

BANK OF MAHARASHTRA



TENDER DOCUMENT
FOR

**FIRE EXTINGUISHER SUPPLY AND REFILLING
OF 70 BRANCHES OF PUNE WEST ZONE**

AT

**BANK OF MAHARASHTRA, PUNE WEST ZONE,
YASHOMANGAL, F.C ROAD,
SHIVAJINAGAR, PUNE 411005
MAHARASHTRA, INDIA**

Cost of Tender Document Rs 2,500/- (Non refundable)

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BANK OF MAHARASHTRA
(H.O. "LOKMANGAL", 1501 SHIVAJINAGAR, Pune 411 005)
Pune West Zone
1183 A, F.C. Road, Shivajinagar, Pune 411 005.
Tel. No. 020-25573312 / 25573315
Fax No.25510812

AX6/PWZ/Sec/Fire Extinguisher/2017-2018

10/06/2017

**SUPPLY & REFILLING OF FIRE EXTINGUISHERS FOR BRANCHES OF
BANK OF MAHARASHTRA, PUNE WEST ZONE**

1. Bank of Maharashtra, Pune West Zone intends to offer contract to service providers for supply and refilling of fire extinguisher at 70 branches in the Zone for the financial year 2017-2018. For this purpose we intend to solicit Technical / Price bids from prospective service providers on or before 30.06.2017 by 05.30 PM and the technical bid will be opened on 01.07.2017 at 03.00 PM in the presence of service providers / their representatives at the address mentioned at Para 2.

2. Prospective service providers may download the technical bid / price bid format of RFP from the Bank's website www.bankofmaharashtra.in . RFP Forms can also be obtained from **Bank of Maharashtra, Pune West Zone, Security Department, Yashomangal Building, F.C Road, Shivajinagar, Pune-411015 (Maharashtra) India** on payment of Rs.2,500/- (Non-Refundable) by way of Demand Draft / Pay Order favouring Bank of Maharashtra Security Dept. payable at Pune. However, RFPs downloaded from website shall accompany the Pay Order / Demand Draft along with the Technical Bid.

Date of commencement of issue of RFPs	: 12.06.2017
Last date for submission of RFPs	: 30.06.2017 up to 5.30 P.M.
Opening of RFPs	: 01.07.2011 at 3.15 P.M.
Cost of RFP	: Rs.2,500.00

3. No brokers/intermediaries shall be entertained. The Bank reserves the right to reject any / all applications without assigning any reasons whatsoever. The required specifications are enclosed as Annexure I to VI of this letter.

4. In case prospective service providers are fulfilling the above specifications, they may submit their Technical and Financial Bids (strictly in the format enclosed at Annexure I to VI) in two separate sealed envelopes so as to reach us latest on 30.06.2017 by 05.30 PM. The envelope should be marked as TECHNICAL BID / FINANCIAL BID FOR SUPPLY AND REFILLING OF FIRE EXTINGUISHERS, BANK OF MAHARSHATRA,PUNE WEST ZONE on its top and forwarded to the address mentioned at Para 2.

5. Please note that initially only the technical bids would be opened. Financial bids of only those service providers who qualify in the technical bid will be opened. Bank reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.

Deputy Zonal Manager
Pune West Zone

OFFER FOR SUPPLY & REFILLING OF FIRE EXTINGUISHERS
TERMS & CONDITIONS

1. SCOPE OF WORK

Bank of Maharashtra, Pune West Zone intend to offer a contract to service providers for fire extinguisher supply and refilling of 70 branches for the financial year 2017-2018. The services will be required for supply and refilling of fire extinguishers installed at the branches located in Pune District. The fire drills for the branch staff during the refilling would also be included in the contract as per the format given by the Bank.

2. TERMS OF EXECUTION OF WORK

The services of fire extinguisher supply and refilling would begin from the 7th day of acceptance of the work order issued by the Bank. Any delay in services of over the stipulated period will attract penalty of 1% of the contract value per week subject to maximum of 4% of the contract value.

Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the service provider. Part of week will be treated as a week for this purpose. However, the Bank may condone the liquidity damages for delay of less than a week. The decision to further continue/ discontinue the contract with the service provider lies fully with the Bank.

3. ELIGIBILITY CRITERIA FOR SHORT-LISTING

Ser No	Criteria	Documents required:
(a)	The service provider should have experience of successfully undertaken similar works for RBI/ Public Sector and Commercial Banks.	Work order copies issued by the organizations since 01.04.2015 and a statement showing each year execution of contract and Certificate/letter stating about the performance of the services being provided.
(b)	The service provider must have average annual turnover of Rs.15.00 lakhs during the last three years, ending 31.03.2015, 31.03.2016 and 31.03.2017	Audited Profit & Loss Account and Balance Sheet for 31.03.2015, 31.03.2016 & suitable CA Certificate/Audited Profit & Loss Account and Balance Sheet for 31.3.2017
(c)	The service provider must be in the business of fire extinguisher supply and refilling for last 5 years.	Owner/company certificate.
(d)	The service provider must meet the technical specifications for short listing.	Refer Annexure-IV
(e)	The Service provider should have service set up offices in Pune	List of service set ups should be submitted.
(f)	The Service provider should be ISO certified in the field	The ISO 9001 certificate copy should be submitted

4. LOCATIONS TO BE COVERED

The services will be required for supply and refilling of fire extinguishers installed at the branches located in Pune District of Bank of Maharashtra, Pune West Zone.

5. TWO PART OFFER

The offer will be in two parts; **Technical Offer and Commercial Offer**. Both the parts must be submitted at the same time but in separate sealed covers, giving full particulars, addressed to the Bank of Maharashtra , Pune West Zone and duly super-scribed on each envelope "**Technical Bid for Supply and Refilling of fire extinguishers**" and "**Financial Bid for supply and Refilling of fire extinguishers**" on or before 30.06.2017 at 5.30 p.m.

6. VALIDITY PERIOD OF THE OFFER

The offer should remain valid for a period of one year from the date of first month of the services.

7. TECHNICAL OFFER (TO)

The technical offer (TO) should be complete in all respects and contain all information required in the document. It should not contain any price information. However, TO should confirm that all required particulars have been quoted in the Financial Offer, without showing the actual amounts in the Technical Offer (TO). Any system supplied free along with the offer or at a cost must be indicated separately and specifically.

It is mandatory to submit the technical details duly filled in along with the offer. In case of non-submission or partial submission of technical details, the Bank, at its discretion, may not evaluate the offer. The T.O. must be submitted in an organized and structured manner. No brochures/ leaflets etc. should be submitted in loose form.

The T.O. should comprise of the following:

- (i) Covering letter on the prescribed format (Annexure-I)
- (ii) Technical specifications complete with all the columns filled in (Annexure-II).
- (iii) Annexure-IV duly filled in with photocopies of required certificates/documents/ proof / P&L & Balance sheets, Copies of order executed etc.
- (iv) Documentation (Product brochures, leaflets, manuals, etc.)
- (v) Mandatory qualitative requirement of the service provider as per Annexure VI.

8. PRICE COMPOSITION

The price quoted should be only in Indian Rupees as per the details mentioned in Annexure III. Prices, which are not quoted as above, will be rejected.

9. NO ERASURES OR ALTERATIONS

Technical / Commercial details must be completely filled up. The corrections or alterations, if any, should be authenticated. In the case of the corrections / alteration are not properly authenticated, the offer will be rejected.

10. NO PRICE VARIATIONS

The Financial offer shall be on a fixed price basis. No upward revision in the price would be considered on account of subsequent increases in Government taxes, customs duty, Excise Tax, Sales Tax, etc. However, if there is any reduction on account of Government levies / taxes, during the offer validity period, the same shall be passed on to the Bank.

11. PRICE FREEZING

The price finalized shall remain valid for a period of one year from the date of such finalization with the option to the Bank to review the price if necessary.

12. OPENING OF OFFERS

The technical bids will be opened on 01.07.2017 at 3.15 p.m. in the presence of the service provider/ their authorized representatives. No separate intimation will be given in this regard to the Service providers for deputing their representatives.

13. EVALUATION PROCESS

Technical Offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the tender document. Financial Offers of only those Service providers who qualify in the technical evaluation will be opened.

Bank reserves the right to reject an offer under any of the following circumstances:

- (i) If offer is incomplete and /or not accompanied by all stipulated documents.
- (ii) If any of the terms and conditions stipulated in this document is not accepted and letter as per Annexure I is not submitted.
- (iii) If any of the declaration stipulated in Annexure II is not met.
- (iv) If bid security is not submitted.
- (v) If required information with appropriate documents in support of the same is not submitted as per Annexure.
- (vi) Replica of unpriced bill of particulars (Financial Bid) without indicating the price is not submitted.

14. 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 tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

15. SPLITTING OF ORDER

The Bank reserves its right for splitting the quantity between two service providers.

The splitting of the order will be in 50:50 ratios, provided the L2 service provider agrees to match the prices quoted by L1 service provider and agrees for all the terms and conditions.

In case L2 service provider is not willing to match L1 price, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 price the entire quantity will be awarded to L1.

16. RIGHT TO ALTER

The Bank reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

17. ORDER CANCELLATION

If the service provider fails to deliver the services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract.

The Bank reserves its right to cancel the order in the event of delay in delivery /commissioning of the fire refilling services.

18. PAYMENT TERMS

The terms of payment are as under:

- (i) No advance payment against work order.
- (ii) 100% Payment will be released by the respective branches on the bills forwarded after the supply and services of the fire extinguisher refilling at the branch.

19. GUARANTEES

The fire refilling services delivered to the Bank should be of ISI standards only. The service provider should also guarantee that the precedents of all staff deployed for the fire refilling services have been verified by the police authorities.

20. WARRANTY

Service providers shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipments, accessories, etc. of the fire refilling services provided.

21. No reimbursement of cost of any type on any account will be paid to persons or entities submitting their bid.

21. On receipt of complaint/call by service provider from any Branch of Pune West Zone, the service provider must send their representative within 24 hrs of the complaint; else a penalty of 5% of the monthly bill would be applied.

22. All the staff/crew deployed on the fire refilling services must be issued with number Identity Cards duly authenticated by the Executive/Officer of the company.

24. FORCE MAJEURE.

If at any time during the period of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, Public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate their contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

(Letter to the Bank on the service provider's letterhead)
Kind Attn: Security Officer

To
The Deputy Zonal Manager
Pune West Zone
Bank of Maharashtra
1183A, F.C Road, Shivajinagar,
Pune-411005 (Maharashtra) India

Dear Sir,

Sub: Your RFP for Supply and Refilling of fire extinguishers dated 10.06.2017.

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of the fire refilling services as detailed in your above referred RFP.

We confirm that we have not been disqualified by any PSU bank for the services of fire refilling services being provided to them.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information as per Annexure I, II, III, IV, V & VI and also the photocopy of unpriced commercial bid is enclosed.

We also confirm that the offer shall remain valid for One year from the date of work order placed.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

Yours faithfully,

Authorized Signatories

(Name & Designation, seal of the service provider)

Date:

PARTICULARS FOR EMPANELLING SERVICE PROVIDERS

1. Name of the Organization
2. Address

3. Year of Establishment
4. Status of the firm
(Whether Pvt. Ltd. Company./ Public Ltd. Company/ Partnership Firm/ Proprietorship Firm)
5. Name of Directors/Partners/Proprietor
 - (i)
 - (ii)
 - (iii)
6. Whether registered with the Registrar of Companies/ Registrar of Firms.
If so mention number and date:
7. Name and address of Bankers
 - (i)
 - (ii)
 - (iii)
8. Brand of Fire extinguishers
CO₂ Water CO₂ DCP
(All extinguishers should be tac approved and approved from explosive deptt)
9. Whether registered for sales tax purposes. If so, mention number and date. Also furnish copies of sales tax clearance certificate.
10. Whether an assessee of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income tax clearance certificate.
11. Local Office with trade license (Last three years) (Furnish copy) Offices /Service stations in Pune will be given Preference.
12. E.S.I Registration (Furnish copy)
13. E.P.F Registration (Furnish copy)
14. Registration (Local Sales Tax) (Furnish copy)
15. S.S.I Unit Registration (Furnish copy)
16. N.S.I.C Registration (Furnish copy)
17. ISO 9001-2008 Certified (Furnish copy)
18. Whether products ERTL Tested (IS-2189) (Furnish copy)
19. Is the company/Firm a manufacturer or Dealer/ Distributor of FIRE EXTINGUISHERS?
 - a) Give the Name of manufacturer(s) and their Country.
 - b) In case the Manufactures' Offices are located in India, give their address in India and telephone Numbers.
 - c) Enclose Certified True Copies of the current Dealership Certificates given by the Manufacturers.
20. Give details of the after-sales service facility provided by your company / firm and/or the manufacturers.
21. What are your fields of activities? Mention the fields on preference basis in the order of annual turnover. (Specifying annual turn over of FIRE EXTINGUISHERS.)
 - i)
 - ii)
 - iii)
 - iv)
22. Since when and how long your Company/firm has been dealing in FIRE EXTINGUISHERS.
23. If you are registered in the panel of other organization / statutory bodies, such as Banks, CPWD, PWD, MES etc. for FIRE EXTINGUISHERS furnish their names, category and date of registration. (Please do not include organizations, where you might have been empanelled for other security systems, but not for FIRE EXTINGUISHERS.

24. Furnish the names of renowned organizations where you have installed / supplied FIRE EXTINGUISHERS in the last three years:
- a. Name of Organization with Address
 - b. Year of Installation/ Supply
 - c. No. of Pieces installed/ supplied
 - d. Value of orders

(Please attach the copies of their orders)

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

Signature:

Designation:

(Affix Company Seal)

**FINANCIAL BID: FOR SUPPLY, REFILLING AND MAINTENANCE OF
FIRE EXTINGUISHERS FOR BRANCHES IN PUNE WEST ZONE.**

NAME OF THE COMPANY:

ADDRESS:

A. SUPPLY OF NEW FIRE EXTINGUISHERS

<u>SL NO.</u>	<u>TYPE OF FIRE EXTINGUISHERS</u>	<u>BRAND</u>	<u>QUANTITY</u>	<u>RATE</u>
a)	Water CO2 9 ltrs. ISI mark,IS:940 Fire Extinguisher Complete		1 Piece	Rs.
b)	Dry Chemical Powder, 5 Kg ISI mark IS 2171 Fire Extinguisher complete		1 Piece	Rs.
c)	Carbon Dioxide(CO2) 3.2 Kg ISI mark IS:2878 Fire Extinguisher Complete		1 Piece	Rs.
d)	VAT/Sale tax @ % (for above products, if applicable)			Rs.
e)	Service tax @ % (if applicable)			
f)	Installation and delivery charges		Per Branch	Rs.
g)	Any other charges, specify			Rs.
h)				Rs
i)	TOTAL: (a) to (h)			Rs
j)	Guarantee / Warranty (Specify period) (Two Years)			Yes /NO

B. REFILLING OF FIRE EXTINGUISHERS

<u>SL NO.</u>	<u>TYPE OF FIRE EXTINGUISHERS</u>	<u>QUANTITY</u>	<u>RATE</u>
a)	Hydraulic Pressure Test for Water CO2 & DCP	1 Piece	Rs.
b)	ISI Marked refill for water CO2 9 Ltr. Fire Ext.	1 Piece	Rs.
c)	ISI Marked refill for (Powder & Cartridge) for 5 Kg Dry Chemical powder fire ext.	1 Piece	Rs.
d)	ISI Marked refill for (Powder & Cartridge) for 10 Kg Dry Chemical powder fire ext.		
e)	Refill charges for 3.2 kg Carban Dioxide (CO2) Fire Ext. with valve testing	1 Piece	Rs.
f)	Refill charges for 5 kg ABC Fire Ext. with valve testing		
g)	VAT/Sale tax @ % (for above products, if applicable)		Rs.
h)	Service tax @ % (if applicable)		Rs.
i)	Service and delivery charges	Per Branch	Rs.
j)	Any other charges, specify		Rs.
k)			Rs
l)	TOTAL: (a) to (h)		Rs
m)	Warranty (Specify period) (Three Years)		Yes/No

C. SPARE PARTS & ACCESSORIES

SL NO.	ACCESSORIES	QUANTITY	RATE
a)	Washer for DCP / Water CO2	1 Piece	Rs.
b)	Floor stand for DCP / Water Co2 /Co2/ABC	1 Piece	Rs.
c)	Wall fixing bracket for DCP / Water Co2 /Co2/ABC	1 Piece	Rs.
d)	Discharge hose with nozzle for DCP	1 Piece	Rs.
e)	Safety Clip for DCP /Water cO2 / CO2/ABC		
f)	Inner container for DCP		
g)	Discharge hose with nozzle for Water CO2	Per Branch	Rs.
h)	Union cap assembly 2 ½ “ Dia made of GM for DCP		Rs.
i)	Union cap assembly 2” Dia made of GM for Water CO2 9 Ltrs		Rs.
j)	Discharge horn with adopter for CO2		Rs.
k)	1’ Valve or ¾” valve for CO2.		Yes/No
	Any other accessories		
l)			
m)			
n)			
o)			
p)		Total	Rs.

D. ANNUAL MAINTENANCE

SL NO.	TYPE OF FIRE EXTINGUISHERS	QUANTITY	RATE
a)	Enamel painting with 2 cotes premier	1 Piece	Rs.
b)	Annual maintenance charges	1 Piece	Rs.
c)	Visiting Charges	Per branch	Rs.
d)	Any other charges, specify		Rs.
e)			Rs.
f)			Rs.
g)		Total	Rs.

TOTAL: A i).....Rs.
 : B l).....Rs.
 : C p).....Rs.
 : D h).....Rs.

GRAND TOTAL

Note:

1. Unit prices must be quoted in WORDS AND FIGURES.
2. The taxes etc. charged should be mentioned.
3. In case of any discrepancy, unit prices quoted in words will be considered.
4. Cost comparison will be on the basis of total cost of ownership calculated as explained above.

DATE :
PLACE :

SIGNATURES OF AUTHORISED SIGNATORY
NAME
DESIGNATION
COMPANY STAMP

Evaluation Criteria

Ser No	Criteria	Documents required:
(a)	The service provider should have experience of successfully undertaken similar works for RBI/ Public Sector and Commercial Banks.	Work order copies issued by the organizations since 01.04.2014 and a statement showing each year execution of contract and Certificate/letter stating about the performance of the cash van services being supplied.
(b)	The service provider must have average annual turnover (sales) of Rs.15.00 lakhs during the last three years, ending 31.03.2015, 31.03.2016 and 31.03.2017	Audited Profit & Loss Account and Balance Sheet for 31.03.2015, 31.03.2016 & suitable CA Certificate/Audited Profit & Loss Account and Balance Sheet for 31.3.2017
(c)	The Service provider must be in the business of refilling of fire extinguishers for last 5 years.	Company/ Owner certificate.
(d)	The service provider must meet the particulars specified.	Refer Annexure-II
(e)	The Service provider should have service set up offices in Pune	List of service set ups should be submitted.
(f)	The Service provider should be ISO certified in the field	The ISO certification 9001 copy should be submitted

Note: In order to assist the process of evaluation, service providers are required to submit documentary evidences to support their claims of these parameters.

The Performance of the service provider will be evaluated by the Committee.

Reference Site Details

Name of the Company	
Address of the Company	
Name, designation of contact person with telephone no. and E-mail ID	Name : Designation : Landline No.: Cell No. : E-mail ID :
Details of fire refilling services services supplied in last one year (Ref.no, date of order and quantity with photo copy of orders)	

SIGNATURE:

NAME & DESIGNATION:

SEAL OF THE SERVICE PROVIDER / COMPANY:

PLACE:

DATE:

DECLARATION OF THE SERVICE PROVIDER

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date given in annexure II, any future contract made between ourselves and Bank of Maharashtra, 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 Bank of Maharashtra in selection of Service providers will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We understand that the quantity (branches allotted) for fire extinguisher refilling services is approximate only and it may decrease or increase from the requirement quoted.

PLACE:

DATE:

SIGNATURE:

NAME & DESIGNATION:

**SEAL OF THE SERVICE
PROVIDER / COMPANY:**