



## UCO BANK

**Zonal Office, Dehradun, Security Department**  
**Plot No. 5 , IT Park Sahastradhara Road**  
**Email-zodehradun.sec@ucobank.co.in**  
**Phone: 0135-6518904**  
**Website <http://www.ucobank.com>**

**OFFER FOR EMPANELMENT OF VENDER FOR SUPPLY, DEPLOYMENT OF FIRE EXTINGUISHERS & REFILLING OF EXISTING FIRE EXTINGUISHERS AT THE BANK BRANCHES/CURRENCY CHEST UNIT & MAIN OFFICE COMPLEX ZONAL OFFICE, DEHRADUN (UK).**

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### Invitation for tender offers

**A).**UCO Bank invites sealed tender offers from eligible, reputed and interested Firm/Company for empanelment of Vender for supply, deployment of Fire Extinguishers & refilling of existing Fire Extinguishers at the main office complex,Currency Chest unit & 58 bank branches under Zonal Office, Dehradun(UK)..

A complete set of tender document to be down loaded by the eligible tenderer from the bank's website [www.ucobank.com](http://www.ucobank.com)

**B) Tender reference:**

| <u>Tender Reference</u>                                |   |
|--|---|
| Cost of Tender Documents                               | Rs.2000.00 (Rupees Two Thousand only) (Non refundable) cost of Tender Document is to be submitted with Eligibility Bid (Part-I of tender documents) in the form of Pay Order/Demand Draft in favour of UCO Bank, Zonal Office, Dehradun, payable at Dehradun. |
| Advertisement in News Papers and Bank's website on     | 28.12.2024, (Local English/Hindi daily).<br>Tender will remain live on Bank's website from 28/12/2024 to 20.01.2025.  |
| Last Date & Time for Submission of Tender              | 20.01.2025 upto 2:00 PM at Zonal Office, Dehradun   |
| Date and Time of Opening Eligibility Bid i.e Part-I    | 22.01.2025 at 04:00 PM at Zonal Office, Dehradun  |
| Date and Time of Opening of Technical Bid i.e Part- II | 24.01.2025 at 03 AM at Zonal Office, Dehradun. Technical Bids will be opened for those vendors only, who will be qualified in Part-I of Tender.   |
| Live demonstration of the products                     | 03.02.2025 at 11:00 AM at Zonal Office, Dehradun by selected vendor.  |
| Date of Opening of Financial Bid                       | Financial Bids will be opened for those vendors only, who will be qualified in Part-I & Part –II of Tender.(Will be intimated later on)   |
| <u>Validity of Tenders</u>                             | 90 (Ninety) days from the date of opening.  |
| Address of Communication                               | Plot No. 5, IT Park, Sahastradhara Road, Distt. Deheadun, UK  |
| Contact Number   | 0135-6518904  |
| E-mail   | <a href="mailto:zochng.sec@ucobank.co.in">zochng.sec@ucobank.co.in</a>  |

**C)** Bidder required to submit their applications to the undersigned in three sealed covers as Eligibility bid in sealed envelope super scribing "PART- I (Eligibility Bid), Technical bid in sealed envelope, super scribing "PART-II (Technical Bid)" and Financial bid in separate sealed envelope, super scribing "PART-III (Price Bid)" for all branches. All three Parts of Bids will be in one sealed envelope super scribing "Empanelment of Vender for supply, Installation of Fire Extinguishers & refilling of existing Fire Extinguishers at the Bank Branches under Zonal Office, Dehradun" with the Vender's complete address and contact number.

**(1) Part I. - Eligibility bids-** to include profile of the company.

a) List of major existing clients, registered number and GST details etc. as per **Appendix-I** point wise. Attach document wherever required.

b) **EMD shall be Rs- 10,000/-(Ten thousand only)** to be deposited along with tender document through Demand Draft, Bankers Cheque or Pay Order in favour of **UCO Bank, Zonal Office, Dehradun**. **EMD shall be retained for a period for one year from the date of issue of work order. No interest shall be paid on the EMD.**

**(2) Part II. Technical bids** -to meet the technical specification: Compliance of technical specifications of Fire Extinguishers given in **Appendix –II** point wise.

**(3) Part-III - Financial Bids:** Net rates (inclusive of all taxes, levies) as mentioned in **Appendix –III**.

**Please Note:** Financial Bids will be opened those only, who will be qualified successfully the Part-I and Part-II.

- D)** Financial Bids will be opened in the presence of the vendor's representatives.
- E)** In case the date of last date of issuance and/ or the date of receipt and opening of tender are declared as holiday, the respective date shall be treated as deferred/re-scheduled to the next working day correspondingly.
- F)** It may be noted that the requirement given in this RFP is indicative only .
- G)** Fax and E-mail tenders/offers will not be accepted.
- H)** Bank reserves the right to accept / reject in part or full any or all offers without assigning any reason whatsoever and without any cost or compensation therefore. Any decision of UCO Bank in this regard shall be final, conclusive and binding on the Offerer/ Tenderer.
- I)** Rate contract for supply and installation of new extinguishers and AMC for refilling existing Fire extinguishers will be for the period of three years. New supply, installation and AMC rates will be fixed and non negotiable and no revision will be permitted in future.

Note: **Dehradun** Zone comprises of all Districts of UK and bank's main building complex, Currency Chest unit at Dehradun and the branches which are widely dispersed all around the state of Uttarakhand. The requirements mentioned above pertain to the entire region and not to the particular centre where ZO is located.

**If the Head Office or any higher office of UCO Bank conducts Pan India Rate contract, Zonal office, Dehradun will have the right to cancel this Rate contract. In such case notice of one month will be served to the firm for termination of Rate contract and no other claims will be entertained.**

**J)** For any other queries, vendors may contact on 8847316178 on any working days between 11 A.M. to 3 P.M.

**K)** On an average all 58 Branches/Offices have minimum 01 CO2-02/09 Ltrs, ABC Type-04/06 KG, Modular-05 KG and DCP-05 KG. They all fall under the AMC of refilling of fire extinguishers.

**Zonal Office Dehradun  
Plot No. 5 , IT Park, Dehradun  
Uttarakhand**

## INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

1. The Fire Extinguishers and all the parts should meet with standard stipulated as mentioned in technical specification.
2. Estimated demand of Supply and Maintenance contract of Portable Fire Extinguishers in Currency Chest unit, branches/ ATMs and main offices complex of UCO Bank Dehradun as and when required basis.
3. Reputed service providers specializing in providing and installation of Fire Extinguishers for at least last 5 years in the field as on 1st March 2025 will be considered.
4. Ability to undertake the work and maintenance of all branches throughout the Dehradun zone.
5. Ability to provide Fire Extinguishers as per technical specifications available at Appendix-II of this advertisement.
6. Ability to commence service within 15 days from date of placement of order.
7. The vendor should meet the eligibility criteria, other Requirements as per details available at Appendix- I of this advertisement.
8. The Vender should meet with technical specification and details given in Appendix- II .
9. Empanelment of vendors may be done in accordance with fulfillment of eligibility criteria specified in Appendix-I and fulfillment of technical specification compliance given in Appendix- II .
10. The components/ parts/ accessories used in the FEs shall have to be original, new & no refurbished/ duplicate/second hand components/ parts/ shall invoke the performance in case the accessories shall be accepted by the Bank. The vendor should also guarantee that all the components supplied by them is licensed & legally obtained.
11. They should have well established "After Sale Service Center at Dehradun" equipped with requisite spare parts & adequate trained manpower for providing flawless day to day maintenance services.
12. If L1 bidder fails to comply the work order, Bank can consider to offer work order to L2 bidder on Rates & terms and conditions that of L1 bidder.
13. All Products, for which BIS standards exist, should conform to the latest BIS standards. The materials should be warranty against any bad workmanship for a period of 03 years (three years).Any defects found within this period are to be rectified immediately by the Firm free of cost.
14. Vendors will submit Copy of certification of equipment i.e. BIS/ ISI, copy of document of authorization from manufacturer to Indian dealers and from Indian dealer to supplier undertaking that the cards supplied are original.
15. The Firm should have at least one of its own office and service centre functioning in Dehradun/Punjab for not less than three years as on the date of commencement of issue of Quotation/Invitation. Supplier's own Branches/service centers are preferable not agents.(Firms should submit Attested copies of original rent receipt or any proof to prove that it has own office and service centre functioning in Dehradun for not less than three years as on the date.
16. Firms should have Registration under Shops & Establishments Act. (Attested copy of certificate to be submitted).
17. Firms shall not be owned or controlled by any Director or Officer/employee of the Bank or their relatives having the same meaning as assigned under section -6 of the Companies Act 1956. (A certificate denying the ownership of Agency/Firm/Manufacturer/ Dealer by any director or officer/employee of the Bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 issued by the CEO or Director of the Firm to be submitted along with the tender).
18. Firms should submit an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal.
19. Bank reserves the right to reject any/all bids without assigning any reason thereto.
20. Bank is not responsible for late receipt of application or its damage in transit.
21. Any dispute arising in this matter will be settled in the jurisdiction of Dehradun.
22. Vendor should have adequate technician and local service center at Dehradun/Mohali to attend the complaint and breakdown within 24 hour in branches under Dehradun Zone. Give the exact number of technician working in your concern.
23. The selected Bidder shall be responsible for the OEM's warranty for all components constituting the system(s) against any defect(s) arising from design, materials, manufacturing, workmanship of assembling or any action or inaction/ omission on the part of OEM/ vendor or any defect that may develop during day to day use of the equipment/ system(s).

24. Notwithstanding Bank's right to cancel the order, liquidated damages for late installation of the system @ 0.2% of the cost of the item per day per case will be charged subject to a maximum of 10% of the value of the order. For this matter, meager delivery & installation will not debar the selected Bidder from enforcing the clause of liquidated damage & till such time the system is made operational, it would be considered as uninstalled. The penalty for late installation will be deducted from the bill amount.
25. The Bank reserves the right to reject any or all bids at any point of time prior to the issuance of purchase order without assigning any reasons whatever.
26. If, during the warranty period, any system as whole or part(s) thereof fails more than once within a quarter, the vendor has to ensure that an equivalent new equipment(s) replace it at free of cost.
27. The selected Bidder will not outsource the maintenance work to any third party & will arrange attending all complaints through its own service/ support infrastructure or through their principles (OEM).
28. The Bank shall impose a penalty up to 10% of the bill(s) if the vendor fails to maintain the above standard of maintenance. Penalty shall be deducted from bill(s) payable by the Branch(s)/ Zonal office.
29. The vendor should arrange to issue Identity Cards to the technicians. The technician will carry their ID cards during the Branch visit.
30. Terms of payment: Payment to be released from the Branch after submission of final bill / Invoice and Installation Certificate.
  - 1)The vendor will submit the Bill & Certificate of above work at concerned Branch, after completion the work.

**2)The contract can be terminated by this Office at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this connection, the decision of the Zonal Manager UCO Bank Dehradun shall be final.**

On completion of the said work, you shall brief the Branch functionaries identified by the Branch Head in handling the items satisfactorily. Thereafter, the relevant bill for the work should submit to the Branch Head, whose upon verification of the bill shall release the same.

**Zonal Manager  
Zonal Office Dehradun**

**FORM OF TENDER**

To  
The Zonal Manager  
UCO Bank Zonal Office  
Dehradun

Sir,

1. We have carefully examined all the contents incorporated in the various parts of this Tender Document for empanelment for supply installation and AMC for existing Fire Extinguishers in branches, main office complex and Currency Chest in Uttarakhand District under jurisdiction of UCO Bank, Zonal Office, Dehradun and taken note of all the terms & conditions stated in the Tender Document in its various parts.

2. We enclose a Pay Order / Demand Draft for Rs 2,000/- (Rupees Two Thousand only) drawn in favour of UCO Bank and Payable at Dehradun as Tender Cost (P.O/DD No..... Date..... Issuing Bank..... Branch.....).

3. We enclose a Pay Order / Demand Draft for Rs 10,000/- (Rupees Ten Thousand only) drawn in favour of UCO Bank and Payable at Dehradun EMD (P.O/DD No..... Date..... Issuing Bank..... Branch.....).

4. We also agree that our tender along with the prices will remain valid for total contract period.

5. Our PAN for Income Tax is \_\_\_\_\_. We are registered with GST Authorities and our registration numbers are as follows:

6. We agree (if we select/ empanel for above work) to deposit Performance/ Bank guarantee in the form of FDR equivalent to Rs.1,00,000/- (One lakh only) of the 10% approx cost of work offered. Bank can forfeit the amount of performance guarantee if we are not able to execute the work allotted within schedule time or we fail to execute the allotted work with the terms, conditions & requirements of Bank.

GST Number: \_\_\_\_\_

For and on behalf of

\_\_\_\_\_

(With seal)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

DULY AUTHORIZED SIGNATORY

\_\_\_\_\_ day of \_\_\_\_\_ 2025

**APPLICATION FORMAT FOR VENDER FOR SUPPLY, DEPLOYMENT & AMC OF FIRE EXTINGUISHERS & REFILLING OF EXISTING FIRE EXTINGUISHERS AT THE ZONAL OFFICE COMPLEX / CURRENCY CHEST UNIT / BANK BRANCHES UNDER UCO BANK ZONAL OFFICE, DEHRADUN,(UK).**

1. Name of Applicant  
(Company/Firm/Individual/Agency) :
2. Registered Address of the Applicant  
with Telephone No., FAX & E-mail ID :
3. Address of the Applicant in Dehradun/  
Punjab with Telephone No & E-mail ID :
4. Year of Establishment :
5. Status of the Applicant(whether  
Proprietary/Private Ltd./Public Limited/  
Co-operative Society/Public sector/  
Autonomous body/Govt. Department) :  
(Enclose copies of relevant documents)
6. Name of Proprietor/Directors/Partners/  
Controlling body:
  - i)
  - ii)
7. Whether registered with the Registrar  
of Companies/Registrar of Firms/Registrar  
of Co-operative societies. If so, Please  
mention the number of such registration and  
date (Enclose copies of relevant documents) :
8. Whether registered for GST.  
If so, please mention the GST  
registration number and furnish a copy  
of such registration certificate :
- 8.1. Details of Permanent  
Account Number:  
(Enclose photocopy of PAN Card) :
9. Whether empanelled with other PSU Banks/  
/Govt. Deptts./PSUs/Autonomous bodies. If so,  
Please furnish the following particulars  
(Enclose copies of relevant documents)

Name of Organization/  
Institution

Date of Empanelment

Validity

10. Number and name of staff in Dehradun/UK :  
and posted since when (DD/MM/YYYY)

11. Detailed Particulars for the works done in past three years:

| <u>Name of organization</u> | <u>Value of work order</u> | Month & Year of work order |
|-----------------------------|----------------------------|----------------------------|
|                             |                            |                            |

(Enclose copies of relevant work orders)

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled.

Date:

Signature of Applicant



**ELIGIBILITY CRITERIA OF VENDORS FOR SUPPLY, DEPLOYMENT AND MAINTENANCE FIRE EXTINGUISHERS**

1. Vendor should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
2. Vendor should provide the latest Income Tax Assessment Order, GST and PAN/ TAN Number.
3. Vendor should provide the latest Audited Balance Sheet Preceding 5 Years.
4. Vendor should provide total annual turnover for last 5 years.
5. Vendor should provide name and address of banker with solvency certificate not older than one year.
6. Vendor should have a local Office in the State of UK i.e. Dehradun/Punjab. Give postal address and mobile/landline contact number.
7. Vendor should be registered under the appropriate authority for GST.
8. The vendor has to give an undertaking that
  - a) At the time of refilling/ installation, vendor will impart training to Bank's staff for safe operations procedure of the Fire extinguishers.
9. Vendor should have supplied Fire Extinguishers to Nationalized/ Private Banks in the state of Dehradun/Punjab.
10. If vendor supply/ installed the products other than/ inferior quality to as shown in demonstration then the amount of Performance security will be forfeited by Bank.
11. Vendor should confirm that instance of failure of the device to smother the fire, then penalty can be imposed on vendor.
12. Vendor should be able to refill the existing fire extinguishers held deployed in branches located in rural, semi urban, urban centers in UK.
13. New installation will be done at branch/ATM locations as per Bank's requirement.
14. Vendor/dealer should submit authorization certificates from manufacturer company for supply/ maintenance of the equipment which they offered to bank.
15. The vendor has to give an undertaking with eligibility bid that:

Empanelled Vendor/ Company will give a Performance Security / Bank guarantee Deposit of Rs. 1,00,000/- (One lakh only) in the form of FDR in favor of UCO Bank Zonal Office, Dehradun for one year of the warranty period of the items enclosed with the eligibility bid.

**Technical Specification & compliance for vendor**

| <b>Sl.No.</b> | <b>Particulars</b>  | <b>Compliance Yes /No</b> |
|---------------|---|---------------------------|
| 1             | Fire Extinguishers should be BIS/ISI Standard ( enclose certificates)   |                           |
| 2             | Fire extinguishers should be of Surex, Minimax, Ceasefire brand<br>(Name of brand which Vendor deals along with copy) |                           |
| 3             | Cylinder should be Epoxy powder coating as per IS 538 shade   |                           |
| 4             | Temperature sensing quartz bulb available in variable temperature<br>57/68/79 c                                       |                           |
| 5             | Should have flange mounting provision for easy installation   |                           |
| 6             | Should be environment friendly having Low Ozon depletion & global<br>warming potential                                |                           |
| 7             | Modular FE having HCFC clean agent  |                           |
| 8             | Refilling material for Co2 & ABC type should of equivalent standard to<br>existing minimax                            |                           |
| 9             | Device should have clamping for fixing on roof so that the bulb of FE<br>should come out of false ceiling             |                           |

**Vender's signature with seal**

**FINANCIAL BID FOR FIRE EXTINGUISHERS:****(A) Refilling & Testing (AMC) Charge of Fire Extinguishers:**

| S. No. | Type of fire extinguishers( Gas Cartridge Type) Servicing/ Refilling | BIS Code No. | Per Unit Cost |
|--------|--|--------------|---------------|
| i)     | Carbon Dioxide Co <sub>2</sub> Type, (2 KG                           | IS: 15683    | Rs.           |
| ii)    | ABC Type (4 / 6 Kg)  | IS: 15683    | Rs.           |
| iii)   | ABC Modular 5 Kg   | IS: 15683    | Rs.           |
| iv)    | Refilling of clean agent-Modular                                     | IS: 15683    | Rs.           |
| v)     | CO2 type (4.5 Kg)  | IS: 15683    | Rs.           |

Vender's signature with seal

**Rates of all kinds of ISI mark spare parts/accessories for fire Extinguisher**

| S. No                                    | Spare Part Name<br><b>For CO2 type ISI Marked</b> | Cost including taxes |
|--|---|----------------------|
| 01                                       | Complete assembly with hose pipe & horn           | Rs.                  |
| 02                                       | Bended pipe with horn                             | Rs.                  |
| 03                                       | Safety valve with ISI Mark                        | Rs.                  |
| 04                                       | Safety Pin  | Rs.                  |
| 05                                       | Wall bracket                                      | Rs.                  |
| <b>For ABC Type FE ISI Mark</b>          |   |                      |
| 06                                       | Metal squeeze grip nozal with hose pipe           | Rs.                  |
| 07                                       | Gas Cartridge                                     | Rs.                  |
| 08                                       | Safety valve, ISI Mark                            | Rs.                  |
| 09                                       | Pressure Gauge                                    | Rs.                  |
| 10                                       | Wall Bracket                                      | Rs.                  |
| <b>Spares for Modular type, ISI Mark</b> |   |                      |
| 11                                       | Stand bended fitting                              | Rs.                  |
| 12                                       | Safety valve                                      | Rs.                  |
| 13                                       | Pressure Gauge                                    | Rs.                  |

Vender Seal &amp; Signature

**(B) New Installation of Fire Extinguishers:**

| <b>S.N .</b> | <b>Type of fire extinguisher with all components &amp; ready to use</b> | <b>BIS Code No.</b> | <b>Per Unit Cost</b> | <b>Delivery &amp; installation charges for the New Fire Extinguishers (if any)</b> | <b>Total cost</b> |
|--------------|---|---------------------|----------------------|--|-------------------|
| <b>i)</b>    | <b>Carbon Dioxide Co<sub>2</sub> Type, (2 KG</b>                        | <b>IS: 15683</b>    | <b>Rs.</b>           | <b>Rs.</b>   | <b>Rs.</b>        |
| <b>ii)</b>   | <b>ABC Type (4 / 6 Kg)</b>  | <b>IS: 15683</b>    | <b>Rs.</b>           | <b>Rs.</b>   | <b>Rs.</b>        |
| <b>iii)</b>  | <b>ABC Modular - 5 Kg</b>   | <b>IS: 15683</b>    | <b>Rs.</b>           | <b>Rs.</b>   | <b>Rs.</b>        |
| <b>iv)</b>   | <b>Clean Agent modular-05 Kg</b>  | <b>IS: 15683</b>    | <b>Rs.</b>           | <b>Rs.</b>   | <b>Rs.</b>        |
| <b>v)</b>    | <b>CO<sub>2</sub> type (4.5 Kg)</b>                                     | <b>IS: 15683</b>    | <b>Rs.</b>           | <b>Rs.</b>   | <b>Rs.</b>        |

**Warranty:.....**

**Vender's signature with seal**