



NIT ID: AMR 20240506  
Date: 01.06.2024

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

STATE BANK OF INDIA, AMARAVATI, CIRCLE

INVITES APPLICATION

FOR

EMPANELMENT OF EXTERNAL FIRE AUDITORS/CONSULTING FIRMS FOR  
CONDUCTING FIRE SAFETY AUDIT(FSA) OF SBI BRANCHES  
/OFFICES IN THE STATE OF ANDHRA PRADESH  
& YANAM UNION TERRITORY

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

Last date for submission of Applications: 3:30 P.M. (IST) on 15.07.2024

Opening of Applications: 4:00 P.M (IST) on 15.07.2024

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. 040-23421706/23387220

## **NOTICE INVITING APPLICATIONS**

State Bank of India invites applications for Empanelment for conducting Fire Safety Audit at branches/offices across the State of Andhra Pradesh and Yanam Union territory 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 ANDHRA PRADESH & YANAM UNION TERRITORY
2	Value of Work	Up to 80 lakhs
3	Date and time where application forms are available	Available from 01.06.2024 to 15.07.2024 At website <a href="http://www.sbi.co.in">www.sbi.co.in</a> in news<procurement news.
4	Date and time of pre-bid meeting	25.06.2024 at 3.30 P.M at the above address.
5	Time and last date of submission of applications	Up to 3.30 PM on 15.07.2024
6	Place, time & Address for submission of application/contact person/telephone no/e mail address	Up to 3.30 PM on 15.07.2024 At address:  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. 040-23421706/23387220 e-mail id:agmpe.lhoand@sbi.co.in
7	Date, Time and place of opening of applications	On Monday, 15.07.2024 at 4:00 PM 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. 040-23421706/23387220 e-mail id: agmpe.lhoand@sbi.co.in

8	Validity period	3 years from the issue of date of approved empanelment letter
9	For any other queries/information	E-mail to agmpe.lhoand@sbi.co.in on or before 15.07.2024
10	Cancellation of contract	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 Bank norms.

- 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 SBI reserves the right to split or cancel or postpone the Applications at any stage without assigning any reason.

Assistant General Manager (P&E)  
State Bank of India  
Premises & Estate Department  
2<sup>nd</sup> Floor, SBI Amaravati LHO building,  
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Hyderabad- 500001

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

State Bank of India, Amaravati Circle, located at Hyderabad invites applications for empanelment of External Fire Auditors/Consulting Firms for conducting Fire Safety Audit approximately 1472 Branches/Offices located in the City/Suburban/District/Taluka/Villages area nearby Vijayawada, Masulipatnam, Gudivada Rajmahendravaram, Amlapuram, Guntur, Ongole, Nellore, Kurnool, Kadapa, Anantapur, Ongole, Prakasam, Tirupati, Chittoor, Visakhapatnam, Vizianagaram, Srikakulam etc. of Andhra Pradesh State & Yanam Union territory. Firms/External Fire Auditors which are already empanel with SBI, Amaravati Circle can also apply as afresh.

**ELIGIBILITY CRITERIA**

**QUALIFICATION OF EXTERNAL FIRE SAFETY AUDITORS AND CONSULTING FIRMS**

**i) QUALIFICATION FOR FIRE SAFETY AUDITORS**

a) Should be passed minimum Station Fire Officer's Course from National Fire Services College (NFSC), Nagpur or any equivalent organization and having minimum 5 years related experience in Fire Safety Audit in the preceding years.

OR

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

OR

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

d) Maximum age should be less than 65 years only.

**ii) QUALIFICATION FOR CONSULTING FIRMS (FIRE SAFETY AUDITOR)**

a) Should have an average annual turnover of the firm of not less than 30% of the estimated cost of the project/work during the best 03 years out of 5 years ending on 31<sup>st</sup> March of the previous year 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.

b) Fire auditors detailed by the firm for Fire Audit should have same qualification as mentioned above (i). 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.

## **ELIGIBILITY CRITERIA FOR CONSULTING FIRMS:**

(Table – 'A')

<b>S. No</b>	<b>Trade</b>	<b>Category</b>	<b>Eligibility Limit (Amount in Rupees) (excluding GST)</b>	<b>*Similar Work Executed/Completed During Last 5 Years ending on 31.03.2024 (Excluding GST)</b>	<b>**Average Turnover of Last 3 Years (Minimum) (excluding GST)</b>	<b>Experience of Firm</b>
(i)	Fire Safety Audit of the branches at Circle Level	1	Up to Rs. 80 lakhs	One single work of Rs. 64 Lakh or Two single works of Rs.40 Lakh each or Three single works of 32 Lakh each	Rs.24 Lakhs	Min. 5 years

### **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 & 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 be filled up all para from start to end of Audit format (copy enclosed). There should not be kept blank in any column of audit format.
- \* 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.
- \* Do not leave any blanks in Fire Safety Audit format.

**GENERAL CONDITIONS :** i) The Firm/Agency/Organization should have well established office one or more either in Hyderabad, Vijayawada, Visakhapatnam, Tirupati, Guntur, Rajmahendravaram, Kurnool of Telangana/ Andhra Pradesh, Address proof must be enclosed . All the communications 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 for their information.

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 **15 /07/2024 by 3:30 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 (i) a, (ii) a 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.
8. 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
10. Similar work executed/completion certificate from user departments to be enclosed.
11. Experience of firms
12. Copy of MSME/Startup category should apply (if required)

**The Assistant General Manager(P&E)**

## **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, application form, 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, 2<sup>nd</sup> floor, Gunfoundry Building, Local Head Office Amaravati, 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 Vijayawada.
- 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 Vijayawada.

**Signature of the applicant with address and seal**



**FORMAT OF APPLICATION FORM  
FOR EMPANELMENT OF EXTERNAL FIRE AUDITORS/CONSULTING FIRMS**

1	a) Applied for empanelment of (Fire Safety Audit)		
	b) Whether auditor / consultancy firm		
2	Name of the consultancy firm / Name of the auditor		
	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/voter Id card/Aadhar card/passport etc.,)		
3	Year of establishment (in case of firm only)		
	a) Name of Directors/proprietor/partners		
	b) Name of Person who will audit the branches/offices (Please submit Bio – data of each auditor confirming 1(i)a and 1(ii)a on letter pad of Consultancy Firm with all supporting documents) (applicable for consultancy firm only)		
	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 last 3 years (Enclose Profit &Loss Account and Balance Sheet for the year ending March – 2022, March – 2023 & March – 2024) applicable in case of consultancy firm.		

	I) 2021-2022	Rs.	
	ii) 2022-2023	Rs.	
	iii) 2023-2024	Rs.	
5	Detailed description and value of similar works done during the last 5 years as on 31.03.2024.		
6	If, you are a retired official from SBI, PSB or PSU		
	Name of organization where worked		
	Designation		
	Date of Birth		
	Date of appointment		
	Date of retirement		
7	If, you have passed 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 audit in the preceding years.  (Please mention the details of organization, where worked and enclose the copies of work copies e.g appointment letter etc) (applicable for Fire Safety Auditor only)		
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 Andhra Pradesh.		
10	Declaration regarding near relatives working in the Bank.		
11	Income tax return for the last 3 years		

	(Enclose sheet )		
	i) 2021-2022		
	ii) 2022-2023		
	iii) 2023-2024		

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 incase 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 winding 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 entitles 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.

**Hyderabad :**

**(SIGNATURE OF THE AUTHORISED SIGNATORY)**

**Date:**

**SEAL OF THE FIRM**

**Assistant General Manager  
State Bank of India  
Premises & Estate Department  
Local Head Office, 2<sup>nd</sup> Floor,  
Gunfoundry, Amaravati  
Hyderabad-500001**

Sir,

**APPLICATION FOR EMPANELMENT OF EXTERNAL FIRE AUDITOR**

- 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, Amaravati 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: