

TENDER ID – PTA/2023-24/SBI BUILDING PATIALA



**LIMITED TENDER FOR ONLY SBI EMPANELLED VENDORS CHANDIGARH CIRCLE OF PSAs FOR PROVIDING CONTROL ROOM OPERATOR AND FIREMEN FOR MANNING CONTROL ROOM AND PROVIDING OTHER RELATED SERVICES, AT SBI BUILDING, SHERAWALA GATE PATIALA PURELY ON CONTRACT BASIS**

**TECHNICAL BID**

**OUTSOURCING OF FIREMEN & CRO  
AT SHERAWAL GATE, RBO -3, PATIALA UNDER AO MOHALI**

**TENDER SUBMITTED BY:**

COMPANY : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

NAME & PHONE NO.  
OF CONTACT PERSON: \_\_\_\_\_

**The Regional Manager,  
SBI, RBO- 3, Patiala,**

**Sherawala Gate, Near Kali Mata Mandir**

## **NOTICE INVITING TENDERS**

Sealed tenders are invited for outsourcing Firemen & CRO at SBI Building, Sherawala Gate Patiala

LIMITED TENDER FOR ONLY EMPANELLED VENDORS OF PSAs FOR PROVIDING CONTROL ROOM OPERATOR AND FIREMEN FOR MANNING CONTROL ROOM AND PROVIDING OTHER RELATED SERVICES, AT SBI BUILDING, SHERAWALA GATE PATIALA PURELY ON CONTRACT BASIS

Concepts of the tender are as under:

### **ENVELOPE - 1**

**TECHNICAL BID** duly signed with Company seal in separate envelope super-scribed with the respective contents along with the EMD shall be enclosed in separate envelope and to be included in the technical bid envelope and to be submitted in hard copy to designated office. Information of those vendors qualified in the technical bid will also be advised to them.

**E-FINANCIAL/PRICE BID** for captioned work shall be held **Online only on** or before the date and time which will be advised by **M/s E-Procurement Technologies Ltd., B – 704 Wall Street – II, Opp Orient Club. Near Gujrat College Ahmedabad – 380006, Gujarat.**

**Online e- Financial bids** will be declared only of those contractors who have qualified in the Technical Bid.

The details of tender are as under:

SN	Particulars	Details
1	Name of work	Outsourcing of Firemen & CRO (6 Firemen and 01 CRO)
2	Nature of Work	: Fire Fighting Works
3	Estimated Cost of Work	Wages payable as per GOI Labour Dept. applicable from time to time
3	Time allowed for acceptance	: <b>30 Days from Award of Work</b>
4	Earnest Money Deposit	Rs. 20,000/- (Rupees Twenty-Thousand only) by means of Demand Draft /Banker Cheque only (Valid for a period of 90 Days from the last date of submission of the tender) from any scheduled Nationalized Bank drawn in favour of SBI RBO -3, PATIALA.

5	Last date & time for submission of Complete Tender Document Technical Bid and EMD and Online Price Bid (Part II)	<b>28.09.2023, 12:00 PM</b> Note: It is sole responsibility of the bidder to ensure submission of their Tender documents along with EMD by stipulated date and time at specified address failing which their Online Price bid will be not opened. Without EMD tender will be rejected.
6	Address for submission of Complete Tender Documents	Complete Technical Bid to be addressed to <b>The Regional Manager, (RBO-3) SBI, Sherawala Gate, Patiala, Near Kali Mata Mandir, Patiala.</b>
7	Date and Time of opening of Technical Bids	<b>28.09.2023, 04:00PM or any date as notified by the competent authority</b>
8	Date and Time for <b>E-FINANACIAL / PRICE Bid</b>	It will be decided post short listing of bidders after the technical bid.
9	<b>Submission of Tender Document</b>	<p><b>Tender will have to be submitted in a sealed covered and super scribed</b></p> <p style="text-align: center;"><b><u>"TENDER FOR OUTSOURCING OF FIREMEN &amp; CRO</u></b> <b><u>AT</u></b> <b><u>SBI BUILDING, SHERAWALA GATE Patiala</u></b></p> <p>The Tender should contain Envelope 1 mentioned below.</p> <p><b>Envelope 1 - TECHNICAL BID</b> Shall contain technical part duly signed and stamped and EMD in separate envelop. Tenders without EMD shall be rejected.</p> <p><b>E- FINANCIAL BID (ONLINE)</b> The Financial Bids will be held online for “ Service Charges” only. The wage rates paid by the vendors to the Firemen &amp; CRO shall be as declared by GOI labour dept. those tenders quoting lower rates than GOI labour dept. shall be rejected. The online e- financial bid shall be to only vendors whose Technical Bid document is found in order&amp; stands qualified.</p>

8	Defect Liability period	1-year
9	Validity of offer	25 days from the date of opening of Financial-bid
10	Value of Interim Certificate	Monthly Payment

12. For any clarifications regarding online Tender procedure, System requirements etc. please contact **M/s E-Procurement Technologies Ltd., B – 704 Wall Street – II, Opp Orient Club. Near Gujrat College Ahmedabad – 380006, Gujarat.**
13. The Contractor/ Vendor shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages. Tender documents without seal and signature of the authorized tenderer are liable to be rejected.
14. No conditions other than mentioned in the tender will be considered, and if given they will have to be withdrawn before opening of the price-bid.
15. The SBI reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.
16. 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.

Yours faithfully,

For E- Procurement

## AGREEMENT

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at Patiala.

BETWEEN

STATE BANK OF INDIA, Building, \_\_\_\_\_ through its Authorized officer the **Party of the First Part** hereinafter, for the sake of brevity, be referred to as "The Bank" which expression shall unless repugnant to the context mean and include all its assignees & successors/legal heirs/administrators/executors and assigns.

AND

M/s \_\_\_\_\_ (**Contractor/Service provider**) through its Authorised signatory Sh. \_\_\_\_\_ Manager, the party of **Second Part** hereinafter, for the sake of brevity, shall be referred as \_\_\_\_\_ service provider (The Contractor / Service Provider) which expression shall unless excluded by or repugnant to the context mean and include all its assignees & successors/legal heirs/administrators/executors and assigns. Whereas tenders were invited by the Bank from its empanelled Contractors / Services Providers of Fire Fighting Systems for outsourcing of Firemen & Control Room Operators at Building, \_\_\_\_\_ M/S \_\_\_\_\_

(**Contractor/Service provider**) participated in the said. Tendering process. After due tendering process, **Contractor/Service provider** M/s \_\_\_\_\_, was declared L-1 and accordingly has been awarded the contract on the terms & conditions stipulated hereinafter. Now in consideration of the aforesaid it is hereby agreed between both the parties as under:-

### **1. VALIDITY OF CONTRACT**

- (a) The initial agreement shall be valid for a period of one year w.e.f. **00.00.2023** to **00.00.2023** subject to satisfactory performance & services and further extendable. The Contract may be extended beyond this period for a period of three years at the sole discretion of the Bank subject to satisfactory performance of the **Contractor/Service provider**.

### **2. SCOPE OF THE WORK**

- (a) **Contractor/Service provider** shall provide services of Control Room Operators & Firemen at State Bank of India Building, Sherawala Gate, Patiala, Near Kali Mata Mandir.
- (b) The strength of various manpower required may vary (increase/decrease) as per requirement of the Bank.

- (c) The manpower to be provided must adhere to parameter(s) provided in Annexure-1 to this agreement. In case Non-adherence to parameter(s) as per Annexure-1, Bank reserves the right to terminate the agreement by giving 30 days notice.
- (d) The Bank may also proceed for de-empanelment of the **Contractors/ Service providers** from Bank's panel in case of breach of any clause of this agreement by the PSA.

### **3. QUALITATIVE REQUIREMENTS**

#### **(a) REGISTRATION REQUIREMENTS.**

- i. The **Contractor/Service provider** shall have a valid PAN, GST, PF & ESI registration and shall satisfy the compliance with applicable statutory provisions as notified by Govt. of India from time to time.
- ii. The **Contractor/Service provider** shall comply with all the labour laws, rules, regulations of the State and shall have registration as per various Acts & Rules as applicable.
- iii. **Contractor/Service provider** shall hold a valid license under Agencies (Regulation) Act, 2005 as applicable to the States / UT. The **Contractor/Service provider** shall be under obligation to keep the License valid during the Period of agreement.

#### **(b) SERVICE SUPPORT OFFICE**

The **Contractor / Service provider** shall have an Office. The **Contractor/Service provider** shall provide complete address, contact details like Tele No., Fax No., email ID and mobile Nos in case of any change of Office address.

### **4. PENALTIES**

- i. in the event of failure or inability to provide Fire Personnel as per demand, the Bank may take appropriate action which may include termination of contract, forfeiture of EMD or invocation of Contract Performance Guarantee (CPG), depanelment of the **Contractor/Service provider** from Bank's panel & Blacklisting of the **Contractor/Service provider** from further empanelment or participation in Bank's any tender process. In case of deficiency in the service under mentioned penalties may be. levied by the Bank apart from deducting daily wages for each day of absence of the number of persons(s):-

<b>Sl. No.</b>	<b>Type of Deficiency in service</b>	<b>Penalty</b>
a	Absent from duty	Rs. 500/-
b	Sleeping while on duty	Rs. 500/-
c	Not wearing proper dress while on duty	Rs. 500/-
d	Misbehavior while on duty	Rs. 500/-
e	Drunk while on duty	Rs. 500/- and changes of Individual

ii. Any damage caused due to willful act or negligence by the **Contractor/Service provider** or its staff/employee in case of any theft, breakage, pilferage of any items, fixtures, equipment's etc it shall be the sole liability of the **Contractor/Service provider** and the Bank shall be entitled to adjust the amount of loss so caused from the monthly bills.

#### **5. UTILISATION OF KNOW-HOW**

That by executing this agreement the **Contractor/Service provider** is prohibited from using any information or know-how gained in this contract for another organization. whose business activity are similar in part or in whole to any of those of the Bank anywhere in the world without prior written consent of the Bank for a period of three years from the date of the expiry of this contract.

#### **6. INSPECTION OF RECORDS**

The Bank shall be entitled to inspect the relevant records books of the Contractor / **Service provider** whenever required, shall furnish all relevant information, records, data to officials of the Bank. The Bank reserves the right to call for any material information report. It is responsibility of the **Contractor / Service provider** to maintain all the relevant registers books as required by the law of the land.

#### **7. SOLICITATION OF EMPLOYEES**

The **Contractor / Service provider** will not hire employees of the Bank or solicit or accept solicitation either directly, indirectly or through a third party from the employees of the Bank directly involved in this contract during the period of the contract and one year thereafter except with the prior permission of the Bank. The employees of the **Contractor / Service provider** will maintain an arm length distance in other dealings with 'The Bank' in any other matter work not concerned by this agreement.

## **8. INDEMINITY**

The **Contractor / Service provider** will undertake through background check, due diligence in verifying the antecedents of its employees. The **Contractor / Service provider** will indemnify and protect the Bank against all' claims, losses, damages, expenses, actions suits and other proceedings resulting from:-

- (a) Any action of the employees of the **Contractor / Service provider** .
- (b) Infringement of any law pertaining to patents, trademarks, copyright etc. or such other statutory infringements in respect of all hardware and software used by them or the local laws of any state or the labour laws or central state tax laws.
- (c) damage to the Bank's, its staff or customers property.
- (d) cases of negligence dereliction of duty, disorderly behavior, other misconduct by the personnel of the **Contractor / Service provider** the agency will take appropriate action against such personnel.

## **9. DISPUTES**

In the event of any dispute/differences arising out of or relating to this agreement including interpretation of its terms, parties at the first entrance shall resort to resolve the same through joint discussions of the Authorised Representatives of both the parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred to the Arbitrator appointed by the Bank as per the provisions of Arbitration & Conciliation Act 1996 and the venue for the same shall be at SBI, RBO -3, Patiala. The decision of the Arbitrator shall be final and binding upon both the parties.

## **10. THIRD PARTY SERVICES**

The **Contractor / Service provider** is prohibited from further subletting/outsourcing of the services to any other party.

## **11. CONTRACT GUARANTEE (CPG)**

- (a) The **Contractor / Service provider** shall be the EMD No interest shall be.. The Bank shall be entitled to forfeit the emd for breach of any clause of the tender/contract.

## **12. PAYMENT SCHEDULE, PAYMENT TO THE PERSONNEL AND OTHER DEDUCTIONS:**

- a. No advance payment will be made. payment for the above mentioned services including wages of the contract persons will be made on monthly basis on production of monthly bills by the **Contractor / Service provider** after deducting Tax Deducted at Source (TDS) as applicable.



- b. The **Contractor / Service provider** to raise the monthly bill to the concerned Office by 5<sup>th</sup> of next month. The concerned Office/branch/cell will make the payment on verification of the bill and attached documents within 10 days of the submission of the bill.
- c. RATES : The manpower hired on contract shall be the employees of the **Contractor / Service provider** and all statutory liabilities will be borne by the **Contractor / Service provider** at the rates of minimum wages, ESI, PF, workmen compensations etc as applicable and amended from time to time by the ministry of labour & Employment, Govt. of India. The **Contractor / Service provider** shall make the payment of salary of its employees after deduction as per statutory requirements directly to the Bank Accounts of its employees. The **Contractor / Service provider** shall ensure that salary to its employees be credited to their Bank accounts by 10<sup>th</sup> of following month of wage month. The **Contractor / Service provider** shall further ensure that the amount credited is the same as the net wage payable as per the wage slip. The **Contractor / Service provider** shall satisfy the Bank by showing adequate recorded proof that the minimum wages, ESIC, contribution to provident fund, bonus etc. as applicable, are being paid to its employees or being deposited to their accounts (bank a/c statements) as required under various statutory acts notified by the Government from time to time. it shall be the duty of the **Contractor / Service provider** to get PF, ESI etc number of its employees from the concerned office. The **Contractor / Service provider** shall provide copy of proof of depositing salary & other deductions on monthly basis to the Bank. The **Contractor / Service provider** shall submit bills (**A calculation sheet of wages payable based on present minimum wages are calculated and enclosed as Annexure'2'**) to Bank along with the copies of wage slip. along with the bill the **Contractor / Service provider** shall also submit the copies of:-
- i. Attendance sheet.
  - ii. Previous month's ECR for EPF.
  - iii. Proof of ESI subscription deposit.
  - iv. Proof of salary credit of employees into their Bank account.
  - v. The Bank shall make only following payments to the **Contractor / Service provider** for the manpower provided for above / allied services at Bank's Office(s)/establishments:-
- i. **An amount based on minimum wages and statutory payment under following heads:-**

aa. Minimum wages (Basic + Variable Dearness Allowance) applicable to the area where services are being engaged as per the minimum wages act 1948 at the rates as notified by the Ministry of Labour & Employment, Govt. of India, from time to time.

ab. Minimum statutory PF Contribution.

ac. Minimum statutory ESI Contribution.

ad. Minimum statutory Bonus.

ae. Double pay for the personnel who actually performs duty for the three national holidays in a year.

**ONLINE QUOTE E- FINANCIAL BID;**

af. E- Financial BID online will conducted by the Bank for “Service charges” only through the Banks E-procurement Agency as mentioned in E-Financial BID.

ag. As per E-Finacial Bid :The detailed process will be made available by the E- Procurement Agency. Ahmedabad

**13. MINIMUM RATES OF WAGES PAYABLE TO VARIOUS CATEGORIES OF OUTSOURCED MAN POWER SHALL BE PAID AS PER WAGS RATES DECLARED BY CENTRAL GOVERNMENT LABOUR DEPT. GOI AS APLLICABLE FROM TIME TO TIME**

(a) **CONTROL ROOM OPERATOR**

Minimum wages payable to control room operator will be under 'highly skilled' in watch & ward category as per notification issued by the ministry of Labour and Employment Govt. of India.

(b) **FIREMAN**

Minimum wages payable to fireman will be under "skilled" in watch & ward category as per notification issued by the ministry of Labour and Employment Govt. of India.

**14. OTHER TERMS AND CONDITIONS**

- a. The personnel engaged by the **Contractor / Service provider** shall be their employees and in no event the said personnel shall be deemed to be the employees of the "The Bank". "The Bank" is not responsible! liable to the said personnel and payment of salary (as per minimum wages act), and any other

amount to their employees shall be the sole responsibility of the **Contractor / Service provider**.

- b. The **Contractor / Service provider** shall comply with the provisions of all labour laws, which are applicable to the contractor or his employees and shall be solely responsible for liabilities arising out of such compliances, non-compliances or implementation or non-implementation thereof. The **Contractor / Service provider**, will furnish proof of compliance of all labour laws requirement including obtaining licenses, filing of monthly/quarterly and annual returns and any other statutory requirements within 15 days from the due date and furnish calculations and proof of payments challans, made to all Government/statutory authorities under EPF, ESIC, labour welfare act, payment of Bonus act, etc within 15 days of the statutory time limit allowed under the respective act and all other statutory rules as amended from time to time. The contractor quoting lower rates than the Central Government Labour rates GOI shall be rejected even if they are declared L-1.
- c. The **Contractor / Service provider** shall also be responsible for maintenance of proper records as required under the provisions of various labour laws statutory acts applicable GOI Labour dept. and its employees such as attendance register, deductions for damage & loss etc and produce them and as and when demanded by the Bank or any appropriate labour authorities.
- d. The **Contractor / Service provider** shall ensure that all its personnel are properly trained to carry out their duties.
- e. The **Contractor / Service provider** shall ensure timely payment of wages to its personnel.
- f. The **Contractor / Service provider** shall provide additional manpower in any number within reasonable time but not exceeding 10 days, if so required, on the written requisition of the Bank, on pro-rata basis.
- g. The Bank has the right to increase decrease the man power in any of the category/categories after giving seven days notice in writing.
- h. The **Contractor / Service provider** to have full control over the personnel engaged by them. Bank shall specify the services and the quality only.

- i. The **Contractor / Service provider** shall be made responsible to attend to all complaints requirements within the purview of the contract.
- j. The **Contractor / Service provider** shall except and bear full and exclusive liability for the payment of any or all taxes in force or hereinafter imposed, increased or revised from time to time by the centre! state government or any other authority with respect to or covered by wages, salary or other compensation paid or payable to persons employed by him.
- k. The **Contractor / Service provider** shall fully comply with all applicable laws and rules and regulations including the payment of provident fund contributions, payment of bonus Act, workmen compensation act and! or such of the acts or laws or regulations passed by any central state government, municipal Authority including TDS as per the IT Act. **Contractor / Service provider** shall also be liable to meet any penalty imposed by statutory authority(ies) for non compliance of laid down statutory provisions.
- l. The **Contractor / Service provider** shall be responsible for proper maintenance of all registers records and accounts so far as they relate to compliance of any statutory provision/ obligations.
- m. The **Contractor / Service provider** shall bind itself executors or administrators and shall indemnify the Bank against all claims, damages, proceeding, costs or any expenses whatsoever may be imposed, enforced or brought against the Bank or any of its officials/employees for reasons or consequent upon any-breach ore default on the part of the **Contractor / Service provider** and its employees in respect of violation of any provisions law/act/rule/regulations having the force of law.
- n. The **Contractor / Service provider** shall be responsible for all the claims of his employees and the employees will not make any claim whatsoever against the Bank. The **Contractor / Service provider** personnel will not have any right whatsoever or absorption in the Bank. Any of **Contractor / Service provider** employee approaching Bank management for any claim will be treated gross indiscipline. The agency shall be required to take stern action against such cases.

- o. The **Contractor / Service provider** shall obtain adequate insurance policy in respect of the personnel engaged by him for the work, towards meeting the liability of compensation arising out of death, injury, disablement etc.
- p. The **Contractor / Service provider** shall provide weekly off! holiday to his workmen as per labour laws but it will be its responsibility to ensure uninterrupted services to the Bank on all days.
- q. The **Contractor / Service provider** shall make adequate arrangements for supervision to ensure efficient discharge of the duties by the personnel deployed. The contact details of the supervisor shall be made available to the Bank. Further, wherever more than one guard is deployed in a shift. one guard shall be nominated as shift in-charge who will be responsible for the efficient discharge of duties by all the personnel in the shift. Timing of Supervisors will be decided in consultation with concerned officer of the Bank.
- r. The **Contractor / Service provider** shall also be responsible to pay rates and wages and observe hours of work and conditions of employment as prescribed under the minimum wages act (Central Govt.) employees PF Act and bonus act etc. it shall also be the responsibility of the **Contractor / Service provider** to ensure that the directions issued are carried out by the persons employed.

## **15. TERMINATION OF CONTRACT**

- a. Either party may terminate the contract by giving a notice of 30 days in advance without assigning any reason. "The Bank" may reduce increase the strength of one or more locations by giving a seven days notice to the **Contractor / Service provider**.
- b. If services entrusted to **Contractor / Service provider** under this agreement become illegal at a later date by operation of any law, then the Bank will discontinue the contract forthwith and no compensation will be paid to the Service Provider (Party of Second Part) and the control room operator etc so deployed by the **Contractor / Service provider** will not have any right or claim against the Bank and it will be the sole responsibility of the **Contractor / Service provider**.

**THIS AGREEMENT CONTAINS \_\_\_\_\_ PAGES INCLUDING TWO ANNEXURES- '1' & '2' WHICH ARE VERIFIED AND ACKNOWLEDGED.**

**IN WITNESS WHERE OF** the parties here to have set & subscribed their respective hands & seal on the day, month and year first mentioned.

Signed, sealed & delivered by the Within named Bank

Through its authorized signatory: Asstt. General Manager/Chief Manager

\_\_\_\_\_

Signed, Sealed & Delivered by the within named **Contractor / Service provider** Through its authorized signatory:

\_\_\_\_\_

In presence of:

**Witnesses**

1. ....  
(Name & full address)

2. ....  
(Name & full address)

## ANNEXURE - 1

### 1. QUALITATIVE REQUIREMENT OF VARIOUS CATEGORIES OF MAN POWER

#### **(a) CONTROL ROOM OPERATOR**

- (i) Ex-servicemen (Minimum JCO or equivalent) with regular pensionable service.
- (ii) HSC (12<sup>th</sup> in 10+2 pattern)
- (iii) Upper age limit shall be 52 years.
- (iv) Medically fit as SHAPE-1/AYE medical standard at the time of release from the Defence forces as per his discharge book.
- (v) Signal course Qualified and /or fire fighting course qualified from Defence Training Institute as per Discharge Book.**
- (vi) The Individual shall not have any adverse Police record. The **Contractor / Service provider** has to provide police verification of the personnel at the time of his employment.

#### **(b) FIREMEN**

- i. The candidate should be an Ex Fire Brigade / Home Guard / Civil Defence. Personnel with five years experience in fire fighting.
- ii. Minimum 10<sup>th</sup> pass.
- iii. age not more than 29 years.
- iv. Civilian fitness certificate from a doctor (MBBS qualified) shall be required at the time of engagement.
- v. The individual shall not have any adverse police record. The **Contractor / Service provider** has to provide police verification of the Personnel at the time of his deployment.
- vi. He must possess a valid adhar card (UIADI)

### 2. REQUIREMENT OF UNIFORM / DRESS CODE FOR VARIOUS CATEGORIES OF MAN POWER;

#### **(a) CONTROL ROOM OPERATOR**

Civil dress (formal) as per weather requirement having nice turn out. he must wear a proper photo identity card issued by the **Contractor / Service provider**.

**(b) FIREMEN**

A proper uniform having cap/uniform, shirt (light orange), trouser (dark brown), name plate, black belt & leather shoes black colour and design of the uniform shall be as per the **Contractor / Service provider** / norms as per the weather requirement. He must wear a proper photo identity card issued by the **Contractor / Service provider**. Blue Colour dangry with name plate and company logo should be worn during training / fire drill.

**3. CHARTER OF DUTIES OF VARIOUS CATEGORIES OF MANPOWER**

**(a) CONTROL ROOM OPERATOR**

CRO'S placed at control room at SBI, RBO -3, Patiala LOCATION, for regularly monitoring fire safety & allied security arrangements as also eventualities calamities of different nature.

- i. Control room shall be manned by Control room Operator/s in uniform having uniform shirt (light orange), trouser (dark brown), name plate, black belt & leather shoes black colour and design of the uniform shall be as per the **Contractor / Service provider** /norms fixed in the tender document by the Bank from time to time. Blue Colour dangry with name plate and company logo should be worn during training / fire drill.
- ii. He will report for duty in shift as per the duty roster issued by the officer / bank' authorized officer every moment. He will record his arrival departure in the register kept for the purpose.
- iii. He is Responsible to test and Operate the Public Address system ; smoke detector Panels , Fire Alarm Panels, fire pumps and inform the Officer In charge / maintenance staff of any malfunctions.
- iv. In case of Fire Alarm , he will take action laid down as per drill / or under the instructions of officer in charge / officer / any other bank 's authorized officer in the respective shift. He will take appropriate action by sending the Fireman on duty attend to the alarm, see its cause and act accordingly.
- v. In case the officer in charge / officer / any other bank 's authorized officer is not on duty ,he will take full charge of the control room premises.
- vi. He will maintain log book of the activities during the course of his duty. he will put his log book to the officer in charge / officer / any other bank 's authorized officer of his shift.



- vii. If any point require immediate attention of the officer in charge / security officer / any other bank 's authorized officer,he will bring such point (s) to the notice of officer in charge / officer / any other bank 's authorized officer for any emergency, he will contact security officer depending upon the time of occurrence.
- viii. He will maintain the of his shift and record therein if any person is "on leave " "absent " or otherwise. This will put up to the officer in charge / officer / any other bank 's authorized officer for his information / necessary action.
- ix. He will maintain the attendance records of the CRO/firemen in his shift and put up for signatures of the officer in charge / officer / any other bank 's authorized officer in his shift .
- x. For any fault/repairs of equipment in the control room, he will report to the officer in charge / officer / any other bank 's authorized officer in the shift who will report to the maintenance engineer for necessary action.
- xi. The CRO will man the control room he will promptly inform the fire brigade & police station. he will also inform the officer in charge / officer / any other bank 's authorized officer /pemises officer /officer administration.
- xii. While assuming his duties, the control room operator will test the following
  - aa. Smoke Detector Panels.
  - ab. Dampers
  - ac. He will get the fire pumps, Diesel Generator started manually by the maintenance staff and record in the register kept for the purpose. xiii. He will carry out all actions given in "Fire Drill " at the time of alarm and drills.
- xiii. He will send the details of Smoke Detectors that may have been actuated/given alarm/developed defects to the Officer / Bank's authorized officer and Maintenance Engineer to ensure rectification.
- xiv. He will attend to only those defects in panels as authorized by Maintenance Engineer. Major defects will be attended by the Maintenance staff only. However, the defects, if any will be recorded in the log book and brought to the notice of relieving operator.
- xv. He will inspect the battery room and see that all the equipment there are working properly.
- xvi Any other duties pertaining to the Control Room that may be assigned to him.

(b) FIREMEN

- i. Firemen are posted at Control Room in the Building, shall report for duties punctually in full uniform.
- ii. He shall fight all kinds of fire that may break out in the building/branches to which he is posted.
- iii. He shall be conversant with the all emergency equipment such as Diesel Generator, Fire Pumps, Fire Lifts, Wet Risers, Smoke & Fire alarm systems, Emergency lights, Pressurization systems. Fire doors and fire dampers and portable extinguishers as also operate LT Electric isolating switches and alternate supply systems whenever necessary. He shall equip himself of carrying out life rescue operations in an emergency.
- iv. He shall present himself for training whenever such training is being organized. He shall perform regular fire drills.
- v. He shall carry lift all fire fighting gear needed for drills/tests etc and ensure these are kept back at their appointed places after due maintenance / drill / test.
- vi. He shall inspect and test the firefighting equipment and supervise maintenance carried out by contractors, whenever such work is entrusted on a contract basis. He shall operate Diesel Generator, fire pumps and other systems at regular intervals to keep himself familiar with the operating procedures and also test the systems periodically.
- vii. He shall take beat rounds of the premises/building(s) to ensure that fire fighting equipment is in place and that no hazardous situations exist.
- viii. He shall undertake duties of demonstration of firefighting equipment during training of the bank staff.
- ix. Any other duty/duties entrusted to him by the Bank.
- x. Control Room shall be manned by Control Room to requirement of the bank.
- xi. He will report for duty in shift as per the duty roster issued by the Officer-in-charge Control room every month. He will record his arrival / departure in the register kept for the purpose.
- xii. He is responsible to test and operate Hotline Connection to Fire Brigade, the Public Address systems, Smoke Detectors Panels, Fire Alarm Panels, Building management system (where installed) and inform the maintenance staff of any malfunctions

- xiii. In case of fire alarm, he will take action under the instructions of Fire officer or Duty Officer of the respective shift. He will take appropriate action by sending the Fireman / Bank Guard on duty to attend the alarm and take action as laid down.
- xiv. In case the Officer is not on duty, he will take full charge of the Control Room.
- xv. He will maintain the log of all events during his duty. He will put his log book to Officer on his duty.
- xvi. If any point requires immediate attention, he will bring such points(s) to the notice of Officer in charge / Asstt. Manager / Manager / Chief Manager on duty. For any emergency, he will contact appointed Officer / Officer in charge depending upon the time of occurrence.
- xvii. He will check up the musters of his shifts therein if any Firemen /person is on 'Leave' Or 'absent'. this will be put up to Duty Officer for his information/necessary action.
- xviii. For any fault repairs of equipment in the control room, he will report to the Duty Officer present, who will report to the maintenance Contractor / Engineer for immediate remedial action.
- xix. In case of fire, the Senior most Firemen will man the control room and inform the Fire Brigade on the (hot) direct telephone line. He will also inform the Officer Incharge /Departmental Head.
- xx. At the time of assuming his duty the control room operator will check functioning of :
  - a) Auto Smoke Detection & Fire Alarm Panel.
  - b) Test the Dampers.
  - c) He will get the confirmation on working of fire pumps, Diesel Generator by the maintenance staff and record in the register kept for the purpose.
  - d) That all the lifts are functional. Any defects noticed shall be informed to relevant service provider/maintenance staff.
- xxi. He will maintain record of service for maintenance/repairs carried out on the , fire safety systems Fire alarm, PA system, Hydrant system, Riser system and allied equipment installed in the premises.

- xxii. He will carry out all actions given in the 'Fire Drill' at the time of alarm and drills, including evacuation announcements/ precautionary warnings.
- xxiii. He will send the details of Smoke Detectors that may have been actuated/given alarm/developed defects to the officer In charge / Asstt. Manager / Manager / Chief Manager/ Officer Incharge and Maintenance Engineer and follow up on the rectification.
- xxiv. Where premises are equipped with 'Fixed Fire, Fighting Installation' for 'Total Flooding' like C02 and FM-200 the Firemen should check that the system, wherever installed are functional and maintain a record of such checks on a regular basis.
- xxv. In the absence of Officer, he will be required to take over all charge of the fire safety arrangement of the premises, He will also check the guards reporting on duty in the various shifts.
- xxvi. He should have all the important telephone numbers of important emergency services. Neighboring Control Room Officers Hospitals and important functionaries related to fire safety and security including concerned maintenance service providers displayed prominently in the Control Room.
- xxvii. Any other duties pertaining to the Control Room that may assigned to him from time to time to time by the Officer incharge /Fire Officer.

## Annexure-2

### CALCUATION SHEET OF WAGES PAYABLE FOR OUTSOURCING OF FIREMEN & CONTROL ROOM OPERATORS (FOR THE STATE OF PUNJAB)

<b>FOR PROVIDING OF ONE CONTROL ROOM OPERATOR</b>		
SR. NO.	WAGES & ALLOWANCES	AMOUNT IN RS.
1	Minimum wages (Basic+VDA) for One month i.e. For 26 days (except weekly off)	
2	PF & PF Administration Charges	
3	ESI	
4	Bonus	
5	Total (SRL No. 1 TO 4)	
6	Relieving charges	
7	Total (SRL No. 5+6)	
<b>8</b>	<b>Service Charges in Rs. (to submitted in E – Financial bid)</b>	
9	Grand Total (SRL No. 7+8)	

#### FOR PROVIDING OF ONE FIREMAN

SR. NO.	WAGES & ALLOWANCES	AMONT IN RS.
1	Minimum wages (Basic+VDA) for One month i.e. For 26 days (except weekly off)	
2	PF & PF Administration Charges	
3	ESI @ %	
4	Bonus @8.31	
5	Total (SRL No. 1 TO 4)	
6	Relieving charges 1/6 of SRL No. 5	
7	Total (SRL No. 5+6)	
<b>8</b>	<b>Service Charges in Rs. (to submitted in E – Financial bid)</b>	
9	Grand Total (SRL No. 7+8)	

Note : 1 Above rates are excluding of GST which shall be payable as applicable.

**ANNEXURE SALARY SLIP**

<b>FIREMEN / CONTROL ROOM OPERATOR MANPOWER SERVICES</b>			
FORM XII			
Registration No.		Fixed Gross Salary	
Name of the Employee		Basic + VDA	
Father's name			
Designation			
ESIC No.		Other Allowances	
UAN No.		Mobile No.	
No of days worked		Mode of payment	Bank transfer
Total OT Hours		Bank Account No.	
Earned Gross Salary		Deductions	
Particulars	Amount Rs.	Particulars	Amounts
Basic :		PF	
		ESI	
		Others	
Others Allowance			
<b>Total Gross</b>		<b>Total Deduction</b>	
Net Amount transfer to account			

Signature of receiver

Initial of the Contractor or his Representative

To

The Regional Manager (RBO -3)  
SBI, Sherawala Gate,  
Near Kali, Mata Mandir,  
Patiala

**SUB : AUTHORISATION LETTER**

Dear Sir,

I hereby authorize Sh. \_\_\_\_\_ of M/s \_\_\_\_\_  
**Designation** \_\_\_\_\_ to sign the Contract Agreement  
between State Bank of India and M/s \_\_\_\_\_ for outsourcing of Fire  
Control Room Operators and Firemen at State Bank of India, RBO – 3,  
Sherawala Gate, Patiala, Near Kali Mata Mandir, \_\_\_\_\_ and \_\_\_\_\_  
under AO Mohali of SBI on behalf of our Company.

His specimen signature duly attested are appended below :

Thanking you

Yours Faithfully

Sh. \_\_\_\_\_

M/s \_\_\_\_\_

Proprietor/ Authorized signatory

## **e- FINANCIAL BID (Online)**

SI No.	DESCRIPTION	Rate quoted	Amount in words
1	6 Firemen and 01 CRO wages (shall be as decalred by GOI ,labour Dept.from time to time)	Wages rates as declared from time to time by labour Dept.,GOI Shall be paid by the vendor.	
2	“Services Charges“ (The L-1 vendor shall decided on the basis of services charges)	To be quoted by the vendor	

Total amount (in words .....)

Note:1. The rates quoted shall be inclusive other statutory charges.

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

Authorised Signatory &  
Seal of the firm

**M/s E-Procurement Technologies Ltd.,  
B – 704 Wall Street – II, Opp Orient Club.  
Near Gujrat College Ahmedabad – 380006,  
Gujarat**