

Date 13.09.2019

**OFFER FOR EMPANELMENT OF VENDER FOR SUPPLY, INSTALLATION OF FIRE EXTINGUISHERS & REFILLING OF EXISTING FIRE EXTINGUISHERS AT THE BANK BRANCHES UNDER ZONAL OFFICE, GUWAHATI.**

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### Invitation for tender offers

**A).**UCO Bank invites sealed tender offers from eligible, reputed and interested Firm/ Company for empanelment of Vender for supply, Installation of Fire Extinguishers & refilling of existing Fire Extinguishers at the Bank Branches under Zonal Office, Guwahati located in Assam & Meghalaya States.

A complete set of tender document to be down loaded by the eligible tenderer from the website [www.ucobank.com](http://www.ucobank.com)

**B)** Tender reference:

<u>Tender Reference</u>	
Cost of Tender Documents	Rs. 1000.00 (Rupees One Thousand only) (Non refundable) cost of Tender Document is to be submitted with Eligibility Bid (Part-I of tender documents) in the form of Pay Order/Demand Draft in favour of UCO Bank, Zonal Office, Guwahati, payable at Guwahati.
Advertisement in News Papers and Bank's website on	13.09.2019, Tender will remain live on Bank's website up to 23.09.2019.
Last Date & Time for Submission of Tender	03.10.2019 upto 4:00 PM at Zonal Office, Guwahati
Date and Time of Opening Eligibility Bid i.e Part-I	04.10.2019 at 11:00 AM at Zonal Office, Guwahati
Date and Time of Opening of Technical Bid i.e Part- II	04.10.2019 at 11:00 AM at Zonal Office, Guwahati. Technical Bids will be opened for those vendors only, who will be qualified in Part-I of Tender.
Live demonstration of the products	05.10.2019 at 11:00 AM at Zonal Office, Guwahati.
Date of Opening of Financial Bid	05.10.2019 at 15:00 hrs. at Zonal Office, Guwahati. Financial Bids will be opened for those vendors only, who will be qualified in Part-I & Part –II of Tender.
<u>Validity of Tenders</u>	90 (Ninety) days from the date of opening.
Address of Communication	Zonal Office, Guwahati
Contact Number	0361-2660551
E-mail	<a href="mailto:zoguawahati.gad@ucobank.co.in">zoguawahati.gad@ucobank.co.in</a>

**C)** Bidder required to submit their applications to the undersigned in three sealed covers as Eligibility bid in sealed envelope super scribing "PART- I (Eligibility Bid), Technical bid in sealed envelope, superscribing "PART-II (Technical Bid)" and Financial bid in separate sealed envelope, super scribing "PART-III (Price Bid)" for all branches. All three Parts of Bids will be in one sealed envelope super scribing "Empanelment of Vender for supply, Installation of Fire Extinguishers & refilling of existing Fire Extinguishers at the Bank Branches under Zonal Office, Guwahati" with the Vender's complete address and contact number.

**(1) Part I. - Eligibility bids-** to include profile of the company.

a) List of major existing clients, registered number and GST details etc. as per **Appendix-I** point wise. Attach document wherever required.

b) **EMD shall be Rs- 10,000/-(Ten thousand only)** to be deposited along with tender document through Demand Draft, Bankers Cheque or Pay Order in favour of **UCO Bank, Zonal Office, Guwahati. EMD shall be retained for a period for one year from the date of issue of work order. No interest shall be paid on the EMD.**

**(2) Part II. Technical bids** -to meet the technical specification: Compliance of technical specifications of Fire Extinguishers given in **Appendix –II** point wise.

**(3) Part-III - Financial Bids:** Net rates (inclusive of GST) as mentioned in **Appendix –III.**

**Please Note: Financial Bids will be opened those only, who will be qualified successfully the Part-I and Part-II.**

**D)** Technical Bids will be opened in the presence of the vendor's representatives.

**E)** In case the date of last date of issuance and/ or the date of receipt and opening of tender are declared as holiday, the respective date shall be treated as deferred/re-scheduled to the next working day correspondingly.

**F)** It may be noted that the requirement given in this RFP is indicative only .

**G)** Fax and E-mail tenders/offers will not be accepted.

**H)** Bank reserves the right to accept / reject in part or full any or all offers without assigning any reason whatsoever and without any cost or compensation therefore. Any decision of UCO Bank in this regard shall be final, conclusive and binding on the Offerer/ Tenderer.

- I)** Rate contract for supply and installation of new extinguishers and AMC for refilling existing Fire extinguishers will be for the period of three years. New supply, installation and AMC rates will be fixed and non negotiable and no revision will be permitted in future.

Note: Guwahati Zone comprises of all branches/ATMs under Zonal Office,Guwahati located in Assam & Meghalaya States.The requirements mentioned above pertain to the entire region and not to the particular centre where ZO is located.

If the Head Office or any higher office of UCO Bank conducts Pan India Rate contract, Zonal Office, Guwahati will have the right to cancel this Rate contract. In such case notice of one month will be served on the firm for termination of Rate contract and no other claim would be entertained.

**J)** For any other queries, vendors may contact on 0361-2660551 on working days between 10 A.M and 5 P.M.

**K)** On an average, all 99 Branches/ Offices have minimum one CO2-02 KG, ABC DRY CHEM POWDER-05 KG, MODULAR-05 KG and DCP-05 KG. They all fall under the AMC for refilling of fire extinguishers.

**Zonal Manager**  
**UCO Bank, Zonal Office,**  
**1<sup>st</sup> Floor, MRD Road, Silpukhuri,**  
**Guwahati-781003**  
**E-mail: [zo.guwahati@ucobank.co.in](mailto:zo.guwahati@ucobank.co.in)**

## INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

1. The Fire Extinguishers and all the parts thereof should meet with standard stipulated as mentioned in technical specification.
2. Estimated demand of Supply and Maintenance contract of Portable Fire Extinguishers in Branches/ ATMs and other Offices of UCO Bank, in Guwahati Zone on, as and when required basis.
3. Reputed service providers specialized in providing and installing Fire Extinguishers for at least 3 consecutive years in the field as on 1st January, 2019 will be considered.
4. Ability to undertake the work and maintenance of all branches throughout the Guwahati zone.
5. Ability to provide Fire Extinguishers as per technical specifications available in Appendix-II of this advertisement.
6. Ability to commence service within 15 days from date of placement of order.
7. The vendor should meet the eligibility criteria, other Requirements as per details available in Appendix- I of this advertisement.
8. The Vender should meet with technical specification and details given in Appendix- II.
9. Empanelment of vendors would be done in accordance with fulfillment of eligibility criteria specified in Appendix-I and fulfillment of technical specification compliance given in Appendix- II.
10. The components/ parts/ accessories used in the FEs shall have to be original, new & no refurbished/ duplicate/second hand components/ parts/ shall invoke the performance in case the accessories shall be accepted by the Bank. The vendor should also guarantee that all the components supplied by them is licensed & legally obtained.
11. They should have well established "After Sale Service Center at Guwahati" equipped with requisite spare parts & adequate trained manpower for providing flawless day to day maintenance services.
12. If L1 bidder fails to comply with the work order, Bank can consider to offer work order to L2 bidder on Rates & terms and conditions that of L1 bidder.
13. All Products, for which BIS standards exist, should conform to the latest BIS standards. The materials should have warranty against any bad workmanship for a period of 03 years (three years).Any defects found within this period are to be rectified immediately by the Firm free of cost.
14. Vendors will submit Copy of certification of equipment i.e. BIS/ ISI, copy of document of authorization from manufacturer to Indian dealers and from Indian dealer to supplier undertaking that the cards supplied are original.
15. The Firm should have at least one of its own offices and service centres functioning in Kamrup(metro) District for not less than one year as on the date of commencement of issue of Quotation/ Invitation. Supplier's own Branches/service centers are preferable to agents.(Firms should submit Attested copies of original rent receipt or any proof to prove that it has own office and service centre functioning in Kamrup(metro) District for not less than one year as on date.
16. Firms should have Registration under Shops & Establishments Act. (Attested copy of certificate to be submitted).
17. 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).
18. Firms should submit an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authorities or PSUs/PSBs duly signed by authorized signatory with company seal.
19. Bank reserves the right to reject any/all bids without assigning any reason thereto.
20. Bank is not responsible for late receipt of application or its damage in transit.
21. Any dispute arising in this matter will be settled in the jurisdiction of Guwahati.

22. Vendor should have adequate technician and local service center at Guwahati to attend the complaint and breakdown within 24 hour in branches under Guwahati Zone. Give the exact number of technician working in your concern.
23. The selected Bidder shall be responsible for the OEM's warranty for all components constituting the system(s) against any defect(s) arising from design, materials, manufacturing, workmanship of assembling or any action or inaction/ omission on the part of OEM/ vendor or any defect that may develop during day to day use of the equipment/ system(s).
24. Notwithstanding Bank's right to cancel the order, liquidated damages for late installation of the system @ 0.2% of the cost of the item per day per case will be charged subject to a maximum of 10% of the value of the order. For this matter, meager delivery & installation will not debar the selected Bidder from enforcing the clause of liquidated damage & till such time the system is made operational, it would be considered as uninstalled. The penalty for late installation will be deducted from the bill amount.
25. The Bank reserves the right to reject any or all bids at any point of time prior to the issuance of purchase order without assigning any reasons whatever.
26. If, during the warranty period, any system as whole or part(s) thereof fails more than once within a quarter, the vendor has to ensure that an equivalent new equipment(s) replace it at free of cost.
27. The selected Bidder will not outsource the maintenance work to any third party & will arrange attending all complaints through its own service/ support infrastructure or through their principles (OEM).
28. The Bank shall impose a penalty up to 10% of the bill(s) if the vendor fails to maintain the above standard of maintenance. Penalty shall be deducted from bill(s) payable by the Branch(s)/ Zonal office.
29. The vendor should arrange to issue Identity Cards to the technicians. The technician will carry their ID cards during the Branch visit.
30. Terms of payment: Payment to be released from the Branch after submission of final bill / Invoice and Installation Certificate.
  - 1)The vendor will submit the Bill & Certificate of above work at concerned Branch, after completion the work.
  - 2)The contract can be terminated by this Office at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this connection, the decision of the Zonal office Guwahati shall be final.

On completion of the said work, you shall brief the Branch functionaries identified by the Branch Head in handling the items satisfactorily. Thereafter, the relevant bill for the work should submit to the Branch Head, whose upon verification of the bill shall release the same.

**Zonal Manager**  
**UCO Bank, Zonal Office,**  
**1<sup>st</sup> Floor, MRD Road, Silpukhuri,**  
**Guwahati-781003**  
**E-mail: [zo.guwahati@ucobank.co.in](mailto:zo.guwahati@ucobank.co.in)**

## FORM OF TENDER

To  
The Zonal Manager  
UCO Bank Zonal Office  
Guwahati

Sir,

1. We have carefully examined all the contents incorporated in the various parts of this Tender Document for empanelment for supply installation and AMC for existing Fire Extinguishers in branches/Offices in Guwahati under jurisdiction of UCO Bank, Zonal Office, Guwahati and have taken note of all the terms & conditions stated in the Tender Document in its various parts.

2. We enclose a Pay Order / Demand Draft for Rs 1,000/- (Rupees One Thousand only) drawn in favour of UCO Bank and Payable at Guwahati as Tender Cost (P.O/DD No..... Date..... Issuing Bank..... Branch.....).

3. We enclose a Pay Order / Demand Draft for Rs 10,000/- (Rupees Ten Thousand only) drawn in favour of UCO Bank and Payable at Guwahati EMD (P.O/DD No..... Date..... Issuing Bank..... Branch.....).

4. We also agree that our tender along with the prices will remain valid for total contract period.

5. Our PAN for Income Tax is \_\_\_\_\_. We are registered with GST Authorities and our registration numbers are as follows \_\_\_\_\_

6. We agree (if we select/ empanel for above work) to deposit Performance/ Bank guarantee in the form of FDR equivalent to Rs.1,00,000/- (One lakh only) of the 10% approx cost of work offered. Bank shall have the right to forfeit the amount of performance guarantee if we are not able to execute the work allotted within schedule time or we fail to execute the allotted work according to terms, conditions & requirements of Bank.

For and on behalf of

\_\_\_\_\_

(With seal)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

DULY AUTHORIZED SIGNATORY

\_\_\_\_\_ day of \_\_\_\_\_ 2019

**APPLICATION FORMAT FOR VENDER FOR SUPPLY, INSTALLATION OF FIRE EXTINGUISHERS & REFILLING OF EXISTING FIRE EXTINGUISHERS AT THE BANK BRANCHES UNDER ZONAL OFFICE, GUWAHATI.**

1. Name of Applicant  
(Company/Firm/Individual/Agency) :
2. Registered Address of the Applicant  
with Telephone No., FAX & E-mail ID :
3. Address of the Applicant in GUWAHATI  
with Telephone No., FAX & E-mail ID :
4. Year of Establishment :
5. Status of the Applicant(whether  
Proprietarship/Private Ltd./Public Limited/  
Co-operative Society/Public sector/  
Autonomous body/Govt. Department) :  
(Enclose copies of relevant documents)
6. Name of Proprietor/Directors/Partners/  
Controlling body:  
i)  
ii)
7. Whether registered with the Registrar  
of Companies/Registrar of Firms/Registrar  
of Co-operative societies. If so, Please  
mention the number of such registration and :  
date (Enclose copies of relevant documents)
8. Whether registered for GST.  
If so, please mention the GST  
registration number and furnish a copy  
of such registration certificate :
- 8.1. Details of Permanent  
Account Number:  
(Enclose photocopy of PAN Card) :
9. Whether empanelled with other PSU Banks/  
/Govt. Deptts./PSUs/Autonomous bodies. If so,  
Please furnish the following particulars  
(Enclose copies of relevant documents)

Name of Organization/  
Institution

Date of Empanelment

Validity

10. Number and name of staff in Guwahati:  
and posted when
11. Detailed Particulars for the works done in past three years:

<u>Name of organization</u>	<u>Value of work order</u>	Month & Year of work order

(Enclose copies of relevant work orders)

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled.

Date:

Signature of Applicant

**ELIGIBILITY CRITERIA OF VENDORS FOR SUPPLY, INSTALLATION AND MAINTENANCE FIRE OF EXTINGUISHERS**

1. The Vendor should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
2. The Vendor should provide the latest Income Tax Assessment Order, GST and PAN/ TAN Number.
3. The Vendor should provide the latest Audited Balance Sheet Preceding 3 Years.
4. The Vendor should provide total annual turnover for last 3 years.
5. The Vendor should provide name and address of banker with solvency certificate not older than one year.
6. The Vendor should have a local office in the district of Guwahati. Give postal address and landline contact number.
7. The Vendor should be registered under the appropriate authority for GST.
8. The vendor has to give an undertaking that
  - a) At the time of refilling/ installation, you shall train the Bank's staff for operations of the Fire extinguishers.
9. The Vendor should have supplied Fire Extinguishers to Nationalized/ Private Banks in the state of Guwahati.
10. If The vender supply/ installed the products other than/ inferior quality to as shown in demonstration then the amount of Performance security will be forfeited by Bank.
11. The Vender should confirm that in case of the failure of the device to smother the fire, the Bank shall have the right to impose penalty on the vender.
12. The Vender should be able to refill the existing fire extinguishers held with branches located in in rural, semi urban, urban centers of all districts of Assam and Meghalaya states.
13. New installation will be done at branch/ATM locations as per Bank's requirement.
14. Vender/dealer should submit authorization certificates from manufacturers/ company for supply/ maintenance of the equipment which they offer.
15. The vendor has to give an undertaking with eligibility bid that:

Empanelled Vendor/ Company will give a Performance Security / Bank guarantee Deposit of Rs. 1,00,000/- (One lakh only) in the form of FDR in favor of UCO Bank Zonal Office, Guwahati for one year of the warranty period of the items enclosed with the eligibility bid.



**Technical Specification & compliance for vendor**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Compliance Yes /No</b>
1	Fire Extinguishers should be BIS/ISI Standard ( enclose certificates)	
2	Fire extinguishers should be of Surex, Fire Fite , Minimax, Ceasfire brand (Name of brand which Vendor deals along with copy)	
3	Cylinder should be Epoxy powder coating as per IS 538 shade	
4	Temperature sensing quartz bulb available in variable temperature 57/68/79 c	
5	Should have flange mounting provision for easy installation	
6	Should be environment friendly having Low Ozon depletion & global warming potential	
7	Modular FE having HCFC clean agent	
8	Refilling material for Co2 & ABC type should of equivalent standard to existing minimax	
9	Device should have clamping for fixing on roof so that the bulb of FE should come out of false ceiling	

**Vender's signature with seal**

**FINANCIAL BID FOR FIRE EXTINGUISHERS:****(A) Refilling & Testing (AMC) Charge of Fire Extinguishers:**

S.No .	Type of fire extinguishers( Gas Cartridge Type) Servicing/ Refilling	BIS Code No.	Unit Cost
i)	Carbon Dioxide Co <sub>2</sub> 02 Kg Fire extinguisher	IS: 2190	Rs.
ii)	ABC Dry Chemical Powder- 04 Kg. fire extinguisher	IS: 2190	Rs.
iii)	Modular Fire Extinguisher 05 Kg. fire extinguisher	IS: 2190	Rs.
iv)	ABC Power Stored Pressure Type 2 Kg. fire extinguisher	IS: 2190	Rs.

**Vender's signature with seal**

**(B) New Installation of Fire Extinguishers:**

S.N .	Type of fire extinguisher with all components & ready to use	BIS Code No.	Unit Cost	Delivery & installation charges for the New Fire Extinguishers (if any)	Total cost
i)	Carbon Dioxide Co <sub>2</sub> 02 Kg Fire extinguisher	IS: 15683	Rs.	Rs.	Rs.
ii)	ABC Dry Chemical Powder- 04 Kg. fire extinguisher	IS: 15683	Rs.	Rs.	Rs.
iii)	Modular Fire Extinguisher 05 Kg. fire extinguisher	IS: 15683	Rs.	Rs.	Rs.
iv)	ABC Power Stored Pressure Type 2 Kg. fire extinguisher	IS: 15683	Rs.	Rs.	Rs.

Warranty:.....

Vender's signature with seal