



**STATE BANK OF INDIA**

TENDER DOCUMENT FOR

**FIRE SAFETY AUDIT OF BANK BRANCHES/ OFFICES  
LOCATED IN THE STATE OF UTTAR PRADESH UNDER  
LUCKNOW CIRCLE**

NAME OF TENDERER : .....

ADDRESS : .....

**(Limited Tender: Those vendors who are empanelled in this category at Lucknow circle are only eligible participate category of work)**

**(Note: Firm should possess valid digital signature for this e-tendering process)**

## Notice Inviting Tender

AGM (PREMISES) on behalf of the State Bank of India invites online Tenders for Fire Safety Audit for Branches/ Offices of SBI located, in the State of Uttar Pradesh.

Details of tenders are as under:

1.	<b>Name of Work</b>	:	<b>Fire Safety Audit for Branches/ Offices of SBI located, in Uttar Pradesh Under Lucknow Circle</b>
2.	<b>Time allowed for completion</b>	:	As per schedule provided by Bank along with work order
3.	<b>Earnest Money Deposit</b>	:	<p><b>1. Rs 50,000/-</b> (Rupees Fifty Thousand Only), in the form of Demand draft/ Banker Cheque of schedule Bank drawn in favour of State Bank of India, LHO, Lucknow payable at Lucknow to be submitted at AGM (P&amp;E), SBI, Local Head office, Moti Mahal Marg, Lucknow latest by 10.07.2025 up to 03:00 PM</p> <p><b>2. Firm / Auditor whose EMD is already deposited, need to be submit the details of Previous EMD.</b></p>
4.	<b>Initial Security Deposit</b>	:	EMD of successful tenderer will be retained as Security deposit for entire period of contract
5.	<b>Last date and time of receipt of Tenders</b>	:	<b>10.07.2025 up to 03:00 P.M.</b>
6.	<b>Address at which the Tenders are to be submitted</b>	:	<p><b>Technical Bid:</b> Tender document duly signed and stamped to be uploaded online</p> <p><b>Price Bid:</b> Price Bid to be uploaded online at <a href="https://etender.sbi">https://etender.sbi</a></p>
7.	<b>Date and time of opening of Tenders</b>	:	<b>10.07.2025 up to 04:00 P.M.</b>
8.	<b>Place of opening Tenders</b>	:	PREMISES & ESTATE DEPARTMENT 1 <sup>st</sup> Floor, B-Wing, LHO, Moti Mahal Marg, Lucknow- 226001
9.	<b>Validity of Offer</b>	:	90 days from the date of opening the Tenders.
	<b>Rates</b>	:	Rates quoted by the bidder shall remain firm throughout the contract period (including variations) taxes, duties, levies, royalties, lodging, boarding, other incidental charges are inclusive of all taxes except GST. GST shall be paid as per Bank's norms
	<b>Payment terms</b>	:	No advance payment shall be made. Final bill will be paid against the detailed bills submitted by the Auditor/ firm on successful completion of the work. Payment will be made after verification of the reports by the Bank's Fire Officer subject, satisfactory completion of the Audit.
12	<b>Service Provider</b>	:	<p><b>M/S E-Procurement Technologies Limited.</b></p> <p><a href="https://etender.sbi/">https://etender.sbi/</a></p> <p>1. Fahad Khan:- 6352631766, <a href="mailto:fahad@eptl.in">fahad@eptl.in</a></p> <p>2. Jay Vyas:- 9265562819, <a href="mailto:jay.v@eptl.in">jay.v@eptl.in</a></p>

**Mode of Submission of Tender:** The tender shall be submitted online in two cover system in accordance with the procedure detailed herein below.

1. First Envelope marked Cover 1 (**Technical Bid**): Tender document duly signed and stamped to be submitted online & offline along with EMD.
2. **Price Bid: to be uploaded online on <https://etender.sbi/> (Price bid of only those bidders will be opened who has submitted the technical bid, EMD and accepted the tender terms & conditions)**
3. Price bid shall be opened online thereafter on appointed date and time as per procedure.

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

State Bank of India has the right to accept / reject any or all tenders without assigning any reasons.

For any other queries the vendors may contact **Fire Officer at the office of AGM Premises, Lucknow.**

**Application Form**

Date :

The Assistant General Manager (P&E),  
State Bank of India,  
Premises & Estate Department,  
Local Head Office, Moti Mahal Marg, Hazaratganj  
Lucknow – 226001, U.P

Dear Sir,

**Inviting Tenders for Fire Safety Audit for Branches /offices of SBI, located in the State of Uttar Pradesh under Lucknow Circle**

With reference to your NIT dated \_\_\_\_\_ we hereby submit our tender along with Terms and Conditions, duly signed with seal by the Authorized signatory of the Firm as acknowledgment of accepting the laid down terms and conditions for above work to be carried out at SBI, Local Head Office, Lucknow.

2. Earnest Money (EMD) of Rs 50,000/- (Rupees fifty thousand only) submitted in the form of Demand Draft/ Banker Cheque No. \_\_\_\_\_ dated \_\_\_\_\_, issued by \_\_\_\_\_ (Name of the Bank) drawn in favor of State Bank of India, LHO, Lucknow payable at Lucknow, is enclosed.

3. We understand and undertake that mere submission of application does not guarantee us tender and Banks decision in this regard will be final and binding on us.

Your faithfully,

(Authorised Signatory)

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Terms & Conditions**

**A. SCOPE OF WORK FOR FIRE SAFETY AUDIT**

1. Fire Safety Audit of the branches/offices shall be carried out with accordance to the list provided by the Bank as and when required as per the prescribed format provided by the bank. Fire Auditor/ consulting firm shall be bound to start and complete the Fire Safety Audit work of the branches/ offices allocated to him, in a time bound manner as decided by the Bank.

Two copies of the reports shall be prepared with signature and Seal of the Branch Manager.

a) One copy of it will be submitted to the Branch Manager.

b) The second copy of the Fire Audit report duly acknowledged by the Branch Manager under his seal shall be submitted to the Fire Officer at the Local Head Office within 15 days on conducting fire audit of Branch/ office. Once the audit reports/ bills are verified by the Fire Officer these will be forwarded to the Concern AOs/RBOs for payment or paid centrally at LHO, subject, satisfactory completion of the Audit.

c) The bank can ask for additional copies if required.

d) Maximum 05 Branches/offices will be audited in one day.

2. The fire safety audit should be carried out with the view of the following points and standards like National Building Code-2016, IS: 2189, IS: 2190, IS: 15683 etc. The audit report should be comprehensive of all the particulars and important points are as under:

a) Total Carpet Area (Sq ft.), Classification of Building and Electrical Load (in KW).

b) General Housekeeping & Fire Load.

c) Storage racks in Stationary/Record room kept at a safe distance from electrical points / switch / junction boxes.

d) Physical inspection of the building with reference to applicable Indian Standard, State Fire Safety norms, NBC 2016, other relevant codes of Practice & Identifying fire hazards.

- e) All fixed firefighting Installation of building (e.g. Hydrant, wet riser, sprinkler, hose reel hose etc.) if any.
- f) Review & Testing of protection device/system of all fire installations in the building like Automatic Fire Detection & Alarm system/ fire extinguishers etc and their details of validity of Annual Maintenance Contract (AMC).
- g) Requirement for the server and ups room (Server & UPS room's walls, False Ceiling, Fire resistant doors, Timer device of AC Units).
- h) Exit and Evacuation Preparedness.
- i) inventory of fire extinguishers and their servicing and maintenance record.
- j) Training of branch staff and security personnel from the fire safety point of view.
- k) Checking and raising awareness of Staff members/ employees occupying the premises.
- l) Review of flammable substances in the Premises like LPG gas cylinder used in Pantry etc.
- m) Operational Procedures and efficiency of Diesel Pump, Jockey Pump.
- n) Inspection and authentication of Installed Fire Suppression System; i.e. Fire Pumps, Sprinkling System, Fire Lines, Valves, Hoses, Hydrants and Hose reels.
- o) Inspection of Fire Extinguishers and Automatic Fire Detection and Alarm system.
- p) Testing should be done appropriately with help of internal team of the Bank staff.
- q) Inspection of onsite ATM as per the format.
- r) Verification of occupants" response to FIRES, and their capacity to handle FIRE.
- s) Review of Escape Routes and Signage etc.
- t) Review of Occupants" knowledge on the use of Fire extinguishers.
- u) Electrical fire safety should be checked, some of the points are as under:
  - I. Main Supply Switch / MCB to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.
  - II. Whether MCCB/MCB/ELCB is provided and apparently in order.
  - III. All equipment like Air Conditioning units, Distribution /Junction boxes, Server, Computer units etc. have been given supply through an MCB (Miniature Circuit Breaker) of proper capacity.
  - IV. Are electrical wires properly covered /insulated to prevent short circuiting etc.
  - V. Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment.

- VI. Are electrical covers in place for junction boxes Outlets and panel boards. Electrical audit last carried out.

**B. Qualification for Fire Safety Auditors:**

1) Should have passed Station Fire Officers Course and above from National Fire Service College (NFSC), Nagpur or any equivalent organization and having minimum (05) years related experience in fire safety in the preceding years.

**OR**

Should be Graduate of Institution of Fire Engineering (India/UK) or passed BE/ B.Tech in Fire Safety Technology in any recognized institution from any AICTE approved Institution or from any University recognized by UGC.

**OR**

A retired Fire Officer from SBI/PSB/PSU having above qualification, provided they are not barred from re-employment in the Bank.

**AND**

2) Maximum age should be less than 65 Years only and should be physically fit to conduct Audit and demonstration of fire equipment.

3) Bank will issue an authorization letter to suitable/ eligible Fire Auditor before commissioning the Fire Audit work of the branches/ offices.

**c. Rates and Prices**

1. Rate to be quoted for one branch/office irrespective of area and floors (branch/office may be occupied on single floor, two floors and three floor premises) located in Rural, Semi-Urban and Urban areas of the State of Uttar Pradesh.
2. Rates to be quoted inclusive of cost of travel, boarding, lodging and other taxes etc. but exclusive of GST only as applicable. No other charges will be accepted by the bank.
3. L-1 price quoted by any of the bidder will be finalized/fixed and the same rates will be approved by the bank to conduct fire safety audit of branches/ offices located in the state of Uttar Pradesh.
4. Rates shall be valid for 3 years from date of approval. After expiry of said validity period, the contract may be extended, at the sole discretion of the Bank for a maximum of further one years, at a time at the same terms & conditions. The extension of contract will be based on the feedback on

performance of the Fire Auditor/ consulting Firm. No price hike shall be permitted during this period. Bank shall have sole discretion to terminate the contract agreement at any time during the contract period, if considered necessary, for any reason, whatsoever.

5. Since, branches are in large number and it is beyond the capability of one firm/ fire auditor to carry out the audit work of all branches. Hence, work will be distributed amongst 04 auditors/ firms at L-1 rates (Tentative work distribution= L-1: 35%, L-2: 25 %, L-3: 20%, L-4: 20%). **In case L-2 is not willing to accept work at L-1 rates, other participated firms next in order may be awarded the work.**
6. It will be mandatory to accept work of Regions comprising of urban, semi urban as well as rural branches and also Bank has the right to allot the work / areas / region to any Firms as per banks requirements.
- 7. In the event of non-acceptance of L-1 rates by other Firms/ Fire Auditors, the L-1 Firm/ Fire Auditor will be required to undertake the work of all branches.**
8. In case any firm/Fire Auditor failed/refused to undertake the allotted work due to any reason, the clause of forfeiture of Security Deposit will be invoked and the work allotted to the firm will be distributed among other firm/ fire Auditors in the ratio mentioned above.
9. Bank reserves the right to allocate any region or branch as per their requirement of the bank to the Auditor / firm at the L-1 rate.
10. Bank reserves the right to delist the Fire Safety Auditor/firms at any stage in the event of failure of Non response, Non commitment and Non completion of the assigned task as per tender terms and conditions. Moreover, if any firm/individual auditor fails to audit the assigned branches in the stipulated time frame, the bank reserves the right to allocate the remaining branches to other empanelled firm/auditor without assigning any reason.
11. Bank reserves the right to review the list of the panel of Auditors, if qualifications of fire safety auditors as mentioned in the qualification as above is amended.

#### **D. OTHER TERMS AND CONDITIONS**

1) Fire safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the fire safety audit at their own cost. All the rates quoted must include Conveyance, Lodging Expenditure required for men and material. No further enhancements in the quoted rates are permissible.

2) Adequate care should be taken by the auditor during the verification, measuring and recording of the data.

- 3) Any damage to the Bank's property, equipment's under testing and measurement during the fire safety audit will be charged to the firm or deducted from the payment due to the fire safety auditor / consulting Firm.
- 4) Bank will not be responsible for any accidental injury to any of the operating personnel involved in the audit procedure. Personnel should be well trained and should have adequate knowledge of fire safety aspects and handling of fire safety equipments.
- 5) The Fire auditor should submit Excel based audit reports or any other soft form (soft copy) to the Fire Officer at LHO and also to the branch as per the format given by the Bank along with the hard copy duly certified by the Branch Manager, if required.
- 6) The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to LHO and branch well in advance for necessary coordination.
- 7) In case of non-submission of report on the required format/required number of copies; the Bank may not release the payment for the audit.
- 8) Over writing should be avoided and corrections if any should be duly authenticated.
- 9) No inconvenience should be caused to staff/customer during working hours while conducting the fire safety audit.
- 10). If the bank finds that the Auditor has not completed the fire safety audit task up to its satisfaction, the bank reserves the right to ask for re-auditing the premises without any additional cost to the bank.
- 11). The firms/individual will be liable to arrange insurance cover for its employees / engineers etc. involved in the fire safety audit work and the bank would not be liable to pay any damages etc. in case of injury / death of its employees/individuals.
- 12). Any unsafe condition or situation arising/ observed during the course of doing the job should be stopped immediately and report to the Branch Manager.
- 13) The Fire Auditors/Fire Consulting Firms shall be responsible for the application and compliance of labour laws, all other social security enactments applicable to such work & workmen and compensation for injury and accident to person(s), if engaged by him for the job.
- 14). Smoking and Tobacco/alcohol consumption by Fire Auditors is prohibited on work site.

15). Any injuries sustained by the Fire Auditors / Fire Consulting Firms at the work place during the performance of fire safety audit in the branch premises will be at his sole-responsibility. The Fire Auditors/Fire Consulting Firms must clearly understand that he is bound by the contract to ensure all necessary personal protective equipment's are used, as required, for a particular job.

16). The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of SBI and shall fulfill best auditing practices in the Bank.

17). In case of any dispute the procedure (under Arbitration Act), as laid down in documents, will be taken recourse to the courts at Lucknow shall alone have jurisdiction in this regard.

18). The Fire Auditors / Fire Consulting Firms shall maintain total and complete secrecy and hereby assures not to communicate or allow to be communicated to any person or divulge in any way or manner, any matter/information relating to the ideas, concepts know-how, technique, data, facts, figures, constituents and all information gained during the work, what so ever, concerning and relating to the bank and its constituents.

19). The Fire Auditors/Fire Consulting Firms shall not disclose or divulge any information regarding the security of the branches and the status of fire fighting capabilities, preparedness to any other person in any way or manner and in case of breach of these terms the Bank will be entitled to take any action as per the law.

20). The Fire Auditors / Fire Consultation Firms shall not use logo and name of the State Bank of India on their letter head, sign board and rubber stamp etc.

#### **E. TERMS OF PAYMENT**

- (i) No advance will be paid.
- (ii) Once the fire audit completed and report submitted to the LHO along with bills, the reports will be verified by the Banks Fire Officer and after that bills along with copy of report will be forwarded to the concerned AOs/ RBO for payment or paid centrally at LHO subjected to satisfactory completion of the Audit.

- (iii) In case of non-submission of report(s) on the prescribed format and required number of copies; the Bank may not release the payment for the audit.

F. DEDUCTIONS: All necessary taxes such as income tax etc., as per Govt. rules will be deducted from the payment payable to the Auditor/ Firm.

**G. PENALTY:**

- i. In case, the Auditor/ firm fails to carry out the audit work within the stipulated time from issuance of the work order, the Bank shall impose a penalty of **Rs.100/ per branch per week** for the remaining branches till the completion of the work.
- ii. Security Deposit, shall remain deposited with the Bank till validity period of this contract. In case Auditor/ firm fail to carry out the Audit work within stipulated time line, Bank reserves the right to cancel the contract, partially or fully and forfeit the Security deposit and allot/award the work to any other auditor/ firm at the sole discretion of the Bank.
- iii. This penalty shall not apply in case of delays caused by so called acts of God / Riots/ Bandhs / Civil Disturbances etc. to the satisfaction of the bank.

**H. TERMINATION**

The Bank reserves the right to terminate the contract by giving 30 (thirty) days' notice and without assigning any reason whatsoever. Without prejudice to the above the Bank reserves its right to terminate the agreement for any reason at its absolute discretion including but not limited to the following:-

(i) The Bank may, without prejudice to any other remedy for breach of contract, may terminate the contract/agreement by 30 (thirty) days' notice in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the contractor, or the engagement is not in the interest of the Bank or the Bank no more requires any such service and the Contract shall be deemed to have been terminated for all purposes on the expiry of the 30 (thirty) days day from the date of receipt of the notice.

(ii) Other Grounds for Termination: The Bank is entitled to terminate this contract/agreement for any reason at its absolute discretion forthwith without notice without assigning any reason and without payment of any compensation, in the following cases: -

a) The Firm is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent Jurisdiction.

b) If any charge sheet is filed by a competent authority of the Government against the Agency / Company, or the Firm is convicted by a criminal court on grounds of moral turpitude.

c) For any reason whatsoever, the Firm becomes dis-entitled in law to perform his obligations under this agreement.

d) The Firm is involved in wrongful billing. In addition hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the Bank

Date:

Signature of Auditors/Fire Consulting firm with stamp

Place: