

 <b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b>	<b>अंचल कार्यालय हैदराबाद</b> <b>Zonal Office HYDERABAD</b> टेलीफोन/TELE : 24757005 / 24755080 ई-मेल/e-mail : <a href="mailto:security_hyd@mahabank.co.in">security_hyd@mahabank.co.in</a>	
	<b>प्रधान कार्यालय:</b> लोकमंगल, 1501, शिवाजीनगर, पुणे-5 <b>Head Office:</b> LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5	

Tender: Ref. No. AX21/SEC/FIRE AUDIT/2024-25/01

DATED:31.08.2024

**TENDER DOCUMENT FROM FIRE SAFETY AUDITORS/FIRE SAFETY CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT OF BANK BRANCHES/PREMISES LOCATED UNDER HYDERABAD ZONE, BANK OF MAHARASHTRA**

TO BE SUBMITTED  
ON OR BEFORE 1500 HRS ON 18.09.2024  
ADDRESS FOR COMMUNICATION  
SENIOR MANAGER (SECURITY OFFICER)  
HYDERABAD ZONAL OFFICE  
SECURITY DEPARTMENT  
VINOOTHNA PITTIES MAJESTY, NEAR BANK STREET,  
KOTI, GOPALBAGH,  
HYDERABAD- 500001

Hyderabad Zone, Bank of Maharashtra invites tender from **fire safety auditors/fire safety consulting firms for conducting fire safety audit of bank branches/premises located under Hyderabad zone, Bank of Maharashtra**. The branches and premises are spread in Hyderabad and other districts in Telangana state. The fire safety audit work shall be strictly as per the format and guidelines of the bank. Interested eligible Individuals / Firms may send their applications in the prescribed Application Form-I & II respectively.

**A. APPENDIX FOR GENERAL INFORMATION:**

a)	Name of the work	Fire safety audit of bank branches/premises located under Hyderabad zone, Bank of Maharashtra.
b)	Last date and Time of Submission of Tender.	On or before 1500 hrs on 18.09.2024
c)	Place & Address for submission of Tender	Bank of Maharashtra, Hyderabad zonal office Security department Vinoothna Pitties Majesty, Near bank street, Koti, Gopalbagh, Hyderabad- 500001
d)	Contact details of Concerned Officials for any clarification	Senior Manager (Security Officer), 040-24757005, <a href="mailto:security_hyd@mahabank.co.in">security_hyd@mahabank.co.in</a>
e)	Date, Time and Place of opening of tenders.	1600 hrs on 18.09.2024, in the office of Deputy Zonal Manager, Hyderabad Zonal Office Vinoothna Pitties Majesty, Near bank street, Koti, Gopalbagh, Hyderabad- 500001 <b><u>Note: - In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.</u></b>
f)	Validity of Tender	120 days from the day of issue of work order
g)	Earnest Money Deposit (EMD).	Rs.5000/- (Rupees five thousand only) by way of demand draft favouring Bank of Maharashtra payable at Hyderabad, should be enclosed in the cover containing Technical Bid.
h)	Terms of payment of Bills	80% on receiving of the satisfactory Fire Audit reports as prescribed, scrutinized and endorsed by the Security Officer, Hyderabad zone.

		20% on Obtaining closure / fire fitness certificate after the rectification of observation.
		No advance payment will be made by the Bank
j)	Taxes.	Taxes as applicable would be paid extra.

**a) Qualification for Fire Auditors:**

(i) Should have passed Station Fire Officers Course and above from National Fire Service College (NFSC), Nagpur or any equivalent organization and having minimum (05) years related experience in fire safety in the preceding years.

OR

(ii) Should be Graduate of Institution of Fire Engineers (India/UK) or passed BE/B. Tech in Fire Safety Technology in any from recognized institute approved by AICTE or from any University recognized by UGC. And having minimum (10) years related experience in fire safety in the preceding years.

OR

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

AND

(iv) Maximum age should be less than 65 years and medically fit to undertake the task (medical fitness certificate to be enclosed).

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

(i) Should have an average annual turnover of not less than Rs. 20 Lakh during the past 3 years, ending on 31st March 2024 i.e. 2021-22, 2022-23 & 2023-24 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. List of the technical staff with their qualification certificates in respect of Fire Safety should only be enclosed.

(ii) Fire auditors detailed by the firm for fire audit in SBI/PSB/PSU should have qualification as mentioned at **Para (a)** above. The firm shall submit the certificates to this effect to the auditors detailed by them, on their company letter head, duly verified and countersigned by the Fire Officer of the Circle.

(iii) 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. 4 Sector/Institutions etc. The details of the work carried out in last 05 years by the firms should be enclosed.

b) The firm should have conducted Fire Safety Audit of minimum 02 - establishments which should be occupied by a Govt. Dept. or Public Sector Undertaking. The building should be minimum four floors in height. Related work order and its completion certificate should be enclosed.

c) Registration with State Government: The Firm should be registered with any State Government. The firms in approved list of vendors of State Fire Brigade to carryout Fire Safety Audit of Multi-storeyed office buildings shall be preferred. Copy enclosed.

d) 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.

- e) The Firm/agency should have all statutory registrations like IGST, GST, and PAN etc as applicable. Copy of the registration certification and other relevant documents to be enclosed.
- f) The Firms must have adequate infrastructure in terms of office and technically qualified staff for the job to be executed in Hyderabad and Telangana state. A copy of letter of the undertaking containing addresses is enclosed.
- g) The Firms should comply with all the labour Laws, Rules and Regulation of State and Central Government.
- h) The Firms should be in operating profit during the past 03- years. Please attach Profit & Loss statement and turnover certificate duly certified by a Chartered Accountant. In the absence of certificates, the BIDs will be summarily rejected. No other documents are required to be attached. Additional supporting documents if required would be asked for, subsequently.
- (j) The short listing of firms/agencies will be done after scrutinizing and verification of the documents, work carried out / experiences /site visit etc.

**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 changes 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 / applications received after due date and time and also reserves it's right to cancel bids by giving a notice of one month without assigning any reasons.
- iv. If number of applications received will be more, than most experienced auditors/firms shall be considered for the work
- v. The successful Fire Auditors / Fire Consulting Firms preferably should have their account in Bank of Maharashtra, the detail of which shall be furnished at the time of carrying out tendering process. Successful Fire Auditors / Fire Consulting Firms shall open an account in Bank of Maharashtra, 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.

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

1) Only those Agencies/Firms/individual auditors who fulfil the eligibility criteria may only apply on the prescribed format as per Form –I & Form-II. The application shall be filled in English and it should be accompanied by copies of technical Qualification 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 **“TENDER DOCUMENT FROM FIRE SAFETY AUDITORS/FIRE SAFETY CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT OF BANK BRANCHES/PREMISES LOCATED UNDER HYDERABAD ZONE, BANK OF MAHARASHTRA”**

Note: Applications received after 1500 hrs shall not be considered. Bank will also not be responsible for any postal delay.

2) The tender envelop/technical Bid (instructions, terms & conditions, specifications, brochures, copies of the certificates/work orders etc.) should be accompanied with EMD by way of Demand Draft of Rs.5000/- (Rupees five thousand only) by way of demand draft favouring Bank of Maharashtra payable at HYDERABAD, should be enclosed in the cover containing Technical Bid as a refundable 'Participation Fees'.

3) The firms/individual auditors who qualify in the technical bid will only be eligible for opening of financial bid. The format of price bid. The date of opening of financial/price bid will be intimated to the successful bidders through e-mail or letter.

4) 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.

5) It is hereby clarified that the Bid/ response to the tender should be submitted in the exact format given herein without making any changes/alterations to the tender document. Any change/alteration made to the tender document by the participant would make his Bid/ response to the tender void and the same shall be liable to be rejected by the Bank without further going into the merits of the tender. It is also clarified that in case of any difference/change between Bid/ response to the tender document submitted by the participant and the tender document maintained by the Bank, would be considered as authentic and binding on the participant.

6) No proposals will be accepted after the last date & time of submission of the tenders.

7) Disclaimer: The tender would bind neither the Bank in any contract nor in an offer of an assignment/contract. The Bank reserves the right to accept any bid/ proposal or reject any or all the bids/ proposals received in response to the tender 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 tender process altogether at any time for any reason whatsoever. Purely as the discretion of the Bank.

8) The bidding would be carried out as per the Technical Bid and other terms & conditions.

9) Bank may reject the bid outright in case the required documents as mentioned in the Tender are not found enclosed.

10) All attachments must be clearly mentioned and flagged neatly.

11) Bidder should not submit documents which are not asked for, such as additional work orders Company profile etc shall not be appreciated.

12) The bids will be valid for a period of 90 days from the date of issue of work order.

13) The list of technical qualified staff along with the qualification certificates as mentioned above Para (a) with contact addresses, telephone numbers, email id etc. should be enclosed.

14) Conditional tenders will not be acceptable. It will be summarily rejected.

### **C. 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 safety audit at their cost. All the rates quoted against each category must include Conveyance, Lodging Expenditure required for men and material. No further enhancements in the quoted rates are permissible.

- 2). Adequate care should be taken by the auditor during the verification, measuring and recording of the data.
- 3). Any damage to the Bank's property, equipment's under testing and measurement during the fire safety audit will be charged to the firm 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 equipment's.
- 5). The Fire auditor should submit Excel based audit reports to the Security Officer at Zonal Office and also to the branch as per the format given by the Bank along with the hard copy duly certified by the Branch Manager.
- 6). The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to Zonal Office and branch well in advance for necessary coordination.
- 7). 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.
- 8). Over writing should be avoided and corrections if any should be duly authenticated.
- 9). No inconvenience should be caused to staff/customer during working hours while conducting the fire safety audit.
- 10). 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.
- 11). 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.
- 12). Any unsafe condition or situation arising/ observed during the course of doing the job should be stopped immediately and report to the Branch Manager.
- 13). 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.
- 14). Smoking and Tobacco/alcohol consumption by Fire Auditors is prohibited on work site.
- 15). 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.
- 16). The Fire Auditors/Fire Consulting Firms must clearly understand that he is bound by the contract to ensure all necessary personal protective equipment's are used, as required, for a particular job.
- 17). The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of Bank of Maharashtra and shall fulfil best auditing practices in the Bank.

18). In case of any dispute the procedure (under Arbitration Act), as laid down in documents, will be taken recourse to. The courts at HYDERABAD shall alone have jurisdiction in this regard.

19). The Fire Auditors / Fire Consulting Firms shall maintain total and complete secrecy and hereby assures not to communicate or allow to be communicated to any person or divulge in any way or manner, any matter/information relating to the ideas, concepts know-how, technique, data, facts, figures, constituents and all information gained during the work, what so ever, concerning and relating to the bank and its constituents.

20). The Fire Auditors/Fire Consulting Firms shall not disclose or divulge any information regarding the security of the branches and the status of firefighting 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.

21). The Fire Auditors / Fire Consultation Firms shall not use logo and name of the Bank of Maharashtra on their letter head, sign board and rubber stamp etc.

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

1). Fire Safety Audit of the branches/offices 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.

- a). One copy of it will be submitted to the Branch Manager.
- 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 Zonal Office.
- 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-2016, IS: 2189, IS: 2190, IS: 15683 etc. The audit report should be comprehensive of all the particulars and important points are as under:

- a) Total Carpet Area (Sq ft.), Classification of Building and Electrical Load (in KW).
- b) General Housekeeping & Fire Load.
- 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) All fixed Firefighting Installation of building (e.g. Hydrant, wet riser, sprinkler, hose reel hose etc.).
- f) Review & Testing of protection device/system of all fire installations in the building like Automatic Fire Detection & Alarm system/fire extinguishers etc and their details of validity of Annual Maintenance Contract (AMC).
- g) Requirement for the server and ups room (Server & UPS room's walls, False Ceiling, Fire resistant doors, Timer device of AC Units).
- h) Exit and Evacuation Preparedness.
- i) Inventory of fire extinguishers and their servicing and maintenance record.
- j) Training of staff and security personnel from the fire safety point of view.
- k) Checking and raising awareness of Staff members/ employees occupying the premises.
- l) Review of flammable substances in the Premises like LPG gas cylinder used in Pantry etc.
- m) Operational Procedures and efficiency of Diesel Pump, Jockey Pump.
- n) Inspection and authentication of Installed Fire Suppression System; i.e. Fire Pumps, Sprinkling System, Fire Lines, Valves, Hoses, Hydrants and Hose reels.

- o) Inspection of Fire Extinguishers and Automatic Fire Detection and Alarm system.
- p) Testing should be done appropriately with help of internal team of the Bank staff.
- q) Verification of occupants" response to FIRES, and their capacity to handle FIRE.
- r) Review of Escape Routes and Signage etc.
- s) Review of Occupants" knowledge on the use of Fire extinguishers.
- t) Electrical fire safety should be checked, some of the points are as under:
- u) Main Supply Switch / MCB to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.
- v) Whether MCCB/MCB/ELCB is provided and apparently in order.
- w) 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.
- x) Are electrical wires properly covered /insulated to prevent short circuiting etc.?
- y) Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment?
- z) Are electrical covers in place for junction boxes Outlets and panel boards?
- aa) Electrical audit last carried out.

#### **E. THE SHORTLISTING PEOCEDURE AND TERMS AND CONDITIONS:**

- 1) Sealed envelope containing tender bid documents in sealed envelope with separate envelope for technical and financial bid with the name and complete address of the applicant on the cover and clearly marked as "**TENDER DOCUMENT FROM FIRE SAFETY AUDITORS/FIRE SAFETY CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT OF BANK BRANCHES/PREMISES LOCATED UNDER HYDERABAD ZONE, BANK OF MAHARASHTRA**". The bids received up to 1500 hrs on 18.09.2024 and will be opened at 1600hrs on the same day, in presence of the committee members. The bidders / their representative may be present at the time of opening of the Technical bid. No separate intimation will be sent to the suppliers for deputing their representatives. The BID will be evaluated and those who are found qualified in technical bids will be short listed for opening of financial bids.
- 2) The firms/ Individual auditors who qualify in the technical bid will only be processed further for opening of financial bid.
- 3) The financial bids shall be opened in presence of the committee members and the bidders will be intimated by mail
- 4) In case any firm/contractor failed/refused to undertake the allotted work due to any reason, the clause of forfeiture of Security Deposit will be invoked and the work allotted to other qualified bidder as decided by the committee.
- 5) Bank reserves the right to delist the Fire Safety Auditor/firms at any stage in the event of failure of Non response, Non commitment and Non completion of the assigned task as per tender 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 qualified bidder as decided by the committee.

#### **F. EXECUTION OF CONTRACT /TRANSFER AND SUBLITTING:**

- 1) The Agencies/Firms shall be solely responsible for the execution of the contract and the whole contract is to be executed to the entire satisfaction of the Bank.
- 2) The Contractor shall not sublet, transfer, assign or otherwise part with the contract to any person, firm or company directly or indirectly, or any part thereof.

3) In case of any deviation of the said instructions is detected / observed during the currency of the contract the said auditor/firm/agency would be liable to be de-listed/de empanelled from the bank.

4) The Successful bidder shall execute an agreement with the Bank and shall bear all the cost/expenses and stamp duty in respect of all agreement that may be entered into with the bank to give effect to the arrangement.

#### **G. PERFORMANCE GUARANTEE DEPOSIT & PENALTY:**

1) In case, the firm fails to carry out the audit work within the stipulated time frame from issuance of the work order, the Bank shall impose a penalty of Rs.100/ per branch per week for the remaining branches till the completion of the work.

2) Bank Guarantee (Security Deposit) of 05 % of total work value shall be deposited with the Bank till completion of the allotted work from the date of awarding the contract. In case firms fail to carry out the Audit work the bank reserves the right to cancel the whole contract, partially or fully and forfeit the Security deposit and allot/award the contract to any other firm at the sole discretion of the bank.

3) This penalty shall not apply in case of delays caused by so called acts of God /Riots/ Bandhs / Civil Disturbances etc. to the satisfaction of the bank.

#### **H. MODE OF PAYMENT:**

1) The bills shall be generated in two phase

(i) 80% of the total amount post audit and submission of reports

(ii) 20% after issuance of fire fitness certificate is obtained from the auditor post rectification of observation by the bank.

2) Both bills will be paid by the Zonal Office after receiving the satisfactory audit reports, scrutinized/endorsed and fire fitness certificate respectively by the Security Officer at Zonal Office.

3) No advance payment will be made by the Bank.

4) Taxes shall be paid extra as applicable.

5) Auditors will have to visit the premises twice, once for the audit and then for the post rectification checks and issuance of fire fitness certificate.

6) The details of branches and offices along with addressed and contact numbers where the said audit has to be carried out will be shared with the work order.

K.E. Hari Krishna  
Deputy Zonal Manager  
Hyderabad Zone



(On letter head)

ANNEXURE-I

Ref, No.

Date:

ZONAL MANAGER  
HYDERABAD ZONAL OFFICE  
VINOOTHNA PITTIES MAJESTY, NEAR BANK STREET,  
KOTI, GOPALBAGH, HYDERABAD- 500001

Dear Sir,

**“TENDER DOCUMENT FROM FIRE SAFETY AUDITORS/FIRE SAFETY CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT OF BANK BRANCHES/PREMISES LOCATED UNDER HYDERABAD ZONE, BANK OF MAHARASHTRA”**

With reference to the captioned tender On. ....dated ..... for conducting fire safety audit of bank branches/premises located under Hyderabad Zone, Bank of Maharashtra. We enclose herewith our Bio-data as per the enclosed format (Form-I/II) along with Xerox copies of supporting documents duly signed and stamped by undersigned on each page along with EMD by way demand draft for Rs. 5000/- (Rupees Five Thousand only) as a refundable participation fees.

2. I/We are agreeable to the terms and conditions and to submit Security Deposit in the form of Bank guarantee of 05 % of total value of work order to the Bank of Maharashtra, payable at Hyderabad, in case of our firm is shortlisted.

3. I clearly understand and undertake that if the qualification of Fire Safety Auditors is amended by the Bank in future., our eligibility shall be reviewed accordingly.

4. I 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 of applicant)

(Seal)

**APPLICATION FOR FIRE SAFETY AUDITOR OF FIRE SAFETY AUDIT**

(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 (address proof enclosed)		
3	Age as on 10.07.2024		
4	Full Postal Address		
5	a. PAN (copy enclosed) b. GST c. IGST		
6	Contact Details: i. Phone No. with STD code ii. Mobile No. iii. 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 /empanelment with different Organizations such as State Govt. /CPWD / PWD / ONGC / PSU / Nationalized Banks / Reputed Yes/No 15 establishments		

	etc. if so, in which class and since when? (enclose documentary proof)		
9	Numbers of years of experience in this field.		
10	Whether last three years IT return filed (Please enclose copies of IT return for the year 2021-22, 2022-23 & 2023-24 as Enclosure)		
11	Membership in other Professional Association (if any) (with documentary proof):	Yes/No	
12	Other Training / Certification / Experience With documentary proof)	Yes/No	
13	Please mentions whether your any relative(s) is (are) working in the Bank of Maharashtra with Name, relationship, address & present posting etc.		

14. Education /professional Qualifications of auditors:

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

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

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

16. 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/We have read and understood the Expression of interest letter and this application form along with enclosures and my / our firm full fills 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 Pro-forma 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 entitles 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:

SIGNATURE

DATE:

**CHECK LIST**

FORM-I

Name of the Auditor:

S. NO.	Particulars of the documents Enclosed	Enclosed	SUBMITTED (Yes-Y / No-N)
1	Covering letter		
2	DD of Rs. 5000/-		
3	Application		
4	Age proof certificate		
5	Copy of the PAN no.		
6	Copy of the address proof		
7	Years of experiences in this field		
8	Certificates of qualifications		
9	IT returns		
10	Medical fitness certificate to undertake the task		
11	Documentary proof of empanelment with other org.		
12	Details of the fire audit work carried out		

Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 14 in the given order.

(Authorized signatory)

SEAL

Date:

Place:

**APPLICATION FOR FIRE SAFETY CONSULTANTS/FIRMS OF FIRE SAFETY**

(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. E-mail address		
2	Year of Establishment of Firm (enclose documentary proof.		
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 registering authority, date and registration number (enclose documentary proof.		
6	Details of registration / 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.		
8	Yearly profit of the Firm during last three financial years ending march 2021-22, 2022-	2023-24 = Rs. 2022-23 = Rs. 2021-22 = Rs. Average = Rs.	

	23 & 2023-24 and furnish chartered accountant's certificate only.		
9	Banking Details a) Banker's Name: b) Full Postal Address: c) Telephone No.: d) Account No.: e) Type of Account:		
10	PAN No, GST,IGST		
11	Whether Registered with Tax Department, If Yes, GSTs Nos.		
12	Whether last three years IT return filed (Please enclose copies of IT return for the year 2021-22, 2022-23 & 2023-24	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	Name and qualification of Technical personnel / Fire Engineers (With documentary proof)		
16	Membership in other Professional Association (if any) (With documentary proof):		
17	Other Training / Certification / Experience With documentary proof)		
18	Please mentions whether your any relative(s) is (are) working in the State Bank of India with Name, relationship, address & present posting etc.		

I / We have read and understood the Expression of interest letter and this application form along with enclosures and my / our firm full fills 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 Pro-forma 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 entitles 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

(Signature of Authorized Signatory)

Place/Date:

Name:



**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:

## **CHECK LIST FOR CONSULTANCY FIRM/FORM-II**

Name of the Firm/Establishment:

S. NO.	Particulars of the documents Enclosed	Enclosed as	SUBMITTED (Yes-Y/No-N)
1	Covering letter		
2	DD of Rs 5000/-		
3	Application (Form-2)		
4	Year of establishments		
5	Constitution of Firm		
6	Registration of company		
7	Documentary proof of empanelment with other org.		
8	Yearly turnover of the firms last three years audited		
9	Copy of the PAN no.		
10	Whether registered with sale tax dept. GSTs etc. IF YES		
11	IT returns (ITR certificate enclosed)		
12	Registration certificate with the State Govt.		
13	Details fire audit work in hand		
14	List of the fire professionals and their proof of qualifications		
15	Details of the major fire safety audit work carried out from last 5 years including min 02- Govt. Org or PSU as Annexure-II.		

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

(Authorized signatory)

SEAL

Date:

Place:

## FINANCIAL BID FORMAT

### **NAME OF WORK: - FIRE SAFETY AUDIT OF BANK BRANCHES/PREMISES LOCATED UNDER HYDERABAD ZONE, BANK OF MAHARASHTRA**

Premises	Amount (Rs.)	
	Hyderabad City Branches	Hyderabad Rural Branches
Branch with Onsite ATM		
Branch		
Offsite ATM		
Offices Single Floor		
Offices Multiple Floor		

Above quote is GST including / excluding

(Signature of the authorized person with stamp of the firm/company)

Name of the authorized person:

Date:

Place:

#### **Declaration by Bidder:**

I/We M/s.....have read & understood all the terms and conditions of tender, have acquainted to the site conditions and considering aforesaid and prevailing market conditions have quoted rate in price Bids.

#### **SEAL & SIGN OF AUDITOR**

#### **Payment Terms:**

- 1) The bills shall be generated in two phase
  - (i) 80% of the total amount post audit and submission of reports
  - (ii) 20% after issuance of fire fitness certificate is obtained from the auditor post rectification of observation by the bank.
  
- 2) Both bills will be paid by the Zonal Office after receiving the satisfactory audit reports, scrutinized/endorsed and fire fitness certificate respectively by the Security Officer at Zonal Office.
  
- 3) No advance payment will be made by the Bank.