

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)
FOR EMPANELMENT OF SYSTEM INTEGRATOR(S) OF REPUTE FOR SUPPLY,
INSTALLATION, TESTING, COMMISSIONING AND ANNUAL MAINTENANCE OF
FIRE EXTINGUISHER INSTALLED AT DIFFERENT BRANCHES OF INDIAN
BANK IN BHUBANESWAR ZONE

1. Indian Bank, Zonal Office Bhubaneswar invites sealed tenders from reputed Companies / Firms for empanelment of System Integrator(s) for supply, installation, testing, commissioning and annual maintenance of Fire Extinguisher installed at different branches / Currency Chests /Offsite ATMs of bank in Bhubaneswar zone.
2. Indian Bank Zonal Office Bhubaneswar has a network of 56 Branches and 01 Currency Chest spread across 04 districts of Odisha (Cuttack, Jagatsinghpur, Khordha and Puri). The branches / currency chests function directly under the Zonal Office Bhubaneswar.
3. The tender forms can be downloaded from Bank's Website i.e., www.indianbank.bank.in.
4. Tenders are to be submitted in Two Bid system consisting of Technical bid and Financial bid in two separate sealed covers marked "**Technical Bid**" and "**Financial Bid**" and these two sealed covers will be put in another sealed cover superscribing "**Offer for supply, installation, testing, commissioning and annual maintenance of Fire Extinguisher installed at different branches / Currency Chests / Offsite ATMs of Indian Bank in Bhubaneswar zone**". The bids/proposal shall remain valid for 90 days from the date of submission of the bids. **Incomplete tenders / late tenders / tenders not in the form specified are liable to be rejected.** Address for submission of tender:

**Indian Bank Zonal Office Bhubaneswar,
B2 East, Indian Bank Building, Saheed Nagar,
Bhubaneswar - 751 007**

5. Indian Bank reserves the right to accept or reject in part or full of any or all the offers without assigning any reasons thereof. Tenders from agents / brokers will not be accepted.




Zonal Manager


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Schedule of Events

RFP Reference Number	RFP No: ZOBBSR:SD:2:2026 dated 20.03.2026
Cost of Tender Documents	₹ 250.00 (Rupees Two Hundred Fifty only) in form of Demand Draft in favour of 'Indian Bank' payable at Bhubaneswar.
Estimated Project Cost	₹ 5,00,000.00
Earnest Money Deposit	₹ 5,000.00 (Rupees Ten Thousand only) in the form of Bank Draft in favour of Indian Bank, payable at Bhubaneswar (1% of the estimated contract value)
Availability of RFP Document	RFP will be available on our Bank website www.indianbank.bank.in/tenders from 20.03.2026 to 20.04.2026. The RFP may be downloaded from the Tender Section by the Bidders. No hard copy of the RFP will be made available by the Bank.
Pre Bid Query	Before 02.04.2026 All queries to be submitted vide email only on zobhubaneswar@indianbank.bank.in
Pre-Bid Meeting	On 06.04.2026 at 11:00 AM
Last date of Submission of Tender	20.04.2026 17:00 PM
Date of Technical Bid Opening	21.04.2026 11:00 AM
Demonstration of Fire Extinguisher by Bidders	Dates will be intimated to Bidders.
Date of Financial Bid Opening	The financial bids of only those Bidders who qualify in eligibility, technical evaluation and system demonstration will be opened. The date for opening the financial bid would be communicated separately to the technically eligible Bidders.
Address for Communication	Security Department, Indian Bank Zonal Office Bhubaneswar, B2 East, Indian Bank Building, Saheed Nagar, Bhubaneswar - 751 007
Contact Official	Manager (Security) Phone No: 7978810221 Email id: zobhubaneswar@indianbank.bank.in



Important Terms

Terms	Definitions
Bank	Indian Bank
ZO	Zonal Office "Bhubaneswar Zone"
Branch	Indian Bank Branch (including ATM onsite / offsite)
Vendor/Bidder	Participating Company/Firm/Manufacturer/Authorized Dealer
SITC	Supply, Installation, Testing and Commissioning
OEM	Original Equipment Manufacturer
SI	System Integrator



INDIAN BANK ZONAL OFFICE BHUBANESWAR

GENERAL INSTRUCTIONS FOR BIDDERS

1. Indian Bank Zonal Office Bhubaneswar, invites sealed quotations under two bid systems i.e. Technical Bid and Financial Bid, for empanelment of system integrator(s) of repute for supply, installation, testing, commissioning and annual maintenance of Fire Extinguisher installed at different branches / Currency Chests /Offsite ATMs of Indian Bank in Bhubaneswar zone as per the format enclosed in Annexure I to V of this document. These will be put in separate sealed covers superscribed respectively as "Technical Bid" and "Financial Bid". Both sealed envelopes should be put in another sealed cover superscribed as "**Offer for Empanelment of System Integrator(s) of Repute for supply, installation, testing, commissioning and annual maintenance of Fire Extinguisher installed at different branches / Currency Chests /Offsite ATMs of Indian Bank in Bhubaneswar Zone**". Any Financial bid found open for any reason shall make the bidder ineligible for participation.

2. Indian Bank Zonal Office Bhubaneswar has a network of 56 Branches, 02 Office buildings and 01 Currency Chest spread across 04 districts of Odisha (Cuttack, Jagatsinghpur, Khordha and Puri). The branches / offices / currency chest function directly under the Zonal Office Bhubaneswar.

3. Eligibility Criteria:

A SI/Vendor has to fulfill following eligibility criteria:

- a) The prospective SI/Vendor should be a reputed manufacturer / dealer / sub-dealer of Fire Extinguisher.
- b) The prospective SI/Vendor should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
- c) The prospective SI/Vendor should have at least one office including workshop of their own with telephone and email facility in the jurisdiction of Bhubaneswar and having their own manager and technicians at that place. Proof to be submitted (company owned / rented premises with permission for commercial use) and should have Registration under Shops and Establishments Act at Bhubaneswar.
- d) The Bank may inspect the facilities of the Manufacturer/Firm/Company/Dealer /Vendor/SI to verify the genuineness and to ensure the conformity with the details given. (Details to be provided in Format Annexure II)
- e) The prospective SI/vendor should have minimum 3 years of experience in dealing with SITC of Fire Extinguisher in PSU/PSB/PVB/Government Organizations. However, SME (Small Medium Enterprises) vendor having running contract for CCTV System, Integrated / Burglar Alarm System and Fire Alarm System in any PSU/PSB/PVB/Government Organizations may apply.
- f) There is no minimum limit to annual turnover. However, the prospective applicant/vendor/SI should be in net profit for last three years. (Relevant copies of Balance Sheets and IT return to be submitted).
- g) The prospective SI/Vendor should be registered under the appropriate authority for Tax, GST, ESI & EPF. Vendor should provide the PAN, GST, etc allotted by competent authority.



- h) The prospective SI/Vendor/OEM should have requisite trade/manufacturing/ Factory License from appropriate authority (BIS/STQC/ISI).
- i) The manufactures /dealer /distributor/SI/Vendor should have never been blacklisted by any PSU/PSB/Government organization.
- j) The SI/Vendor should have ability to commence service within 07 days from date of placement of order.
- k) The SI/Vendor may be asked to submit copy of certification of equipment i.e. UL/CE/FCC/STQC, copy of document of authorization from manufacturer to Indian dealers and from Indian dealer to supplier undertaking that the cards/equipment/parts supplied are original and are not refurbished. SI/Vendor to submit original letter from Fire Extinguisher OEM (Annexures –IV) for supply, support and authenticity.
- l) The SI/Vendor should have adequate technicians in the field and well equipped after sale service center at Bhubaneswar to provide seamless services wherever required. The list of technicians with Company ID Card No. to be submitted alongwith Technical Bid. The details of technicians is subject to verification during visit to SI/Vendor Office. It is advised not to rotate technicians during the period of one year of contract.
- m) The vendor should attend and repair the complaint /breakdown within 24 hours of reporting of defect.
- n) The SI/Vendor to maintain a Work Register (for Indian Bank Branches under Bhubaneswar zone) for defects reported and are to be maintained in sequence. A brief description of defect, date of reporting, date of attending the defect by technician, name of technician, date of completion of rectification and brief rectification details / parts consumed are to be maintained in Work Register. The SI/Vendor to submit Work Register on end of each financial quarter for inspection.
- o) The SI/Vendor to apply for only one brand of equipment / parts. If an SI/Vendor apply for multiple brands will be rejected.

4. Awarding Rate Contract:

L-1 bidder will be decided on package cost as given in Financial Bid (Annexure V). Bank may split the work in ratio of 55:45 or in ratio of 55:25:20 amongst L1 and next two bidders who agree to match the rates of L1 as approved and agreed between the Bank and L1 (hereinafter referred as agreed rates). The offer to bidders to match agreed rates shall be in the ascending order of rates quoted i.e. offer would be given first to L2 then L3 then L4 and so on. The process will continue till the first bidder (in case work is to be split in ration of 55:45) or first two bidders (in case work is to be split in the ratio of 55:25:20) in ascending order of rates quoted accepts to work at the agreed rates. If no other bidder agrees to work at agreed rates, then complete work would be awarded to L1.

5. Allocation of Branches:

After empanelment, the Agency shall be allotted to branches depending upon their eligibility and service network. **The decision of the Committee of the bank for allotment of work shall be final, and no representation shall be entertained.** Concerned Agency will have to enter into an agreement (as per the format decided by the bank) with the Zonal Office. The process is to be completed within 21 days of issuance of Work Order.



The empaneled vendor(s) to complete maintenance work of all fire extinguishers installed in branches / offices/ currency chests / offsite ATMs within first quarter of allocation of work. During AMC visit SI / vendor is required to paste a sticker of own indicating date of inspection, date of refilling, date of HPT, next due date of inspection, next due date of refilling, next due date of HPT with name, signature of AMC carrying out technician and submit a detailed report to this office indicating number of fire extinguishers installed, type of fire extinguisher

SI No	Name of Branch / offices/ currency chests / offsite ATMs	Number of Fire Extinguishers available in each type	Date of Inspection	Next due date of Inspection	Next due date of refilling	Next due date of HPT
		a. CO2 Fire Extinguisher (Portable) 2.0 kg Capacity				
		b. CO2 Fire Extinguisher (Portable) 4.5 kg capacity				
		c. Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity with Wall mountings				
		d. ABC Fire Extinguisher (Stored Pressure type) (Portable) 4.0 kg capacity				
		e. Automatic Modular Type ABC Fire Extinguisher 10.0 kg capacity with Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity with Wall mountings				

6. Inspection of Facilities:

The applicant should not have any objection to bank inspecting their manufacturing / R&D /other infrastructure or any office to verify documentary/other claims as per application process. Bank may also hold inquiries from past/existing clients of the



applicant.

7. **Purchase through GEMS Portal (Government E-Market):**

Bank reserves the right to purchase the system through Gem portal of Govt. of India and provide the same to you for installation and commissioning in the required branch. However, cost of any material / component provided by SI/Vendor for installation and commissioning of the system would be paid to them as per approved rates, including installation charges.

8. **Selection Process:**

Offers will be evaluated in the following three stages:

(a) **Stage I: Eligibility Cum Technical Bid** - Offers will be evaluated against the stipulated minimum eligibility criteria. *Offers not complying with the eligibility will be rejected summarily.*

(b) **Stage II:** Short listing of Vendors/Firms/Suppliers/SI will be based on the evaluation of the technical requirement complied with tender document successful demonstration of Fire Extinguisher. **Product demonstration** of the make and model submitted by the respective System Integrator will be done by the bidder. In case the product fails to meet laid down technical specification/feature, the bid of all the System Integrators bidding with that particular make and model will be rejected at this stage. A SI/ Vendor to demonstrate for a single brand only (which they had submitted in the tender document). Bank may seek satisfactory feedback from the reference sites and other clients of the SI/Vendor before / after technical evaluation.

(c) **Stage III:** The price bids of only short listed SI/Vendors (those who qualify in the technical evaluation) will be opened. The Bank can split the order amongst the vendors who have been identified as L1, L2 and/or L3 Bidder. Bank at its sole discretion may also choose to allocate the order up to maximum of 3 bidders provided the qualified bidders are willing to match the L1 Price. For number of vendors to be empaneled, Bank's decision will be final. Empanelment will be for one year. During evaluation of the Tenders, the Bank, at its discretion, may ask the Bidder for clarification in respect of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered, or permitted. The Bank reserves the right to accept or reject any tender in whole or in parts without assigning any reason thereof. The decision of the Bank shall be final and binding on all the Bidders to this document and bank will not entertain any correspondence in this regard.

(d) **Technical Bid**

(i) Technical bid shall be in a separate sealed envelope & it should be superscribed in bold "**Technical Bid**". Technical Bid should contain:

(a) Annexure I (Application for participation in Tender for Empanelment of System Integrator(s) of Repute for Supply, Installation, Testing, Commissioning and Annual Maintenance of Fire Extinguisher installed at different Branches / CCs / Offices of Bank in Bhubaneswar Zone),

(b) Annexure II (General Information, Technical Bid, Company Profile),



- (c) Annexure III (Technical Specifications for Supply, Installation and Maintenance of Fire Extinguisher),
(b) Annexure IV (Letter to the bank on the OEM's Letterhead in Original – Fire Extinguisher)
(c) Certificate from **OEM (Original Equipment Manufacturer)** i.e., Annexures IV that they would supply spare parts for the quoted model for minimum next 03 years. Letter from OEM will be in original (Hard copy), no Photocopy/Xerox/ mail print is acceptable. **In absence of this, the tender will be rejected.**,
(d) Cost of Tender Documents,
(e) Earnest Money Deposit,
(i) CE / UL/ ISI/ BIS/ STQC (wherever applicable) Certificates or any standard certificate in the field,
(j) Documentation (Product Brochures, leaflets, manuals etc. of quoted model should be highlighted).
(ii) 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/Committee.
(iii) The Technical bids shall be opened at scheduled time as mentioned above or any suitable date as decided by the Banks committee for the purpose. If any change in the date will be intimated by email/Mobile of the bidders mentioned on the envelope.

(e) **Financial Bid**

Refer Annexure V.

- (i) Financial bid shall be submitted in a separate sealed envelope. It should be superscribed in bold "**Financial Bid**".
(ii) Financial bids of only technically qualified shortlisted bidders will be opened.
(iii) The financial bids should contain all relevant rates and charges (service charge/installation charge), taxes and the rates should be quoted in Indian Rupees only.
(iv) The Bank may select multiple vendors for entering into rate contract and becoming L1 is not the only criteria.
(v) Applicants to note that the rates quoted will be remain unchanged during the entire period of empanelment / contract.
(vi) Rate submitted by bidder to be as per prevailing market rate for each component. If any abnormal increase / decrease of rate for any component noticed, the application will be summarily rejected.
(vii) The offer from the supplier should be for approved make and model only. The Bank reserves the right to reject any offer with multiple options.
- (f) Interested bidder may arrange to submit their application duly complete in all respects in a sealed cover superscribed "**Offer for Empanelment of System Integrator(s) of Repute for Supply, Installation, Testing, Commissioning and Annual Maintenance of Fire Extinguisher installed at different branches / Currency Chests /Offsite ATMs of Bank in Bhubaneswar Zone**" and this envelope should contain two separate envelopes superscribed as: -





Envelope 1: Technical Bid
Envelope 2: Financial Bid

The application must reach at Indian Bank Zonal Office Bhubaneswar address by 20.04.2026 17:00 PM.

9. Scope of Work:

Fire Extinguisher

(a) Time is the Essence of Contract: The vender requested to note that different kinds of Fire Extinguishers are already supplied to the Branches/ATMs/offices /currency chests & if for any reasons the defect replacement/ rectification/refilling/HPT of Fire Extinguishers is delayed the Bank's reputation and commitments will be affected and penalty stipulated as per liquidated damages will be levied with-out any requirement on the part of the Bank to establish the actual loss in monetary terms. This aspect shall be the terms of this tender and will be binding on the tenderer.

(b) The vender shall supply, maintain, refill and pressure test the Fire Extinguishers and ensure that it works as per the tendered parameters.

(i) All the repairs and replacements of spares shall be carried out which are necessitated due to unserviceable condition of components as per tender stipulations upon written communication from the Bank. All the newly replaced components shall be invariably covered for the warranty period of one year (or OEM provided warranty period, whichever is of more duration) and any malfunctioning of the component shall be replaced free of cost. However, the repairs and replacements necessitated by loss or damage due to misuse or accident, fire or natural calamities shall not be covered under the scope of AMC.

(ii) The maximum breakdown time shall be 24 hours from the time of receiving the complaint over phone or by email. If the vender is not in a position to set right the defect or repair and put back the Fire Extinguishers to working condition within 24 hours, a standby unit to suit the tender parameters should be provided immediately.

10. Performance and Product Certification:

(a) The products of the bidder must have certification of quality given by the STQC /ISI / Bureau of Indian Standard (BIS) and acceptable to the Bank. The product 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 the spare parts for the quoted components for a period of 03 years from the date of installation.

(c) Documents of Manufacturing License/Product certification copies/IS certificate of products to be submitted.

(d) **Multiple Brands Techno Commercial Bids from Single Bidder will be rejected.**

(e) The manufactures /dealer /distributor/SI/Vendor should have never been blacklisted by any other PSU/PSB/Government organization. Bidders Bank Account should not be classified as NPA by any Bank. A self-declaration in this regards to be



submitted by bidder along with Bid Documents.

11. Payment Terms:

No advance payments shall be made against purchase order. Payment shall be made after delivery & installation of Fire Extinguisher as per site basis. The payment shall be made against delivery challans and invoices and commissioning reports duly signed by Branch Manager. Payments shall be made by concerned branch after taking approval from zonal office. The System / equipment installed of capital in nature will be paid from concerned branch where equipment is installed only after approval from this office. The spare parts (installed with approval of this office) and quarterly AMC charges (AMC visit plan pre-approved from this office once in a quarter) those are revenue in nature will be paid from this office on quarterly basis.

12. Terms and Conditions of Contract:

Indian Bank's Right to accept/reject any or all application:

- (i) System Integrator must sign each page of document submitted failing which the application is liable to be rejected.
- (ii) Indian Bank reserves the right to accept/reject any or all applications and to annul the rate repair contract process at any time prior /after the tender process without assigning any reason thereof. The decision of the Bank, in this regard shall be final and binding on all concerned.
- (iii) Indian Bank reserves the right to split and distribute the service area work among the participating bidders partly or fully amongst the bidders agreeing to work upon the lowest quoted rates. Indian Bank reserves the rights to issue clarifications, addendum and corrigendum etc.
- (iv) Discrepancies or omission, if found by any bidder, in the terms and 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 before 02.04.2026 at zobhubaneswar@indianbank.bank.in. Indian Bank can issue clarifications, addendums or corrigendum etc. at any time. The same shall be published in the Bank's Website. The bidders are advised to regularly visit the Bank's website.
- (v) The selected service provider/ vender shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required under this project.
- (vi) After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Bank reserves the right to get the balance contract executed by another party of its choice by giving one-month notice for the same, in such an event, the bidder is bound to make good the additional expenditure which the Bank may have to incur for the execution of the balance of the contract.

13. Conditions for Application Rejection /Cancellation:

- (i) 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.



- (ii) Conditional applications will not be considered and will be rejected summarily.
- (iii) Submission of false/fake 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 may lead to rejection of application.
- (iv) Applications received by Indian Bank after the last date and time prescribed in the Tender Notice/ Application without signature of authorized person/Incomplete applications shall be rejected.
- (v) Malpractice/attempt to influence /Manipulation of rates by itself or by cartelization shall be viewed seriously and the bidder(s) will be summarily rejected.
- (vi) If the bidders are found not complying with any of the eligibility criteria/ if the performance / services of the bidder found to be sub-standard/ if the Bills raised by bidders are found false/ amplified/ manipulated results into cancellation of work.
- (vii) Any other grounds as decided by Indian Bank Management.
- (viii) The bid submission by related parties: If related parties (as defined below) submit more than one bid then both /all bids submitted by related parties are liable to be rejected at any stage at Bank's discretion:
 - a) Bids submitted by holding company and its subsidiary company.
 - b) Bids submitted by two or more companies having common director/s.
 - c) Bids submitted by partnership firms / LLPs having common partners.
 - d) Bids submitted by companies in the same group of promoters/management.

14. Erasures or Alterations:

The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct information of the services being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable. The Bank may treat the offers not adhering to these guidelines as unacceptable.

15. Price Discussion:

It is absolutely essential for the Bidders to quote the lowest price at the time of making the offer in their own interest. The Bank reserves the right to do price discovery and engage the successful bidder in discussions on the prices quoted.

16. Monitoring of Performance and other conditions:

The bidder's performance on the job will be constantly monitored for quality, adherence to the safety norms, labour /statutory regulations, conduct /discipline etc. while executing jobs. Any deviation from stated conditions can led to appropriate deterrent action as deemed fit by Indian Bank.

- (i) Indian Bank reserves the exclusive rights 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 contract or inclusion of a particular tender list.



17. **Cost of Tender:**

Tender document can be downloaded from Bank's website www.indianbank.bank.in and the vendor shall have to enclose the application fees of Rs.250/- (Rupees Two Hundred Fifty only) by way of DD favouring **Indian Bank**, payable at Bhubaneswar 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.

18. **Earnest Money Deposit:**

Earnest Money Deposit of ₹ 5,000.00 (Rupees Five Thousand only) in the form of Bank Draft in favour of Indian Bank, payable at Bhubaneswar (1% of the estimated contract value) issued by a scheduled commercial bank must be submitted along with the offer. Offers not accompanied with Earnest Money Deposit will not be accepted. This amount will be forfeited if, having been selected by the bank for the job, the vendor refuses to accept any contract or having accepted the contract, fails to carry out his obligations mentioned therein. Bank Guarantee/FD/Cash/Cheque etc in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful vendors only on completion of the entire tender process and finalization of vendors. The Earnest money paid by the successful vendors will be released only after finalization of rate contract and submission of Performance Bank Guarantee.

19. **Exemption for application money and EMD amount:**

Exemption from submission of EMD and application money shall be given to bidders, who are Micro Small Enterprises (MSE) / Startups. The bidders who are MSE have to submit necessary documents issued by NSIC and the bidders who are startups have to be recognized by Department of Industrial Policy & Promotion (DIPP) to avail the exemption. To qualify for EMD and tender cost exemption, firms should necessarily enclose a valid copy of registration certificate issued by NSIC/DIPP which are valid on last date of submission of the tender documents along with Annexure I accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. MSE/Startup firms which are in the process of obtaining NSIC certificate/ DIPP will not be considered for EMD and tender cost exemption.

20. **Performance Bank Guarantee:**

The successful bidder will have to deposit Performance Bank Guarantee of ₹ **5,000.00 (Rupees Five Thousand only)** in the form of Term Deposit drawn at Indian Bank. Performance Bank Guarantee is to be furnished within 21 (twenty-one) days after notification of the award and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the contractor, including Defect Liability Period (DLP). The Performance Bank Guarantee will be forfeited and credited to the Bank's account in the event of a breach of contract by the contractor. It will be refunded to the contractor without interest, after he duly performs and completes all obligations under the contract but not later than 365 days of completion of the Defect Liability Period (DLP).



21. Preference to make in India initiative:

Indian Bank will abide by Govt. of India Public procurement (preference to Make in India) order P-45021/2/2017-B.E.-II dated 15th June 2017 as applicable to encourage 'Make in India' and to promote manufacturing and production of goods and services in India.

22. Governing Law and Disputes:

The provisions of this tender shall always be subject to Government Notifications, any rules/ guidelines that may be in force from time to time. 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. If, however the parties are not able to solve them 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. 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. During the arbitration proceedings the SI/Vendor 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. Any appeal will be subject to exclusive jurisdiction of courts at Bhubaneswar.

23. Authorized Signatory:

The selected Bidder shall indicate the authorized signatories who can discuss and correspond with the Bank, with regard to the obligations under the contract. The selected Bidder shall submit at the time of signing the contract a certified copy of the resolution of their Board, authenticated by Company Secretary/Director, authorizing an official or officials of the company or a Power of Attorney copy to discuss, sign agreements/contracts with the Bank. The Bidder shall furnish proof of signature identification for above purposes as required by the Bank.

24. Liquidate Damages:

Any delay in completion of work over the stipulated period will attract penalty of 0.5% of the contract value (site basis) per week subject to maximum of 10% of the contract value, The Bank reserve its rights to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank to the SI/Vendor.

25. Validity period:

The successful bidder/firms/Vendors/SI will remain in the list of the Bank for one 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 one year. Revision of rates during the contract period will not be entertained by Bank apart from revision of government taxes and minimum wages act (central) subject to submission of proof.



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

(iii) If the service provided by the 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 the bidder is false, the bank reserves the right to cancel the contract. Bank decision in this regard will be final.

26. Availability of Spares:

Vendor should ensure that the spares for the product offered are available for at least 3 years from the day of installation of equipment, through OEM. No obsolete equipment should be supplied to the bank.

27. Patent Rights:

The supplier shall indemnify the purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the goods, or any part thereof in India. The supplier shall, at their own expense, defend and indemnify the Bank against all third party claims or infringement of Intellectual Property Right, including patent, trademark, copyright, trade secret or industrial design rights arising from use of the products or any part thereof in India or abroad. The supplier 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 supplier shall be fully responsible for, including all expenses and court and legal fees. The Bank will give notice to the supplier of any such claim without delay, provide reasonable assistance to the supplier in disposing of the claim, and shall at no time admit to any liability for or express any intent to settle the claim. The supplier 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 supplier, including-all inventions, designs and marks embodied therein in perpetuity.

28. Termination for Insolvency:

The Bank may at any time terminate the contract by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent.

29. Liability:

SI/Vendor'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 vendor's gross negligence/lapse or due to below standard equipment used by SI/Vendor. The SI/Vendor shall be liable for any indirect, consequential, or special damages due to malfunction of the security equipment under the agreement / purchase order.

30. Warranty:

The offer must include on-site warranty from the date of installation and



commissioning of the equipment. However, there should not be any additional cost for the warranty period. "No AMC" charge will be admissible in warranty period. However quarterly service visit is mandatory during warranty period.

31. Force Majeure:

Notwithstanding the above provisions, the successful bidder shall not be liable for penalty or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. 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, wars or revolutions and epidemics. 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 of performance not prevented by the "Force Majeure" event.

32. Nuisance:

The SI/Vendor shall not at any time do cause or permit anyone to or cause any nuisance on the site or do anything which shall cause unnecessary disturbance of inconvenience to the Bank, owners, tenants or occupier of other properties near the site and to the customers/public generally.

33. No commitment to accept lowest or any tender:

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever. The bank will have right to opt for any new technology optimum for the Banks usage.

34. Deliverables and Timelines:

The SI/Vendor should ensure that the defects reported in the Fire Extinguisher or its components, software, etc supplied to the Bank on any working day are set right within one day. The defect will be reported by the office /branch directly to the vendor, may be in the form of oral, telephone, notice, email, etc or any other means of communication. The vendor shall generate a complain no. 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.

35. Technical Specification: As per Annexure III.



Annexure I

Application for participation in Tender for Empanelment of System Integrator(s) of Repute for Supply, Installation, Testing, Commissioning and Annual Maintenance of Fire Extinguisher installed at different Branches of Indian Bank in Bhubaneswar Zone

To,
The Deputy General Manager
Indian Bank Zonal Office Bhubaneswar
B 2 East, Indian Bank Building Saheed Nagar
Bhubaneswar - 751 007

Dear Sir,

Subject: Application for participation in Tender for Empanelment of System Integrator(s) of Repute for Supply, Installation, Testing, Commissioning and Annual Maintenance of Fire Extinguisher installed at different branches / Currency Chests / Offsite ATMs of Bank in Bhubaneswar Zone.

1. With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for Supply, Installation, Testing, Commissioning and Annual Maintenance of Fire Extinguisher as detailed in your above referred tender notice. We are applying for SITC and maintenance of Fire Extinguisher in the branches and offices of your Zone.
2. I/We have carefully read and understood the criteria mentioned in the tender notice released on the website of the Bank.
3. We confirm that our Net Profit for last three years is as under: -

SN	Year	Net Profit
1	2023-24	
2	2024-25	
3	2025-26 (Provisional)	

4. Accordingly, I/we now submit the application form duly completed in all respect & signed, together with certified copies of the requisite documents for participation in tender for empanelment of System Integrator(s) of repute for Supply, Installation, Testing, Commissioning and Annual Maintenance of Fire Extinguisher installed at different Branches / Offices of Bank in Bhubaneswar Zone.
5. I/We confirm that all information given herein is true to 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 documents is submitted at any stage, you may reject the application summarily and also take any legal action as per law.
6. I/We am/are aware that the empanelment does not guarantee any work order.



In the event of getting a contract, I/We agree to honor the obligation with due diligence and efficiency as required by the Indian Bank.

7. We confirm that we have not been disqualified / debarred / depanelled / blacklisted by any Govt. Department / RBI / Financial Institution or any other organization for Fire Extinguisher Supply, Installation, Testing, Commissioning and Maintenance. We also confirm that, we have not been issued with any dissatisfaction letter by any of the zones of Indian Bank.

8. We also agree that in case any poor performance is received from any of our clients our Bid will be rejected / disqualified.

9. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form.

10. We also confirm that the offer shall remain valid for 90 days from the last date for submission of the offer.

11. We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

12. We certify that (Name of System Integrator) is not owned or controlled by any Director or serving Officer/Employees of Bank of Baroda or their relatives having the same meaning as assigned under section 6 of the Companies Act, 1956.

13. We agree to provide required performance guarantee at the Zone.

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

15. We enclose herewith a Demand Draft for Rs _____ (Non-refundable) and Rs. _____ (Refundable) favoring Indian Bank and payable at Bhubaneswar, towards tender fees and Earnest Money Deposit, details of the same are as under:

Details	Tender Fees	Earnest Money Deposit
Demand Draft No.		
Date of Demand Draft		
Name of Issuing Bank		

16. We are offering bid for following products: -

SN	Product	Make and Model	Remarks
1	CO2 Fire Extinguisher (Portable) 2.0 kg Capacity		
2	CO2 Fire Extinguisher (Portable) 4.5 kg capacity		
3	Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity with Wall mountings		
4	ABC Fire Extinguisher (Stored Pressure type) (Portable) 4.0 kg capacity		

We also confirm that the above products meet the Technical specifications/ features, as per the RFP. We are submitting "Letter to the bank on the OEM's Letterhead in Original" for Integrated Alarm Penal in this regard.



Handwritten signature/initials

17. I/We agree that I/We have no objection if enquiries are made about the work listed by me /us herein above and or in the accompanying sheets.

18. I/We certify that we are ready to Supply, Installation, Testing, Commissioning and Annual Maintenance of Fire Extinguisher installed in the urban as well as rural and far away branches offices of Indian Bank under Zonal Office Bhubaneswar. Indian Bank Zonal Office Bhubaneswar is free to take actions against the firm in case of any deficiency in our services. The actions will be binding upon us.

19. I/We certify that we will endeavor not to rotate / relieve technicians earmarked to carry out SITC and Annual Maintenance of Fire Extinguisher in Indian Bank Branches/Offices except in case of emergencies / abiding rules and regulations. Further, we will intimate any new technician, if earmarked for Indian Bank, at the earliest information.

20. It is also confirm that, I/We hereby agree with all the Terms and Conditions laid down in the application/Tender documents.

Yours faithfully,

Place:
Date:

Authorized Signatory
(Name & Designation)
Contact No:
Email id:

(Company seal)



Annexure II

GENERAL INFORMATION
 Technical Bid (Company Profile)

SI.	PARTICULARS OF THE COMPANY	Details
1	Name of the Company/ Firm/ Organization, Website, Email	
2	Year of Establishment and Incorporation	
3	Constitution of the firm whether Company/Firm/proprietary etc	
4	Registration Details (attach Registration certificate with competent Government authority, e.g., Registrar of Companies)	
5	Address of Registered Office with PIN Code, email id and Mobile No.	
6	Bhubaneswar Office Address, email id and Mobile No. (Enclose registration under Shop & Establishment Act and/or Trade Licence issued by BMC /BDA)	
7	Name of Directors/ Partners/Members/ Proprietor etc (complete list)	
8	Name of Contact Persons in Bhubaneswar Office with email and Mobile No. (He/She/They will be dealing with Indian Bank for all actions / correspondences)	
9	Registration with Statutory Authorities: a. Income Tax PAN b. GST c. ESIC d. EPF Please mention registration number and date & enclose relevant certificate.	
10	Balance Sheets & Profit and Loss Statement for three years 2023-24, 2024-25 (audited) and 2025-26 (provisional) indicating Net Profit.	
11	Name & address of the Banker (Mention Bank Name, Address, IFSC Code). Account(s) of SI / Vendor should not be classified as NPA by any Bank.	
12	Details of minimum 3 years of work experience in dealing with SITC of Fire Extinguisher in PSU/PSB/PVB/Government Organizations/ Educational Organization/Hospitals/ etc. (Submit relevant Work Completion Certificates and Performance Certificates)	
13	List technicians (earmarked to carry out SITC of Fire Extinguisher in Indian Bank branches/Offices)	

Certified that all the information given above and in all documents submitted for engagement with Indian Bank for Fire Extinguisher is true to the best of my/our knowledge. **It is understood that in case any claim/information is found to be**



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incorrect the application shall be rejected or if found after engagement the bank may blacklist and take other legal action.

Yours faithfully,

Place:
Date:

Authorized Signatory
(Name & Designation)
Contact No:
Email id:

(Company seal)

Note: Please add rows where required.
Enclose relevant documentary proof as annexure.



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Annexure III

TECHNICAL SPECIFICATIONS FOR SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND ANNUAL MAINTENANCE OF FIRE EXTINGUISHER

The below mentioned specifications furnished are broad guidelines for BIS/STQC/ISI certified Fire Extinguisher on the tenderer's own design and manufactures standard system. Wherever the specifications are not furnished or specific, the specification shall be as per their respective UL standards as per the Bank's requirement and they shall not be diluted.

SI No	ITEM	Specification	Make/Model	Compliance (Yes/No)
1	CO2 Fire Extinguisher (Portable) 2.0 kg Capacity	IS:15683 Certified		
2	CO2 Fire Extinguisher (Portable) 4.5 kg capacity	IS:15683 Certified		
3	Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity with Wall mountings	IS:15683 Certified		
4	ABC Fire Extinguisher (Stored Pressure type) (Portable) 4.0 kg capacity	IS:15683 Certified		

Note:

1. SI / Vendors are required to specify Make and Model of all equipments / items quoted for and warranty period offered by OEM. Technical Literature/ brochures regarding the products should invariably be provided along with technical part of the bid. The specification given in Annexure III is minimum requirement. Specification on the higher side is acceptable with minimum cost. Specification lower than the prescribed specification shall not be acceptable. Empanelment of vendors may be done on fulfillment of eligibility criteria and fulfillment of technical specification compliance.
2. All components of Fire Extinguisher should be compatible to similar systems provided by other manufacture / supplier.

Yours faithfully,

Place:

Date:

Authorized Signatory
(Name & Designation)

Contact No:

Email id:

(Company seal)



Annexure IV

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)
FOR EMPANELMENT OF SYSTEM INTEGRATOR(S) OF REPUTE FOR SUPPLY,
INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF FIRE
EXTINGUISHER INSTALLED AT DIFFERENT BRANCHES OF INDIAN BANK IN
BHUBANESWAR ZONE

(Letter to the bank on the OEM's Letterhead in Original)

To,
The Deputy General Manager
Indian Bank
Zonal Office
Bhubaneswar Zone

Dear Sir,

Subject: Authorization for Supply, Installation, Implementation, commissioning and Maintenance of Fire Extinguisher.

We _____ registered office at _____ having joint venture / authorized dealer etc. with _____, who are established and leading manufacturer of Fire Extinguisher 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 under mentioned products quoted by them to meet the above mentioned tender:-

SN	Product	Make (OEM)	Model No.	Remarks
1	CO2 Fire Extinguisher (Portable) 2.0 kg Capacity			
2	CO2 Fire Extinguisher (Portable) 4.5 kg capacity			
3	Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity with Wall mountings			
4	ABC Fire Extinguisher (Stored Pressure type) (Portable) 4.0 kg capacity			

We also confirm that the above products meet the Technical specifications/ features as per the RFP.

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 meet warranty terms of 2/3 years as the case may be. Also, we as an OEM 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.

We will submit a certificate annually on 31st March for the total number of Integrated Alarm Panel supplied for installation in Indian Bank to the agency.

Thanking you,

Yours faithfully,

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



Annexure V

**Financial Bid
(Exclusive of taxes and GST)**

A. Fire Extinguisher

(Rate quoted in INR)

New Fire Extinguisher Price List							
Sl No.	Description of Goods	Brand / Make	Model	Unit	Qty	Rates quoted per Unit	Total Cost
1	CO2 Fire Extinguisher (Portable) 2.0 kg Capacity			Nos.	1		
2	CO2 Fire Extinguisher (Portable) 4.5 kg capacity			Nos.	1		
3	Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity with Wall mountings			Nos.	1		
4	ABC Fire Extinguisher (Stored Pressure type) (Portable) 4.0 kg capacity			Nos.	1		
Total (exclusive of taxes and GST) - Quoted Amount Rs. (In Words)							

B. Refilling and Hydraulic Pressure Testing

Refilling and Hydraulic Pressure Testing of existing Fire Extinguishers							
Sl No.	Description of Goods / Services	Brand / Make	Model	Unit	Qty	Rates quoted per Unit	Total Cost
1	Refilling with Hydraulic Pressure Testing of CO2 Fire Extinguisher (Portable) 2.0 kg Capacity			Nos.	1		
2	Refilling with Hydraulic Pressure Testing of CO2 Fire Extinguisher (Portable) 4.5 kg capacity			Nos.	1		



3	Refilling with Hydraulic Pressure Testing of Automatic Modular Type ABC Fire Extinguisher 5.0 kg capacity			Nos.	1		
4	Refilling with Hydraulic Pressure Testing of ABC Fire Extinguisher (Stored Pressure type) (Portable) 4.0 kg capacity			Nos.	1		
Total (exclusive of taxes and GST) - Quoted Amount Rs. (In Words)							

C. Annual Maintenance Contract (AMC)

AMC charges per year per branch / office / currency chest / offsite ATM (per year)		
SI No	Description of Services	Total Cost (per Year)
1	Annual Maintenance of Fire Extinguishers (one visit per year and attend emergency calls for defect rectification) (AMC payment will be on yearly basis).	
Total (exclusive of taxes and GST) - Quoted Amount Rs. (In Words)		

L-1 would be determined based on following:

GRAND TOTAL (A+ B+ C)	Rs.
GRAND TOTAL IN WORDS (A + B+ C): Rupee..... (Exclusive of Taxes)	

Yours faithfully,

Authorized Signatory
 (Name & Designation)
 Contact No:
 Email id:

Place:
 Date:

(Company seal)

