



PREMISES & ESTATE DEPARTMENT, SBI, LOCAL HEAD OFFICE, CHANDIGARH

NOTICE FOR INVITING TENDER OF APPROVED EMPANELLED FOR FIRE SAFETY AUDITORS / CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT/ONLINE FIRE SAFETY AUDIT (OLFSA) OF BRANCHES / OFFICES LOCATED IN PLAIN & HILLY RURAL, SEMI-URBAN AND URBAN AREAS IN THE STATE OF PUNJAB, HARYANA, HIMACHAL PRADESH AND UT OF CHANDIGARH, LADAKH AND JAMMU & KASHMIR

Last Date & Time for submission of offer: 14.08.2023 up to 3.00 PM

[ADDRESS FOR COMMUNICATION](#)

**ASSISTANT GENERAL MANAGER (P&E),
PREMISES & ESTATE DEPARTMENT,
SBI, LOCAL HEAD OFFICE,
GROUND FLOOR, SECTOR – 17B,
CHANDIGARH – 160017**

DETAILS OF THE OFFER

Name of Work	Tender of Fire Safety Auditors / Firms for conducting Fire Safety Audit / Online Fire Safety Audit (OLFSA) of Branches, Administrative Offices, Regional Offices, BPR outfits, Local Head Office, Learning Centers, Guest Houses, etc., of the Bank located in Rural, Semi-Urban and Urban Areas in the State of Haryana, Punjab, Himachal Pradesh, and UT of Chandigarh, Ladakh and Jammu & Kashmir.		
Categorization of Branches / Offices areas for Empanelment	Fire Safety Audit / Online Fire Safety Audit (OLFSA) of Branches/ Offices Areas.		
	Sl. No	Category	Area
	1.	A	Plain Area
	2.	B	Hilly Area
Availability of offer documents on SBI website i.e., www.sbi.co.in	02.08.2023 to 14.08.2023		
Last date & time for receipt of offer bids at P & E department	On or before 14.08.2023, up to 3.00 PM		
Place & Address for submission of offer bids	Assistant General Manager (Premises & Estate) State Bank of India, Local Head Office, Ground Floor, Sector- 17, Chandigarh - 160017		
Contact details of Officials concerned for any clarification	AGM (P&E): 0172-4567103 Email-id: agmpre.lhocha@sbi.co.in Fire Officer: 0172- 4567015 Email-id: fo.lhocha@sbi.co.in		
Pre-bid meeting (Tentative date)	07.08.2023 at 3.30 PM		
Address for pre-bid meeting and for submitting Offer	Assistant General Manager (Premises & Estate) State Bank of India, Local Head Office, Ground Floor, Sector – 17B, Chandigarh – 160017,		

	AGM (P&E): 0172- 4567103 E-mail id: agmpre.lhocha@sbi.co.in
Tentative Date and Time of opening of offers (Technical Bid)	Technical Bid : 14.08.2023 by 1600 hrs (4 PM)
Place of opening of offers (Technical Bid and Price Bid)	Assistant General Manager (Premises & Estate) State Bank of India, Local Head Office, Ground Floor, Sector – 17B, Chandigarh – 160017
DATE & TIME OF AUCTION (Date and Time of E-reverse auction to be intimated after opening of technical bid)	Online Auction Date: Inform through email after technical bid open. (E-Reverse auction only for successful bidder)
The interested applicants can download the documents from our website; www.sbi.co.in - “ SBI in the news ” – Procurement news . The duly filed and signed application should be submitted to the above-mentioned address.	

II) ELIGIBILITY CRITERIA OF FIRE AUDITORS/FIRMS

1. Fire Auditors (Individuals)

Eligibility & Documents to be submitted as proof (self-attested copies)			
Pre-qualification Criteria	Years of Experience	Age (As on 31.03.2023)	Medical Fitness
Should have passed Station Fire Officer's Course and above from National Fire Service College (NFSC), Nagpur or any equivalent organization. (Proof: Document with respect to Station Fire Officer's Course successful completion certificate from National Fire Service College, Nagpur, or any equivalent organization.	Minimum 5 years related experience in fire safety in the preceding years	Less than 65 years	Medically fit to undertake the task { Proof: Medical fitness certificate obtained from any Government Medical officer (Allopathy)}
(OR) Should be Graduate of Institution of Fire Engineering (India/UK) or passed BE/B. Tech in Fire Safety Technology in any recognized institution from any AICTE approved institution or from any University recognized by UGC. (Proof: Document with respect to Graduate of Institution of Fire Engineering (India/UK) or passed BE/B. Tech in Fire Safety Technology).	NA	Less than 65 years	Medically fit to undertake the task { Proof: Medical fitness certificate obtained from any Government Medical officer (Allopathy)}
(OR) A retired Fire Officer from SBI/ PSB/ PSU having above qualification, provided they are not barred from re-employment in any Bank. (Proof: Document with respect to retired Fire Officer from SBI/ PSB/ PSU having above qualification and they are not barred from re-employment in any Bank).	NA	Less than 65 years	Medically fit to undertake the task { Proof: Medical fitness certificate obtained from any Government Medical officer (Allopathy)}

2. Fire consulting Firms:

- i. Should have an average annual turnover of not less than 30% of the estimated cost of the project/work, during the best 3 years out of 05 Years ending on 31st March 2022 for fire safety related audit, consultancy, and advisory services and not from sale of firefighting equipment, verifiable from audited balance sheet, if otherwise, CA certificate to this effect shall be submitted along with copies of the **last 5 years Income Tax return.**

- ii. Fire Auditors engaged by the Firm for fire audit in SBI should have qualification as mentioned below. The firm should give a certificate to this effect to the auditors detailed by them, on their company letter head along with professional qualification certificates of the auditors, duly countersigned by the Fire Officer of the circle.

Eligibility & Documents to be submitted as proof (self-attested copies)			
Pre-qualification Criteria	Years of Experience	Age (As on 31.03.2023)	Medical Fitness
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(OR) Should be Graduate of Institution of Fire Engineering (India/UK) or passed BE/B.Tech in Fire Safety Technology in any recognized institution from any AICTE approved institution or from any University recognized by UGC. (Proof: Document with respect to Graduate of Institution of Fire Engineering (India/UK) or passed BE/B.Tech in Fire Safety Technology).	NA	Less than 65 years	Medically fit to undertake the task {Proof: Medical fitness certificate obtained from any Government Medical officer (Allopathy)}
(OR) A retired Fire Officer from SBI/ PSB/ PSU having above qualification, provided they are not barred from re-employment in any Bank. (Proof: Document with respect to retired Fire Officer from SBI/ PSB/ PSU having above qualification and they are not barred from re-employment in any Bank).	NA	Less than 65 years	Medically fit to undertake the task {Proof: Medical fitness certificate obtained from any Government Medical officer (Allopathy)}

III) GENERAL INSTRUCTIONS TO THE OFFERERS

1. Scope of Tender:

Sealed applications/offer are invited for

“FIRE SAFETY AUDITORS / FIRE CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT / ONLINE FIRE SAFETY AUDIT (OLFSA) OF OFFICES / BRANCHES LOCATED IN RURAL, SEMI-URBAN AND URBAN AREAS OF THE STATE OF HARYANA, PUNJAB, HIMACHAL PRADESH AND UT OF CHANDIGARH, LADAKH AND JAMMU & KASHMIR”.

- 2. Site & location:** The proposed Fire Safety Audit is to be carried out in the Branches, Administrative offices, regional offices, Learning Centers, Guest Houses, etc. of the Bank in the **State of Haryana, Punjab, Himachal Pradesh, and UT of Chandigarh, Ladakh and Jammu & Kashmir.**
- 3. All pages should be properly tied and tagged in its order for easy identification during scrutiny. Full address with phone no. of the applicant should be written on the sealed covers. No deviations from the offer conditions are acceptable.**
4. All pages of the offer document shall be serially page numbered, sealed & signed by the auditor/firm or it's authorized signatory and stamped. All Corrections shall be duly signed and stamped. Bids received after the above date/time will not be considered. The application form, appendices & annexures should be filled in all aspects. Partially filled applications shall be rejected.
5. All the applicants must submit the relevant and sufficient documentary evidence regarding copies of technical/professional qualification, work completion certificates, work order, etc. meeting the above mentioned eligibility criteria. The Bank reserves the right to the demand original documents for verification. **The eligibility criteria documents must be accompanied by self-attested copies of the relevant documents, without which the application shall be rejected.**
6. The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant or any other persons to verify the work executed by them or any other claim made on their application.
7. The application is to be submitted in two separate sealed covers superscribing **“TECHNICAL BID”** and **“FINANCIAL BID”** (please also see clause 9 below) and both the said covers put in another sealed ENVELOPE duly superscribed as,

“NOTICE FOR INVITING TENDER FOR APPROVED EMPANELLED OF FIRE SAFETY AUDITORS / CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT/ONLINE FIRE SAFETY AUDIT (OLFSA) OF BRANCHES / OFFICES LOCATED IN PLAIN & HILLY RURAL, SEMI-URBAN AND URBAN AREAS IN THE STATE OF PUNJAB, HARYANA, HIMACHAL PRADESH AND UT OF CHANDIGARH, LADAKH AND JAMMU & KASHMIR” or before 14.08.2023 up to 03.00 PM at the address given above.

8. NATURE OF THE DOCUMENT- TWO BID CONCEPT

- a. The offers are invited in **Technical Bid (Cover –I) And Price Bid (Cover -II)**
- b. The Technical bid must be submitted in separate sealed covers). Covers-I Containing Technical bid in prescribed format along with supporting documents only (instructions, terms & conditions, specifications, brochures, copies of the certificates/work orders etc.). Any price or details of price thereof should not be quoted or enclosed in the technical bid. **The DD of Rs 5000/- as above has to be enclosed in the cover – I containing technical bid only. .**
- c. Name, e-mail, communication address of the fire safety auditors/Firms with telephone /mobile number(s) of the contact person also must be clearly stated on the envelopes for easy and correct identification and contact.
- d. It is hereby clarified that the Bid/ response to the offer should be submitted in the exact format given herein without making any changes/alterations to the offer document. Any change/alteration made to the offer document by the participant would make his Bid void and the same shall be liable to be rejected by the Bank without further going into the merits of the offer.
- e. Availability and Submission of Proposal: The offer document can be downloaded from the Bank's website <https://www.sbi.co.in> under procurement. **Offer document can also be collected from office of the Assistant General Manager (Premises & Estate), State Bank of India, Local Head Office, Chandigarh, Pin – 132103 on all working days from 10.30 AM to 2 PM till the last date of submission of the offer.**
- f. Conditional offers will not be accepted and will be summarily rejected. All annexures & appendices must be clearly mentioned and should be sequentially attached and flagged neatly.
- g. In case the date of opening of offers is declared as a holiday, the offers will be opened on the next working day at the same time.
- h. Firms should have a GST registration certificate for their registered offices. PAN Details are also to be provided.
- i. After the empanelment is awarded, the auditor / firm will carry out the work without raising any preconditions.
- j. The application will be rejected if it is not accompanied with the DD of Rs5000/- favoring State Bank of India, LHO Chandigarh.
- k. Bank reserves its right to reject any or all the Applications / Offers / Quotations without assigning any reasons therefore and the Bank's decision shall be final.
- l. No deviation of any kind will be allowed in NIT / Offer conditions, Scope of work, Terms & Conditions, Payment Terms, etc. after the evaluation processes are over.

- m. The applications received after due date will not be entertained. Bank will not be responsible for late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily.
- n. The applicant/firm should have not been blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU / Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body. **An Undertaking / Certificate to this effect should be submitted along with the application (Annexure 'E')**. If the Bank finds the Undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the NIT (if empaneled), the applicant will be immediately disqualified / terminated by the Bank.
- o. Amendment: At any time before the last date and time for submission of response to the offer (including extended date, if any), the Bank may for any reason, modify the offer document, by an amendment that would be displayed on Bank's Website www.sbi.co.in; only, the Bank would make no other intimation in this regard. It would be the sole responsibility of the Fire Safety Auditors / Firms to submit bid / proposal incorporating amendments, if any.
- p. The Bank reserve its right to prepone or postpone or cancel any part or entire process without assigning any reason therefor and the Bank's decision shall be final.
- q. Disclaimer: The offer would bind neither the Bank in any contract nor in an offer of an assignment/contract. The Bank reserves the right to accept any bid/ proposal or reject any or all the bids/ proposals received in response to the offer and to cancel the entire process at any time prior to award of the assignment/contract, without thereby incurring any liability to the affected respondent/s. The Bank shall not be bound to offer any reasons for such acceptance/ rejection nor shall entertain any correspondence with the rejected respondents in this matter. The Bank reserves the right to cancel the empanelment process altogether at any time for any reason whatsoever, purely at the discretion of the Bank.

9. SELECTION PROCESS

- a) Sealed envelope containing the NIT, received up to 3.00 PM as on 14.08.2023 (scheduled date) will be considered. From the RFP, the separate cover containing the technical bid and price bid will be opened at 4.00 PM, in the presence of the committee members. The committee will evaluate the technical bid for empanelment based on Professional Qualification, physical fitness and working experience of the applicant/Firm and those who are found eligible will be short listed as per eligibility criteria. The Bidders / their representative may be present at the time of opening of the technical bid, if they so desire. *No separate intimation will be sent to the Bidders for deputing their representatives.*
- b) Who qualify in technical bid will only be opened for finalization of **FIRE SAFETY AUDITORS / FIRE CONSULTING FIRMS**. The E- Reverse Auction date will be intimated to the successful bidders through their e-mail.

- c) The standardized rates (L-1) will be circulated to the qualified Firms for their acceptance. The entire work of each Module will be distributed amongst L- 1, L-2, L-3,L-4,L-5 and L-6 bidders of the respective module by the Bank in the ratio **24:21:18:15:12:10** (Subject to revision before the finalization of tender) provided firms at L-2, L-3 and so on are willing to accept L-1 rates. If the L-2 Bidder is not willing to accept at L1 rates, other firms L-3/L-4 and so on in that manner work may be awarded. The work orders will be issued by the Fire Officer, at LHO, Chandigarh. Since timely execution of works is of paramount importance, requests for extension of time shall not be entertained. No interest shall be paid in case of any delay in the payment.
- d) In the event of non-acceptance of L-1 rates by other Firms, the L-1 Firm will be required to undertake the entire work of the Module, failing which penalty clause of forfeiture of Security Deposit will be invoked.
- e) It will be mandatory to accept work (Plain & Hilly) of any Regions comprising of urban, semi urban as well as rural branches.
- f) Bank reserves the right to allocate or cancel any Region/ Branch/ Office as per the requirement of Administrative Offices, RBOs to the Fire Safety auditors / firms at the L1 rate.
- g) Bank has a right to allot any work / areas / region to any Auditor/Firm as per Banks requirements
- h) Bank reserves the right to delist the Fire Safety Auditor / firms at any stage in the event of failure of Nonresponse, non-commitment and Non completion of the assigned task as per offer terms and conditions
- i) ***Bank reserves the right to review the list of the panel of Auditors, if qualifications of fire safety auditors is amended as mentioned in the qualification criteria.***
- j) **Evaluation will be done based on the documents submitted along with the bid and as such the bidders are requested to ensure its accuracy and all material details are correctly included in the offer response.**

1. TERMS & CONDITIONS

The successful applicant once authorized by the Bank has to carry out the Fire Safety Audit/Online Fire Safety Audit (OLFSA) of Branches & Offices allotted to them by the Bank, located in Rural, Semi-Urban and Urban Areas of the State of Haryana, Punjab, Himachal Pradesh and UT of Chandigarh, Ladakh and Jammu & Kashmir and submit the report of the Fire Audit in the prescribed format given by the Bank within **fifteen days**.

In case the identified individual / firm is not able to execute the work order within the stipulated time, the Local Head Office, Chandigarh may redirect the work order to the next individual/ firm linked with the Module/Network under intimation to the Fire Officer, Premises & Estate Department, LHO Chandigarh or Bank's may forfeit EMD amount.

Bank also reserves right to remove you / your firm name from the approved panel without assigning any reason whatsoever or stop considering you, if any individual / Firm refuses to provide their services in the allocated area.

After uploading of reports online, due verification of the bills of External Fire Auditors / Firms by the Fire Officer, LHO, Chandigarh the payment of the same will be made by the concerned RBO's.

A) The tentative number of branches are given below:

Sr.No.	Name of the LHO modules/ AO/RBO/ Branches/ Offices	Tentative numbers of Branches/ Offices
1.	AO Ludhiana	320
2.	AO Bathinda	310
3.	AO Mohali	311
4.	AO Panchkula	251
5.	AO Rohtak	282
6.	AO Shimla	366
7.	AO Jammu	203

Note: The total number of branches / offices mentioned is tentative and may vary. Bank has the right to utilize the service of Bank's Fire Officer to carry out the Fire Safety Audit/ OLFSA of any Branches/Offices mentioned above.

2. DETAILS TO BE CHECKED DURING THE CONDUCT OF FIRE AUDIT

The fire safety audit should be carried out with the view of standards like National Building Code-2016, IS: 2189, IS: 2190, IS: 15683 etc.

IV) GENERAL TERMS AND CONDITIONS

- a) All the applicants are required to furnish their details of PAN, GST, Certificate of Incorporation, etc., as applicable. Fire Safety auditing firms should furnish the registration details of EPF/ESI of their auditors to the Bank.
- b) The successful/selected Fire Safety auditors / firms will have to enter into an agreement with the Bank in stamp paper of appropriate value. The format of the agreement shall be designed and drafted based on the Terms & Conditions /

Clauses mentioned in this EOI document. However, Bank reserves the right to add / delete any other appropriate clauses in the Agreement.

- c) The successful Firms should forward a letter specifically indicating the names of their personnel who will be conducting the Fire Safety audit. Along with the letter, the Firms have to submit the Biodata, Educational qualification & Experience certificate for all their personnel who will be auditing in this contract.
- d) Bank reserves the right to change any persons employed by the Firm at the discretion of the Bank.
- e) Any change of the personnel by the Firm should be informed to the Bank in advance.
- f) Decision of the Bank in respect to interpretation of the empanelment / offer Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the auditor / firm.
- g) In case of any dispute between the auditor / firm and the Bank, the Bank shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in Chandigarh.
- h) All the applicants will have to submit valid Email ID, mobile no., etc. to enable them for participation in the Online Fire Safety Audit (OLFSA).
- i) The Successful Fire Safety auditors / firms should be prepared to execute the Fire Safety audit at the agreed rates to the Bank as and when orders are placed during the validity period of the empanelment.
- j) Adequate care and safety should be taken by the Fire Safety auditors or firms during the verification, measuring and recording of the data.
- k) Any damage to the Bank's property, equipment's under testing and measurement during the Fire safety audit will be charged to the Fire safety auditors or firms.
- l) Bank is not responsible for accidental injury of any of the Fire Safety Auditor or operating personnel of the Firm involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in Fire Safety aspects and handling of electrical equipments.
- m) The fees quoted against each category must include the cost of local conveyance, transport, lodging, boarding, tools, stationary, men & materials, etc. required for conducting the Fire Safety Audit/Online Fire Safety Audit (OLFSA). GST will be paid extra as per the actual and applicable rate.

No inconvenience should be caused to staff/customer during working hours. Shut down required if any may be intimated to branch in advance.

- n) If the Bank observes that the Auditor has not completed the task up to its satisfaction, Bank reserves the right to ask for re-auditing the premises without any additional payment.
- o) All personnel provided by the Firm will be on the payrolls of the Firm and there will be no Employee and Employer relationship between the personnel engaged by the Firm and the Bank. They shall also to produce a photo identity card duly issued to the Auditors.
- p) The Fire Safety Auditor/ Firm will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.
- q) The Firm shall strictly comply with all Labour and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor, and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the Firm. The Bank shall neither be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Firm and it shall be the sole responsibility and liability of the Firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.
- r) The Fire Safety Auditor/ Firm shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Fire Safety Auditor or employees of Firm engaged for the Services.
- s) The Firm shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.
- t) That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any Fire Safety Auditor / Firm's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise.
- u) The Fire Safety Auditor/Firm shall alone be fully responsible for safety, security, and insurance (general and life) of self / employees who is carrying out fire safety audit.

- v) In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- w) Any unsafe condition or situation arising / observed during doing the job should be stopped immediately and reported to the concerned Branch Manager.
- x) The Fire Safety Auditor/Firm agrees that they shall comply with security regulations in effect from time to time at Bank's premises and externally for materials belonging to SBI.
- y) The Auditors / Technicians shall report to the Security while entering & exiting the premises. All personnel of Fire Safety Auditor/Firm will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.
- z) The Fire Safety Auditor/Firm undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc., if any as aforesaid.
- aa)The Auditor/Firm shall obtain adequate Insurance Policy in respect of Self/Firm's workmen engaged for the service towards meeting the Liability of Compensation arising out of death, injury, disablement at work etc., and shall regularly and punctually pay each and every premium as and when the same shall become due.
- bb)All security and safety regulations and guidelines as per the applicable law are to be followed. All guidelines/directions of Bank's Security Division must be followed.
- cc)The applicants may inspect the branch premises and access the scope of work before quoting the rates for fire audit.
- dd)The Bank reserves the right through the premises & Estate Department to make changes in method and specifications of work within the overall framework of the terms and conditions.

V) SPECIAL TERMS AND CONDITIONS

- a. The successful applicant (Individual Auditor) shall not audit more than 04 (four) Branches/offices in any given day.
- b. All the work will be carried out in time bound manner as decided by the Bank.
- c. Three copies of the reports shall be prepared and signed by the Auditor and Branch Manager of the Branches / Offices at the appropriate place with seal. Copy of Report should be clear in handwritten.
- d. One copy of the Fire Audit report will be submitted to the Branch Manager, second copy of the report shall be submitted to respective Regional Business Office and third copy to the Fire Officer at Premises & Estate Department, LHO Chandigarh within one week after completion of audit.
- e. The Auditors shall not be allowed to stay / reside at site.
- f. The Auditors should be able to communicate in Hindi/ English Languages.
- g. All the applicants should be equipped with necessary infrastructure in their established Office with regards to measuring instruments, tools, staff strength, computer, drawing software, etc.
- h. The Fire Auditors / Firms shall not use logo and name of the State Bank of India on their letter head, sign board and rubber stamp etc.
- i. The Fire Safety Auditor/Firm shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, first-aid box, etc. are being used by their personnel while carrying out works.
- j. The tools and tackles used by the Fire Safety Auditor must be in good working condition and maintained properly.
- k. The spares, tools and tackles used by the Fire Safety Auditor which belongs to the Bank must be recorded in the Bank's register and returned back to Bank after use. Spares taken outside the premises also to be recorded with serial number of spare and in and out date and time.

VI) EXECUTION OF CONTRACT / TRANSFER AND SUBLITTING

- a. The Auditor / Firm has to keep high professional standards in discharging his obligations as per this offer document and the contract, if any executed with the Bank.
- b. The Auditor/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.

- c. 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.
- d. In case any deviation of the said instructions is detected / observed during the currency of the contract the said auditor/firm would be liable to be delisted/de-empanelled from the Bank.

VII) WORK ORDER

Work order will be issued by Premises & Estate Department, State Bank of India, Local Head Office, Chandigarh.

VIII) PAYMENT OF BILLS

Payment will be made at the respective Regional Business Offices (RBO) after successful completion and submission of Fire safety audit reports in three (3) copies duly acknowledged by the branch in complete form of the audited premises during course of the work. No advance is payable.

IX) VALIDITY OF EMPANELMENT

- a) The empanelment shall be valid for three (3) years, subject to review every year, based on satisfactory performance of the Fire Safety Auditor/Firm. However, the Bank reserve the right to rely on the empanelled panel for services beyond 3 years, if so required or such termed condition or may be finalised.
- b) Rate-Contract will be valid for three (3) years from the date of empanelment. The panel may be extended or curtailed at the sole discretion of the Bank. No price hike shall be permitted during this period.

X) PENALTY CLAUSE

In case, the Qualified Fire Auditor / Firms fails to carry out the audit work within the stipulated period i.e. one month from date of issuing the work order, the Bank shall impose a penalty of Rs.100/- per branch per day till the completion of the work.

XI) TERMINATION OF CONTRACT

In case of services any Fire Auditor / Firms if found to be below par, the services could be discontinued by the Bank, after giving due notice of not less than 14 days as per instruction of the Bank. In case the contract with any Firm/Auditors is terminated, the Bank reserve the right to use the service of any other Firm/Auditor in the panel for such service on mutually agreed terms.

XII) PROTECTION OF WORKS AND PROPERTY

The Fire Safety Auditor/Firm shall continuously maintain adequate protection, of all his work from damage and shall protect the SBI's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The Fire Safety Auditor/Firm shall take Life Insurance covers at his own cost.

XIII) 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.

XIV) ADHERENCE TO LABOUR LOCAL LAWS, ACTS, REGULATIONS

The contractor shall strictly adhere to all prevailing labour laws inclusive of Contract Labour (Regulation and Abolition) Act, 1970 and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

- i) Minimum Wages Act, 1948 (Amended)
- ii) Payment of Wages Act 1936 (Amended)
- iii) Employees Compensation Act 1923 (Amended)
- iv) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
- v) Apprentice Act 1961 (Amended)

- vi) Industrial Employment (Standing Order) Act 1946 (Amended)
- vii) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
- viii) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof
- ix) Any other applicable laws, code etc.

XVI) GOVERNING LAW AND JURISDICTION

The offer documents and the agreement to be executed between the Bank and the successful bidder (Fire Auditors/Firms) shall be interpreted in accordance with the laws of India and any dispute difference arising out of this contract or otherwise shall be subject to the exclusive jurisdiction of courts at Chandigarh.

XVII) BREACH OF TERMS AND CONDITIONS:

In case of breach of any of terms and conditions specified in offer documents or letter of award, Bank shall have the right to cancel the empanelment without assigning any reasons whatsoever.

For and behalf of State Bank of India.

List of Appendices /Annexures:

1. Declaration – Appendix 'A'
2. Application form (Individuals) – Annexure 'A'
3. Application form (For Firms) – Annexure 'B'
4. List of Fire safety auditing work completed during the last 3 years – Annexure 'C'
5. Price Bid found for fire audit of SBI Branches/Offices – Annexure 'D'
6. Undertaking – Annexure 'E'
7. Audit Report format – Annexure - F

DECLARATION

(To be furnished in the letter head of organization)

To,
Assistant General Manager (Premises & Estate)
State Bank of India Local Head Office
Ground Floor, Sector – 17B,
Chandigarh – 160017

Dear Sir,

NIT OF FIRE SAFETY AUDITORS / FIRMS FOR CONDUCTING FIRE SAFETY AUDIT / ONLINE FIRE SAFETY AUDIT (OLFSA) OF BRANCHES / OFFICES LOCATED IN RURAL, SEMI-URBAN AND URBAN AREAS IN THE STATE OF HARYANA, PUNJAB, HIMACHAL PRADESH, AND UT OF CHANDIGARH, LADAKH AND JAMMU & KASHMIR.

I / We have read the Tender conditions, Eligibility criteria, Instructions, Scope of Work, Fire Safety Audit format, etc. and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and State Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

1. I / We agree that the decision of the Bank in selection of Fire Safety Auditors / Firms, distribution of the work, fixing the auditing charges and award of work will be final and binding to me / us.
2. All the information furnished by me is correct to the best of my knowledge and belief.
3. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
4. I / We agree that I / We have not applied in the name of sister concern for the subject project.
5. I / We give undertaking that I / We have not been blacklisted / penalised by any of the companies at any instance for the similar type of works.
6. I / We agree that I / We agree to the payment norms of the Bank.
7. I / We agree that I / We agree to execute fire safety audit for number of Branches/Offices less than indicated in this offer, in case of need at any point of time, during period of contract.

APPLICATION FORM (Individuals)

1.	Name of the candidate				
2.	Father Name				
3.	Date of Birth age as on 31.07.2023 (Proof to be attached)				
4.	Telephone / Mobile Contact No.				
5.	Email id				
6.	Address for Communication				
7.	Permanent Address				
8.	Educational Qualifications: (Self-attested photocopies of certificates to be enclosed)				
Sr. No.	Name of Examination	Year of Passing	Subjects	Board / University / Institution	% of Marks

Details of Station Officer Course and above from National Fire Service College (NFSC) Nagpur or any equivalent organization:
(Self-attested photocopies of certificates to be enclosed)

Sr. No.	Name of the Course / Training	Period		% Of Marks
		From	To	

Details of previous employment:

a)	Whether the applicant is a retired Fire Officer from SBI Group provided that they are not barred from re-employment in the Bank. (Proof to be submitted)	
b)	Whether the applicant is a retired Fire Officer from any PSB or PSU of the Govt. of India, who has dealt with building fire safety. (Proof to be submitted)	

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

Sl. No	Name of the Organization	Post held	Period		Nature of duties performed
			From	To	

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

Place:

Signature of Applicant

Date:

Name of the applicant

APPLICATION FORM (for Firms)

1.	Name of the Firm	
2.	Address	
3.	Telephone Nos., Fax & Mobile No. of contact person	
4.	Email	
5.	Constitution of the Firm	
6.	Year of Establishment	
7.	Name & Details of Partners / Associates	
8.	Details of Partners / Associates	
9.	Details of GST registration (Self attested copy of valid registration certificate to be enclosed)	
10	Name and value of Fire Safety audit completed during the last 3 years ending on 31st March 2022.	Details may be given in the enclosed format (Annexure- C)
11.	Registration Number with Council of Consultant / Indian Institute of Architects, if available (Self	

	attested copy of valid registration certificate to be enclosed)	
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Details of Fire safety auditors to be engaged by the Firm

Name	Educational Qualification	Contact details	Detail of present & previous Experiences

1. Banker's Name & details:

2. List of registration or empanelment with other Govt. / PSU Organization:

Note: Please enclose separate sheets for additional information, photographs, and documents.

Signature & Seal of the authorized signatory of Firm

Seal:

Date:

Place:

LIST OF FIRE SAFETY AUDITING WORKS COMPLETED DURING THE LAST 3 YEARS (ENDING 31.03.2022)

Sl No	Name of the client	Location of the building	Fees paid	Type of Occupancy	Classification of buildings	Height of the building (No. of floors) and Floor Area in SFT	Date of Fire safety audit conducted	Client Contact person

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 / Corporate body / Govt. body.

We hereby solemnly declare that any of our Director / Partner / Proprietor/ Individual auditor in an entity that has been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body.

If the Bank finds the 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 / terminated by the Bank.

Place:

Date:

Signature of Applicant

Name:

Designation:

(In case of Firm) Seal:



STATE BANK OF INDIA

Annexure - F

FIRE SAFETY AUDIT FORMAT

S. NO.	PARTICULARS	DETAILS
	Branch Code	
	Name of the Branch /Office	
	NW/ ZBO/ RBO	
	Audit Date: (dd/mm/yy)	
	Branch Manager's Name, PF No. & Mail ID	
	BM's Mobile No.	
	Controller (RM)'s Name &PF No.	
	DY GM's Name &PF No.	
	No. of Floors	
	Telephone no. with STD code	
	Total Carpet Area (Sq ft.)	
	Classification of Building	High Rise/ Low Rise/ High Rise Mixed Occupancy/ Low Rise Mixed
	Building Type	Own/Rented
	Electrical Load (in KW)	
	Date of the last electrical Audit (Date)	
	Is any Fire Incident in the past(Y/N)	
	Audit by (name of External Auditor)	

A	FIRE PREVENTION MEASURES	
1	All disposable records, broken furniture etc accumulated at the premises have been cleared.	YES/NO
2	Combustible leaf litter /waste papers etc in and around the branch is removed /cleaned periodically.	YES/NO

3	Stationary/Records are kept in the System /UPS room.	YES/NO
4	Storage racks in Stationary/Record room kept at a safe distance of 3ft. from electrical points /switch/junction boxes.	YES/NO
5	In the pantry /canteen LPG is used.	YES/NO
Remarks:		

B	SERVER AND UPS ROOM	
1 (A)	Server Room walls have brick work and plaster finishing and extended upto ceiling with 1 hour fire resistant door	YES/NO/NA
1 (B)	Does Server room have dual AC units engaged with switch overs timer with independent circuit.	YES/NO/NA
2 (a)	UPS Room walls have brick work and plaster finishing and extended upto ceiling with 1 hour fire resistant door	Yes/NO
2 (B)	Whether Exhaust fan installed in UPS Room.	YES/NO
Remarks		
C	ELECTRICAL SAFETY	
1	Main Supply Switch to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.	YES/NO
2 (a)	Are electrical wires properly covered /insulated to prevent exposure of wires?	YES/NO
(b)	Are wires properly attached to fixtures, plugs, circuit breakers, and other equipments?	YES/NO
(c)	Are electrical covers in place for junction boxes Outlets and panel boards?	YES/NO
3	Power supply to Record / Stationery room is only by Plug & Socket arrangement.	YES/NO
4	Water accumulation / seepage in the premises and dripping on electrical gadgets	YES/NO

Remarks:		
D	FIRE PROTECTION/FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM	
1	Are Fire extinguishers available in the following work area clearly marked and accessible? A. System/UPS room:CO2 Type(3KG/4.5Kg)	YES/NO
	B. Banking Hall: CO2 / ABC/ DCP Type	YES/NO
	C. Stationary Room: Water CO2 type	YES/NO
2	Are Fire Extinguishers mentioned in Col D1 refilled and inspected regularly?	YES/NO
3	During refilling, was it operated by the occupants of the site .	YES/NO
(a)	If yes Date of demonstrate certificate availiable.	YES/NO
	If yes, Mentioned Date of demonstration Certificate	YES/NO
4	Does site have Automatic fire detection and alarm system with auto dialer with working condition.	YES/NO
Remarks:		

E.	DG SET /GENERATOR	
1	Generator is not placed inside the premises.	YES/NO
2	Fuel for the Main Diesel Generator Set is stored in closed container and placed at a safe location.	YES/NO/NA
3	At least two 6 kg ABC or CO ₂ - 3 / 4.5kg capacity fire extinguisher is placed near the Diesel Generator.	YES/NO/NA
Remarks		
F	TRAINING AND AWARENESS	
1	Does the branch guard/other staff know the operation of Fire alarm system?	YES/NO

2	Does the branch guard/other staff AMC Vendor are carrying out testing of fire alarm by giving smoke to all the smoke detectors installed in the premises.	YES/NO
3	Testing of fire alarm are being recorded in Security Information Register provided by the Security Officer.	YES/NO
4	All branch staff are conversant with the location and operation of fire extinguishers.	YES/NO

Remarks

G	FIRE EXITS AND EVACUATION	
1	Are emergency exit doors clearly marked and evacuation routes clearly marked with autoglow signages?	YES/NO

Remarks

H. CONTROLS IN PLACE /PRACTICED FOR HIGH RISE BUILDINGS

1	Does the site have a written emergency preparedness plan?	YES/NO/ NA
2	Where lift is available a cautionary notice "IN CASE OF FIRE, DO NOT USE LIFT, USE STAIRCASE ONLY" has been displayed.	YES/NO/NA
3	Are the floor marshals nominated and aware of their duties and responsibilities?	YES/NO/NA
4	Does the site have a Fire Hydrant System?	YES/NO/NA
5	Does the site have automatic sprinklers?	YES/NO/NA
6	Does the Site have trained fire personnel?	YES/NO
7	Does the site have a public Address (PA) System for notifying personnel to evacuate the site?	YES/NO

Remarks

I	Inventory of Fire Extinguishers at the Branch : Name of the Vendor /Firm							
	Type	Nos		Refiling Date	Type	Nos		Refiling Date

			New	Old			New	Old	
a.	CO2 Gas 3.0 K.G					e) DCP 5 KG			
b.	CO2 Gas 4.5 K.G					f) ABC 5 kg			
c.	CO2 Gas 22.5 K.G					g) 6 Kg			
d.	Water co2 type 9 liters	Stored Pressure				h) 5 kg ABC Modular			
		Cartridge Types							
						DCP 6 KG			

Remarks: Name of the staff trained by you on **FIRE PREVENTION MEASURES** , working in the branch including bank Guard / Canteen Boy / Generator Operator and Others-

- 1.
- 2.
- 3.
- 4.
- 5.

ON SITE ATM FIRE SAFETY ARRANGEMENTS:

Is 5 Kg ABC MODULAR Fire Extinguishers have been installed at ATM BACK ROOM : Yes / No

Is Smoke Detectors have been provided in Back room & Front Room of ATM Chamber : Yes / No

Is dual AC units with Timer Circuits Device have been provided. : Yes / No

Is housekeeping satisfactory inside the ATM/e-corner Rooms : Yes / No

SIGNATURE OF EXTERNAL FIRE SAFETY AUDITOR

Stamp / Seal

Dated: / /

Note For Branch Manager:

a) Once the observations were made in the audit report, must be complied by BM through ONLINE portal and to be closed within 90 (Ninety Days) days from the date of audit by the Controller. Follow the given path to access ONLINE PORTAL for Compliance & Closer:

SBI TIMES > DEPARTMENT 2 > OL & CS DEPTT > FIRE SAFETY AUDIT > AUDIT > COMPLIANCE DUE

b) I have received a duplicate copy of the duly filled Fire Safety Audit Report conducted by Shri..... (Name of Auditor) and major deviation/s has been acknowledged to me by the auditor.

Signature of Branch Manager

Branch Seal

Dated: / /

FIRE PREVENTION TIPS

1. Waste paper, inflammable material (Disinfectant, Diesel, Petrol, Paint, Aerosol etc.) should not be kept in the Branch.
2. Ensure Fire Fighting Equipments are serviceable at all times and easily accessible.
3. Exposed Electrical wiring is potential Fire Risk and as such should be checked, and discontinue to install plastic body two pin wall mounted fan and replace with Metal Body three Pin Fan. Ensure Record Room and Stationary room is stacked properly and remains neat and tidy.
4. Fire orders are properly displayed and contents known to all staff. Ensure that staff is conversant with handling of Fire Extinguishers. Lecture cum demonstrations to be held during refilling of fire extinguishers every year by authorized Firm representative.
5. No-Smoking Notice Boards to be displayed outside Record/ Stationary Room & DG set area.
6. Plug and socket arrangements must be provided in Strong Room / Locker Room / Record / Stationary Room for getting power inside the room. Adequate exterior lighting arrangements is available during night.
7. Any irregularity pointed out during previous audit report be regularized. Basement (if) is not used for keeping old records, furniture or any inflammable materials without approval of concerned civic authority.
8. Control panel of Smoke Detector system should be checked regularly to ensure/ it is functioning properly.

9. Very old Air-Conditioners, whose compressor is likely to get heated, should be checked regularly as this is also a critical area. All electrical MCB are functioning properly so that in case of any short circuit is trip and power gets cut off.
10. All Electrical appliances must be switched off before leaving the Branch Premises and ensure all the Security / Fire Safety / gadgets are in working conditions. Master / Single point switch to be install at the entrance of the branch to cut off power supply except equipment requirement 24 x 7.
11. LPG is not allowed in canteen, only Induction can be used.

DISTRICTS/UT COVERED UNDER EACH AOs

Sl. No.	ADMINISTRATIVE OFFICE	DISTRICTS/UT COVERED
1.	Ludhiana	Ludhiana, Amritsar, Jalandhar, KAPURTHALA, NAWANSHAHR, TARANTARAN
2.	Bathinda	MANSA, BHATINDA, FAZILKA, MUKTSAR, BARNALA, MOGA. SANGRUR, MALERKOTLA, FARIDKOT, FEROZEPUR
3.	Mohali	MOHALI, HOSHIARPUR, GURDASPUR, PATIALA, SANGRUR, GURDASPUR, PATHANKOT, ROPAR, FATEHGARH SAHIB, U.T. CHANDIGARH
4.	Panchkula	PANCHKULA, U.T. CHANDIGARH, AMBALA, YAMUNA NAGAR, KURUKSHETRA, KAITHAL, KARNAL
5.	Rohtak	ROHTAK, Charkhi Dadri, BHIWANI, HISSAR, JIND, JHAJJAR, REWARI, MOHINDERGARH, PANIPAT SIRSA, FATEHABAD
6.	Shimla	SHIMLA, SOLAN, SIRMUR, MANDI, LAHAUL & SPITI, KULU, KANGRA, CHAMBA, UNA, BILASPUR, HAMIRPUR

7.	Jammu	SRINAGAR, BADGAM, BARAMULLA, GANDERBAL, JAMMU, RAJOURI, KATHUA, SAMBA, POONCH, REASI, UDHAMPUR, BANDIPUR, KUPWARA, ANANTNAG, SHOPIAN, PULWAMA, KULGAM, U.T LEH, KARGIL, RAMBAN, DODA, KISHTWAR U.T LADAKH
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PRICE BID

FOR CARRYING OUT FIRE SAFETY AUDIT OF THE BRANCHES/ OFFICES / CELLS IN CHANDIAGRH CIRCLE

Sr. No.	DESCRIPTION OF ITEM	RATES IN RS (INR) PER BRANCH / OFFICE
1	FOR CARRYING OUT FIRE AUDIT OF BRANCHES / OFFICES FALLING UNDER CHANDIGARH CIRCLE. Branch / Offices falling in Plain areas Administrative Offices viz; Panchkula, Mohali, Ludhiana, Jammu (plain areas) Bathinda & Rohtak	(Charges for visiting, fare, conveyance, services, boarding, lodging, transportation, octroi, entry tax, toll tax or any local charges shall be inclusive except GST which shall be payable extra as applicable) Amount in figures & words
2	Branch / Offices falling in Hilly areas Administrative Offices Viz; Himachal Pradesh, Jammu (Hilly areas)	

2. In case the quoted rates differ in words and figures, the amount quoted in words will be taken as final.

Fire Auditor / Consulting Firm
Authorized Signatory &
Seal of the firm