

**THE MAHARASHTRA STATE CO-OP. BANK LTD.,**  
**MUMBAI**  
**(Incorporating The Vidarbha Co-op. Bank Ltd.)**  
**Scheduled Bank**

**Sir Vithaldas Thackersey Memorial Building,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai - 400 001.**

**REQUEST FOR PROPOSAL**

On behalf of the The Maharashtra State Co-op. Bank Ltd, Mumbai sealed tenders are invited from experienced workshop owners/authorized dealers/manufacturers of fire extinguishers for servicing and refilling of different types of fire extinguishers available at different Branches and offices in MUMBAI.

Cost of RFP document	: Rs.200/-
EMD	: Rs. 5000/-
Last Date for issue of RFP Document	: 28/02/2017.
Last Date for submission of RFP Document	: 28/02/2017 up to 17.00 hrs
Opening Date and Time	: at 15.30 hrs : on 01/03/2017.

The RFP document may be obtained from the  
**The Joint Manager**  
**The Maharashtra State Co-op.Bank Ltd.,**  
**Estate & Maintenance Dept., 3rd floor,**  
**Sir, Vithaldas Thackersey Memorial Building,**  
**9, Maharashtra Chamber of Commerce Lane,**  
**Fort, Mumbai- 400 001.**  
**Phone No. 022-22800592**

on payment of the cost of RFP documents on all working days between 10.00 & 1700 hrs From 08/02/2017 to 28/02/2017. The payment will be accepted in the form of Cash/Crossed Demand Draft drawn on any Scheduled Bank/Nationalised Bank in favour of THE MAHARASHTRA STATE CO-OP. BANK LTD, MUMBAI payable at Mumbai. RFPforms can also be downloaded from website [www.msobank.com](http://www.msobank.com) If bid form is downloaded from website, it must be accompanied by DD for Rs.200/- as cost of documents and the same should be kept along with RFP documents failing which it will be rejected.

## **Procedure to submit the RFP.**

- 1) The RFP should be submitted in two bid forms, i.e. Technical bid & Commercial bid in separate envelopes.
- 2) Same should be mentioned on the respective envelopes.
- 3) Quotation for Servicing and Refilling of fire Extinguishers to all offices / branches should be mentioned on the main envelope.

## **Specification, Terms & Conditions:**

1. RFP schedule is for servicing and refilling of different types of fire extinguishers available at different branches and offices in Mumbai for a period of three years. Validity is extendable up to one more year or till the finalization of new RFP whichever is earlier.
2. Servicing and refilling of fire extinguishers is to be done once in a year. Also fire fighting drill is to be arranged in all branches / offices once in a year.
3. The RFP's have to go to all branches / offices and carry out servicing and refilling of fire extinguishers available in all branches / offices in that unit.
4. Individuals, workshop owners, manufacturers, and dealers who have infrastructure and capability to undertake the above works with 3 years experience certificate issued from Govt. / PSU / Reputed Private Firms are eligible to participate in the RFP.
5. If the performance of a RFP's is not satisfactory, the concerned unit officer should intimate the fact in writing to the RFP's. Even after this intimation if there is no improvement in the performance of the RFP's, his agreement is liable to be cancelled followed by the forfeiture of EMD / SD and black listing for participating in any of the RFP floated by the Bank for a period of three years.
6. The validity of the contract shall be Three years from the date of execution of the agreement and is extendable up to one more year or till the finalization of new RFP whichever is earlier.
7. The rate quoted should be on a per piece basis applicable to different types of fire extinguishers. The rate is to be quoted for servicing and refilling of fire extinguishers including the cost of spares, conveyance to the branches & offices, transportation of

fire extinguishers, if required and to conduct fire fighting drill in all branches/ offices. Rate quoted for a fire extinguisher in a UNIT will be applicable for same item available in all branches / offices of that unit.

8. The service / refilling of a fire extinguisher should have a GUARANTEE of one year from the date of repair for which a sticker showing the date of repair should be affixed on the fire extinguisher. The contractor has to conduct servicing / refilling of fire extinguisher free of cost within the guarantee period. Repair work should be carried out within the working hours of all working days.
9. Service / repair details of fire extinguishers should be entered in the register available in each branches / office by the contractor. Also when a fire extinguisher is taken outside the exchange / office compound for repair, it should be entered in the same register.
10. One copy of Servicing / Refilling report is to be submitted to the concerned officer immediately after completion of work.
11. Fire extinguishers handed over for servicing / refilling should be got repaired / refilled within a week time failing which a penalty of 0.5% of the servicing / refilling charge will be levied per day for the first week subject to a maximum of 5 % for the next week. Thereafter the conditions in clause (6) will be applied, if necessary.
12. The Maharashtra state Co-op. Bank Ltd., Mumbai Each RFP shall accompanied with EMD of Rs.5000/- in the form of D.D. in the name of The Maharashtra state Co-op. Bank Ltd., Payable at Mumbai. any scheduled /nationalised Bank and payable at Mumbai. The cash receipt/D.D. should be attached along with the RFP. RFP's without proper EMD will be rejected outright.
13. The successful RFP's will have to remit a Security Deposit( @ 10% of the RFP cost of the work as cash or demand draft and execute an agreement in the specified form in a Stamp Paper of Rs.100/-(Rupees one hundred only), at his own expense, within 10 days from the date of issue of the communication accepting

the RFP, failing which the EMD will be forfeited. The EMD of the successful tenderer will be converted as SECURITY DEPOSIT.

14. Neither the EMD nor the SECURITY DEPOSIT will bear any interest. The EMD of the unsuccessful RFP's will be refunded only after the finalization of the RFP. For this the RFP's will have to submit an advance stamped receipt which can be submitted along with the RFP it self.
15. Bank during any working day between 10.00 Hours and 17.00 Hours. RFP's should submit the RFP document in a sealed envelope super scribed as "RFP FOR SERVICE / REFILL OF FIRE EXTINGUISHERS IN MUMBAI" and addressed to The Joint Manager The Maharashtra State Co-op.Bank Ltd., Estate & Maintenance Dept., 3rd floor, Sir, Vithaldas Thackersey Memorial Building, 9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai- 400 001. Address and telephone numbers of the bidder should be written on the envelope. The RFPdocument should be sent either by Regd. AD post or should be deposited in the RFPBox available in the cabin of The Joint Manager **acknowledgement will be given separately. The undersigned will not be responsible for any RFP delivered by any other means or delay due to postal/courier authorities.**
16. Bid document and subsequent clarifications on bid terms, if any, can be down loaded from Bank web site [www.msccbank.com](http://www.msccbank.com) If bid form is downloaded from web site, it must be accompanied by DD for Rs.200/- drawn in favour of THE MAHARASHTRA STATE CO-OP.BANK LTD. MUMBAI ( payable at MUMBAI) towards the cost of documents and the same should be enclosed in the cover containing RFP document in addition to the EMD Rs.5000/-.
17. RFPs will be received up to 17:00 hrs on 28/02/2017 and will be opened at 15.30 hrs on the next day by the undersigned or any other officer authorized for the purpose, in the presence of those RFP's or their authorized agents who may be present at that time. Any bid which does not satisfy the terms and condition set out in the RFP document is liable to be rejected.

20. RFP should be submitted in sealed cover only. Cover, which is sealed properly with sealing wax / PVC Tape, only will be treated as 'sealed cover'. Cover, which are simply closed with gum or stapled, will not be considered. The slit of the RFP box will be closed at 17.00 hrs on 28/02/2017. No RFP brought to this office after 17.00 hrs on 28/02/2017 will be accepted.
21. The bidders shall submit the following documents enclosed in the cover containing RFP document.:
- 1) Experience Certificate of last five year for servicing / refilling of fire extinguishers. from Govt. / PSUs / Established private firms.
  - 2) DD/ Cash Receipt for Rs.200/- towards cost of RFPdocument.
  - 3) DD/ Cash Receipt for Rs.5000/- towards EMD.
  - 4) RFP document with all annexure and pre-receipt for refund of EMD duly filled and signed. The bidder has to sign in each page of the document.
  - 5) Income Tax PAN copy.
  - 6) Service Tax registration Certificate (if applicable) **(RFP document not accompanied by 1 to 6 above are liable for rejection)**
22. All the bidders should have a well equipped servicing / refilling center in Mumbai with a contact telephone number. The workshop inspection will be conducted if found necessary during the contract period at any time.
23. The Bank reserves the full right to:
- 1) To accept or reject any or all the RFPs without assigning any reason thereof.
  - 2) To extend the period of CONTRACT to another one year or till the finalisation of the next RFP if found necessary. During such extended period also, the same terms and conditions shall be applicable.
  - 3) To engage more than one contractor for the work or to do the work departmentally.

24. If the Contractor fails to conduct repair / refill of fire extinguishers within the stipulated time, the The Bank reserves the right to entrust the work to any other agency / contractor at the approved rate.

**25. Dispute and Arbitration:**

- 1) In the event of any question, dispute or difference arising under this RFP or in connection therewith, except as to matter the decision of which is specifically provided under this RFPs, the same shall be referred to sole arbitration of bank or in case of his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the bank.
27. The rate is to be quoted for servicing and refilling of fire extinguishers including the cost of spares, conveyance the exchanges, transportation of fire extinguishers, if required and to conduct fire fighting drill in all branche / offices. Rate quoted for a fire extinguisher in a UNIT will be applicable for same item available in all exchanges / offices of that unit. In case it is found that the spares used are of sub-standard quality, the concerned authority will be at liberty to ask the contractor to remove such spares and use standard quality spares. Using substandard spares will be sufficient reason to terminate the contract.
28. The RFP will remain open for acceptance up to 120 days from the date of opening. The rates quoted shall be firm and valid for a period of three year from the date execution of agreement and extendable upto one more year or till a new RFP is finalized whichever is earlier.
29. Bank reserves the right to terminate the Contract without giving any notice and to forfeit the SECURITY DEPOSIT in part or full of the Contractor on the following reasons: Signature of RFP's
  - a. Incase the contractor fails to carry out the service / refill of fire extinguishers during the contract period.
  - b. If the service / refill of fire extinguishers by the Contractor is not found to be satisfactory.

30. **RELEASE OF SECURITY DEPOSIT:** Security Deposit, unless forfeited to the company in part or full, will be refunded without interest to the Contractor after six months from the date of competition of work as per the contract and after meeting all the contractual obligations.
31. **PAYMENT OF BILLS:**
1. Bill should be submitted Branch / Department wise to head of the E & M Department after completing servicing and refilling of fire extinguishers of all branches / offices of Bank. The tenderer has to complete fire fighting drill in all branches / offices before submitting the bill.
  2. The bill should be submitted in duplicate with service report of all the work duly signed by the concern officer of branches / offices.
  3. The Branch / Department head on receipt of the bills shall forward the same to the E & M Department with the following certificates.
  4. The Accounts officer will make the payment to the contractor against the bills after verification and approval of the concerned authority.
32. Income Tax/ Work Contract Tax or any other tax payable as per rule will be deducted from the bill of the contractor.
33. If the last date fixed for receipt and opening of the RFP happens to be a holiday, the RFP will be received on the next working day up to 14.00 hours and opened at 15.00 hours on the same day.
34. After completion of the evaluation, all the successful RFP's will have to remit the security deposit and execute an agreement in the specified form in a Stamp paper of Rs.100/ at his on expense. EMD remitted by the successful bidder will be adjusted in security deposit. On execution of the agreement work will be awarded to the bidders for the period of contract as specified in the RFP.

## **TECHNICAL BID :-**

1 Name and address of the RFP's  
with contact telephone No.

1. Present

2 Income Tax Permanent Account No

3 Service Tax Registration No.

4 Particulars of EMD

a) Amount remitted

b) DD/Cash receipt No. & date

5 Address and telephone numbers of workshop  
/ refilling centres of fire extinguishers.

7 Details of experience in service

/ refilling fire extinguishers

( Certificate to be attached )

## **COMMERCIAL BID**

Rate quoted for servicing / refilling per fire extinguishers and conducting fire fighting drill in all branches/offices.(inclusive of cost of spares & taxes other than Service Tax).

Type of fire extinguishers		Rate for servicing / refilling of one fire extinguisher including cost of spares, conveyance to exchanges and for conducting fire fighting drill in all branches /offices. Service Tax ( if any) Total Rate for servicing / refilling of one fire extinguisher including cost of spares, conveyance to exchanges and for conducting fire fighting drill in all branches /offices
Co2	3.5 Kg	
	4.5 Kg	
DCP	2 Kg	
	5 Kg	
ABC	5 Kg	
Water Co2	9 Ltrs	

I/We agree to abide by the terms and conditions as per RFP  
thereof suffix my / our sealed signature.

Place :

Signature of RFP's

Date : Seal.



**Annexure – A**

SR NO.	NAME OF THE OFFICE	TEL. NO.	UNITS FIRE EXTINGUISHERS				TOTAL
			WATER CO-2 (9 Liters)	DCP 2 K.G.	DCP 5 K.G.	CO2 3.5 K.G.	
1	Andheri (E) Br.	26838757	1	-	1	-	2
2	Bandra (E) -"-	26420007	1	-	1	-	2
3	Borivali -"-	28984473	1	1	-	-	2
4	Byculla -"-	23084158	1	1	-	-	2
5	Chembur -"-	25282561	1	-	2	-	3
6	Dashisar -"-	28931273	-	2	-	-	2
7	Ghatkopar(E)-"-	25069060	1	-	1	-	2
8	Goregaon -"-	28722131	1	-	1	-	2
9	Jogeshwari Ext. Counter	26855032	-	-	2	-	2
10	Kandivali (W) Br.	28051121	1	1	-	-	2
11	Khar (W) -"-	26461803	1	-	1	-	2
12	Kurla	26504611	1	-	1	-	2
13	Malad (E) -"-	28834440	1	1	-	-	2
14	Mulund (W) -"-	25600232	1	-	1	-	2
15	Pedder Road	23526783	1	1	1	-	3
16	Parel -"-	24708687	3	2	2	-	7
17	Prabhadevi -"-	24224456	2	1	-	-	3
18	Santacruz (E) -"-	26124209	1	1	-	-	2
19	Santacruz (W)-"-	26105701	1	-	1	-	2
20	Shivaji Park (Dadar) -"-	24302192	1	1	-	-	2
21	Sion. -"-	24073591	1	-	1	-	2
22	Umarchadi	23744104	2	2	-	-	4
23	Versova -"-	26362164	1	-	1	-	2
24	Vikhroli -"-	25781736	1	-	1	-	2
25	Vile-Parle(E)-"-	26141709	2	-	2	-	4
26	Y.C.P.	22028620	1	-	-	-	1
27	Y.C.P. Ext.	22028639	1	-	1	-	2
28	Oricon House	22886042	5	1	1	-	7
29	Chembur Internal Audit	25217534	2	-	1	-	3
30	Colaba Guest House	22843789	-	1	-	1	2
31	Prathamesh Guest House	24224622 24373210	-	1	-	1	2

SR. NO.	NAME OF THE OFFICE	TEL. NO.	UNITS FIRE EXTINGUISHERS					TOTAL	
			WATER CO-2 (9 Liters)	DCP 2 K.G.	DCP 5 K.G.	CO2 3.5 K.G.	CO2 4.5 K.G		ABC 5 K.G.
32	Head Office	22876015 to 20	17	1	8	-	10	4	40
33	Vashi ( Ext. Counter )	27891866	4	-	3	2	-	-	9
<b>Total</b>			21	1	11	2	10	4	49
+			37	17	23	2	-	-	79
<b>Total</b>			58	18	34	4	10	4	128