



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, NE CIRCLE

RFP Ref. No. P&E/ FIRE SAFETY /2023-24/EOI/126

DATED: 15/03/2024

**EXPRESSION OF INTEREST (EOI)  
FOR EMPANELMENT OF FIRE SAFETY AUDITORS/ FIRE SAFETY CONSULTING FIRMS  
FOR CONDUCTING FIRE SAFETY AUDIT OF THE BRANCHES/PREMISES LOCATED IN  
THE STATE OF ASSAM, NAGALAND, MIZORAM, TRIPURA, MANIPUR, MEGHALYA &  
ARUNACHAL PRADESH UNDER THE JURISDICTION OF  
STATE BANK OF INDIA LOCAL HEAD OFFICE  
NORTH-EAST (GUWAHATI) CIRCLE**

**TO BE SUBMITTED**

**ON OR BEFORE 02:00 PM ON 08/04/2024**

**ADDRESS FOR COMMUNICATION**

**ASSISTANT GENERAL MANAGER  
PREMISES & ESTATE DEPARTMENT 3RD FLOOR A BLOCK,  
SBI LHO BUILDING,  
P.O. ASSAM SACHIVALAYA, DISPUR,  
GS ROAD GUWAHATI-781 006  
ASSAM  
E mail – [fo.lhoguw@sbi.co.in](mailto:fo.lhoguw@sbi.co.in)**



RFP Ref. No. P&amp;E/ FIRE SAFETY /2023-24/EOI/126

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State Bank of India, Local Head Office, Dispur, GS Road Guwahati-781 006 (Assam) Invites Expression of Interest (EOI) for Empanelment of External Fire Safety Auditors / Consultants for conducting Fire Safety Audit of Branches located in Rural, Semi-Urban, and Urban areas of the State of Assam, Nagaland, Mizoram, Tripura, Manipur, Meghalaya & Arunachal Pradesh. The Fire Safety Audit work shall be strictly as per the prescribed format and guidelines of the Bank. Interested eligible Individuals / Firms may send their applications in the prescribed Application Form-I / II along with self attested supporting documents. The existing empanelled Fire Safety Auditors / Consultants on the Bank's panel are required to apply afresh who fulfill the eligibility criteria. The Application EOI documents can be downloaded from the Bank's web-site "[www.sbi.co.in](http://www.sbi.co.in)" under procurement news from 16/03/2024 to 08/04/2024.

**A. GENERAL INFORMATION:**

a)	Name of the work	Empanelment of External Fire Safety Auditor / Consultancy Firm for conducting Fire Safety Audit once in a financial year of the Branches located in the State of Assam, Nagaland, Mizoram, Tripura, Manipur, Meghalaya & Arunachal Pradesh under the jurisdiction of State bank of India Local Head Office, North-East (Guwahati) Circle
b)	Availability of application on SBI website i.e. <a href="http://www.sbi.co.in">www.sbi.co.in</a> under procurement news	16/03/2024 to 08/04/2024
c)	Last date and Time of Submission of EOI application.	On or <b>before</b> 08/04/2024 up to 02:00 pm
d)	Place & Address for submission of EOI.	<b>The Assistant General Manager</b> , Premises & Estate Department , SBI Local Head Office Building, 3rd Floor, 'A' Block, P.O. Assam Sachivalaya, Dispur, Guwahati-781006
e)	Contact details of Concerned Officials for any clarification.	Fire Officer - 8700466006 E-mail: <a href="mailto:fo.lhogu@sbicoin">fo.lhogu@sbicoin</a>
f)	Date, Time and Place of opening of EOI applications	08/04/2024 <b>by 03:00 pm</b> , in the office of <b>Assistant General Manager (P &amp; E)</b> , State Bank of India, Premises & Estate Department, Local Head Office, PO: Assam Sachivalaya Dispur, GS Road Guwahati-781 006 (Assam) Note: - In case the date of submission and opening of EOI is declared as a holiday, the EOIs will be opened on the next working day at the same time.
g)	Price Bid	Price Bid will be initiated from the empanelled auditors / firms at the sole discretion of the Bank.
h)	Validity of Empanelment	The panel shall be valid for a period of (03) three years from



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		the date of issuance of empanelment letter to the short listed auditors/consulting firm. It may be extended or curtailed at the sole discretion of the Bank. The panel of the auditors may be reviewed if there is any amendment in eligibility criterion by the Bank.
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**B. QUALIFICATIONS:****a) Qualification for Fire Auditors:**

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

OR

Should be Graduate of Institution of Fire Engineers (India/UK) or passed BE / B.Tech in Fire Safety Technology in any recognized institutions from any AICTE approved institutions or from any Universities recognized by UGC.

OR

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

**AND**

- 2) Maximum age of the auditor should be less than 65 years.
- 3) Once the auditor attains the age of 65 years, the branches allotted to him will either be distributed among other empanelled auditors/firms or fresh price bid will be conducted at the sole discretion of the Bank.

(Note: Auditor must be medically fit to undertake the Scope of Work, and Bank may ask medical fitness certificate if required).

**b. Qualification for Fire Consulting Firms:**

- 1) Should have an average annual turnover of not less than Rs. 12 Lakh during the best 3 years, out of 5 years ending on 31st March 2023 i.e. 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 for fire related consultancy and advisory services and not from sale of firefighting equipment, verifiable from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with the balance sheet along with copies of the last 03 years Income Tax returns.
- 2) Fire Auditors detailed by the firm for Fire Audit in SBI should have minimum qualification as mentioned in **Para B (a) above**. The firm should give a certificate to this effect to the auditors detailed by them, on their company letter head/pad duly countersigned by the Fire Officer of the Circle.
- 3) The firm has to submit the Registration Certificate under Shops & Establishment Act issued by the respective State Government of any North Eastern state (i.e. **Assam, Nagaland, Mizoram, Tripura, Manipur, Meghalaya, and Arunachal Pradesh**). Those applicants who do not have **Shops & Establishment license must give an undertaking to submit the same within 10 calendar days from the date of last date of submission of EOI**.



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failing which the candidature shall be cancelled and no separate reminder/communication will be done in the matter in this regard.

**c. Experience of Fire Consulting Firms in the field of Fire Safety Audits:**

- a) The Firm /agency should have **minimum 05 - Years experience** to carry out the fire audit work at reputed organizations such as PSU / Nationalized Banks/ Large Pvt. Sector/Institutions etc. The details of the work carried out in last 05 years by the firms should be enclosed.
- b) It should be **registered in India under the Indian Companies Act of 1956** or any other act as applicable. Please enclose certificates or affidavit of ownership in case of proprietorship.
- c) The Firm/agency should have all statutory registrations like GST, and PAN etc as applicable, copy of the registration certification enclosed.
- d) The Firms should comply with all the labour Laws, Rules and Regulation of State and Central Government.

**Note: -**

- i. The Fire auditors should have their own laptop and data card for submission of soft copies of the audit reports to the concerned entities. No charges in this regard will be payable by the bank.
- ii. The Fire Safety Auditors are required to furnish their PAN Number, Aadhar card, registration details etc.
- iii. The Bank may reject incomplete / conditional applications received after due date and time without assigning any reasons.
- iv. If number of applications received will be more, then most experienced auditors/firms shall be considered for empanelment.
- v. The successful Fire Auditors / Fire Consulting Firms preferably should have their account in State Bank of India, and shall open an account in SBI if not having already.
- vi. The Bank reserves the right through the **Bank's Fire Officer** to make changes in method and specifications of work within the overall framework of the terms and conditions.

**C. INSTRUCTIONS & GENERAL TERMS & CONDITIONS:**

- 1) Only those Agencies / Firms / individual auditors who fulfill the eligibility criteria may only apply on the prescribed format as per Form -I or Form-II. The application shall be filled in English and it should be accompanied by copies of technical qualifications and work experience in the relevant field duly signed and stamped on each page. Duly filled application shall be submitted in a **sealed envelope** with the name and complete address of the applicant on the cover and clearly marked as **"Application for Empanelment of Fire Safety Auditor/Consulting Firm for Conducting Fire Safety Audit in SBI NE Circle: (Technical Bid) on or before 08/04/2024 up to 02:00 pm** at the address given as under.



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**“Assistant General Manager (P&E),  
State Bank of India,  
Premises & Estate Department, Local Head Office,  
PO: Assam Sachivalaya Dispur,  
G.S. Road, Guwahati – 781006”**

**(Note: Applications received after 02:00 pm shall not be considered. Bank will also not be responsible for any postal delay)**

- 2) The Firms / Individual Auditors who qualify in the empanelment process will be called for price bid. The date of submission / opening of financial /price bid will be intimated to the shortlisted auditors/firms, through e-mail or letter.
- 3) Name, e-mail, communication address of the company with telephone number(s) of the contact person also must be clearly stated on the envelopes for easy and correct identification and contact.
- 4) It is hereby clarified that the response to the EOI should be submitted in the exact format given herein without making any changes/alterations to the EOI document. Any change / alteration made to the EOI document by the participant shall be liable to be rejected by the Bank without further going into the merits of the EOI. It is also clarified that in case of any difference/change between response to the EOI document submitted by the participant and the EOI document maintained by the Bank, would be considered as authentic and binding on the participant.
- 5) **Availability and Submission of Proposal:** The EOI document can be downloaded from the Bank's procurement website <http://www.sbi.co.in>.
- 6) No proposals will be accepted after the last date & time of submission of the EOIs.
- 7) The short listing of Firms/Agencies will be done after scrutinizing and verification of the documents, experiences etc. as required by the Bank.
- 8) The Short listing of Firm /Auditor will not guarantee the allotment of work. Allotment of work will be at the sole discretion of the Bank.
- 9) **Amendment:** At any time before the last date and time for submission of response to the EOI, the Bank may, for any reason, modify the EOI document, by an amendment that would be displayed on Bank's Website [www.sbi.co.in](http://www.sbi.co.in); the Bank would make no other intimation in this regard. It would be the sole responsibility of the firm to submit proposal incorporating amendments, if any.
- 10) **Disclaimer:** The EOI would bind neither the Bank in any contract nor in an offer of an assignment/contract. The Bank reserves the right to accept any proposal or reject any or all the proposals received in response to the EOI 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.



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- 11) The short listing of auditors/firms would be carried out as per the terms & conditions mentioned.
- 12) Bank may reject the application outright in case the required documents as mentioned in the Request for Proposal/EOI are not found enclosed.
- 13) All Annexures must be clearly mentioned and should be sequentially attached and flagged neatly.
- 14) Bidder should not submit documents which are not asked for, such as additional work orders Company profile etc. shall not be appreciated.
- 15) The panel will be valid for an initial period of **03 Yrs** and those auditors attained maximum age limit i.e 65 yrs will not be eligible for further audit of the Branches.
- 16) Conditional EOIs will not be acceptable. It will be summarily rejected.

**D. OTHER TERMS AND CONDITIONS**

- 1) The Fire Safety Auditor or Firm must arrange for the conveyance, lodging expenses, men and material required for conducting the fire safety audit **at their own cost**.
- 2) Adequate care should be taken by the auditor during the verification, measuring and recording of the data as stipulated in Fire Safety Audit format.
- 3) Any damage to the Bank's property, equipments under testing and measurement during the fire safety audit exercise will be charged from the firm/individual or deducted from the payment due to the Fire Safety Auditor / Consultant.
- 4) Bank will not be responsible **for any accidental injury** to any of the operating personnel involved in the audit procedure. Personnel should be well trained and should have adequate knowledge of fire safety aspects and handling of fire safety equipments.
- 5) The Fire Auditor should submit a copy of fire audit report to the Branch Manager, and other copies to the Fire Officer at LHO duly acknowledged by him & the Branch Manager. Bank may also ask soft copy if required in future.
- 6) In case of non submission of report on the required format/required number of copies; the Bank may not release the payment for the audit.
- 7) Over writing should be avoided and corrections if any should be duly authenticated.
- 8) No inconvenience should be caused to staff/customer during working hours while conducting the fire safety audit.
- 9) If the bank finds that the Auditor has not completed the Fire Safety Audit task up to its satisfaction, the bank reserves the right to ask for re-auditing the premises without any additional cost to the bank.
- 10) The Firms/Individual will be liable to arrange insurance cover for its employees / engineers etc., involved in the fire safety audit work and the bank would not be liable to pay any damages etc. in case of injury / death of its employees/individuals.



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- 11) Any unsafe condition or situation arising/ observed during the course of doing the job should be stopped immediately and report to the Branch Manager.
- 12) 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.
- 13) Smoking and Tobacco/alcohol consumption by Fire Auditors is prohibited on work site.
- 14) 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.
- 15) The Fire Auditors / Fire Consulting Firms must clearly understand that they are bound by the contract to ensure all necessary personal protective equipment's are used, as required, for a particular job.
- 16) The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of SBI and shall fulfill best auditing practices in the Bank.
- 17) In case of any dispute the procedure (**under Arbitration Act**), as laid down in documents, will be taken recourse to. The courts at Guwahati shall alone have jurisdiction in this regard.
- 18) The Fire Auditors / Fire Consulting Firms shall maintain total and complete secrecy and hereby 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, whatsoever, concerning and relating to the bank and its constituents.
- 19) The Fire Auditors / Fire Consulting Firms shall not disclose or divulge any information regarding the security of the branches and the status of Fire Fighting capabilities, preparedness to any other person in any way or manner and in case of breach of these terms, the Bank will be entitled to take any action as per the law.
- 20) The Fire Auditors / Fire Consultation Firms shall not use logo and name of the State Bank of India on their letter head, or sign board, etc.
- 21) Bank may ask for police verification report of the auditor before allotment of the work for assessing the Branch Premises.
- 22) In case any firm/contractor fails/refuses to undertake the allotted work due to any reason, the clause of forfeiture of Security Deposit will be invoked and the work allotted to the firm will be distributed among other empanelled firm/contractors on the sole discretion of the Bank.
- 23) Copy of Report should be clear (hand written or computer typed), and if found illegible in any respect may be returned to the auditor for re-submission.
- 24) Fire Audit work will be carried out in time bound manner as decided by the Bank. Maximum 04 Branches will be audited in one day.





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- 25) Performance of External Auditors/Firm Auditor will be monitored by the Fire Officer and Bank reserves the right to terminate the contract at any time or if the company fails to carry out work within stipulated time period. The order will be cancelled and remaining work will be allotted to another Auditor/Auditors.
- 26) Fire Audit work will be completed strictly within the Banking time i.e. 10am to 05pm. External Auditors/Firm will carry the copy of work order, identity card and proof of identity in original and an authorization certificate issued From LHO Fire officer when he approach to the branch/office for audit work.
- 27) Bank reserves the right to de-list the Fire Safety Auditor/firms at any stage in the event of failure of response, Non commitment, and Non completion of the assigned task as per EOI terms and conditions. Moreover, if any firm/individual auditor fails to audit the assigned branches in the stipulated time frame, the bank reserves the right to allocate the remaining branches to other empanelled firm/auditor without assigning any reason.
- 28) 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 Para B (a) as above.

#### **E. SCOPE OF WORK FOR FIRE SAFETY AUDIT**

1. Fire Safety Audit of the Branches shall be carried out as per the prescribed format provided by the bank. Two copies of the reports shall be prepared with signature/Seal of the Branch Manager and Auditors.

a) **One copy** of it will be submitted to the Branch Manager for early compliance of observations and record purpose.

b) The **Second Copy** of the Fire Audit Report duly acknowledged by the Branch Manager under his seal shall be submitted to the Fire Officer at the Local Head Office, Guwahati along with the bills. Once the audit reports / bills are verified by the Fire Officer, these will be uploaded at the Bank's site and bills forwarded for payment to the concern authority of the Bank, if found in order.

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

2. The fire safety audit should be carried out with the view of the following points and standards like **National Building Code of India-2016, IS: 2189, IS: 2190, IS: 15683 etc.** Any clarification in this matter may be contacted to the Bank's Fire Officer. The audit report should be comprehensive of all the particulars and important points as under:

#### **General Fire Safety Measures:**

- a) Total Carpet Area (Sq ft.), Classification of Building, and Electrical Load (in KW) as per document available in Branch.
- b) General House keeping & Fire Load.





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- c) Storage racks in Stationary/Record room kept at a safe distance from electrical points / switch / junction boxes.
- d) Physical inspection of the building with reference to applicable Indian Standard, State Fire Safety norms, NBC 2016, other relevant codes of Practice & Identifying fire hazards.
- e) Review & Testing of protection device / system of all Fire Safety Measures installed in the building like Automatic Fire Detection & Alarm system/Fire Extinguishers etc. and their details of validity of Annual Maintenance Contract (AMC).
- f) Requirement for the server and UPS room (Server & UPS room's walls, False Ceiling, Fire resistant doors, Timer device of AC Units).
- g) Exit and Evacuation Preparedness.
- h) Inventory of Fire Extinguishers and their servicing and maintenance record.
- i) Review of flammable substances in the Premises like LPG gas cylinder used in Pantry etc.
- j) Operational Procedures and efficiency of Diesel Pump, Jockey Pump if installed.
- k) Inspection / functioning of Public Address system, Fire Suppression System; i.e. Fire Pumps, Sprinkler System, Fire Lines, Valves, Hoses, Hydrants and Hose reels if available/ installed at the Building and mentioned in the report.
- l) Testing should be done appropriately with help of internal team of the Bank staff.
- m) Verification of occupants' response to FIRE, and their capacity to handle FIRE.
- n) Review of Escape Routes and Signage etc.
- o) Review of Occupants knowledge on Fire Safety Measures.
- p) Arrange demonstration and briefing on fire safety measures/fire equipments like Fire Extinguisher/Fire Alarm System among the staff / participants and click photos / video of this event.
- q) Review the Fire Safety Arrangements at ONSITE ATMs/E-LOBBY/E-CORNER etc., and record the observations noticed if any in the report at the specific place.

**Electrical Fire Safety Measures:**

- a) Main Supply Switch / MCB to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.
- b) Whether MCCB/MCB/ELCB is provided and apparently in order.



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- c) All equipment like Air Conditioning units, Distribution / Junction boxes, Server, Computer units etc have been given supply through an MCB (Miniature Circuit Breaker) of proper capacity.
- d) Timer device of AC Units, Smoke detectors at Server/UPS/Stationery / Record rooms.
- e) Are electrical wires properly covered /insulated to prevent short circuiting etc.?
- f) Are wires properly attached to fixtures, plugs, circuit breakers, and other equipments?
- g) Are electrical covers in place for junction boxes Outlets and panel boards?
- h) Is Electrical audit last carried out? if yes mention the date of audit.

(On letter head for Firm/ and for individual auditors on blank paper computer typed with seal & signature)

**ANNEXURE-I**



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, NE CIRCLE

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DATED: 15/03/2024

Ref, No.

Date:

**Asst General Manager (P&E)**

State Bank of India,  
Premises & Estate Department,  
Local Head Office, Guwahati – 781006

Dear Sir,

**APPLICATION FOR THE FIRE SAFETY AUDITOR/CONSULTANTS TO CONDUCT FIRE SAFETY AUDIT OF BRANCHES OF STATE BANK OF INDIA, NORTH EAST (GUWAHATI ) CIRCLE**

With reference to your EOI No. ....dated .....for the captioned subject.

We enclose herewith our Bio-data along with others required documents as per the enclosed format (Form-I / II) along with Xerox copies of supporting documents duly signed and stamped by undersigned on each page.

2. I/We agree to the terms and conditions and to submit Security Deposit money equivalent to 2% of the allotted work value to the State Bank of India, payable at Guwahati, in case of shortlisted and award the work.
3. I/We clearly understand and undertake that if the qualification/eligibility criteria of Fire Safety Auditors will be changed/updated by the Bank in future, our eligibility shall be reviewed for the qualified list of the panel.
4. I/We clearly understand & undertake that Bank is not bound to accept my application and Bank's decision in this regard will be full and final and binding on me.

Thank you,

Yours faithfully,

(Signature & Seal of applicant)

**Form-I**

**APPLICATION FOR INDIVIDUAL FIRE SAFETY AUDITOR FOR CONDUCTING FIRE SAFETY AUDIT OF SBI, BRANCHES IN NORTH EAST (GUWAHATI) CIRCLE**



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(Please fill in English only strike-off whichever is not applicable)

S.NO.	DESCRIPTION	PARTICULARS	Proof details to be enclosed with proper flags
1.	Name		
2.	Date of Birth (MM/DD/YYYY)		
3.	Age as on <b>01/04/2024</b>	....YRS.....MONTH.....DAYS	
4.	Full Postal Address		
5.	a. PAN(copy enclosed) b. GST		
6.	Contact Details: i. Phone No. with STD code, ii. Mobile No. iii. FAX No. & iv. E-mail address		
7.	Details of registration Name of the registering authority, date and registration number (enclose documentary proof as Enclosure		
8.	Details of registration / <b>empanelment</b> with different Organizations such as State Govt. /CPWD / PWD / ONGC / PSU / Nationalized Banks / Reputed establishments etc. if so, in which class and since when? (enclose documentary proof )		
9.	Numbers of years of experience in this field (certificate must attached).		
10.	Membership in other Professional Association (if any) (with documentary proof):	Yes / No	
11.	Other Training / Certification / Experience With documentary proof)	Yes / No	
12.	Please mention whether your any relative(s) is (are) working in the State Bank of India with Name, relationship,		



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	address & present posting etc.		
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14. Academic Qualifications (Nos. of column may be increased): (Certificates to be enclosed)

S.No.	Class	Year of passing	subjects	Examination passed from Board / University	% marks
i.					
ii.					
iii.					
iv.					
v.					

15. Professional Qualifications (Nos. of column may be increased): (Certificates to be enclosed)

S.No.	Name Professional Qualifications	Year of passing	subjects	Examination passed from Board / University	% marks
i.					
ii.					
iii.					
iv.					
v.					

16. Experience Copies of the work experience (Nos. of column may be increased) (certificates to be enclosed)

S. No	Post held	Name of Organization	From	To	Nature of Duties performed
i.					
ii.					
iii.					
iv.					

17. Details of Fire Safety Audit works carried out during last five years by the Auditor:

S. No.	Name of the work (only in fire safety audit related)	Organization & Place	Year of Execution	Name of the Authority under whom work is executed with their address and contact numbers
i.				
ii.				
iii.				
iv.				
v.				

I / We have read and understood the Expression of interest document and this application form along with enclosures and my / our firm fulfills the eligibility criteria for fire consultants.

SEAL & SIGN

FIRE SAFETY AUDIT SBI LHO GUWAHATI PAGE 13 OF 21



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I / We hereby confirm and certify that the information given above is correct & true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I / We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully, and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I / We also understand that partly / wrongly filled application and / or applications not on prescribed format and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitle us to be necessarily enlisted / pre-qualified by the Bank and Bank reserves its right to reject all and / or any application without assigning any reason whatsoever.

Place:

Seal & Signature

Date:

**CHECK LIST FOR INDIVIDUAL FIRE SAFETY AUDITOR (FORM-I)**

**Name of the Auditor:**

SEAL & SIGN

FIRE SAFETY AUDIT SBI LHO GUWAHATI PAGE 14 OF 21



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S. NO.	Particulars of the documents Enclosed	SUBMITTED (Yes / No)	Enclosed as
1.	Covering letter (ANNEXURE-I)		
2.	Application (Form-I) duly filled from S.No. 1 to 17		
3.	Age proof certificate		
4.	Copy of the PAN Card		
5.	Copy of the address proof		
6.	Number of years of experience in this field		
7.	Certificates of Educational Qualifications (Academic & Professional)		
8.	Documentary proof of empanelment with other org.		
9.	Details of Fire Audit work in hand if any		
10.	Details of the Fire Audit work carried out		
11.	Undertaking letter, for not barred from re-employment in the Bank (Applicable for Retired Fire Officer)		

**Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 12 in the given order.**

Date:

Authorized signatory & Seal

Place:





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**Form-II**

**APPLICATION FOR FIRE SAFETY CONSULTANTS / FIRMS OF FIRE SAFETY AUDIT OF  
SBI, BRANCHES / OFFICES IN NORTH EAST (GUWAHATI) CIRCLE**

(Please fill in English only strike-off whichever is not applicable)

S.NO.	DESCRIPTION	PARTICULARS	Proof details to be enclosed with proper flags
1.	a. Name of the Firm/Agency		
	b. Full Postal Address of the Firm		
	c. Contact Details: i. Phone No. with STD code, ii. Mobile No. iii. FAX No. & iv. E-mail address		
2.	Year of Establishment of Firm		
3.	Constitution of firm (enclose documentary proof )	Partnership/Sole Proprietor / Private Ltd. / Any other (please specify with support documents)	
4.	Name (s) of authorized signatory with designation.		
5.	Details of registration – whether partnership firm, company etc. Name of the registered authority, date and registration number (enclose documentary proof )		
6.	Details of empanelment with different Organizations such as State Govt./CPWD / PWD / ONGC / PSU / Nationalized Banks / Reputed Establishments etc. if so, in which class and since when? (enclose documentary proof)	Yes/No	
7.	Numbers of years of experience in this field. (enclose documentary proof)		
8.	Yearly profit of the Firm during last five financial years ending March 2023 i.e. 2018-19, 2019-20,	2022-23 = Rs.	



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	2020-21, 2021-22 & 2022-23 and furnish chartered accountant's certificate	2021-22 = Rs.  2020-21 = Rs.  2019 -20 = Rs.  2018 -19 = Rs.  Average of best 3 FYs = Rs.	
9.	PAN No, GST		
10.	Whether Registered with Tax Department, If Yes, GSTs Nos.		
11.	Registration Number As Per Shops And Establishment Act	(PLEASE ENCLOSE COPY OF REGISTRATION CERTIFICATE)	
12.	Whether last five years IT return filed (Please enclose copies of IT return for the year 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23	Yes/No	
13.	Details of works in hand	Please enclose copies of work order certificates.	
14.	Details of Fire Safety Audit works carried out during last five years AND List of Clients whose work has been undertaken (proof of work order as well as completion certificate to be attached)	(as per attached format –Annexure-II )	
15.	<b>Name and qualification</b> of Technical personnel / <b>Fire Engineers</b> (With documentary proof). Separate sheet as per <b>Form –I</b> may be used for submitting details of auditors.		
16.	Membership in other Professional Association (if any) (With documentary proof):		
17.	Other Training / Certification / Experience with documentary proof)		
18.	Please mention whether your any relative(s) is (are) working in the State Bank of India with Name, relationship, address & present posting etc.		



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I / We have read and understood the Expression of interest document and this application form along with enclosures and my / our firm fulfills the eligibility criteria for fire consultants.

I / We hereby confirm and certify that the information given above is correct & true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I / We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully, and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I / We also understand that partly / wrongly filled application and / or applications not on prescribed format and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitle us to be necessarily enlisted / pre-qualified by the Bank and Bank reserves its right to reject all and / or any application without assigning any reason whatsoever.

Seal of the Firm  
Date :  
Place :

(Signature of Authorized Signatory)  
(Name:



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, NE CIRCLE

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**ANNEXURE-II**

**UNDERTAKING FOR**

**SUBMISSION OF SHOP AND ESTABLISHMENT REGISTRATION CERTIFICATE ISSUED  
BY THE RESPECTIVE STATE GOVT.**

I/We.....here  
by undertake to submit Shop & Establishment Certificate within **10 calendar days from the date  
of last date of submission of EOI, failing which the candidature shall be cancelled.**

2. And I understand that if any deviation is found, the empanelment is liable to be cancelled  
without any notice.

Place:

Signature with Seal

Date:

Name (in Block Letters):

Designation:

Address:



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, NE CIRCLE

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**ANNEXURE-III**

**DETAILS OF FIRE SAFETY AUDIT WORKS CARRIED OUT DURING  
LAST FIVE YEARS BY THE FIRM/AGENCY**

S. No.	Name of the work (only in Fire Safety related)	Organization & Place	Year of Execution	Name of the Authority under whom work is executed with their address and contact numbers
i.				
ii.				
iii.				
iv.				

Note: Please enclose supporting documents (i.e. work order / certificates) of work experience issued by the client.

(Authorized signatory & Seal)

Date:

Place:



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, NE CIRCLE

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**CHECK LIST FOR CONSULTANCY FIRM (FORM-II)**

Name of the Firm / Establishment:

S. NO.	Particulars of the documents Enclosed	SUBMITTED (Yes / No)	Enclosed as
1.	Covering letter ( <b>Annexure-I</b> )		
2.	Application (Form-II) from S.No 1 to 17)		
3.	Year of Establishments		
4.	Constitution of Firm		
5.	Registration of company		
6.	Shops And Establishment Act Registration Certificate		
7.	Documentary proof of empanelment with other org in the field of Fire Safety Consulting Firm.		
8.	Yearly turnover of the firms last five years audited (2018-19, 2019-20, 2020-21, 2021-22 & 2022-23)		
9.	Copy of the PAN no.		
10.	Copy of the GST Registration		
11.	IT returns (ITR certificate enclosed)		
12.	Registration certificate with the State Govt. if any		
13.	Details of fire audit work in hand		
14.	<b>Name and qualification of Technical personnel / Fire Engineers (With documentary proof)</b>		
15.	Details of the Major Fire Safety Audit work carried out during last 5 years including min 02- Govt. Org or PSU as <b>Annexure-II</b> .		

**Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 15 in the given order.**

Authorized signatory & Seal

Date:

Place:

SEAL & SIGN

FIRE SAFETY AUDIT SBI LHO GUWAHATI PAGE 21 OF 21