



Request for Proposal (RFP)

For

Supply and installation of ' Automatic Portable Fire Extinguishers'

यूको बैंक  **UCO BANK**

Central Security Department, Head Office
10 BTM Sarani, Kolkata-700 001

RFP REF NO: SEC/HO/2016/449 Date :17/08/2016

स्वतः पोर्टेबल आग बुझाने की आपूर्ति और स्थापना के लिए प्रस्ताव के लिए
अनुरोध

(Cost of RFP –Rs 5000/-)



RFP for the supply, installation of ' Automatic Portable Fire Extinguishers'**1. Introduction**

i) UCO Bank, one of India's leading public sector banks, invites Request for Proposal (RFP) from reputed vendors for the supply & installation of maintenance free 'Automatic Portable Fire Extinguishers' made of Dry Powder & effective for A, B, C type Fire for various locations of the Bank branches, Administrative Offices, Currency Chests etc across India in phased manner, as per the Technical Specifications provided in this RFP. The two-stage bidding process will comprise Technical Bids & Commercial Bids as per the product- technical specifications, mentioned by UCO Bank in this Notice.

ii) Interested vendors may please visit our website "www.ucobank.com for details. Vendors meeting the eligibility criteria and those who are interested in submitting their bids, need to write to Asst. General Manager & Chief Security Officer, Central Security Department, UCO Bank, Head Office, 10, B.T.M. Sarani, Kolkata - 700 001, in the prescribed format with the details called for. The form may be down loaded from the website or collected from the department from **18/08/2016 to 07/09/2016** on any working day between 10 a.m. and 4 p.m. The validity of RFP is up to 31/12/2016.

2. Instruction to Vendors

i) The information provided by the vendors in response to this RFP will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP. The Bank also reserves its right to accept or reject any or all the responses to this RFP without assigning any reason whatsoever and without any cost or compensation therefore. The Bank will evaluate the proposals by following such methods, criteria and rationale without any cost(s) or compensation thereafter, which in its opinion, are in the best interest of Bank.

ii) Cost of RFP documents- Rs 5000/- should be deposited at the time of submission of RFP documents in form of DD/ Pay Order in favour of UCO Bank payable in Kolkata as cost of RFP documents (Non-refundable).

3. Disclaimer

While the document has been prepared in good faith, no representation or warranty, expressed or implied, is or will be made, and no responsibility or liability will be accepted by UCO Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof is expressly disclaimed. The notice for RFP is not an offer by UCO Bank, but an invitation for vendor's response. No contractual obligation on behalf of UCO Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of UCO Bank and the Vendor/ selected vendor.

(P.T.O.)



4. Process of Bidding

The bidding process is comprised of two parts,

A) Part –I - Technical Bid

- i) Comprising the technical particulars of products as per Bank's Specification, Manufacturers Authorization Form (MAF) for vendors other than the original equipment manufacturer(OEM) & earnest money deposit(EMD).
- ii) The vendors who will qualify in Technical bid will be called for demonstration of their products before the committee on a scheduled date at their own cost. After successful & satisfactory demonstration & compliance with given terms & condition, a vendor will be eligible for price bid. Bank will not pay any charges to any vendor for demonstration of the product.
- iii) The Technical Bid will comprise of following documents-
 - a) Earnest money Deposit (Rs 40,000/- in form of DD/Pay Order)
 - b) Acceptance of Technical specification,
 - c) Acceptance of RFP, Terms & Condition by putting signature & seal on each page
 - d) Acceptance of Bank Guarantee for Performance (5% of Total Cost)

B) Part-II- Price Bid -In Sealed cover in the given format.

Price for 01 Unit- Portable Fire Extension with housing	
Installation Charges /unit – if any	
Total price/unit	

5. . Schedule of the process

Date of issue of Notice for RFP	18.08.2016 -Validity up to 21 days
Date, Time and venue of Pre-Bid Meeting	29.08.2016 , 11-30 A.M. at Central Security Department, Head Office, 10, B.T.M.Sarani, Kolkata-700001
Last Date, Time and Place for submission of Tender papers	08. 09. 2016 up to 12-00 hours at Central Security Department, Head Office, 10, B.T.M.Sarani, Kolkata-700001
Date, Time & Venue for opening of Technical Bids for Preliminary Scrutiny	08. 09. 2016 ,at 15.30 P.M. at Central Security Department, Head Office, 10,B.T.M.Sarani, Kolkata-700001
Date, Time & Venue for Demonstration of product	Date will be communicated later to the qualified vendors only
Date of Opening of Financial Bid	23.09.2016
Address for communication	As above

(P.T.O.)



- Note:**
1. In case the specified date of submission and opening of tender is declared a holiday in West Bengal, the tender will be received till the specified time on next working day and will be opened at 3.30 P.M. on the same day.
 2. RFP documents Part-I & Part-II will be opened in presence of the vendors representative(s) who choose to attend the Tender opening process maximum of two authorized representatives of a Vendor will only be allowed at the time of opening of the bid.

6. Eligibility Criteria of Vendors

The following are the Vendors eligibility criteria for participating in bidding process-

- i) The Vendor should be Automatic Portable Fire Extinguisher manufacturer (Original Equipment Manufacturer) or authorised dealer of OEM.
- ii) The Vendor should be a profitable company / firm registered in India involved in supply, installation & maintenance of Automatic Portable Fire Extinguisher for last three years. Turn over of the company should be of at least 02 Crore for last three financial years, necessary supportive documents to be submitted.
- iii) There must have executed work orders by the vendors for supply & installation of the Automatic Portable Fire Extinguishers in Central / State Government Department or Scheduled Commercial Banks. At least three Authenticated / verified copies of such Purchase Orders and Completion Certificate(s) should be submitted with the technical details in which at least one order should be of 100 such portable fire extinguishers.
- iv) A report of satisfactory functioning of installed such Fire Extinguishers from the user need to be obtained from the clients and be attached with the technical bid. This report should not be older than **01 May 2014**.
- v) The bidder should enclose Manufacturers' Authorization Letter / Dealership Certificate from the Original Equipment Manufacturer (OEM) for the relevant equipments along with the Technical Bid.
- vi) The vendor should sold at least 500 numbers of such Fire Extinguishers in each year for last three consecutive years.
- vii) Vendor must comply with all Laws/Rules/Regulation/ By-laws etc. Vendor should submit an undertaking in this regard.
- viii) Vendor should participate in the product demonstration at his own cost at H.O. of UCO Bank on a scheduled date (will be communicate later) otherwise vendor will be disqualified in the bidding process.



7. Technical specification of Automatic Portable Fire Extinguisher

- i) The Automatic Portable fire extinguisher should be a dry powder based device utilising small non-lethal explosive mechanism for its use against all types & classes of Fire (A,B, C,D,E- as classified by BIS).
- ii) The extinguisher should be made of Dry powder - & preferably Mono Ammonium Phosphate (MAP)-90. The particles of the powder should be small yet heavy enough to penetrate the flame & the optimal size of the particles of the powder will be within 40-90 micron.
- iii) It should be handy to throw, if required & the weight of an unit should not be more than 3 (three) kg. The powder content should not be less than 1.2 kg.
- iv) The device should be such shaped that it is effective in 360⁰ (degree) direction.
- v) The Chemical (Dry Powder) should be non-toxic, bio-degradable, ozone friendly & should not be harmful to human & environments.
A certificate in this regard should be given issued by any reputed Laboratories.
- vii) The effective area of operation of portable fire extinguisher should be minimum 60 square ft.
- viii) The product needs to be BIS/ CE/ FCC/UL certified.
- ix) The product should have inbuilt alarm to alert people about a fire incident before explosion. But the product should not be electrically operated.
- x) No projectile should come out from the product after explosion.
- xi) The product should be able to be ceiling mounted on wall with the help of its caging/housing.
- xii) The product should have maintenance free warranty for 05 years.

8. Scope of Work :

i). The selected vendor will supply & install the **Automatic Portable Fire Extinguisher'** which will be undertaken in a phased manner as given below-

A. Phase-I- At 100 identified branches & administrative buildings of the Bank located at different States/Cities/Towns in India.



ii) The required numbers of the said Fire Extinguishers for each site is given below-

A. Branches- 4-5

B. Administrative Buildings- Numbers dependent on the coverage of Portable Fire Extinguishers –after survey to be undertaken by the selected vendor.

(Initial requirement of such portable fire extinguishers are approximately-500. The actual numbers may vary for different administrative buildings)

iii) The scope of work shall include installation of the equipment supplied as per Bank's technical specifications at the Bank's office buildings/branches as mentioned in the RFP documents.

9. Special Terms & Conditions

i). The Vendor shall carefully check the specifications and shall satisfy himself that the equipment offered is suitable as per the enclosed Technical Specifications and shall take full responsibility for the efficient operation and guarantee of the specified output of the equipment offered.

ii) The vendors are advised to examine all instructions, terms and conditions and technical specifications carefully and furnish the required information unambiguously. Any offer not submitted in the prescribed formats or with incomplete details is liable for rejection. UCO Bank is not responsible for non-receipt of offers within the specified date and time due to any reason including postal holidays or delay.

iii) The Bank expects the vendor to carefully examine all instructions, forms, terms & conditions, technical specifications etc., mentioned in this RFP document. Failure to furnish all information required for submission of RFP documents not substantially responsive to the RFP document in every respect will be at the vendor's risk and may result in the rejection of its RFP documents without any further reference to vendor.

iv) At any time, prior to cut off date for submission of RFP documents, UCO Bank may modify any of the terms & conditions and technical specifications at its sole discretion and the same will be communicated by website posting and the amendments shall be binding on them. In case of any amendment, The bid documents should be completed in all respect and must contain all information as asked for, except prices. The technical information should include all components as asked for. The Vendors should sign all the pages of this tender documents by the authorized representative of the Vendor.

v) The EMD is required to be deposited by the vendors who are participating in the tender process. The amount of EMD is Rs 40,000/- should be deposited by means of Pay Order/Demand Draft issued by any scheduled commercial bank in India favouring UCO Bank, payable at Kolkata.



vi) After completion of Bidding process, EMD deposited by unsuccessful bidders ,will be returned without paying any interest thereon.

vii) EMD paid by the successful bidder shall not carry any interest and will be retained by the Bank up to submission of Performance Bank Guarantee.

10. Delivery, Installation and Commissioning of Items –

The vendor shall be responsible for delivery and installation of the ordered item(s) at the site within 30 days of the date of received of Purchase order issued after signing of the contract. In case of serious discrepancy in equipments supplied, the Bank may cancel the entire purchase order and return the item(s) back to the vendor at vendor's costs and risks. The vendor shall give acceptance within one week from the date of issuance of the purchase order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order and the earnest money deposit (EMD)/ Bank Guaranty of the bidder will be forfeited.

11. Payment Terms:

No advance / mobilization amount will be paid to the vendors. 90% of the cost of installation of the equipment will be allowed after installation of the Fire extinguishers.. Balance 10% payment shall be released on expiry of one year period after installation subject to satisfactory performance of the extinguishers.

12.Termination for defaulter :

The Bank reserves the right to cancel the purchase order/ terminate the contract in the event of one or more of the following situations : -

A.) Delay in supply, installation and commissioning of equipments, beyond the specified period 30 days.

B.) Serious discrepancy in quality of supplied equipments.

C.) In the event of order cancellation, the vendors shall be responsible to take back the faulty equipments at their cost & expenses.

D.) Non-fulfilment of contractual obligations.

E.) Non compliance with law(s), regulations.

13) Termination at Bank's Convenience:

The Bank reserves its rights to terminate the contract at its own convenience by giving 15 days notice in writing to the vendor without assigning any reasons for such termination and without any cost or compensation therefor.

14) Effect of Termination:

In case of termination of contract for default of vendor, Bank is entitled to invoke the Bank Guarantee, and enforce the Indemnity bond executed in its favour, forfeit the security money and/or such other penalties as it deems fit and proper without prejudice to its other rights and contentions available under the law for the time being in force.



15. Supply of User Manuals-

The vendor should supply printed booklets (user manuals) to each Branches/ Administrative Offices etc. regarding use of the fire extinguishers.

16. Support

The vendor should provide after sales support to any user ie. Branch/ Administrative Office etc. as & when required.

17. Language

The Tender including all labels, documents, catalogues etc. shall be in English.

18. Clarification of Offers

Clarifications on Technical Specification/ Scope of work etc. may be asked by the vendor. The reply will be given on the date of Pre-bidding meeting. After pre-bid meeting no request for clarification will be entertained.

19. No Commitment to Accept Lowest or Any Bid

UCO Bank shall be under no obligation to accept the lowest or any other offer received in response to this RFP & shall be entitled to reject any or all offers including those received late or incomplete without assigning any reason whatsoever & without any cost or compensation therefore. UCO Bank reserves the right to make any changes in the terms & conditions of purchase.

20. Signing of Contract

A. The successful bidder will be required to enter into a contract with UCO Bank within ten days of the award of the bid or within such extended period as may be specified.

B. Tenure of Contract- The bidder should complete the work within two months after Signing of the contract.

21. Guarantees

Vendor should guarantee that the extinguishers delivered to the Bank are brand new.

All extinguishers must be delivered in sealed box packed condition.

22. Publicity:

The vendor shall ensure that the name of the UCO Bank does not appear in any of its advertisements, product demonstrations, sales promotion schemes, or any publicity initiatives, without obtaining explicit written permission of the Bank in this regard. The Bank, however, reserves the right to reject any such request made by vendor.

23. Indemnity

Vendor shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement



of any patent, trademark, copyright etc. Vendor is required to furnish a letter of indemnity.

24. Suspension of Work:

The Bank reserves the right to suspend and reinstate execution of the whole or any part of the work without invalidating the provisions of the contract. The Bank will issue orders for suspension or reinstatement of the work to the vendor in writing. The time for completion of the work will be extended suitably to account for duration of the suspension.

25. Performance Guarantee:-

A.) The selected vendor will have to submit performance guarantee equivalent to 5% of the contract value towards performance of the automatic portable fire extinguishers equipments. This will be in the form of Bank Guarantee amounting to 5% of the contract value from a Nationalised Bank other than UCO Bank, valid for period of **Five years** and to be submitted on or before execution of Agreement between the vendor and the Bank.

B.) The Bank Guarantee shall be released after five years from the date of contract.

26. Further Order

The Bank may place further orders for supply & installation of such portable fire extinguishers at the same rate & terms, conditions as per the contract entered into with finally selected vendor within 12 months period from the date of first purchase order.

27. Resolution of Disputes:

The parties shall use their best efforts to amicably settle all dispute(s) / difference(s) arising out of or in connection with the contract in the following manner:-

- a. The party raising the dispute(s)/ difference(s) shall address to the other party a notice requesting an amicable settlement of the dispute(s)/difference(s) within seven (7) days of receipt of the notice.
- b. In case the dispute(s)/difference(s) is not resolved by amicable settlement, the matter will be referred for informal negotiation between Bank and the Vendor. The matter shall then be resolved by them and the agreed course of action shall be documented within a further period of 30 days.
- c. The parties agree that if the dispute (s)/ difference (s) between the parties is not settled by negotiation in the manner described hereinabove, the same shall be resolved through arbitration by a panel of three arbitrators. Each party shall appoint one arbitrator of its own choice and two appointed arbitrators shall appoint the third arbitrator who will act as the presiding arbitrator. The place of arbitration shall be at Kolkata.

Notwithstanding the existence of any dispute (s)/difference(s) between the parties or the subsistence of any arbitration or other proceedings, the Vendor shall not be



entitled to suspend the service (s) or withhold the job and shall continue to render service(s) or take all necessary steps to complete the job in accordance with the RFP & Contract.

28. Non Assignment: Successful vendor shall agreed to neither the subject matter of the agreement nor any right here in shall be transferred,sub-contracted,assigned or delegated to any third party without prior written consent of the Bank.

29. Jurisdiction

The Jurisdiction of the courts shall be Kolkata.

**Format for Application****(To be typed on applicant's printed letter head)**

Letter No-

Dt.-.././.....

**Asst General Manager & Chief Security Officer
UCO Bank,Head Office,
2nd Floor,10 BTM Sarani,
Kolkata-700001**

Dear Sir,

Ref : RFP No- SEC/HO/2016/449 dated 17/08/2016 regarding RFP for supply & installation of Automatic Portable Fire Extinguishers

We refer to your advertisement on the captioned subject and also the details released on the website of the Bank, which we have carefully perused and understood the criteria mentioned therein. Accordingly, we now submit the application form duly completed in all respects together with certified copies of the following documents for supply & installation of automatic portable fire extinguishers. We confirm that all information given therein is true to the best of our knowledge. If any of the information given is found to be incorrect, either fully or partially, you may reject the application and delist our firm from your panel at any stage.

Yours faithfully,

(Name of the firm)

(Signature & Seal)

Encl : Documents:-

1. Registration Certificate as per Company's Act.
2. Copy of Original Equipment Manufacturer in case of dealer.
3. Audited Balance sheet of last two financial years.
4. Certification of the product issued by CE/FCC/UL or any reputed International Testing lab..
5. Address of Head Office and Branch offices (if any).
6. Empanelment with other banks or Govt./ PSU organization - if any.
7. Copies of orders (for automatic portable fire extinguishers only) in hand / in progress.
8. Copies of PAN, sales Tax, Service Tax, VAT, ESI, EPF registration numbers.
9. Demand Draft of Rs 40,000/- towards Earnest Money Deposit.
10. Copy of PESO licence.



Proforma for Company Profile: Supply & Installation of Automatic Portable Fire Extinguisher

(To be typed on applicant's printed letter head)

1. Name of the Organization-

2. Address-

3. Year of Establishment-

4. Status of the firm-

(Whether Company/ Firm/ Proprietary)

5. Name of Clients (Govt. Org./ P.S. Banks/ P.S.U./ Reputed Private Org.)

6. Whether registered with the Registrar of Companies/ Registrar of Firms. If so, mention number and date.(enclose copy of registration duly attested)

7. Whether registered for sales tax purpose. If so, mention numbers and date. Furnish also copies of sales tax clearance certificate.

8. Whether an assessee of Income Tax. If so, mention permanent account number. Furnish copies of Income Tax clearance certificate

9. Specify the maximum value of work executed in last two years.

10. Address of Factory

Place:

Signature of the authorized representative
with his name & designation

Date:

Stamp of the Company/ Firm.



Corrigendum

CENTRAL SECURITY DEPARTMENT, HEAD OFFICE, UCO BANK

SUBJECT- SEC/HO/2016/449 dated 17/08/2016 regarding RFP for supply & installation of Automatic Portable Fire Extinguishers

With reference to UCO Bank's RFP notice vide Reference No. -SEC/HO/2016/449 Dated 17/08/2016 published in UCO Bank's website for supply & installation of automatic portable fire extinguishers mentioned in the said RFP, after necessary amendment may be read as-

1) In Point 6 under sub-heading of Vendor's eligibility criteria the following points may be included-

In point no-ii) 'The Vendor should be a profitable company for last 'Two" years.

As point no-ix) Petroleum & Explosives Safety Organisation (PESO) licence is mandatory for automatic portable fire extinguisher.

As point no-X) The work order issued by OEM & balance sheet of OEM can not be Clubbed with the dealer/vendor. Either the OEM or an authorised dealer can participate. In case of dealer, the dealer should provide Manufacturer's Authorisation Form (MAF) from the OEM, if authorised to participate on behalf of OEM.

As point no-Xi) Certificate issued by CE/ FCC/UL or any other reputed International Organisation like BSI & SGS may be submitted for the automatic portable fire extinguishers.

2) In point no 7 under sub-heading of Technical Specification ,
in point no-i) the class of FIRE will be 'A, B & C type only.

In point no-ii) The MAP-90 as the extinguishing agent should be UL Listed.