



**Premises & Estate Department**  
**SBI LHO, Sector -17, Chandigarh - 160017**

***TENDER.ID: - SBI/FIRE/AMC-FHS/LCPC/PATIALA/2024-25/21A***

**ANNUAL MAINTENANCE CONTRACT (AMC) FOR FIRE SAFETY SERVICES AND ALLIED EQUIPMENTS (FIRE HYDRANT CUM SPRINKLER SYSTEM) INSTALLED AT LCPC, PATIALA, URBAN ESTATE, PHASE – III, PATIALA – 147002, PUNJAB**

**TENDER PROCESS SCHEDULE**

<b>Activity</b>	<b>Date and time</b>
Date of Issue of Tender	22.10. 2024
Last date for submission of the Bid	11.11.2024 till 1500 hrs.
Date and Time of Opening of Tender	12.11. 2024 at 1530 hrs.

NAME OF TENDERER: .....

ADDRESS: .....

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

**DETAILS OF WORK/TENDERS FOR THE ANNUAL MAINTENANCE CONTRACT OF  
WET RISER-CUM-FIRE HYDRANT & SPRINKLER SYSTEMS INSTALLED AT LCPC  
BUILDING, PATIALA**

State Bank of India (SBI), Chandigarh invites sealed tenders/quotations from the empaneled Firm/Agency of SBI LHO Chandigarh in the field of Installation/Maintenance of wet riser-cum-fire hydrant & sprinkler systems installed at mentioned below site of SBI.

1.	<b>Name of Work</b>	:	Annual Maintenance Contract of wet riser-cum-fire hydrant & sprinkler systems installed at LCPC, Pragati Bhavan, Urban Estate – III, Patiala, Punjab - 147002.
2.	<b>Earnest Money Deposit</b>	:	<b>NIL</b>
3.	<b>Initial Security Deposit</b>	:	5 % of the L-1 rate in the form of STDR in the favor of SBI Bank Chandigarh.
4.	<b>Last date and time of receipt of Tenders</b>	:	<b>11/11/2024 up to 03:00 P.M.</b>
5.	<b>Address at which the Tenders are to be submitted</b>	:	<i>Tender document duly signed and stamped to be submitted at Assistant General Manager (LCPC), Pragati Bhavan, Urban Estate, Phase – III, Patiala, Punjab- 147002.</i>  <i>Price Bid to be inside in technical bid envelope.</i>
6.	<b>Date and time of opening of Tenders</b>	:	<b>12/11/2024 up to 04:00 P.M.</b>
7.	<b>Place of opening Tenders</b>	:	<i>Assistant General Manager (LCPC), Pragati Bhavan, Urban Estate, phase – III, Patiala, Punjab- 147002.</i>
8.	<b>Validity of Offer</b>	:	<i>30 days from the date of opening the Tenders.</i>
9.	<b>Contact details: -</b>		<b>Assistant General Manager (LCPC)</b> Email Id- <a href="mailto:agmlcpc.lhocha@sbi.co.in">agmlcpc.lhocha@sbi.co.in</a>  <b>Circle Fire Officer (P&amp;E)</b> Email Id – <a href="mailto:fo.lhocha@sbi.co.in">fo.lhocha@sbi.co.in</a>  <b>Ph. – 0172-4567102</b>

## SECTION-01

### GENERAL INFORMATION

**1.1** State Bank of India, Local Head Office, Chandigarh, inviting Annual Maintenance Contract (Comprehensive) of wet riser-cum-fire hydrant & sprinkler systems installed at LCPC, Pragati Bhavan, Urban Estate – III, Patiala, Punjab - 147002. Interested parties may apply duly completed applications in the prescribed format with required documents / annexure etc. should be submitted on or before due date.

**1.2** The Bank may reject any or all application/ incomplete applications, even though the firms primarily satisfy the eligibility criteria. The Bank reserves the right to cancel the tendering process without giving any reasons at any stage. Bank's decision in this regard shall be final and binding on all concerned.

**1.3 Acceptance of Terms:** The bidders will, by responding to the Bank's Tender Document, be deemed to have accepted the terms as stated in this Tender Document.

**1.4** The successful Bidders may be required to execute an Agreement with the Bank in the form and format prescribed by the Bank.

**1.5** In case the date of opening/closing of Bids is declared a holiday in Patiala, the bids will be opened/closed on the next working day at the same time. Bank has the right to accept/reject any/all bid without assigning any reasons. ***The Bank also reserves its right to reject any bid which, in the opinion of the Bank, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.***

### SCOPE OF WORK:

**i. FIRE HYDRANT AND SPRINKLER SYSTEMS**

**ii. Monthly Visit (12 visits in a year): Mandatory with qualified technical team.**

S.N.	Item / Components	Maintenance work
1	Pumps and Motors	Cleaning, Checking & Testing of all pumps, tightening of nut & Bolts, cable terminals, earthing, leakage arresting from the glands. Rectification of any defects noticed and replacement of worn-out items.
2	Butterfly valves and non-return valves	Checking and operations of all valves, tightening of nut & bolts, leakage arresting, replacement of rusted nut bolts, changing of worn-out gaskets whenever necessary.
3	Hydrant Valves	Operating, Cleaning & Brass polishing, checking of ring and seat washers, flange gaskets, greasing / oiling of

		lugs and spindle and leakage arresting whenever required.
4	Hose reels and drums	<p>Cleaning of hose reels and drums, checking of drum and reels for any leakage, application of chalk powder to rubber reels, oiling / greasing of moveable parts of drum. Wet operation of each hose reel. Rectification of any defects / leakage noticed.</p> <p><b>Hose reels shall be subjected to regular inspection to ensure that all valves are functional, outlet nozzle not choked. At least once in a year the same shall be subjected to operation to ensure that hose reel is in good condition and that the coupling joints are watertight. Flow should also be checked for the leakage of hose reel.</b></p>
5	Air Cushion Vessel	Cleaning, checking of -all components such as spring-loaded safety valve, air release valve and gate valve. Oiling of spring and adjustment of spring tension and leakage arresting if any.
6	Pressure switches	Testing, cleaning, and calibrating / adjusting the pressure switches to the required setting. Checking of cable terminals.
7	Hose Boxes	Cleaning and checking rubber beading and locking arrangement, oiling of locks and hinges.
8	Control Panels	Cleaning and testing of all components of control panel. Replacement of worn-out / unserviceable indicator bulbs fuses. Servicing of starter, tightening of cable terminals, checking of battery charging circuit, earthing and rectification of defects if any.
9	Diesel Engine	<p>Cleaning, checking, and running of engine for 20 minutes, adjustment / tightening of nut and bolts, checking of fuel, electrical, cooling and lubrication system of engine, Adjustment of valve clearances, checking of batteries for charged condition and making up the distilled water level, checking: and testing of control panels for all functions. Rectification of defects noticed during testing.</p> <p><b>Maintaining Diesel Engine is very important for the system operation since during fire, power supply is deliberately or un-deliberately switched off. Annual</b></p>

		<p><b>Maintenance Contract (AMC) of engine shall be given to the authorized service center of engine manufacturer. Adequate diesel should either be available in the pump house or nearby so that operation is not discontinued for want of diesel.</b></p>
10	Foot valves	<p>Rectification of all defects noticed during testing i.e., removing of foot valves, replacement of unserviceable leather gaskets/ ball, flange gaskets and rusted nut &amp; bolts and fixing of foot valves.</p>
11	RRL Hoses	<p>Unwinding and winding of hoses, checking of washers of the couplings, replacement of unserviceable washers etc. Wet operation of hoses in phases.</p>
12	Sprinkler Heads	<p>Checking and Cleaning of sprinkler heads. Replacing of damaged sprinkler heads etc.</p> <p><b>Sprinkler shall not be there conditioned or repaired. Used and/or defective sprinklers shall be replaced by new ones.</b></p> <p><b>1. Sprinklers shall not be painted after installation.</b></p> <p><b>2. Spare Sprinklers - A stock of spare sprinklers shall be kept in Fire Control Room so that prompt replacement is possible after operation/damage of a sprinkler head. A minimum of 5% of the installed capacity or 25 sprinklers of all types whichever is more shall be kept in stock. Spanners for sprinklers and Teflon tape shall also be kept along with spare sprinklers in readiness.</b></p> <p><b>3. As far as possible, the installation shall be maintained in operating condition by blanking off pipe work feeding the inoperative part or parts where work is taking place. D.1.5 The inoperative part if defective shall be attended to and connected with the operative system.</b></p> <p><b>Action following sprinkler operation</b></p>

		<p><b>1 Following the operation of sprinklers, the operated head shall be replaced with new ones and water supply shall be restored.</b></p> <p><b>2 The sprinklers in the vicinity of the operated sprinklers shall also be checked for damage by heat or any other cause and replaced if necessary.</b></p> <p><b>3 The sprinkler pump shall not be shut off until complete extinguishment of the fire. The starting of the pump shall be automatic but the stopping of the pump after an extinguishment shall be manual.</b></p> <p><b>4. All piping shall be examined to determine its conditions at least once a year.</b></p> <p><b>5. All Installation Control Valves and associated equipment shall be serviced and tested annually.</b></p> <p><b>6. Discharge test of sprinklers shall be carried out at least once in six months.</b></p> <p><b>7. Manual testing of the system shall be carried out once in six months.</b></p> <p><b>8. When normally opened valves are closed following system operation or test, suitable procedure shall be instituted to ensure that they are re-opened.</b></p> <p><b>9. The entire system shall flushed at least once in a year.</b></p> <p><b>10. The sprinkler bulbs shall be kept free from paint or dust.</b></p>
13	Flow Switches	Checking of all flow switches for its proper functioning. Rectification of defects noticed during testing.
14	Sprinkler Control panel	Checking and testing of all zones of the panel and rectification of defects noticed.
15	Pipeline	Visual Checking of pipeline for its healthiness. Checking of supports / clamps for firmness and for: any leakage and rectification of the same if any.

- a) **Before quoting the rates, the contractor is advised to visit the site of work to inspect / study the present status and functioning / installation of systems.**
- b) The testing / maintenance work must be carried out during working hours without causing any inconvenience to the functioning of the Bank/ staff members. In most of the time the work / testing of the system is required to be carried out after office hours or on holidays etc. The rates quoted should include labour cost for working at odd hours and on holidays and no extra payment shall be paid for such cases.
- c) The quoted **rates** of AMC. should **be inclusive of consumables** required for preventive maintenance such as grease, Brasso, packing rope, cotton waste, chalk powder, flange gaskets, distilled water etc., and **exclusive of spares and GST**. The charges for the spares and replacement of other major components wherever required will be paid extra as per prevailing market rate.
- d) Apart from above scheduled visits agencies / contractors will have to attend any complaint as and when required without any extra charge.
- e) The contractor will be required to attend any major breakdown / modification works or any other related works other than mentioned in the schedule on emergency basis and the charges for this would be paid extra as per the work.
- f) The contractor will be required to bring tools and other equipment required for maintenance and repair works of the system.
- g) The AMC and rates will be valid for one years. No escalation of rates will be allowed during the currency of validity.**
- h) A technician team visiting the site should carry proper identity card and authority letter to carry out servicing.
- i) The contractor / technician attending to the equipment will sign and paste a slip on the equipment indicating the date of visit and next due date of visit.
- j) All statutory deductions as per govt. rules such as income tax, works contract tax, service tax etc. will be made from the payment payable to the contractors, wherever applicable. GST will be paid extra.
- k) During maintenance work if there is any damage to the components of the system, the contractor will be held responsible for the same and he will have to arrange for the replacement of broken parts with new one free of cost to keep the system in working condition.
- l) All workers engaged by the contractor shall be skilled and technically qualified / experienced for carrying out the maintenance work.
- m) The contractor should not directly or indirectly sublet the contract to any other subcontractor/agency/person.
- n) The contractor is required to furnish all the original valid certificates of work experience, Registration of income tax, service tax etc. for verification by the bank, if called for.
- o) No other conditions of vendor will be considered.

- p) The bank reserves the right to terminate the contract any time during the validity of contract period without assigning any reason, whatsoever.

## **FIRE PUMP (ELECTRICAL/DIESEL DRIVEN PUMP SETS/ MONOBLOCK PUMPS)**

### **(A) CHECKS / MAINTENANCE**

1. Checking and testing the general operating state, serviceability of the pumps and recording the same in the logbook after removal of defect, if any.
2. Functional testing of control panels of the pumps.
3. Checking of leakages, if any.
4. Checking of water level maintained in the underground and overhead fire water tanks and recording the same in the register to be maintained by the firm.
5. Checking of fuel, electrical, cooling and lubrication system of the diesel engine.
6. Checking & testing of pressure gauges and readings to be recorded in the logbook.
7. Cleaning of Pump, Motors, valves, On Return Valve, etc.
8. Checking the batteries and testing of batteries for health (charged condition/ serviceability) with the help of measuring meter.
9. Testing of automation of Pumps (The Jockey and Terrace pumps should “cut in” at the pre-set pressure and should “cut off” automatically on reaching the normal line pressure. The main/diesel fire pump should start at the pre-set pressure automatically and stop only by manual push button).

### **C) MONTHLY CHECKS/ MAINTENANCE**

- i) Adjustment/tightening of all the nuts bolts of the pump, motor/engine and other fitments.
- ii) Adjustment of valve clearance etc.
- iii) Maintenance of the terminals of the battery from the corrosion.
- iv) Checking of working of Alternator/ Dynamo/ Starter.
- v) Cleaning and servicing/maintenance of control panels.
- vi) Maintenance of exhaust manifold for leaks and tightness.
- vii) Polishing of all the brass parts.
- viii) Greasing of pump bearings, changing of packing ropes (gland dory) and adjusting the gland or mechanical seal.

### **D) HALF YEARLY CHECKS / MAINTENANCE**

- i) Cleaning of oil bath filter, lubrication of filter, fuel filters etc.
- ii) Adjustment/ balancing of connecting couplings of pump and motor.

### **E) YEARLY CHECKS/ MAINTENANCE**

- i) Changing of lubrication oil of diesel engine. (As per maintenance manual of the engine)



- ii) Painting of Pumps and other accessories inside the pump house with Indian Standard fire red color.

**q) FIRE HYDRANT SYSTEM, WET RISER AND SPRINKLER SYSTEM**

**A) CHECKS / MAINTENANCE**

- i) Checking of all the hydrant valves and close if any valve is open.
- ii) Checking of all suction and delivery connections are made properly.
- iii) Checking of leakages, if any.
- iv) Checking of inventory of items/equipment kept in the Fire Hydrant Boxes.

**B) CHECKS/ MAINTENANCE**

- i) Cleaning, Checking, testing of yard hydrants and all landing valves and removal of defect, if any.
- ii) Cleaning, Checking, testing of landing valves of two tower and removal defect, if any.
- iii) Cleaning, Checking & testing of Hose Reel, hose reel nozzle and stop valve of two towers and removal of any defect, if any. (Checking & Testing of Hose Reels installed in all the towers should be tested once in a Month).
- iv) Arresting of the leakages, if any, found during the testing.

**C) MONTHLY CHECKS / MAINTENANCE**

- i) Landing valves: Installed in all the towers should be tested once in a Month.
- ii) Hydrants: Replacing of damaged rubber washer, oiling, polishing of Brass components.
- iii) Hose Reel: Oiling, greasing, polishing of Brass Components, re-winding and winding of the hose reel hose.
- iv) Hose pipe: Checking, polishing of all Brass components, regular replacement of damaged rubber washer.
- v) Pressure Switches: Test the serviceability of pressure switches provided for all pumps.
- vi) Control Panel: Testing of control panels for pumps for all the functions and to be recorded in the logbook.
- vii) Cleaning, checking & testing of Fire brigade inlet and Outlet connections.

**D) HALF YEARLY CHECKS / MAINTENANCE**

- i) Sluice Valve: Checking, cleaning, changing of packing rope, changing of the gasket, changing of rusted nuts & bolts, greasing and leakage arresting.
- ii) Non – Return Valves: Checking, cleaning. changing of rubber gaskets, changing of rusted nuts & bolts and leakage arresting.
- iii) Air Release Valve: Checking, cleaning, greasing of spring, adjustment of spring tension etc.

iv) Laying, drying, rolling of Hose pipes.

## **E) YEARLY CHECKS / MAINTENANCE**

i) Painting of completes pipelines with Indian Standard fire red color. (cost include AMC)

### **Terms & Conditions**

- i. The checking and testing should be carried out by your authorized technicians/Engineers only, who will carry his identity Card on person during his stay in the premises.
- ii. Tender will have to be submitted sealed and super scribed with the **name of the work** in envelop. All the information given by the applicant must be correct and if found wrong at any stage of bidding, Bank has right to reject without assigning any reasons. Bank will also evaluate the previous work experience and service satisfaction given in the branches.
- iii. Finalist will be decided by the L-1 process from amongst qualified Bidder. The L-1 bidder has to submit 5% of the total annual quoted cost before commencing the work to the Bank as a performance guarantee in the form of STDR in favor of SBI.
- iv. Bank will review the work on six monthly and assess the functionality of the system. The vendor has to maintain the system during the warranty period and rectifies the defects on his own cost if any.
- v. Quantity of equipment shows in bid format is indicative may be decreased or increased during contract period. No additional amount will be paid by bank in this regard.
- vi. The successful Bidders may be required to execute an Agreement within week with the Bank in the form and format prescribed by the Bank.
- vii. Logbook/record should be maintained and the same should be put up to the Fire Officer for their signatures. The date & working of the system will be recorded.
- viii. In case of any break down (minor/major) the authorized engineer/technician should be deputed for rectifying the system immediately. Besides, the agreed scope of service, the authorized service engineer/technician will be required to attend to any number of break down call during the period of this contract, free of charge including the cost of material, as and when the break down is reported to your firm.
- ix. Major repairs like rewinding of motors, replacement of the contractors of the control panels, major repair of diesel engine, replacement of battery, replacement of the pipeline more than 5 Mtrs., are require maintaining the system in working condition, only cost of the material will be borne by the Bank.
- x. As per instructions of this office the firm will depute their service engineer/ technician, to be associated with our designated personnel to jointly arrange for a mock fire drill.
- xi. If there are any recommendations/suggestions for the improvement of the system, the same should be brought to the notice of the Fire Officer, LHO Chandigarh. If any alteration or addition is to be made, prior permission to be obtained and inventory to be made in the concerned book/logbook. However, in case any material/ spare parts are required to be replaced, it shall be done with the prior permission of Fire Officer, LHO.

- xii. The repairs/servicing of the system/equipment's shall be carried out to the entire satisfaction of the Fire Officer, LHO Chandigarh.
- xiii. The repairs/servicing of the system/equipment's shall be done as per the guidelines of the respective manuals of the manufacturers.
- xiv. The spare parts used for the repair/servicing of all systems shall be of the original make of the system. Any damage caused to the system due to the use of spurious parts etc. shall be recovered from the firm.
- xv. In case spare parts/components accessories are supplied and are to be used for replacement or repair/servicing of the system/equipment these should be brought for verification by the Fire Officer, LHO Chandigarh. After the satisfaction/approval of the Fire Officer, LHO Chandigarh the spare parts can be used for repairs/replacement.
- xvi. In case of any dispute, same shall be resolved amicably and even if dispute is not resolved then the procedure to the courts at Chandigarh shall alone have jurisdiction regarding the matter incidental to this contract.
- xvii. The firm or its employees undertaking the work is required to maintain total and complete secrecy and assure not to communicate or allow to be communicated to any person or divulge any matter/information relating to the ideas, concepts, know-how, techniques, data, facts, figures, and all information whatsoever concerning, relating to the bank and its affairs to which the employees have the access and the employer shall also execute letters of fidelity and secrecy in such form as may be prescribed by the bank and the firm guarantees the fidelity and secrecy on behalf of its employees.
- xviii. The firm shall indemnify the Bank from any claim/damage directly or indirectly resulting due to act or omission by the firm in discharge of their functions under contract.
- xix. The Firm will not subcontract or permit anyone other than the Firm's qualified personnel to perform any of the work, services or other performance required under this agreement without the prior written consent of the Bank. However, such restriction is not applicable for service/repairs/maintenance being provided by the authorized representative of Original Equipment Manufacturer, subject to proper authorization by THE FIRM, in his presence.
- xx. During usual servicing/maintenance if any defects are noticed, or there are any recommendations/suggestions for the system improvement, these should be brought to the notice of the Fire Officer, LHO without any delay. Recommendations/suggestions will be examined and if any alternation and addition is required to be made, prior permission is to be obtained from the Fire Officer, LHO and entry to be made in the concerned logbook.
- xxi. Any spare parts, if required, to maintain the system in working condition should be provided by your firm and the spares parts must be genuine and of original equipment manufacturer (OEM).

xxii. The Firm will provide the full support by deputing required manpower etc. whenever the inspection or drill carried out by the Bank or State Fire Services authorities.

xxiii. The firm shall comply with the terms, conditions, regulations, rules of all labour laws.

PAYMENT: No advance payment shall be paid. Proportionate monthly payment will be released after satisfactory completion of each monthly/ quarterly service and repairs if any.

We have carefully read the above-mentioned terms & conditions and accept all the above-mentioned scope/terms and conditions stipulated by the Bank.

Seal & Signature of the Firm/Company

**Place:**

**Date:**

**AFFIDAVIT**

(On a non- judicial stamp paper duly attested by the Notary Public/Magistrate)

I, -----S/o -----Sole Proprietor/Partner/Director/Authorized Signatory, M/s\_\_\_\_\_, Address-----, do hereby solemnly affirm and declare as under: -

1. That deponent is a Sole Proprietor/Partner/Director/Authorized Signatory of M/s -----, Address----- and competent to depose on behalf of the Firm/Company/LLP.
2. That deponent declares that at present our Firm/Company/LLP is not under arbitration/litigation with any Bank including State Bank of India.
3. That deponent declares that served Show Cause Notice by the Bank due to poor workmanship / delay in execution of work /arbitration / any legal dispute they are not entitled to participating in this tender.
4. That deponent declares that at present our Firm/Company/LLP has not been blacklisted/ delisted/dropped/ depanelled by the SBI including erstwhile Associates Banks or any other Government/Semi-Government/ Nationalised Public Sector Undertaking (PSUs) / Financial Institution (FIs)/ Corporate Offices.

Deponent

Place:

Date:

**VERIFICATION:**

Verified that content of my affidavit are true and correct to my knowledge and nothing has been concealed therein.

Deponent

Place:

Date:

**PRICE BID**

<b>Sr. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Quoted Amount (Rs.) (Annual amount)</b>
1	Fire hydrant system, wet riser systems, fire pump & hoses, sprinkler system and all Allied equipment as per the scope of work mentioned.	Lump Sum	Lot	
	GRAND TOTAL			

Total amount (in words) .....

\*Quoted amount is excluding GST, GST will be paid as per Govt. Norms.

1. The rates quoted shall be inclusive of labour, transportation, octroi, entry tax, toll tax or any local tax/ levy etc. and **excluding of only GST.**

**Seal & Signature of the Firm/Company**

**Place:**

**Date:**