

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ  ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ
Punjab Gramin Bank
Sponsored by : punjab national bank

ਹੈੱਡ ਆਫਿਸ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। ਪ੍ਰਧਾਨ ਕਾਰਜਾਲਯ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। H.O.: JALANDHAR ROAD, KAPURTHALA.
Ph.: 01822-509846 Fax: 01822-230230 e-mail: pgbhogad@gmail.com

Tender Notice

(ANNEXURE-A)

Punjab Gramin Bank invites tender from the interested companies / firms for Annual Maintenance Contract for Refilling / Servicing and Installation of New Fire Extinguishers on regular basis in the branches/ offices of bank within Punjab State. The applications complete in all respects may be addressed to The General Manager, Punjab Gramin Bank, Jalandhar Road Kapurthala (Punjab) - 144601.

Last date of Submitting Tender: 28.12.2017 (02.00 P.M.)

Date of opening of Tender: 28.12.2017 (03.00 P.M.)

Place: Kapurthala

Date: 13.12.2017


General Manager

General Terms & Conditions	(Annexure-I)
For Technical Bid	(Annexure-II)
For Financial Bid	(Annexure-III)

GENERAL TERMS & CONDITIONS.

1. The bidder / firm must have minimum five year experience of successful execution of refilling work and installation work of fire extinguishers in Govt. /PSU/ Nationalized Banks / Private firms.
2. The company/ firm/ bidder should have valid GST number.
3. The contractor should be an income tax assessee and should have filled income tax return for the last assessment year.
4. The average financial turnover during the last three years ending as on 31.03.2017 should be Rs.20 lakh (Twenty lakh) per year.
5. The Contractor / Vendor shall be responsible for any injury to their workmen during performing the servicing/ refilling/ maintenance work etc.
6. The vendor/ contractor will follow BIS 2190:2010 for refilling and maintenance of fire extinguishers. The hydraulic testing of extinguishers (CO2) will be done once in three years.
7. The vendor/ contractor will maintain a data log sheet of all fire extinguishers like details location, type and capacity of extinguishers, date of refilling and next due date for refilling etc.
8. Payment for refilling or new supply of fire extinguishers work will be made after satisfactory performance by the vendor which will be verified by the Branch Manager/ officer-in-charge.
9. The authorized person of the eligible firm/ company shall sign in all the pages of the application with seal of the company/ firm.
10. The successful bidder has to deposit Earnest Money of Rs.20000/-(Twenty Thousand Only) for rate/contract for refilling and supply of new Fire Extinguishers for branches/ offices in the form of Demand Draft in favour of Punjab Gramin Bank, payable at Kapurthala.
11. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates.
12. All erasures and alterations made while filling the tender must be attested by initials of the renderers. Overwriting of figures is not permitted; failure to comply with rather of these conditions will render the tender void at the authority's option.
13. Each of documents should be signed by the contractors submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.
14. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the authorities.
15. Punjab Gramin Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
16. In case of any dispute, the decision of the Chairman shall be final and binding.
17. **Validity of Rate contract will be for three years.**
18. Sealed Tenders should reach Head Office, Kapurthala on or before 28.12.2017 (up to 02.00 p.m.). Tender received after 28.12.2017 (02.00 p.m.) will be rejected.
19. Tenders will be opened at 03.00 p.m. in our Head Office, Kapurthala on 28.12.2017.
20. Bidder can depute his representative to our office on 28.12.2017 at 03.00 P.M. to witness tender opening process.

Financial Bid should be strictly submitted on the enclosed format **(Annexure -III)** only.

Technical Bid should be inserted in envelope 'B' and Financial Bid in envelope 'C'. Both the envelopes should be sealed and inserted into a third envelope 'A' which should also be sealed. Envelope should be marked as under:

Envelope 'A' - 'TENDER FOR FIRE EXTINGUISHERS'

Envelope 'B' - 'TECHNICAL BID FOR FIRE EXTINGUISHERS'

Envelope 'C' - 'FINANCIAL BID FOR FIRE EXTINGUISHERS'

(Envelope B&C shall be kept inside Envelope A)

The financial bids only those vendors selected after inspection and technically found suitable for Bank purposes, should be opened and the lowest one of the same should be taken up for further discussion.

Other financial bids will not be opened and the sealed cover should be kept on record.

Refilling and Maintenance Work:-

- a. All fire extinguishers must be discharged/emptied before refilling of fire extinguisher. The demonstration of fire extinguishers will be given to staff members of branches and offices also.
- b. Replacement of old gas cartridge with new ISI marked Gas Cartridge and extinguishing media of the fire extinguisher.
- c. All fire extinguishers and refills and spare parts must confirm to performance and construction specifications as laid down IS 15683:2006 as amended from time to time by BIS.
- d. Proper cleaning of interior and exterior of fire extinguisher, polish the painted portion with wax polish and plastic components to be thoroughly washed with soap solution and sun dried.
- e. Record of maintenance, inspection and testing of all fire extinguishers shall be created Branch wise and handed over to concurred office/branch.
- f. Checking of nozzles, port hole, vent hole, cap assembly, siphon tube, safety pin/clip, discharge pipe etc.
- g. Checking wall bracket/fire stand of fire extinguishers.
- h. Checking coloring of fire extinguishers, if required then take a prior approval for same by zonal security office/Branch.
- i. After refilling paste inspection card to the body of the extinguishers indicating the serial number, date of refilling, next due date of refilling, due date for hydraulic testing etc.
- j. Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt.
- k. Operating instruction of fire extinguishers are legible and facing outward and in good visible condition.
- l. Checking of pressure gauge reading or indicator, it should be in operating range only.
- m. Hydraulic Pressure test, wherever due should be carried out in conformity with the procedure and periodic laid down in BIS 2190:2010. If fire extinguisher fails in Hydraulic testing then it will be replaced by new one after getting approval from Head Office.

Special Note:-

1. Refilling & Hydro Pressure Test of all existing Fire Extinguishers should be through empanelled Vendor.
2. Refilling & Hydraulic Pressure Testing (HPT) Criteria: Refilling of Fire Extinguishers should be done in accordance with IS (Indian Standard) : 2190-2010 (SELECTION, INSTALLATION AND MAINTENANCE OF FIRST-AID FIRE EXTINGUISHERS).
3. Periodicity of Refilling for Fire Extinguisher.

Sr. no.	Type of Extinguisher	Periodicity	HPT Schedule	Remarks
1	Water Type	Once in 02 Years	3 Year	Reference:- IS (Indian Standard): 2190-2010 (SELECTION INSTALLATION AND MAINTENANCE OF FIRST-AID FIRE EXTINGUISHERS)
2	Mechanical Foam Type	Once in 02 Years	3 Year	
3	BC and ABC Powder Type	Once in 03 Years	3 Year	
4	Self-actuating Modular (ABC and BC powder based)	Once in 03 Years	3 Year	
5	CO2 Gas (Portable & Trolley Mounted) Type	Once in 05 Years	5 Year	
6	Clean Agent Type	Once in 05 Years	3 Year	
7	Self-actuating Modular (Clean Agent Gas Based) Type	Once in 05 Years	5 Year	

Note :- Whenever fire extinguisher is empty or its weight less than 20% from total weight whatsoever the reason, extinguisher will be refilled immediately.


General Manager

Acceptance of Terms & conditions:

We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the Bank's jobs on the bank's terms and conditions.

(Authorized Signatory)

(Please affix company's rubber stamp)

Name

Designation.....

Address:

E-mail :

Mobile No.....

Technical Bid

Annexure-II

Basic Information

S.No.	Particular	Description
1.	Name of the Vendor / Contractor/ Company /Firm and address of the registered office:- Complete Address Land Line:- Mobile number:- E-Mail:- Website, if any:-	
2.	Date and year of establishment (enclosed documentary evidence)	
3.	Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
4.	Name of the proprietor/ partners/ Directors of application with address and phone number. a. b. c.	
5.	Details of registration-whether partnership firm, company etc.Name of registering authority, date and registration number. (enclosed documentary evidence)	
6.	Whether the firm has worked for the Government/ Semi-government or any other Public Sector Banks etc. if so, provide name of the organization and agreement copy. (Names , Addresses & Contact nos)	
7.	Address of office and technical staff who will carry out the service / maintenance work.	
8.	Banker Name & Branch Account No. with IFSC.	
9.	Yearly turnover of the organization during last three years (year wise) – as certified by the chartered accounted (enclose copy of balance sheet of last 03 years.	Rs. for 2014-15 Rs. for 2015-16 Rs. for 2016-17
10.	GSTIN	
11.	PAN No	

(Signature of Bidder with Seal of Firm)

