



Date: November 30, 2023

NOTIFICATION

Sealed Quotations for Fire Extinguishers

Saptagiri Grameena Bank, an RRB sponsored by Indian Bank, with an authorized capital of Rs.500 lakhs, is having 237 branches, spread over across Chittoor, Annamayya, NTR, Eluru, Tirupati and Krishna districts in the state of Andhra Pradesh. Of the 237 branches, 160 branches are in Rural, 57 are in semi-urban and 20 branches are in Urban areas.

Saptagiri Grameena Bank reserves the right to accept or reject, part or all quotations without assigning any reason thereof.

Sealed quotations are invited from **reputed vendors** for

- I. **Re-filling** of CO2 (Carbon Dioxide) for existing 2 KG & 4.5 KG Fire Extinguishers (1 unit each at every branch) at all Saptagiri Grameena Bank Branches, spread in erstwhile Chittoor and Krishna Districts.
- II. **Supply of New** 2 KG & 4.5 KG Fire Extinguisher (1 unit each at every branch) recently opened & at branches proposed to be opened at any location spread in erstwhile Chittoor and Krishna Districts (Rate contract for one year or lesser period, as per the discretion of bank).

Mandatory Technical qualifications for participating

- The vendor should not have been blacklisted by any Government Department / Public Sector undertaking / Private Sector / or any other agency during the last 3 (three) years. Undertaking letter should be enclosed as per **Annexure – I**.
- The vendor should be in the line of activity for at least 3 (three) years. Self-attested documentary proof duly should be enclosed along with the quote.
- Vendors should have valid GST registration number and PAN of the vendor & it should be clearly mentioned in the quotation. Self-attested copy of the GSTN should be enclosed.
- Vendor should have valid ISO certification and maintain the fire safety standards. Self-attested copies of the certification should also be attached along with quotation.
- Each and every page should be affixed with seal of firm & signed by the vendor (authorized signatory).

Terms & Conditions

- The sealed quotation should be in printed form only. Hand written quotations are NOT ACCEPTED. Quotes should be in INDIAN RUPEES only. The quote should be signed by the competent authority, with seal of the company as per Annexure-II.
- The quotes should be furnished separately for both the above purposes (for refilling & for new supply), as per the annexure enclosed, in the letter head of vendor.
- Refilling the existing fire extinguishers should be completed within 60 days from the date of Purchase Order, if Refilling is not completed within 60 days from the date of PO, Bank has right to cancel the order without prior notice and bank will not bear any expenses.
- Supply of New Fire Extinguishers should be installed within 10 days from the date of Purchase order, if supply and installation not completed within 10 days from the date of PO, Bank has right to cancel the order without prior notice and bank will not bear any expenses.
- In case of non-fulfilment of desired quality as per specifications, Bank has right to cancel the order without prior notice and bank will not bear any expenses.
- The consignment (for refilling & supply of new Fire Extinguishers) should be executed at the existing 237 branch at present (any proposed openings during the quote period) of Saptagiri Grameena Bank



spread at erstwhile Chittoor and Krishna Districts and at our 4 Regional Offices located at Tirupati, Madanapalle, Vijayawada & Gudivada AND at our Head Office located in Chittoor.

- Your quotes should include all costs, including logistics. GST portion may be separately given, as given in the annexure -II.
- Quotation should specifically include, besides other mandatory information,
 - (i) Validity of quotation
 - (ii) Warranty period, if any
 - (iii) Due date / Expiry of CO2
 - (iv) Any other required information
- The price for **REFILLING** would be applicable till all the existing extinguishers are refilled at all our branches / offices specified.
- Payment on **REFILLING** would be done only after satisfactory refilling of fire extinguishers already installed at our branch / offices, duly certified by our Branch Managers / Regional Managers, i.e., **No advance payment** would be given and accepted rate will be paid, only after completion of the work.
- For installation of NEW FIRE EXTINGUISHERS, the price/quote should be provided for a period of 12 months or for any lesser period, as decided by the bank (as per requirement of bank, if any) at our newly opened branch/es and/or proposed branch/es during the contract period (preferably for 12 months).
- **No advance payment** would be given and accepted rate/quote will be paid, only after complete installation of NEW FIRE EXTINGUISHERS at the place specified.
- During opening of price bids, the vendor who has quoted least price will be selected as L-1.
- If L1 fails to supply the item(s) for any reason, after submitting sealed quotation, the name of such vendor shall be kept under **Block List** and shall not be allowed to participate in future works of the Bank.
- Subsequently the order will be allotted to the one who agrees to supply the item(s) at the rate quoted by L1 bidder.
- Such negotiations for L1 price would be undertaken with L2, L3, L4, L5 and so on.
- The vendor who agrees to undertake the contract at L1 Price would be selected for placing Purchase Order.
- In case none of the vendors agree for L1 Price, bank would decide either to proceed for next lowest price or to cancel the bidding process.
- In all the cases, the decision of the bank would be final. Vendors who agree for the terms and conditions of the bank are only requested to participate in the bidding process.
- In case, after receipt of Purchase Order, if L-1 vendor does not accept the terms and conditions under his/her signature, within a period of 7 days, the same would be duly cancelled and bank has right to place order with other vendors, as per bank's policy.
- Bank reserves the right to reject any or all the quotations and stop the process at any point of time without assigning any reason whatsoever.
- Vendors may submit their application duly complete in all respects in a sealed envelope cover superscripted "Quotation for Refilling and Supply & Installation of Fire Extinguisher" and this envelope should contain two separate envelopes superscripted as detailed below:
 - Envelope 1: Technical qualification documents
 - Envelope 2: Price quote
- The **Sealed Quotation** should be dropped in the box which is placed at Development Dept. Head Office, Chittoor.
- **Sealed Quotation** may also be submitted through registered post which would be received on/before the cut-off date/time mentioned above. Bank would not accept / entertain any representation for postal / courier delay.

General Manager
Saptagiri Grameena Bank
Head Office, 3rd floor,
Sai Yashus, Vellore Road, Chittoor – 517002.



సప్తగిరి గ్రామీణ బ్యాంక్
Saptagiri Grameena Bank
(Public Sector RRB : Sponsored by Indian Bank)
Head Office, Chittoor

P&D Department

Head Office

Mob:8886644003 Ph:08572-233598

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- The last date for submission of sealed quotation is **12.12.2023, up to 03.00 pm** and date & time of opening sealed quotations is **12.12.2023 at 04.00 pm** at Saptagiri Grameena Bank, Head office.
- In case of any queries / clarification, vendor/s can contact Mr. M V B Chandra Sekhar Ph: 8886644228 (OR) through mail at development@sgbank.in.

General Manager