



UCO BANK

**Zonal Office, Jorhat, G.A.D. (Security) Department
T. N. Sarma Path, Nehru Park, Jorhat (Assam)- 785001**

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Phone: 0376-2301575

Website <http://www.ucobank.com>

TENDER NO. UCO(ZO- JORHAT)/02/2020-21

DATED: 24/12/2020

SUB: OFFER FOR EMPANELMENT OF VENDOR FOR ANNUAL MAINTENANCE AND REFILLING OF FIRE EXTINGUISHERS AT BANK'S BRANCHES/OFFICES UNDER ZONAL OFFICE, JORHAT (ASSAM).

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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 Vendors for Annual Maintenance & Refilling of existing Fire Extinguishers at Bank's Branches under its Zonal Office, Jorhat.

A complete set of Tender document is to be downloaded by the eligible bidder from the website www.ucobank.com.

B) Tender reference:

<u>Tender Reference</u>	
Cost of Tender Documents	Rs. 500.00 (Rupees Five Hundred only) (Non refundable) cost of Tender Document is to be submitted with Eligibility Bid (Part-I of Tender documents) in the form of Demand Draft in favour of UCO Bank, Zonal Office, Jorhat, payable at Jorhat.
Advertisement in News Papers and Bank's website on.	Date of Advertisement in News Papers- 24.12.2020 . Tender shall remain live on Bank's website from 24.12.2020 till 13.01.2021 .
Last Date & Time for Submission of Tender	13.01.2021 upto 06:00 PM at Zonal Office, Jorhat
Date and Time of Opening of Eligibility Bid i.e Part-I	15.01.2021 at Zonal Office, Jorhat.
Date and Time of Opening of Technical Bid i.e Part-II	16.01.2021 . Technical Bids(Part-II) will be opened for those vendors only, who will be qualified in Eligibility bid (Part-I) of Tender.
Date of Opening of Financial Bid	18.01.2021 at Zonal Office, Jorhat. Financial Bids will be opened for those vendors only who will qualify in Part-I & Part –II of Tender.
Validity of Tenders	120 (One hundred twenty) days from the date of opening of Financial Bid.
Pre- bid meeting	08/01/2021
Address of Communication	UCO Bank Zonal Office, Jorhat, G.A.D. (Security) Department, T. N. Sarma Path, Nehru Park, Jorhat (Assam)- 785001.
Contact Number	0376-2301575
E-mail	Email-zojorahat.sec@ucobank.co.in zojorahat.gad@ucobank.co.in,

C) Bidders required to submit their application to the undersigned in three sealed covers - **Eligibility Bid** in sealed envelope superscribing **"PART-I(Eligibility Bid)"**, **Technical Bid** in sealed envelope superscribing **"PART-II (Technical Bid)"**, and **Financial Bid** in a separate sealed envelope superscribing **"PART-III (Financial Bid)"**. All the three Parts of Bids will be submitted in one sealed envelope superscribing **"Empanelment of Vendor for Annual Maintenance & Refilling of Fire Extinguishers at the Bank Branches under Zonal Office, Jorhat"** along with the Vendor's complete Address and Contact Number. In no case Financial Bid will be submitted in open condition.

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

a) List of major existing (State Govt., Central Govt, PSU, RBI, Public Sector Banks) clients, registration number and GST details etc. as mentioned in Appendix-I point-wise. Attach documents wherever required.

b) EMD shall be Rs. 5,000/- (Five thousand only) to be deposited along with Tender Document through Demand Draft in favour of UCO Bank, Zonal Office, Jorhat. 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 bid - to meet the technical specifications: Compliance of technical specifications of Fire Extinguishers given in **Appendix –II** point wise.

(3) Part-III - Financial Bid: Net rates (inclusive of all taxes, levies) as mentioned in **Appendix– III.**

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

D) Financial Bids shall be opened in the presence of vendors' representatives. If the representative shall not be present at the time of opening of bids, L-1 will be selected ex-parte.

E) In case our office is declared closed on the last date of receipt or pre-decided date of opening of tender due to holiday/ Bandh call /Lockdown etc., the respective date shall be treated as deferred/re-scheduled to the next working day.

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

G) Tender /Offers sent through Fax and E-mail will not be accepted.

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

I) Service contract period for maintenance including refilling of existing Fire extinguishers with L1 bidder will be decided by the bank (minimum for the period of one 01year). However, depending on the performance the work order may be renewed or terminated. In case of termination, work order shall be allotted to another empanelled Vendor for the next period. New AMC rates including refilling will be fixed and non-negotiable for 3 (Three) years and no revision will be permitted before end of this period.

J) The empanelment period for the empanelled vendors will be for a period of 05 (Five) years. However, if our Head Office or any higher office of UCO Bank conducts Pan India Rate contract, Zonal office, Jorhat will have the right to cancel this Rate contract. In such case notice of one month will be served to the firm for termination of Rate contract and no other claims will be entertained.

K) All Branches/Offices/ATMs have Fire Extinguishers. They all fall under the maintenance & refilling of fire extinguishers.

L) Fire Extinguishers kept inside ATM attached to concerned branch will be included in Branch count, which will be refilled and maintained with Fire Extinguishers of respective branch and no separate visit will be counted for the ATM visit, whether it is located near or far from Branch location.

M) Please read carefully all the points of this RFP and duly sign on each page with company seal (encrypted Designation with name of the company) as token of acceptance and deposit it mandatorily with the tender documents.

N) Bank reserves the right to award the contract works to single service provider or can engage 02 service providers.

O) Bank reserves the right to consider or cancel the bidding process in the event of dispute.

P) Empanelment of vendors may be restricted to maximum **10 (Ten) vendors** in accordance with merit towards fulfillment of Eligibility criteria, Technical specifications and satisfactory demonstration.

Q) Clerical errors to be rectified: Neither party shall take any advantage of any clerical error or mistake which may creep in or occur in the specifications, schedule of rates, plans, instructions, tenders or any other papers supplied to or by the vendor in connection with the work, but such clerical errors or mistake shall be brought to the notice by the one to the other without any loss of time and same shall be rectified.

Note: For any other queries, vendors may contact on **0376-2301575** on working days between 10 am to 5 pm.

Zonal Manager

**UCO Bank Zonal Office,
Jorhat, T. N. Sarma Path, Nehru Park,
Jorhat (Assam)- 785001.**

INSTRUCTIONS TO BIDDERS: GENERAL TERMS & CONDITIONS

1. The Fire Extinguishers and all the parts should meet the standard as stipulated under Technical Specification.
2. Ability to undertake the work and maintenance of all branches throughout Jorhat Zone.
3. Ability to provide Fire Extinguishers as per technical specifications and details available at **Appendix-II** of this advertisement.
4. Ability to commence service within **15 days** from date of placement of order.
5. The vendor should meet the eligibility criteria, other requirements as per details available at **Appendix- I** of this advertisement.
6. The components/ parts/ accessories used in the Fire Extinguishers shall have to be new & original. Refurbished/duplicate/used components/parts shall invoke the performance in case such accessories are found installed/supplied in the Bank. The vendor will also provide guarantee that all the components supplied by them are licensed & legally obtained and belong to reputed companies manufacturing Fire Extinguishers.
7. If L1 bidder fails to comply with the work order, Bank can consider offering work order to L2 bidder on Rates and Terms and Conditions of that of L1 bidder.
8. All Products, for which BIS standards exist, should confirm 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 company free of cost.
9. **Firms shall not be owned or controlled by any Director or Officer/employee of the UCO 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).**
10. **Firms should submit an undertaking (on their letter head) duly signed by authorized signatory with company seal that they have not been blacklisted by any Govt. Authority or PSUs/PSBs.**
11. **Bank is not responsible for late receipt of application or its damage in transit.**
12. Any dispute arising in this matter will be settled in the jurisdiction of Jorhat Distt (Assam).
13. **All branch visiting technicians should be verified by local Police. (Police verification reports to be provided)**
14. Vendor should have adequate technicians to attend to complaint and breakdown within 24 hour in branches under Jorhat Zone. **Give the exact number of technicians working in your concern and their contact nos.**
15. 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). **It is also clarified that there should be no mismatch or discrepancy in the Proprietorship of the vendor applying for Tender and the entity authorized to provide the services in this behalf.**
16. 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, meagre 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.

17. 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.
18. 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 free of cost.
19. The selected Bidder will not outsource maintenance work to any third party & will arrange attending all complaints through its own service/ support infrastructure or through their principles (OEM).
20. 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.
21. The vendor has to arrange to issue Identity Cards to the technicians. The technician will carry their ID cards during the Branch visit.
22. Terms of payment: Payment to be released from the Branch after submission of final bill / Invoice and Installation Certificate.
23. The vendor will submit the Bill & Certificate of work at concerned Branch, after completion of work.
24. The contract can be terminated if the work of the contractor is found unsatisfactory, or it turns out in due course that the vendor has misrepresented or concealed the facts in his Tender document. In this connection, the decision of the Zonal office Jorhat shall be final and binding on the service provider.
25. On completion of the said work, the Branch functionaries identified by the Branch Head shall be briefed on handling the items satisfactorily. Thereafter, the relevant bill for the work should be submitted to the Branch Head, upon whose verification the bill shall be released. Vendor should confirm that on instance of failure of the device to smother fire, penalty can be imposed.
26. Vendor should be capable of refilling the existing fire extinguishers held with branches and offices located in rural, semi urban & urban centers of 16 districts of Assam, 02 Districts of Nagaland and 02 District of Arunachal Pradesh.
27. New installation will be done at Branch/ Office locations as per Bank's requirement.
28. Vendor/Dealer should submit authorization certificates from Manufacturer Company for supply / maintenance of the equipment which they offered.

Zonal Manager

***UCO Bank Zonal Office,
Jorhat, T. N. Sarma Path,
Nehru Park,
Jorhat (Assam)- 785001.***

FORM OF TENDER

The Zonal Manager

UCO Bank, Zonal Office
T. N. Sarma Path, Nehru Park,
Jorhat (Assam)- 785001.

Sir,

1. We have carefully examined all the contents incorporated in the various parts of this Tender Document for empanelment and for refilling and maintenance for existing Fire Extinguishers in branches/Offices under the jurisdiction of UCO Bank, Zonal Office, Jorhat and 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. 500/- (Rupees Five Hundred only) drawn in favour of UCO Bank and payable at Jorhat as Tender Cost (P.O/DD No..... Issuing Date..... Bank..... Branch..... Branch Code.....).

3. We enclose a Pay Order / Demand Draft for Rs 5,000/- (Rupees Five Thousand only) drawn in favour of UCO Bank and Payable at Jorhat as EMD (P.O/DD No..... Date..... Issuing Bank Branch..... Branch Code.....).

4. We also agree that our tender along with the prices will remain valid for entire period of 03 (Three) years.

5. Our PAN for Income Tax is _____. We are registered with GST Authorities and our registration numbers are _____ & GST Number is _____.

6. We agree (if we are selected/empanelled for above work) to deposit Performance Bank guarantee (40000/-) equivalent to 10% approx. cost of work offered issued by any other Bank except UCO Bank. Bank can claim the amount of performance guarantee if we are not able to execute the work allotted within scheduled time or we fail to execute the allotted work under the terms, conditions & requirements of the Bank.

7. We agree to provide our services to Offices/ Branches/ATMs under UCO Bank Jorhat Zone, which are located in three states (Assam-52, Nagaland-06 and Arunachal- 02) and widely dispersed. The requirements mentioned above pertain to the entire region under Bank's Jorhat Zone and not to the particular centre where Zonal Office is located.

For and on behalf of

(With seal)

Signature _____ Name _____ Designation _____
(Duly Authorized Signatory), _____ day of _____ 2020

APPLICATION FORMAT FOR VENDOR FOR REFILLING & MAINTENANCE OF EXISTING FIRE EXTINGUISHERS AT THE BANK BRANCHES/OFFICES UNDER ZONAL OFFICE, JORHAT.

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 Jorhat
with Telephone No., FAX & E-mail ID :
4. Year of Establishment :
5. Status of the Applicant (whether
Proprietary/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/RBI :
/Govt. Depts./PSUs/Autonomous bodies. If so,
Please furnish following particulars with
Documentary proof (any three)
(Enclose copies of relevant documents)**

SI No.	Name of PSU Banks/Govt. Deptts./ RBI/PSUs/Autonomous bodies	Date of Empanelment	Validity (From- To)

1. Number and name of staff posted when:
(Please attach a list)

2. Detailed Particulars for the works (AMC of Fire Extinguisher) done in past three years:

Name of the PSU Banks/ RBI /Govt.Deptts./PSUs/Autonomous bodies.	Value of work order	Month & Year of work order

Note: (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
(With Seal and Stamp)**

ELIGIBILITY CRITERIA OF VENDORS FOR REFILLING AND MAINTENANCE OF FIRE EXTINGUISHERS

01. Vendor should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
02. Vendor should provide the latest Income Tax Assessment Order, GST and PAN/TAN Number.
- 03. Reputed service providers, specialized in providing and installing Fire Extinguishers for at least last 03 years in the field will be considered with relevant documents.**
04. Vendor should provide the **latest Audited Balance Sheet preceding 03 Years.**
05. Vendor should provide **total annual turnover for last 03 years.**
06. Vendor should provide the name and address of Bankers with solvency certificate not older than one year. This certificate should pertain to other than UCO Bank.
07. Vendor should have a local and functional Office in the State of Assam. Please give postal address & landline contact number for confirmation.
08. Vendor should be registered under the appropriate authority for GST.
- 09. Vendor should have provided services of maintenance and refilling of Fire Extinguishers to at least two Nationalized Banks in the state of Assam during last three years.**
- 10. Demonstration to be shown only by L-1 and L-2 Vendors of Fire Extinguishers and their accessories. In case of supplies/ installations of the products other than/of inferior quality than as shown in demonstration, a proportionate amount of performance security will be forfeited by Bank.**
- 11. The vendor has to give an undertaking along with Eligibility bid, saying that:
Empanelled Vendor/ Company will give a Performance Bank guarantee equivalent to 10% approx. cost of work offered in favor of UCO Bank Zonal Office, Jorhat for three years as a warranty for the newly supplied items and refilled Fire Extinguishers (enclosed with the eligibility bid).**
12. Firms should submit an undertaking (on their letter head) duly signed by authorized signatory with company seal that they have not been blacklisted by any Govt. Authority or PSUs/PSBs.
13. 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 guarantee cards supplied are original.

APPENDIX- II**Technical Specification & compliance for vendor**

Sl.No.	Particulars	Compliance : Yes /No
1	Fire Extinguishers should be BIS/ISI Standard (enclose certificates).	
2	Fire extinguishers should be of reputed standard brand (Name of brand which Vendor deals with, along with copy of Dealership document authorized by OEM of that brand).	
3	Cylinder should be Epoxy powder coated 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 Ozone depletion & global warming potential	
7	Modular Fire Extinguisher having HCFC clean agent.	
8	Refilling material for Co2 & ABC type should be of equivalent standard of "Cease Fire".	
9	Device should have clamping facility for fixing on roof so that the bulb of FE should come out of false ceiling	

Vender's signature with seal

(A) Refilling, Testing & Maintenance (AMC) Charges of Fire Extinguishers:

Rates to be quoted below per unit shall be inclusive of all taxes, transportation charges and other incidental charges:

S.No.	Type of fire extinguishers for complete refilling / cartridge replacement & rate of spare parts	Rate of refilling/cartridge replacement of complete one unit (including GST & other charges)
1.	CO ₂ 02 Kg Fire extinguisher.	
2.	CO ₂ type 4.5 Kg Fire Extinguisher	
3.	CO ₂ 6.5 Kg Trolley Type Fire extinguisher.	
4.	Modular Fire Extinguisher 05 Kg. fire extinguisher.	
5.	Water CO ₂ Type 09 Kg Capacity	
6.	BC Type 02 Kg fire extinguisher.	
7.	BC Type 05 Kg fire extinguisher.	
8.	DCP 10 Kg Fire Extinguisher with CO ₂ Gas Cartridge & Dry Powder	
9.	DCP 05 Kg Fire Extinguisher with CO ₂ Gas Cartridge & Dry Powder	
10.	DCP 02 Kg Fire Extinguisher with CO ₂ Gas Cartridge & Dry Powder	
11.	AFFF 09 Ltrs. (Aqueous Film- Forming Foam Type) Fire Extinguisher	
12.	ABC 05 Kg Fire Extinguisher	
13.	ABC 02 Kg Fire Extinguisher	

Vender's signature with seal

(B) Spare Parts:

SL NO.	COMPONENTS	QTY.	PRICE
i)	Nozzle for water CO ₂ 9 ltr-plastic	01	Rs.
ii)	Hose with coupling & nozzle for water CO ₂ 9ltr.	01	Rs.
iii)	Union washer 2 ¼- W CO ₂ 9 ltr. And Mech. Foam	01	Rs.
iv)	Cap union- size 2 ¼- -W CO ₂ /Mech.. foam 9 ltr.	01	Rs.
v)	Hose with coupling & nozzle for mech. Foam 9	01	Rs.
vi)	Union washer 2 ½ cap union DCP 5 kg.	01	Rs.
vii)	Hose with nozzle for DCP 5 kg.	01	Rs.
viii)	Cap union- size 2 1/2-DCP 5 kg.	01	Rs.
ix)	New locking pin chain fitted to CO ₂ 4.5 kg.	01	Rs.
x)	CO ₂ Alu collar with pin	01	Rs.
xi)	Handle & bracket for CO ₂ 4.5 kg.	01	Rs.
xii)	Hose & Horn CO ₂ 4.5 kg.	01	Rs.
xiii)	CO ₂ valve	01	Rs.
xiv)	On-off wheel for CO ₂ fire extinguisher	01	Rs.
xv))	Pressure Gauge	01	Rs.
xvi)	Wall mount	01	Rs.

Vender's signature with seal

(C) Rate of New Fire Extinguishers (Optional):

(Not the integral part of process for selection of L-1 Vendor).

S.No.	Type of fire extinguishers	BIS Code No.	Unit Cost in Rs. (Including present rate of GST and other charges)
1.	CO ₂ 02 Kg Fire extinguisher.	IS: 15683	
2.	CO ₂ type 4.5 Kg Fire Extinguisher	IS: 15683	
3.	CO ₂ 6.5 Kg Trolley Type Fire extinguisher.	IS: 15683	
4.	Modular Fire Extinguisher 05 Kg. fire extinguisher.	IS: 15683	
5.	Water CO ₂ Type 09 Ltrs Capacity	IS: 15683	
6.	BC Type 02 Kg fire extinguisher.	IS: 15683	
7.	BC Type 05 Kg fire extinguisher.	IS: 15683	
8.	DCP 10 Kg Fire Extinguisher with CO ₂ Gas Cartridge & Dry Powder	IS: 15683	
9.	DCP 05 Kg Fire Extinguisher with CO ₂ Gas Cartridge & Dry Powder	IS: 15683	
10.	DCP 02 Kg Fire Extinguisher with CO ₂ Gas Cartridge & Dry Powder	IS: 15683	
11.	AFFF 09 Ltrs. (Aqueous Film- Forming Foam Type) Fire Extinguisher	IS: 15683	
12.	ABC 05 Kg Fire Extinguisher	IS: 15683	
13.	ABC 02 Kg Fire Extinguisher	IS: 15683	
14.	Any other extinguisher (attach list if reqd.)	IS: 15683	

Warranty period, if any, of newly supplied Fire Extinguishers:

Vender's signature with seal
