



RFP Ref. No. FIRE AUDIT/2023-24/01

DATED 16.01.2024

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF FIRE SAFETY
AUDITORS/FIRE SAFETY CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY
AUDIT OF BANK BRANCHES/PREMISES LOCATED IN THE STATE OF BIHAR
AND JHARKHAND**

TO BE SUBMITTED

ON OR BEFORE 1500 HRS ON 06.02.2024

ADDRESS FOR COMMUNICATION

**Asst General Manager (P & E),
State Bank of India,
Premises & Estate Department, Local Head Office,
West Gandhi Maidan, Patna – 800 001
Tel Ph: - (0612) – 2209020
E mail – fo.lhopat@sbi.co.in**



State Bank of India, Local Head Office, West Gandhi Maidan, Patna invites Expression of Interest (EOI) for empanelment of **Fire Safety Auditors / Consultants** for conducting fire safety Audit of approximately **1600** Branches/Offices located in Rural, Semi-Urban and Urban areas of the State of Bihar and Jharkhand. The total no of branches and offices mentioned are **tentative** and may vary. The fire safety audit work shall be strictly as per the format and guidelines of the bank. Interested eligible Individuals / Firms may submit their applications in the prescribed Application **Form-I & II respectively**, available on working days in the office of the undersigned during Office hours from **16/01/2024 to 06/02/2024 up to 1500 hrs**. The **existing empanelled Fire Safety Auditors / Consultants on the Bank's panels are required to apply afresh**. The Application tender documents can also be downloaded from the Bank's web-site www.sbi.co.in under procurement news (LINK: <https://bank.sbi> or <http://www.sbi.co.in/web/sbi-in-the-news/procurement-news>) from **16/01/2024 to 06/02/2024**.

A. APPENDIX FOR GENERAL INFORMATION:

a)	Name of the work	Fire Safety Audit of the Branches / Offices of State Bank of India located in Rural, Semi-Urban and Urban areas of the State Bihar and Jharkhand and submit the report as per Bank's standard format and explicit instructions.
b)	Availability of application on SBI website i.e. www.sbi.co.in	16/01/2024 to 06/02/2024
c)	Last date and Time of Submission of EOI application.	On or before 6th February, 2024 up to 1500 hrs
d)	Place & Address for submission of EOI.	Asst General Manager (P & E), State Bank of India, Premises & Estate Department, Local Head Office, West Gandhi Maidan, Patna – 800 001
e)	Contact details of Concerned Officials for any clarification.	Asst General Manager (P & E), Fire Officer - (0612) - 2209020 E mail - fo.lhopat@sbi.co.in
f)	Date, Time and Place of opening of tenders.	06.02.2024 by 1600 hrs , in the office of Asst General Manager (P & E), , State Bank of India, Premises & Estate Department, Local Head Office, West Gandhi Maidan, Patna – 800 001. <i>Note: - 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.</i>



g)	Validity of empanelment list.	The panel shall be valid for a period of (03) Three Years from the date of intimation letter to the short listed auditors/consultant firms which may be extended or curtailed at the sole discretion of the Bank. The panel of the auditors may be reviewed if the qualification is amended by the bank.
h)	Earnest Money Deposit (EMD).	Rs 5000/- (Rupees five thousand only) by way of demand draft favoring State Bank of India (SBI) payable at Patna should be enclosed in the cover containing Technical Bid. Those offers in which the technical bid does not contain EMD will be summarily rejected .
i)	Security Deposit.	The successful tenderer has to submit Bank Guarantee /Security Deposit of 5 % of the contract value from a scheduled bank other than State Bank of India. The Security deposit will be released only on successful completion of the project.
j)	Terms of payment of Bills.	After receiving of the satisfactory Fire Audit reports as prescribed, scrutinized and endorsed by the Fire Officer, LHO, Patna. No advance payment will be made by the Bank.
k)	Taxes.	Taxes as applicable would be paid extra.
l)	Electronic Payment.	Electronic payment shall be preferred.

B. QUALIFICATIONS:

a) Qualification for Fire Auditors:

i. 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

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

OR

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

AND

iv. Maximum age should be less than **65 years** only as on **06.02.2024** and medically fit to undertake the task (medical fitness certificate to be enclosed).

b. Qualification for Fire Consulting Firms:

i. Should have an average annual turnover of not less than **Rs. 23 lakhs** during the best 3 years, out of 05 years ending on 31st March 2023 i.e. 2020-21, 2021-22 & 2022-23 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 along with copies of the last 03 years Income Tax returns. List of the technical staff with their qualification certificates in respect of Fire Safety should only be enclosed.

ii. Fire auditors detailed by the firm for fire audit in SBI should have qualification as mentioned **at Para B (a) above**. The firm shall submit the certificates to this effect to the auditors detailed by them, on their company letter head, duly verified and countersigned by the Fire Officer of the Circle.

c. Experience of Fire Consulting Firms & Auditors in the field of Fire Safety Audit:

i. The Firm/agency should have **minimum 05 years experience** to carry out the fire audit work at reputed organizations such as PSU / Nationalized Banks/ Large Pvt. Sector / Institutions etc. The details of the work carried out in last 05 years by the firms should be enclosed as **Annexure-A**.

ii. The firm should have conducted Fire Safety Audit of **minimum 01 - establishment which should be occupied by a Govt. Deptt or Public Sector Undertaking or any recognized institution/college etc**. Related work order and its completion certificate should be enclosed as **Annexure-B**.

iii. **Registration with State Government:** *The Firm should be registered with any State Government. The firms in the approved list of vendors of State Fire Brigade* to carryout Fire Audit of office/buildings shall be preferred. Copy enclosed as **Annexure-C**.

iv. It should be **registered in India under the Indian Companies Act of 1956** or any other act as applicable. Please enclose certificates or affidavit of ownership in case of proprietorship as **Annexure-D**.

v. The Firm/agency should have all statutory registrations like IGST, GST, and PAN etc as applicable. Copy of the registration certification enclosed as **Annexure-E**.

vi. The applicant i.e both firm & individual Auditors should have an **established office** with technical personnel in the **State of Bihar or Jharkhand or both** for providing services in the bank branches/offices. Registration certificate under Shops & Establishment act in the state of Bihar or Jharkhand or both is mandatory as on date of publication of tender notice. Documentary proof of shop & establishment certificate is to be enclosed as **Annexure-F**.

vii. The Firms should comply with all the labour Laws, Rules and Regulation of State and Central Government.

viii. The Firms **should be in operating profit during the past 03 years**. Please attach Profit & Loss statement and turnover certificate duly certified by a Chartered Accountant as **Annexure-G**. In the absence of certificates, the EOI application submitted will be summarily rejected. No other documents are required to be attached. Additional supporting documents if required would be asked for, subsequently.

ix. The short listing of firms/agencies will be done after scrutinizing and verification of the documents, work carried out / experiences /site visit etc.

Note: -

i. The Fire auditors should have their own laptop and data card for submission of soft copies of the audit reports to the concerned entities. No charges in this regard will be payable by the bank.

ii. The Fire Safety Auditors are required to furnish their PAN Number, Aadhar card, registration details etc.

iii. The Bank may reject incomplete or applications received after due date and time and also reserves it's right to cancel empanelment by giving a notice of **one month** without assigning any reasons.

iv. The successful Fire Auditors / Fire Consulting Firms preferably should have their account in State Bank of India, the detail of which shall be furnished at the time of carrying out tendering process. Successful Fire Auditors / Fire Consulting Firms shall open an account in SBI, **if not having already**.

v. The Bank reserves the right through the **Bank's Fire Officer** to make changes in method and specifications of work within the overall framework of the terms and conditions.

C. INSTRUCTIONS & GENERAL TERMS & CONDITIONS:

- 1) Only those Agencies/Firms/individual auditors who fulfill the eligibility criteria **may apply on the prescribed format** as per Form **-I & Form-II**. The application shall be filled in English and it should be accompanied by copies of technical Qualification and work experience in the relevant field duly signed and stamped on each page. Duly filled application shall be submitted in a **sealed envelope** with the name and complete address of the applicant on the cover and clearly marked as **“Application for Empanelment of Fire Safety Auditors / Consultant to Conduct Fire Safety Audit in SBI Patna Circle”** on or before **06.02.2024 up to 1500 hrs** at the address given as under .



**“Asst General Manager (P&E),
State Bank of India,
Premises & Estate Department, Local Head Office,
West Gandhi Maidan, Patna – 800 001”**

Note: Applications received after 1500 hrs shall not be considered. Bank will also not be responsible for any postal delay.

- 2) The tender envelop/technical Bid (instructions, terms & conditions, specifications, brochures, copies of the certificates/work orders etc) should be accompanied with EMD by way of **Demand Draft of Rs 5,000/-** (Rupees Five Thousand only) in favor of State Bank of India, payable at Patna **as a refundable ‘Participation Fees’**.
- 3) The **firms/individual auditors** who qualify in the technical bid **will only be asked** for submission of price bid. The format of price bid and the date of submitting financial/price bid will be intimated to **all the successful bidders through letter or e-mail**. The date of opening of financial/price bid will be intimated to the successful bidders through e-mail or letter.
- 4) Name, e-mail, communication address of the company with telephone number (s) of the contact person also must be clearly stated on the envelopes for easy & correct identification and contact.
- 5) It is hereby clarified that the Bid/ response to the tender should be submitted in the exact format given herein without making any changes/alterations to the tender document. Any change/alteration made to the tender document by the participant would make his Bid/ response to the **tender void** and the same shall be liable to be rejected by the Bank without further going into the merits of the tender. It is also clarified that in case of any difference/change between Bid/response to the tender document submitted by the participant and the tender document issued and published by the Bank, the tender document of the Bank would be considered as authentic and binding on the participant and in such case the bid submitted by the bidder shall be liable to be rejected at the sole discretion of the Bank.
- 6) **Availability and Submission of Proposal:** The tender document can be down loaded from the Bank's procurement website <http://www.sbi.co.in> or <https://bank.sbi>. Tender document can also be collected from office of the **Asst General Manager (P & E), State Bank of India, Premises & Estate Department, Local Head Office, West Gandhi Maidan, Patna – 800 001** on all working days from 11 AM to 4 PM till the last date of submission of the tender.
- 7) No proposals will be accepted after the last date & time of submission of the tenders.

- 8) **Amendment:** At any time before the last date and time for submission of response to the tender, the Bank may, for any reason, modify the tender document, by a notice that would be displayed on Bank's Website www.sbi.co.in; the Bank would make no other intimation in this regard. It would be the sole responsibility of the firm to submit bid / proposal incorporating amendments, if any.
- 9) **Disclaimer:** The tender would bind neither the Bank in any contract nor in an offer of an assignment/contract. The Bank reserves the right to accept any bid/ proposal or reject any or all the bids/ proposals received in response to the tender and to cancel the entire process at any time prior to award of the assignment/contract, without thereby incurring any liability to the affected respondent/s. The Bank shall not be bound to offer any reasons for such acceptance/ rejection nor shall entertain any correspondence with the rejected respondents in this matter. The Bank **reserves the right to cancel the empanelment process** altogether at any time for any reason whatsoever at its sole discretion and no participant shall challenge the decision of the Bank.
- 10) The bidding would be carried out as per the Technical Bid and other terms & conditions.
- 11) Bank may reject the bid outright in case the required documents as mentioned in the Request for Proposal are not found enclosed.
- 12) All Annexure must be clearly mentioned as Annexure -A, Annexure -B and Annexure -C etc., should be sequentially **attached, and flagged neatly.**
- 13) Bidder should not submit documents which are not asked for, such as additional work orders Company profile etc shall not be appreciated.
- 14) The panel will be valid for an initial period of **03 Yrs** or up to **65 yrs of age** (Whichever is earlier), as the case be, from the date of intimation letter to the short listed applicants which may be extended or curtailed at the sole discretion of the Bank.
- 15) The list of technical qualified staff along with the qualification certificates as mentioned above **Para B (a)** with contact addresses, telephone numbers, email id etc should be enclosed.
- 16) Conditional tenders received will not be acceptable. It will be summarily rejected.

D. OTHER TERMS AND CONDITIONS

- 1). The fire safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the safety audit **at their own cost**. All the rates quoted **against each category 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 / consultant.
- 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.
- 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 fresh auditing of 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/audit, the audit should be stopped immediately and be reported 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.
- 16). 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.
- 17). The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of SBI and shall fulfill best auditing practices in the Bank.
- 18). In case of any dispute, the procedure (**under Arbitration Act**) as laid down in documents, will be taken recourse to. **The courts at Patna shall alone have jurisdiction in this regard.**
- 19). The Fire Auditors / Fire Consulting Firms shall maintain 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.
- 20). 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.
- 21). *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. SCOPE OF WORK FOR FIRE SAFETY AUDIT

1. Fire Safety Audit of the branches/offices shall be carried out as per the prescribed format provided by the bank. Two copies of the reports shall be prepared with signature/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 along with the bills to be paid. **Once the audit reports/bills are verified by the Fire Officer these may be paid centrally or may be forwarded to the LHO/AOs/RBOs for payment and compliance.**
 - c).The bank can ask for additional copies if required.

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 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 Fire fighting Installation of building (e.g. Hydrant, wet riser, sprinkler, hose reel hose etc.).
- 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 ups room (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 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 installed.
- p). Testing should be done appropriately with help of internal team of the Bank staff.
- q). Verification of occupants' response to FIRES, and their capacity to handle FIRE.
- r). Review of Escape Routes and Signage etc.
- s). Review of Occupants' knowledge on the use of Fire extinguishers.
- t). 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. Whether MCCB/MCB/ELCB are provided and apparently in order.
- ii. 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.
- iii. Are electrical wires properly covered /insulated to prevent short circuiting etc.? Are wires properly attached to fixtures, plugs, circuit breakers, and other equipments?
- iv. Are electrical covers in place for junction boxes Outlets and panel boards?

F. THE SHORTLISTING PEOCEDURE AND TERMS AND CONDITIONS:

- 1) Sealed envelope containing EOI application & documents with the name and complete address of the applicant on the cover and clearly marked as “**Application for Empanelment of Fire Safety Auditors / Consultants to Conduct Fire Safety Audit in SBI Patna Circle**” received up to 1500 Hrs as on scheduled date will be opened at 16.00 hrs, in the presence of the committee members. The bidders / their representatives may be present at the time of opening of the Technical bid. *No separate intimation will be sent to the bidders for deputing their representatives.* The EOI will be evaluated and those who are found eligible will be short listed as per eligibility criteria.
- 2) The firms/ Individual auditors who qualify in the technical bid will only be **invited for the pre price bid meeting** and subsequently, the format of price bid tender documents will be issued to them. The date of submission & opening of the financial/price bid will be intimated to all the successful bidders through letter/e-mail.
- 3) The price bids shall be open in presence of the committee members and the bidders who attend for finalizing the rates.
- 4) Rate-Contract will be valid for 36 months from the date of the issuance of work order. No price hike shall be permitted during this period. The rates may be reviewed on the basis of market trend.
- 5) The work shall be distributed amongst six bidders in the descending order at L-1 rates in the ratio of **L1- 24 % , L2- 21 % , L3- 18%, L4-15 % , L5 – 12 % and L6- 10 %** provided Firms at L-2, L-3 and so on are willing to accept L-1 rates. In case L-2 /L-3 or any other bidder is not willing to accept work at L-1 rates, the non-accepting bidder(s) shall not be considered for allotment and the ranking of the other bidders shall be arranged accordingly for the purpose of the allotment of work. In case, the eligible bidders are less than six, then the work shall be distributed proportionately in the descending order of the ranking decided by the bank.



- 6) It will be mandatory to accept work of Regions comprising of urban semi urban as well as rural branches and also Bank has a 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, the L-1 Firm will be required to undertake the work of all Zones, failing which penalty clause of forfeiture of Security Deposit will be invoked.**
- 8) In case any firm/contractor 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 empanelled firm/contractors 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 Empanelled Auditors at the L-1 rate.
- 10) Bank reserves the right **to delist** the Fire Safety Auditor/firms at any stage **in the event of his 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 is amended as mentioned in the qualification criteria Para (a) as above.**

G. EXECUTION OF CONTRACT / TRANSFER AND SUBLITTING:

- a) The Agencies/Firms shall be solely responsible for the execution of the contract and the whole contract is to be executed to the entire satisfaction of the Bank.
- b) The Contractor shall not sublet, transfer, assign or otherwise part with the contract to any person, firm or company directly or indirectly, or any part thereof.
- c) In case of any deviation of the said instructions is detected / observed during the currency of the contract the said auditor/firm/agency would be liable to be de-listed/de empanelled from the bank.

H. PERFORMANCE GUARANTEE DEPOSIT & PENALTY:

- a) In case, the firm fails to carry out the audit work within the stipulated time frame 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.



- b) Bank Guarantee (Security Deposit) of **05 % of total work value** shall be deposited with the Bank till completion of the allotted work from the date of awarding the contract. In case firms fail to carry out the Audit work, the bank reserves the right **to cancel the whole contract, partially or fully and forfeit the Security deposit and** allot/award the contract to any other firm at the sole discretion **of the bank**.
- c) This penalty shall not apply in case of delays caused by so called acts of God / Riots/ Bandhs / Civil Disturbances etc. or other similar causes **to the satisfaction** of the bank.

I. MODE OF PAYMENT:

- a) The bills shall be paid by the LHO or respective Administrative Offices / Regional Business Offices (RBOs), **after receiving the satisfactory audit reports, scrutinized and endorsed by the Fire Officer** at LHO Patna.
- b) **No advance payment will be made by the Bank.**
- c) Taxes shall be paid extra as applicable.



(On letter head)

ANNEXURE-I

Ref, No.

Date:

Asst General Manager (P&E)

State Bank of India,

Premises & Estate Department,

Local Head Office, Patna – 800 001

Dear Sir,

**APPLICATION FOR THE FIRE SAFETY AUDITOR/CONSULTANTS TO CONDUCT
FIRE SAFETY AUDIT OF BRANCHES/OFFICES OF STATE BANK OF INDIA,
PATNA CIRCLE**

With reference to your letter No.dated for the captioned subject.

We enclose herewith our Bio-data as per the enclosed format (Form-I/II) along with Xerox copies of supporting documents duly signed and stamped by undersigned on each page along with EMD by way demand draft for Rs. 5000/- (Rupees Five Thousand only) **as a refundable participation fees.**

2. I/We are agreeable to the terms and conditions and to submit Security Deposit in the form of Bank guarantee of **05 % of total value of work order** to the State Bank of India, payable at Patna, in case of our firm is shortlisted.

4. I clearly understand and undertake that if the qualification of Fire Safety Auditors will change by the Bank in future, our eligibility shall be reviewed for the qualified list of the panel.

5. I clearly understand & undertake that Bank is not bound to accept my application and Bank's decision in this regard will be full and final and binding on me.

Thank you,

Yours faithfully,

(Signature of applicant)

(Seal)



Form-1

**APPLICATION FOR FIRE SAFETY AUDITOR OF FIRE SAFETY AUDIT OF SBI,
BRANCHES/OFFICES IN PATNA CIRCLE**

(Please fill in English only, strike-off whichever is not applicable)

S.NO.	DESCRIPTION	PARTICULARS	Proof details to be enclosed with proper flags
1.	Name		
2.	Date of Birth (address proof enclosed)		
3.	Age as on 06.02/2024		
4.	Full Postal Address		
5.	a. PAN(copy enclosed) b. GST c. IGST		
6.	Contact Details: i. Phone No. with STD code, ii. Mobile No. iii. FAX No. & iv. E-mail address		
7.	Postal Address of sub offices if any in State of Bihar & Jharkhand and Phone / Fax/Mobile Numbers, & E-mail address	1.	
		2.	
8.	Details of registration – With State Govt., like under Shop & Establishment Act or any other. Name of the registering authority, date and registration number.		



9.	Details of registration / empanelment with different Organizations such as State Govt. /CPWD / PWD / ONGC / PSU / Nationalized Banks / Reputed establishments etc. if so, in which class and since when? (enclose documentary proof)	Yes/No	
10.	Numbers of years of experience in this field.		
11.	Whether last three years IT return filed (Please enclose copies of IT return for the year 2020-21,2021-22 & 2022-23 as Enclosure)		
12.	Membership in other Professional Association (if any) (with documentary proof):	Yes/No	
13.	Other Training / Certification / Experience With documentary proof)	Yes/No	
14.	Please mentions whether your any relative(s) is (are) working in the State Bank of India with Name, relationship, address & present posting etc.		

15. Education /professional Qualifications:

S.No.	Class	Year of passing	subjects	Examination passed from Board / University	% marks
i.					
ii.					
iii.					
iv.					
v.					

16. Experience Copies of the work experience certificates to be enclosed)

S. No	Post held	Name of Organization	From	To	Nature of Duties performed
i.					
ii.					
iii.					
iv.					



17. Details of fire safety audit works carried out during last five years by the Auditor:

S. No.	Name of the work (only in fire safety audit related)	Organization & Place	Year of Execution	Name of the Authority under whom work is executed with their address and contact numbers
i.				
ii.				
iii.				
iv.				

I / We have read and understood the Expression of interest letter and this application form along with enclosures and my / our firm full fills the eligibility criteria for fire consultants.

I / We hereby confirm and certify that the information given above is correct & true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I / We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully, and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I / We also understand that partly / wrongly filled application and / or applications not on prescribed Pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitles us to be necessarily enlisted / pre-qualified by the Bank and Bank reserves its right to reject all and / or any application without assigning any reason whatsoever.

PLACE:

SIGNATURE

DATE:



HECK LIST FOR INDIVIDUAL AUDITOR/FORM-I

Name of the Auditor:

S. NO.	Particulars of the documents Enclosed	Enclosed as	SUBMITTED (Yes-Y / No-N)
1.	Covering letter	Enclosure A. (ANNEXURE-I)	
2.	DD of Rs. 5000/-	Participation fees	
3.	Application (Form-I)	Enclosure B. (Form-1, as applicable)	
4.	Age proof certificate	Enclosure C Age proof certificate	
5.	Copy of the PAN no.	Enclosure D	
6.	Copy of the address proof	Enclosure E	
7.	Number of experiences in this field	Enclosure-F	
8.	Certificates of qualifications	Enclosure G	
9.	IT returns (2020-21 ,2021-22 & 2022-23)	Enclosure H	
10.	Medical fitness certificate to undertake the task	Enclosure I	
11.	Documentary proof of empanelment with other org.	Enclosure J	
12.	Details of registration under Shop & Establishment Act of Bihar or Jharkhand.	Enclosure K	
13.	Details of the fire audit work carried out	Enclosure L	
14.	Undertaking letter that he is not barred from re-employment in the Bank (applicable for retired SBI Fos)	Enclosure M	

Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 14 in the given order.

(Authorized signatory)

Date:

Place:

SEAL



Form-II

**APPLICATION FOR FIRE SAFETY CONSULTANTS/FIRMS OF FIRE SAFETY
AUDIT OF SBI, BRANCHES/OFFICES IN PATNA CIRCLE**

(Please fill in English only strike-off whichever is not applicable)

S.NO.	DESCRIPTION	PARTICULARS	Proof details to be enclosed with proper flags
1.	a. Name of the Firm/Agency		
	b. Full Postal Address of the Firm		
	c. Contact Details: i. Phone No. with STD code, ii. Mobile No. iii. FAX No. & iv. E-mail address		
2.	Postal Address of office or sub offices in State of Bihar or Jharkhand and Phone / Fax/Mobile Numbers, & E-mail address	1.	
		2.	
3.	Year of Establishment of Firm (enclose documentary proof as enclosure- A)		
4.	Constitution of firm, (enclose documentary proof as Enclosure- B)	Partnership/Sole Proprietor / Private Ltd. / Any other (please specify with support documents)	
5.	Name (s) of authorized signatory with designation.		
6.	Details of registration – whether partnership firm, company etc. Name of the registering authority, date and registration number (enclose documentary proof as Enclosure-C)		



	Details of registration / empanelment with different Organizations such as State Govt./CPWD / PWD / ONGC / PSU / Nationalized Banks / Reputed Establishments etc. if so, in which class and since when? (enclose documentary proof as Enclosure- D)	Yes/No	
7.	Numbers of years of experience in this field.		
8.	Yearly profit of the Firm during last three financial years ending march 2020-21, 2021-22 & 2022-23 and furnish chartered accountant's certificate only as Enclosure – E)	2020-21 = Rs. 2021-22 = Rs. 2022-23 = Rs. Average = Rs.	
9.	Banking Details a) Banker's Name: b) Full Postal Address: c) Telephone No.: d) Account No.: e) Type of Account:		
10.	PAN No, GST,IGST (Enclosure- F)		
11.	Whether Registered with Tax Department, If Yes, GSTs Nos. (enclose as Enclosure- G)		
12.	Whether last three years IT return filed (Please enclose copies of IT return for the year 2020-21,2021-22 & 2022-23 as Enclosure- H)	Yes/No	
13.	Details of registration under Shop & Establishment Act of Bihar or Jharkhand or both the States.	Yes/No	
14.	Details of Fire Safety Audit works carried out during last five years AND List of Clients whose work has been undertaken (proof of work order as well as completion certificate to be attached)	(as per attached format – Annexure-II)	



15.	Name and qualification of Technical personnel / Fire Engineers (enclosure-J) (With documentary proof)		
16.	Membership in other Professional Association (if any) (With documentary proof):		
17.	Other Training / Certification / Experience With documentary proof)		
18.	Please mentions whether your any relative(s) is (are) working in the State Bank of India with Name, relationship, address & present posting etc.		

I / We have read and understood the Expression of interest letter and this application form along with enclosures and my / our firm full fills the eligibility criteria for fire consultants.

I / We hereby confirm and certify that the information given above is correct & true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I / We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully, and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I / We also understand that partly / wrongly filled application and / or applications not on prescribed Pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitles us to be necessarily enlisted / pre-qualified by the Bank and Bank reserves its right to reject all and / or any application without assigning any reason whatsoever.

Seal of the Firm
Place/Date:

(Signature of Authorized Signatory)
(Name:



ANNEXURE-II

**DETAILS OF FIRE SAFETY AUDIT WORKS CARRIED OUT DURING
LAST FIVE YEARS BY THE *FIRM/AGENCY***

S. No.	Name of the work (only in fire safety related)	Organization & Place	Year of Execution	Name of the Authority under whom work is executed with their address and contact numbers
i.				
ii.				
iii.				
iv.				

Note: Please enclose supporting documents (i.e. work order / certificates) of work experience issued by the client.

(Authorized signatory)

Date:

Place:

SEAL



CHECK LIST FOR CONSULTANCY FIRM/FORM-II

Name of the Firm/Establishment:

SL. NO.	Particulars of the documents Enclosed	Enclosed as	SUBMITTED (Yes-Y / No-N)
1.	Covering letter	Enclosure A (Annexure-I)	
2.	DD of Rs 5000/-	Participation fees	
3.	Application (Form-II)	Enclosure B (Form-II, as applicable)	
4.	Year of establishments	Enclosure C	
5.	Constitution of Firm	Enclosure D	
6.	Registration of company	Enclosure E	
7.	Documentary proof of empanelment with other org.	Enclosure F	
8.	Yearly turnover of the firms last three years audited	Enclosure G	
9.	Copy of the PAN no.	Enclosure H	
10.	Whether registered with sale tax deptt. GSTs etc. IF YES	Enclosure I	
11.	IT returns (ITR certificate enclosed)	Enclosure J	
12.	Registration certificate with the State Govt.	Enclosure K	
13.	Details of registration under Shop & Establishment Act of Bihar or Jharkhand.	Enclosure L	
14.	List of the fire professionals and their proof of qualifications	Enclosure M	
15.	Details of the major fire safety audit work carried out from last 5 years including min 01- Govt. Org or PSU or recognized Institution as Annexure-II.	Enclosure N	

Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 15 in the given order.

(Authorized signatory)

SEAL

Date:

Place:

SEAL & SIGN