्धता को एक माह के नोटिस के बाद निरस्त करने का अपना अधिकार सुरक्षित रखता है।

**वर्तमान सूचीबद्ध क्वालीफाइड अग्नि अभियंताओं/ सार्वजनिक उपक्रमों एवं प्रादेशिक अग्नि शमन सेवा के सेवानिवृत्त अग्नि शमन अधिकारियों / अग्नि परामर्शदाताओं को पुनः आवेदन करने की आवश्यकता नहीं है। जबकि उनसे इस विज्ञापन में संलग्न संशोधित नियम एवं शर्तों पर स्वीकृति लेते हुए, उनके पिछले कार्य निष्पादन (performance) की समीक्षा की जाएगी।**

सहायक महा प्रबंधक (सुरक्षा)

**PRE- QUALIFICATION AND EMPANELMENT OF FIRE AUDITORS /  
FIRE CONSULTING FIRMS**

**GENERAL INSTRUCTIONS**

State Bank of India (SBI), Local Head Office, Sector-17 A, Chandigarh intends to review/ expand/ prepare a panel of **Fire Auditors / Fire Consulting Firms** for carrying out Fire Safety Audit of the Branches / Offices/ Cells of State Bank of India in the States of Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir and UT Chandigarh.

**Qualification**

A) **Fire Auditors**

- i) Should have passed Station Fire Officers Course from National Fire Service College (NFSC), Nagpur or any equivalent organisation and having minimum 5 years related experience in fire safety in the preceding years.

OR

A retired Fire Officer or Security Officer from SBI group provided they are not barred from re-employment in the Bank.

OR

A retired Fire Officer from any PSB or PSU of the Govt. of India.

- ii) Should be less than 70 years age.

B) **Fire Consulting Firms.**

- i) Should have an average annual turnover of not less than **Rs. 2 Crores**, during past 3 years, ending on 31<sup>st</sup> March of the previous year i.e. 31.03.2018.
- ii) Fire auditors detailed by the firm for fire audit in SBI should have qualification as mentioned as above Para A. The firm should give a certificate to this effect to the auditors detailed by them, on their letter pad.

**INSTRUCTIONS TO THE APPLICANTS:**

1. Interested individuals/ Fire Consulting Firms, fulfilling the above qualification may send their applications in the enclosed prescribed Application Form-I/ II, as applicable.
2. The application should be accompanied by copies of technical Qualification and work experience in the relevant field.
3. Application in (Form I/ II), as applicable, duly filled shall be submitted in a sealed envelope with the name and complete address of the applicant on the cover, clearly marked as "Application for empanelment of Fire Auditors/ Fire Consulting Firms to Conduct Fire Safety Audit" at the given address. Each page of the application shall be signed by the applicant/ authorised signatory of the Firm.
4. Mere submission of application does not guarantee acceptance for empanelment by the

Bank, Banks decision will be final in this regard. Only short listed applicants will be intimated by the Bank in writing.

5. The Bank reserves the right to reject any or all applications without assigning any reason. Incomplete / partly filled applications without relevant enclosures may not be considered for evaluation even though the applicants primarily satisfy the eligibility criteria.
6. The successful applicant will be bound by the “**Terms & Conditions**” (ANNEXURE- I), mutually agreed through an “AGREEMENT”, before commissioning of any work.

**Application Form-I**

**STATE BANK OF INDIA  
LOCAL HEAD OFFICE, CHANDIGARH**

**EMPANELMENT OF FIRE AUDITORS FOR FIRE SAFETY AUDIT OF BANK'S  
BRANCHES/ OFFICES / CELLS**

1. Name of Candidate :
2. Father's Name :
3. Date of Birth :
4. Age :
5. Telephone & Mobile Nos. :
6. E mail ID :
7. PAN :
8. Address for correspondence :
9. Permanent address :
10. Martial status ( Married / Unmarried) :
11. Sex ( Male / Female ) :
12. Category ( Gen / SC / ST/ OBC etc.) :
13. Whether retired Fire Officer/ Security Officer:  
from SBI group
14. Education/ Technical Qualifications :

Sl.No.	Class	Year of passing	subjects	Examination passed from Board / University	% marks
1					
2					
3					
4					
5					

15. Experience: ( Copies of the work experience certificates to be enclosed)

Sl. No	Post held	Name of Organization	From	To	Nature of Duties performed
1					
2					
3					
4					

I, ..... hereby certify that all information, particulars, copies of certificates and testimonials submitted in connection with my empanelment, are correct and genuine. I am, liable to face appropriate action, as deemed fit by the Bank, in the event if any of the statement/ information, particulars, copies of certificates, photograph and testimonials found false/ fake/ incorrect.

PLACE:  
DATE :

SIGNATURE

STATE BANK OF INDIA  
LOCAL HEAD OFFICE, CHANDIGARH

EMPANELMENT OF FIRE CONSULTING FIRMS FOR FIRE SAFETY AUDIT  
OF BANK'S BRANCHES/ OFFICES /CELLS

1. Name of the Firm / Consultant :
2. Address :
3. Telephone & Mobile Nos. :
4. Fax No. & e-mail ID :
5. Constitution of the Firm :  
(Partnership/Proprietorship/Ltd Company)
6. Year of Establishment :
7. Name of Partners / Associates :
8. Bio-data of Partners / Associates, Details :  
may be given in the enclosed format  
(**Annexure – 'A'**)
9. Name and value of Major works completed :  
during the last 5 years as on 31.01.2019  
(Details are to be given with authentic proof  
in the enclosed format (**Annexure -'B'** )
10. Name and value of Major Fire Protection :  
consultancy work in hand. ( Details are to be  
with authentic proof given in the enclosed  
format **Annexure – 'C'** )
11. List of Technical Personnel employed (Fire Auditors):  
( Furnish their qualification and experience with authentic  
proof- Details are to be given in the enclosed  
format **Annexure - 'D'** )
12. Banker's Name :



13. Copy of PAN & GSTIN :  
Registration No. to be enclosed

14. List with proof of empanelment with :  
other organization, if any.

15. Declaration regarding nearest relatives : YES/ NO ( If yes, Name, Designation and  
working in State Bank of India. Branch of relative and Relationship)

16. Annual Turn over of last THREE yrs. :  
(enclose copies of Audited Profit and Loss,  
Balance Sheet and Turnover Certificate  
along with Auditor's Note) :

	As at close of business as on (Rs. in Lakhs)		
	31.03.2016	31.03.2017	31.03.2018
Turnover			

**Note :**

( I). Please enclose separate sheets, photographs, documents etc.

( ii). Please furnish self certified zerox copies of all relevant documents and certificate issued by the clients in support of all the information furnished.

I, ..... hereby certify that all information, particulars, copies of certificates and testimonials in connection with empanelment are correct and genuine. I am, liable to face appropriate action, as deemed fit by the Bank, in the event if any of the statement/ information, particulars, copies of certificates, photograph and testimonials found false/ fake/ incorrect

**SIGNATURE WITH SEAL**

PLACE:  
DATE :

**BIO-DATA OF THE PARTNERS / ASSOCIATES**

1. Name :
2. Associated with the firm since :
3. Date of Birth :
4. Professional Qualifications :  
( Relevant copies be enclosed )
5. Professional Experience :
6. Professional Affiliation :
7. Membership, if any :
8. Details of Published papers in :  
Magazine, if any.
9. Details of cost effective methods / :  
design adopted in the projects
10. Exposure to new materials / Techniques :

Note:

(i) Copy of partnership Deed with passport size coloured photographs of all the partners / proprietors of the firm be enclosed.

(ii) Minimum professional qualification of the proprietor or any one of the partner of the firm should have degree / certificate course in Fire Engineering / Fire Safety for buildings.

(iv) The firm should have adequate experience **of minimum 5 years** for providing consultancy services in connection with execution of major works related to Fire Safety Audit/ designing for buildings / installation of fire protection systems etc in buildings.

(v) Separate sheet for each partner of the firm be enclosed.

PLACE:  
DATE :

**SIGNATURE WITH SEAL**

**LIST OF MAJOR FIRE PROTECTION CONSULTANCY WORKS  
COMPLETED DURING THE LAST 5 YEARS AS ON 31.01.2019**

Sl.no	Name of the client	Nature of work	Estimated value	Date of start of work	Period of completion	Actual date of completion	Final value of project	Reasons for the variation / delay, if any
1	2	3	4	5	6	7	8	9

Note : (a) The credentials issued by the clients shall be enclosed.

(b) The works should have been executed by the firm under the name of the firm in which they are submitting the application.

( Attested Copies of award of work and performance certificate by the clients be enclosed )

PLACE:  
DATE :

**SIGNATURE WITH SEAL**

**LIST OF MAJOR FIRE PROTECTION CONSULTANCY WORKS IN HAND AS ON  
31.01.2019**

Sl.no	Name of the client	Nature of work	Value of work	Date of start of work	Present position of work	Schedule date of completion	Remarks
1	2	3	4	5	6	7	8

Note: The works being executed by the firm should be under the name of the firm in which they are submitting the application.

( Attested Copies of award of work / completion certificate by the clients be enclosed)

PLACE :  
DATE :

**SIGNATURE WITH SEAL**

**ANNEXURE-'D'**

**LIST OF TECHNICAL PERSONNEL EMPLOYED:**

(Furnish their qualification & experience documents)

1.Name:

Qualification:

Sl.No.	Class	Year of passing	subjects	Examination passed from Board / University	% marks
1					
2					
3					
4					
5					

Work Experience:

Sl. No	Post held	Name of Organization	From	To	Nature of Duties performed
1					
2					
3					
4					

**Place:**

**SIGNATURE WITH SEAL**

Date:

**TERMS & CONDITIONS**

**PRE-QUALIFICATION AND EMPANELMENT OF FIRE AUDITORS / FIRE CONSULTING FIRMS**

**A. SCOPE OF WORK**

1. The successful applicant once authorized by the Bank, to carry out the Fire Audit of its Branches/ Offices/ Cells shall submit the report of the Fire Audit in the prescribed format to be supplied by the bank. Four copies of the reports shall be prepared and signed by the Fire Auditor/ Fire Consulting Firm and Branch Manager of the Branches/ Offices/ Cells at the appropriate place with seal.
  - a) A copy of it will be submitted to the Branch Manager.
  - b) Second copy of the Fire Audit report duly signed by the Fire Auditor/ Fire Consulting Firm and Branch Manager with seal will be forwarded to the concerned RBO .
  - c) Third copy of the Fire Audit report duly signed by the Fire Auditor/ Fire Consulting Firm and Branch Manager with seal will be forwarded to the Security Officer at the concerned AO.
  - d) Fourth copy of the fire Audit report shall be submitted to the Circle Security Department at Local Head Office.
2. The report must consist of non scale sketch of floor wise layout of the branch including denomination of the areas used by the Fire Auditor in the report and positioning of Fire Extinguishers with their type and date of refilling.
3. The following items to be checked during the Fire Safety Audit of the Branches/Offices/Cells: General Housekeeping & Fire load, Electrical Safety, General Fire Prevention & Protection Arrangements, Exit & Evacuation Preparedness, Fire Extinguishers, Automatic Smoke Detection Cum Fire Alarm System, Fire Fighting Systems, Server & UPS rooms, False Ceiling of Server/ UPS room, Fire resistant doors of Server/ UPS rooms, Timer device of AC Units, Smoke detectors at Server/ UPS/ Stationery/ Record rooms, Main Supply switch / MCB/ELCB to cut-off the electric supply, Megger test last carried out, Safety hand gloves provided in Branch, Electrical wiring / electrical covers of panels / junction boxes etc. of the Branch, Diesel Generator set of the Branch, Safety Signages, Emergency exit for the branch, LPG gas cylinder used in Pantry etc.
4. All the work will be carried out in time bound manner as decided by the Bank

**B. VALIDITY OF EMPANELMENT**

1. The Empanelment will be, subject to review periodically, based on satisfactory performance of the Fire Auditor /Consultation firm and or on the basis of their regular participation in the tenders to be invited by the Bank. Fire Auditor/ Consulting firms may be removed

from the panel if their performance is found to be unsatisfactory or for non-participation continuously in two tenders despite being invited with a clear notice of 21 days.

2. This empanelment document is neither an offer letter nor a legal contract but an invitation for empanelment only.
3. No contractual obligation on behalf of Bank, whatsoever, shall arise from this empanelment process unless and until a formal contract/agreement is signed and executed by duly authorised officer and System Integrators/ Service Providers in due course after invitation of tender.
4. **During the process, Bank may modify any/all of their terms & conditions of this empanelment including specification/certifications and mode of selection giving due notification through Bank's website (<https://www.sbi.co.in> > Procurement, Empaneled Service Providers & Others > Procurement News) or by communicating to the applicants through any other mean of communication.**
5. Bank will not be liable for any costs incurred by the applicant(s) in the preparation of the response to this notice for empanelment

**C. SELECTION PROCESS:**

1. The short-listing of applicants will be done after scrutinizing the documents and application. Bank will evaluate the application for empanelment based on Professional Qualification and working experience of the applicant/Firm.
2. Only short listed applicants would then be invited by the Bank to participate in the tendering process for finalizing the rates.
3. The approved rates for Audit shall be in force for an initial period of **One Year** and shall automatically be terminated after the expiry of one year. However the same shall be renewable for one more year only on getting a written request from the Fire Auditors / Fire Consulting Firms and at the sole discretion of the Bank, depending on the performance report of the Fire Auditors / Fire Consulting Firms, obtained from the respective Branches / Administrative / Regional Offices.
4. The Bank reserves its right to call open/ limited tenders in which the applicant is not empanelled in this process but meeting the minimum eligibility criteria for Fire Auditors / Fire Consulting Firms, can also participate. For such tenders the empanelled Fire Auditors / Fire Consulting Firms under this process meeting the stipulated criteria of eligibility can also participate.

**D. PERFORMANCE GUARANTEE DEPOSIT & PENALTY:**

1. In case, the Fire Auditors / Fire Consulting Firms fails to carry out the audit work within the stipulated period, the Bank shall impose a penalty of Rs.100/- per branch per week for the remaining branches till the completion of the work.
2. Earnest money of may be deposited at the time of tendering shall be retained by the bank as Performance Guarantee (Security Deposit), without any interest, till completion of the allotted work from the date of awarding the contract. In case Fire Auditors / Fire Consulting Firms fails to carry out the Audit work, Bank reserves the right to cancel the whole contract and forfeit the Security Deposit partially or fully and the work order may be issued to the other Fire Auditors / Fire Consulting Firms
3. This penalty shall not apply in case of delays caused by Force majeure i.e., so called acts of God /Earthquakes/Floods/ Riots/ Bandhs / Civil Disturbances etc.

**E. OTHER TERMS AND CONDITIONS**

1. The successful Fire Auditors / Fire Consulting Firms, preferably should have their account in State Bank of India, the detail of which shall be furnished at the time of carrying out tendering process. Successful Fire Auditors / Fire Consulting Firms shall open an account in SBI, if not having already.
2. The “Fire Safety Audit Work” is awarded to the Fire Auditors / Fire Consulting Firms on his solemn affirmation to abide by all our terms and conditions as contained in various documents up to the conclusion of the process of tendering, viz. EOI, RFP, Corrigendum/s, other correspondences originating from this office on the subject, required as per the relevant clause of Terms & Conditions, Performance Guarantee Deposit. All the above mentioned documents are complementary in nature and have to be read together. In case of any conflict between provisions of the above named documents, the interpretation or the clause considered by the Circle Security Department at Chandigarh LHO most beneficial to the Bank shall prevail.
3. The Bank reserves the right through the Circle Security Department to make changes in method and specifications of work within the overall framework of the terms and conditions.
4. In case of any dispute the procedure (under Arbitration Act, 1996), as laid down in our various earlier documents, shall be taken recourse to. The courts at Chandigarh shall alone have jurisdiction in this regard.
5. The Fire Auditors / Fire Consulting Firms shall maintain total and complete secrecy and thereby assure 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. 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.



6. The Fire Auditors / Fire Consulting Firms shall ensure that the Fire Safety Audit work is carried out strictly as per the Bank's format and Bank's ambience is not disturbed and there is no damage to Bank's property or any decorative structure. If the ambience is disturbed or there is any damage to the Bank's property the firm shall be liable to make good the damages at their own cost.
7. 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.
8. Smoking and Tobacco consumption by Fire Auditors / Fire Consulting Firms is prohibited on work site.
9. 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.
10. 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.
11. The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of SBI and shall fulfill best auditing practices in the Bank.
12. Any unsafe condition or situation arising/ observed during the course of doing the job should be stopped immediately and reported to concern Branch Manager.
13. Bank reserves the right to reject any or all the applications without assigning any reason thereof and also reserves the right to restrict number of applicants for tendering at its sole discretion. Bank's decision in this regard shall be final and binding on all concerned.

**Assistant General Manager (Security)**

Circle Security Department  
State Bank of India  
Local Head Office,  
Sector 17,  
Chandigarh - 160017