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प्रथमा बैंक
PRATHAMA BANK
मुख्यालय : मुरादाबाद Head Off. : Moradabad

Prathama Bank

Head office

Ram Ganga Vihar Phase II

Moradabad- 244001

SECURITY CELL

REQUEST FOR PROPOSAL (RFP)

For Empanelment of vendors for supply, installation refilling & Maintenance of Fire fighting appliances

1. GENERAL

Prathama Bank, Head Office, Moradabad invites **Request for Proposal (RFP)** for supply, installation, testing, refilling and maintenance of fire fighting appliances at its various branches/offices/ATM cabins located in our operational area, from reputed firms/ manufacturers/ authorized suppliers/system integrators, who have experience in supply, installation, testing, refilling and maintenance of these appliances with public sector/regional rural banks. The security products/ gadgets for which proposals are being invited, are as follows :-

CO2 Fire Extinguisher 2.0 kg capacity (IS:2878)

CO2 Fire Extinguisher 4.5 kg capacity (IS:2878)

CO2 Fire Extinguisher 6.8 kg capacity (IS:2878)

CO2 Fire Extinguisher 9.0 kg capacity (IS:2878)

DCP Fire Extinguisher 5.0 kg capacity (IS:2171)

DCP Fire Extinguisher 10.0 kg capacity (IS:2171)

ABC Fire Extinguisher 2.0 kg capacity (IS:13849)

ABC Fire Extinguisher 5.0 kg capacity (IS:13849)

ABC Fire Extinguisher 10.0 kg capacity (IS:13849)

Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity

Automatic Modular Type ABC Fire Extinguisher 10.0 kg capacity

2. SCOPE OF THE WORK

Supply, Installation, refilling of the fire fighting appliances. in the branches/offices of the Bank all over its operational area i.e. Districts of Moradabad, Amroha, Sambhal and Rampur of UP. The Empanelment shall be for a period of 2 years which may further be extended upon agreed terms. The Empanelment by the Bank should in no way be construed as work order. Work order for supply/ installation/maintenance shall be placed by the bank as per requirement, as and when it arises.

3. SCHEDULE

The following is an indicative timeframe for the overall process. Changes to the time frame, if any, shall be communicated to the Respondents during the process, through e- Mail

Tender Reference	Details
Price of RFP Document	Rs.5,000 /- (Non Refundable)
Date of commencement of issue of RFP	06.06.2017
Bid Security Deposit (EMD)	Rs. 1.0 Lakh (Interest free)
Queries to be mailed by	12.06.2017 up to 4.30 PM
Last Date & Time for receipt of tender offers	20.06.2017 at 02:00 PM
Date of opening of technical bids	20.06.2017 at 3.00 PM.

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Address for Communication	The General Manager Prathama Bank Head Office, Ramganga Vihar Phase II Moradabad (UP)
Telephone Contact Number	0591-2455178
E-mail Id	info@prathamabank.org
Website	www.prathamabank.org
RFP Number	PBHO/SEC/002/2017-18

3. SUBMISSION OF APPLICATION

'Request for Proposal' Document/Application, complete in all respect, should be submitted along with payment of Rs. 5000/- (Non-Refundable) towards the cost of RFP Document and Earnest Money Deposit of **Rs. 1,00,000/- (Rupees one lakh only)** by way of DD/Pay Order in favour of Prathama Bank payable at Moradabad, **on or before 02:00 pm on 20.06.2017** in a sealed envelope. The EMD of empanelled bidders will be kept as Security Deposit with the Bank for the period of empanelment. The EMD of unsuccessful bidders/not meeting the required criteria shall be returned, by 30.08.2017.

The bidder must sign each page of tender document and duly filled and signed application shall consist supporting documents, failing which the application is liable to be rejected. The applications received late, or without application fee and earnest money or conditional applications would be rejected. Further, the Bank reserves the right to accept or reject any or all applications without assigning any reason.

4. EVALUATION PROCESS

Stage I – 'Request for Proposal – Technical Evaluation'

Incomplete 'Request for Proposal', i.e. proposals not accompanied by the mandatory documents as mentioned under para 'Details Required to be Submitted', cost of application and EMD shall be rejected. Offers will be evaluated against the stipulated eligibility criteria based purely on valid proof of documents submitted by the Vendors. Offers not complying with the eligibility criteria will be rejected. Technical Evaluation will be done by a Committee of Officers based on Annual Turnover, experience, especially with RRBs/nationalized banks, servicing network, etc., as per the **Appendix 'A'**

Stage-II – Display/Demonstration of Security Gadgets

Shortlisted applicants, after technical evaluation, will be asked to display their products, in our Office Complex. Appliances found suitable in the demonstration and approved by the Committee formed for this purpose, shall be finalized for empanelment. Technical specifications should be as provided in **Appendix 'B'**.

Stage-III – Financial Bids

Bidders shall be shortlisted after technical evaluation and demonstration, financial bids of shortlisted bidders shall only be opened on the same day. Financial bids are to be submitted in a separate sealed envelope as per **Appendix 'E'** and rates of spares as per **Appendix 'F'**.

Stage IV- Rate Rationalisation

L-1 will be decided on the basis of lowest rate, quoted by bidders in Financial Bid. Thereafter, all shortlisted vendors will be called for a meeting, in which the rates for various items will be discussed & rationalized/standardized on the basis of L-1.

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5. LAST DATE FOR SUBMISSION OF OFFER

Expression of Interest as per Appendix 'G' along with the documents (as mentioned under Para 7 (Details required to be submitted) should be submitted latest by **02:00 pm on 20.06. 2017**. The RFP document will be opened on the same day at 3.00pm.

6. ELIGIBILITY CRITERIA FOR BIDDERS

- a. The Bidder should be:-
 - i. Original Equipment Manufacturers (OEMs) and/or
 - ii. Their authorized dealers, capable of providing integrated solution of supply, installation, after sale services and maintenance of the system provided. If not OEM, submit the letter of authorization from OEM as per **Appendix 'C'**.
- b. **After sale service facility:** The Bidder should have "After Sale Service Center at Moradabad, Rampur, Amroha or Sambhal in U.P." equipped with requisite spare parts & adequate trained manpower for providing flawless services. The details of the infrastructure available for after sale services to be enclosed with the bid.
- c. Bidder should have authentic PAN, Sales Tax, CST, VAT, TIN, Service Tax, distinguished registration numbers etc.
- d. **Turnover** - The Bidder should have Annual turnover of Rs. **15.00 Lakh** for the last FY 2016-17.
- e. **Solvency:** Bidder should submit a Solvency Certificate for Rs. **5.00 lakh**, issued by Bidder's Bank.
- f. **Experience** - Applicants should have minimum Three (3) years' experience with at least one public sector/regional rural banks in the field of supply, installation refilling and maintaining the fire fighting appliances required by the bank and for which empanelment is sought, as on 01 Apr 2017. Applicants not having three years experience with refilling/installation/supply of fire fighting appliances shall not be considered for empanelment. The details of work experience are to be provided as per **Appendix 'D'**.
- g. **Product Certification.** All products should be of latest technology and should be certified by the Bureau of Indian Standards BIS, or any other industry recognized certification as applicable and acceptable to bank.
- h. **Installation Work Experience:** Only those Bidders will be considered who have the experience of working with a Regional Rural Bank or in rural branches of a Public sector bank.
- i. The bidder should have installed/supplied these Systems in at least 50 Rural Branches of any public sector/regional rural bank during last 3 years.
- j. The bidder should have carried out refilling/maintenance work for at least 100 branches of one or more banks during 2016-17, out of which more than 50 branches shall be rural branches of one or more banks. Please attach proof of same.
- k. **Credibility:** The Bidder should be a profitable registered company/ firm involved in supply, installation refilling & maintenance of Fire fighting appliances and should have made net profits in the last financial years ie, 2016-17.
- l. **Satisfactory service certificate:** A satisfactory service certificate in respect of fire fighting appliances by the bidders needed to be obtained *from 02 most recent clients (Public Sector/Regional Rural Banks)* attached with the technical bid separately. This report should have not been obtained earlier than 31st March 2017

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m. **Blacklisting:** The applicant should not have been blacklisted by any Bank/ Institution in past 10 years or services terminated due to poor performance. An undertaking stating that the company/firm has not been blacklisted or depanelled due to poor performance in past ten years should be submitted along with technical bid.

7. DETAILS REQUIRED TO BE SUBMITTED

- a. Name of the firm/Company
- b. In the business since when -
- c. Registration particulars -
- d. PAN or Income Tax Registration Certificates -
- e. Sales Tax Registration No. –
- f. VAT Registration No. -
- g. Proof of adequate availability of technical expertise & staff strength including name of persons, address, phone no.s, manpower, etc.
- h. Proof of having their manufacturing facility for the items mentioned in RFP or authorized dealership from the manufacturer. Copy of agreement to be submitted.
- i. Proof of execution of such works in last three consecutive years (copy of work orders, completion certificate to be enclosed).
- j. Proof of having installed fire extinguishers in at least in 50 Rural Bank Branches, during last 3 years.
- k. Proof of undertaking refilling of fire extinguishers during 2016-17 for at least 100 branches, out of which more than 50 branches should be Rural Bank Branches.
- l. An undertaking that firm is capable of undertaking installation & maintenance work in rural areas where majority of bank's branches are located.
- m. Audited Financial Statement for last three consecutive years.
- n. Service Tax Registration number, wherever applicable.

The above details MUST be submitted with proof. .

8. PRE-BID MEETING

There would be no pre-bid meeting with the intending Bidders. However, any intending bidder requiring any clarification may notify the Bank in writing on or before 12.06.2017. Response to all queries will be given through e-mail on or before 15.06.2017.

9. WARRANTY

The offer must include comprehensive on-site warranty of 3 years from the date of installation and commissioning of the equipment. Supplier 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. The supplier must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period. During the warranty period of 3 years, the bidder 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.

10. ANNUAL MAINTENANCE CONTRACT

The qualified bidder should have technical expertise and capability for maintaining all the existing and the new products which shall be included in the current empanelment. An undertaking for the same should be submitted by the Bidders.

11. GENERAL INSTRUCTIONS/CONDITIONS

- a. Please read the terms and conditions carefully before filling the application form.

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Moradabad- 244001

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- b. All eligibility conditions shall be supported by written proofs.
- c. Please sign all the pages of the tender document including each page of the application form.
- d. There should be no cutting/over writings. The cuttings/over writings, if any should be duly attested.
- e. The Bank reserves the right to:
 - i. Accept or reject the application either in whole or in part.
 - ii. Reject any or all the applications partially or wholly.
 - iii. Cancel or withdraw this tender at any stage without assigning any reason.
 - iv. Accept or reject any deviation from these conditions.

12. Validity of Offer – The Offer by Vendors should be valid for 90 days.

General Manager
Prathama Bank

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Appendix A

BIDDER'S GENERAL INFORMATION

SNo	Particulars	Response/ Compliance
01	Name of the Company/ Firm Registered office address Website address Phone & Fax No Mobile No	
02	Local office address Phone & Fax No Mobile No Email ID	
03	a) Year of establishment of the Company/firm b) Year of establishment of local office	
04	Constitution of the company(Ltd, Pvt Ltd, Partnership or any other)	
05	Name(s) & contact numbers of proprietor/ director(s)	
06	Name(s) & contact number of authorized representative(s) for this tendering process:	i)
07	Registration with tax & other authorities i) Reg No. with the Registrar of Companies/ Firm ii) ISO certification number iii) Trade licence No iv) Income tax registration (PAN) No v) Service tax registration No vi) CST/ VAT registration No	
08	Net profit of the Company /Firm during FY 2016-17lacs
09	Total turnover of firm/ Company during FY 2016-17lacs
10	Years of experience in supply , installation & maintenance of fire extinguishers	
11	Name of Banks with whom bidder is empanelled, with date of empanelment. Attach a copy of the letter of empanelment.	1. 2. 3.
12	Mention Number and name of rural Bank branches where Supply/installation of fire extinguishers was executed in last 3 years i.e. from 01.04.2014 to 31.03.2017. Mention Number of Bank branches where refilling of fire extinguishers was executed in last year i.e. from 01.04.2016 to 31.03.2017. Mention Number of rural Bank branches where refilling of fire extinguishers was executed in last year i.e. from 01.04.2016 to 31.03.2017.	
13	Whether Original Equipment Manufacturer, dealer distributor or system integrator. of security system so offered If OEM mention address of manufacturing unit	
14	Is there any agreement with OEMs. Authority Letter from the OEMs for Warranty & services	
15	Solvancy certificate issued by	

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Moradabad- 244001

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APPENDIX 'B'

Technical Specification

Sl No.	Technical Specification	Compliance (Yes / No)	If No, mark quality certification
1.	CO2 Fire Extinguisher 2.0 kg capacity (IS:2878)		
2.	CO2 Fire Extinguisher 4.5 kg capacity (IS:2878)		
3.	CO2 Fire Extinguisher 6.8 kg capacity (IS:2878)		
4.	CO2 Fire Extinguisher 9.0 kg capacity (IS:2878)		
5.	DCP Fire Extinguisher 5.0 kg capacity (IS:2171)		
6.	DCP Fire Extinguisher 10.0 kg capacity (IS:2171)		
7.	ABC Fire Extinguisher 2.0 kg capacity (IS:13849)		
8.	ABC Fire Extinguisher 5.0 kg capacity (IS:13849)		
9.	ABC Fire Extinguisher 10.0 kg capacity (IS:13849)		
10.	Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity		
11.	Automatic Modular Type ABC Fire Extinguisher 10.0 kg capacity		

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Head office

Ram Ganga Vihar Phase II

Moradabad- 244001

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APPENDIX 'C'

(TO BE SUBMITTED ON THE LETTER HEAD OF THE OEM)

To,
The General Manager
Prathama Bank
Head Office
Ramganga Vihar Phase II
Moradabad

Dear Sir,

**Authorization from OEM for Supply, Installation, Commissioning & Maintenance of
fire fighting appliances**

We, M/s _____ who are established and leading Original Equipment
Manufacturer (OEM) for fire fighting appliances do hereby authorize M/s

_____ having their registered office at

_____ to submit quote, negotiate, supply, install and provide after
sales support for our range of products quoted by them to meet the above mentioned tender.

We also confirm that we, as OEM, are responsible that the System Integrator uses genuine products.
We will conduct Audit of the products being installed by the System Integrator, as and when required by
the Bank without any extra cost, as a service support to the Bank.

We hereby confirm to extend our back to back technical support and warranty for a period of 3 years,
from the date of installation & commissioning at the Branch. Also, as an OEM, we assure that the quoted
models are not end of life and necessary spares would be provided at cost to bidder for period of five
years, as per OEM standards for this tender/project.

Thanking you,

Yours faithfully,

Authorised Signatory

(Name & Designation, seal of the OEM) Contact
No. E-Mail Address

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Head office
Ram Ganga Vihar Phase II
Moradabad- 244001

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APPENDIX 'D'

(TO BE SUBMITTED ON THE LETTER HEAD OF THE BIDDER)

DETAILS OF WORK DONE DURING LAST 3 YEARS

YEAR 2014-15

Ser	Description of Work	Bank where work done	Value of Work (in Rs.)	Proof submitted (Copy of Work Order/Bill)
1				
2				
3				
4				
5				
6				

YEAR 2015-16

Ser	Description of Work	Bank where work done	Value of Work (in Rs.)	Proof submitted (Copy of Work Order/Bill)
1				
2				
3				
4				
5				
6				

YEAR 2016-17

Ser	Description of Work	Bank where work done	Value of Work (in Rs.)	Proof submitted (Copy of Work Order/Bill)
1				
2				
3				
4				
5				
6				

NOTE: The work carried should be pertaining to the installation and maintenance of CCTV cameras, Microprocessor based Burglar Alarms and Fire Alarms.

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Moradabad- 244001

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Appendix 'E'

Financial Bid

Sr. No.	DESCRIPTION	MAKE	Rates for new supply/installation (onsite)	Rates for onsite refilling including labour charges
1.	CO2 Fire Extinguisher 2.0 kg capacity (IS:2878)			
2.	CO2 Fire Extinguisher 4.5 kg capacity (IS:2878)			
3.	CO2 Fire Extinguisher 6.8 kg capacity (IS:2878)			
4.	CO2 Fire Extinguisher 9.0 kg capacity (IS:2878)			
5.	DCP Fire Extinguisher 5.0 kg capacity (IS:2171)			
6.	DCP Fire Extinguisher 10.0 kg capacity (IS:2171)			
7.	ABC Fire Extinguisher 2.0 kg capacity (IS:13849)			
8.	ABC Fire Extinguisher 5.0 kg capacity (IS:13849)			
9.	ABC Fire Extinguisher 10.0 kg capacity (IS:13849)			
10.	Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity			
11.	Automatic Modular Type ABC Fire Extinguisher 10.0 kg capacity			
12.	SUB-TOTAL for New Supply & Installation			

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

SECURITY CELL

Appendix 'F'

Rates for spares

Sr. No.	Description	Rate (₹) (in Figures)	Rate (₹) (in Words)
	CO2 Fire Extinguishers		
1.1	Discharge Horn with Bend for 2.0 kg		
1.2	Discharge Horn with Bend for 4.5 kg		
1.3	Discharge Horn for 6.8 kg /9.0 kg		
1.4	Discharge Tube for 6.8 kg /9.0 kg		
1.5	Valve Assembly		
	DCP Extinguishers		
2.1	Discharge Nozzle for DCP Extinguisher		
2.2	Discharge Hose for DCP Extinguisher		
3.1	Cap Assembly for Water-CO2 Fire Extinguishers		

Note:

1. The cost of New Supply & Refilling will be taken into consideration for deciding the lowest quotation.
2. Total cost must be quoted in FIGURES AND WORDS.
3. In case of any discrepancy, total cost quoted in words will be considered for computation.
4. The price quoted above shall be inclusive of all labour costs, taxes, duties, and levies.

Place : Date :

SIGNATURE NAME & DESIGNATION SEAL OF ORGANISATION

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Prathama Bank
Head office
Ram Ganga Vihar Phase II
Moradabad- 244001 (UP)

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Appendix G

Expression of Interest (Offer)
(On the letter head of the bidder)

Date:

To
The General Manager
Prathama bank
Ram Ganga Vihar Phase II
Moradabad UP

Dear Sir,

Re: Expression of Interest for Empanelment for supply/maintenance of fire extinguishes

I/We hereby offer our Company /Firm to be empanelled for supply/maintenance of fire fighting appliances like fire extinguishers/ modular extinguishers for various branches of BANK, in the Moradabad, Rampur, JP Nagar and Sambhal districts.

I/We am/are aware that the empanelment does not guarantee any work order. In the event of getting empanelled, I/We agree to honor the obligation with due diligence and efficiency as required by the BANK.

I/We also understand that mere filling the application form does not automatically qualify us for being empanelled. We also agree to BANK's right to reject my/our application/bid at any stage without assigning any reason thereof.

I/We agree to all the terms and conditions of the RFP.

I/We also agree that the bank may amend/alter/waive any of the conditions mentioned in the RFP at any stage of the empanelment process.

Thanking you,

Yours faithfully,

Signature and Seal of the bidder
Address: