



TENDER
For Providing Fire Fighting Services
(Deployment of 05 Firemen and 01 supervisor)
at
STAR HOUSE BUILDING, BOI KOLKATA-700001

- | | |
|----------------------------------|--------------------------|
| 1. Tender will be visible from:- | 30.06.2022 |
| 2. Tender will be visible till:- | 22.07.2022 Till 04.00 Pm |
| 3. Opening of Cover-I:- | 25.07.2022 at 04.00 Pm |
| 4. Opening of Cover-II:- | Shall be informed |

DISCLAIMER

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The information is not intended to be exhaustive. **Interested parties are required to make their own inquiries. Respondents will be required to confirm in writing that they have done so and that they do not merely rely on the information provided by the Bank while submitting the tender.** The information is provided on the basis that is non-binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

The Bank reserves the right not to proceed with the contract or to change the configuration of the contract, to alter the time-table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

TENDER
For Providing Fire Fighting Services
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STAR HOIUSE BUILDING, BOI KOLKATA-700001

Bank of India invites Tender for Providing Fire Fighting Services **(Deployment of 05 Firemen and 01 supervisor)** from established & reputed entities having **5 years** of experience in the same field for a period of three years **(2022-2025)** subject to annual review and approval from the competent authority as per laid down contractual obligations. Tender Document can be obtained from the address mentioned below from **30.06.2022 to 22.07.2022** up till **04:00 Pm** or same can be downloaded from our website www.bankofindia.co.in. The applicant should pay application-form cost of **Rs.1, 000/- by DD only** favoring Bank of India, payable at Kolkata, along with tender, kept in separate cover.

Important Information:-

a	Nature of Tender	Deployment of 05 Firemen and 01 supervisor
b	Place of deployment	"STAR HOUSE BUILDING" Bank of India at 5 BTM SARANI, KOLKATA-700001.
c	Estimate cost of the work	20.00 Lacs (Annual) and the total contract is of Three Years.
d	application-form cost	Rs.1, 000/- by DD only favoring Bank of India, payable at Kolkata
e	i) EMD through DD in favour of Bank of India, payable at Kolkata	Rs. 50,000/- Eligible registered MSEs participating in the tender process are exempted from payment of Earnest Money Deposit, on submission of valid documents.
f	Tender documents can be downloaded	www.bankofindia.co.in
g	Date and place of Pre-bid meeting	Shall be intimated to all Tenderers, if required.
h	Date of Tender documents available to parties to download	30.06.2022 to 22.07.2022 up till 04:00 Pm
i	Last date of submission of Tender.	22.07.2022 till 04:00 Pm
j	Date & time of opening of Part-I	25.07.2022 at 04.00 Pm
k	Date & time of opening of Part-II (Financial Bids)	Shall be intimated to all Tenderers after scrutiny of Technical bids
l	Validity of the tender	90 days from the date of opening of Bid
m	All disputes arising shall be subject to the jurisdiction	Kolkata
n	Address for dispatching the tender/bids	Security Department Bank of India, Kolkata Zonal Office 5 BTM SARANI, KOLKATA-700001
o	Contact person for communication in Connection with this TENDER.	NIRBHAY KUMAR ZONAL SECURITY OFFICER KOLKATA ZONAL OFFICE MOBILE NO – 8340337144 Phone - 033-22425172 E-mail: Kolkata.security@bankofindia.co.in

Date: -

Name & Signature of Tenderer
Contact/Mob. No-

Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their bids. Tenders without EMD will not be accepted under any circumstances.

The Bank is not bound to accept the lowest tender and reserves the right to accept any tender either in full or in part. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the BOI Website as given above and will not be published in the newspaper.

**The Zonal Manager
Security Department
Kolkata Zone.**



BANK OF INDIA
Security Department

5 BTM SARANI, KOLKATA-700001.

GENERAL INSTRUCTIONS TO CONTRACTORS

Eligibility Criteria & Check List of documents to be submitted with the tender

The Tenderers should satisfy the following conditions and shall enclose the following documents in **Part I for examining their credentials. Opening of Part II (Price Bid)** will be subject to satisfying the prescribed eligibility criteria:

(a)	Composition of the firm	Full particulars (whether Agency is an individual or a partnership firm or a company etc.) of the composition of the firm of Agency in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of association/power of Attorney/ any other relevant document.
(b)	Location of Office	The Agency should have an office (with proof) at KOLKATA/HOWRAH/BARDHAMAN . Full address along with the details of a contact person should be given.
(c)	Registrations	Copy of various registrations such as PAN, GST, Employee State Insurance Act, PF registration , registration under labor laws must be submitted as documentary evidence.
(d)	Qualification of Personnel	The supervisor and the fireman must have undergone a basic course in firefighting from a recognized institution. Copy of the certificate as mentioned above should be submitted.
(e)	Rotation of Staff	Firemen deployed by the agency should NOT be rotated / shifted until he resigns from the employment of the tenderer.
(f)	Should have experience of five years (Govt. /PSU only) in the field as on March 31, 2022 The Agency/tenderer must have experience of successfully completing similar works (fire-fighting) during last 5 years ending March 31, 2022 .	Details of work experience shall be supported by experience certificates from the clients. The client-wise names of work(s), year(s) of execution of work(s) awarded, Date of Start and Finish of the work(s) of executed work(s), names and full contact details of the officers/ authorities/ departments (Govt. /PSU only) under whom the work(s) was/were executed should be furnished. Applicant should furnish their client reports showing the details of work carried out during the last 5 years. • Apart from the experience certificate above the TDS certificates matching with the payments related to the work executed shall also be enclosed. The details along with documentary evidence of previous experience if any, of carrying out works for the Bank of India at any center should also be given.
(g)	Experience of similar works	The estimated cost of the contract is around 20.00 Lacs. The agency is required to submit experience of having

		successfully completed similar works (providing Firemen) during last five years ending March 31, 2022 as under (submit copies of work orders): March 31, 2022 as under (submit copies of work orders): (i) Three similar works (providing firemen) each costing not less than Rs.10,00,000/- or (ii) Two similar works (providing firemen) each costing not less than Rs.12,50,000/- or One similar work (providing firemen guards) costing not less than Rs.20,00,000/-
(h)	Necessary requirement if any	(Three Years/01 complete contract period work experience - with Govt./PSU is a must)
(i)		Written information about the names and address of their clients along with full details like names, postal addresses, e-mail IDs, telephone (landline and mobile) Nos., Fax Nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank, in case it is so needed) should be furnished.
(j)		Full particulars of their Bank accounts, like account No., type, when opened, IFSC Code etc. should be given. Tendering firms/companies should have current account in scheduled banks and should give an undertaking that they are ready to receive the payments through National Electronic Funds Transfer (NEFT).
(k)		Written information about the names and address of their clients along with full details like names, postal addresses, e-mail IDs, telephone (landline and mobile) Nos., Fax Nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank, in case it is so needed) should be furnished.
(l)		An Affidavits on stamp papers of Rs 100/- (Rupees Hundred) (Non- Judicial) stating that:- In case any ambiguity is noticed in the documents (list out documents) submitted at any stage, we shall be entirely responsible and liable for any action by the BOI as deemed fit under the law.

- a. After scrutiny, if any of the contractors are not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing.
- b. The Bank may obtain reports on the past performance of the tenderer from their clients. The Bank shall evaluate the said reports before opening of the Part-II of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his client's report are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender and his sealed cover containing Part-II of the tender shall be returned back to him as it is. The Bank is not bound to assign any reason for doing so.
- c. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason therefore.

- d. Only those tenderers who qualify as above will be eligible to tender for the work. A Tender submitted by a firm which is found to be not satisfying any of the above criteria will be liable for rejection. The bidder should clearly write on cover – I the words “Technical Bid Tender for providing firefighting services in the Star House Bank of India Kolkata Zone”. The said cover shall contain Part-I i.e. Technical bid and conditions/clarifications etc. if any, which the tenderer may put in relation to the tender. The earnest money deposit amounting to Rs. 50,000/- (Rupees fifty thousand only) in the form of Bank Demand Draft / pay order on any scheduled Bank drawn in favour of Bank of India should be submitted in cover-I of the tender. No other mode of payment will be accepted.
- e. **The bidder should clearly write on cover – II the words “Financial Bid for providing firefighting services in the Star House Bank of India Kolkata Zone”.** Any condition mentioned in the cover shall be taken as “Nil” and it will not be taken into consideration for evaluation of the tender.
- f. These two covers should be sealed in main cover. The bidder should clearly write on main cover the words “Bid for providing firefighting services in the Star House Bank of India Kolkata Zone”.
- g. All the covers shall be addressed to
- The Zonal Manager,
Security Department,
Bank of India Kolkata Zone
5 BTM Sarani, Kolkata 700001
- h. If the envelopes are not sealed and marked as mentioned above, Bank of India shall assume no responsibility for the misplacement or premature opening of the bid.(GST in respect of this contract shall be payable by the contractor and the Bank will not be liable for any claim whatsoever in this respect).
- i. The Bank discourages the stipulation of any conditions by the tenderer. However, in case the tenderer wishes to include any condition/clarification/covering letter while tendering for the work, the same will have to form part of technical bid and submit the same in duplicate in a separate sealed cover (Cover I). The technical bid together with clarifications, conditions, etc. if any will be examined and the conditions that are acceptable to the bank will be intimated to the tenderers.
- j. The Bank is not bound to accept the lowest or any tender and reserves the right to accept or reject any or all tenders, either in whole or in part without assigning any reason whatsoever for doing so.
- k. Bidder should clearly write the name of their firm, mail ID and contact details on the envelop.

Yours faithfully,

**The Zonal Manager
Security Department
Kolkata Zone**

PART -1

Technical bid:-

- (i) All Sections and Annexures are the part of Technical bid. All the sections and annexures must be signed by the Tenderers.
- (ii) Tenderer must fill all the details specified in different section and attached the leaflet /necessary documents/brochure of product etc.
- (iii) EMD shall be part of Technical bid.
- (iv) Tenderers must submit all documents for prequalification criteria and other documents as stated in the tender by uploading scanned copy of all documents.

Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected by the BOI. The EMD of unsuccessful Bidders shall be discharged/returned by BOI after award of work to successful bidder. EMD of the Successful Bidder shall be converted into interest free Security deposit and will be kept till completion of the contract.

Opening of tender

Part-I of the tender will be opened in the presence of the tenderers or authorized representatives of the tenderers who choose to be present.

Part-II of the tender of only those tenderers which meet the requirement of the Bank will be opened on the same date or on any subsequent date under advice to the tenderers.

Broad Scope of Work:

The Agency is advised to visit the site before quoting their rates to assess the quantum of work. The scope of work shall include the following:

A. INITIAL RESPONSE TO INCIDENTS:

- i. Tasks occurring between the receipt of an alarm and initial firefighting or emergency scene activities.
- ii. Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.).
- iii. Proceeds to assigned apparatus upon receipt of call for services.
- iv. Dons personal protective equipment before and at emergency scenes.

B. WATCH DUTIES:

- i. Stands watch to receive incoming alarms and information, answers phones, and monitors access.
- ii. Receives notification of alarms, multiple alarms, EMS alarms, and other significant Emergencies.
- iii. If required, notifies station personnel (over public address or through use of Signals) of incoming alarms and required response.

C. PUMP OPERATIONS:

- i. Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume using couplings, hoses, Spanner, wrenches, and other tools.
- ii. Opens and flushes hydrant to ensure it is functional.
- iii. Fills hose with water by hydrant pressure.
- iv. Engages pumps.

- v. Monitors control panel (e.g., water temperature, oil pressure gauge, fuel gauge, Hydrant pressure).
- vi. Connects and lays supply line from supply to the apparatus.
- vii. Notifies officer of any problems that occur while pumping.
- viii. Shuts down pump when ordered to by officer.

D. DOCUMENTATION

The fireman employed should know how to maintain basic documents under the supervision of Fire supervisor. If required the fireman should promptly act as a runner to carry documents/ equipment related to Fire, Security and Disaster management from one person/place to other. The fireman should be conversant in Spoken English and Hindi. It will be checked during the entrance testing.

E. HOSE (AND EXTINGUISHER) OPERATIONS:

- i. Stretches line or uses extinguisher to deliver water, foam, and other extinguishing agents to emergency scene.
- ii. Determines type (size) and number of lengths of hose needed for operation.
- iii. Pulls hose out of hose bed.
- iv. Determines proper nozzle and nozzle setting.
- v. Connects hose lines to nozzles.
- vi. Connects to standpipe when necessary/appropriate.
- vii. Flakes out hose line prior to charging or during extinguishment to ensure proper operations.
- viii. Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling or listening for smoke, sound, flames, gas, vapours, etc.
- ix. Uses extinguisher to extinguish, contain and/or control incident.

F. ASSISTANCE TO PHYSICALLY HANDICAPPED EMPLOYEES/CUSTOMERS

If required, the fireman on duty when not engaged in an Emergency situation should help and assist physically disabled staff/customers.

G. EQUIPMENT MAINTENANCE:

- i. Checks, cleans and maintains personal gear and equipment including the Fire Hydrant system, extinguishers to ensure proper and safe operations.
- ii. Check & Maintenance of Jockey Fire Pump, Main Fire Pump, Diesel Fire Pump, Risers, Alarm valve, NRV, Sluice Valve, Hose Box, Hose Reel and other accessories of Fire Hydrant & Sprinkler System
- iii. Checks the condition of generators, blowers, lights, cords and fans.
- iv. Checks hose on apparatus (proper bedding and amount).
- v. Checks and maintains power equipment.
- vi. Checks and performs ordinary maintenance on other portable equipment (e.g., checks oil levels, greases, etc.).
- vii. Changes over equipment and supplies from one apparatus to another.

H. APPARATUS MAINTENANCE:

- i. Checks, cleans, and maintains apparatus to ensure proper and safe operation.
- ii. Performs normal daily apparatus check (e.g., oil, fuel and water levels; proper pressures and lubrications; batteries; lights; sirens; brakes; tires; etc.).

I. INSPECTION OF BUILDINGS AND FIRE PROTECTION DEVICES:

- i. Inspects building for fire prevention/ hazardous materials code violations or hazards on

- a periodic basis or during the course of their activities. Inspects, alarms, hydrants, sprinkler systems and standpipe systems for operational use.
- ii. Regularly inspects the entire premises for identifying fire hazards and removing them/ taking steps to protect against fire and building code violations.
 - iii. Inspects buildings upon request of occupants/owners.
 - iv. Investigates buildings suspected of violating codes.
 - v. Recognizes code violations (e.g. blocked exits, improper storage of chemicals etc.).

J. Dedicated Mobile Phone:

The Tenderer, if awarded the work will have to provide on dedicated mobile phone with adequate balance to the Fire Supervisor. Bank will not bear any cost in this regard.

BANK OF INDIA
Security Department
5 BTM SARANI, KOLKATA-700001.

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STAR HOIUSE BUILDING, BOI KOLKATA-700001

PART II
(PROFORMA OF FINANCIAL BID)

Name of tenderer:

Address:

Land Line
Mobile
Email-ID

PROFORMA OF FINANCIAL BID
(FORMAT II)
(To be given on Applicant's letter head)

Annex-A

Minimum Wage Structure per month per person

Sr.	Description	1 Fire Man (Semi-Skilled)	1 Fire Supervisor (Skilled)
1.	Basic Wages Plus VDA(Variable Dearness Allowance) x 26/27		
2.	Employee Sate Insurance Scheme (ESI). 3.25% of (Basic + VDA)		
3.	Employee Provident Fund (EPF) 12% of (Basic + VDA)		
4.	Employee Deposit Linked Insurance (EDLI) 0.5% of (Basic + VDA)		
5.	Administrative Charges (EPF & EDLI) 0.5% of (Basic + VDA)		
6.	Bonus 8.33% (Basic + VDA)		
7.	Uniform Outfit Allowance 5% of (Basic + VDA)		
8.	Uniform Washing Allowance 3% of (Basic + VDA)		
9.	HRA (10 % for Area A) & (5 % for Area B & C) of (Basic + VDA)		
10.	Sub Total (1 to 9)		
11.	Service charges		

(Quotations with respect to salaries to be paid to personnel must be in accordance with the latest wages as prescribed by the Ministry of Labour and Employment, Office of Chief Labour Commissioner (C), New Delhi- Watch and Ward. Kolkata is under Area-A. Also, please refer to the latest applicable rates for EPF, EDLI, ESI and Admin. Charges.

Note:

a) Service Charges shall be the deciding factor subject to fulfillment of other terms and conditions. NIL/ Negative Service Charge shall not be accepted.

b) The amount quoted should be exclusive of GST.

Signature of the applicant
(With seal)

Place:

Date: