



**EMPANELMENT OF EXTERNAL FIRE AUDITORS
/CONSULTING FIRMS**

STATE BANK OF INDIA, HYDERABAD CIRCLE
INVITES APPLICATION

FOR

EMPANELMENT OF EXTERNAL FIRE AUDITORS/CONSULTING FIRMS FOR
CONDUCTING FIRE SAFETY AUDIT(FSA) OF SBI BRANCHES
/OFFICES IN HYDERABAD CIRCLE.

Note: Auditors/Firm should possess valid digital signature for rate tender participation

NOTICE INVITING APPLICATIONS

State Bank of India invites applications for Empanelment for conducting Fire Safety Audit at branches/offices across Hyderabad Circle (State of Telangana) from qualified External Fire Auditors/Consulting Firms.

1	Name of the work	EMPANELMENT OF EXTERNAL FIRE AUDITORS / CONSULTING FIRMS FOR CONDUCTING FIRE SAFETY AUDIT (FSA) OF SBI BRANCHES/OFFICES IN HYDERABAD CIRCLE
2	Category of the Branches	Branches shall be categorized into 2 categories given below: Category 1: Branches plinth area up to 3000 sq. ft Category 2: Branches plinth area above 3000 sq. ft
3	Date and time where application forms are available	Available from 01.05.2024 to 21.05.2024 At website www.sbi.co.in in news<procurement news.
4	Time and last date of submission of applications	Up to 3.00 PM on 21.05.2024
5	Place, time & Address for submission of application/contact person/telephone no/e mail address	Up to 3.00 PM on 21.05.2024 At address: The Assistant General Manager (P&E) State Bank of India Premises & Estate Department 3 rd Floor, SBI Hyderabad LHO , Bank Street, Koti. Hyderabad- 500001 Ph no. 040- 23466100/Mob 8129072565 e-mail id: agmpre.lhohyd@sbi.co.in
6	Date, Time and place of opening of applications	On 21.05.2024 at 3:30 PM The Assistant General Manager (P&E) State Bank of India Premises & Estate Department 3 rd Floor, SBI Hyderabad LHO building, Koti Hyderabad- 500001 Ph no. 040-23466100/8129072565 e-mail id: agmpre.lhohyd@sbi.co.in
7	Validity Period	3 years from the issue of Empanelment letter

- i) Any clarifications sought after opening of the Applications will not be entertained at any cost. Firm should visit the website till last date of submission for changes/ corrigendum if any.
- ii) In case the date of opening of Applications is declared as a holiday, the Applications will be opened on the next working day at the same time.
- iii) The applicant must apply for empanelment for all categories. However, after scrutiny by the SBI External Fire Auditors/Consulting Firms shall be listed for empanelment in one/each category separately at the sole discretion of the bank..
- iv) The SBI reserves the right to cancel or postpone the Applications at any stage without assigning any reason.
- v) In case services of a particular consulting firm or individual auditor is found to be below par, his services could be discontinued by the bank, after giving due notice, as per instruction of the Bank.

Assistant General Manager (P&E)
State Bank of India,
Premises & Estate Department
3rd Floor, SBI Hyderabad LHO building,
Bank Street, Koti
Hyderabad- 500001

**STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT
LOCAL HEAD OFFICE HYDERABAD.**

State Bank of India, Hyderabad Circle, located at Bank Street, Koti invites applications for empanelment of External Fire Auditors/Consulting Firms for conducting Fire Safety Audit approximately 1245 Branches/Offices located in the City / Suburban / District / Taluka / Villages areas nearby Cyberabad, Hyderabad, Nalgonda, Nizamabad, Secunderabad and Warangal.

A) ELIGIBILITY CRITERIA

1) QUALIFICATION OF EXTERNAL FIRE AUDITORS / CONSULTING FIRMS

a) QUALIFICATION FOR FIRE AUDITORS

Should have passed minimum Station Fire Officers Course from National Fire Services College (NFSC), Nagpur or any equivalent organization and having minimum 5 years related experience in fire safety in the preceding years.

OR

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 institution or from any Universities recognized by UGC.

OR

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

Should be less than 65 years age.

b) QUALIFICATION FOR CONSULTING FIRMS (FIRE SAFETY AUDITOR)

i)The average annual turnover of the firm during best 03 financial years, out of 05 years ending on 31st March of 2023 should be Rs. 30.0 Lacs for fire related consultancy and advisory services and not from sale of the firefighting equipment, verifiable from audited balance sheet if other wise, CA certificate to this effect may be submitted with the Balance sheet.

ii) Fire auditors detailed by the firm for fire audit in SBI should have qualification as mentioned at Para 1 (a). The firm should issue a certificate to this effect to the auditors detailed by them, on their letter pad, duly countersigned by the Fire Officer of the Circle.

iii) Fire Auditors assigned to the Bank for audit purposes should be an employee of the consulting firm.

(B) GENERAL CONDITIONS : i)The firms/agency/organization should have well established office one or more in Hyderabad, All communication will be sent to this address

ii) Application should be submitted with a covering letter as per enclosed format. The detailed information to be furnished in application form shall be signed by a person on behalf of the auditor/Firm, who is duly authorized to do so. Each page of the application shall be properly signed and stamped. Application containing false or inadequate information is liable to be rejected.

iii) Any clarification required by the Bank regarding the application should be furnished within the stipulated time given by the Bank, failing which the Bank reserves the right to cancel the application for empanelment without assigning any reasons thereof.

iv) The empanelment will be valid for three (3) years only. However, the work shall be awarded as per the requirement on sole discretion of the Bank. The performance of the auditor will be reviewed at least once in the year. The list of empanelled auditors will be sent to Zonal Offices /Regional Business Offices.

v) Application with the above-mentioned supporting documents must be submitted in **spiral binding**. The first page of the application must start with index mentioning the page numbers for the supporting documents enclosed. Each page of the application must be provided with numbering and index should be prepared accordingly.

vi) Applications complete in all respect along with relevant documents & in Bank's format in original in envelope duly super scribed "**APPLICATION FOR EMPANELMENT OF EXTERNAL FIRE AUDITORS/CONSULTING FIRMS**" in a sealed envelope should reach the following address, latest by **21/05/2024 by 3:00 PM**

Delays in submission of application due to postal irregularities / or any other at any stage will not be considered. Also the Bank will not be responsible for damage in transit in case of Postal Delivery.

Application must have the following enclosures:

1. Forwarding letter as per enclosed format.
2. Duly filled application form as per enclosed format
3. Address proof documents.
4. Professional qualification and work experience documents as per in 1a(i), 2a(ii) whichever is applicable, copies of degree and work orders to be enclosed.
5. Date of birth proof.
6. Turn-over documents (balance sheet & profit & Loss sheet in case of firm)
7. Duly signed copy of instruction to the applicants, scope of work and terms and conditions.
8. List of Fire auditors ,Details of bio – data of auditor (confirming 1a(i) and 1a(ii) on letter pad of consultancy firm, applicable for consultancy firm only)
9. KYC of the firm/Partners/Directors/Auditors.

The Assistant General Manager (P&E)

(C) INSTRUCTIONS TO ALL THE APPLICANTS

1 Intending applicants are required to submit their applications, giving full Bio – data details:

2 The document must be arranged in the order first forwarding letter, page index, duly filled application form as per enclosed format, Address proof documents, professional qualification as mentioned in 1a or 2a, work experience documents, turn over documents, balance sheet & profit & Loss sheet in case of firm, Work experience details with work order, date of birth proof etc., The numbering should be provided for each page and the index must be prepared accordingly mentioning the page numbers for the supporting documents enclosed.

3 Decision of the Bank in regard to selection of fire auditors/ firms / organizations will be final. The bank is not bound to assign any reason for acceptance /rejection of any applications.

4 Each page of the application shall be signed. The application shall be signed by persons/persons on behalf of the organization having authorization / power of attorney to do so (Certified copies to be enclosed)

5 Applicants are required to submit original documents for verifications as and when asked for by the Bank.

6 If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However, the format shall be as per Proforma.

7 Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.

8 While filling up the application, clarifications, if any, may be obtained from the office of AGM(P&E), State Bank of India, 3rd floor, Local Head Office Hyderabad, Bank Street, Koti Hyderabad – 500001.

9 Applicants prequalified will be informed about the same after finalization of the panel.

10 Canvassing in any form in connection with the selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Hyderabad.

11 Incomplete / partially filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of court in Hyderabad.

Signature of the applicant with address and seal

APPLICATION FORM (for Consulting Firms)

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

S NO	Description	Particulars	Proof is attached (YES/NO/not applicable)
1	a) Applied for		
2	Name of the consultancy firm		
	Complete Address with		
	a) Phone No. Landline with STD code		
	b) Mobile		
	c) Email ID		
	Name of the documentary proof for above mentioned address (telephone bill/leased agreement/gst registration etc.,)		
3	Year of establishment (in case of firm only)		
	a) Name of Directors/proprietor/partners		
	c) Whether Registered with the Registrar of companies/Registrar of firms, If so, mention number and date		
	d) Tax Registration Details (applicable in case of consultancy firm)		
	I) PAN NO.		
	II) GST NO.		
	III) TRADE LICENSE NO.		
4	Average annual turnover for the best 03 years, out of 05 years ending on 31 March 2023 for fire related consultancy and advisory service applicable in case of firm only.		

	Please specify period for which turnover is furnished-Audited Balance Sheet /or CA certificate with balance must be enclosed.		
	Assessment Period (Best 03,out of 5 years ending 31 March 2023)-	Annual Turnover (Specify the amount in the space provided below)	Audited Balance Sheet /or CA certificate with balance must be enclosed. (Yes/NO)
	i) 2018-19	Rs.	
	ii) 2019-20	Rs.	
	iii) 2020-21	Rs.	
	iv) 2021-22	Rs	
	v) 2022-23	Rs	
	Average Annual Turnover(Average of best 03 out of 5 years ending 31 March 2023	Rs	
8	Whether any civil Suit/litigation arisen in works executed during the last 10 years. If yes, please furnish the name of the project/employer, nature of work, contract value work order and brief details of litigation. Give name of the Court, place and status of pending litigation.		
09	Whether willing to audit branches/offices in the State of Telangana.		
10	Declaration regarding near relatives working in the Bank.		
11	Income tax return for the last 3 years (Enclose sheet)		
	i) 2020-2021		

	ii) 2021-2022	
	iii) 2022-2023	

I/We have read and understood the press notice, Empanelment Notice & this application form along with Annexure and my/our firm fulfills the eligibility criteria as described in the notice.

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

I/We are authorized to sign and submit these documents for Empanelment.

I/We understood that if at any stage it is found/noticed by the Bank that any information provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Banker's, 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 proforma or spiral binding of documents enclosed 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 and does not entitle us to be necessarily empanelled by the Bank and Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM (SIGNATURE OF THE AUTHORISED SIGNATORY)

**PLACE:
DATE**

NAME :

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

SL. 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.				
v.				

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

(Authorized signatory)

SEAL

Date:

Place:

List of Fire Auditors who will audit the branches/offices (for firms only)
(all fields are mandatory)

S No	Name of Fire auditor	Age as on 01/04/2024	Educational Qualification (Station Fire Officer course , Graduate of Institution of Fire Engineers (India /UK) or BE /B Tech in Fire Safety or Others (specify)	Years of Experience(Fire safety related)	Whether an employee of the firm(Yes or No)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I/We have Attached the following documentary proof pertaining to the auditors as follows:

- 1) Date of Birth proof
- 2) Educational Qualification certificate,
- 3) Experience or service certificate (if applicable),
- 4) Bio – data of each auditor confirming 1a(i) and 1a(ii) on letter pad of consultancy.

SEAL OF THE FIRM (SIGNATURE OF THE AUTHORISED SIGNATORY)

CHECK LIST FOR CONSULTANCY FIRM

Name of the Firm Establishment:

Sl. No.	Particulars of the documents Enclosed	SUBMITTED (Yes / No/Not Applicable)
1.	Forwarding letter	
2.	Application form (for Consultancy firm)	
3.	Year of establishments	
4.	Constitution of Firm	
5.	Registration of company	
6.	Documentary proof of empanelment with other org.	
7.	Yearly turnover of the firms last three years audited	
8.	Copy of the PAN no.	
9.	Whether registered with sale tax deptt. GSTs etc. If YES	
10.	IT returns (ITR certificate enclosed)	
11.	Registration certificate with the State Govt.	
12.	Details fire audit work in hand	
13.	List of the fire auditors and their proof of qualifications and age.	
14.	Details of the major fire safety audit work carried out from last 5 years.	
15.	Power of attorney of Authorized Signatory (Certified copies to be enclosed)	

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

(Authorized signatory)

SEAL

Date:

Place:

2. APPLICATION FORM (For Individuals auditor only)

2.1	Name of the Candidate				
2.2	Father's Name				
2.3	Date of Birth & Age as on 01.03.2022 (Proof to be attached)				
2.4	Telephone / Mobile Contact No.				
2.5	Email id				
2.6	Address for Communication				
2.7	Permanent Address				
2.8	Educational Qualifications: (Self attested photocopies of certificates to be enclosed)				
Sl. No.	Name of Examination	Year of Passing	Subject	Board / University / Institution	% of Marks

Details of Station Fire Officer course , Graduate of Institution of Fire Engineers (India /UK) or BE /B Tech in Fire Safety or Others (specify)

(Self attested photocopies of certificates to be enclosed)

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

Details of previous employment:

a.	Whether the applicant is a retired Fire Officer or Security Officer from SBI Group provided that they are not barred from re-employment in the Bank.	
b.	Whether the applicant is a retired Fire Officer from any PSB or PSU of the Govt. of Inida, who has dealtwith building fire safety.	

Experience (Copies of the work experience certificates to be enclosed)

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

Income tax return for the last 3 years (Enclose sheet)

Assesment Year	Enclosed (Yes or No)
2018-19	
2019-20	
2020-21	

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 incorrect and bogus.

Place:

Signature of Applicant

Date:

CHECK LIST FOR INDIVIDUAL AUDITOR

Name of the Auditor:

Sl. No.	Particulars of the documents Enclosed	SUBMITTED (Yes / No/Not applicable)
1.	Forwarding Letter	
2.	Application(For Individual auditor)	
3.	Age proof certificate	
4.	Copy of PAN No	
5.	Copy of address proof	
6.	Number of years of experiences in this field	
7.	Certificates of qualification	
8.	IT returns (2017-18 ,2018-19 & 2019-20)	
9.	Medical fitness certificate to undertake the task	
10.	Documentary proof of empanelment with other org.	
11.	Details fire audit work in hand	
12.	Details of the fire audit work carried out	
13.	Undertaking letter he is not barred from reemployment in the Bank (applicable for retired SBI Fire Officers)	

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

(Authorized signatory)

SEAL

Date:

Place:

FORWARDING LETTER

**Assistant General Manager
State Bank of India
Premises & Estate Department
Local Head Office, 3rd Floor,
Bank Street, Koti,
Hyderabad-500001**

Sir,

APPLICATION FOR EMPANELMENT OF EXTERNAL FIRE AUDITOR/CONSULTING FIRM FOR CONDUCTING FIRE SAFETY AUDIT OF SBI BRANCHES /OFFICES IN HYDERABAD CIRCLE

- 1) I/We have read and understood the Empanelment Notice and Instructions appended to the application Proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the State Bank of India, LHO, Hyderabad on the basis of the information given by me / us will be treated as invalid by the State Bank of India.
- 2) I/We agree that the decision of the State Bank of India in selection of the auditors will be final and binding on me/us.
- 3) All the information furnished is correct to the best of my/our knowledge and belief.
- 4) I/ We also agree that I/We have no objection if enquires are made about the works listed by me / us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature:

Name:

Designation:

Address with seal

Scope of Work of External Fire Auditor.

Scope of work includes the following :

- * Should inspect entire premises including banking hall, cabins, electrical room, electrical shaft, lift room, UPS/ Battery room, Server/cloud room, record room, Branch ATM/E- lobby, Fire Pump Room/ Basement (if any) at all floors of the branch/office as per National Building Code Part -IV, Bureau of Indian Standard (BIS), TAC and other relevant Code of practice and identifying fire hazards in the branches/ offices.
- * Should identify additional fire hazard inside and outside the branch/office.
- * Should check all electrical gadgets like (Electrical sanctioned load & connected load, Wiring, earthing, lighting arrester, MCB, MCCB, ELCB etc)
- * Should check healthiness of all fire equipments and fire protection systems including fire extinguishers, Smoke detection and fire alarm system with auto dialer, Fire Hydrant System & Automatic Sprinkler System with validity of AMC (If any).
- * Should educate all the staff members of the basic operation of fire extinguishers & fire alarm system at the branch.
- * Should suggest the corrective measures necessary towards fire safety.
- * Should submit the comprehensive report as per the Standard format provided by the Bank.
- * Should submit three copies of the audit report, i.e., one for the Branch, one for concerned Zonal Office/Regional Business Office & Original to LHO Fire Officer. Soft copies to be submitted to the Branch, Zonal Offices and LHO on their e – mails. Bank might instruct to upload the reports directly to OLFSA portal.
- * Should check obstruction free access to emergency exit.
- * Should check availability of the Master Switch (Main supply Switch) at the entrance to cut off power supply of the entire premises except equipment's working on 24x7 basis.
- * Review replacement of old items as per Bank's policy.

TERMS AND CONDITIONS

1. The total number of branches & offices in the Hyderabad Circle are around 1245 across Telangana under metro, urban, semi urban and rural areas. Fire Audit to be conducted for above branches/offices by the External Fire Auditors under the Administrative Offices (Cyberabad, Hyderabad, Secunderabad , Nizamabad ,Nalgonda and Warangal). Branches/offices may increase or decrease by 5 %. The number of branches mentioned is tentative.
2. The Fire Auditors should have their own laptop and data card for audit reporting purpose.
3. The Fire Safety Audit as per the L1 rate must be completed in the two (2) months' time duration.
4. The **digital signature** of empanelled Consulting Firms or Individual Fire Auditors is must for participation in the online-bidding after pre qualification . Only qualified firms/ individual auditors will be allowed to participate in the online bidding.
5. Successful vendors should be prepared to execute the audit at the agreed rates with the Bank.
6. Bank reserves the right to reject the offer without assigning any reason whatsoever. Bank reserves the right to distribute and execute the work at the L1 rate through the L2, L3, L4, L5, L6, L7, L8 etc vendors upon their willingness for executing at L-1 rate. The ratio of work distribution among the vendors in all the Branches /Offices will be as per Regional Business Office. The average branches/offices are approximately 40 in number in each RBO.
7. Bank reserves the right to allocate any region or branch as per the requirement of the Bank .
8. Bank reserves the right to de- panel the Individual Fire Auditor/ Consulting Firm at any stage without assigning the reason or in the event of failure /Non-response, Non commitment and Non completion of the assigned task as per tender terms and conditions. Fire Auditor's panel will be reviewed once in a year.
9. The Fire Auditor or Consulting Firm must arrange for the conveyance, lodging & boarding expenses, food. men and material required for conducting the fire audit at their

own cost. No further enhancement in the quoted rates is permissible during the contract period.

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

11. Any damage to the Bank's property, equipment's under testing and measurement during the fire safety audit will be charged to the Firm/ Individual auditor.

12. Bank is not responsible for accidental injury to any of the operating personnel involved in the audit procedure. Personnel should be well trained and should have adequate knowledge in fire safety aspects and handling of fire safety equipment's.

13. The Fire Auditor must submit the audit report in three (3) hard copies with one copy each to the Branch, Chief Manager (Comp) at Regional Business Offices/Chief Manager (GB) at Administrative Offices, and original copy to Fire Officer at LHO. The Fire Auditor must submit the soft copy to the Fire Officer at Local Head Office /May branch and the Zonal offices.

14. Upon the non submission of reports in required format in three (3) copies and soft copies, Bank reserves the right to reduce the fees payable to the vendors. A penalty of 0.5% of contract value per week subject to a maximum of 5% of the accepted contract amount , will be imposed.

15. Visit and Audit report with the acknowledgement of the Branch official (stamp, Mobile No. and name) with bills shall be submitted to the respective RBO Offices/AO Offices.

16. 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 co-ordination.

17. Payment will be made excluding GST by the respective RBO/AO after successful completion and submission of Fire Safety Audit reports in 3 hard copies duly acknowledged by the Branch Manager with complete details. No advance will be payable to the auditor during the course of the work.

18. Over writing should be avoided and all corrections should be duly authenticated.

19. 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.

20. Time completion of Fire Audit of Branches in 2 months from the date of issue of work order (end to end).

21. The rates shall be valid for three years.

22. Consulting Firms / Individual Fire Auditors have to submit medical fitness certificate to the Fire Officer before starting the Fire audit at the branches/offices.

23. Any dispute arising during the contract period shall be dealt at jurisdiction of Hyderabad court only.

24. TDS and other statutory deductions shall be deducted at the source by the Bank as applicable.

25. All pages of tender document shall be signed by authorized signatory and stamped. All corrections shall be duly signed and stamped.

26. All incomplete, partially/wrongly filled tenders not accompanying relevant technical documents/enclosures/annexed documents are liable to be summarily rejected by the Bank.

27. The bank reserves the right to terminate the contract without assigning any reason at any point.

I/We have read and understood all the terms and conditions stipulated by the Bank and do hereby agree to each and every item indicated therein.

Date:

Place:

Accepted

Applicant's Signature and stamp