



**STATE BANK OF INDIA
CHENNAI CIRCLE**

NOTICE INVITING APPLICATION

FOR

EMPANELMENT OF FIRE SAFETY AUDITORS / CONSULTANTS / FIRMS

FOR CONDUCTING ONLINE FIRE SAFETY AUDIT (OLFA) OF

BRANCHES / OFFICES IN TAMILNADU & PUDUCHERRY

Last Date & Time for submission of application: 27.05.2022 up to 5.00pm

PART – I

NOTICE INVITING APPLICATION (NIA) FOR EMPANELMENT

State Bank of India (SBI) invites applications for the following work in Tamil Nadu & Pondicherry.

1	Name of Work	Empanelment of Fire Safety Auditors / Consultants Firms for conducting Fire Safety Audit (OLFA) of Branches & Offices of State Bank of India, located in various parts of Tamil Nadu & Puducherry
2	Address for submitting applications	Assistant General Manager (Premises & Estate), State Bank of India, 4 th Floor, Local Head Office, No.16, College Lane, Chennai - 600 006
3	Contact number for any clarification, if required	044 2830 8401 044 2830 8428
4	Emailid for communication:	agmpre.lhoche@sbi.co.in; fo.lhoche@sbi.co.in
5	Last date & time for receipt of Applications	27.05.2022 up to 5.00 pm.

SBI has the right to accept/reject any/all applications without assigning any reasons.

For and behalf of State Bank of India

Assistant General Manager (P&E)
State Bank of India, LHO, Chennai Circle

PART – II

ELIGIBILITY CRITERIA

A. INDIVIDUAL FIRE SAFETY AUDITORS

1. Qualification for Fire Safety Auditors

- a. Should be passed minimum Station Officer's Course from National Fire Service College (NFSC), Nagpur or any equivalent organization and having minimum 5 years related experience in Fire Safety in the preceding years. (Applicants having related experience in Fire Safety during the period from 01.04.2017 to 31.03.2022 shall alone be considered)

(OR)

- b. Should be Graduate of Institution of Fire Engineers (India / UK) or passed BE / B.Tech in Fire Safety Technology in any recognized institutions from any AICTE approved institutions or from any Universities recognized by UGC.

(OR)

- c. A retire Fire Officer from SBI / PSB / PSU having above qualifications, provided they are not barred from re-employment in the Bank.
- d. Maximum age should be less than 65 years only.

2. Application Form
(For Individual Fire Auditors)

Recent
Passport size
Photograph

a.	Name of the Candidate	
b.	Father's Name	
c.	Date of Birth & Age as on 01.04.2022	
d.	Telephone / Mobile Contact No.	
e.	Email Id.	
f.	Aadhar No.	
g.	PAN No.	
h.	GST No. if any	
i.	Address for Communication	
j.	Permanent Address	

k. Educational Qualifications:

	Name of Examination	Year of Passing	Subjects	Board / University / Institution	% of Marks

l. Details of completion of Station Officer Course and above from National Fire Service College (NFSC) Nagpur or any equivalent organisation:

Sl. No.	Name of the Course / Training	Period	From - To	% of Marks

m. Details of Previous Employment:
(Work Experience certificate to be enclosed)

Sl. No.	Name of the Organization	Post held	From	To	Nature of duties performed

3. Documents To be Submitted by the Individual Fire Auditor

- a. Self-attested copy of certificate of having passed minimum Station Officer's Course from National Fire Service College (NFSC), Nagpur, or any equivalent organization and experience certificates having minimum 5 years related experience in fire safety in the preceding years (from 01.04.2017 to 31.03.2022).

(OR)

Self-attested copy of the certificate having passed the Graduate of Institution of Fire Engineers (India / UK) or passed BE / B.Tech in Fire Safety Technology in any recognized institutions from any AICTE approved institutions or from any Universities recognized by UGC.

(OR)

Self-attested copy of the Relieving letter / Service certificate, retired as a Fire Officer from SBI / PSB / PSU having above qualifications, provided they are not barred from re-employment in the bank.

- b. Self-attested Copy of the Aadhar card or any Proof of age and Date of birth.
- c. Self-attested Copy of the PAN card.
- d. Physical fitness and medical fitness certificate from Registered Medical Practitioner that the candidate is fit to carry out the works mentioned in the scope of work.
- e. Self attested copy of certificates of educational qualifications

I, hereby certify that all information, particulars, copies of certificates and testimonials submitted in connection with my empanelment, are correct and genuine. I am liable to face appropriate action, as deemed fit by the Bank, in the event of any of the information, particulars, copies of certificates, photograph and testimonials are found not correct and genuine.

Place:

Signature of Applicant

Date:

B. CONSULTANT FIRMS :

1. Qualification for Consultant Firms :

The Consulting Firm Should have an average annual turnover of not less than Rupees 3.0 Lakhs, during the best 3 financial years, out of 05 years ending on 31st March of the previous year for fire related consultancy and advisory services and **NOT** from sale of firefighting equipment, verifiable from audited balance sheet, if otherwise CA certificate to this effect may be submitted with the balance sheet.

2. Qualifications for Fire Auditors employed by the Consultant Firms :

Fire Auditors detailed by the firm for the purpose of conducting fire audit should meet the following qualifications.

ELIGIBILITY CRITERIA

- a. Should be passed minimum Station Officer's Course from National Fire Service College (NFSC), Nagpur or any equivalent organization and having minimum 5 years related experience in Fire Safety in the preceding years. (Applicants having related experience in Fire Safety during the period from 01.04.2017 to 31.03.2022 will alone be considered)

(OR)

- b. Should be Graduate of Institution of Fire Engineers (India / UK) or passed BE / B.Tech in Fire Safety Technology in any recognized institutions from any AICTE approved institutions or from any Universities recognized by UGC.

(OR)

- c. A retire Fire Officer from SBI / PSB / PSU having above qualifications, provided they are not barred from re-employment in the Bank.
- d. Maximum age should be less than 65 years only.

3. Application Form for Consulting Firms

a.	Name of the Firm	:	
b.	Address of the Firm	:	
c.	Telephone Numbers	:	
d.	Fax Number	:	
e.	Email id of the firm	:	
f.	Constitution of the Firm	:	
g.	Year of Establishment	:	
h.	Company Registration Number of the Consulting firm	:	
i.	GST Number	:	
j.	Name & Details of Partners / Associates	:	
k.	Name of the Contact Person	:	
l.	Mobile Number of contact person	:	
m.	Email id of contact person	:	

5. Application Form For Fire Safety Auditor Employed by the Consultant Firm

(The Consulting Firm should submit this application form for each Individual Auditor employed by them)



a.	Name of the Candidate	
b.	Father's Name	
c.	Date of Birth & Age as on 01.04.2022	
d.	Telephone / Mobile Contact No.	
e.	Email Id.	
f.	Aadhar No.	
g.	PAN No.	
h.	GST No. if any	
i.	Address for Communication	
j.	Permanent Address	

k. Educational Qualifications:

Name of Examination	Year of Passing	Subjects	Board / University / Institution	% of Marks

l. Details of Completion of Station Officer Course and above from National Fire Service College (NFSC) Nagpur or any equivalent organisation:

Sl. No.	Name of the Course / Training	Period	From - To	% of Marks

m. Details of Previous Employment

(Work experience certificate to be enclosed):

Sl. No.	Name of the Organization & Post held	Period	Nature of duties performed

6. Documents to be Submitted by the Consultant Firm

- a. Copy of the last 3 Financial years audited balance sheet / CA certificate / ITRs
- b. Copy of the completion certificate & work order of the completed works
- c. Copy of valid Registration Certificate
- d. Copy of valid GST Registration
- e. Copy of the PAN number of the firm
- f. List of the companies and value of the order where Fire Safety audit was completed during the last 3 years ending on 31.03.2022 to be attached (Annexure – A).
- g. List of registration or empanelment with Govt. / PSU where works completed.
- h. Name & Details of Bank

7. Documents to be Submitted by the Consultant Firm in respect of each Fire Auditor Employed by them.

- a. Self-attested copy of certificate of having passed of minimum Station Officer's Course passed from National Fire Service College (NFSC), Nagpur, or any equivalent organization and experience certificates having minimum 5 years related experience in fire safety in the preceding years (from 01.04.2017 to 31.03.2022)

(OR)

Self-attested copy of the certificate having passed the Graduate of Institution of Fire Engineers (India / UK) or passed BE / B.Tech in Fire Safety Technology in any recognized institutions from any AICTE approved institutions or from any Universities recognized by UGC.

(OR)

Self-attested copy of the Relieving letter / Service certificate, retired as a Fire Officer from SBI / PSB / PSU having above qualifications, provided they are not barred from re-employment in the bank.

- b. Self-attested Copy of the Aadhar card or any Proof of age and Date of birth.

- c. Self-attested Copy of the PAN card.
- d. Physical fitness and medical fitness certificate from Registered Medical Practitioner that the candidate is fit to carry out the works mentioned in the scope of work.
- e. Self attested copy of certificates of educational qualifications
- f. Self-attested copies of Personal details of each Fire Auditor employed by them in the prescribed format mentioned at Page No.10&11.

(Note: Please enclose separate sheets for additional information, photographs, and documents.)

I, duly authorized by M/s (name of the firm / company) in this behalf and hereby certify that all information, particulars, copies of certificates and testimonials submitted in connection with empanelment, are correct and genuine. The firm / company is liable to face appropriate action, as deemed fit by the Bank, in the event of any of the information, particulars, copies of certificates, photograph and testimonials are found not correct and genuine. (Enclose copy of the letter of Authority / Board authorizing the signatory to apply for and on behalf of the firm/company).

Place:

Date:

Signature & Seal of the
Fire Safety Consultant / Firm

ANNEXURE – A

**LIST OF FIRE SAFETY AUDITING WORKS COMPLETED
DURING THE BEST 3 YEARS OUT OF 05 YEARS ENDING 31.03.2022**

Sr. No	Name of the client, Phone Number, email id., and Contact person of the Client	Location of the client premises or building where audit conducted	Type of Occupancy, Classification of buildings, Height of the building & No. of Floors and Floor Area in SFT	Date of Fire safety audit & Fees received

PART – III

A. SCOPE OF WORK

To carry out the Fire Audit at the Branches / Offices of State Bank of India, Chennai Circle in the prescribed format issued by SBI. After completion of Fire Audit of the Branch / Office of SBI, the Fire Auditor should prepare the Fire Audit Report, duly signed by him along with his seal and acknowledged by the Branch Manager along with branch seal, in three copies should submit the audit report to (i) Branch Manager, (ii) Regional Manager of the respective RBO / Office and (iii) Fire Officer (Premises & Estate), LHO, Chennai within five working days.

B. DETAILS TO BE CHECKED DURING CONDUCT OF FIRE AUDIT

1. General House Keeping, Fire Hazardous Areas and suggest remedial measures for any unsafe / hazardous activities / locations if any to be mentioned in the report.
2. Fire Prevention and Protection arrangements of the Branch / Office.
3. Emergency Evacuation Preparedness, Fire Exit etc for high rise buildings.
4. Healthiness / Serviceability / Working condition of the following:
 - a. Fire Extinguishers, type, capacity and suitability with respect to the area to be protected.
 - b. Automatic Fire Alarm System, Smoke / Heat detectors, Panel and its battery condition.
 - c. Fire Hydrant System / Sprinkler system / Riser system / Hose Reel / Fire Hoses and other fire fighting equipment.
 - d. Fire Resistant Doors, Partition walls / electrical wiring / exhaust fans in the UPS battery storage area / Records / Stationery storage room.
 - e. Electrical main supply panels / MCB / ELCB to trip in case of short circuiting / wiring / covers of the panels and junction boxes, etc with respect to fire prevention.
 - f. Diesel Generators, storage of diesel etc.
 - g. Public address system.
 - h. Provision of Signages with respect to General Safety / Electrical Safety / Fire emergency / Emergency Exit etc.
 - i. Location of LPG / Induction stoves in the pantry / canteen
5. Preparedness and Awareness of the bank staff about the location & operation of fire extinguishers, Fire Alarm System and their training needs.
6. Annual Maintenance Contract of Fire Fighting Equipments, Fire Hydrant system and Fire Alarm System

PART – IV

INSTRUCTIONS TO THE APPLICANTS / CONSULTING FIRMS

1. Scope of Empanelment:

Empanelment of Fire Safety Auditors / Consulting Firms For Conducting Online Fire Safety Audit (OLFA) of Branches / Offices of State bank of India in Tamilnadu & Pondicherry.”

2. Auditee Entities: The proposed Fire Safety Audit is to be carried out in the Branches, Administrative offices, Regional offices, BPR outfits, Local Head Office, Learning Centers, Guest Houses, etc. in Tamil Nadu & Pondicherry.

3. Empanelment Period : The empanelment shall be valid for three (3) years from the date of work order, subject to review every year based on satisfactory performance of the individual auditor / firm.

4. Selection Process:

- a. Bank will evaluate the applications for empanelment based on Professional Qualification, Age, Physical fitness and working experience of the applicant.
- b. The short listing of the applications will be done after scrutinizing the given documents for which applicants may be called.
- c. Only short listed applicants would then be invited by the Bank to participate in the tendering process for finalizing the rate for conducting Fire Safety Audit per branch.
- d. The rate shall be in force for a period of three years.
- e. Bank reserves the right to distribute and execute the work at the L1 rate through the L2, L3, etc.. vendors upon their willingness.
- f. Bank reserves the right to allocate any region or branch across TN & Puducherry as per requirement of the bank at the L1 rate.

5. Each page of the empanelment document, scope of work, terms & conditions, etc. shall be signed by the authorized person and cutting or overwriting shall be duly attested by him. The application form & annexures should be filled in all aspects. Partially filled applications may be rejected.

6. Applications received after the due date / time will not be considered. Bank will not be responsible for late receipt due to postal delay, strikes or any other reasons.

7. All the applicants must submit the relevant and sufficient documentary evidence, work completion certificates, work order, etc. meeting the above mentioned eligibility criteria. If necessary, the bank may call for verification of the original documents.

8. The eligibility criteria documents must be accompanied by self-attested copies of the documents following without which the application shall be rejected.
9. The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant to obtain credit opinion from the Bankers and to verify the work executed by them.
10. The applications should be submitted in a sealed ENVELOPE duly marked on the outside as,

“EMPANELMENT OF FIRE SAFETY AUDITORS / CONSULTANTS / FIRMS FOR CONDUCTING ONLINE FIRE SAFETY AUDIT (OLFA) OF OFFICES / BRANCHES IN TAMILNADU & PONDICHERRY.”
11. Firms should have GST registration certificate for their registered office.
12. No preconditions are allowed after awarding the work order. The auditor / firm will carry out the work accordingly. Conditional applications are not acceptable.
13. Bank reserves its right to reject any or all the Applications / Tenders / Quotations without assigning any reasons therefore and the Bank’s decision shall be final and binding on all concerned.
14. No deviation of any kind will be allowed in Empanelment / Tender conditions, Scope of work, Terms & Conditions, Payment Terms, etc. after the tendering process is over.
15. The Applicant / Firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU / Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank.

PART – E

TERMS & CONDITIONS

(FOR INDIVIDUAL AUDITORS AND CONSULTING FIRMS)

1. All the applicants should be equipped with necessary infrastructure in their established Office preferably in Tamilnadu / Puducherry.
2. All the applicants are required to furnish their details of PAN, GST, Certificate of Incorporation, etc. Fire Safety auditors detailed by the firm for audit should furnish the registration details of EPF/ESI for their auditors.
3. The Fire Safety Auditor should be Physically fit to carry out the work mentioned in the scope of work. Medical certificate and Physical Fitness certificate should be submitted from Registered Medical Practitioner that the candidate is fit to carry out the works mentioned in the scope of work.
4. The Firms should forward a letter specifically indicating the Names, Bio-data, Educational qualification & Experience certificate of their personnel who will be conducting the Fire Safety audit. (As mentioned in the application form)
5. Bank reserves the right to reject any persons to be employed by the auditor / firm at the discretion of the Bank. Once the contract is awarded, if they wish to change any of the above personnel, the auditor / firm will inform the Bank in writing and obtain the Bank's prior approval, one week in advance.
6. Decision of Bank regarding interpretation of the empanelment / tender Conditions, Terms & Conditions, Scope of Work, Payment terms, etc. shall be final and binding on the auditor / firm. In case of any dispute between the auditor / firm and the Bank, the Bank shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in Chennai.
7. All the applicants will have to submit their contact details such as valid Email ID, mobile number, Aadhar Card, Identity Card and authorization letter in respect of Auditors employed by the Firms, for verification and necessary coordination with branch.
8. The Fire Safety auditors should be equipped with laptops and a data card for connectivity, by themselves or supplied by the Consultant Firm. The software for Fire Safety audit, in excel or any other soft form will be provided by the bank.
9. The Fire Safety Auditor is eligible to be in the empanelment till the age of 65 years or end of empanelment period whichever is earlier.
10. After completion of Fire Audit of the Branch / Office of SBI, the Fire Auditor should prepare the Fire Audit Report, duly signed by him along with his seal and acknowledged by the Branch Manager along with branch seal, in three copies should submit the audit report to (i) Branch Manger, (ii) Regional Manager of the respective RBO / Office and (iii) Fire Officer (Premises & Estate), LHO, Chennai within five working days through Speed post / Courier or the scan copy of the Fire Audit Report shall be sent through email using his registered email id.
11. Bank reserves the right to distribute the work among the empaneled bidders/firms considering the quantum and nature of work.

12. The fees for conducting the Fire Safety audit shall be fixed by the Bank considering the market trend or may invite competitive bids from the empaneled auditors/firms.
13. Bank reserves the right to allocate any region or branch as per their requirement of Administrative units, RBOs to the Empanelled bidders/ firms even if they have opted for other regions and experience of the auditor.
14. Bank reserves the right to de-panel the Fire Safety auditors / firms at any stage if found to be below par, failure to respond, Non commitment and Non completion of the assigned task as per tender terms and conditions.
15. Bank reserves the right to de-panel the Fire Safety auditors / firms at any stage on administrative reasons / revision of qualifications / without assigning any reasons.
16. Adequate care and safety should be taken by the Fire Safety auditors during the course of conducting Fire Safety Audit.
17. Any damage to the Bank's property, equipment's under testing and measurement during the Fire safety audit will be charged to the Fire safety auditors or Firm.
18. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in Fire Safety aspects and handling of fire safety equipment.
19. The fees quoted must include the cost of local conveyance, transport, lodging, boarding, tools, stationary, men & materials, etc. required for conducting the Fire Safety Audit. Except the auditing fees no other expenditures will be paid. GST will be paid as per the actual.
20. No inconvenience should be caused to staff/customer during working hours. Shut down required if any may be intimated to branch in advance.
21. Payment will be made at the respective Regional Business Offices (R B O) after successful completion and submission of Fire safety audit reports duly acknowledged by the Branch Manager of the audited premises. No advance is payable.
22. If the bank observes that the Auditor has not completed the task up to its satisfaction, Bank reserves the right to ask for re-auditing the premises without any additional payment.
23. **Earnest Money Deposit (EMD):** The auditor / firm shall furnish EMD of Rs 20,000/- in the form of Demand draft or Banker's cheque drawn in favour of State Bank of India, on any Scheduled Bank at the time of submission of competitive rates / tender. No tender shall be considered unless the EMD is so deposited in the required form. No interest shall be paid on this EMD. The EMD of the unsuccessful tenderer shall be refunded soon after the decision to award the contract is taken without interest. The EMD shall stand absolutely forfeited if the tenderer revokes his tender at any time till acceptance by the SBI. The EMD of successful tenderer shall be refunded after 03 years period of Empanelment from date of award of work order.
24. In case, the individual auditor / firm fails to carry out the audit work within the stipulated period, i.e. one month from the date of issuing work order, the Bank shall impose a penalty of Rs.100/- per week till completion of the work.

25. If the applicant / auditor from consulting firm, found medically unfit at a later stage if identified by the Bank, the applicant / auditor of the consulting firm will be terminated from empanelment against suppressing the fact of being medically unfit and the EMD paid by auditor / consulting firm will be forfeited.
26. **Protection of works and property** - The External Auditor (Individuals) and Auditor of the Consultant / Firm shall continuously maintain adequate protection, of all his work from damage and shall protect the SBI's properties from damage or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property or adjacent property to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost.
27. The consulting firm / shall be solely responsible for the application and compliance of Labor Laws, Industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank and compensation for injury and accidents to persons, if engaged by him for the jobs.
28. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Auditor/Consultant/Firm and it shall be the sole responsibility and liability of the Auditor/Consultant/Firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force. The Bank shall have no liability in this regard.
29. All personnel engaged by the Auditor/Consultant/Firm will be on the payrolls of the Auditor/Consultant/Firm and there will be no Employee and Employer relationship between the personnel engaged by the auditor/consultant/firm and the Bank.
30. The Auditor/Consultant/Firm will not sub-contract or permit any other person to perform any of the work.
31. The Auditors shall not be allowed to stay / reside at Bank's premises.
32. The Auditors should be able to communicate in Tamil and English Languages.
33. The Auditor/Consultant/Firm shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his employees engaged for the Services.
34. The Auditor/Consultant/Firm shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.
35. The Bank shall not be liable for any compensation in case of any fatal injury / death caused to the auditor /consultant firm's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The Auditor/Consultant/Firm shall alone be fully responsible for safety and security & insurance or life insurance of their personnel.

36. In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
37. The Consultant Firm should issue a valid Company Identity cards to all their staff personnel who will be providing services to the consulting firm under this contract.
38. The Auditor/Consultant/Firm shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, first-aid box, etc. are being used by their personnel while carrying out works.
39. The Auditors / Technicians shall report to the Security while entering & exiting the premises. All personnel of auditor/consultant/firm will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.
40. The Auditor/Consultant/Firm undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc if any as aforesaid.
41. **Force Majeure** - Neither party shall be liable for delay in performing obligations nor failure due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.
42. **Local Laws, Acts, Regulations** - The auditor / consulting firm shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project, including but not limited to the following:
 - i) Minimum Wages Act, 1948 (Amended)
 - ii) Payment of Wages Act 1936 (Amended)
 - iii) Workmen's Compensation Act 1923 (Amended)
 - iv) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
 - v) Apprentice Act 1961 (Amended)
 - vi) Industrial Employment (Standing Order) Act 1946 (Amended)
 - vii) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
 - viii) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendments thereof
43. **Applicable Law** - The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at **Chennai**.

DECLARATION

(To be furnished in the letter head of organization)

To
Assistant General Manager (Premises & Estate),
State Bank of India,
Premises & Estate Department,
4th Floor, Local Head Office, 16, College Lane,
Nungambakkam, Chennai-600 006

Dear Sir,

EMPANELMENT OF FIRE SAFETY AUDITORS / CONSULTANTS / FIRMS FOR CONDUCTING ONLINE FIRE SAFETY AUDIT (OLFSA) OF OFFICES / BRANCHES IN TAMILNADU & PONDICHERRY

I / We have read the NIA, Empanelment Terms & Conditions, Eligibility criteria, Instructions, Scope of Work, Fire Safety Audit format, etc. and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and State Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

1. I / We agree that the decision of the Bank in selection of auditors/consultant/firms, distribution of the work, fixing the auditing charges and award of work will be final and binding to me / us.
2. All the information furnished by me is correct to the best of my knowledge and belief.
3. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
4. I / We agree that I / We have not applied in the name of sister concern for the subject project.
5. I / We give undertaking that I / We have not been blacklisted/penalized by any of the companies at any instance for the similar type of works.

Place:

Date:

Signature & Seal of the
Fire Safety Consultant / Firm

FORM FOR CONDUCTING ONLINE FIRE SAFETY AUDIT

Audit Date	Branch Code	Name of Branch		
Name of Auditor		License No.		
Branch Manager's Name PF No. Mobile No. and mail id				
Controller-1's Name PF No. Mobile No. and mail id				
Controller-2's Name D.G.M PF No. and mail id				
Branch Address : Door No.: Street :				
District :		Pin No.:	Telephone No. with STD:	
No. of Floors (B+G+U) :	Carpet Area :	Sft	Building Type : Owned <input type="checkbox"/> Rented <input type="checkbox"/>	
Classification of Building		High Rise <input type="checkbox"/>	High Rise Mixed <input type="checkbox"/>	Low Rise <input type="checkbox"/> Low Rise Mixed <input type="checkbox"/>
Elec.Load Kw	Date of Last Fire Incident :	Date of Last Electrical Audit :		
A FIRE PREVENTION MEASURES				
1	All Old disposable records, broken furniture etc accumulated at the premises have been cleaned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	Combustible leaf litter/waste papers etc in and around the branch is removed/cleaned periodically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Stationery / Records kept in the System Room / UPS Room	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4	Storage racks in Stationery / Record Room kept at a safe distance of 3 ft from electrical points (lights & fans) junction boxes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5	In the Pantry / canteen, commercial LPG is used	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B SERVER AND UPS ROOM				
1	a) Server room walls have brickwork and plaster finishing / other fire resistant materials extended up to ceiling with fire resistant door	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	b) Does the Server Room have dual AC units engaged with switch over timer with independent circuit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	a) UPS room walls have brickwork and plaster finishing / other fire-resistant material and extended up to ceiling with fire resistant door?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	b)Whether Exhaust fan installed in UPS Room	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
C ELECTRICAL SAFETY				
1	Main Supply Switch to entire branch has been marked and known to Security Guards / Staff	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	(a) Are electrical wires properly covered / insulated to prevent exposure of wires?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(b) Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(c) Are electrical covers in place for junction boxes, outlets, and panel boards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Power supply to Record / Stationary room is made through Plug and Socket arrangement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4	Water accumulation / seepage in the premises and piping on electrical gadgets	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

D FIRE PROTECTION / FIRE EXTINGUISHERS AND FIRE ALARM SYSTEM			
1	Are fire extinguishers available in the following work area and clearly marked and accessible?		
	(a) System / Server / UPS Room : Co2 (3kg /4.5kg/other Co2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(b) Banking Hall : Water Co2 / ABC / DCP Type	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(c) Stationary Room : Water / Co2 Type	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Are Fire Extinguishers mentioned in Col D1 refilled and inspected regularly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	During refilling, was it operated by the occupants of the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(a) If Yes Service /Demonstration Certificate Available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, mention date of demonstration certificate		
4	Does the site have automatic Fire Detection & Alarm system with autodialer with working condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E D G SET / GENERATOR			
1	Generator is placed inside the premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not Applicable <input type="checkbox"/>	
2	Fuel for the Generator Set is stored in closed container and placed at a safe location	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	At least two 6 kg ABC or Co2 3 / 4.5 kg capacity fire extinguisher is placed near the Generator	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F TRAINING AND AWARENESS			
1	Does the branch Guards/ other Staff know the operation of Fire Alarm system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Does the branch Guards / other Staff / AMC Vendor are carrying out testing of the Fire Alarm by giving smoke to all the smoke detectors installed in the premises.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Such tests are being recorded in Security Information Register	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	All branch staff are conversant with the location and operation of fire extinguishers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
G FIRE EXITS AND EVACUATION			
1	Are emergency exit doors clearly marked and evacuation routes clearly marked with autoglow signages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
H CONTROLS IN PLACE / PRACTICED FOR HIGH RISE BUILDINGS			
1	Does the site have a written emergency preparedness plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Where lift is available a cautionary notice IN CASE OF FIRE, DO NOT USE LIFT, USE STAIRCASE ONLY has been displayed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not Applicable <input type="checkbox"/>	
3	Are the Floor Marshals nominated and aware of their duties and responsibilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Does the site have a Fire Hydrant System installed and is in working condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Does the site have automatic sprinklers and is in working condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not Applicable <input type="checkbox"/>	
6	Does the site have trained fire personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Does the site have a functional Public Address (PA) System for notifying personnel to evacuate the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FIRE OFFICER / AUDITOR REMARKS:			
Signature and Seal of External Auditor Date:		Signature and Seal of Branch Manager Date:	

Inventory of Fire Extinguishers

(Co2 – 2kg / 3kg/4.5kg / 9kg /22.5 kg)
(DCP or ABC 2kg / 4kg / 5 kg / 6kg / 10kg)
(Water 9 Lt / 45 Lt, Foam 9 Lt)

S.No.	Type	Capacity	Qty	Date of Refilling
1				
2				
3				
4				
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