



**E-TENDER (REVERSE AUCTION) FOR CONDUCTING FIRE AUDIT BY  
CONSULTING FIRMS & FIRE AUDITORS**

STATE BANK OF INDIA, AMARAVATI, CIRCLE

INVITES

E-TENDER (REVERSE AUCTION) FOR  
CONDUCTING FIRE AUDIT AT SBI BRANCHES/OFFICES IN THE STATE OF  
ANDHRA PRADESH & UNION TERRITORY BY CONSULTING FIRMS  
& FIRE AUDITORS EMPANELLED WITH SBI,  
AMARAVATI CIRCLE

Note: Firms/Auditors should possess valid digital signature for E-Tender Reverse  
Auction

Last date for submission of Tender: 11:00 A.M. (IST) on 21.10.2024

Opening of tender: 11:30 A.M (IST) on 21.10.2024

The Assistant General Manager (P&E)  
State Bank of India  
Premises & Estate Department  
2<sup>nd</sup> Floor, SBI Amaravati LHO building,  
Gun foundry, Abids  
Hyderabad- 500001  
Ph no. 040- 23387234

**Notice Inviting Tender**  
**E-Tender (Reverse Auction) for Consulting Firms & Fire Auditors**

1.	Name of Work	To conduct Fire Safety Audit at SBI branches/offices of Amaravati Circle
2.	Eligibility of the Consulting firms & fire auditors	Empanelled Consulting Firms & External Fire Auditors with SBI, Amaravati Circle
3.	Time of Completion	Sixty days (60) from the date of issue the work order.
4.	Earnest Money Deposit	NIL
5.	Mode of submission of tender document	Indicative prices shall be received only through online.
6.	Availability of tender document	From 07.10.2024 to 21.10.2024
7.	Pre-bid meeting	16.10.2024 at 3.00 PM at SBI, LHO, Gunfoundry, Hyderabad
8.	Last date and time for submission of tender online.	21.10.2024 by 11.00 AM.
9.	Date and Time of opening Online Tender (Indicative price)	Date: 21.10.2024 at 11.30 AM.
10.	Online reverse auction will be conducted by our approved E-Tendering consultant	M/s e-Procurement Technologies Limited, Ahmadabad, online reverse auction guidelines may be obtained from Mr. Mubassera Mansuri, Mobile No. 7859800621, e-mail id : <a href="mailto:mubassera@eptl.in">mubassera@eptl.in</a> and Trupti Patel, Mobile No. 6352631766, email id: <a href="mailto:Trupti.p@eptl.in">Trupti.p@eptl.in</a> Contact Hours; (Monday-Friday: 10.00AM-7.00 PM (IST), Saturday: 10 AM-6.00 PM (IST)) (Exclusion: Sunday, Holidays and 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday)
11.	Date and time of Online reverse auction for Consulting Firms & Fire Auditors	Online reverse auction shall be Conducted Same day i.e. on 21.10.2024 at 3.30 PM. If any reason e- reverse auction could not be conducted on 21.10.2024, then it will be conducted next day i.e. 22.10.2024 at 3.30 PM
12.	Tender Validity	14 days
13.	Validity of Rate contract	One year from the date of acceptance of the rates by the bank subject to review of performance after six months.
14.	Date of availability of tender documents on Bank's website/e-tender portal	From 07.10.2024 to 21.10.2024 up to 11.00 AM Bank's website: <a href="https://sbi.co.in/en/web/sbi-in-the-news/procurement-news">https://sbi.co.in/en/web/sbi-in-the-news/procurement-news</a> and e-Tender Portal: <a href="https://etender.sbi/SBI/">https://etender.sbi/SBI/</a>
15.	Details of Payment	i) No advance is payable. Payment will be 100% after completion of Fire Audit & submission of report in triplicate.
16.	Penalty	0.5% of the total contract amount per week beyond the stipulated time for

		completion, subject to maximum of 5% of the contract value.						
17.	Security Deposit	3% of the contract value to be deposited by the Consulting Firms & Fire Auditors for successful bidders.						
18.	Release of retention amount (Security Deposit)	After completion of defect liability period of one year.						
19.	Distribution of work order:							
	No of bids	No of bids (8)	No of bids (7)	No of bids (6)	No of bids (5)	No of bids (4)	No of bids (3)	No of bids (2)
	L1	8 (23.53%)	8 (23.53%)	10 (29.41%)	12 (35.29%)	14 (41.18%)	16 (47.06%)	20 (58.82%)
	L2	6 (17.65%)	6 (17.65%)	8 (23.53%)	8 (23.53%)	10 (29.41%)	10 (29.41%)	14 (41.18%)
	L3	5 (14.71%)	5 (14.71%)	5 (14.71%)	6 (17.65%)	6 (17.65%)	8 (23.53%)	
	L4	4 (11.76%)	5 (14.71%)	5 (14.71%)	4 (11.76%)	4 (11.76%)		
	L5	4 (11.76%)	4 (11.76%)	4 (11.76%)	4 (11.76%)			
	L6	3 (8.82%)	3 (8.82%)	2 (5.88%)				
	L7	3 (8.82%)	3 (8.82%)					
	L8	1 (2.94%)						
<p>The allotment/distribution of works (RBOs wise) to Consulting Firms, proprietor &amp; Fire Auditors will be at the sole discretion of the bank, subject to matching the L1 rates by the L2, L3, L4, L5, L6, L7 &amp; L8 .Total price calculated along with Weightage for serial No 1,2 &amp; 3 in Price bid for arriving L1 vendor.</p> <p>Branches/offices per RBO will be approximately 40 to 45.</p> <p>Successful bidders (i.e., L-1, L -2, L-3, L-4, L-5, L-6, L-7 and L-8 must enter in to <b>agreement</b> with SBI on a stamp paper.</p>								
In case the date of online tendering is declared as a holiday, the online tendering will be conducted on the next working day at the same time.								
Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.								
For any clarification regarding E-Tendering procedure, System requirements etc please contact M/s E-Procurement Technologies limited, Ahmedabad, whose address mentioned in the NIT (Page-2, SL No. 10).								
It is the responsibility of Consulting Firms & Individual Fire Auditors to be well prepared and be ready with Online Reverse Auction procedures & well equipped with all requirements. Bank will not take any responsibility for slow internet connectivity, system failures etc.								
Tenders are to be uploaded directly to M/s e-procurement Technologies Limited. For details please contact E-mail: <a href="mailto:mubassera@eptl.in">mubassera@eptl.in</a> and <a href="mailto:Trupti.p@eptl.in">Trupti.p@eptl.in</a>								

**Brief procedure for online tender:**

1. Download the tender document from our Website <https://etender.sbi>.
2. Indicative price bid will be opened only those Consulting Firms & Individual Fire Auditors who will qualify in technical bids. The e-reverse auction will be conducted same day i.e. on 21.10.2024 at 3.30 PM
3. The start price, decrement values will be announced before the reverse auction.

Place:

Date:

Signature of the Vendor with seal

**PRICE BID (INDICATIVE PRICE)**

SR No.	Items	Amount in Rupees (Excluding GST)
1	Category -1  Branches/Offices plinth area up to 3000 sq.ft	Rs.
2	Category – 2  Branches/Offices plinth area above 3000 & up to 6000 sq.ft	Rs.
3	Category – 3  Branches/Offices plinth area above 6000 sq.ft	Rs.
4	<b>Weightage Total:</b>  (Formula: Item -1 Price*0.6 + Item -2 Price * 0.3 +  Item-3 Price *0.1)	Rs.

Note:

- Total price calculated above is only for arriving L1 vendor. The amount for audits will be paid as per the category wise price.
- Rates quoted should be inclusive of all but exclusive of GST.
- It is mandatory for Consulting Firms, proprietor and External Fire Auditors to participate in all three categories. Participation in one or two categories shall be rejected.

Place:

Date:

Signature of the Vendor with seal

**Technical Specification**  
**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 equipment 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 & one to LHO Fire Officer. Soft copies to be submitted to the Branch, Zonal Offices and LHO on their e – mails.
- \* Should check obstruction free access to emergency exit.
- \* In case more than 1 branch/es are housed in the same premises, Fire audit of main branch as a whole to be conducted. However, in the report name & code of all the branch/s to be reflected on 1<sup>st</sup> page. Payments will be made for only one branch, in such a case.
- \* 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.

Date:

Place:

Accepted  
Applicant's Signature and stamp

## **TERMS AND CONDITIONS**

1. The total number of branches & offices in the Amaravati Circle are around 1572 across Andhra Pradesh under metro, urban, semi urban and rural areas. Fire Audit to be audited of the above branches/offices by the External Fire Auditors under the Administrative Offices (Vijayawada, Rajmahendravaram, Visakhapatnam, Tirupati, Guntur and Kurnool). Branches/offices may increase or decrease by 5-10%.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. The L1 rate shall be arrived through **E- Tender (reverse auction)** which shall be conducted by third party. M/s E- Procurement Technologies Ltd. Address: 704, Wall Street,-II, Opp. Orient Club, Ellisbridge, Ahmedabad-38006, Gujarat India (<https://etender.sbi>) , Mubassera mansuri, Business Development Executive, Cell No. 7859800621 , e-mail: [mubassera@eptl.in](mailto:mubassera@eptl.in) and Trupati Patel, 6352631766, E mail: [trupati.p@eptl.in](mailto:trupati.p@eptl.in)

4. The **digital signature** of empaneled Consulting Firms or Individual Fire Auditors is must for participation in the e-reverse auction

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 (RBO) wise. The average branches/offices are approximately 40 to 45 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 six months.

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 (G.B.) at Administrative Office, and original copy to Fire Officer at LHO.

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. Consulting firm/individual fire auditor has to submit soft copy of fire audit report to LHO Fire Officer.

15. Visit and Audit report with the acknowledgement of the Branch official (stamp, Mobile No. and name) with bills shall be submitted to the P&E dept at Local Head Office, Amaravati for the payment.

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 P&E Department at Local Head Office 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 one year.

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 Vijayawada 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