

Security Department, Zonal Office, Bank Square, Sector 17-B, Chandigarh-
160017 Telephone: 0172-4193528,email: cochdsecurity@pnb.co.in

TENDER DOCUMENT

Annual Maintenance Contract for Operation & Maintenance (non-comprehensive) including 24 hours manning of Fire Alarm, Fire Fighting system and other Safety equipment installed at PNB House building, Sector 17-B, Chandigarh through Online E-Tender.

PUNJAB NATIONAL BANK
Security Department, Zonal Office
PNB House, SCO 31-42
Sec. 17-B, Chandigarh-160017

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SECURITY DEPARTMENT, ZONAL OFFICE CHANDIGARH

1. INTRODUCTION

Punjab National Bank (PNB) (The Bank) a Public Sector Bank, constituted under the Banking Companies (Acquisition & Transfer of Undertaking) Act 1970, commenced its operations on April 12, 1895 to undertake Banking activities. The Bank enjoys strong fundamentals, large franchise value and good brand image.

2. BID DETAILS

1	Tender reference	ZOCHD/Fire/AMC/14/2021
2	Date & commencement of Tender download	09/11/2021 from 1000 hrs
3	Last date & time of acceptance of queries	16/11/2021 till 1700 hrs
4	Last date and time of downloading tender	23/11/2021 up to 1600hrs
5	Bid preparation and Hash Submission	23/11/2021 up to 1600hrs
6	Close for Technical and Commercial bids	23/11/2021 from 1601 hrs to 1700hrs
7	Last date of Bid submission and re-encryption	23/11/2021, from 17:01hrs to 24.11.2021 till 1200 hrs
8	Tender fee & Technical bid opening	24.11.2021 from 1201 hrs
9	Cost of Tender Document	Rs 500/- + GST in form of DD in favor of Punjab national Bank Chandigarh same is non refundable.
10	Earnest Money Deposit Amount	Nil , Bidder to sign the Bid Security declaration form as per format given in tender document(annexure 3)
11	Performance Bank Guarantee	3% of tendered amount (annexure4)
12	Estimated Cost of Services/work	10 Lakhs
13	Validity of the tender	90 days from the date of opening of commercial bid
14	Duration of contract	12 months. Extension as per tender document
15	Acceptance of offer letter	07 days of award of work
16	Date of start of work	within 10 days from date of award of work
17	Place of opening of bids	Zonal office , Punjab National Bank , Bank Square , Sector 17, Chandigarh-160017
18	Contact Person	Hemant Kumar Bhardwaj Manager-Fire Safety Security Deptt. 3 rd floor, Zonal Office , Chandigarh Ph. No. 8130701080 e-mail: cochdsecurity@pnb.co.in

Bank will be following the e-procurement process. The complete details of the requirements for participation in the e-procurement process of the Bank are available on the website <https://etender.pnbnet.in> which may be referred for details & clarification. It is mandatory for the bidder to get itself registered on Banks website for submission of online bids.

Note: - Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes will be published on Bank's website (www.pnbindia.in&<https://etender.pnbnet.in>) whenever feasible. Further, please note that commercial bid opening date and time will be intimated to the technically qualified bidders on a later date.

3. Eligibility Criteria

1. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described herein. The Bidder should also possess the technical know-how and the financial ability that would be required to complete the scope of work. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the tender document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation and bid submitted by them shall be summarily rejected.

2. This invitation of bids is open to all experienced contractors, reputed firms (proprietary/partnership/LLP), company / organization registered in India under Companies Act, provided they fulfil the minimum eligibility criteria as below. Consortium/Joint Ventures and Special Purpose Vehicles are not eligible for the tender and the bid, if any, submitted by them shall be summarily rejected. Proposals not complying with minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid. The proposal should adhere to the following minimum eligibility criteria :

SR NO.	ELIGIBILITY CRITERIA
1	The applicant should have been in business for at least 5 years. Applicant to submit the copy of certificate of incorporation /partnership deed /undertaking in case of proprietorship firm along with application.
2	Average annual financial turnover during the last three years, ending 31 March of the previous financial year, should be at least Three Lakhs Rupees.
3	Applicants need to have capabilities of handling the Operation & Maintenance including 24 hours manning of Fire Hydrant System, Sprinkler System, , Fire Pumps, Fire alarm & detection , Public Address systems, Fire Signages, Fire Extinguishers etc. in High Rise Buildings of Central/State Government Department/Central Autonomous Body/Central Public Sector Undertaking/City Development Authority/Municipal Corporation of City formed under any Act by Central/State Government and published in Central/State Gazette/ Scheduled Commercial Banks or its subsidiaries/Private organizations
4	Applicants should have experience of similar works (as per above Para.3) during last seven years ending 30 Sept. 2021 under single contract as under:- Three similar work Minimum INR 4,00,000/- (Four Lakhs Rupees) OR Two work 5,00,000/- (Five Lakhs Rupees) OR One work 8,00,000/- (Eight Lakhs Rupees)

5	Applicant should have been profitable in last three financial years
6	Applicants should have establishment at Tri-city (Chandigarh, Mohali, and Panchkula) since last 03 years. Applicants should be capable to maintain and provide support in expansion/ restoration/ repairing of fire fighting system. Applicants to submit the copy of address proof i.e. ownership of premises or Rent agreement, electricity bill, BSNL Land line telephone bill etc. If required, address may be verified by physical visit by Bank officials.
7	The bidder should not have been black-listed/ barred by any Public Sector Bank, RBI or IBA or any other Government/PSU agencies. An undertaking in this regard is to be submitted to Bank by Bidder.

3. In case, the company/bidder does not have the audited Balance Sheet for period ended March 2021, provisional balance sheet certified by their Statutory Auditors will be acceptable.
4. Bidder has to upload scanned and legible copies of all supporting documents on Banks e-procurement website <https://etender.pnbnet.in> for its scrutiny.
5. The Bank reserves the right to request for any additional information and also reserves the right to reject or accept the bid of a bidder, if in the opinion of Bank the qualification data is incomplete or the bidder is found not qualified to satisfactorily execute the requirements of the project and no communication shall be entertained in this regard in future.
6. Annexure 1 (Bidder Information).

4. Notice Inviting Tenders

Name of work:

Annual Operation & maintenance (non-comprehensive including 24 hours manning of fire alarm and fire fighting system, Fire Electric pumps and fire diesel pumps and their panel, hydrant system, sprinkler system, fire extinguishers, PA systems, Fire extinguishers, Automatic self actuating modular fire extinguishers (ABC type) etc. as per terms and condition of the agreement to ensure safe operation and maintenance of the above installations at Bank building, PNB House, SCO 31-42, Sec. 17 B, Chandigarh, and assisting in renewal of Fire NOC & other permissions from District Fire department/ MC Authorities .

- I. Tender Cost: Rs 500 + GST as mentioned in Bid details.
- II. Security Bank Guarantee: 3% as mentioned in Bid details.
- III. Firms registered under MSEs would be exempted from submission of Tender fee/cost.
- IV. Standardized documents may be downloaded from the “Corrigendum / Addendums” section of the above mentioned portal up to **1600 Hrs on 24.11.2021** after clarification on queries. No deviation on the above will be entertained by the Bank there after. Any corrigendum/ Addendum in terms of this tender process shall be placed on the Bank’s website only.
- V. Based on the clarification of conditions by the Bank, the intending bidder will submit their unconditional acceptance along with tender document. Deviated/ altered / modified applications or format or document bids shall be summarily rejected.
- VI. **ADDENDA/CORRIGENDUM** Bank may issue an Addendum/Corrigendum from time to time and at any time prior to the Closing Date. An Addendum/Corrigendum may be issued to clarify the tender document or to effect modifications to the tender document, including the Scope of Work and SLAs. Each Addendum / Corrigendum upon issue will form part of this tender document. To the extent there is any inconsistency between an Addendum/Corrigendum and this tender document, the Addendum/Corrigendum will prevail and if between two or more Addenda/Corrigendum, the last issued Addendum/Corrigendum will prevail.
- VII. The Bidders intending to participate in this tender are required to get enrolled on the Bank’s website i.e. <https://etender.pnbnet.in> Enrolment on the above mentioned website is mandatory.
- VIII. As the bids of the Bidders have to be digitally signed by the Electronic/Digital Signature of the respective Bidder before submitting the bids online, the bidders are advised to obtain Electronic/Digital Signature Certificates in order to bid for the tender.
- IX. The Tender Documents containing detailed terms & conditions can be downloaded online directly from the portal <https://etender.pnbnet.in> (or pnbindia.in) as per tender schedule attached and shall be submitted online.
- X. Price bid of only those bidders shall be opened who bring their tender in line with requirements of tender documents and are acceptable to the Bank and

the bidder who do not submit the tender fee in the form of Bank draft, their tenders will be summarily rejected

- XI. First tender fee Envelope will be opened. Hard copy i.e. the Demand Draft in favour of Punjab National Bank, Chandigarh for an amount of Rs. 500/-+ GST. After that technical bids of the bidder shall be opened online as per mentioned schedule.
- XII. The commercial bid of technically eligible bidder who meets the eligibility criteria stipulated in tender documents will be opened in the presence of participated or representatives of participated bidders as per the schedule. Date for opening of commercial bids will be intimated later to technically qualified bidders.
- XIII. All disputes arising out of or in connection with this agreement shall deem to have arisen in Chandigarh and only the courts of Chandigarh shall have the jurisdiction to determine the same.
- XIV. The Bank reserves the right to accept/reject any or all the offers submitted in response to this advertisement without assigning any reason whatsoever.
- XV. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

Asstt. General Manager

5. Instructions to bidders & Mode of Submission of Tender

The tender shall be submitted in two bid system in accordance with the procedure detailed below. Bidders have to submit Technical & Commercial Bid.

- The bidders will have to submit the technical bid in Banks e-procurement system as **well as in hard copy**
- Commercial bids in only online form through Banks e-procurement system.

TECHNICAL BID

TECHNICAL BID will also contain the Compliance statement as per the Terms & Conditions mentioned in the Tender Documents, and NOT contain any pricing or commercial information at all. Technical bid documents with any commercial information will be rejected.

In the first stage, only TECHNICAL BIDS will be opened and evaluated. Only those bidders confirming compliance to all the terms & conditions of Tender document shall be short-listed for commercial stage.

COMMERCIAL BID

In the second stage, the COMMERCIAL BID of only those bidders, whose technical bids are short listed, will be opened.

5.2 SUBMISSION OF BIDS

- Bidders are required to strictly submit their bids in electronic form using the e-procurement system at <https://etender.pnbnet.in> the Bank by using their digital certificates of class II and above (both encryption and signing). All the interested bidders should register themselves in the e procurement system <https://etender.pnbnet.in> for submitting the bids online, if they have not done earlier. The Tender document and further corrigendum, if any can also be downloaded from Banks website www.pnbindia.in. Bids received after closing of the bid in the e-procurement system are summarily rejected without any reason. The commercial bid should be submitted online only.
- It is to be noted that all the technical supporting documents should be submitted manually in a sealed envelope shall be super scribed as “**Annual Maintenance Contract for Operation & Maintenance (non-comprehensive) including 24 hours manning of Fire Alarm & Fire Fighting system and safety equipments installed at PNB House, SCO 31-42, Sec. 17-B, Chandigarh-160017**” before the final date & time of bid submission at the address: Asstt. General Manager, Security Deptt. Zonal office, Punjab national Bank, Bank’s Square, Sector 17 B, Chandigarh-160017

- 5.3 At the time of physical submission of bid, bidder has to show acknowledgement e-mail received after completion of the bid submission in proof of having submitted the bid online.

5.4 CONTENT OF DOCUMENTS TO BE SUBMITTED:

Documents required in Technical Bid Envelope (Sealed Cover):

- I. Bidders undertaking letter.
- II. Supporting documents as per Eligibility Criteria
- III. Performance/Completion Certificate from clients
- IV. Bidder Information
- V. Letter submitting tender
- VI. Duly signed Tender document and corrigendum, if any
- VII. Copy of last three years ITR audited balanced sheet as per tender document.
- VIII. Bid Declaration form & Tender Document cost.
- IX. Power of attorney in favour of authorized person signing the Bid documents.
- X. Undertaking form point no. 12

Note:

- I. All pages of the bid documents must be signed by authorized person
- II. All pages of the bid documents should be numbered in serial order i.e. 1, 2, 3...
- III. **Commercial bid to be submitted in e-procurement process only.** No hardcopy of the same be enclosed with the supporting documents

Asstt. General Manager

6. Letter Submitting the Tender

(To be submitted on Firm/ Company Letter Head)

Date:

To
Asstt. General Manager
Security Department
Punjab National Bank
PNB House,
SCO31-42 ,Sec. 17-B,
Chandigarh - 160017

Dear Sir,

Annual Maintenance Contract for Operation & Maintenance (non-comprehensive) including 24 hours manning of Fire Alarm & Fire Fighting system and safety equipments installed at PNB House, SCO 31-42, Sec. 17-B, Chandigarh-160017

1. I/We do hereby offer to execute the work under contract at the respective rates mentioned in the Commercial bid. I/We have seen the site, understood all part of the Notice inviting tender, general terms & conditions of contract, scope of work, testing & maintenance schedule, list of equipment & material and I/We agree to execute the work as per specifications, general conditions of contract, scope of work, testing & maintenance schedule.
2. I/We shall deposit Performance Security Deposit as mentioned in Notice Inviting Tender which amount is not to bear any interest. I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I/We fail to execute the contract when called upon to do so.
3. I/We understand that you are not bound to accept the lowest or any tender that you receive.
4. We agree to abide by this tender for the period of 90 days from opening of Price Bid/Commercial Bid or extension there of as required by the Bank from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period
5. We agree to abide by this tender for the period of 90 days from opening of Price Bid/Commercial Bid or extension there of as required by the Bank from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period
6. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Your faithfully,

(CONTRACTOR) in the capacity ofduly authorized to
signTender submitted on before..... P.M.

7 AGREEMENT FORMAT

This agreement is made at Chandigarh (UT) on.....day of2021 between Punjab National Bank, , a body corporate constituted under The Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at Plot No.4, Dwarka, Sector-10, New Delhi-110075 and inter alia Security Department, Zonal Office at PNB House, Sec. 17-B, Chandigarh-160017 (herein after called the Bank which expression shall include its successors, executors, administrators and assigns) of ONE PART and M/s

....., a proprietorship concern/ Partnership /Pvt. company having its office at, hereinafter referred to as the Contractor (which expression shall include its heirs, executors, administrators and assigns) of the OTHER PART.

WHEREAS the Bank is desirous of carrying out the work of annual maintenance (non-comprehensive) of Fire Alarm System, Hydrant System, Extinguishers, sprinkler system, Fire Suppression System, talk back & PA System etc. with 24 hour manning of Fire Alarm Panel, etc at Bank's building at PNB House, Sec. 17 B, Chandigarh. Bank has floated tender describing the work to be done as per schedule of quantity along with terms & conditions of contract, special conditions, additional conditions etc. and whereas the contractor has agreed to execute the work described in said priced schedule of quantities, general conditions of contract, additional conditions at the respective rates mentioned in the priced schedule of quantities. The bank issued advertisement calling the interested persons for submitting the quotations for the work. Whereas, the contractor submitted quotation after visiting the site which was approved after discussion and the approval was conveyed vide bank's letter dated

After discussion, the Bank and the bidder agree to enter into this agreement on the terms & conditions set out hereunder:

NOW IT IS HEREBY AGREED AS FOLLOWS

- 1 The following letters/tender document shall also forming part of this agreement:
 - a. Letter No. /..... dated Notice Inviting Tender
 - b. Original tender document complete.
 - c. Relevant correspondence all letter/correspondence forming parts of contract and referred to in acceptance letter.
 - d. Acceptance letter
 - e. Testing and Maintenance schedule
 - f. List of equipments
 - g. Letter submitting tender
 - h. Commercial Bid
- 2 In consideration of the payment to be made to the contractor as herein provided, he shall execute and complete the work in due respects and in conformity with the provision of the contract and tender documents.

- 3 Validity of the contract will be for a period of one year from the date of award of Contract i.e. fromto
- 4 Bank shall pay the contractor such sums as shall become payable here under at the time & in the manner specified in the agreement i.e. monthly payment of Rs...../- + GST shall be made after verification of the work to the entire satisfaction of the bank.
- 5 All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration in accordance with Arbitration and Conciliation Act 1996., There shall be a sole arbitrator to be appointed by the Bank (PNB) and the award made in pursuance thereof shall be binding on the parties. Venue of arbitration shall be Chandigarh.
- 6 The several parts of this contract have been read by us and fully understood by us. This agreement has been entered into on the basis of and contains all the conditions referred to in

IN WITNESS WHEREOF, the parties have set out their hands on the day, month and year mentioned above.

CONTRACTOR

BANK

Witness :

Address

Witness

Address

8. **Testing & Maintenance Schedule**

Name of work: - Annual Maintenance Contract for Operation & Maintenance (non-comprehensive) including 24 hours manning of Fire Alarm & Fire Fighting system and safety equipments installed at PNB House, SCO 31-42, Sec. 17-B, Chandigarh

A. FIRE EXTINGUISHERS :

Extinguisher type	Daily check	Quarterly Maintenance	Annually Maintenance
ABC/DCP Powder	Daily physical checking & cleaning of fire extinguisher by fireman cleaning of nozzle/tube etc. visual check of hose, Clamp, horn valve, safety pin, Trolley & wheels. If found any defects, the same will be attended immediately.	As per daily check & Weighing of the fire extinguisher, Checking of discharge tube and nozzle for any obstruction and labelling the same on the maintenance sticker on the extinguisher	Discharge test and hydrotest as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of dealing Bank officials.
Carbon di oxide (CO2)	Daily physical checking & cleaning of fire extinguisher by fireman cleaning of nozzle/tube etc. visual check of hose, Clamp, horn valve, safety pin, Trolley & wheels. If found any defects, the same will be attended immediately.	As per daily check & Weighing of the fire extinguisher, Checking of discharge tube and nozzle for any obstruction and labelling the same on the maintenance sticker on the extinguisher	Discharge test and hydrotest as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of dealing Bank officials.
Clean Agent	Daily physical checking & cleaning of fire extinguisher by fireman cleaning of nozzle/tube etc. visual check of hose, Clamp, horn valve, safety pin. If found any defects, the same will be attended immediately.	As per daily check & Weighing of the fire extinguisher, Checking of discharge tube and nozzle for any obstruction and labelling the same on the maintenance sticker on the extinguisher	Discharge test and hydrotest as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of dealing Bank officials.
Mechanical Foam	Daily physical checking & cleaning of fire extinguisher by fireman cleaning of nozzle/tube etc. visual check of	As per daily check & Weighing of the fire extinguisher, Checking of discharge tube &	Discharge test and hydrotest as per the schedule of the extinguisher and relevant IS

	hose, Clamp, horn valve, safety pin, Trolley & wheels. If found any defects, the same will be attended immediately.	nozzle for any obstruction and labelling the same on the maintenance sticker on the extinguisher	standards. This shall be done as per the instructions of dealing Bank officials.
Water type	Daily physical checking & cleaning of fire extinguisher by fireman cleaning of nozzle/tube etc. visual check of hose, Clamp, horn valve, safety pin. If found any defects, the same will be attended immediately.	As per daily check. Weighing of the fire extinguisher, Checking of discharge tube and nozzle for any obstruction and labelling the same on the maintenance sticker on the extinguisher	Discharge test and hydrotest as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of dealing Bank officials.

B. HYDRANT & WET RISER SYSTEM

Monthly Maintenance/Test Tasks for Hydrant system

- i. Visual Checking of all the hydrant, landing valves ,hose reels , by fireman in every shift .
- ii. Checking of Washers, valve, lugs, wheel, Check nuts gas-kit of the hydrant landing valve and female coupling of hydrant and delivery hose by turn, 2 or more hydrants per week so that all hydrant points cover in a month.
- iii. Checking of sluice valve, butterfly valve by operating the same. Greasing and Non Return Valve (NRV) for holding the pressure.
- iv. Cleaning and Grease sluice valve, NRV, foot valve and hydrant valve.
- v. Check the location for any leakage or damage in hydrant and sprinkler lines/wet riser system.
- vi. Cleaning/powdering the delivery hose, brasso (cleaning) of coupling, cleaning and maintenance of lugs, replacing the defected parts like gaskets, washers lugs, springs etc.
- vii. Check the location of leakage in hose reel and hose reel drum if any and rectify it.
- viii. Open the hose reel system for checking cracks, water flow and operation. Monthly test of Hose Reel, Hydrant control valve, outlets, with actual discharge test with water, the length of water jet to be 6 mtrs.
- ix. Monthly discharge test from at least one hydrant (Preferably from ground floor or roof top) by attaching single length of fire hose, with nozzle. To check automatic starting of pump with hydrant operation.
- x. Grease the joints, opening /closing of shut off nozzle and hose reel drum for correct operation and rotation.
- xi. Check the Ball/Gate valve operation of hose reel system.
- xii. Checking of all valves (especially the main stop valve and alarm bell isolating

valve) in the correct position.

- xiii. Monthly flushing of Sprinkler pipe line and visual checking of all the sprinkler heads.
- xiv. Checking of all pressure gauges in fire system and yearly calibration of this pressure gauge includes in the AMC.
- xv. Monthly physical Checking and cleaning of NRVs of Fire Brigade Inlets and Draw out.
- xvi. Cost of changing/replacement of minor parts like washers, gasket, lugs, springs, hose reel clamps, grease, oil, brasso shall be included in this maintenance.
- xvii. Minor welding work for maintenance of firefighting system shall be the part of the maintenance.

C. SPRINKLER MAINTENANCE

Daily

- i. Checking for leakage from the system and rectification of the same.
- ii. Checking that sprinkler heads not obstructed and required clear space between heads and stores good maintained.
- iii. Checking of all valves in the correct position. Stop valves secured open.
- iv. Checking that all pressure gauges working correctly and showing required correct pressure and actual pressure may be recorded daily.
- v. Check level of water in storage tank.
- vi. Check sprinkler heads for fitment.

Monthly

- i. Dusting and cleaning of the complete system.
- ii. Testing of the system.
- iii. Check action of flow switch for its correct operation.

Six monthly

- i. Inspect, test the complete system as per instructions of the bank.
- ii. Check spare sprinklers for serviceability.
- iii. Check pipe work, hangers and sprinklers heads for corrosion, dust, or foreign material, paint or damage.
- iv. Check action of ball valves fitted in storage tanks.
- v. Testing of discharge through sprinkler head.
- vi. Water storage tanks (underground and overhead) are to be drained and cleaned as required by the bank.

D. PUMPS AND CONTROL PANEL (Jockey, Electrical, Diesel, pumps)

Maintenance /Test Tasks for Pumps

- i. Check motor guards (every day).
- ii. Check the alignment of the motor and the pumps (weekly by the Supervisor and as and when required).
- iii. Monthly Oil/grease the motor and pumps shafts, nut bolts.
- iv. Weekly Test automatic start of pumps at pre-set pressure and auto stop of jockey pump at pre-set pressure, Jockey pump to stop automatically when main pumps start.

- v. Run all the pumps at least 15 minutes by discharging the water through outlets. Should cover all outlets twice in year.
- vi. Setting the pressure according to the requirement of the system.
- vii. Test, Check, Clean and set the pressure of pressure switches for correct standard pressure.
- viii. Check and cleaning of the electric terminals and the supply cable for any defect.
- ix. Check/Test the electric supply panel of main fire pump and provide preventive maintenance for circuit and equipment. (monthly)
- x. Check and cleaning the relays, contactors for proper functioning.(monthly)
- xi. All other preventive maintenance required for pumps and panels i.e. cleaning of dust by blower. (monthly)
- xii. Starter contacts cleaning every week.
- xiii. Insulation resistance of pumps motor circuit etc.
- xiv. Any other instructions as contained in Manufacturers literature for pump and control panels.
- xv. The Contractor will assist in arranging General Check of diesel engine by authorized dealer of Kirlosker for which payment will be borne by the bank on submission of reports as per OEM (Kirlosker).
- xvi. The contractor shall check and maintained the system as per IS 3844 for hydrant and pumping system as per the instructions of Bank Officials.

E. Fire water tank

- i. Half yearly cleaning of tanks at roof (20,000 liters capacity) and tanks of 60,000 liters capacity at basement. Stoppage of leakage of water from tanks if any at any time. This includes cost of m-seal.

(F) FIRE DETECTORS AND ALARM

- I. Monthly visual check of each detector – (external check only).
- II. Numbering of all detectors, MCPs, speakers & hooters and maintain the record of the same.
- III. Quarterly cleaning of smoke/heat detectors removal of dirt by air blower.
- IV. Monthly actuation of smoke detector by turn – at least two detectors on each zone at each floor to be subjected to test. Six monthly actuation test of heat detectors.
- V. Circuit test/panel Test – for Fault and fire condition every month for fault test and every quarter for fire condition.
- VI. Quarterly test of Manual Call Box by turn – at least half of MCBs to be tested per quarter.
- VII. Manual Test of Public Address System daily or as and when required.
- VIII. Manual (Actual) Test of Public Address System – Every month.
- IX. Monthly Testing, Dusting and Cleaning the Main Fire Panel and zonal panel at floor, Check/maintain the batteries of the fire panel including change of Battery water in the batteries.
- X. Quarterly test/check the wiring of the smoke detection and public address system and minor repairing will be accomplished.
- XI. The contractor shall check and maintain the system as per IS 15908 & IS 2189 as per instruction of bank officials.
- XII. In case if problem occurred in fire detection system due to existing cable

than the same will be rectified by changing/replacing of faulty cable by the AMC Contractor. The required cable shall be arranged by the contractor and payment will be made as per actual measurement and payment will be done on the original purchase voucher (as per satisfaction of the bank) adding 15% towards profit and taxes. The contractor shall remove the defective cable from the ceiling. No labour charge will be given for the same.

- XIII. Minor fittings of the detectors/RI/Hooter or shifting five or less detectors/RI/Hooter or its connection shall be included in the AMC contracted value.
- XIV. The changing of address/ name of zone in the fire alarm panels shall be covered in the maintenance part and within contacted value.

G P A System:

- i. The PA system will be checked on daily basis by playing light music in morning time before 8 am and on holidays.
- ii. Numbering of all the speaker and record should be maintained.
- iii. Monthly cleaning (by using air blower).of the system includes cleaning its head and other parts, and checking of all the speakers and hooters for its audibility (Sound).
- The contractor shall also maintain the log book of the system mentioned above on weekly basis. (i.e. Equipments check/status lists.)
- The contractor shall also maintain any other Firefighting & protection system installed or to be installed in the building.
- The following performances are expected to be achieved during the monthly/quarterly/annual Test etc. for different extinguishers/equipments etc. For monthly/quarterly/half yearly/annually checking proper record will be maintained.
- The above are general check-lists and test requirements etc. The contractor shall be bound to undertake any other check/test which is considered necessary for efficient functioning of equipment/systems, whether included in above schedule or not. He shall not claim any extra charge for such work, which must be included in the overall contracted fees.

Note:

1. All the Fire Extinguishers are maintained and if required to be installed according to Indian Standard (IS) 2190:2010 and 15683 and respective India Standards.
2. Hydrotesting & refilling of extinguisher shall be done as per their schedule. The expenditure for which will be borne by the Bank.
3. Replacement/change of minor parts like washer, safety pin/clip, clamps, shifting & clamping shall be part of the maintenance and included in Contract value.
4. All maintenance & cleaning tools, tackles, ladder, blower & weighing machine etc shall be provided by the contractor within the Contracted value.
5. Cost of changing/replacement of minor parts like washers, gasket, lugs, springs, clamps, grease, oil, brasso of valves, NRV, glands of pumps, cleaning cloths/material, airblower and firefighting equipment shall be included in the maintenance and contract value. Which shall be readily placed at the site by the contractor?
6. Welding work for maintenance of firefighting & fire alarm system shall be included in the maintenance and contract value. In case of shifting of system

or new installation same shall be paid as per the Bank's guidelines.

7. Checking & Maintenance as per latest IS/NFPA/ codes which not covered above shall be also part of preventive maintenance as per direction of Bank.
8. Preventive maintenance of Fire fighting pump & accessories which will get installed in the PNB buildings of Sector 17 in due course shall also be comes under the scope of the contractor.

9. LIST OF EQUIPMENTS/MATERIALS

S. NO.	DESCRIPTION OF EQUIPMENT	QUANTITY
1	One Main Electrical pump.	One Set
2	One Diesel Pump	One Set
3	Jockey Pump	One Set
4	Main electrical control panel for fire pump	One Set
5	Diesel tank (200 ltrs Capacity)	One No.
6	Air Vessel complete at terrace & pump room	2 set
7	Terrace pump with panel in SCO 70-71, Sector 17	1 Set
8	Pressure switch	4 nos.
9	Pressure gauge	5 nos.
10	Butterfly valve 200 mm dia	03 nos.
11	Butterfly valve 150mm dia	8 nos.
12	Butterfly valve 100 mm dia	5 nos.
13	Butterfly valve 80 mm dia	14 nos.
14	Two way fire brigade inlet connection	2 nos.
15	Single headed G. M. oblique hydrant landing valve	15 Nos.
16	Hydrant hose cabinet with locking arrangements and glass	15 nos.
17	Hose reel 30 meters with drum & complete accessories	15 nos.
18	Hydrant hose cabinet with locking arrangements and glass(SCO70-71 Sector 17)	5 nos
19	Hose reel 30 meters with drum & complete accessories (SCO70-71, Sector 17)	5 nos.
20	RRL Fire Hose pipe of 15-mtr length each with male and female coupling	35 Nos.
21	Fire water tank including terrace	80000 liter
22	Sprinkler head pendent type	110 nos.
23	Flow switch	3 nos.
24	10 Main panel Agni make	1 no.
25	4 Zonal Panel (Advent Make)	4 nos.
26	Auto dialer	1 no.
27	Smoke detector	250 nos.
28	Heat detector	10 nos.
29	Response Indicators	45 nos.

30	Manual call Point	24 nos.
31	Electric Hooter	37 nos.
32	Talk back master console 24 zones complete panel	1 no.
33	Talk back hand set	22 nos.
34	Voice Alarm Controller	1 no.
35	Booster AMPLIFIER	3 nos.
36	Bosch ceiling/ box speaker	70 nos.
37	Fire Extinguisher , CO2(9 KG)	1 no.
38	Fire Extinguisher , CO2(6.5 Kg)	8 Nos.
39	Fire Extinguisher, CO2 (4.5 Kg)	17 Nos.
40	Fire Extinguisher, CO2(3 Kg)	08 Nos.
41	Fire Extinguisher (ABC-4Kg)	65Nos.
42	Automatic Self actuating modular ABC type(5 KG)	41 nos.
42	Photo illuminscent Exit signages	4500 sq. inch

The quantity of materials mentioned in the list is tentative. Any material/equipment related to fire alarm and fire-fighting system etc. installed or proposed to be installed by the bank shall also be part of this contract and contractor has to maintain the same in term of the scope of contract and no extra payment shall be paid on this account. The scope work includes all the basements + 3 floors of PNB House SCO 31-42 building. This includes the area of Branch office Sec. 17-B, Currency chest, LCB, CPPC, DRT, CLPC circle office, Zonal office and other divisions etc. housed in the PNB House building, SCO 31-42, Sec. 17-B, Chandigarh. Also 01 terrace with hydrant pump attachment installed in our PNB building SCO70-71, Sector 17.

BANK

CONTRACTOR

10. Scope of Work

Nature of work: Annual Maintenance Contract for Operation & Maintenance (non-comprehensive) including 24 hours manning of Fire Alarm & Fire Fighting system and safety equipments installed at PNB House, SCO 31-42, Sec. 17-B, Chandigarh.

The Scope of work for each type of equipments/systems shall be to carry out monthly/quarterly/annual or Bi-annual maintenance or actuation tests as per agreement, Testing & Maintenance Schedule and Schedule of Quantities. Maintenance suggested in IS 3844, IS 2190, IS 2189, IS 15908, IS 15105, IS 15683 and all IS relevant to firefighting, flooding system & fire detection system and not covered in this documents is also the part of maintenance as per the direction of Bank officials.

1. Each of equipments, like extinguishers, Hydrant valves, Hoses, Hose Reels, smoke & heat detectors, speakers with Panels, manual call points, R.Is etc. shall be serially numbered for easy identification.
2. For each type of equipments, a register/sheet shall be maintained as per direction with separate page/half Page/quarter page allotted for a particular number. For example, for water Co-2 extinguishers, after numbering these serially, Nos. 1-4 to be allotted one page of the Register, Nos. 5-8 given the second page of register and so on. As per formats given by the Fire/General Service Administration Officer. All stationery keeping records shall be provided by the contractor within contracted value. All these record shall remain property of the Bank during & after completion of contract.
3. After each maintenance/testing, the test details of maintenance work shall be entered in the register giving date, type of test/maintenance and result achieved. This drill shall apply for all equipments/components of system etc.
4. In case of actuation of an extinguisher due to actual fire, the contractor must inform the officer-in-charge. The equipment to be re-charged, and get it entered in the register, counter-signed by the Bank Officer. Thereafter it will be the contractor's responsibility to provide necessary replacement with the correct type for which he will be reimbursed by the Bank. In case of detector replacement, he will correspond with the Installer/Supplier on behalf of the bank, under intimation to the Officer concerned, and when the replacement is received, to supervise its re-installation, record the date in the register appropriately.
6. In case of actuation of an extinguisher during testing, the contractor must inform the officer-in-charge of the equipment to be re-charged, and get it entered in the register, counter-signed by the Bank Officer. Thereafter it will be the contractor's responsibility to provide necessary replacement with the correct type at his own cost.

7. The contractor may employ other persons/sub-contractor or take outside consultancy (within contracted value) for execution of the work, but he/they will remain directly liable to the bank for all maintenance/testing/replacement work to be carried out as per schedule given here-in-after.

8. All cleaning materials tools and plant etc. shall be provided by the contractor without any extra charges. However bank will provide the storage/covered space for keeping these materials, tools & plant if required. But safety of the same shall be the responsibility of the contractor. The tool box shall contain two nos. of slide wrench, one set of pipe wrench, D-spanner and ring spanner for hose reel and hydrant system, pumps and suitable for all size of nut bolts cleaning equipment like air blower etc. should be present at the site.

9. During breakdown and maintenance of the firefighting & sprinkler system the required blinds, flanges, and associate parts required for the isolation of the system shall be arranged and installed by the Contractor within the annual contracted/AMC amount

10. All spares parts/materials for the maintenance purpose not covered in the routine maintenance shall be supplied by bank to the contractor at site free of cost but no labor charge will be given to the contractor for rectification work. The materials such as valves, hose reel, detector, wires etc. required for the maintenance works, if required, shall be procured by the contractor from the open market on behalf of the bank after getting approval of bank's authority and payment shall be made at actual cost (original purchase voucher) plus over head and profit of 15% for which he has to submit bill/purchase voucher for the same as per satisfaction of the bank. Jobs like disconnection and connection of the detectors or changing of defective cable of detectors, hooters etc. and minor welding work (up to 5 cms) for maintenance purpose includes in this AMC.

11. GENERAL TERMS & CONDITIONS

1. Tender and process incidental thereto shall remain subject to the guideline/order issued by Ministry of finance Department of Expenditure, Govt. Of India vide its Order No. 6/18/2019-PPD dated 23rd July 2020. The Model Clause for the tender as prescribed in terms of para 4 of aforesaid order, is disclosed at Annexure 2.
2. The tender process may be suspended, delayed/ annulled altogether by the Bank based on Bank's requirement without assigning any reason.
3. Commercial/Financial Bid will be opened in presence of the bidder / authorized representatives who wish to be present. Only one representative per service provider shall be allowed to be present at the time of opening of bids or for pre-bid meeting. Such meeting(s) may be held on web based applications due to ongoing pandemic and restrictions on movement of people.
4. Each page of the tender documents (Submitted) is required to be signed by the person or persons submitting the tender in token of his / their having acquainted himself / themselves with the tender documents in total.
5. The successful Bidder to whom the work is awarded will have to deposit a sum of 3% of total annual contract in form of Performance Bank Guarantee in favour of Punjab National Bank.
6. In case of default on the part of successful bidder to perform and observe any covenant, conditions and provisions herein contained or abandons the contract or leaves the contract unperformed it shall be lawful and in its absolute discretion for Bank to invoke the Performance Bank Guarantee or a part thereof with prejudice to any other right or remedy that may be available to it against the successful Bidder under this agreement, for such breach.
7. The PBG will be returned to the successful bidder after the satisfactory completion of the contract in all respects. The service provider must claim return of the PBG from the Bank.
8. The Bank reserves the right to request for any additional information and also reserves the right to reject or accept the bid of a bidder, if in the opinion of Bank the qualification data is incomplete or the bidder is found not qualified to satisfactorily execute the requirements of the project and no communication shall be entertained in this regard in future. Bank has right to ask the bidder for submitting additional documents/information in support of eligibility criteria/bid at the stage of bid evaluation (after opening of technical bid) within seven days maximum time (as decided by bank) in case any clarification is required by the bank.

9. All compensation or other sums of money payable by the bidder to the Bank under the terms of the contract may be deducted from the PBG unless the service provider makes good the amount direct to Bank separately. Joint tenders shall not be considered.
10. The Bidder must obtain for himself on his own responsibility all the information which may be necessary for the purpose of making a tender and entering into a contract. The Bidder is advised to inspect the installations at the site of work and acquaint himself with all local conditions, nature of work and all matters pertaining thereto.
11. The successful bidder must co-operate with other service providers engaged by the Bank and the work shall proceed smoothly with least possible, delay and to the satisfaction of the Bank.
12. The Bank shall provide resources such as water and power for normal day to day functioning.
13. The staff provided by the bidder shall be disciplined, polite and courteous. They shall not misbehave with any Bank staff and shall not engage themselves in any unlawful activities in the premises. The bidder shall be fully responsible for any theft, burglary, fire or any other mischievous deeds of his staff and shall replace any staff if asked for by Bank.
14. The bidder shall be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep Bank indemnified from any compensation / liability/cost charges/rectification cost etc.
15. The bidder shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948 ESI (if applicable at the place of work), the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1928, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923 and other relevant Act, Rules and Regulations, instructions etc. issued / enforced from time to time.
16. Work shall be carried out on all days including Sundays and Holidays since fire safety is part of essential services. The bidder shall attend complaints received in connection with the services immediately. Any failure will attract penalty as per penalty clause.
17. The bidder shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the aforementioned services to be rendered to the bank and against all claims, damages

or compensations payable under workmen's Compensation Act, 1923 or any other law.

18. Any conditional bid quoted by the bidder is liable to be primarily rejected.
19. On receipt of intimation from the Bank of the acceptance of his tender, the bidder within 7-days should submit his acceptance to the Bank. If the successful bidder fails to submit his acceptance or to undertake the work, acceptance of his tender may be withdrawn.
20. Bidders should provide contact details of employers where they are working/ worked (as per experience certificate) and should submit the documents as proof. Bank may take feedback from the companies where bidders / applicants are still working and bidders should not have any objection in seeking feedback.
21. Bidders / Applicants should not have any objection if bank's authorized representative's visits their offices / establishments.
22. Bidders / applicant should be aware of bank's declared policy of procurement and will follow the same.

Compliance of Laws

- (a) The successful Bidder shall be responsible for fulfilling the requirements of all statutory provisions of all labor laws, rules & regulations and notifications issued there-under from time to time whether from Central or state or local bodies, at own cost and risk, in respect of personnel employed by the Bidder and will maintain necessary records as per statutory requirements. If due to any reason whatsoever PNB is made liable for any liabilities, it shall be payable by the Bidder to PNB and also, such liabilities shall be recoverable by PNB from dues payable to the Bidder or/and pending payment of Bills or and from security deposit of the Bidder with PNB. The Bidder shall pay and meet all expenses, arising out of or as a consequence of, various provisions in the aforesaid Acts and statutes or applicability of any other act/code.
- (b) The successful Bidder shall issue statement of PF accounts to the workmen under intimation to PNB. A copy of the Statement of PF Accounts needs to be submitted to the PNB within the stipulated time limit as purported in the Act.
- (c) The successful Bidder shall be solely responsible as regards salary / wages and service conditions and terms extended by the Bidder to its employees/workmen and shall in that connection maintain requisite records and comply with all laws, enactments, rules, regulations and orders applicable to the Bidder and its employees/workmen in general and in particular, laws, enactments, rules, regulations and orders dealing with employment of Contract Labour, payment of wages/Compensation Contributions under the ESIC Act, 1948, Safety regulations, regulations relating to employment of female work force, security requirements and such other rules and regulations as may be applicable at hereafter.

- (d) The wages paid by the Bidder to its employees / workmen shall be fair, and in no case, be less than the wages prescribed under the Minimum Wages Act, read with other relevant statutes, as prescribed by the **Central Govt.** from time to time. In case of any increase in the minimum wages as per Minimum wage Act during the currency of the contract, the bidder shall bear all increases in wages, within the contracted amount.
- (e) The successful Bidder shall be responsible for settlement of any claims/ dues, in case any of the Service Provider's employee/workman dies or sustains injury or damage or loss either to his/her person, or his/her property, in accordance with the provisions of law. The Bidder shall have to take necessary and relevant insurance coverage for all its employees/ workmen in this regard and provide a copy of the same to the Bank for records.
- (f) The successful Bidder shall be responsible for payment of extra duty to its workmen in case the workman works more than the prescribed hours as laid down under the relevant Central / State Rules as applicable.
- (g) It will be obligatory on the part of the successful Bidder to disburse monthly wages/wages to its workmen in bank account and obtain signatures on the attendance roll/wage disbursement register as per the relevant Act. For this, the service provider shall ensure that all workmen deployed at Bank's site(s) have an account with Punjab National Bank which will enable monitoring by the Bank.

Safety and Labour Laws

- (a) All safety and labour laws enforced by statutory agencies as well as by PNB shall be applicable in the performance of this Contract, and the Bidder shall abide by these laws.
- (b) The successful Bidder shall take all measures which are necessary and/or proper to protect the personnel, work and facilities, and shall observe all reasonable safety rules and instructions.
- (c) The successful Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
- (d) The successful Bidder shall not engage/employ persons below the age of 18 years and not above 55 years of age.
- (e) All liabilities, owing to injury/death due to negligence or miscommunication or during discharging regular work of the staff of the party/bidder, will be to the party/bidder and what so ever the work, in any case Bank will not be responsible for any liabilities of injury/death etc. It's the duty of successful party/bidder to guide the staff regarding safety measures.
- (f) All staff of the successful bidder while on duty should use adequate personal protective equipment's and uniforms.
- (g) The workmen shall execute the work as per latest IS code of practice of relevant equipment's and follow the bank guidelines. The party/bidders staff has to follow

the safety procedures & practices in electrical works as per IS and relevant guidelines. The bidder/ staff deployed shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

23. Responsibilities of successful bidder

- (a) The successful Bidder shall be responsible for maintaining all the statutory records and deposit the Govt. dues as per the norms specified. Further Bidder to ensure obtaining Labour License under Sec.12 of Contract Labour (R&A) Act as well as other Certificates / Licenses/permission/Registration etc. within 30 days of mobilizing services.
- (b) Welfare Facilities to be provided by successful Bidder to his staff must include First-aid-box among other things.

24. Health, Safety and Environment (HSE)

In line with PNB's commitment to maintain highest standards of occupational Health, safety and Environmental protection with effective HSE risk management, the operations and maintenance of the Office premises as mentioned in the document shall incorporate such practices so as to adhere to the HSE guidelines of the central Govt. In this regard, successful Bidder shall ensure the following:

- (a) The successful Bidder shall be responsible for understanding and implementing the HSE policy of Central Govt. while executing the services in the contract.
- (b) The successful Bidder will take the responsibility for ensuring that its employees, agents and/or sub Service Providers perform work in accordance with all applicable Environmental, Health, & Safety Laws.
- (c) It has to be ensured that bio-degradable chemicals are used for cleaning purposes and appropriate care is taken in disposal of any hazardous wastes as per prevailing laws.
- (d) The successful Bidder shall be responsible and accountable for the safety performance of its work force supporting the office site. The bidder shall need to demonstrate active leadership and engagement in the implementation of safety programs.
- (e) The successful Bidder shall annually evaluate the success of the Green Cleaning Policy and practices, and provide a report on an annual basis to senior management. The annual report shall include an evaluation of the performance, safety, cost and environmental/public health benefits achieved as a result of its implementation.

29. Quality Control

The successful Bidder should have a system of maintaining quality control on the services/raw material used. Special care is to be given to maintain the store of materials/office area clean & hygienic. PNB will provide suitable space for storage of maintenance equipment in the building, electricity at one point (free of cost) in its premises to the bidder for executing the contract. The Bidder has to keep

proper acknowledgement of the same, and Bidder shall take care to use/maintain these items properly. Malfunctioning/misuse of any such facility shall not to be entertained as excuse for unsatisfactory services.

30. Deployment of Staff

The contractor shall employ technically qualified and competent persons detailed as under:

During maintenance & checking period:

- i) One supervisor (5years experience in this field of firefighting system preferably diploma in engineering/firefighting) or ITI in electrical/plumbing with (05 years of experience in the field of firefighting and fire detection system) Must weekly visit (mark the attendance) and ensure the smooth functioning of the system and raise/rectify the defects in system if any.
With
Qualified (atleast ITI in electrical/firefighting/plumbing) and experienced technicians for checking & maintenance of firefighting and fire detection system for which he has to submit the copies of documents.
- ii) The Contractor must have qualified Electrical. Mechanical & Plumbing technician who are capable of rectify the faults/problems in firefighting equipment, pumps, panels, fire alarm & detection system, fire alarm panels & PA system and all the equipment mentioned in "List of Equipments/Materials" above.

Round the clock manning (including Sundays and Holidays).

Qualitative Requirement: Fireman

Firemen Requirement:

Total 3 fire men are required for handling three shifts (three Firemen per 8 hour shift) in a 3 floor plus basement office building and one **reliever** for weekly off.

I. Eligibility-

The Fireman must have minimum qualification of 10th pass and have 6 month's certificate/diploma course in fire safety from a recognized /affiliated to Board of technical Education of Local/ Central Govt./ institution OR 10th Pass and having 05 years of experience in operation & maintenance of firefighting system & fire alarm system (submitted proof should be as per satisfaction of bank). Documentary proof be enclosed before deployment. Deputed work force shall be post after accessing professional knowledge both written and verbal.

II. Skills Required-

Fireman must possess the following job skills:-

- i. Operation and Maintenance of fire extinguishers.
- ii. Operation and Maintenance of fire hydrant, hose reel and sprinklers.
- iii. Operating the fire pumps (Diesel & Electrical).
- iv. Operation of Fire detection, alarm and public address system.
- v. Maintaining of records of fire system.
- vi. Maintaining the log book of each shift.
- vii. Capable to connect and disconnect detectors/R.I/Hooters.

- (a) However, it is intimated that the Bank shall pay in accordance with Central Minimum wage rates for staff to service provider. If successful Bidder proposes deviation in the bid, such bid shall not be considered and shall be outrightly rejected. Officer In-charge of Punjab National Bank may require a breakup of costing and any other relevant details from the Bidder in case he is the lowest bidder, which has to be submitted before Letter of Intent is issued.
- (b) Personnel should be smartly/properly dressed in neat and clean uniforms having firm's logo. The uniforms and Personal Protective Equipment (i.e. Shoes/boots, helmet with light, gloves etc) would be provided by the successful bidder. Uniform must include equipment like whistle, torch, and jersey/jacket for winter season, umbrella / raincoat for rainy season etc.
- (c) The Bank reserves the right of Surprise audit, Inspection, Gap Arrangement Analysis at the site at any time with or without prior information to the successful bidder by self or third party. Appropriate corrective measure shall be followed on finding any discrepancy in quality of cleaning, following SOPs, Safety measures, deployment of manpower/equipment/chemicals & tools etc. Surprise audits & Gap Arrangement Analysis can be conducted by PUNJAB NATIONAL BANK or a pre-determined ex-party of PUNJAB NATIONAL BANK and the successful Bidder shall fully cooperate during the audits. Based on the audit report, if any change or addition/deletion in the existing practices is found/required, it has to be implemented by the successful Bidder **with immediate effect**. If this includes introduction of any chemical reagent or equipment which is not listed in the tender but required, then with on approval from PUNJAB NATIONAL BANK, the same have to be procured & implemented and bills for which shall be paid by PUNJAB NATIONAL BANK on actual basis plus 15% overhead profit.
- (d) Deployed manpower at all levels must be properly trained as per job division/requirement. Periodic training and Personnel Development Plan must be documented and presented to PUNJAB NATIONAL BANK on monthly basis. The Supervisor /Team Leader/Manager shall facilitate bi-monthly training to the deployed persons.
- (e) All statutory obligations are to be strictly adhered to, as per Govt. rules. Any negligence in this regard shall make the contract liable to be cancelled with due process (notice will be issued, reply is to be submitted within 15 days and in case of unsatisfactory reply contract will be cancelled within 30 days from the date of issue of notice).
- (f) All ESI &EPF challans for the previous month have to be submitted along with the bills. Failure to do so shall be responded as no payment, without the possibility of part payment and absolutely no payment shall be made.
- (g) Bank account of all the employees has to be opened/registered within 1st month of operation for crediting their salary. Without the proof of salary transfer to the respective accounts of the employees, no payment shall be made. Payment to deployed staff has to be released before 7th of every month by the successful bidder and any delay in this regard shall be responded with a deduction of Rs. 1000/-per day per incident from pending payment of Bills or and from security deposit of the Bidder with Bank.
- (h) Since Building has very expensive equipment. The successful Bidder shall make necessary arrangements at his own cost to prevent any damage inside/outside the building to the existing work, due to his own activities. The successful Bidder shall be responsible for any damage to the existing work due to his activities and shall make

good the same at his own risk and cost. The decision of PUNJAB NATIONAL BANK in this regard shall be final and binding on the Service Provider.

(i) The successful Bidder will provide required cleaning materials rendering these services within Contract cost.

31. Dispute Resolution

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably within 30 days. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance The Arbitration and conciliation act 1996, There shall be a sole arbitrator to be appointed by the Bank (PNB) and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Chandigarh.

The bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, obtained. The venue of the arbitration shall be Chandigarh. Further, undisputed payment shall be continued during the arbitration proceedings.

32. Principal to Principal Liability

- (a) The employees/staff engaged by the successful bidder shall be deemed to be the employees of bidder only, and the Bank shall not be connected with the employment or the terms and conditions thereof in any way. The bidder alone would comply with the statutory obligations and Labour Regulations/ Rules in this regard. None of the provisions of this Agreement shall be deemed to constitute a partnership or joint venture or employee- employee relationship between the parties hereto, and neither party shall have authority to bind the other except as specifically provided for hereunder. Neither party hereto is the agent of the other nor there is a master – servant relationship between the parties. The relationship is on principal to principal basis.
- (b) The successful bidder shall be responsible for payments of all statutory dues with respect to each of his personnel/employees engaged by him to render service under this Agreement with respect to each applicable/extant labour law, including, the Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Employees' State Insurance Act, 1948, The Payment of Gratuity Act, 1972, The Maternity Benefit Act, 1961, The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, etc. No dues/contributions under any labour legislations as applicable, remain payable with respect to his personnel/employees. The successful bidder shall have no claims whatsoever against the Bank with respect to payment of statutory dues/contributions to his personnel/employees under applicable and future labour legislations”.

- (c) Bank shall not entertain any claim arising on account of damages, compensation or expenses etc payable as a result of any accident or injury sustained by any workman/employee of the bidder (or any other person whether in the employment of the bidder or not) while in or upon the said works or site of the same, or any claim under the Workman's Compensation Act or any other enactment in force or to be enacted in future.. The successful bidder shall obtain necessary insurance cover to meet any of the above contingencies.
- (d) The successful bidder shall ensure that workmen employed by him for execution of work are suitably covered against Workmen's Compensation Act and that all liabilities arising out of Workmen's Compensation Act, ESI & E.P.F and other legislative enactments applicable to such works and workmen shall be to the bidder's account. In case Bank is called upon by any court of law or any other statutory authority, to make any payment in any of the above circumstances the same shall be paid by the bidder. In case of failure, Bank will have the right to recover the same from the successful bidder or adjust the same from Security Deposit and out of any of the amount payable to the successful bidder and claim the balance from the successful bidder.
- (e) The Bank has right to terminate the contract, if the successful bidder abandon the work, or fails to commence and complete the work in time, or fails to abide by the contract conditions or fails to perform the maintenance work as per schedule.
- (f) The successful bidder shall employ competent person/staff under the supervision of Bank who shall be weekly visiting the site to receive and comply with instruction of the Bank.
- (g) The work permit shall be issued for 24 hours, however, being the restricted / controlled area most of the maintenance works are to be carried out after working hours and holidays. If the successful bidder works during office hours the successful bidder should ensure that no hindrance or inconvenience be caused to the Bank or to its neighbors.
- (h) On award of work, the successful bidder will furnish to PNB full particulars of the staff deployed on the work and issue / obtain identity cards, which shall be carried by them throughout the time of their duty. Bank's security staff will have right to check, search or interrogate any of the bidder's staff while entering/ leaving the Bank premises for security purposes.
- (i) Bank reserves the right to verify the qualifications and bonafides of the successful bidder's staff. The staff provided by the successful bidder will be disciplined, polite and courteous and will not misbehave with any of the Bank staff members or visitors and will not enter into any unlawful activities in the premises.
- (j) Bank would be justified in asking for replacement of any of the successful bidder's staff. The decision of the Bank in this regard will be final.
- (k) The successful bidder has to provide adequate/additional staff within their quoted amount during servicing / maintenance while taking up preventive maintenance of Fire System.
- (l) The successful bidder shall be responsible for any loss/damage etc. to the materials and other assets of the Bank by his staff deployed for duty.

- (m) The successful bidder shall also be wholly responsible for theft, burglary, fire happening due to dereliction/negligence of duty or any other mischievous activity done by his staff.
- (n) The successful bidder shall make payment to the staff as per Minimum Wages Act of Central Govt. on or before 07th day of every month. The successful bidder will have to make the payment by credit in the account of the workers after making payment to their staff; the successful bidder should give an undertaking that they have paid wages as per minimum wages Act or in case of any amendment in law or enforcement of any other labour law.
- (o) The successful bidder shall submit bills once in a month along with self attested copy of attendance register for staff deployed in the building, Certificate of Compliance of all the statutory laws, Salary Sheet in Form -B, copy of bank statement of individual staff for billing month, PF, ESI Challan along with certificate, testing and maintenance report stating the condition/performance of complete fire system duly signed by supervisor and the bill will be paid within 15 days after receipt.
- (p) TDS /GST and any other statutory deduction as applicable will be deducted at source from the successful bidder's bill and will be deposited with the concerned Department as per rules.

34. Contract Period

Contract shall be for a period of 01 year. On the basis of satisfactory services Contract may be extended for a period of one year on same rate terms & condition only in case of with approval of competent authority. In case the ongoing contract fails or performance is not upto the mark or as desired, the Bank may re-tender among the Bank shall reserve the right to terminate the contract by giving notice of 30 days without assigning any reason whatsoever. However, the Bank shall exercise due care and may issue 'Show Cause Notice' to the service provider whose performance is not found to be of the order or standard expected. After such termination of contract, Bank shall have right and liberty to assign the work to some other competent agency/firm.

In case of termination of contract in the above circumstances, Performance Bank Guarantee of the successful bidder may be invoked by the Bank and amount applied for adjusting claims of the Bank arising under this contractor loss/ cost/ charges suffered by the Bank to get the work done through other agency/ firm without prejudice to Bank's right of recovering the balance if any from the successful bidder through due process of law or/and from pending bill payment.

35. **Modification and withdrawal of Bid by the Bidder**

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified in tender documents. For withdrawal of bid after the end date of bid submission, the bidder will have to make a request in writing by E-mail /Dak to Tender Inviting Authority of Bank. Withdrawal of bid may be allowed till issue of work order with the following provision of penal action.

If the request of withdrawal is received before informing the date for opening of price bid, bidder will be debarred for 2 years from participating in tenders in PNB. The price bid of remaining technically qualified bidders will be opened and the tender process shall go on.

If the request of withdrawal is received after informing the date for opening of price bid, be debarred for 3 years from participating in tenders in PNB. The price bid of all technically qualified bidders including this bidder (if he is found technically eligible) will be opened and action will follow as under:-

- a) If the bidder withdrawing his bid is not L-1, the tender process shall go on.
- b) If the bidder withdrawing his bid is L-1, the re-tender will be done.

36. Agreement

The successful Bidder would be required to sign agreement as may be drawn up by the bank to suit local conditions and shall pay for all stamps and legal expenses, incidental thereto. Draft Agreement provided in the tender document.

37. Insurance

The contractor shall keep the employer, its servants or agents indemnified against claims, actions or proceedings brought or instituted against the employer, its servants or agents by any of contractors' employees or any other third party in connection with relating to or arising out of the performance of the services under the agreement. The contractor is also required to obtain the third party insurance for each incident as follows:-

- (a) Property Damage - Rs.5.00 lacs
- (b) Injury to workforce or any other person in premises due to carelessness or non-performance of systems under the service provider's staff supervision/ monitoring / control – Rs. 10.00 Lacs

The contractor shall also require obtaining workmen compensation policy (life and medical benefits) for an amount of at least Rs. 2 Lacs per employee and covering all the staff during the contract period deployed at the site. All the cost of Insurance shall be borne by Vendor only.

38. Additional Work

(a) If the bank decides to place work order for additional scope of work in the same premises or amend the original contract for additional scope of work in the same premises, the contractor shall be bound to accept the same at rates accepted in the original work during the currency of the contract. As regards additional manpower deployed by the contractors on advise of the Bank, the payment shall be made as per the rates quoted and as agreed by the Bank.

(b) Non completion of any activity shall attract a levy of compensation upto 150% of the value quoted by the contractor or actual value incurred by the Bank whichever is more.

(c) All additions /modifications shall be chargeable to the Bank at cost plus 10% commission / service charges above cost of equipment. The service provider shall

produce invoices for the work duly supported by invoice(s) from OEM/authorized dealer/distributor/ material provider of the said equipment / items.

39. Indemnity

- (a) The bidder assumes responsibility for and shall indemnify and keep the Bank and its Officer and Employee harmless at all time and defend from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of the bidder's obligation under these general conditions or for which the bidder has assumed responsibilities under the contract including those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the bidder or bidders in connection with the performance of any system covered by the purchase contract. The bidder shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there under to conform and effectuate the purchase contract and to protect the Bank during the tenure of purchase order. Where any patent, trade mark, registered design, copyrights and/ or intellectual property rights vest in a third party, the bidder shall be liable for settling with such third party and paying any license fee, royalty and/ or compensation thereon.

(b) Survival

The Parties have expressly agreed that any liabilities or obligations set forth in this contract by their nature and content are intended to survive the performance hereof, shall so survive despite such completion/expiration or termination of this contract.

(c) **Non Exclusive Clause**

The Successful bidder shall not have any exclusive right to provide the services to the bank. The bank shall be free to engage any other service provided/s or may entrust services similar to the services or any part thereof to any person/s during on/or after the expiry of the service agreement.

40. Force Majeure

Notwithstanding the above provisions, the successful bidder shall not be liable for penalty or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure. For purposes of this clause, "force majeure" means an event beyond the control of the bidder and not involving the bidders' fault or negligence and not foreseeable. Such events may include, but are not restricted to, war or revolution and epidemics. If a force majeure situation arises, the bidder shall promptly notify the bank in writing of such condition and the cause thereof. Unless otherwise directed by the bank in writing, the bidder shall continue to perform its obligation under the contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the force majeure event.

Provided further that in case of delay of Services due to the Force Majeure, which shall be solely decided by the Bank, the Bank shall not be held liable for non-performance of

its obligations under the service agreement and the Bank shall have the right to terminate the Service Agreement without giving any further notice to the Successful bidder. Further, the Bank also reserves the right to assign the work to other without any consequences and claims.

41. Confidentiality

- (a) The bidder shall not, without the written consent of the Banks, disclose the contract or any provision thereof, any specification, or information furnished by or on behalf of the Banks in connection therewith, to any person(s).
- (b) The bidder shall not, without the prior written consent of the Banks, make use of any document or information except for purposes of performing this agreement.
- (c) The Bidder shall not, without the prior written consent of the Bank, make use of any document or information except for purposes of performing this agreement.
- (d) The Bidder shall take all steps as may be reasonably necessary to protect the integrity of confidential information and to ensure against any unauthorized disclosure thereof.
- (e) The Bidder shall use the confidential information only for the purpose for which it was provided and shall not profit from the same in an unauthorized manner.
- (f) The Bidder shall provide access of the Confidential Information to its employees only on need to know basis and such employees/ personnel shall be required to enter into a confidentiality agreement which is of no less stricter terms than this Agreement. Even if some bidder's employee leaves the job, he will neither share any information about bank with anybody else nor will he use it for his new job. Bidder shall continue to be responsible for any such act of its ex-employee.
- (g) The Bidder shall indemnify Bank against any loss suffered by Bank due to disclosure of confidential information by employee of vendor.
- (h) The obligation contained in this clause shall survive after the termination of this agreement for a period of six years.
- (i) Confidentiality of customer information should be maintained even after the contract expires or gets terminated.
- (j) Confidentiality and Non-disclosure: The Bidder shall not without the consent of Bank make use of any document or information coming in its way while discharging their jobs of bank except for the purpose of performance of this agreement. Bidder will keep all the data, sources and information confidential and will not disclose or release it to any other party. This clause will remain valid even after the termination or expiry of this agreement.

41. Special Conditions

- (a) The successful bidder must co-operate with other bidders appointed by the bank for other work so that entire work shall proceed smoothly with least possible delay and to the satisfaction of the bank.
- (b) The successful bidder will attend to all defects within the contract period. If the successful bidder fails to attend the defects, these defects will be rectified by the

Bank and the expenditure, cost etc. incurred on this account as applicable to the successful bidder's scope will be recovered from security deposit or monthly bill.

- (c) The successful bidder shall make adequate arrangement for watch and ward of his material (if any) and shall ensure the safety, breakage and any theft of material fixed or unfixed by him. The work executed should be got approved by the Bank and the successful bidder shall rectify any bad workmanship pointed out at any stage.
- (d) The successful bidder will take necessary precautions for carrying out the work without disturbing the office function, avoiding any damage to structures/decorative parts of the property including equipment's/furniture/false ceiling installed. The successful bidder will rectify any damage done at his cost otherwise Bank may recover the damage from security deposit or bill.
- (e) The entire system including fire control room etc. shall be kept perfectly in running condition/order without any fire incidence at all times (during day and night) and all works assigned under this contract shall be duly performed by the successful bidder.
- (f) The successful bidder is bound to do all such jobs required for maintaining the building uninterruptedly, smooth functioning and they should keep the all Fire system of the building in intact position.
- (g) The successful bidder shall be responsible for coordinating with any agency for the work and for keeping up the system uninterruptedly.
- (h) The successful bidder shall coordinate/liaison with local fire service officials. In case of any problem faced by the Bank i.e. NOC of building, fire incident report etc.
- (i) The successful bidder will ensure that at no time there is any violation or infringement of any rules and regulations of the bye-laws of UP Fire Service.
- (j) The successful bidder shall enter into an agreement with the bank and necessary stamp papers shall be submitted to the bank within 14 days of the award of the work.

42. **Miscellaneous**

- (a) The successful bidder shall provide 2 sets of Uniform (for winter and summer), including Identity Card of respective company with safety shoes, Personal Protective Equipment (gloves, dust mask, goggles, firemen helmet etc.) and Tools for cleaning and maintenance to the fireman to the Bank for display and provide two sets of summer and two sets of winter uniform to each of the staff deployed at Bank's site.
- (b) Operator will not perform the duties more than 8 hours at a time and suitable reliever to be provided if required. Moreover as and if the operator fails to report for any shift a substitute shall be provided by the successful bidder, in any event fire man on duty shall not leave without being substituted. Substituted fireman

- should have knowledge of firefighting system installed in this building.
- (c) Police Verification is must before deployment (to be got done by the successful bidder and proof should be submitted to the bank before deployment.)
 - (d) Suitability of the candidate shall be assessed by bank both verbally and practically before deployment in the shift.
 - (e) Before deployment of staff by successful bidder, he will submit the following to the Officer of the Bank
 - (i) Request letter on letter head for making entry gate pass / work permit along with list of man power is to be deployed with mobile nos.
 - (ii) Police verification.
 - (iii) Sets of Uniform (as per season)
 - (iv) Boots/Shoes.
 - (v) Passport size photos of operators
 - (vi) Attested photo copy of educational qualifications of staff
 - (vii) Attested photo copy of technical qualifications.
 - (viii) Attested photo copy of experience certificate.
 - (ix) Personal Protective Equipment (gloves, dust mask, goggles, firemen helmet etc. as required)
 - (x) Tools for cleaning and maintenance for firemen. The tool box has all size of D-spanner and Ring Spanner, Slide wrench, pipe wrench. Cleaning material brasso, cloths /dusters etc.
 - (xi) Identity Card issued from Company of successful Bidder
 - (xii) First Aid box with kit
 - (xiii) Bank account details.
 - (xiv) Attested photo copy of one of the I.D. proofs.
 - (xv) Ladder & blower for maintenance work at height.
 - (f) Daily attendance record must be maintained by the successful bidder of each staff and the same should be produced before the officer-In-charge.
 - (g) The successful bidder shall arrange demonstration/testing and training of bank's staff at site in use of Firefighting systems installed at site without extra cost to bank. This demonstration /testing and training shall be done as and when directed/ instructed by bank. The successful bidder shall assist in conducting the mock drill or any inspection done by authorities.
 - (h) If any system fails due to negligence on the part of the successful bidder as assessed by the bank and any loss to the bank occurs the same shall be recovered from the bidder from Security Deposit/pending bill.
 - (i) The above are general check-lists and test requirements etc. The successful bidder shall be bound to undertake any other check/test which is considered necessary for efficient functioning of equipment/systems, whether included in above schedule or not. He shall not claim any extra charge for such work.

44. **Penalty Clause**

- (a) On receipt of verbal / written complaint of emergency equipment must be attended with 4 hrs of lodge of complaints, failing to which, penalty of Rs.200/-

for delay of every 1 hour per complaint and maximum up to Rs.2,000/- per month will be imposed.

(b) If the successful bidder fails to maintain required number of manpower, bank is empowered to deduct as penalty at the rates indicated below from their monthly bill, beside deducting the wages of absenting staff:

i) Fireman at Rs.600/-per day/shift/person.

ii) Weekly Supervisor Visit at Rs. 500 per visit.

iii) In absence or whatsoever reason, immediate substitute be provided for shift duties otherwise suitable penalty may be imposed. It is advised to maintain 08 hours shift schedule strictly. Therefore, contractor is advised to be in touch with staff deployed on daily basis.

iv) In case the person on duty found sleeping will be fined Rs.500 per service / per head. Amounts will be deducted from the bidder's current monthly bill.

v) Non-wearing of uniforms, shoe shall attract a fine of Rs. 300 per service / per head. 02 nos. Uniforms sets, safety shoes black, black belt, Complete uniform with I-card must be provided by the successful bidder before deployment of staff at site.

45 Payment Terms & Conditions

- I. Contractor shall quote the price format, taking into consideration the minimum wages applicable as on last date of submission of bids as notified by central Government for the personnel to be deployed. However, in case of any variation in minimum wages between last date of submission of bids and one year contract period (after award of work) the same shall be borne by bidder at his own cost. This aspect is to be kept in consideration by bidder while submission of bids.
- II. EPF and ESI contributions paid to the workmen shall be paid extra on actual basis on submission of requisite documents. No Contractor's Profit shall be admissible/Payable on such contributions.
- III. The Contractor shall make monthly payment to his workmen deployed to execute this contract such amount which shall in no case be less than what has been mentioned above.
The payment will be released on submission of the following certificate:
- IV. We are maintaining proper records w.r.t. payment of wages and statutory dues to all our employees and the same are being paid.
- V. That we have paid the minimum wages to all the workers employed by us as per the wages announced by Central Government vide their latest notification. Copy of salary receipt enclosed.
- VI. GST will be admissible only on raising valid GST bill/Invoice.
- VII. We have paid / deposited all the statutory dues i.e. PF and ESI of our employees deputed at PNB House building, Sector 17, Chandigarh -160017. The copy of challan for the month of _____ is enclosed herewith.
- VIII. We as a contractor is following all the statutory rules and provisions as required by law and indemnify you against all the consequences arising out of this payment.

12. Undertaking

(To be submitted on company/firm letter head)

Date: / / 2021

To
Asstt. General Manager
Security Department
Punjab National Bank
PNB House, Sec. 17-B,
Chandigarh - 160017

Sub: Annual Maintenance Contract for Operation & Maintenance (non-comprehensive) including 24 hours manning of Fire Alarm & Fire Fighting system installed at PNB House, SCO 31-42, Sec. 17-B, Chandigarh.(for Tender No..... published on.....

M/s(name and address of the firm and its owner/ director) has employed ... number of employees. The company hereby undertakes to abide by Central Minimum Wage Act and Rules, all statutory, regulatory guidelines and all acts, rules, regulations in force as applicable with best practices in the industry. All statutory dues are being paid to all employees on the rolls of the company and the same shall be ensured.

It is further certified that the company (M/S.....) has never been blacklisted/banned/debarred/delisted by any Govt Department/ statutory body like Commissions of the Govt of India, Central / State Govt./ autonomous bodies, Public Sector enterprises/ Banks, any other government or semi government body. The owner / director/ proprietor has never been fined for violation of any statutory laws / acts/ rules of the Govt. of India/ State Govts/ statutory bodies etc.

I also certify that the above information is true and correct and in any case, at any stage of contract if it is found that any details provided above is incorrect the executed contract with our firm/company & any other contract given to the above firm/company may be summarily terminated and bank will take any necessary legal action in this regard the firm blacklisted.

Date:

Place:

Signature: _____ in the capacity of _____ duly
authorized to sign

Annexure:1**13 Bidder Information**

Sr.No.	Documents	Compliance (Attached)	Copy Attachment at Page No.
1.	The bidder should be incorporated in India and should have documentary evidence. (Enclose Registration Certificate)	Yes/No	
2.	Name of company / firm/ organization : (a) Regd. Address : (b) Correspondence Address: (c) Contact No: Landline (Office) (Mobile), Name of holder (d) Active Email ID :		
3	Year of establishment and incorporation		
4	Name of Directors / Partners / Promoter(s)/ Proprietor of the firm/company etc. with (Active Contact number and Email ID)		
5	Name of person(s) authorized to conduct business along with mobile, telephone, and email address		
6.	CA Certificate indicating clearly the average annual turnover during the last 3 years (a) 2018-19 (b) 2019-20 (c) 2020-21	Yes/No	
7.	Experience of having successfully completed similar works(Maintenance including 24 hours manning of Fire Hydrant System, Sprinkler System, , Fire Pumps, Fire alarm & detection , Public Address systems, Fire Signage, Fire Extinguishers etc in High Rise Buildings, in the last 7 years ending 31.07.2021 should be any of the following: (a) Three similar completed works, each amount not less than to Rs 4.00 Lakhs OR (b) Two similar completed works each amount not less than to Rs 5.00 Lakhs (i)	Yes/No	

	(ii) OR (c) One similar completed work amount not less than to Rs 8.00 Lakhs <u>All the above mentioned works amount in this point no. 7 is without GST on annual basis.</u>		
8.	Documentary evidence of having executed similar works during the last 7 years ending 31 March 2021 (Between 01.03.2014 to 31.03.2021) along with letter of satisfactory performance from the client (as related to Point No. 7). (a) Copy of Work Order (with Bill of Quantities) clearly indicating rate(s) or amount of work in a year (year wise or collectively) (b) Completion Certificate / Satisfactory Performance Certificate with respect to above mentioned work/ service(s) year wise or collectively	Yes/No	
9.	Audited Balance Sheet along with Profit & Loss statement for the last 3 years i.e. (a) 2017-18 (b) 2018-19 (c) 2019-20	Yes/No	
10.	Documentary evidence in respect of service setup/established office at TriCity (Chandigarh, Mohali, Panchkula). Provide address, landline telephone and details of highest executive at the office	Yes/No	
11.	The bidder company should have a valid (Attested copies need to be attached) (a) ESI Regn Cert (b) EPFO Regn Cert (c) PAN Card (d) GST registration certificate	Yes/No	
12	Authority letter/Power of attorney duly notarized /Board resolution for the person signing on behalf of firm /company	Yes/No	

Signature: _____ in the capacity of _____ duly authorized to sign

Stamp/Seal of Company

Model Clauses for Tender

(Govt. of India, MoF Order No. 6/18/2019-PPD dated 23 July 2020)

I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority as specified in the Annexure – A of aforesaid Order.

II. “Bidder” for the purpose of aforesaid order (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies/proprietorship firm/partnership firm/LLP), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. “Bidder from a country which shares a land border with India” for the purpose of aforesaid Order means: -

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The beneficial owner for the purpose of (iii) above and aforesaid order will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation—

- a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent, of shares or capital or profits of the company;

b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Bid Declaration Format

To
 Asstt. General Manager
 Security Department
 Punjab National Bank
 PNB House,
 SCO31-42 ,Sec. 17-B,
 Chandigarh - 160017

Dear Sir,

Annual Maintenance Contract for Operation & Maintenance (non-comprehensive) including 24 hours manning of Fire Alarm & Fire Fighting system and safety equipments installed at PNB House, SCO 31-42, Sec. 17-B, Chandigarh-160017

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
- (i) fail or refuse to execute the contract, if required,

Or

- (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of
- (i) the receipt of your notification of the name of the successful Bidder;

Or

- (ii) thirty days after the expiration of the validity of my/our Bid.

We know that if we are a Joint Venture/Partnership firm, Bid Securing Declaration should be in the name of the JV/Partnership firm submitting the bid. If the JV (is not legally constituted at the time of bidding)/ In the case of Partnership, the Bid securing Declaration will be signed by all the partners named in the JV Agreement/Partnership deed for and on behalf of the JV/partnership firm.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on ___ day of _____ for Bid/Tender No.....

**PROFORMA FOR THE BANK GUARANTEE (AS SECURITY DEPOSIT) BY THE
SHORTLISTED BIDDER AFTER COMPLETION OF TENDER PROCESS**

(To be stamped in accordance with stamp Act)

Ref:

BankGuarantee

Date

Punjab National Bank

Zonal Office

Sector 17,

Chandigarh-160017

Dear Sir,

In accordance with your bid reference no. _____ Dated __M/s

_____ having its registered office at _____

Here in after Called "bidder") shall submit an irrevocable Financial Bank Guarantee (issued by a Nationalized/ Scheduled commercial Bank) against security deposit amounting to **Rs. -----/- (Rupees -- ----- only)** (Amount will be finalised as per security amount clause) (valid for a contractual period of **Two years** extendable up to **One year** (if required by the bank), is required to be submitted by the bidder, finalized, after the tender process, which amount is liable to be forfeited on happening of any contingencies mentioned in the bid document.

M/s _____

having its registered office at _____

has undertaken in pursuance of their offer to Punjab National Bank

(here in after called as the beneficiary) dated _____ has expressed its intention to participate in the said bid and in terms thereof has approached us and requested us (Name of Bank) _____ (Address of Bank) to issue an irrevocable financial Bank Guarantee against security deposit amounting to **Rs.-----/- Rupees(Rupees-----only)** valid up to end of contractual period of Two years extendable to another One year (if required).

We, the _____ (Name of Bank) _____ (Address of Bank) having our Head office at _____ the refer Guarantee and under take to pay immediately on first written demand by Punjab National Bank, the amount Rs. _____ /-(Rupees ----- only) without any reservation, protest, demur and recourse in case the bidder fails to Comply with any condition of the bid or any violation against the terms of the bid, Without the beneficiary needing to prove or demonstrate reasons for its such demand. Any Such demand made by said beneficiary shall be conclusive and binding on us irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to (60 days beyond the date of completion of all contractual obligations). If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions in writing, from the Bidder, on whose behalf guarantee is issued "not withstanding anything

contained herein above Our liability under this bank guarantee shall not exceed Rs _____ Rupees (in words).

This bank guarantee shall be valid up to We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only if you serve up on us a written claimer demand, on or before hours (Indian Standard Time) where after it ceases to be in effect in all respects whether or not the original bank guarantee is returned to us."

In witness whereof the Bank, through its authorized officer has set its hand stamped on this _

_Day of_____ at _____

Name of signatory

Designation

Bank Common Seal

13. Commercial Bid FORMAT

For Punjab National Bank, Zonal Office, Bank Square, Sec. 17-B, Chandigarh-160017

S.no.	Description of work	Unit (Months)	Rate per month	Total Contracted Rate (Rate for a year)
1.	<p>Annual Operation & Maintenance (non Comprehensive) of fire alarm and fire fight System. Hydrant System, sprinkler system, Fire Suppression system, fire Extinguishers, smoke and heat detectors, manual call points, PA System etc. installed in the building. The maintenance work will be as per terms and conditions of the agreement, scope of work, testing and maintenance and list of equipments/materials in tender document to ensure safe operation and Maintenance of the above installations & assisting in renewal of fire inspection/ certificate from district fire department at bank building with technically qualified manning 24 hours including all Holidays by manpower as under:</p> <p>Fireman: one in each shift (08 hrs) including all holidays.</p>			To be filled Online Only
Total in Figures (INR)		To be filled Online Only		
Total in words (INR)		To be filled Online Only		

GST will be paid extra as per applicable rates as per Govt. Guidelines.

Date:

Place:

Contractor Seal and Signature