



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank

(भारत सरकार का उपक्रम)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

**TENDER NOTICE – SUPPLY , INSTALLATION, REFILLING , MAINTENANCE, OF
CO₂ FILLED FIRE EXTINGUISHERS**

Sealed Bid Tenders (Two Bid System) are invited at SARVA HARYANA GRAMIN BANK, Head Office, Plot No. 1, Sector 3, Rohtak, Haryana (INDIA) 124001 from reputed Service providers for supply, installation, refilling, maintenance, of CO₂ filled fire extinguishers in the branches of Sarva Haryana Gramin Bank all over Haryana.

All the interested parties are advised to go through the detailed Tender guidelines at Bank's website before submitting their proposals to Head Office, Rohtak in sealed envelope. Bank reserve its right to reject any or all the proposals without citing any reason. Corrections/ Corrigendum, if any, will be placed on Bank's website only. For more details visit our website www.shgb.co.in

Last date of submission of Tender: 08.09.2023 (upto 4.00 P.M.)

Date of opening of Tender: 11.09.2023 (11.00 A.M.) (Tentative)

General Manager



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Terms & Conditions of the Tender:

Bidders are requested to submit the Tender as per terms & conditions of Tender given below:

1. The Bidders must submit their tenders in two separate sealed envelopes prominently super scribed as Envelope -1 “Technical Bid – Tender for Fire Extinguishers” and Envelope – 2 “Financial Bid - Tender for Fire Extinguishers”. These two envelopes shall together be kept in third envelope super scribed as “Tender bid - Tender for Fire Extinguishers” duly signed by authorized signatory of Bidder and stamped at each page. Bidder should note specifically that all pages of tender bid shall be submitted by them (after signing / stamping on each page) as part of their offer.
2. Bids must be submitted on or before _____.
3. The Vendor should have PAN, GST and shall produce other Statutory documents as applicable validating their Firm and shall produce self-attested copies of such certificates.
4. Bidder must have minimum 3 years of experience as on 31.03.2023 in the field of supply, installation, refilling and maintenance of Fire Extinguisher. Bidder must have previous experience of supply, installation, refilling and maintenance of Fire Extinguisher in banking industry for at least 200 branches as on last date of bid submission (Annexure-B).
5. The Bidder must have at least one running contract for supply and maintenance of Fire Extinguisher with any Scheduled Commercial Bank / Regional Rural Bank/ Private banks/Govt. and Semi-Govt. organization.
6. The Supplier should have an average annual turnover of at least Rs. 20 Lakh during last 3 Financial Years i.e. 2019-20, 2020-21, 2021,22. A duly signed certificate from chartered accountant must be attached. This must be the firm’s turnover relating to supply, installation, refilling and maintenance of Fire Extinguisher only, not that of any group of Companies.
7. The Supplier should have made profits in the last three financial years. Certified copies of Balance sheets and profit & Loss account statements for the last 3 Financial Years i.e. 2019-20, 2020-21 and 2021-22 must be furnished.



8. The Fire extinguishers including all components delivered to the Bank should be brand new and as per latest IS 15683 :2018 standards and its latest updates thereof. The supplier should also guarantee that refilling to be carried out as per latest IS 15222 standards for CO₂ filled Fire extinguishers.
9. The serial no., manufacturing date, and specifications of the fire extinguishers shall be labelled on to the devices. Inspection and service report for individual fire extinguishers shall also be labelled on to every device.
10. The bidder shall submit the detailed operating procedure of each fire extinguisher supplied to the Bank. The procedure thus submitted should comply with the Manufacturer's Operating procedure. A copy of the detailed operating procedure, clearly visible and legible, in bold shall be labelled near each fire extinguisher.
11. The Bidder shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Bidder during the course of contract and discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strict confidence.
12. The offers containing erasers or alterations will not be considered. There should be no hand-written material corrections or alterations in the offer. Technical details must be completely filled up. Tender, with any correction / alteration will summarily be rejected.
13. Technical Bid shall be submitted as per **Annexure-A to E** and rate/cost for the work are not to be mentioned in the technical bid. Financial bid must not be submitted with technical bid.
14. The rates quoted in the tender will not be conditional and will be inclusive of all expenses i.e., incidental charges, designing, packing, installation and transportation etc.
15. Bank reserves the right to alter / modify the proposed items specified in the Tender. Bank also reserves the right to delete one or more items from the list of items specified in tender.
16. Bank reserves the right to make any changes in the terms and conditions of the tender. The Bank reserves its right to reject any or all proposals and cancel Tender without assigning any reason.
17. **Visit for verification and Quality Check**
OEM's manufacturing units and establishments of their authorized service providers may be visited by Bank's Authorized representatives during the contract period to ensure the quality of manufacturing and testing methods. Bank has right to conduct random quality check/ test of fire extinguishers/ extinguishing media of fire extinguishers by third party testing centers/ labs during the contract period.



Expenses of random testing shall be borne as under: -

- i. All expenses of first random test/ check during contract period shall be borne by OEMs or their authorized service provider.
- ii. Expenses of tests/checks after first test/check shall be borne by OEMs and Banks (50% by bank and 50% by OEMs/authorized service providers)
- iii. In case of failing of test/check of fire extinguishers/ extinguishing media, suitable actions shall be taken including delisting/ blacklisting of OEM and their equipment/ their authorized service providers/ imposing penalties up to total cost of equipment purchased by the bank from OEM etc.

18. **The Tender shall normally be valid for a period of Two year.** However, if required, the contract can be extended further on mutual agreement after the expiry of tenure on same terms & conditions. In this regard, the Bidder shall submit Declaration as per the **Annexure-E** for executing all orders placed for supply, installation, refilling and maintenance of Fire extinguishers during such period at the approved rates.
19. On being successful Bidder, bidder will be required to deposit **Rs. 100000/-** as Security Deposit at the time of execution of agreement for a period of two year or extension thereof as mentioned above. The rates approved in the Tender shall be valid during the entire period of validity of Tender including extension thereof. The Security Deposit shall be released to the Vendor without any interest on successful completion of validity of Tender including extension thereof after deduction of loss/damage, if any, occurred to Bank.
20. All the documents must be signed by the Authorized Signatory of the bidder firm.
21. The Bidder should have necessary service network for supply, installation, refilling, maintenance of various types of fire extinguishers in all Branches/offices of Sarva Haryana Gramin Bank spread across the state and capable to extend the service network as per bank's requirement. There are currently 693 Branches/offices of Sarva Haryana Gramin Bank spread across the state of Haryana. In this regard, Bidder shall submit Undertaking as per the **Annexure-D** for executing all orders placed for supply, installation, refilling and maintenance of Fire extinguishers in all branches of Sarva Haryana Gramin Bank spread all across the state.
22. The Agency/Firm should not have been Blacklisted by any Bank/ Department/Institution. In this regard, a self-attested Certificate is to be submitted. **(Annexure-E)**
23. Tender must be submitted in Two Parts as mentioned below:
 - (i) **Technical Bid along with relevant documents (Annexure A to E).**
 - (ii) **Financial Bid (Annexure F).**



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24. It is essential to comply the orders within stipulated time as mentioned in the order for supply, installation, refilling and maintenance of Fire extinguishers. Delay beyond 45 days for supply, installation, refilling and maintenance of Fire extinguishers as mentioned in order will attract penal deduction @ 2% of total amount of the award of work from the Bills submitted/ Security Deposit. Bank's decision on seriousness of the discrepancies/ delay will be final.
25. If information and details furnished by the bidder are found to be false at any time in future or any information concealed, which comes to the notice of the bank later, the contract of such supplier will be liable to be cancelled and Security Deposit is likely to be forfeited.
26. **Termination of contract:** The Bank shall terminate the contract by giving 30 days' notice if
- a) The bidder fails to deliver any or all items of work as specified in the tender document within the time period specified in the contract. Or
 - b) If the bidder fails to perform any other obligations under the contract.

On such termination of contract, Security Deposit submitted by the bidder may be forfeited.

Chief Manager
GAD

Chief Manager
I&AD
(Member Tender Committee)

Chief Manager
FD

Chief Manager
MASD

General Manager
Chairman HO Tender Committee



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The applicant should satisfy the following minimum eligibility criteria

Sl. No.	Eligibility Criteria	Certification/Documents required
1.	Bidder should be a registered firm/ company	Certificate of incorporation or any other certificate of registration issued by Competent Authority from Government.
2.	The firm/vendor should be either the Original Equipment Manufacturer (OEM) or an authorized dealer of an OEM of fire extinguishers for last three years having the authority to supply and refill the fire extinguishers complying with relevant related BIS standards.	Must have necessary BIS certification (IS 15683 : 2018) in case of manufacturer or valid dealership certificate from the OEM and BIS certification of original manufacturer.
3.	<p>The bidder should have minimum 3 years as on 31.03.2023 of experience in the field of supply and maintenance of Fire Extinguishers.</p> <p>* Bidder must have previous experience of supply, installation and maintenance of Fire Extinguisher in Banking industry for at least 200 branches as on last date of bid submission.</p> <p>* The bidder must have at least one running contract for supply and maintenance of Fire Extinguishers with any Scheduled Commercial Bank / Regional Rural Bank/ Private banks/Govt. and Semi-Govt. organization. (Attach proof)</p>	Certificate from the institution's concerned division relating to job/ work orders, satisfactory performance, quantum of work done in specified year. Such certificates should have the complete contact details (Name, Contact No.and e-mail ID) of the issuing authority.
4.	<p>The Bidder should have minimum average annual turnover of Rs. 20 lakhs during preceding three financial years i.e. 2019-20, 2020-21 and 2021-22.</p> <p>It must be an individual firm/ company turnover and not of any group of firms/ companies and the said turnover should relate to the Fire Extinguisher work only.</p>	<p>Copy of Balance Sheets, Profit & Loss statement, duly certified by Chartered Accountant. The Bidder should submit following certificates issued by their chartered accountant:</p> <p>(a) Balance Sheets, Profit & Loss statements for last 3 financial years i.e. 2019-20, 2020-21 and 2021-22.</p> <p>(b) A certificate prepared by Chartered accountant (containing the UDIN no.) is to be submitted for financial year 2019-20, 2020-21, 2021-22, certifying the amount of turnover related to work of Fire Extinguisher.</p>



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5.	Bidder should not be debarred/blacklisted by any Govt. Authorities/ PSU/ Scheduled Commercial bank/ Statuary Bodies.	Bidders, should submit an undertaking on their letterhead as below: - “We hereby irrevocably undertake that our firm/company is/are not blacklisted by any of the Government Departments / RBI / RRBs/ Public Sector Banks / Private Banks / Financial Institutions as on date of submission of this applications.”
6.	Bidder should have service network of supply, installation, testing, refilling, annual service of Fire extinguisher and over Haryana state.	An Undertaking to be submitted by the Bidder in respect of Service Network all over the state as per Annexure-D
7.	Statutory obligations	<ul style="list-style-type: none">• Registration under GST (attach proof)• PAN number (attach proof)
8.	Product Specification	Fire extinguishers to meet technical specification provided in Annexure-C. The product should be based on latest technology for the specific requirement and should be upgradable.

Note: - All the above documents should form a part of technical bid.

Signature

Seal of Firm/Company



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Annexure -A

TECHNICAL BID

1.	Name of the Company/Firm/Organization	
2.	Date of commencement of Business	
2.	Complete address of Company - Administrative/Corporate Office/ Factory	
	Mobile no. / Telephone no.	
	E-mail address	
3.	The details of Authorized Person to make communication with the Bank.	Name
		Designation
		e-mail ID
		Tel./ Mob. No.
4.	Name of the Proprietor/ Partners/ Directors with Residential address and Mobile no.	
5.	Documents of Registration under GST, PAN number, other statutory documents as applicable (attach proof)	
6.	Whether Bidder is Original Equipment Manufacturer(OEM) or an authorized dealer of an OEM. (produce necessary details with proof)	
7.	The bidder must have at least one running contract for supply and maintenance of Fire Extinguishers with any Scheduled Commercial Bank / Regional Rural Bank/ Private banks/Govt. and Semi-Govt. organization/institution. (Attach proof)	
8.	Experience in the Business (minimum 3 years' experience as on 31.03.2023 in the field of supply and maintenance of Fire Extinguishers.(attach client certificate, work order, contract documents)	
9.	Experience of minimum 200 Branches of any Bank in the field of supply and maintenance of Fire Extinguishers. Detailed description and value of works done for others department in the past. (attach proof) (Annexure-B)	
10.	Product Specifications of the fire extinguisher as per IS 15683 :2018 involving latest updates, if any (Annexure-C)	



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11.	Certified Copies of Balance Sheets, ITRs and Profit & Loss Account Statement for the last 3 years to be furnished.		
12.	Total turnover (Rs. In lacs) (Fire extinguisher related work only) (please submit the copies of Balance sheet & Profit and Loss in support of it) *A certificate prepared by Chartered accountant (containing the UDIN no.) is to be submitted for financial year 2019-20, 2020-21, 2021-22, certifying the amount of turnover related to Fire extinguisher related work. This certificate is to be submitted in addition to the balance sheet & profit and loss statement.	Financial Year	Turnover* (in lacs)
		2019-20	
		2020-21	
		2021-22	
13.	Have you ever been disqualified/ debarred or levied penalty / or put on Holiday list or banned by the Bank in past for non-fulfillment of contractual obligation. If yes, please provide details in brief.		

Date:

Signature of the Bidder / Authorized person

Place:

(Seal of the Firm/ Company)



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Annexure-B

LIST OF MAJOR CUSTOMERS (During last three years only) (Attach Proof)

Name of Service Provider _____

Sl. No.	Name of the Dept./org.	Total period of jobs undertaken	Experience in supply, installation, refilling, maintenance in Branches (No. of Branches is to be specified)		Performance Certificate attached (Y/N)
	Name of the Bank:		Year		
	Contact Person		20-21		
	Contact No.		21-22		
			22-23		

- Separate documents supporting this statement must be attached

Signature with firm's stamp/seal

Place:

Name:

Date:

Designation:



Annexure-C

Product Specifications

I/ We certify that Fire extinguishers to be supplied by us meets the technical specification as below. The products are based on latest technology for the specific requirement and are upgradable. I/We state to comply to all the mandatory specifications while add on specifications are optional.

Sr. No	Type	TECHNICAL SPECIFICATIONS
1.	CO ₂ with Capacity of 4.5kg. (Portable)	Extinguisher IS 15683 Certified
		IS 15683 Marked on extinguisher
		CO ₂ gas used for filling should be as per IS 15222
		Valve of the cylinder as per IS 15683
		Safety device confirms to IS 15683
		Safety device is inbuilt in the discharge valve
		Body of the cylinder is IS 7285 Certified
Test Pressure and bursting pressure are marked on the hose pipe as per IS standards.		

Signature with firm's stamp/seal

Place:

Name:

Date:

Designation:



Annexure - D

**Undertaking to be Submitted by Bidder in respect of Service
Network in all branch locations of the Bank**

I/We..... (Name of Bidder) applying for supply, installation, refilling, maintenance of various types of fire extinguishers in all Branches of Sarva Haryana Gramin Bank spread all across the state. I am capable to provide service of supplying, installation, refilling & maintenance in all branches/ offices/ ROs/HO etc. of the Bank efficiently. I have adequate network in all Districts of Haryana state and I am capable to extend the service network as per bank's requirement.

Therefore, I undertake the following: -

- a) I will provide the details of service network all across the state at the time of technical demonstration of the tender process.
- b) It is undertaken that we shall be responsible of all the act, conduct, and quality of service of service provider during the contract period with Bank.

All the information, details, authorized certificates, supportive documents etc. submitted to the Bank for Fire Extinguishers is true to the best of my/our knowledge. It is understood that in case any claim/ information is found to be incorrect/ false the application shall be rejected or if found after the contract, the bank may blacklist and take other legal action.

Signature with firm's stamp/seal

Place:

Name:

Date:

Designation:



Annexure-E

DECLARATION

(Declaration to be given on Firm's Letter Head)

1. I/We hereby submit the quotation in the prescribed Performa and understand that if any information is found to be false at a later date, contract made between ourselves and Sarva Haryana Gramin Bank, will be treated as invalid.
2. I/We agree that the decision of Sarva Haryana Gramin Bank in selection of L-1 bidders will be final and binding on me / us.
3. I/We agree to abide by all Terms and Conditions as laid down in the Tender document unconditionally and shall execute the Bank's Job on the Bank's terms and condition and adhere to the delivery schedule. I/We declare that the particulars furnished by me/us are true and correct. In case any information/particular is found incorrect at a later date. The application/contract is liable to be cancelled. All the conditions of the Bank will be binding to me/us.
4. All supporting documents shall be provided by us in authenticity of the information furnished.
5. I/We hereby irrevocably undertake that our firm/company is/are not blacklisted by any of the Government Departments / RBI /RRBs/ Public Sector Banks / Private Banks / Financial Institutions during the last three years as on date of submission of this applications.
6. In compliance to **Sl. No. 18 of Terms and Conditions** mentioned in the Tender Document, we submit to execute the work of supply, refilling and maintenance of Fire extinguishers on being **successful L-1 Bidder** for the items in whole or in part at the rates approved in the Tender during the period of Tender. Further, if required, the contract can be extended further on mutual agreement after the expiry of tenure on same terms & conditions on year to year basis. We shall also execute additional orders placed for supply, refilling and maintenance of Fire extinguishers **at the approved L-1 rates during such period.**

Place:

Date:

Signature with firm's stamp/seal

Name:

Designation:



Financial Bid

<u>Sr. No.</u>	<u>Particulars of the Item</u>	<u>Rate excluding GST (in Rs.)</u>
<u>1.</u>	Refilling of CO ₂ filled Fire Extinguisher with Capacity of 4.5kg. (Portable) as per specifications mentioned at Annexure-C	

*GST will be extra as applicable.

- **L-1 (Lowest Bidder) will be decided for Sr. No. 1 only.**

Following rate must also be quoted by the bidders which will be negotiable between the L1 bidder and the Bank. Also the Bank reserves the right to reject to allocate the work, if not found suitable.

<u>Sr. No.</u>	<u>Particulars of the Item</u>	<u>Rate excluding GST (in Rs.)</u>
<u>2.</u>	Supply and installation of CO ₂ filled Fire Extinguisher with Capacity of 4.5kg. (Portable)	

*GST will be extra as applicable.

- Bank reserves the right to alter / modify the proposed items specified in the Tender. Bank also reserves the right to delete one or more items from the list of items specified in tender and also split the tender item wise to lowest bidder.
- The rates quoted in the tender will not be conditional and will be inclusive of all expenses i.e., incidental charges, designing, packing, installation and transportation etc.

Signature with firm's stamp/seal

Place:

Name:

Date:

Designation:



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