



क्षेत्रीय कार्यालय - गुवाहाटी

REGIONAL OFFICE – GUWAHATI

Request for Proposal (RFP)

Empanelment of Vendors/Firms/Suppliers for supply
Installation & Maintenance of Fire Extinguishers in the
Branches, Extension Counters, Offices/ATMs

Of

Central Bank of India

under Regional office of Guwahati

Regional Office, Guwahati

G.S. Road, Shaktigarh Path

Bhangagarh, Guwahati (Assam) - 781005

Mob: 9988538921

NOTE: This document contains 28 pages including this cover page



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REGIONAL OFFICE – GUWAHATI

REQUEST FOR PROPOSAL

Empanelment of Vendors/Firms/Suppliers for Supply & Maintenance of Fire Extinguishers in the Branches, Extension Counters, Offices/ATMs of Central Bank of India Guwahati Region.

Central Bank of India, Regional office Guwahati invites **sealed tenders** (Technical bids and financial bids) for empanelment of vendors/Firms/Suppliers for supply and maintenance of Fire Extinguishers in the Branches of Guwahati Region. On as and when required basis from the Reputed Manufacturer/Authorized dealers having not less than 5 years of Experience in the product offered and fulfill the following Mandatory conditions/requirements.

Responsibility of Procurement and AMC of security equipments for branches of Central Bank of India spread over Assam, Meghalaya, Tripura, Mizoram, Manipur .

RFP Forms can be downloaded from website and can be submitted along with the Technical as well as Financial bid Offer on payment of Rs 1000/- (Non-Refundable) by way of Demand Draft/Pay Order favoring Central Bank of India payable at Guwahati.

Date of commencement of issue of RFP	:	19/06/2021
Last date for submission of RFP	:	09/07/2021 Up to 4.00 PM
Opening of Technical bid	:	13/07/2021 at 4.30 PM

Earnest Money Deposit of Rs. 20000/- (Rs. Twenty thousand only) for Fire extinguishers.

Offers from firms not having their own registered offices in Assam/Meghalaya/Mizoram/Manipur will not be considered.

In case of any unexpected interruption due to events beyond control of the procurement committee, the process interrupted will be continued on the subsequent working day at the scheduled time.



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SCOPE OF THE WORK

Installation and comprehensive Annual Maintenance contract, Annual Rate Contract of Fire Extinguishers in Branches, ATM and other offices of Central Bank of India, in Guwahati Region on, as and when required basis.

Vendors will be empanelled for supply and installation of new equipments for three years. Financial bids will be opened from the vendors who will qualify for empanelment after the scrutiny of technical bids. The lowest tendering firm shall be considered for the work order. If any of the shortlisted Vendors is unable to fulfill the orders within the stipulated period, then the Bank will have the right to allot those unfulfilled orders to other shortlisted Vendors after giving 15-days notice to the defaulting Vendor. Then the work orders shall be granted to L-2 Vendor, if it agrees to match the L-1 rate.

The rates will be freezed for Three years. However extension of contract beyond three years period from the date of original contract will be done with mutual agreement of both parties. AMC rates fixed at the time of contract will be non negotiable and no revision will be permitted. The selected vendor for the system will have to supply the material, completed installation and after Testing and Commissioning & Training of staff, handover the system to the Bank.

The comprehensive AMC will be for 3 years from date of expiry of Warranty period; however the same will be renewed by our office on satisfactory services of the respective vendor on yearly basis. **The Comprehensive AMC covers all equipments, etc. (irrespective of make and model). Virtually the vendor has to keep the system in functional mode without charging anything extra to the Bank other than the comprehensive AMC charges agreed upon. However the selected vendor has also to do the maintenance of existing equipment installed in the branches of any other brand as per quoted rates.**

No AMC charges will be paid during warranty period. However the selected vendor will have to render services to the branches during Warranty period where the equipment has been installed by them.

Note: The Guwahati Region comprises of Assam, all districts of Mizoram, Megalaya, Tripura, Manipur having large geographical area, the branches and ATMs are widely dispersed. The requirement mentioned above pertains to the entire region and not to the particular centre where RO is located.

1. ELIGIBILITY CRITERIA FOR SHORT-LISTING

For Rate contract or shortlist of Vendors the following criteria shall be applied. For this purpose Vendors shall submit proof of documents along with the Tender and Vendors not submitting proof documents and/or not conforming to any of these parameters will not qualify for Rate contract or short listing:

The offer will be in two parts, Technical Bid and Financial Bid. (both the bids will be under close envelope separately under one cover indicating over there as ‘Technical Bid for fire extinguisher’ and ‘Financial Bid for fire extinguisher’)

Note: The tender documents should be submitted in original, duly signed and stamped at each page. FAX/Telegram/Telex or any form of electro communication will not be acceptable.



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2. TECHNICAL BID OFFER (TO)

The Technical Bid Offer (TO) should be complete in all respects and contains all information asked for in this document. *It should not contain any price information.* The Technical Bid Offer should comprise of the following:

- 2.1.1 DD/Pay order in favour of Central Bank of India payable at Guwahati for Rs.1000/- . (Non refundable) for fire extinguisher.
- 2.1.2 Annexure I to VI duly filled and supported by desired proofs.
- 2.1.3 Documentation (Product Brochures, leaflets, manuals etc., if any)
- 2.1.4 Earnest Money Deposit of Rs 20000/- (Rs. Twenty thousand only) for Fire extinguishers (DD/Pay order drawn in favour of Central bank of India payable at Guwahati)
- 2.1.5 **LATE BIDS:-**Any bid received after the deadline for submission of bid prescribed by the bank will be rejected.

Note: All the Annexure I, II, III, IV, V and VI should be **submitted duly signed with Name and designation of the authorized person with seal of the company.**

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized by the bidder to sign the contract. Bids signed by representatives who don't have **written power of attorney to participate in the tender** shall be rejected. All pages of the bid including un-amended printed literature shall be initialed by the person or persons signing the Bid.

Attested Photocopies of relevant documents/certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor. (To be filed separately in a separate file.)

3. GENERAL CRITERIA

3.1 Registered Firms/Company should be a reputed Manufacturer/Reputed authorized dealer in the concerned field with not less than five years dealing in the products offered. (Attested copies or original Work orders will be accepted as proof and attested copies of certificate of incorporation to be submitted)

3.2 **Good Product quality and Robustness:** - All Products for which BIS standards exist should conform to those standards or should have test report by the regional electronic Test Development centers. (Attested copy of proof to be submitted)

3.3 Good after sales service network within Guwahati Region office area. The Firm should have at least one of its own office and service centre with team of Engineers and Technicians functioning in Guwahati/Himachal Pradesh/Haryana. Firms should submit attested copies of original rent receipt or any proof to prove that it has own office and service centre functioning in the above mentioned area for not less than One year as on the date)

3.4 The firm applying for Fire Extinguishers should have installed/ looking after the Annual Maintenance of Fire extinguisher Systems of at least one Public sector Bank/Public sector Undertaking (other than Central bank of India Guwahati region) situated in Guwahati/Haryana/Himachal Pradesh for at least 3 years (**Vendor should provide reference site details in the annexure and they will qualify only if the bank get positive feedback from one Public sector Bank/Public sector Undertaking situated in Guwahati (Assam)/ Mizoram, Meghalaya, Tripura, Manipur .**



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- 3.5 Firms with Test report by the regional electronic Test Development centers or BIS certification will be preferred. (Attested copies or original Proof if any has to be submitted)
- 3.6 Vendor should give a full demonstration at Regional office Guwahati or any other convenient site suitable to the bank at their own cost.
- 3.7 After the demonstration if the committee requests to provide another demo in another/same premises to ensure the quality of the product, the vendor should provide it without any additional charges.
- 3.8 Firms should have their own employees and should have Infrastructure and network to support.
- 3.9 Firms should have Income Tax PAN, TIN No (Attested copies of pan card, TIN No and latest Income tax return to be submitted)
- 3.10 Firms should have Registration under Shops & Establishments Act. (Attested copy of certificate to be submitted)
- 3.11 Firms should have at least their one office with Landline telephone connection and Email facility within the Guwahati/Himachal Pradesh/Haryana in which the branch/office is located and office should be manned during the office hours. Email will be considered as valid means to report compliant and vendor is bound to attend the complaint within 72 hrs.
- 3.12 Firms shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956. (A certificate denying the ownership of Agency/Firm/Manufacturer/Dealer by any Director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 issued by the CEO or Director of the Firm to be submitted along with the tender).
- 3.13 Firms should submit an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal.
- 3.14 Firms should have registration no. for payment of service tax (Attested copy of proof to be submitted or undertaking stating that their firm doesn't come under the purview of service tax registration by CEO of the company with company seal to be submitted)

4. TECHNICAL REQUIREMENTS:

FIRE FIGHTING EXTINGUISHER:

S NO	DESCRIPTION OF ITEM
i)	Water type fire extinguishers of 9 lit. Capacity fitted with chromium coated gun metal cap with metallic safety clip, wall bracket, one refill of plastic coated CO2 gas cartridge confirming to IS: 15683:2006 with ISI mark, body coated with lead tin alloy, with initial refilling at site.
ii)	Dry chemical powder type fire extinguisher of 5 Kg capacity inside cartridge type complete with gunmetal operational assembly cap with metallic safety clip, CO2 gas cartridge, high pressure braided discharge hose with plain nozzle, initial charge (Powder) as per IS: 15683:2006 specifications with ISI mark.
iii)	Carbon dioxide (CO2) 4.5 kg/6.0 Kg fire extinguisher made of manganese seamless tube high pressure steel cylinder, internal discharge tube with 1 meter discharge hose and horn fitted



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	with wheel type valve conforming to IS: 15683:2006 with ISI mark, with suspension wall bracket with ISI mark complete with initial charge. (The CO ₂ cylinder should have certificate from CCE and the serial no should be embossed on the cylinder)
iv)	Carbon dioxide (CO ₂) 2 kg, 3.2 Kg fire extinguisher made of manganese seamless tube high pressure steel cylinder, internal discharge tube with 1 meter discharge hose and horn fitted with wheel type valve conforming to IS: 15683:2006 with ISI mark, with suspension wall bracket with ISI mark complete with initial charge. (The Co ₂ cylinder should have certificate from CCE and the serial no should be embossed on the cylinder)
v)	ABC powder Type fire extinguisher 5 Kg capacity inside cartridge type complete with gunmetal operational assembly cap with metallic safety clip, CO ₂ gas cartridge, high pressure braided discharge hose with plain nozzle, initial charge (Powder) as per IS: 15683:2006 specifications with ISI mark.

SERVICING/REFILLING OF FIRE EXTINGUISHERS

Servicing/refilling of Fire Extinguishers should be done adhering to Latest IS specifications. On-site maintenance charges, for the post warranty period as per latest IS specifications IS 2190:2010, must be quoted on extinguisher wise basis, in the Commercial Offer. In Annual Maintenance, vendor will do Maintenance/servicing of Fire extinguishers installed in the branches on half yearly basis. The two half yearly visits should be evenly spread over the complete year. There should be at least 4 months difference between two successive visits of the branch. The payment of servicing/refilling of Fire extinguishers will be done by the branch as and when the same is carried out. Vendors should be willing to take the Annual Maintenance of existing fire extinguisher in branches irrespective of make.

SERVICING AND MAINTENANCE OF FIRE EXTINGUISHERS

An AMC register has to be maintained by the vendor at site apart from maintenance of records and rejected Extinguishers prescribed in IS 2190: 2010. General safety precautions for maintenance as per Para 11.10 of IS 2190: 2010 or latest IS standards should be adhered to by the vendor. Half yearly periodic servicing will be carried out by the vendor.

GENERAL SERVICING/ MAINTENANCE TASKS

Water (Gas pressure) Extinguishers Maintenance Tasks to be done adhering to IS 2190: 2010 or latest IS standards.

- Open the extinguisher, see the water level and throw away the old water.
- Examine the extinguisher body internally and externally for corrosion and damaged conditions with an illuminating probe. Damaged and corroded extinguishers should be removed from service. Corroded gas cartridge should also be replaced.
- Examine the gas cartridge for mass. If there is loss of more than 10 percent of the original mass, the cartridge should be replaced with a charged one.
- Examine the nozzle, plunger, strainer, vent holes, internal discharge tube and sealing washer, replace them if not in good condition. Otherwise clean them thoroughly.
- Check the operating mechanism for free movement and piercing mechanism to see if these are working properly.
- Refill the cylinder with fresh and clean water.
- Slightly grease the threads and tighten the cap to the extent possible. Replace the protection caps of nozzle and plunger.

Carbon-Dioxide Extinguishers Maintenance Tasks to be done adhering to IS 2190:2010 or latest IS standards.



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- Weigh the extinguisher. Compare the weight with the weight of a fully charged extinguisher, which is marked on the body. If the loss is more than 10 percent, send the extinguisher for recharging.
- Clean and polish externally.
- Examine hose and horn assembly. In case of trolley mounted extinguishers, examine the wheel carriage for free movement. Change the defective ones.

Dry Chemical Powder (DCP) and ABC powder Type Extinguisher Maintenance Tasks to be done adhering to IS 2190:2010 or latest IS standards.

- Withdraw the gas cartridge. Weigh the cartridge. If the loss of weight is more than 10 percent of the fully-charged contents, it should be replaced with a new cartridge.
- See that the sealing disc is intact.
- Check the piercing mechanism in the cap and check that the washer in the cap is soft and intact.
- Empty the dry powder in a dry container and examine for caking and granulation. If granulation has taken place, change the powder. Otherwise retain the same powder for reuse.
- Examine the extinguisher body internally for any damage or corrosion and replace corroded or damaged extinguishers.
- Check the trigger nozzle for clogging and clean.
- Check rubber hose for cracks.
- Remove the inner shell and clean portholes.

REFILLING SCHEDULE AND PERFORMANCE TEST:

The following extinguishers should be operated for performance test and refilled once in three years as a matter of routine:

- Water type
- Dry Powder (Cartridge type)
- ABC Powder (Cartridge type)
- Carbon Dioxide type
- Modular type

Performance test and refilling the above type extinguishers should be carried out along with any annual servicing at branches and offices and this occasion should also be used to familiarize the branch/office staff in understanding and handling these extinguishers. Besides, *apart from routine refilling, if any extinguisher is used either on a real fire or for training purpose*, it should be refilled immediately.

All the extinguishers will be refilled/hydraulically tested and replaced periodically or as per life span of fire extinguisher / recommendation of manufacturer.

Refilling and maintenance task may be carried out inside the branch/ office premises, but as an accident prevention measure, hydraulic pressure testing should always be carried out outside the premises and away from staff members/customers. In case of Carbon dioxide extinguishers, if there is a loss of more than 10% mass, these should be sent for re-charging and shall be pressure tested every time the cylinders are sent for recharging. There should not be any leakage or visible distortion during the pressure test. Extinguishers, which fail this requirement, should be replaced. In case of stored



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pressure type ABC powder extinguishers, the stipulations and directions given by the manufacturers should be adhered to for refilling and pressure testing.

LIFE OF FIRE EXTINGUISHERS

Life of fire extinguishers as stipulated by the Bureau of Indian Standard is given below:

Type of Extinguisher	Life Time in year
Water Type	08
Powder Type	10
Carbon Dioxide	10

Life of extinguishers shall be considered from the date of manufacture of extinguishers. In case of failure in hydraulic pressure testing, extinguishers shall be rejected immediately before the *life time* given above.

The vendor is expected to ensure same maintenance standards as mentioned in maintenance standards. During AMC period the technicians should visit the branches half yearly during bank working hours in addition to the emergency fault repair calls.

Payment will be done by the branch after satisfactory servicing/refilling of the fire extinguishers. If the firm fails to attend half yearly visit in any branch it will be treated as a lapse in service by the vendor and AMC charge for that half year will be withheld till successful service of the fire equipments in that branch. If the vendor purposefully avoids branches due to any reason from the half year visits then Rs. 1000/- penalty per branch will be imposed on the vendor. Such penalty may be recovered from the amount payable to the vendor or AMC charges to be paid by the Bank. If such case are reported twice during the contract period, Bank may terminate the contract can recover the Penalty money from bank guarantee.

During AMC visit the representative should explain the operation of Fire extinguisher to the employees free of cost which is a mandatory obligation.

During AMC visit the representative should give a technical report of Fire extinguisher as given below which clearly reveals the present status/condition of the equipment. Illegible and blank reports will be rejected.

Each fire Extinguisher shall have a tag or Label securely attached that indicates the month and year of recharging and AMC visit which identifies the person performing the service.

Buy back rate of old Fire extinguishers is to be incorporated in the list.

On completion of Maintenance in a branch, data in the following format is to be submitted to Regional office. The Payment will be released by the branch only after receipt of the Format at Regional office (To be submitted on the Letter pad of the vendor).

Sequential Serial No of Extinguisher (to be numbered by the vendor)	Type of Fire exting	Date of Completion of Life of Fire	Whether the fire extinguisher	Last Servicing date. (Mandatory)	Last Hydraulic Pressure Test date	AMC technician's Remarks
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if no identification no is provided by Manufacturer	uisher	Extinguisher as per BIS standards	is in allotted space.	half yearly)	(Mandatory once in three years)	if any

I certify that maintenance task has been completed adhering to IS 2190:2010 standards.

Signature of Technician

Certified that Technician has serviced the fire extinguishers

Signature of Branch Manager with seal

5. Bids will be rejected if their Technical bid fail to fulfill the minimum technical requirement given in Para 3 & 4.

Vendor should give a full demonstration at Regional office Guwahati at their own cost. In case of system provided during demonstration is of higher specification than the prescribed specification of the Bank. The higher specification will be finalized in the same rate.

If technical specification given anywhere in this document contradicts the above specification then higher specification whichever is, will prevail.

6. EARNEST MONEY DEPOSIT

- a) Earnest Money Deposit of Rs 20000/- (Rs. Twenty thousand only) for Fire extinguishers, in the form of a demand draft/pay order issued by a scheduled commercial bank favouring Central Bank of India, payable at Guwahati must be submitted along with the Technical bid. Offers not accompanied with Earnest Money Deposit of Rs. 20000/- (Rs. Twenty thousand only) for Fire extinguishers will not be accepted. This amount will be forfeited if, having been selected by the Bank for the job, the vendor refuses to accept any contract or having accepted the contract, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful Vendors. The Earnest money paid by the successful Vendors will be released only after finalization of Rate contract.

The Earnest Money Deposit will be forfeited if the vendor:-



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- Withdraws its bid during bid validity period.
- Refuses to honor commercial bid. Bank reserves the right to place order onto vendor based on prices quoted by them.
- Refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein.
- Refuses to submit bank guarantee on finalization of rate contract.
- Bid security to successful vendor will be refunded only after successful completion of bid period

b) PERFORMANCE BANK GUARANTEE

Rs. 20000/- (Rupees Twenty Thousand only) for Fire Extinguishers to Regional office Guwahati valid for a period of 5 years from the date of Rate contract, issued by a scheduled commercial bank other than Central Bank of India favoring Central Bank of India, payable at Guwahati. Purchaser will have the right to make good the loss from any of the bank Guarantee given by bidder if given separately, irrespective of the purpose of the guarantee.

All liabilities arising from this Tender will be made good from the Bank Guarantee.

6. TERMS OF IMPLEMENTATION

- The vendor shall complete the installation/work within 7 days from the date of the Purchase order at the branches/offices after receipt of order letter either by Mail/Email; else the terms of Liquidated Damages (LD) will be applicable.
- The vendor shall provide service support as and when required during the warranty period/AMC period and thereafter, if required by the Bank. Any defect during AMC/Warranty period is to be attended within 2 working days from the lodging of Complaint.
- On Installation/Servicing vendor/representative will explain the operation of equipment and clear doubts of employees of the bank.

8. LOCATIONS TO BE COVERED

The delivery of Security Equipments is to be done will be communicated along with the Purchase Order. However, the Bank reserves the right to change location as per Bank's requirement, before delivery. The installation of the security equipments will be done as per requirement of the bank from time to time.

9. BIDDING PROCESS (TWO STAGE)

For the purpose of the present tender, a two-stage bidding process will be followed. The response to the present tender will be submitted in two stages: - (1) Technical Bid containing the General Terms and Conditions including Compliance to Technical Specifications and (2) Commercial Bid (Will be called later from technically successful vendors). The bidder will have to submit the Technical Bid in sealed envelopes, duly super scribing "Technical Bid for empanelment of Vendors/Firms/Suppliers for supply & Maintenance Of Fire Alarm system (with Auto Dialer)/Electronic Alarm System/CCTV system, Fire Extinguishers (whichever is applicable) at address mentioned hereinafter.

If the vendor is applying for more than one system, Separate bids along with Rs 1000/- as fees per system is to be submitted by the vendor for each system.

TECHNICAL BID will contain the Bidders information in the format as given in this document.



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TECHNICAL BID shall NOT contain any pricing or commercial information at all.

In the first stage, only TECHNICAL BID will be opened and evaluated. Bidders satisfying the technical requirements as determined by the Bank who accepts the terms and conditions of this document and on positive feedback from one referral sites PSU/PSB shall be short-listed for product demonstration. If no feedback is received from at least one referral sites or adverse feedback is conveyed by the referral site that bid will be disqualified. Email through the domain of the organization will be treated as valid modes however email through Gmail, yahoo or any such sites will not be entertained.

All the Bidders, who qualify in Technical bids are to give practical demonstration of the system in Regional Office Guwahati or at a place decided by the Committee. The Systems whose performance is found unsatisfactory/not good will not be considered for empanelment. Qualification/Dis-qualification in Demonstration will be adjudged by the Committee and the decision taken by the committee will be final and will not be re-examined.

Under the second stage, the COMMERCIAL BID of only those bidders, who are qualified in Technical Bids and demonstration, will be called.

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the bidder to the contract. **The authorization shall be indicated by written power of attorney accompanying the Bid.** All pages of the bid including un-amended printed literature shall be initialed by the person or persons signing the Bid.

The bid shall contain no erasures or over writing except as necessary to correct errors made by the Bidder, in which case such corrections shall be authorized by the person or persons signing the bid. The bidder should quote the price for each item required by Bank.

Bids should be handed over in separate **sealed covers** for each equipment duly superscribed "Commercial Bid for Rate contract of Vendors/Firms/Suppliers for supply & Maintenance of Fire Extinguishers" for branches/offices in Guwahati Region to:-

The Senior Regional Manager ,
Regional Office, Guwahati
G.S. Road, Shaktigarh path
Bhangagarh, Guwahati - 781005 (Assam)

Tenders which are not in sealed covers will not be accepted.

10. EVALUATION CRITERIA

A) Technical Bids (offers):

- (i) The Technical offer (TO) should be complete in all respects and contain all information asked for in this document. It should not contain any price information. Any software(s) supplied free along with the system must be indicated separately and specifically.
- (ii) Any software(s)/component which is left out and which may be required with the system must be indicated separately and specifically along without the cost.



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(iii) The TO must be submitted in an organized, numbered and structured manner (spiral binding will be appreciated). No brochures/leaflets etc. should be submitted in loose form.

(iv) **Bank reserves the right to reject an offer under any of the following circumstances:**

- a) Fees for RFP document not submitted.
- b) Bid security (EMD) is not submitted.
- c) Offer is incomplete and/or not accompanied by all stipulated documents.
- d) Offer is not in conformity with the terms and conditions stipulated in this document.
- e) Specifications stipulated in RFP are not met with. However, deviations resulting in higher/ superior configuration will be accepted.
- f) Commercial Offer format differs from actual Commercial Offer format.
- g) Or violates any terms and conditions in the RFP document.
- h) Or if found that the information provided in the offer is bogus.

B) Commercial Bids:

Commercial bids will be called only from technically qualified short listed bidders after successful demonstration of product. Bank's evaluation of the commercial bids will take into account the status of compliance of terms and conditions.

No submissions for erasures or alteration will be entertained. However, **if a bidder submits two bids the lowest quoted bid accompanied by document fee and EMD will be considered and the EMD of both bids will be released after finalization of Rate contract.**

12. VALIDITY OF RATE CONTRACT

Rate contract for supply and installation of new equipments will be for the period of three years. The comprehensive AMC will be for 5 years from date of installation of equipment. Comprehensive AMC rates fixed at the time of contract will be non negotiable and no revision will be permitted. However after satisfactorily completion of the contract if both parties are willing to continue the contract in the existing terms and conditions and same rates, Rate contract for supply and installation of new equipments may be extended to another one year. However extension of contract period will not exceed the maximum of 5 years from the date of original contract. However the bank guarantee will be for a period of 5 years.

13. PRICE FREEZING

The prices finalized shall remain valid for a period of 36 months from the date of finalization of bids. However, comprehensive AMC rates will be valid for 5 years from the date of installation of the equipment.

14. ASSIGNMENT OF OBLIGATION

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent.

15. ORDER CANCELLATION

- a. If the vendor fails to deliver and/or install the equipment within 07 Bank's working days or the extended date communicated by the Bank, it will be a breach of contract.



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- b. The Bank reserves its right to cancel the order in the event of delay in delivery/ installation / commissioning of equipment.
- c. Purchaser will have the right to cancel the Rate contract issuing one month notice without giving any reason for such cancellation.

16. AVAILABILITY OF SPARES

Vender should ensure that the Spares for the product offered are available for at least 6 years from the day of installation of equipment. No obsolete equipment should be supplied to the bank.

17. DELAYS IN THE SUPPLIER'S PERFORMANCE

Delivery of the goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified by purchaser. Any delay in performing the obligation by the supplier will result in imposition of liquidated damages and/or termination of rate contract for default.

18. PENALTY FOR LACK OF SERVICE SUPPORT

Bank expects proper service support during warranty and post warranty period. The system should be set right within 48 hours of reporting the complaint. In case the system is down for more than 3 working days and no standby system is provided by the vendor, a penalty of Rs. 150.00 per day may be charged, from the 4th day of complaint to the maximum of Rs. 1000.00 per case. Such penalty may be recovered from the amount payable to the vendor or half yearly AMC charges for periodic servicing to be paid by the Bank. If such case reported three times in a year, Bank may terminate the contract and replace the faulty system and make good the proportionate loss from bank guarantee.

penalty may be recovered from the amount payable to the vendor or half yearly AMC charges to be paid by the Bank. If such case reported three times in a year, Bank may terminate the contract.

Email will be considered as valid means to report compliant/complaint can also be lodged through telephone, for which vendor to provide dedicated complaint number.

19. TERMINATION FOR DEFAULT

The Bank, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate this Contract in whole or in part, if the Bidder fails to perform any obligation(s) under the Contract.

In the event of the Bank terminating the Contract in whole or in part, the Bank may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the Bidder shall be liable to the Bank for any excess costs for such similar services.

20. TERMINATION FOR INSOLVENCY

The Bank may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder.



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21. LIABILITY

Vendor's aggregate liability under the contract shall apply to third party claims for bodily injury/electric shock (including death) and damage to real property (due to malfunction of equipment) and tangible personal property caused by vendor's gross negligence/lapse or due to below standard equipments used by vendor. Vendor shall be liable for any indirect, consequential, or special damages due to malfunction of the security equipments under the agreement/purchase order.

22. WARRANTY

- a. The offer must include comprehensive on-site warranty of at least one year from the date of installation and commissioning of the equipments however there should not be any additional cost for the warranty period. No AMC charge will be admissible in warranty period however quarterly service visit is mandatory during warranty period else AMC charge of that quarter or 2% cost of equipment whichever is higher will be deducted from vendor by any means.
- b. The offer must include comprehensive on-site warranty for batteries of at least 1 year from the date of installation and commissioning of the equipments however there should not be any additional cost for the warranty period.
- c. Vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of equipment, accessories etc. covered by the offer. Vendor must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period. During the warranty period vendor shall maintain the equipment and repair/replace all the defective components at the installed site, at no additional charge to the Bank.
- d. Warranty should not become void if Bank buys any other supplemental hardware which is not discussed in this document from a third party and installs it with these equipments. However, the warranty will not apply to such hardware items installed. The vendor is expected to ensure same maintenance standards clause.

23. ANNUAL MAINTENANCE CONTRACT (AMC)

- a. On-site maintenance charges, for the post warranty period, must be quoted on a half yearly basis ,for Fire Extinguishers in the Commercial Offer. The vendor will have to maintain the equipment supplied for at least Five years including warranty period at the same rate quoted in Commercial Offer.

No AMC charges will be paid during warranty period. Cost of all spares and labor charges should be borne by the vendor during warranty period and AMC period.

No charges other than AMC charges will be paid to the vendor.

The vendor is expected to ensure same maintenance standards as mentioned in maintenance standards above.

- b. If any of the peripherals, components etc. are not available or difficult to procure or if the procurement is likely to be delayed, the replacement shall be carried out with brand new equipment of equivalent capacity or higher capacity, during the currency of warranty period and six years including warranty period. In such cases no labor charges will be admissible and



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book value of old Equipment will be deducted from the cost of new equipment. Such equipments will be treated as fresh installation and warranty and AMC clause will be applicable as brand new equipment.

- c. If the Manufacturer/Authorized dealer doesn't replace the system as said in sub section above within a complaint period of 4 week, bank will have the right to replace the faulty equipment with any other empanelled vendor and make good the book value of the faulty system from the supplier of the faulty equipment by any means.
- d. During AMC period the technicians should visit the branches on half yearly basis for periodic servicing during the year with a minimum gap of 120 days between each visit during bank working hours in addition to the emergency fault repair calls.
- e. **Half yearly** AMC Payment will be done by respective Regional Office for periodic servicing after submission of visit report signed and stamped by branch & vendor. If the firm fails to attend half yearly visit it will be treated as a lapse in service by the vender and AMC charge for that quarter will be forfeited. AMC charges of such lapsed quarters cannot be claimed afterwards.
- f. During AMC visit the representative should explain the working of system to the employees and update the Telephone No's fed in the Auto dialer of Fire alarm system free of cost which is a mandatory obligation.
- g. During AMC visit the representative should give a technical report of system which clearly reveals the present status/condition of the system and a **copy of quarterly visit report confirming that the equipment is working properly** should be sent to Regional Security officer with the signature and banks stamp within 15 days of the succeeding month of the quarter.

24. UNDERTAKING BY VENDOR

The successful bidder must give an undertaking that all components used in the machines supplied are new and original and not refurbished. This must be submitted along with the Invoices else payment will not be released.

25. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever. The bank will have right to opt for any new technology optimum for the banks usage.

26. OPENING OF OFFERS

Technical Bid offers will be opened at Regional office Guwahati at 4.30 p.m., on 13/07/2021. The Offerers / their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their



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representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of Offerers or their representatives present.

In case of any unexpected interruption due to events beyond control of the procurement committee, the process interrupted will be continued on the subsequent working day at the scheduled time.

27. PRELIMINARY EXAMINATION

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order. Bids from agents without proper authorization from the manufacturer shall be treated as non-responsive.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected. If there is discrepancy between words and figures, the amount in the words will prevail.

The bid determined as not substantially responsive will be rejected by the purchaser and may not be made responsive by the bidder by correction of the non-conformity.

The purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any bidder.

28. SIGNING OF CONTRACT

If Central Bank of India decides, then the successful bidder(s) shall be required to enter into a contract with Central Bank of India within 7 days of the award of the tender or within such extended period as may be specified by Central Bank of India, Regional Office, Guwahati on the basis of the Tender Document, the Tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in a Memorandum of Understanding to be signed at the time of execution of the Form of Contract. Bank shall have the option of terminating the contract during the contract period by giving a 1 month notice.

29. PAYMENT TERMS

No advance amount will be paid to vender. Payment will be released by the branch after satisfactory completion of work, demonstration and training of the equipment to the staff and de however 10% of retention money will be kept for 12 months from the date of installation and will be cleared after satisfactory service of the system for the period.

30. For further clarifications, if any, you may contact the following address:

The Security Department,
Regional Office, Guwahati
G.S. road, Shaktigarh Path
Bhangagarh, Guwahati - 781005
Ph. 9988538921

Technical Bid Annexure-I

Regional Office, Guwahati



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G.S. road, Shaktigarh Path ,Bhangagarh, Guwahati - 781005,Ph. 9988538921

EMPANELMENT OF FIRMS FOR SUPPLY / MAINTENANCE OF FIRE EXTINGUISHERS

General information for the Firms who wish to include their name in the Bank's panel for Supply & Servicing / Maintenance of Fire Extinguishers:..

Firms are requested to read following instructions before filling in the forms.

1. If the space provided in the proforma is insufficient for giving full details, separate sheet of paper may be used.
2. Information furnished to Bank will be kept strictly confidential.
3. Decision of the Central Bank of India regarding selection/rejection for empanelment will be final and binding and no further correspondence will be entertained. Selected firms will be informed by post.
4. If the information and details furnished by empanelled firm is found to be false at any time in future or any information withheld comes to the notice of the Bank on a later date, the empanelment will be cancelled immediately.
5. The proforma or part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.
6. Cost of the application form is Rs.1000.00 (non-refundable) to be paid by way of Pay Order/Demand Draft favoring "Central Bank of India", payable at Guwahati. This cost is to be paid while submitting the filled up application forms. Applications received without the requisite fees will not be considered.
7. Where copies are required to be furnished, these should be certified copies

Regional Office, Guwahati

G.S. road, Shaktigarh Path ,Bhangagarh, Guwahati - 781005,Ph. 9988538921



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**FORMAT OF APPLICATION FOR EMPANELMENT OF FIRMS/ VENDORS FOR
SUPPLY AND MAINTENANCE OF FIRE EXTINGUISHERS**

1.	Name of the Organization	
2.	Address & contact numbers	
2A.	Address & contact numbers of Offices/Dealers in the NCR	
3.	Year of establishment, submit proof	
4.	Status of the firm (Whether Pvt. Ltd. company/Public Ltd. company/ Partnership Firm/Proprietorship Firm) submit proof	
5.	Name(s) of Directors/Partners/Proprietor:	
6.	Whether registered with the Registrar of Companies/Registrar of firms. If so, mention number and date. submit proof	
7.	Name & Address of Bankers	
8.	Whether registered for sales tax purposes. If so, mention number and date. Also furnish copies of sales tax clearance certificate.	
9.	Whether an assessee of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income tax clearance certificate.	
10.	Is the company/firm a manufacturer or	



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	dealer/distributor of -Mention the product being considered	
11.	If the company/firm is a dealer/distributor? (a) Give the Name of the manufacturer(s) and their country (b) In case the manufacturers' offices are located in India, give their address in India & telephone numbers. (c) Enclose certified true copies of the current dealership certificate given by the manufacturers	
12.	Warranty Period, if any	
13.	Give details of the after-sales service facility provided by your company / firm and / or the manufacturers.	
14.	What are your fields of activities? Mention the fields on preference in the order of annual turnover.	
15.	Since when and how long your company / firm have been dealing in -mention the product being considered. submit proof	

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16.	If you are registered in the panel of other Organizations/statutory bodies, such as Banks, CPWD, PWD, MES etc., in -(give the name of region) for the product being considered, furnish their names, category and date of registration. <i>(Please do not include names of Organization outside Guwahati/Himachal Pradesh/Haryana and also do not include organizations, where you might have been empanelled for other security systems, but not for the Product being considered)</i>	
17.	Technical & Office staff available in EACH OFFICE/LOCATION in Guwahati/Meghalaya/Tripura/Manipur/Mizoram	
18.	Furnish the names of renowned organisations in (regions / state), where you have installed / supplied -mention the product being considered in the last three years	
19.	Have you ever been blacklisted by any PSB bank/PSU	

Any other relevant information:

Note: Where copies are required to be furnished these are to be certified copies preferably by the concerned agencies or a Govt. Officer.

(Affix Company Seal)

Signature:
Name
Designation:



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DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union 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.
2. I / We agree that the decision of Union Bank of India in selection of contractors will be final and binding to me / us. All the information furnished by me hereunder 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 empanelment process.
5. Declaration that the Firm is not blacklisted by any Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal is submitted. If at any later stage it comes to the notice of Bank that the firm is blacklisted by any of the Govt. Authority or PSUs/PSBs, the contract with the firm will be terminated and the Bank Guarantee of the same will be invoked.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

PS: Details must be furnished strictly in the above format.



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(Technical Bid)

Annexure - II

Letter of Undertaking on Company Letter head

To

The Senior Regional Manager
Regional Office, Guwahati
G.S. road, Shaktigarh Path ,
Bhangagarh,
Guwahati - 781005,
Ph. 9988538921

Sir,

Reg.: Our bid for supply & Maintenance of Fire Extinguishers in the Branches/Extension Counters/Offices/ATMs

We submit our Bid Document herewith.

We understand that

- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are responsible for the due performance of the contract.
- You may accept or entrust the entire work to one vendor or divide the work to other vendor without assigning any reason or giving any explanation whatsoever.
- Vendor means the bidder who is decided and declared so after examination of commercial bids.
- The names of shortlisted bidders after the completion of first stage (Technical Bid), and the same of successful bidder to whom the contract is finally awarded after the completion of second stage (Commercial Bid), shall be intimated through email/post.

Dated at _____ this _____ day of _____ 2017.

Yours faithfully,

For _____

Signature _____

Name _____



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PRE QUALIFICATION

(Technical Bid)

Annexure III

The minimum qualification criteria for the bidders are as under: -

SL No.	Pre Qualification Criteria	Compliance (Yes/No)	Details of proof Attached if any
		FIRE EXTINGUISHER	
1	Firms should be reputed in the concerned field with not less than five years dealing in the products offered.		
2	Do the Firms have Test report by the regional electronic Test Development centers for each equipment?		
3	The firm applying for CCTV/Fire Alarm Systems/EAS/FE should have installed/ looking after the Annual Maintenance of above mentioned equipment at least 1 Public sector Bank or 1 PSU units situated in Guwahati/Meghalaya/Tripura/Manipur/Mizoram.		
4	The Firm should be on the Rate contract of at least one Public Sector Banks/ Public Sector undertakings in Guwahati/Meghalaya/Tripura/Manipur/Mizoram for the last three years.		
5	Whether conforming BIS standards		
6	The Firm should have at least one of its own office and service centre functioning in Guwahati/Meghalaya/Tripura/Manipur/Mizoram for not less than three years as on the date of commencement of issue of RFP.		
7	Whether undertaking submitted (on their letter head) that vender has not been black listed by any of the Govt. Authority or PSUs/PSBs.		
8	Whether Copy of pan card, TIN No and latest Income tax return to be submitted		
9	Whether Firms submitted Copy of registration certificate under shop and establishment act.		
10	Whether a certificate denying the ownership of Agency/Firm/Manufacturer/ Dealer by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 issued by the CEO or Director of the Firm submitted along with		



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	the tender.		
11	Address of office with pin code and Land line Telephone no		
12	Contact person to enquire/report with Telephone no		
13	Email IDs to report complaints		

Seal of Company

Signature



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(Technical Bid) Annexure IV

DECLARATION FOR COMPLIANCE

All Terms and Conditions including scope of work and technical specifications

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

Signature:

Seal of company



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(Technical Bid)

Annexure V

Technical Specification Undertaking

We certify that the systems/services offered by us for tender confirms to the specifications stipulated by you with the following deviations

List of deviations with reasons. (Deviations will be accepted only if the offered specification is higher than requirement)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Signature:

Seal of company

(If left blank it will be construed that there is no deviation from the specifications given above)

(Letter to the bank on the Supplier's letterhead)



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APPENDIX 'B'

FINACIAL BID FOR SUPPLY/AMC OF FIRE EXTINGUISHERS

Name of the Firm & Address:-

Sr. No.	Item	Qty	New Fire Extinguisher Rate	Servicing	Hydraulic Pressure testing	Refilling Rate
	Brand(SAFEX/OMEX)					
1.	ABC/SP(MODULAR TYPE) stored pressure Capacity 05 Kg IS-15683	1	Rs.	Rs.	Rs.	Rs.
2.	CO2 Fire Extinguisher Capacity 4.5 Kg IS-15683	1	Rs.	Rs.	Rs.	Rs.
3.	CO2 Fire Extinguisher Capacity 2 Kg IS-15683					
4.	CO2 Fire Extinguisher Capacity 6.5 Kg , TROLLEY TYPE, IS-15683					
5.	ABC/DCP 5kg type fire extinguishers IS-15683	1	Rs.	Rs.	Rs.	Rs.
6.	Water CO2 Pressure Type Fire Extinguisher Capacity 9 Ltr. IS-15683	1	Rs.	Rs.	Rs.	Rs.
7.	ABC/SP(MODULAR TYPE) stored pressure Capacity 04 Kg IS-15683	1	Rs.	Rs.	Rs.	Rs.
8.	Installation Charges	1	Rs.	Rs.	Rs.	Rs.
9.	Total					
10.	Warranty (in Months)					
11.	All extinguishers should conform latest BIS specification					
12.	Buy back rate of old extinguishers					

Sl no	Accessories	Quantity	Price
a)	Washer for DCP / Water CO2	1 piece	Rs
b)	Wall fixing bracket for DCP / Water Co2 / Co2	1 piece	Rs
c)	Discharge hose with nozzle for DCP	1 Piece	Rs
d)	Safety Clip for DCP /Water cO2 / CO2	1 piece	Rs
e)	Inner container for DCP	1 piece	Rs
f)	Discharge hose with nozzle for Water CO2	1 piece	Rs
g)	Union cap assembly 2 ½ “ Dia made of GM for DCP	1 piece	Rs
h)	Union cap assembly 2” Dia made of GM for Water CO2 9 Ltrs	1 Piece	Rs
i)	Discharge horn with adopter for CO2	1 piece	Rs
j)	1’ Valve or ¾” valve for CO2.	1 piece	
k)	Any other accessories		

Note:- You are requested to give all possible accessories rates, later on if it is informed that this accessory rate is not given, you will be responsible for that and the Fire Extinguisher has to be repaired on your cost. You can use extra paper for accessories if it is not sufficient



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- ✓ All rates quoted should be inclusive **transportation charges** etc. Applicable taxes will be as per Govt. guidelines.
- ✓ All Extinguishers must be **ISI marked** and in case of CO2 type, must also be **CCE approved & certificate of the same must be given**. All spares and refills used shall also be ISI marked.
- ✓ Your technician while providing / servicing the fire extinguishers will also demonstrate & educate the concerned branch / office staff about the basic handling / use of the fire extinguishers. While refilling, the live demo will be compulsorily given for the fire extinguisher to be refilled.
- ✓ Please remember that the extinguishers will be refilled Periodically or as per bank's rule only (and immediately on loss of more than 10% of mass in case of CO2 type extinguishers or in case of its use).
Half yearly Maintenance tasks for water CO2 type shall be-:

Open the extinguisher, see the water level & throw away the old water.

- Examine the extinguisher body internally & externally for corrosion & damaged conditions with an illuminating probe. Damaged & corroded extinguishers should be removed from service. Corroded gas cartridge should be replaced.
- Examine the gas cartridge for mass. If there is a loss of more than 10 % of the original mass, the cartridge should be sent for recharging after being replaced with a charged one.
- Examine the nozzle, plunger, strainer, vent holes, internal discharge tube & sealing washer; replace them if not in good condition. Otherwise clean them thoroughly.
- Check the operating mechanism for free movement & piercing mechanism to see if these are working properly.
- Refill the cylinder with fresh & clean water.
- Slightly grease the treads & tighten the cap to the extent possible. Replace the protection cap of nozzle & plunger.

Half yearly Maintenance tasks for CO2 type shall be-:

Weigh the extinguisher. Compare the weight with the weight of a fully charged extinguisher, which is marked on the body. If the loss is more than 10% send the extinguisher for recharging.

- Clean & polish externally.
- Examine hose & horn assembly. In case of trolley mounted extinguishers, examine the wheel carriage for free movement. Change the defective ones.

Half yearly Maintenance tasks for DCP/ABC powder type shall be-:

- Weigh the gas cartridge. If the loss is more than 10% of fully charged contents, it should be replaced with new cartridge. See that sealing disc is intact.
- Check the piercing mechanism in the cap & check that the washer in the cap is soft & intact.
- Empty the dry powder in a dry container & examine for caking & granulation. If the granulation has taken place, change the powder. Otherwise retain the same powder for reuse.
- Examine the extinguisher body internally for any damage or corrosion & replace corroded or damaged extinguishers. Check the trigger nozzle for clogging & clean it. Check rubber hose for crack.
- Remove the inner shell & clean portholes.
- Check the pressure in ABC (Powder) type extinguisher.

Please Affix Company seal

Authorized Signatory



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