



**Annexure-I**

**GENERAL TERMS & CONDITIONS**

1. The bidder should have minimum 05 years of experience@@ in the field of maintenance / refilling of Fire Extinguishers and their Installation in Govt. / PSU /Nationalized Banks / Private Firm. @@ wherever no. of years are mentioned for the performance of eligibility or otherwise, the date to reckon the completed no. of years would be 31<sup>st</sup> day of March last.
2. The company/firm/bidder should have valid GST number.
3. The contractor should be an income tax assesses and should have filed income tax return for the last three assessment year.
4. The average financial turnover of last three years ending as on 31-03-2025 should be at least Rs. 20.00 Lakh per annum.
5. The Contractor / Vendor shall be responsible for any injury to their workmen during performing the servicing/ refilling/ maintenance work etc.
6. The vendor/ contractor will follow BIS 2190:2010 for refilling and maintenance of fire extinguishers.
7. The vendor/ contractor will maintain a data log sheet of all fire extinguishers like details location, type and capacity of extinguishers, date of refilling and next due date for refilling etc.
8. Payment for refilling of fire extinguishers work will be made after satisfactory performance by the vendor which will be verified by the Branch Manager/ officer-in-charge.
9. The bidders have to deposit Earnest Money of Rs 20,000/- in the shape of Demand Draft in the name of Punjab Gramin Bank. The successful bidder has to deposit Rs 30,000/- for rate/ contract for replacement of parts and supply of new Fire Extinguishers for branches/ offices in the form of FDR in any branch of Punjab Gramin bank in the name of firm under Bank lien for the period of three years within 15 days from the issuance of the letter of acceptance, otherwise the earnest money Rs.20,000/- will be forfeited.
10. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates.
11. All erasures and alterations made while filling the tender must be attested by initials of the bidders.
12. Each page of the tender document should be signed by the bidder submitting the bid in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down in the tender document. Any bid with any of the pages of the tender document not signed will be rejected.

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13. The firm/vendor should be either the Original Equipment Manufacturer (OEM) or an authorized dealer of an OEM of fire extinguishers for last three years having the authority to supply and refill the fire extinguishers complying with relevant related BIS standards.
14. Punjab Gramin Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
15. In case of any dispute, the decision of the Chairman shall be final and binding.
16. TDS and TDS GST will be deducted (as applicable).
17. The AMC period will be for three years and which may be extended subject to satisfactory performance and on the same rates & terms after the approval of the Competent Authority.
18. In case of violation of any terms and conditions of the tender and if the services are found unsatisfactory during the AMC period, the contract will be terminated without giving any notice and performance security will be forfeited at the discretion of the Competent Authority.
19. The bank reserves the right to de-empaneled / blacklist the vendor in between the contract period on observance of unsatisfactory performance/ report.
20. The court of Kapurthala only shall have jurisdiction to deal with and decide any legal matter/dispute whatsoever arising out of the contract.
21. No column of Technical and Financial Bid should be left blank.
22. The approved vendor will buy back the old Fire Extinguishers if any present in the branch for disposal of the same.
23. Sealed Tenders should reach Head Office, Kapurthala on or before 26-05-2025 (05:00 PM). Tender received after – 26-05-2025 (05:00 PM) will not be accepted.
24. Technical bid of tender will be opened at 11:00 AM on 27-05-2025 and financial bid will be opened at 3:00 PM on 27-05-2025 at our Head Office, Kapurthala.
25. Bidder can depute his representative to our office on 27-05-2025 to witness tender opening process along with authority letter.
26. The bank in order to evaluate and compare the bids/response to tender received, may seek clarification from some or all of the bidders. Such clarifications and responses will necessarily be in writing. The Bank has right to disqualify the vendor whose clarification is found to be not suitable.
27. The financial bids only those vendors, who found technically suitable for Bank purposes, should be opened and other financial bids will not be opened and the sealed cover should be kept on record.
28. At present our bank has 458 Branches and 7 Regional Offices and one Head Office covering all 23 districts of the Punjab State.

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29. Number of Regions will be allotted between L1 and L2 bidders in the ratio of 4:3 if the L2 bidder agrees to match the rates of L1. At present each Region have 56 to 72 branches in their command area.

Financial Bid should be strictly submitted in the enclosed format (**Annexure-III**) only. The technical bid should be placed in a separate sealed Envelope "**B**" and the Financial Bid should be placed in a separate sealed Envelope "**C**". All the three envelopes should then be placed into a third Envelop "**A**" which should also be sealed. Envelope should be marked as under:

**Envelope A - TENDER FOR FIRE EXTINGUISHERS**

**Envelope B - TECHNICAL BID FOR FIRE EXTINGUISHERS**

**Envelope C - FINANCIAL BID FOR FIRE EXTINGUISHERS**

**Refilling and Maintenance Procedure-**

1. All fire extinguishers should be discharged / emptied at the site before being taken to the workshop for refilling of fire extinguishers. While discharging the Fire extinguishers at the Branch / Office, the demonstration of operation of every fire extinguisher will be given to staff members of the concerned Branch/ office.
2. Replacement of old gas cartridge with new ISI marked Gas cartridge and extinguishing media of the fire extinguisher.
3. All fire extinguishers, refills and spare parts must conform to performance and other specifications as laid down IS 15683:2006 and other relevant IS specifications amended from time to time by BIS.
4. The process of refilling will also include proper cleaning of interior and exterior of fire extinguishers, polishing the painted portion with wax polish and thorough washing of the plastic components with soap solution and sun dried.
5. Record of refilling and HPT of all fire extinguishers shall be created Branch / office wise building wise and a copy of it should be handed over to the concurred Branch.
6. Checking of nozzles, port hole, vent hole, cap assembly, siphon tube, safety pin/clip, discharge pipe etc, wall bracket / fire stand of fire extinguishers.
7. Pasting of inspection card on the body of the extinguishers indicating the serial number, date of refilling, next due date for refilling, due date for hydraulic testing etc.
8. Ensuring that stickers mentioning the operating instructions of fire extinguishers are in good condition, legible and are facing outward.
9. Ensure that all joints are fully tightened and nozzle, vent hole etc. are free of dust/dirt.
10. Ensuring that the pressure gauge indicator or reading is in operating range.

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11. Hydraulic Pressure Test, wherever due should be carried out in conformity with the procedure and periodic lay down in BIS 2190:2010. If fire extinguisher fails in hydraulic testing, then it will be replaced by new one after getting approval from Head Office.

**Periodicity of Refilling for Fire Extinguisher.**

Sr. no.	Type of Extinguisher	Periodicity of Refilling	HPT Schedule
1	Water Type	Once in 2 years	3 Year
2	DCP/ ABC Power Type	Once in 3 years	3 Year
3	CO2 Gas type	Once in 5 years	5 Year

Note: Whenever fire extinguisher is empty or its weight is less than 20% from total weight whatsoever the reason, extinguisher will be refilled immediately.

General Manager

**Acceptance of Terms & conditions:** We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the Bank's jobs on the bank's terms and conditions

(Authorized Signatory) Please affix company's rubber stamp)  
Name ..... Designation.....  
Address .....  
E-mail .....  
Mobile No.....