

Annexure-1

**INDIAN BANK ZONAL OFFICE**

**31, VARIETY HALL ROAD**

**COIMBATORE - 641 001**

**Phone: 0422 2309243**

**e-mail: [zocoimbatore@indianbank.co.in](mailto:zocoimbatore@indianbank.co.in)**

## **TENDER DOCUMENT**

**FOR ENGAGEMENT OF AGENCY FOR MAINTENANCE AND RE – FILLING**  
**OF**  
**FIRE EXTINGUISHERS**



## **1. BACKGROUND**

Indian Bank (the "Bank") is a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 with its head office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014. The Bank is desirous of Engaging of agency for its Branches /Offices located at **Coimbatore Zone.** To engage the experienced agencies for supply, installation and maintenance of Burglar Alarm System and Fire Alarm System, scope of Work is outlined in this Tender document. Any further agenda/ corrigenda / extension of dates/ clarifications/ responses to Tenderers' queries in respect of the above tender shall be posted only on the Bank's website at [www.Indianbank.in](http://www.Indianbank.in) and no separate notification shall be issued in any newspapers.

## **2. DISCLAIMER**

The information contained in this Tender document or information provided subsequently to the Tenderers by the Bank on the terms and conditions set out in this Tender document and all other terms and conditions, subject to which such information is provided, is being provided to the Tenderers for the purpose of inviting Tenders and does not constitute nor should be interpreted as an offer. This Tender document is meant to provide information only and the Tenderers acknowledge that it shall be used only for the purpose of preparing and submitting the Tender and for the purpose necessarily associated herewith and for no other purpose whatsoever. This Tender document has not been filed, registered or approved in any jurisdiction. Each Tenderer should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this Tender document and wherever felt necessary to obtain independent advice. The Bank makes no representation or warranty and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender document. The information contained in this Tender document is selective and is subject to update, expansion, revision and amendment. The Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this Tender document and/or the Tendering process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Tenderers or can be accessed on the website of the Bank at [www.Indianbank.in](http://www.Indianbank.in). Any information contained in this Tender document will be superseded by any later written information on the same subject made available/accessible to the Tenderers by the Bank. All information about the Bank and the Scope of Work furnished by the Tenderers to the Bank in the context of the Scope of Work shall be deemed to be "Confidential Information" for purposes of this Tender document. Information provided in this Tender



document is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, the Bank does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused from reliance of any Tenderers upon the statements contained in this Tender document.

The Bank reserves the right to reject any or all Tenders received in response to this Tender document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Tenderer might suffer due to such reason. The decision of the Bank shall be final, conclusive and binding on all the Tenderers/parties directly or indirectly connected with the Tendering process.

While this Tender document has been prepared in good faith, neither the Bank nor its employees, officers, and executives make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Nothing in this Tender document shall be construed as legal, financial or tax advice. Any liability is accordingly expressly disclaimed by the Bank, its employees, officers, executives, affiliates, their respective officers, employees and agents even if any loss or damage is caused by any act or omission on the part of the Bank, its officers, employees, executives, affiliates, their respective officers, employees and agents, whether negligent or otherwise.

### **3. TIME SCHEDULE OF THE TENDER PROCESS:**

Sl. No	Particulars	Date and Time
1	Date of commencement of Tender Process	Date- 08/01/2024
2	Date and time for receipt of Written queries for clarification from Tenderers.	Date- 12/01/2024
3	Last date and Time for submission of Tender including Technical and Financial Bids and EMD ("Tender Due Date").	Date-20/01/ 2024 Time- 12:00 PM
4.	Date and time for opening of the Technical and Financial Bid.	Date – 20/01/2024 Time – 04:00 PM
6.	Period of Contract	Two year

### **4. DEFINITIONS**

Capitalized terms used in this Tender document, will have the following meanings unless. The context requires otherwise.

4.1 "Bank" means Indian Bank, a body constituted under the provisions of the Banking Companies (Acquisition and Transfer of Undertaking)



Act, 1969 having its Corporate Office at 254-260, Awai Shanmugam Salai, Royapettah, Chennai – 14.

4.2 **“Contract”** means the contract to be signed between the Bank and the selected Tenderer in accordance with a format to be approved / provided by the Bank and all the attached documents and the appendices, thereto.

4.3 **“Agency”** means the successful Tenderer who has been awarded the contract as per the Scope of Work outlined in this Tender document by the Bank, pursuant to issuance of the Work Order.

4.4 **“Day”** means the Bank’s working day as defined under Negotiable Instrument Act, 1881.

4.5 **“Work Order”** means the letter of intent to be issued by the Bank to the successful Tenderer in accordance with paragraph 17.1 of this Tender document.

4.6 **“Parties”** means, collectively the Bank and the Tenderer/ selected Tenderer/ Agency as the context may require and “Party” means any of them individually.

4.7 **“Personnel / Professional”** mean employees, officers, partners, directors, executives, staff and personnel of the Tenderer.

4.8 **“Scope of Work”** means the scope of work to be undertaken by the successful Tenderer / Agency, as outlined in this Tender document.

4.9 **“Tender”** means the Technical Bid, the Financial Bid and other documents submitted in response to this Tender document submitted by the Tenderer

4.10 **“Tender document”** means this “invitation of Tender” prepared by the Bank for the engagement of audit agency including any subsequent clarification, amendment, modifications issued by the Bank hereto.

4.11 **“Tenderer”** means any individual, entity, body corporate or a firm who is submitting its Tender in response to this Tender notice for providing services to the Bank.

## 5. **OBJECTIVE**

5.1 The Bank is desirous to engage an agency for undertaking the Scope of Work, in accordance with and in the manner set out in this Tender document and the Contract.

5.2 Accordingly, interested parties are requested to go through the eligibility criteria, terms and conditions, etc. as enumerated herein below and submit their Tenders as per programme detailed in this document.



## 6. **ELIGIBILITY CRITERIA**

6.1. Minimum 5 years' experience of supply, installation, commissioning and maintenance of Fire Extinguishers in at least 2 Public Sector Banks/Private Banks/PSUs. Documentary proof should be submitted.

6.2. Minimum bank guarantee/Security deposit of Rs.2 lacs.

6.3. Registration with GST, PAN

6.4 Availability of after sale service network within Punjab state/Chandigarh.

6.5 Availability of warranty for every item.

6.6. Availability of authorization letter from the principle/OEM whose products are proposed.

6.7 All the fire extinguishers and refills and spare parts must confirm to performance and construction specification as laid down IS 15683:2018 as amended from time to time by BIS.

## 7. **PROCEDURE TO BE ADOPTED FOR SUBMISSION OF TENDER:**

### 7.1 General Instructions

(a) Tenderers must review this Tender document as a whole and ensure that their Tenders are as per the terms hereof. The Bank retains the right to modify the terms of this Tender document and/or any of the sections / attachments / formats at any time prior to the Tender Due Date.

(b) Tenderers are expected to examine this Tender document, including all instructions, forms, specifications, conditions and other documents and requirements hereof. Failure to furnish any or all of the information required by this Tender document or submission of a Tender not responsive to this Tender document in every respect may result in rejection of the Tender. Tenderers shall be deemed to have understood and taken into account all the terms and conditions ~~prescribed~~ in this Tender document.

7.2 Tenderers must apply to the Bank in the prescribed proforma as provided in this Tender document.

7.3 The Tender should contain the following:

(a) The Technical Bid;

(b) The Financial Bid.



7.4 **The Technical Bid:** Tenderers must submit the Technical Bid in the format set out in Annexure A with all the documents mentioned in eligibility criteria of this Tender document, duly filled up, in an envelope super scribing "Technical Bid For maintenance and Re- Filling of Fire Extinguishers" on the top of the envelope. The format of the Technical Bid shall be typed out and printed on the Tenderer's letter head and signed by the Tenderer or an authorized signatory tendering with authorization from the Tenderer. The content of the Technical Bid submitted by a Tenderer must be same as the format set out herein and should not contain any other information. If there is any change in the contents of the Technical Bid submitted by the Tenderer as compared to the format set out herein, then the Tender shall be rejected.

7.5 **The Financial Bid:** Tenderers must submit the Financial Bid in the format set out in Annexure B of this Tender document, duly filled up, in separate sealed envelopes super scribing **"Financial Bid for Maintenance and Re-filling of Fire Extinguishers"** on top of the envelope. The Financial Bid ~~shall not~~ include any conditions attached to it. All unit rates and prices in the Financial Bid shall be quoted by the Tenderers in Indian Rupees only. Any such conditional Tenders shall be liable for rejection.

7.6 These two separate sealed envelopes should be put together in a third envelope duly sealed and super-scribing **"Tender for Maintenance and Re-filling of Fire Extinguishers."**

7.7 No Tenderer shall submit more than one Tender. A Tenderer who submits or participates in submitting more than one Tender shall be liable for rejection of all Tenders in which such Tenderer has participated.

7.8 The Tender as well as all related correspondence exchanged by the Tenderer with the Bank shall be written in Hindi or English language. The Tender form, complete in all respect, should reach the following addressee through any mode of delivery before the Tender Due Date

**ASSISTANT GENERAL MANAGER  
INDIAN BANK ZONAL OFFICE**

**31, VARIETY HALL ROAD**

**COIMBATORE - 641 001**

**Phone: 0422 2309243**

7.9 The Bank may at its sole discretion, extend the Tender Due Date by amending the Tender Due Date, in which case all rights and obligations of the Bank and the Tenderers will be subject to the Tender Due Date as extended.

7.10 The Bank is not responsible for non-receipt of Tender within the Tender Due Date due to any reason including postal delays or holidays.

7.11 All pages of this Tender document should be sealed and signed by the Tenderer (in case of an individual) or the authorized signatory of the Tenderer, in other cases.



## 8. **Selection Process**

The Tenderers fulfilling eligibility criteria shall be eligible for opening of financial bids .

8.1 Selection criteria for the Financial Bid shall be that the Tenderer must quote the lowest rate.

8.2 In case of tie between two or more Tenders, Bank will go for the inter-se Tendering amongst the Tenderers involved in tie.

## 9. **VALIDITY PERIOD OF THE TENDER:**

The Tender shall remain valid for a period of 90 (Ninety) days from the Tender Due Date. In exceptional circumstances, prior to expiry of the original validity period, the Bank may extend the period of validity.

## 10. **OTHER TERMS AND CONDITIONS**

10.1 The Tenderers shall be responsible for all costs associated with the preparation of their Tenders and their participation in the tendering process including subsequent negotiations, visits to the Bank, etc. The Bank will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.

10.2 The Financial Bid should clearly indicate the total rate quoted by the Tenderer both in figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Bid, the lower of the two s



10.3 The Bank does not bind itself to accept the lowest price Tender and reserves the right to reject any or all of the Tenders without assigning any reasons whatsoever without incurring any liability to the Tenderers.

10.4 The selected agency to ensure that any complaint made by our branches/offices is attended within 24 hours and new Fire extinguisher installation/repair is completed within 48 hours.

10.5 The Agency shall be responsible for and obliged to all its obligations related to the Scope of Work in accordance with the Contract using best practices and industry standards, state of the art methods and economic principles and exercising all means available to the Agency to achieve the performance of the Scope of Work specified in the Contract.

10.6 Tenders not conforming to the requirements of the Tender document shall not be considered by the Bank. However, the Bank reserves the right, at any time to seek more information/ clarification on Tenders or to waive any of the requirements of the Tender document, if in the sole discretion of the Bank; the best interests of Bank would be served by such actions.

10.7 The Bank shall have the right to cancel the Tender process at any time prior to award of the Contract, without thereby incurring any liabilities to the affected Tenderers.

10.8 The Bank reserves the right to verify the validity / correctness of Tender information and to reject any Tender where the contents appear / found to be incorrect, inaccurate or inappropriate at any time during the process of Tendering or even after award of Contract.

10.9 The Bank may elect to take an undertaking from employees / associates of the Tenderer to maintain confidentiality of the Bank's information / documents, etc. In this regard, the Bank may seek details/ confirmation on background verification of the Tenderer's Personnel. The Agency shall promptly furnish all such information and documents sought by the Bank

10.10 If Chief Technical Examiner of the Central Vigilance Commission, Government of India, examines the work performed by the Agency pursuant to the Scope of Work and points out any defects or irregularities therein, the Agency shall take necessary steps to get those rectified promptly at no additional cost to the Bank, shall also assist the Bank in providing responses/ representations to the observations made by the Chief Technical Examiner.

10.11 Tenders shall be deemed to be under consideration immediately after the Tender Due Date and until such time the Bank makes official intimation of award/rejection to the Tenderers. While the Tenders are under consideration, Tenderers and/or their representatives or other interested parties are advised to refrain, save and except as



required/permitted under this Tender document, from contacting by any means, the Bank and/or its officers, employees, representatives, advisers on matters related to the Tenders under consideration.

10.12 The Bank reserves the right to abandon, defer stop execution of any activity included in Scope of work related to any property any time even after execution of contract, giving due written notice to the Agency.

11. **CANCELLATION OF TENDER PROCESS**

The Bank reserves its right to accept or reject any or all Tenders or cancel tender process without assigning reason for doing so. Any decision of the Bank in this regard shall be final, conclusive and binding upon the Tenderers. The Bank reserves the right to accept or reject any Tender in part or in full, and to cancel the tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the Bank's action. During the evaluation process at any stage, if it is found that a Tenderer does not meet the eligibility criteria or has submitted false / incorrect information, the Tender will be rejected summarily by the Bank. Any effort by a Tenderer to influence the Bank in the Tender evaluation, or Contract award decision, may result in the rejection of the Tender.

12. **INDEMNITY:**

The Agency shall always keep the Bank indemnified and hold the Bank, its employees, personnel, officers, directors, representatives harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorneys' fees) relating to, resulting directly from or in any way arising out of any claim, suit or proceeding brought against the Bank as a result of:

- (a) Breach of any of the term of this Tender document or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the Tenderer under this Tender document and/or a Tender;
- (b) and/ or breach of confidentiality obligations of the Tenderer contained in this Tender document;
- (c) And/ or willful negligence or gross misconduct solely attributable to the Tenderer or its Personnel;
- (d) Non-compliance by the Tenderer and/or its Personnel with applicable laws;
- (e) Loss of data due to any of the reasons mentioned above; The Tenderer's indemnity obligations under this

13. **GOVERNING LAW AND JURISDICTION**

This Tender document shall be governed by the laws of India. Subject to clause 20 above, any dispute or difference arising out of this Tender document, the Tenders and the subsequent Contract awarded based on this Tender document shall be subject to the exclusive jurisdiction of the courts in Tamil

