



Inviting Quotations for Empanellment of vendors for CCTV (NVR & DVR Based), Fire Alarm Systems with auto dialer, Fire Extinguishers, Burglar Alarm System with auto dialer work in branches of Indian Bank under Lakhimpur Kheri Zone

With reference to the above it is submitted that Zonal Office, Indian Bank, Lakhimpur Kheri is in process of empanelling vendors with minimum 5 Years experience in Government/Semi Government/Private sector for installation of above mentioned security equipments and AMC contract for exiting above security system installed at branches spread over **Lakhimpur District** of our zone.

Quotations invited from interested vendors your for AMC and supply and installation for above mentioned security equipments in sealed cover to this office. Quotations should be super scribed with “**Quotation for Security Systems at branches**” and should reach undernote address by **30.05.2022 03:00 pm**. Quotations will be opened on **01.06.2022/03:00 pm** at this office.

**The Zonal Manager,
Indian Bank
Zonal Office,Lakhimpur Kheri
Radhey Complex, Kachery Road,
Lakhimpur Kheri-262701 (U.P)**

1. Contract will be based on the terms and conditions mentioned as below for one year:-
2. **Burglar Alarm Systems:-**
All branches and Currency Chests should be installed with Burglar Alarm System with provision of Standalone System, Auto Dialer and Passive Infra Red (PIR) sensor facility. PIR should necessarily be installed inside as well as outside the Strong room / Safe room. The Standalone system should be installed in the circuit in a different location duly concealed. Important telephone numbers such as the Branch Manager, Assistant Branch Manager, Zonal Security Officer, Police Station, etc., should be fed into the Auto Dialer and updated periodically.
3. **Closed Circuit Television NVR based CCTV** should be installed in all new branches / offices with sufficient recording capacity to have minimum 90 days back up for branch and 180 days for locker room. Existing DVR based CCTV systems may be upgraded in a phased manner. All vulnerable areas in the branch such as entrance, customers' hall, cash cabins, strong room area, jewel appraiser area, peripheral area covering the entrance of the branch from outside as well as the entrance to the onsite ATM should be covered. The type of NVR and number of cameras depend on the area to be covered and layout of the branch.
4. **Fire Alarm System :-**
Branches should be provided with a Fire Alarm system. The Fire Alarm system should have an Auto Dialer connected to it. Telephone nos. programmed into the Auto Dialer should be reviewed and updated periodically. Adequate Smoke and heat sensors must be installed in all vital areas such as server room, UPS room, old records / stationery room, customer lounge, BM cabin etc.
5. **Fire Extinguisher :-**



Branches / Offices should be provided with mandatory Fire Fighting equipment. The exact number of fire extinguishers /equipment will depend on the type of fire risk, floor area, type of office premises, layout etc. A minimum of four fire buckets, two CO2 4.5 Kg and two ABC (4 kg) type fire extinguishers should be provided irrespective of its size and layout. A minimum of one foam type extinguisher should be placed where vehicles are parked and where Generators are provided. Extinguishers bearing ISI mark should only be installed. 1MFE in server and UPS area is mandatory.

6. The AMC will be for period of one year.
7. During the contractual period, **four mandatory** visits (once in a quarter) plus any number of emergency calls as may be required by the branches may be attended. Emergency calls will not be treated as mandatory visit and will not be given extra charge.
8. All emergency calls should be attended within 48 hrs of lodgment of complaint; failure to attend within the stipulated time without proper justification shall attract a penalty @ Rs.50/- per day.
9. At the end of maintenance visit, the service engineer should prepare and submit his report in the approved format to the branch manager. Copies of reports to be submitted at zonal office after every visit by the vendor.
10. A detailed report in respect of any system found unserviceable/beyond economical repairs, duly signed by the Branch Manager should be submitted immediately to Zonal office and a fully operational stand by system should be installed by you at the branch till the system is repaired/replaced.
- 11. Wherever the systems are under warranty, the AMC shall commence after the expiry of warranty period.**
12. The gap between the quarterly visits should not be more than 100 days and not earlier than 75 days.
13. Service engineers/technicians should carry identity card / authorization letter typed on your company letter head for service visits.
14. Please note that in case the installation /after sales service /maintenance does not meet the terms of contract, rates, quality standards , the contract will be terminated.
- 15. Payments will be made centrally by the Zonal Office on quarterly basis for AMC and payment for repair and maintenance will be done at branch level.**
16. That all-major repair will be undertaken only after the approval of the party of Zonal Office.
17. Please note that during contract period, contract may be terminated at any time by this office by giving one month notice with or without assigning any reason.



General terms & Conditions:- (To be signed by the contractor and enclosed with the quotation)

- 1) Sealed quotation should be addressed to The Zonal Manager, Indian Bank, Zonal Office Lakhimpur Kheri and super scribed name of Work **“Quotation for Security Systems at branches”** and should reach undernoted address by **30.05.2022/03:00 pm**. Quotations will be opened on **01.06.2022/03:00 pm** at this office.

Mailing Address:

The Zonal Manager,
Indian Bank
Zonal Office,Lakhimpur Kheri
Radhey Complex, Kachahary Road,
Lakhimpur Kheri-262701 (U.P)

- 2) No quotation will be accepted after 03:00 pm on 30.05.2022 and quotations will be opened on 01.06.2022 at 03:00 PM unless otherwise informed.
- 3) The quotations will remain valid for a period of 3 months from the date of opening.
- 4) Bank reserves the right to accept or reject any or all the quotations accept part of any quotation, entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason to do so or giving any explanation. The rates quoted by the contractors will help well for bifurcation and no compensation will be paid on this account.
- 5) At the time of submission every quotation must be accompanied by IOI/ Demand Draft for an amount of Rs.5000/- in favour of INDIAN BANK payable at Lakhimpur Kheri towards EMD. Any quotation which is not accompanied by EMD will be summarily rejected.
- 6) Contract should quote rates in figures as well as in words.
- 7) All erasures and alterations made must be attested with the initials of contractor. No overwriting is permitted.
- 8) The EMD of the unsuccessful contractor will be returned within 45 days from the date of openingof thequotation.
- 9) Joint quotations shall not be considered. Conditional quotations quoted by the contractor are liable to be rejected.
- 10) No escalation in the rates will be allowed under any circumstances.
- 11) On receipt of the intimation from the bank of the acceptance of his quotation, the contractor should submit his acceptance within 3 days. If the successful contractor fails to undertake the work within 7 days after work allotment, the EMD will be forfeited and acceptance of his quotation may be withdrawn.
- 12) The rate quoted in the quotations shall be inclusive of all materials as required and shall be inclusive of all charges of freights/ transportation, labour conditions and fluctuations



in rates of excise duty, octroi, GST, VAT, Excise Duty, service tax and any other taxes or expenditure of carrying out the works.

- 13) The agency shall submit the offer which satisfies each and every condition laid down in this notice, failing which the quotation will be liable to be rejected. Conditional quotations shall not be considered and will be out rightly rejected in the very first instance.
- 14) The liquidated damages as mentioned in the Notice inviting quotation may not be enforced if the contractor applies for extension of time mentioning the genuine reasons for extension. If an extension of time of completion of the work is sought on the grounds of having unavoidable hindrances in his execution or any other ground, the contractor shall apply in writing to the Zonal Manager, Zonal Office Lakhimpur Kheri with full details of the circumstances which is causing such an extension. Extension of time in days will be granted by the bank if it is proved that the contractor is not at fault for extending the work beyond stipulated date of completion. At the decision in this regard taken by the Bank shall be binding to the contractor.
- 15) The successful contractor is bound to carry item of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra item will be derived from quotation. In case the rates do not exist in quotation and extra item is not similar to the quoted item, then the rates will be worked out on actual cost of material and labour, any other expenditure for completing that work plus 15% towards contractors profit and overheads.
- 16) The work shall be carried out in such a way that, there is least disturbance to the staff of Bank. Contractors are required to organize the work in such a way that workings of staff and officers/executives of Office are not affected. Contractor is required to take adequate Care during progress of work to protect belongings. In case any damage, contractors at their own cost shall make the same good.
- 17) The contractor must co-operate with other contractors appointed by the bank so that entire work shall proceed smoothly and to the complete satisfaction of the Bank.
- 18) Contractor will arrange necessary tools and plants for completing own work at their cost. In case of any accident the total responsibility will be on the contractor. Contractors are required to submit time schedule of work. After completion of work, cleaning of floors, walls etc are to be done on daily basis to the satisfaction of Branch Head / engineer-in-charge. After completion of jobs, the site shall be cleared of all rubbish malba /debris etc in all respect and handover the site in proper manner on completion of the work.
- 19) No advance will be paid. Payment will be released on satisfactory completion of job and submission of bills. Retention Money @10% will be deducted from the bill and to be released after twelve months from the data of actual completion of the work provided no defects is observed during the period.
- 20) In case of non-completion or delay in completion of work or removal of defects in time, the bank shall be free to appoint another agency to get the job done at contractors risk and cost.
- 21) The contractor will attend to all the defects noticed during defect liability period. If the contractor fails to attend the defects these defects will be got rectified by the bank and the expenditure incurred on this account will be recovered from security deposit / retention money.
- 22) The contractor shall acquaint himself with the site conditions making his own arrangements for storing of materials at site, lift, cartage etc. at his own risk and safety.



- 23) The contractor shall be responsible for application of labour laws, compensation for injury and accident to person, whether employed by him or his sub-contractor.
- 24) The contractor shall ensure that the workmen employed by him for the execution of work are suitably covered against Workmen Compensation Act and that all liabilities arising out of Workmen's compensation Act, ESIS and other legislative enactment applicable to such works and workmen shall be to the contractor's account and responsibility.
- 25) The contractor shall inform the bank, well in time, to check measurements of any work, which is likely to be hidden before covering.
- 26) Income tax at prevailing rates will be deducted at source from contractor's bill and will be deposited with I.T.O. as per rules.
- 27) Any extra work or item can only be started by contractor after obtaining written approval from the Zonal Office. Item executed without prior approval from the Zonal Office will not be considered for payment.
- 28) The quantities mentioned in the schedule of quantities are approximate. Payment will be made on the actual work done by the contractors. However the contractor should not deviate the quantity without Bank's permission.
- 29) The Bank has the right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudices to the contract.
- 30) The Bank has the right to terminate the contract if the contractor abandons the work or fails to commence the work in time, or fails to abide by the terms & conditions of the contract.

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date:

(Signature of the Contractor)

Place: