



**INDIAN BANK**  
**Zonal Office Gaya**  
 South Bisar Talab, Near Chopra Agency  
 Gaya – 823 001,  
 Ph: 0631-2220250  
 Email: [z720@indianBank.co.in](mailto:z720@indianBank.co.in)

### INVITATION OF TENDER

**RATE CONTRACT FOR SUPPLY AND INSTALLATION OF FIRE EXTINGUISHERS & REFILLING OF  
 FIRE EXTINGUISHERS  
 (INCLUDING MAINTENANCE OF EXISTING FIRE EXTINGUISHERS)  
 FOR THE INDIAN BANK OFFICES/BRANCHES INCLUDING ATM SITE  
 UNDER GAYA ZONE**

Tender Documents Availability	31 <sup>th</sup> December 2025
Last Date of Submission of tender	<b>13:30 hrs on 20th January 2026</b>
Date and time for Pre Bid Query	Date - From 31st Dec 2025 to 09th Jan 2026 Time - From 3:00 PM to 4:00 PM At Indian Bank, Zonal Office, Gaya.
<b>Mandatory Pre Bid Meeting</b>  (Applicants will be disqualified in absence of attending the mandatory pre bid meeting)	<b><u>Date – 12 Jan 2026. Time – 03:30 PM</u></b> Venue: Indian Bank, Zonal Office, Gaya <b>Note: Campus Visit form</b> will be signed and given to available vendors, which are needs to be attached with "Technical Documents" for qualification to participate in "Technical Bid".
Date of opening of the technical bids	Date – 20 Jan 2026. Time – 03:30 PM Venue: Indian Bank, Zonal Office, Gaya
Opening date of Financial bids	Date and time will be intimated to qualified vendor by email/telephone after evaluation of Technical Bids.

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Tender application fee	<b><u>Rs.1000/- plus applicable GST @18% Total Rs.1180/-</u></b> by way of DD favouring <b>Indian Bank</b> , Payable at <b>Gaya</b> along with the Technical Bid, at the time of submission of Tender. Tender document will not be sent to any agency by post from our office. Firms registered under MSME are exempted from payment of cost of tender document fee as per Govt. guidelines.
EMD (Security Deposit)	<b>Rs. 25,000/- (Refundable)</b> – Applicable for shortlisted successful bidders who awarded contract for Rate Contract/ AMC vide Bank Guarantee/ Fixed Deposit Receipt.
Commencement of Services	<b>Firm date will be notified after short listing of the eligible bidder</b>
Service Area	India Bank, Zonal Office, GAYA has a network of 59 Branches, 3 Offices and nearby 41 ATMs cum BNAs functional including 04 Off Site ATMs spread across Ten districts of Bihar, under its jurisdiction comprising of <b>10 districts of Arwal, Aurangabad, Gaya Ji, Jehanabad, Kaimur, Lakhisarai, Nalanda, Nawada, Rohtas and Sheikhpura</b> districts. The Branches, Offices and Off Site ATMs function directly under the control of Zonal Office, Gaya. <b>New ATMs and Branches will be automatically added in the existing AMC as per the given orders from this Office</b> to the concerned vendors for availing services, as applicable. Decision in this regard will be final as per the work order issued to concerned vendor by this Office.

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### TABLE OF CONTENTS

Sl.No.	Content	Page No
1.	Schedule of Events and Important Definitions	4
2.	Introduction and Eligibility Criteria	6
3.	Nature and Scope of Work, Application Form, Rate Contract Process	6
4.	Performance and Product Certification	9
5.	Payment Terms and Terms & Conditions of Contract	10
6.	Conditions for Application Rejection/ Cancellation	10
7.	Monitoring of Performance & other Conditions	11
8.	EMD Amount, Jurisdiction and Governing Law	11
9.	Liquidated Damages, Validity Period	12
10.	Bank's Discretion , Evaluation Criteria	12
11.	Patent Rights, Termination for Insolvency, Liability	13
12.	Warranty, Deliverables and Timelines, Specification	14
13.	Dispute Management, Nuisance	17-18
14.	No Commitment to accept lowest or any TENDER, Force Majeure	18
15.	Execution of SLA	18
16.	Restriction for further Contracts , Amendments to Contract	18
17.	Confidentiality of Contract Documents & Information, Publicity	19
18.	Authorized Signatory	19
19.	Annexure - I (Application for participation in TENDER)	20
20.	Annexure - II (Bidders Profile)	21
21.	Annexure - III (List of Enclosures for Technical Bid)	23
22.	Annexure – IV A & B (Financial Bid)	25
23.	Annexure – V (Campus Visit Form)	26

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**SCHEDULE OF EVENTS**

Tender Documents Availability	23 <sup>th</sup> December 2025
Last Date of Submission of tender	14:00 hrs on 20th Jan 2026
Date and time for Pre Bid Query	Date - From 31st Dec 2025 to 09th Jan 2026 Time - From 3:00 PM to 4:00 PM At Indian Bank, Zonal Office, Gaya.
<b><u>Mandatory Pre Bid Meeting</u></b>  (Applicants will be disqualified in absence of attending the mandatory pre bid meeting)	<b><u>Date – 12 Jan 2026. Time – 03:30 PM</u></b>  Venue: Indian Bank, Zonal Office, Gaya  Note: Campus Visit form will be signed and given to available vendors, which are needs to be attached with "Technical Documents" for qualification to participate in "Technical Bid".  Format of campus visit form is placed at Annexure V to this tender document.
Date of opening of the technical bids	<b>Date – 20 Jan 2026. Time – 03:30 PM</b>  <b>Venue: Indian Bank, Zonal Office, Gaya</b>
Opening date of Financial bids	Date and time will be intimated to qualified vendor by email/telephone after evaluation of Technical Bids.
Tender application fee	<b><u>Rs.1000/- plus applicable GST @18% Total Rs.1180/-</u></b> by way of DD favouring <b>Indian Bank</b> , Payable at <b>Gaya</b> along with the Technical Bid, at the time of submission of Tender. Tender document will not be sent to any agency by post from our Office. Firms registered under MSME are exempted from payment of cost of tender document fee as per Govt. guidelines.
EMD (Security Deposit)	<b>Rs. 25,000/- (Refundable)</b> – Applicable for shortlisted successful bidders who awarded contract for Rate Contract/ AMC vide Bank Guarantee/ Fixed Deposit Receipt.
Commencement of Services	<b>Firm date will be notified after short listing of the eligible bidder</b>

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## IMPORTANT DEFINITIONS

TERMS	DEFINITIONS
Bank	Indian Bank
ZO	Zonal Office, 1 <sup>st</sup> Floor, South Bisar Talab, Near Chopra Agency GAYA-823 001, Bihar
Branch	Indian Bank Branch (including ATM site, if available)
TENDER	Request for Quotation/ Tender
Vendor	Participating Company/ Firm/ Manufacturer/ Authorized dealer
OEM	Original Equipment Manufacturer
Tender	Tender, Bid documents
Bidder	A Firm/Company/OEM/Authorized dealer participating in TENDER
FE	FIRE EXTINGUISHERS
NA	Not Applicable

## NOTICE INVITING TENDER

Rate contract for Supply and Installation of Fire Extinguishers & Refilling of Fire Extinguishers  
(including maintenance of existing Fire Extinguishers)

## INTRODUCTION

1. Indian Bank, Zonal Office Gaya, invites sealed quotations in two bid system for rate contract for New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers) at Branches/ Offices under its jurisdiction comprising of **10 districts of Arwal, Aurangabad, Gaya Ji, Jehanabad, Kaimur, Lakhisarai, Nalanda, Nawada, Rohtas and Sheikhpura** districts from reputed Firms/Manufacturers/Authorized dealers. The first bid shall be technical bid and the sealed envelope of Technical Bid shall contain the details of OEM, Acceptance of terms and conditions, and other eligibility conditions, etc. The second bid shall be financial bid and the sealed envelope of Financial Bid shall contain the price information of the product and services in prescribed format as per the annexure. **Financial bids shall invariably be submitted in sealed envelope. Any financial bid found open for any reason shall make the bidder ineligible for participation.**

1. India Bank, Zonal Office, GAYA has a network of 59 Branches, 3 Offices and nearby 41 ATMs cum BNAs functional including 04 Off Site ATMs spread across Ten districts of Bihar. The Branches, Offices and Off Site ATMs function directly under the control of Zonal Office, Gaya. **New ATMs and Branches will be automatically added in the existing AMC as per the given orders from this Office** to the concerned vendors for availing services, as applicable. Decision in this regard will be final as per the work order issued to concerned vendor by this Office.

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## ELIGIBILITY CRITERIA

3. The eligibility criteria for rate contract are given below and only those agencies that fulfill the following criteria are eligible to bid.

- a) The prospective bidder should be a registered company/ firm including manufacturers or their authorized dealers, capable of providing FIRE EXTINGUISHERS for **New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers)** and should be in business for at least 3 years.
- b) The OEM/ its authorized dealers must have his own registered Office with adequate technical manpower and material at **Gaya Ji/ Patna** for the same to be submitted like Lease Agreement/ Registration Certificate under Shops and Establishment Act. The Bank may inspect the facilities of the Manufacturer/ Firm/ Company/ Dealer/ Vendor to verify the genuineness and to ensure the conformity with the details given. (Details to be provided in attached format Annexure ).
- c) There is no minimum limit to annual turnover. However, the prospective applicant/bidder should be in profit for last three years. (Relevant copies of Balance Sheets and IT return to be submitted).
- d) The prospective applicant/bidder must be on panel of at least one PSUs / Banks (Public/Private)/NBFCs/Government Departments and have at least one running contract with PSU/ Banks (Public/Private)/NBFCs/Government Department. Performance report/ certificate of running contract for same to be enclosed.
- e) The bidder should have valid **PAN, GST registration number** etc., allotted by competent authorities.
- f) The prospective applicant/bidder should have requisite trade/manufacturing/factory license from appropriate authority (**BIS**).
- g) The Company/ Firms/ Authorized dealer which participates in the Tender process shall only be eligible for rate contract. **All existing empanelled vendors have to apply afresh.** Telephonic/ email intimation to prospective applicants for participating in TENDER will not be initiated from ZO, even to the existing vendors.
- h) **Vendor should have valid license in accordance to IS 15683/2018 for supply of Extinguishers or agreement with authorized licensed vendor having IS 15683/2018 Licenses (Copy of Proof to be submitted).**

## NATURE AND SCOPE OF WORK

4. New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers) at Branches/ Offices and ATM Sites of Indian Bank, **GAYA ZONE**. Concerned Vendor will have to enter into an agreement (as per the format decided by the Bank) with the Zone and shall start the work from the date of issuance of the work order. The work order for new installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers) shall be placed by the Zone as per requirement basis.

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- a) Please note that the invitation of tender is for new installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers) installed in all existing Branches & Offices and ATM sites of our Zone. However, new installations are subject to requirement of Bank. Bank has discretion to revise the scope of work upward / downward as per its requirement.
- b) **It is to bring to the notice of prospective Applicants that they will be required to supply and replace newly installed components at their own cost during warranty period and the warranty period of each component has to be specified in the tender document.**
- c) The Vendor will maintain the **data sheet of Fire Extinguishers** of each Branch/ Office with details such as manufacturing date, date of installation, warranty valid upto, AMC carried out on, AMC due on, etc. A copy of the Branch / Office wise data sheet of Fire Extinguishers to be provided to the Zonal Office as well as to the concerned Branch/Office.
- d) The Vendor must ensure Half-yearly AMC visit. **There should be a gap of minimum 45 days between two AMC visits.** During AMC Visit all preventive maintenance activities to be carried out and recorded.
- e) The vendor will follow the norms and procedures laid down for installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers).
- f) The vendor will carry defective components to his own workshop for repair only after taking written prior approval of the Branch Manager.
- g) The detail specification for new installation will be decided by the Zonal Office.
- h) The vendor will **impart training and live firefighting demo to staff members** about operating procedure during the AMC visit. Vendor should also submit the copy of above exercise done at Branch by duly signed by the branch head.

## APPLICATION FORM

- 5. The application form to be filled and submitted as per **Annexure I (Cover Letter)** and **Annexure II (Bidder Profile)**. The tender notice should be signed by authorized signatory on each page with official seal and enclosed along with the Application Documents.

## RATE CONTRACT PROCESS

- 6. The selection of Bidders for supply, new installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers) shall be done in two bid format as under.

- a) **PHASE I -TECHNICAL BID:**

- i) Technical bid shall be submitted in a separate sealed envelope. It should be super scribed in bold **"Technical Bid for New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers)"**.

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- ii) Technical bid shall contain Annexure I (Application), Annexure II (Bidder profile) and Annexure III (Testimonials).
- iii) The Applications of the bidders (Annexure II) will be valid for 120 days from the date of opening of the same.
- iv) The selection/ short listing of the applications so received will be done by carrying out evaluation and checking of various parameters/ criteria fixed by the Bank.
- v) The technical bids shall be opened at **1530 Hrs on 20.01.2026**, or on any suitable date as decided by the Bank's committee for the purpose. If any change in the date will be published in this website.
- vi) An undertaking that firm is capable of undertaking installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers) work in rural and far away areas where majority of Bank's Branches are located (To be enclosed with Technical Bids).

b) **PHASE II - FINANCIAL BID**

- i) Financial bid shall be submitted in a separate sealed envelope. It should be super scribed in bold **"Financial Bid for New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers)"**.
- ii) Financial bids of only technically qualified short listed bidders will be opened. Bank's evaluation of the financial bids will take into account the status of compliance of terms and conditions.
- iii) **The Financial Bid should contain all relevant rates and charges (Service Charge / Installation Charge), taxes and the rates should be quoted in Indian Rupees only. GST component must be explained (inclusive/exclusive) clearly.** In case of any an etriguity during comparing quoted prices arouses because of GST, Bank may take a call to disqualify such bids.
- iv) **The Bank may select multiple vendors for entering into rate contract and becoming L1 is not the only criteria.**

c) Interested Bidders may arrange to submit their application duly complete in all respects in a sealed envelope cover superscripted **"Application for New Installation, repair and maintenance of Fire Extinguishers(including maintenance of existing Fire Extinguishers)"** and this envelope should contain two separate envelopes superscripted as details below:

Envelope 1: Technical Bid  
Envelope 2: Financial Bid

And, it should reach on or before **1330 Hrs on 20.01.2026**, at the following address:

Indian Bank, Zonal Office  
1st Floor, South Bisar Talab  
Near Chopra Agency  
GAYA JI-823 001

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## PERFORMANCE AND PRODUCT CERTIFICATION:

7. The Bidders should have the following product certification and other criteria:-

- a) **Product Certification:** The products of the Bidder must have certification of quality given by the **Bureau of Indian Standard (BIS)** and acceptable to Bank. The products should be based on latest technology for the specific requirement.
- b) **OEM Certificate:** The Bidder should have OEM certificate along with confirmation that they would supply spare parts for the quoted components for **a period of 5 years** from the date of installation.
  - i) OEM should be ISO 9001 certified.
  - ii) Documents of Manufacturing license/ Registration of the OEM factory need to be submitted for verification.
  - iii) **Product Certification copies to be attached as per the BIS specifications.**
  - v) The firm should produce authorization from **OEM** for its offered makes in original.
  - vi) Multiple brand Techno-commercial bids from single bidder will be rejected.
  - vii) Serial number & IS certificate of products to be provided by the OEM.
  - viii) Audit for Banks, whether actual material is provided or not, needs to be done by OEM as and when required by Bank without any additional cost.
- c) **Past Record:** The Bidder or their entities **should not have been blacklisted** by any PSU/PSB/Government Organization in past 3 years and undertaking in this regard to be submitted.
  - i) Bidders A/c should not be classified as NPA by any Bank. A self- declaration in this regards to be submitted by bidder along with Bid Documents.

## PAYMENT TERMS

8. No advance payment shall be made against purchase order
  - i) Payments shall be made after delivery & installation of new Fire Extinguishers at per site Basis. The payment shall be made against delivery challans and invoices and commissioning report duly signed by the Branch Manager.
  - ii) The vendor empanelled to have a Bank Account with Indian Bank for operational convenience
  - iii) The Annual Maintenance Charges shall be paid once in three months' subject to satisfactory maintenance for the previous three months. Vendors failing to render requisite maintenance service visits shall be paid only on the pro rata Basis for the number of mandatory service visits.
  - iv) **All Annual Maintenance Charges shall be paid from Zonal Office only.**
  - iii) All other terms and conditions are spelt out in the Terms and conditions attached to this tender.

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## TERMS & CONDITIONS OF CONTRACT (TCC)

### 9. Indian Bank's Right to Accept/ Reject any/or all Application:

i) Indian Bank reserves the right to accept/ reject any or all application and to annul the rate contract process and accept/ reject all applications at any time prior to TENDER process or any time after TENDER process, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for Indian Bank action.

ii) Indian Bank's Right to Split the Service Area Work: Indian Bank reserves the right to split and distribute the work among the participating Bidders partly or fully amongst the bidders agreeing at lowest quoted rates. Indian Bank reserves the Right to Issue Clarifications, Addendums, and Corrigendum etc. If shortlisted vendors are agree who qualified in financial bid as L2, L3 and so on and ready to work on the rates mentioned by L1 in financial bid, the work may be distributed as mentioned details:-

Ser	In case number of qualified vendors as under	Work distribution between vendors percentage wise
01	2 Qualified bidders	60:40
02	3 Qualified bidders	50:30:20

The Bank may award work as per the ratio mentioned above to the qualified bidders, if more than one bidder is selected. Allocation of Branches will be decided by the bank and work order will be allocated to the vendors accordingly. **Bank reserve the right to allocated work to single vendor or multiple vendors as applicable.**

iii) Discrepancies or omission, if found by any bidder, in the terms & conditions of the tender document, or if any clarification is sought by the bidder, a written request, to the application inviting authority, for correction / clarification or interpretation can be submitted up to **1700 Hrs, 09.01.2026 at [z736@indianBank.co.in](mailto:z736@indianBank.co.in)**. Indian Bank can at any time issue clarifications, addendums or corrigendum. The same will be published in the Bank's website. The Bidders are advised to regularly visit the Bank's website.

## CONDITIONS FOR APPLICATION REJECTION/ CANCELLATION:

10. Bidder's application for rate contract or the registration after rate contract of Bidder may be rejected / cancelled on the following grounds:

- Any effort by Bidder/applicant to influence Indian Bank's decisions on evaluation and registration process may result in rejection of application or cancellation of registration.
- Conditional applications will not be considered and will be rejected summarily.

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- iii) Submission of false/fake Application Documents or if the information provided by the Bidder is found to be incorrect/misleading at any stage / time during the rate contract process or thereafter.
- iii) Applications received by Indian Bank after the last date and time prescribed for receipt of application or applications without signature of person(s) duly authorized on required pages of the application or applications without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be rejected.
- iv) Malpractice / attempt to influence / Manipulation of rates at Zonal level by itself or by cartelization shall be viewed very seriously. If such a situation comes to the notice and/ or there are reasons/ circumstances for Indian Bank to believe so, the concerned Bidder will be called in to give justification of rates quoted by them to the Zonal Office. If they are not able to give a proper/ satisfactory justification of their quoted rates, their rate contract / enlistments are liable to be cancelled.
- v) If the Bidders are found, subsequent to their registration, not complying with, any of the eligibility criteria.
- vi) If the performance and services of the bidder have been found poor or sub-standard.
- vii) If it is found that false/amplified/manipulated bill(s) raised by vendor.
- vii) Any other grounds as decided by Indian Bank management after due diligence.

#### **MONITORING OF PERFORMANCE AND OTHER CONDITIONS:**

11. The Bidder's performance on the job will be constantly monitored for quality, adherence to the Safety Regulations, Labour / Statutory regulations, Conduct / Discipline etc, while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by Indian Bank.

- i) Indian Bank reserves the exclusive right and absolute discretion to call for tenders for any job or otherwise as deemed fit from open market, even during the validity of the rate contract period.
- ii) Successful rate contract by Indian Bank is no guarantee of any future award of work or inclusion on a particular tender list.

#### **EMD AMOUNT:**

12. **Rs. 25,000/- (Refundable)** – Applicable for shortlisted successful bidders who awarded contract for Rate Contract/ AMC vide Bank Guarantee/ Fixed Deposit Receipt.

#### **JURISDICTION AND GOVERNING LAW:**

13. All disputes or differences whatsoever arising between the parties out of or in relation to the construction/ meaning and operation or effect of this rate contract document or breach thereof shall be settled amicably. If, however, the parties are not able to solve it amicably the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996 (with latest amendments) 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 exclusive jurisdiction of courts at Gaya.

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**LIQUIDATED DAMAGES:**

14. Any delay in completion of the work over the stipulated period will attract penalty of 10% of the contract value (site Basis) per week subject to maximum of 100% of the contract value. The Bank reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank to the Vendor.

**VALIDITY PERIOD:**

15. The successful Bidders/ Firms/ Vendors will remain in the list of the Bank for **three year** from the date of contract or till the completion of next contract period at the Bank's own discretion (whichever is earlier).

i) The Rate contract will be valid for **(03) Three Year. Initially work will be allotted to one year (1) and will be renewed on yearly basis up to maximum three years.** On successful completion of first year, renewal for second year will be subject to the satisfactory performance and review by Security Department. **Revision of rates during the contract period will not be entertained by Bank for whatsoever reasons.**

ii) Contract will be valid only, if all eligibility criteria mentioned in the Tender Notice are fulfilled during the entire contract period.

iii) If the service provided by bidder is found to be poor and unsatisfactory or if at any point of time during the Tender process it is found that the information provided by bidder is false, the Bank reserves the right to cancel the contract. Bank's decision in this regard will be final.

**BANK'S DISCRETION:**

16) Bank reserves the right to reject an offer under any of the following circumstances:

- i) Incomplete offer and/or all documents not attached.
- ii) Offer is not in conformity with the terms and conditions stipulated in this document.
- iii) Specifications stipulated in TENDER are not met with.
- iv) If Financial Bid and Technical Bid are not submitted in sealed envelope separately.
- v) Financial Bid format differs from actual Financial Bid format of Annexure IV.
- vi) Violates any terms and conditions in the TENDER document.
- vii) If found that the information provided in the offer is false.

**EVALUATION CRITERIA****17. Technical Bids:**

- i) The Technical Bid should be complete in all respects and contain all information asked for in this document. It should not contain any price information.

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- ii) The Technical Bid must be submitted in an organized, numbered and structured manner (spiral binding will be appreciated). No brochures/ leaflets etc should be submitted in loose form.
- iii) Technical bid should contain all testimonials as mentioned in previous section of this TENDER document.
- iv) Bank will evaluate the technical bid considering the technical and functional parameters of bidder and evaluation matrix decided by Bank.

**18. Commercial Bids:**

- i) Commercial bids of only technically qualified short listed bidders will be opened. Bank's evaluation of the commercial bids will take into account the status of compliance of terms and conditions. The Price Bid should contain all relevant rates and charges (Service charge / installation Charge) and the rates should be quoted in Indian Rupees only.
- ii) Cost economics of the tender will be decided on the Basis of Total Cost of Equipment/cost of components having low MTBF/ services as enumerated in Annexure-I

**PATENTS RIGHTS**

19. The Vendor shall indemnify the purchaser against all third party claims on infringement of patent, trademark or industrial design rights arising from use of the Goods, or any part thereof in India.

- i) The vendor shall, at their own expense, defend and indemnify the Bank against all third party claims of infringement of intellectual Property Right, including Patent, trademark, copyright, trade secret or any part thereof in India or abroad.
- ii) The Vendor shall expeditiously extinguish any such claims and shall have full rights to defend it there from. If the Bank is required to pay compensation to a third party resulting from such infringement, the Vendor shall be fully responsible for, including all expenses and court and legal fees.
- iii) The Bank will give notice to the Vendor of any such claim without delay, provide reasonable assistance to the Vendor in disposing of the claim, and shall at no time admit to any liability for or express any Intent to settle the claim.
- iv) The Vendor shall grant to the Bank a fully paid-up, irrevocable, non- exclusive license throughout the territory of India or abroad to access, replicate and use software (and other software items) if any, provided by the Vendor, including all inventions, designs and marks embodied therein in perpetuity.

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## TERMINATION FOR INSOLVENCY

22. The Bank may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes Bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder.

## LIABILITY

23. Bidder's aggregate liability under the contract shall apply to third party claims for bodily injury/ electric shock (including death) and damage to real property (due to malfunction of equipment) and tangible personal property caused by bidder's gross negligence/ lapse or due to below standard equipment used by Bidder.

- i) The Bidder shall be liable for any indirect, consequential, or special damages due to malfunction of the security equipment's under the agreement / purchase order.

## WARRANTY

24. The offer must include on-site warranty of at least one year or as offered by the OEM but not less than one year from the date of installation and replacement of components however there should not be any additional cost for the warranty period.

- i) Vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories, etc., covered by the offer.
- ii) The Vendor must warrant all equipment, accessories, spare parts etc, against any manufacturing defects during the warranty period.
- iii) During the warranty period the Vendor shall maintain the equipment and repair / replace all the defective components at the installed site at no additional charge of whatsoever nature to the Bank.

## DELIVERABLES & TIMELINES

25. The Vendor should ensure that the defects reported in the Fire Extinguishers or its components, software, etc supplied to the Bank on any working day is set right and in no case later than the two working day for Branches in **GAYA ZONE**. The defect will be reported by the Office/branch directly to vendor, may be in the form of oral, telephone, notice, email, or any other mean of communication. The vendor shall generate a complain number for tracking the complaint status. In case, the system or any equipment cannot be repaired within the stipulated period, the Vendor should provide a replacement till the system/ equipment is returned duly repaired.

*Seal & Signature of Vendor*



## SPECIFICATION/REFILLING/MAINTENANCE

26. The detailed technical description is enumerated below. The specifications given are as per minimum requirement. Vendors can quote equivalent or higher technical specifications to meet the Bank's requirements. However, no weightage would be given for higher configurations. All components should be BIS certified. A half-yearly visit to the offices/branches shall be mandatory for checking the pressure and condition of all the fire extinguishers.

### a) SPECIFICATIONS FOR PORTABLE FIRE EXTINGUISHER CARBON DIOXIDE 4.5 KGS

SI No	Values	Specification
1.	Scope of work	Supply of Portable CO <sub>2</sub> extinguisher 4.5 kgs- confirming to IS-15683: latest revision and ISI marked complete with all fittings.
2.	Extinguishing Media	CO <sub>2</sub> used in extinguisher shall of Comply IS 15222.
3.	ULC fire rating	10-B:C
4.	Cylinder Material	Mild steel.
5.	Valve Material	Plated Brass
6.	Handle/lever Material	Stainless steel
7.	Operating Pressure(@70 deg F)	850 PSI
8.	Temperature Range(Deg C)	-30 degree cent. to 55 degree Cent.
9.	Nominal discharge time (Sec)	10-18 sec
10.	Discharge horn	Non -conductor of electricity.
11.	Hose	Min. bursting pressure shall be 275kgf/cm <sup>2</sup> .
12.	Discharge Range (mtr)	01-2.4
13.	Operating type	Wheel Operated Valve/Squeeze grip
14.	Test Report & certificates	IS approved Certificate.
15.	Recommended area for Utilization	Electrical/Electronics/inflammable liquid.
16.	Marking	Extinguisher permanently marked with the following information: a) Manufacture's Name or Trade -mark, b) Year of Manufacture of the cylinder and test pressure. c) Method of operation in prominent letters. d) ISI Marking, CE marking

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**Refilling/Maintenance of 4.5 Kg CO<sub>2</sub> Fire Extinguisher**

1. Every carbon Di-oxide extinguisher installed in premises shall be hydraulically pressure tested once in five years. There shall not be any leakage or visible distortion. Extinguisher which fails in these requirements shall be replaced.
2. Always discharge gas from extinguisher before sending for HPT and refilling.
3. Refilling should be done when cylinder weight is reduced by 10% or more than 10% from gross weight of Cylinder or after Hydraulic pressure Test (HPT).
4. Checked the vendor license and demand for supply of HPT certificate after HPT of Cylinder.
5. Fire Extinguisher shall comply with IS 15683:2018.
6. Maintenance to be done in accordance to IS 2190:2010.
7. Shelf life of carbon Di-oxide extinguishers is 15 years only from manufacturing date.

b) **SPECIFICATIONS FOR PORTABLE FIRE EXTINGUISHER STORED PRESSURE 4 KGS ABC TYPE**

SI No	Values	Specification
1.	Scope of work	Supply of Portable extinguisher 4 kgs- confirming to IS -15683: latest revision and ISI marked complete with all fittings.
2.	Extinguishing Media	Mono Ammonium Phosphate (map-40%) / MONNEX.
3.	ULC fire rating	3A,55B
4.	Cylinder Material	Mild steel.
5.	Valve Material	Plated Brass
6.	Handle/lever Material	Stainless steel
7.	Operating Pressure(@70 deg F)	15 KGF/CM <sup>2</sup>
8.	Temperature Range(Deg C)	-30 degree cent. to 55 degree Cent.
9.	Nominal discharge time (Sec)	10-20 sec
10.	Discharge horn	Flexible PVC braided hose fitted with end connection
11.	Hose	Min. bursting pressure shall be 55 kgf/cm <sup>2</sup> .
12.	Discharge Range (mtr)	2 Mtr
13.	Operating type	Squeeze grip
14.	Test Report & certificates	IS approved Certificate.
15.	Recommended area for Utilization	Class A, B and C i.e. Wood, Paper, Petroleum and electrical equipment.
16.	Marking	Extinguisher permanently marked with the following information: a) Manufacture's Name or Trade-mark, b) Year of Manufacture of the cylinder and test pressure. c) Method of operation in prominent letters. d) ISI Marking, CE marking

*Seal & Signature of Vendor*



### **Refilling/Maintenance of 4.5 Kg ABC Fire Extinguisher**

1. Every Dry chemical powder extinguisher installed in premises shall be hydraulically pressure tested once in three years. There shall not be any leakage or visible distortion. Extinguisher which fails in these requirements shall be replaced.
2. Always emptied out Powder from extinguisher before sending for HPT and refilling.
3. Refilling should be done when pressure is drop 10% or more than 10% in stored pressure type and caking of powder in DCP cartridge type or after Hydraulic Pressure test (HPT).
4. Checked the vendor license and demand for supply of HPT certificate after HPT of Cylinder.
5. Fire Extinguisher shall comply with IS 15683:2018.
6. Maintenance to be done in accordance to IS 2190:2010.
7. Shelf life of DCP extinguisher is 10 years only from manufacturing date.

### **C) AUTOMATIC MODULAR FIRE EXTINGUISHER**

ABC Dry chemical powder Automatic Modular Fire Extinguisher, the release temperature can be adjusted to suit prevailing conditions.

#### **Technical Data**

Utilization Temperature: 57 degree cent. to 107 degree cent.

Capacity	Working Pressure (KGF/CM <sup>2</sup> )	Testing Pressure (KGF/CM <sup>2</sup> )	Area Protection (L*B)	Volume Protection (L*B*H)	Operation Time (Second)	Hanging Vertically above risk
5 Kgs	7 to 10	35	3.5 to 4 m <sup>2</sup>	8 m <sup>3</sup>	10-15	1. 5M to 2M
10 Kgs	7 to 10	35	7 to 8 m <sup>2</sup>	15 m <sup>3</sup>	15-20	1. 75M to 2.25M

### **DISPUTE MANAGEMENT**

27. The provisions of this tender shall always be subject to Government Notifications, any rules/ guidelines that may be in force from time to time.
  - i) 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. However, if the parties are not able to solve it amicably, the same shall be settled by arbitration in accordance with the provisions of "Arbitration and Conciliation Act 1996" or any statutory modifications or re-enactments thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings.
  - ii) The arbitrator shall be appointed with the mutual consent of both the parties. However, there is a provision of appeal if either party is not satisfied with the arbitration award.

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- iii) During the arbitration proceedings the Bidder shall continue to work under the Contract 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 is obtained.

## **NUISANCE**

28. The Bidder shall not at any time cause or permit anyone to cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the Bank, Owners, Tenants or occupants of other properties near the site and to the customers/ public generally.

## **NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

29. There are no obligations to accept the lowest or any other offer received in response to this notice and Bank is entitled to reject any or all offers without assigning any reasons whatsoever. The Bank will have right to opt for any new technology option for the Banks usage.

## **FORCE MAJEURE**

30. Notwithstanding the provisions of TCC (Terms and Conditions of Contract), the Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- i) For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Bank in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- ii) 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 obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **EXECUTION OF SLA**

31. On completion of the Bid Process, the successful bidder(s) should execute a Service Level Agreement. Bidder(s) should also execute a Non-Disclosure Agreement in the Bank's prescribed format. The agreement/ contract would be signed in Mumbai only and stamped as per Uttar Pradesh Stamp Act. All the stamp duty shall be borne by the Bidder.

## **RESTRICTION OF FURTHER CONTRACTS**

32. The Bidder shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Bank's prior written consent. Consortium and joint venture responses are not allowed, in any case. Also, bidders have to note that no sub-contracting/ sub-letting is allowed.

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**AMENDMENTS TO CONTRACT**

33. No variation in or modification of the terms of the Contract shall be made, except by written amendment, signed by the parties.

**CONFIDENTIALITY OF CONTRACT DOCUMENTS & INFORMATION**

34. The Bidder shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Bidder in the execution of the Contract.

- i) Disclosure to any such employed person shall be made as confidential and shall extend only as far as may be necessary for purposes of such performance.
- ii) The Bidder shall not, without the Bank's prior written consent, make use of any document or information except for purposes of performing the Contract.
- iii) Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Bidder's performance under the Contract, if so required by the Bank.
- iv) Bidder to submit Audited Balance Sheets & FRs within 6 months of close of financial year of the successful Bidder, failing which Bank will have withheld payments. Bank will scrutinize the FRs and may decide to continue the contract or terminate.

**PUBLICITY**

35. Any publicity by the bidder in which the name of Indian Bank is to be used should be done only with the explicit written permission of Indian Bank.

**AUTHORIZED SIGNATORY**

36. All pages of this TENDER document and corrigenda must be stamped and initialed by the authorized signatory of the bidder confirming acceptance to all terms and conditions of this TENDER and should be submitted as part of the technical bid.

- a. After completion of selection process the Bank will finalize the contract with the selected Bidder(s). To ensure this both the parties shall also be liable to make authorized officials to be present for discussions.
- b. The Bidder(s) shall submit a Board resolution in case of a company and/or authorization letter duly signed by the authorized signatory naming the official(s) who shall be authorized to hold discussions, time and venue of which shall be intimated to the successful bidder in writing at least 3 calendar days in advance.

**\*\*READ THE TENDER DOCUMENTS CAREFULLY BEFORE SUBMISSION\*\***

*Seal & Signature of Vendor*

## Annexure-I

**Application for participation in TENDER for  
Supply and Installation of Fire Extinguishers & Refilling of Fire Extinguishers (including  
maintenance of existing Fire Extinguishers)**  
(TO BE TYPED ON THE BIDDER'S PRINTED LETTER HEAD)

The Zonal Manager,  
Indian Bank Zonal Office  
Gaya Ji- 231 001

Dear Sir,

Subject: Application for participation in Tender for New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers)

1. This has reference to the captioned subject, I/We have carefully perused and understood the criteria mentioned in the Tender Notice released on the website of the Bank.
2. Accordingly, I/We now submit the application form duly completed in all respects, together with certified copies of the following documents as required by you for participation in Tender for New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers) to your Bank.
3. I/We confirm that all information given herein is true to the best of my/our knowledge. I/We also understand and confirm that if any of the information given is found to be incorrect either fully or partially or any false/fake document is submitted at any stage, you may reject the application summarily and also take any legal action as per law.
4. It is also confirmed that, I/We hereby agree with all the terms and conditions laid down in the application/empanelment documents.

Yours faithfully,

(Proprietor / Bidder's Signature, Name with Seal)  
Encl: Documents: -

*Seal & Signature of Vendor*



## Annexure-II

**BIDDER PROFILE/ TECHNICAL BID**  
(TO BE TYPED ON THE BIDDER'S PRINTED LETTER HEAD)

Sl No	Subject	Details
1.	Name of the Manufacturer/ Firm/ Company/ Dealer/ Vendor	
2.	Year of Establishment	
3.	Constitution of the Firm (whether Proprietary/ Partnership/ LLP/Pvt. Ltd./Public Ltd.)	
4.	Address of Head Office (in India), including i) Email id ii) Landline and Mobile Number(s)	
5.	Name of the Proprietor/Chairman/ Managing Director/CEO/ Country Head (as the case may be)	
6.	Name(s) and Address of Office at Uttar Pradesh, including i) Email id ii) Landline and Mobile Number(s) (Please attach Lease Agreement/ Registration Certificate under Shops and Establishment Act)	
7.	Date of opening of company's Office at Uttar Pradesh	
8.	Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.	
9.	Whether an assess of Income Tax. If so, mention Permanent Account Number and Taxpayer Identification Number. Furnish copies of Income tax clearance certificate	
10.	Whether registered for GST purposes. If so, mention number and date. Also furnish copies of GST certificate.	
11.	Copies of IT Returns last 03 years and GST Return of last one year	
12.	Is the Company/Firm a manufacturer of the FIRE EXTINGUISHERS equipment/ accessories/components, etc required by the Bank? If Yes, name of the equipment/ accessories/components, etc and place where manufacturing unit is located. (All manufactured products should be BIS certified)	
13.	Is the vendor having URC (Udyam registration Certificate). If Yes, submit the relevant certificate.	
14.	Have you been prequalified by PSUs / Banks (Public/Private)/NBFCs/ Government Departments etc. for New installation, repair and maintenance of FIRE EXTINGUISHERS? If Yes, furnish their names, category and date of empanelment. (Enclose empanelment letter)	
15.	Do you have presently running contract with PSUs/ Banks	

*Seal & Signature of Vendor*

	(Public/Private)/NBFCs/ Government Department, etc. for New installation, repair and maintenance of FIRE EXTINGUISHERS? If yes, enclose Performance report/ certificate of running contract.					
16.	Details of Technicians positioned at <b>BIHAR</b> and <b>districts mentioned in this TENDER, in format:</b>					
	Sl No	Name	Qualification	Working since	Location	Mobile No
17.	Details of relative(s) employed in Indian Bank, if any. Name: Relation: Branch/Office: Branch/Office last served (if retired): Contact Details:					

### Declaration

1. I / We have read and understood the tender documents and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Indian Bank on the Basis of the information given by me / us can be treated as invalid by the Bank and I/ We will be solely responsible for the consequences. I / We agree that the decision of Indian Bank in selection of bidders/contractors will be final and binding to me / us.
2. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I/We the authorized signatory of the firm undertake to state that our Firm has proper infrastructure and resources and is capable of undertaking **New installation, repair and maintenance of Fire Extinguishers (including maintenance of existing Fire Extinguishers)** installed in **59 Branches/Offices**, 3 Offices and nearby 41 ATMs cum BNAs functional including 04 Off Site ATMs spread across Ten districts of Bihar, under its jurisdiction comprising of **10 districts** of **Arwal, Aurangabad, Gaya Ji, Jehanabad, Kaimur, Lakhisarai, Nalanda, Nawada, Rohtas and Sheikhpura** districts of Indian Bank including all rural areas. We further undertake to state that we would be supplying all spare parts of quoted modules for a minimum period of **03 years** from the date of Installation.

Signature

Place:

Date:

Seal of the Company

Name:

Designation:

(Authorized Signatory)

*Seal & Signature of Vendor*



## LIST OF ENCLOSURES

**TO BE ATTACHED WITH TECHNICAL BIDS**

Sl No	Subject	Enclosed (Yes/No)
1.	Certificate of Registration of company/dealership	
2.	Certificate of registration with Income Tax, GST, EPF,ESI, VAT, TAN/TIN etc	
3.	Details of company owned registered Office at Bihar with names of employees, address, Tel no., etc	
4.	IT Returns and GST Return	
5.	Empanelled with <b>Govt.</b> /Public Sector/Banks	
6.	Presently running contract work order with <b>Govt.</b> /Public Sector/Banks	
7.	STQC/ERTL/ETDC/ISO/BIS/DEALER certificate	
8.	<b>Customer Reference</b> (other than Indian Bank)	
9.	Documentation: - product, brochures, leaflets, manuals, warranty conditions etc.	
10.	Certificate that Authorized dealer/Firm/OEM or its Sister Agency have not been blacklisted	
11.	Document(s) in support of any other information	
12.	Bank Details (Account with Indian Bank, Branch)	

- Note:-** 1. In absence of any of the information/enclosures or/ and FAKE, WRONG, FICTICIOUS, FLLACIOUS, etc reporting, the tender is likely to be rejected
2. The Vendor shall produce/provide original of any documents, required by the Bank for Verifications.

*Seal & Signature of Vendor*

## Annexure-IV (A)

**FINANCIAL BID**  
(TO BE TYPED ON THE BIDDER'S PRINTED LETTER HEAD)

SI No	Description	Make/ Brand	Model No	Quantity	Base Rate	GST	Total Amount
1.	Portable Fire Extinguisher <b>Carbon Dioxide 4.5 kgs</b>						
2.	Portable Fire Extinguisher Stored <b>Pressure 4 kgs</b> <b>ABC Type</b>						
3.	Automatic Modular Fire Extinguisher ABC type <b>5 kgs</b>						
4.	Automatic Modular Fire Extinguisher ABC type <b>10 kgs</b>						
5.	<b>Installation Charges /</b> <b>Shifting Charges</b> per visit (Other than AMC visit)	<b>NA</b>	<b>NA</b>	<b>PER</b> <b>VISIT</b>			
6.	<b>AMC Charge</b> (2 mandatory visits per year on half-yearly Basis. In addition, visit on call as and when required without any additional charges)						
<b>TOTAL AMOUNT</b>							

*Seal & Signature of Vendor*



## Annexure-IV (B)

## 1. Charges for Refilling

SI No	Description	Base Rate	GST	Total Amount
1.	Portable Fire Extinguisher <b>Carbon Dioxide 4.5 kgs</b>			
2.	Portable Fire Extinguisher Stored Pressure <b>4 kgs ABC Type</b>			
3.	Automatic Modular Fire Extinguisher ABC type <b>5 kgs</b>			
4.	Automatic Modular Fire Extinguisher ABC type <b>10 kgs</b>			
<b>TOTAL AMOUNT</b>				

## 2. Charges for Hydraulic Pressure Testing

SI No	Description	Base Rate	GST	Total
1.	Portable Fire Extinguisher <b>Carbon Dioxide 4.5 kgs</b>			
2.	Portable Fire Extinguisher Stored Pressure <b>4 kgs ABC Type</b>			
3.	Automatic Modular Fire Extinguisher ABC type <b>5 kgs</b>			
4.	Automatic Modular Fire Extinguisher ABC type <b>10 kgs</b>			
<b>TOTAL AMOUNT</b>				

<b>TOTAL AMOUNT OF OF ANNEXURE IV (A)</b>	<b>Rs.</b>
<b>TOTAL AMOUNT OF COLUMN 1 AND COLUMN 2 OF ANNEXURE IV (B):</b>	<b>Rs.</b>
<b>GRAND TOTAL</b>	<b>Rs.</b>

(Grand Total Amount in words: )

Place:  
Date:  
Seal of the Company

Signature  
Name:  
Designation:  
(Authorized Signatory)

Seal &amp; Signature of Vendor

## Annexure V: Campus Visit Form

## BIDDER'S LETTER HEAD

**CAMPUS VISIT FORM FOR RATE CONTRACT FOR SUPPLY AND INSTALLATION  
OF FIRE EXTINGUISHERS & REFILLING OF FIRE EXTINGUISHERS**

Indian Bank ZO Campus Visit Date : \_\_\_\_\_ : Time : \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Local (Bihar) Registered Office Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

I, \_\_\_\_\_ from M/s \_\_\_\_\_  
hereby state that I have visited the campus and am willing to participate in the **RATE CONTRACT FOR SUPPLY AND INSTALLATION OF FIRE EXTINGUISHERS & REFILLING OF FIRE EXTINGUISHERS** for Indian Bank, Zonal Office, Gaya. I accept the terms and conditions as per the BID published on the **Indian Bank Website**. During the campus visit, I have produced Registration under Local Shop & Establishment Act Certificate for Bihar State and proof of address pertaining to Registered Office in Bihar.

Signature:

Name of the Person:

Designation:

Name/ Seal of the organization:

Date

Signature:

Indian Bank, Zonal Office, Gaya

Date:

**Note:** A copy of this form duly attested by a Certified Indian Bank Official (Not less than Scale IV) must be submitted as part of Technical Bid Submission.

*Seal & Signature of Vendor*