



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, LUCKNOW CIRCLE

RFP Ref. No. LUC/EMP/FIRE/2025-26/05

DATED: 28/01/2026

EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF EXTERNAL FIRE SAFETY AUDITORS/CONSULTING FIRMS
FOR CONDUCTING FIRE SAFETY AUDIT (FSA) FOR THE BANK BRANCHES / PREMISES
LOCATED UNDER THE JURISDICTION OF STATE BANK OF INDIA, LOCAL HEAD OFFICE
LUCKNOW CIRCLE

START DATE: 31/01/2026

CLOSE DATE: 20/02/2026 (BY 05.00 PM)

ADDRESS FOR COMMUNICATION

ASSISTANT GENERAL MANAGER (PREMISES & ESTATE)
PREMISES & ESTATE DEPARTMENT
1st FLOOR B-BLOCK, SBI LHO BUILDING,
MOTIMAHALMARG, HAZRATGANJ
LUCKNOW- 226001, UTTER PRADESH

ATTENTION FOR THE APPLICANTS:

- i. Applicants who are authorized dealers/manufactures of any one or more of the offered brands or equivalent brands of products and fulfilling the technical specifications and eligibility criterion as mentioned in EOI may only apply. Selection of Brand / Make is the sole discretion of the Bank.
- ii. The existing empaneled vendor on the Bank's panel who fulfill the eligibility criteria are also required to apply afresh. **The Firm/Contractor who has been delisted/debarred/Blacklisted their application will not be entertained.** The eligibility criteria, scope of the services to be offered, terms and conditions of selection and the detailed proforma for submission of the application for the purpose can be downloaded from our **website <<https://sbi.bank.in> or bank.sbi>** under '**SBI in the News**' => '**Procurement News**'.
- iii. Online uploading of signed and scanned copies of all documents with application forms through the SBI e-tender portal <https://etender.sbi> (No hardcopy accepted, except online mode).

Head of the department / NIT issuing authority

Date:

Place:



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, LUCKNOW CIRCLE

RFP Ref. No. LUC/EMP/FIRE/2025-26/05

DATED: 28/01/2026

NOTICE FOR EMPANELMENT
OF EXTERNAL FIRE SAFETY AUDITORS / CONSULTING FIRMS FOR CONDUCTING
FIRE SAFETY AUDIT (FSA) FOR THE BANK BRANCHES / PREMISES

LOCATED UNDER THE JURISDICTION OF
STATE BANK OF INDIA, LOCAL HEAD OFFICE, LUCKNOW CIRCLE

State Bank of India is a body corporate constituted under State Bank of India Act, 1955, having its Corporate Office at State Bank Bhawan, Madam Cama Road, Mumbai and one of its Local Head Office at Lucknow which expression shall mean and include its successors and assignees, hereinafter referred to as SBI / the Bank), represented by its authorized officer Assistant General Manager (P & E), SBI LHO Lucknow.

i. Name of Work:	The Bank hereby invites Expression of Interest (EOI) from the <u>External Fire Auditors/Consulting Firms for Conducting Fire Safety Audit (FSA)</u> . of the Branches under the administrative control of LHO Lucknow. Tender ID: LUC/EMP/FIRE/2025-26/05
ii. Availability of Empanelment Application forms:	Application forms and other documents can be downloaded from the Bank's website < https://sbi.bank.in or bank.sbi > under ' SBI in the News ' => ' Procurement N and SBI e-tender portal https://etender.sbi from 31.01.2026 to 20.02.2026 on 17:00 Hrs.
iii. Last Date & Time of submission of application on online e-tender portal:	Online uploading of signed and scanned copies of all documents with application forms through the SBI e-tender portal https://etender.sbi Upto 17:00 Hrs on 20.02.2026.
iv. Date and time of opening of online application:	20.02.2026 at 17:30 Hrs (Scrutiny of the document submitted online mode will start by the designated committee)
v. Validity of empanelment & review.	The panel shall be valid for a period of (03) Three Years from the date of intimation letter to the short-listed auditors/consultant firms which may be extended or curtailed at the sole discretion of the Bank. The panel of the auditors may be reviewed if the qualification is amended by the bank. The performance of the contractors - will be reviewed on



	yearly basis or as per discretion of the Bank for determining their continuation or removal from the panel during this period												
vi. Security Deposit.	The successful tenderer must submit Bank Guarantee/Security Deposit of 5 % of the contract value/work order value from a scheduled commercial bank other than State Bank of India. The Security deposit will be released only on successful completion of the project.												
vii. Agency for arranging online bidding / submission of empanelment documents	<p>M/s e-procurement Technologies Limited, A-201/208, Wall Street-II, Opp. Orient Club, Nr. Gujarat College, Ellis Bridge, Ahmedabad – 380 006. e-mail: etender.support@sbi.co.in +91 7859800624 / 9081000427 / 7859800609 <u>Call/write us for Registration / Approval / DSC Verification:</u> <u>Cell Number: +91 - 63532 17080, +91-9099090830</u> <u>Phone Nos. E Mail: info@abcprocure.com</u> <u>dsc@abcprocure.com</u> <u>For e-Tender Support:</u> If you need clarification regarding tender submission or technical support kindly contact following numbers:</p> <table border="1"> <thead> <tr> <th>Contact Number</th> <th>Name</th> <th>Email ID</th> </tr> </thead> <tbody> <tr> <td>7859800624</td> <td>Akhilad Rajput</td> <td>akhilad.rajpud@eptl.in</td> </tr> <tr> <td>9081000427</td> <td>Nandan Valera</td> <td>Nandan.v@eptl.in</td> </tr> <tr> <td>7859800609</td> <td>Nithya Vallavar</td> <td>Nithya@eptl.in</td> </tr> </tbody> </table>	Contact Number	Name	Email ID	7859800624	Akhilad Rajput	akhilad.rajpud@eptl.in	9081000427	Nandan Valera	Nandan.v@eptl.in	7859800609	Nithya Vallavar	Nithya@eptl.in
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2. The evaluation for inclusion on bank’s panel for the above said purpose will be based on the experience, reputation, empanelment with other Bank’s PSU’s, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be shortlisted for empanelment. Decision of the Bank regarding selection / rejection for empanelment will be final. **Mere submission of application does not guarantee for empanelment** or award of the work.

3. Intending applicants are required to submit their applications with full biodata giving details about their organization, experience, technical personnel in their organization, competence, and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential **which shall be final and binding upon the empaneled vendors.**



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4. Firm should visit the website till last date of submission for changes/ corrigendum if any. In case the date of opening of Applications is declared as a holiday, the Applications will be opened on the next working day at the same time.

5. The SBI reserves the right to cancel or postpone the Applications at any stage without assigning any reason.

6 For clarification, if any please contact **Chief Manager (Fire)**, Premises & Estate Department, SBI LHO, Lucknow on Mob. No. 0522-2295210 during Office hours.



GENERAL INFORMATION AND TERMS & CONDITIONS

1.0 ELIGIBILITY CRITERIA:

1.1 QUALIFICATION OF EXTERNAL FIRE AUDITORS / CONSULTING FIRMS

1.1.10 QUALIFICATION FOR FIRE SAFETY AUDITORS

a) Should have passed Station Fire Officers Course from National Fire Services College (NFSC), Nagpur or any equivalent organization and having minimum 5 years related experience in fire safety audit in the preceding years.

OR

b) Should be Graduate of Institution of Fire Engineers (India/UK) or passed BE/ B.Tech in Fire Safety Technology in any recognized institutions from any AICTE approved institutions or from any Universities recognized by UGC.

OR

c) A retired Fire Officer from SBI/PSB/PSU having above qualifications, provided they are not barred from re – employment in the Bank.

d) Maximum age should be less than 65 years only.

1.1.2 Mandatorily Requirement for the External Fire Safety Auditors:

- a. Must have acquire the qualification as mentioned in para 1.1.10 (a,b,c,d,& e), and technically & professionally sound.
- b. Must have completed minimum 500 Branches Fire Safety Audits in PSB/Other Organizations during last five years ending as on 31.12.2025.
- c. Should not debarred/delisted/or received letter for poor performance from the any organization during last three years.
- d. Age of the Auditor must remain more than 12 months/01 year as on 01.04.2026.

1.2 QUALIFICATION FOR CONSULTING FIRMS

i) Should have an average annual turnover of not less than Rs.10 Lacs of the estimated cost of the project/work, during the best 3 years, out of 05 years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25) ending on 31st March 2025 of the previous year for fire related consultancy and advisory services and not from sale of the firefighting equipment, verifiable from audited balance sheet, if other wise, CA certificate to this effect may be submitted with the Balance sheet.

ii) Fire auditors detailed by the firm for fire audit in should have same qualification as mentioned above in at Para 1.1.10 (a,b,c,d,& e). The firm should give a certificate to this effect to the



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auditors detailed by them, on their letter pad, duly countersigned by the Fire Officer of the Circle.

iii) Fire Auditors assigned to the Bank for audit purposes should be an employee of the consulting firm.

2.0 EXPERIENCE OF FIRE CONSULTING FIRMS IN THE FIELD OF FIRE SAFETY AUDITS:

- a. The Firm/agency should have **minimum 03 – years’ experience** to carry out the fire audit work at reputed organizations such as PSU / Nationalized Banks/ Large Pvt. Sector/Institutions etc. The details of the work carried out in last 03 years by the firms should be enclosed as **Annexure-A**.
- b. It should be **registered in India under the Indian Companies Act of 1956** or any other act as applicable. Please enclose certificates or affidavit of ownership in case of proprietorship as **Annexure-B**.
- c. The Firm/agency should have all statutory registrations like IGST, GST, and PAN etc as applicable. Copy of the registration certification enclosed as **Annexure-C**.
- d. The Firms should comply with all the labour Laws, Rules and Regulation of State and Central Government.
- e. The short listing of firms/agencies will be done after scrutinizing and verification of the documents, work carried out / experiences /site visit etc.

Note: -

- i. The Fire auditors should have their own laptop and data card for submission of soft copies of the audit reports to the concerned entities. No changes in this regard will be payable by the bank.
- ii. The Fire Safety Auditors are required to furnish their PAN Number, Aadhar card, registration details etc.
- iii. The Bank may reject incomplete / applications received after due date and time and also reserves its right to cancel empanelment by giving a notice of **one month** without assigning any reasons.
- iv. If number of applications received will be more, then most experienced auditors/firms shall be considered for empanelment.
- v. The successful Fire Auditors / Fire Consulting Firms preferably should have their account in State Bank of India, the detail of which shall be furnished at the time of carrying out tendering process. Successful Fire Auditors / Fire Consulting Firms shall open an account in SBI, if not having already.



- vi. The Bank reserves the right through the **Bank's Fire Officer** to make changes in method and specifications of work within the overall framework of the terms and conditions.

3.0 INSTRUCTIONS & GENERAL TERMS & CONDITIONS:

- i. Only those Agencies/Firms/individual auditors who fulfill the eligibility criteria **may only apply on the prescribed format** as per Form – I & Form- II. The application shall be filled in English, and it should be accompanied by copies of technical Qualification and work experience in the relevant field duly signed and stamped on each page. Duly filled application shall be submitted in **a scanned copy (online portal)**.
- ii. The Technical Bid (instructions, terms & conditions, specifications, brochures, copies of the certificates/work orders etc) should be submitted online mode only. EMD by way of **Demand Draft of Rs.35,000/-** (Rupees thirty-five thousand only) in favor of State Bank of India, payable at Lucknow **as a refundable 'Participation Fees'** will be submitted in physical form before the price bid (after short listing of external auditor/consulting firm). No need to submit EMD during the sort listing process.
- iii. The **firms/individual auditors** who qualify in the technical bid **will only be asked** for submission of price bid on latter dates. The format of price bid and the date of submitting financial/price bid will be intimated to all the successful bidders through letter/e-mail. The date of opening of financial/price bid will be intimated to the successful bidders through e-mail or letter.
- iv. It is hereby clarified that the Bid/ response to the tender should be submitted in the exact format given herein without making any changes/alterations to the tender document. Any change/alteration made to the tender document by the participant would make his Bid/ response to the tender void and the same shall be liable to be rejected by the Bank without further going into the merits of the tender. It is also clarified that in case of any difference/change between Bid/ response to the tender document submitted by the participant and the tender document maintained by the Bank, would be considered as authentic and binding on the participant.
- v. **Amendment:** At any time before the last date and time for submission of response to the tender, the Bank may, for any reason, modify the tender document, by an amendment that would be displayed on Bank's **website <<https://sbi.bank.in> or bank.sbi>**; the Bank would make no other intimation in this regard. It would be the sole responsibility of the firm to submit bid / proposal incorporating amendments, if any.
- vi. **Disclaimer:** The tender would bind the Bank neither in any contract nor in an offer of an assignment/contract. The Bank reserves the right to accept any bid/ proposal or reject any or all the bids/ proposals received in response to the tender and to cancel the entire process at any time prior to award of the assignment/contract, without thereby



- incurring any liability to the affected respondent/s. The Bank shall not be bound to offer any reasons for such acceptance/ rejection nor shall entertain any correspondence with the rejected respondents in this matter. The Bank reserves the right to cancel the empanelment process altogether at any time for any reason whatsoever. Purely as the discretion of the Bank.
- vii. The bidding would be carried out as per the Technical Bid and other terms & conditions.
 - viii. Bank may reject the bid outright in case the required documents as mentioned in the Requestfor Proposal are not found enclosed.
 - ix. All Annexure must be clearly mentioned as **Annexure-A, Annexure-B** and **Annexure-C** etc.,should be sequentially attached, and flagged neatly.
 - x. Bidder should not submit documents which are not asked for, such as additional work ordersCompany profile etc shall not be appreciated.
 - xi. The panel will be valid for an initial period of **03 Yrs.** or less than **65 Yrs of age** of auditor (whichever is earlier for the individual auditor) from the date of intimation letter to the short-listed applicants which maybe extended or curtailed at the sole discretion of the Bank. It is an ongoing process, and the agencies/firms/auditors can apply any time throughout the year. The applications shall be processed during review of empanelment every year.
 - xii. The list of technical qualified staff along with the qualification certificates as mentioned above Para 1.1.10 with contact addresses, telephone numbers, email id etc. should be enclosed.
 - xiii. Conditional tenders will not be acceptable. It will be summarily rejected.

4.0 OTHER TERMS AND CONDITIONS

- i.The fire safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the safety audit **at their cost**. All the rates quoted **against each category must include conveyance, lodging expenditure required for men and material. No further enhancements in the quoted rates are permissible.**
- ii.Adequate care should be taken by the auditor during the verification, measuring and recording of the data.
- iii.Any damage to the Bank's property, equipment's under testing and measurement during the firesafety audit will be charged to the firm or deducted from the payment due to the fire safety auditor / Consultant.
- iv.Bank will not be responsible **for any accidental injury/death** to any of the operating personnel involved in the audit procedure. Personnel should be well trained and should have



- adequate knowledge of fire safety aspects and handling of fire safety equipment.
- v. The Fire Auditor should submit Excel based audit reports or any other soft form (soft copy) to the Fire Officer at LHO and also to the branch as per the format given by the Bank along with the hard copy duly certified by the Branch Manager.
- vi. The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to LHO and branch well in advance for necessary coordination.
- vii. In case of Non submission of report on the required format/required number of copies; the Bank may not release the payment for the audit.
- viii. Over writing should be avoided and corrections if any should be duly authenticated.
- ix. No inconvenience should be caused to staff/customer during working hours while conducting the fire safety audit.
- x. If the bank finds that the Auditor has not completed the fire safety audit task up to its satisfaction, the bank reserves the right to ask for re auditing the premises without any additional cost to the bank.
- xi. The firms/individual will be liable to arrange insurance cover for its employees / engineers etc., involved in the fire safety audit work and the bank would not be liable to pay any damages etc. in case of injury / death of its employees/individuals.
- xii. Any unsafe condition or situation arising/ observed during the course of doing the job should be stopped immediately and report to the Branch Manager.
- xiii. The Fire Auditors / Fire Consulting Firms shall be responsible for the application and compliance of labour laws, all other social security enactments applicable to such work & workmen and compensation for injury and accident to person(s), if engaged by him for the job.
- xiv. Smoking and Tobacco/alcohol consumption by Fire Auditors is prohibited on work site.
- xv. Any injuries sustained by the Fire Auditors / Fire Consulting Firms at the workplace during the performance of fire safety audit in the branch premises will be at his sole-responsibility.
- xvi. The Fire Auditors / Fire Consulting Firms must clearly understand that he is bound by the contract to ensure all necessary personal protective equipment's are used, as required, for a particular job.
- xvii. The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of SBI and shall fulfill best auditing practices in the Bank.
- xviii. In case of any dispute the procedure (**under Arbitration Act**), as laid down in documents, will be taken recourse to. The courts at Lucknow shall alone have jurisdiction in this regard.
- xix. The Fire Auditors / Fire Consulting Firms shall maintain total and complete secrecy and



hereby assures not to communicate or allow to be communicated to any person or divulge in any way or manner, any matter/information relating to the ideas, concepts know-how, technique, data, facts, figures, constituents and all information gained during the work, whatsoever, concerning and relating to the bank and its constituents.

xx. The Fire Auditors / Fire Consulting Firms shall not disclose or divulge any information regarding the security of the branches and the status of Fire Fighting capabilities, preparedness to any other person in any way or manner and in case of breach of these terms the Bank will be entitled to take any action as per the law.

xxi. The Fire Auditors / Fire Consultation Firms shall not use logo and name of the State Bank of India on their letter head, sign board and rubber stamp etc.

5.0 SCOPE OF WORK FOR FIRE SAFETY AUDIT

- 5.1 Fire Safety Audit of the branches/offices shall be carried out as per the prescribed format provided by the bank. Two copies of the reports shall be prepared with signature / seal of the Branch Manager.
 - a. **One copy** of it will be submitted to the Branch Manager.
 - b. The **second copy** of the Fire Audit report duly acknowledged by the Branch Manager under his seal shall be submitted to the Fire Officer at the Local Head Office along with the bills to be paid. **Once the audit reports/bills are verified by the Fire Officer these will be forwarded to the LHO/AOs/RBOs for payment and compliance.**
 - c. The bank can ask for additional copies (soft/hard) if required.
- 5.2 The fire safety audit should be carried out with the view of the following points and standards like **National Building Code-2016, IS: 2189, IS: 2190, IS: 15683 etc.** The audit report should be comprehensive of all the particulars and important points are as under:
- 5.3 Total Carpet Area (Sq ft.), Classification of Building and Electrical Load (in KW).
- 5.4 General Housekeeping & Fire Load.
- 5.5 Storage racks in Stationary/Record room kept at a safe distance from electrical points / switch / junction boxes.
- 5.6 Physical inspection of the building with reference to applicable Indian Standard, State Fire Safety norms, NBC 2016, other relevant codes of Practice & Identifying fire hazards.
- 5.7 All fixed Firefighting Installation of building (e.g. Hydrant, wet riser, sprinkler, hose reel hose etc.).
- 5.8 Review & Testing of protection device/system of all fire installations in the building like Automatic Fire Detection & Alarm system/fire extinguishers etc and their details of validity of Annual Maintenance Contract (AMC).
- 5.9 Requirement for the server and ups room (Server & UPS room's walls, False Ceiling, Fire

resistant doors, Timer device of AC Units).

- 5.10 Exit and Evacuation Preparedness.
- 5.11 Inventory of fire extinguishers and their servicing and maintenance record.
- 5.12 Training of staff and security personnel from the fire safety point of view.
- 5.13 Checking and raising awareness of Staff members/ employees occupying the premises.
- 5.14 Review of flammable substances in the Premises like LPG gas cylinder used in Pantry etc.
- 5.15 Operational Procedures and efficiency of Diesel Pump, Jockey Pump.
- 5.16 Inspection and authentication of Installed Fire Suppression System, i.e. Fire Pumps, Sprinkling System, Fire Lines, Valves, Hoses, Hydrants and Hose reels
- 5.17 Inspection of Fire Extinguishers and Automatic Fire Detection and Alarm system.
- 5.18 Testing should be done appropriately with help of internal team of the Bank staff.
- 5.19 Verification of occupants" response to FIRES, and their capacity to handle FIRE.
- 5.20 Review of Escape Routes and Signage etc.
- 5.21 Review of Occupants" knowledge on the use of Fire extinguishers.
- 5.22 Electrical fire safety should be checked, some of the points are as under:
- 5.23 Main Supply Switch / MCB to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.
- 5.24 Whether MCCB/MCB/ELCB is provided and apparently in order.
- 5.25 All equipment like Air Conditioning units, Distribution / Junction boxes, Server, Computer units etc have been given supply through an MCB (Miniature Circuit Breaker) of proper capacity.
- 5.26 Are electrical wires properly covered /insulated to prevent short circuiting etc.?
- 5.27 Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment's ?
- 5.28 Are electrical covers in place for junction boxes Outlets and panel boards / Electrical audit last carried out.

6.0 THE SHORTLISTING PROCEDURE AND TERMS AND CONDITIONS:

- i. Online application containing EOI application & documents (sealed & signed) received on schedule date and time will be opened in the presence of the committee members. The EOI will be evaluated and those who are found eligible will be short listed as per eligibility criteria.
- ii. The firms/ Individual auditors who qualify in the technical bid will only be **invited for the pre price bid (date will be intimated latter)** and subsequently, the format of price bid tender documents will be issued to them. The date of submission & opening of the financial/price bid will be intimated to all the successful bidders through letter/e-mail.
- iii. The price bids shall be invited through online (e-tender/GeM portal) in presence of the committee members.
- iv. Rate-Contract will be valid for 36-months from the date of the issuance of work order. No price hike shall be permitted during this period. The rates may be reviewed on the basis of



market trend. Fresh price may be invited after one year if Bank desired.

- v. It will be mandatory to accept work of regions comprising of urban semi urban as well as rural branches and also Bank has a right to allot the work / areas / region to any Firms as per banks requirements.
- vi. In case any firm/contractor failed/refused to undertake the allotted work due to any reason, the clause of forfeiture of Security Deposit will be invoked and the work allotted to the firm will be distributed among other empanelled firm/contractors.
- vii. Bank reserves the right to allocate any region or branch as per their requirement of the bank to the empaneled auditors at the L-1 rate (who soever accepted).
- viii. Bank reserves the right to **delist** the Fire Safety Auditor/firms at any stage **in the event of failure of non-response, non-commitment, and non-completion / poor reporting of audit report of the assigned task as per tender terms and conditions**. Moreover, if any firm/individual auditor fails to audit the assigned branches in the stipulated time frame, the bank reserves the right to allocate the remaining branches to other empaneled firm/auditor without assigning any reason.
- ix. Bank reserves the right to review the list of the panel of Auditors, If qualifications of fire safety auditors is amended as mentioned in the qualification criteria Para (a) as above.

7.0 EXECUTION OF CONTRACT / TRANSFER AND SUBLETTING:

- i. The Agencies/Firms shall be solely responsible for the execution of the contract and the whole contract is to be executed to the entire satisfaction of the Bank.
- ii. The Contractor shall not sublet, transfer, assign or otherwise part with the contract to any person, firm or company directly or indirectly, or any part thereof.
- iii. In case of any deviation of the said instructions is detected / observed during the currency of the contract the said auditor/firm/agency would be liable to be de-listed/de empanelled from the bank.

8.0 PERFORMANCE GUARANTEE DEPOSIT & PENALTY:

- i. In case, the firm fails to carry out the audit work within the stipulated time frame from issuance of the work order, the Bank shall impose a penalty of **Rs.100/ per branch per week** for the remaining branches till the completion of the work.
- ii. Bank Guarantee (Security Deposit) of **05 % of total contract value/work order value** shall be deposited with the Bank till completion of the allotted work from the date of awarding the contract. In case firms fail to carry out the Audit work the bank reserves the right to **cancel the whole contract, partially or fully and forfeit the Security deposit**



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and allot/award the contract to any other firm at the sole discretion of the bank.

- iii. This penalty shall not apply in case of delays caused by so called acts of God / Riots/ Bandhs / Civil Disturbances etc. **to the satisfaction** of the bank.

9.0 MODE OF PAYMENT:

- a) The bills shall be paid by the LHO, **after receiving the satisfactory audit reports, scrutinized, and endorsed by the Circle Fire Officer** at LHO Lucknow.
- b) No advance payment will be made by the Bank.
- c) Taxes shall be paid extra as applicable.



(On bidders letter head)

ANNEXURE-I

Ref, No.

Date:

Assistant General Manager (P&E)
State Bank of India,
Premises & Estate Department,
Local Head Office, Motimahal Marg, Hazaratganj Lucknow-226001

Dear Sir,

APPLICATION FOR THE FIRE SAFETY AUDITOR/CONSULTANTS TO CONDUCT FIRE SAFETY AUDIT OF BRANCHES/OFFICES OF STATE BANK OF INDIA, LUCKNOW CIRCLE

With reference to advertisement notification **No. LUC/EMP/FIRE/2025-26/.....**dated.....,for the captioned work.

We enclose herewith our Biodata as per the enclosed format (Form-I/II) along with xerox copies of supporting documents duly signed and stamped by undersigned on each page.

I / We are agreeable to the terms and conditions and will submit Security Deposit in the form of Bank guarantee of **05 % of total contract value / work order value** to the State Bank of India, payable at Lucknow, in case of our firm is shortlisted.

I clearly understand and undertake that if the qualification of Fire Safety Auditors will change by the Bank in future, our eligibility shall be reviewed for the qualified list of the panel.

I clearly understand & undertake that Bank is not bound to accept my application and Bank's decision in this regard will be full and final and binding on me.

Thank you,

Yours faithfully,

(Signature & seal of applicant)



Form-1

APPLICATION FOR FIRE SAFETY AUDITOR OF SBI, BRANCHES/ OFFICES
IN LUCKNOW CIRCLE

(Please fill in English only strike-off whichever is not applicable)

S.No.	Description	Particulars	Proof details to be enclosed with proper flags
1.	Name		
2.	Date of Birth (Address proof enclosed)		
3.	Age as on 01.04.2026		
4.	Full Postal Address		
5.	a. PAN (copy enclosed) b. GST c. IGST		
6.	Contact Details: i. Phone No. with STD code, ii. Mobile No. iii. FAX No. & iv. E-mail address		
7.	Postal Address of sub offices if any in State of Bihar & Jharkhand and Phone / Fax/Mobile Numbers, & E-mail address	1.	
		2.	
8.	Details of registration Name of the registering authority, date and registration number (enclose documentary proof as Enclosure		



9.	Details of registration / empanelment with different Organizations such as State Govt. /CPWD / PWD / ONGC / PSU / Nationalized Banks / Reputed establishments etc. if so, in which class and since when? (Enclose documentary proof)	Yes/No	
10.	Numbers of years of experience in this field.		
11.	Whether last three years IT return filed (Please enclose copies of IT return for the year 2022-23,2023-24 & 2024-25) as Enclosure)		
12.	Membership in other Professional Association (if any) (with documentary proof):	Yes/No	
13.	Other Training / Certification / Experience With documentary proof)	Yes/No	
14.	Please mentions whether your any relative(s) is (are) working in the State Bank of India with Name, relationship, address & present posting etc.		
15	I have not debarred/delisted/Rated Poor Performance by the any organization during last three years.		

15. Education /Professional Qualifications:

S.No.	Class	Year of passing	subjects	Examination passed from Board / University	% marks
i.					
ii.					
iii.					
iv.					
v.					

16. Experience Copies of the work experience certificates to be enclosed)

S. No	Post held	Name of Organization	From	To	Nature of Duties performed
-------	-----------	----------------------	------	----	----------------------------



i.					
ii.					
iii.					
iv.					

17. Details of fire safety audit works carried out during last five years by the Auditor

S.No.	Name of the work(only in fire safetyaudit related)	Organization & Place	Year of Execution	Name of the Authority under whom work is executed with their address and contact numbers
i.				
ii.				
iii.				
iv.				

I / We have read and understood the Expression of interest letter and this application form along with enclosures and my / our firm full fills the eligibility criteria for fire consultants.

I / We hereby confirm and certify that the information given above is correct & true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I / We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully, and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-listus and / or may take any appropriate action against us.

I / We also understand that partly / wrongly filled application and / or applications not on prescribed Pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitles us to be necessarily enlisted/ pre-qualified by the Bank and Bank reserves its right to reject all and / or any application without assigning any reason whatsoever.

PLACE:

SIGNATURE

DATE:



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, LUCKNOW CIRCLE

RFP Ref. No. LUC/EMP/FIRE/2025-26/05

DATED: 28/01/2026

CHECK LIST FOR INDIVIDUAL AUDITOR/FORM-I

Name of the Fire Safety Auditor: _____

S. NO.	Particulars of the documents Enclosed	Enclosed as	SUBMITTED (Yes/ No)
1.	Covering letter	Enclosure A. Annexure-I	
2.	Application	Enclosure B. Form-1 as applicable	
3.	Age proof certificate	Enclosure C. Age proof certificate	
4.	Copy of the PAN no.	Enclosure D	
5.	Copy of the address proof	Enclosure E	
6.	Number of experiences in this field	Enclosure-F	
7.	Certificates of qualifications	Enclosure G	
8.	IT returns for FY (2022-23 ,2023-24 & 2024-25)	Enclosure H	
9.	Medical fitness certificate to undertake the task	Enclosure I	
10.	Documentary proof of empanelment with other organization	Enclosure J	
11.	Details fire audit work in hand	Enclosure K	
12.	Details of the fire audit work carried Out in last three years	Enclosure L	
13.	Undertaking letter he is not barred from re-employment in the Bank (applicable for retired SBI FOs)	Enclosure M	
14.	Undertaking for not debarred / delisted / Rated Poor Performance by the any organization during last three years	Enclosure N	
15.	Undertaking for conducted 500 Nos Branches/Establishments in PSB/Other Organization during last five years ending as on 31.12.2025 -Supported by Bills/Work Completion Certificate.	Enclosure O	

Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 15 in the given order

(Authorized signatory) SEAL

Date:

Place:



APPLICATION FOR FIRE SAFETY CONSULTANTS/FIRMS
SBI, BRANCHES/OFFICES IN LUCKNOW CIRCLE

(Please fill in English only strike-off whichever is not applicable)

S.NO.	DESCRIPTION	PARTICULARS	Proof details to be enclosed with proper flags
1.	a. Name of the Firm/Agency		
	b. Full Postal Address of the Firm		
	c. Contact Details: i. Phone No. with STD code, ii. Mobile No. iii. FAX No. & iv. E-mail address		
2.	Postal Address, Phone /Fax/Mobile Numbers, & E-mail address		
3.	Year of Establishment of Firm (enclose documentary proof as enclosure- A)		
4.	Constitution of firm (enclose documentary proof as Enclosure- B)	Partnership/Sole Proprietor /Private Ltd. / Any other (please specify with support documents)	
5.	Name (s) of authorized signatory with designation.		
6.	Details of registration – whether partnership firm, company etc. Name of the registering authority, date and registration number (enclose documentary proof as Enclosure- C)		



	Details of registration / empanelment with different Organizations such as State Govt./CPWD / PWD / ONGC / PSU / Nationalized Banks / Reputed Establishments etc. if so, in which class and since when? (Enclose documentary proof as Enclosure-D)	Yes/No	
7.	Numbers of years of experience in this field.		
8.	Yearly profit of the Firm during last three financial years ending march FY (2022-23,2023-24& 2024-25) and furnish chartered accountant's certificate only as Enclosure –E)	2024-25 = Rs. 2023-24 = Rs. 2022-23= Rs. Average = Rs.	
9.	Banking Details a) Banker's Name: b) Full Postal Address: c) Telephone No.: d) Account No.: e) Type of Account:		
10.	PAN No, GST, IGST (Enclosure-F)		
11.	Whether Registered with Tax Department, If Yes, GSTs Nos. (Enclose as Enclosure-G)		
12.	Whether last three years IT return filed for FY (2022-23,2023-24& 2024-25) (Please enclose copies of IT return Enclosure-H)	Yes/No	
13.	Details of works in hand (enclose as Enclosure-I)	Please enclose copies of work order certificates.	
14.	Details of Fire Safety Audit works carried out during last five years and list of Clients whose work has been	(as per attached format –Annexure-II)	



	undertaken (proof of work order as well as completion certificate to be attached)		
15.	Name and qualification of technical personnel / Fire Engineers (Enclosure-J) (With documentary proof)		
16.	Membership in other Professional Association (if any) (With documentary proof):		
17.	Other Training / Certification / Experience With documentary proof)		
18.	Please mentions whether your any relative(s) is (are) working in the State Bank of India with Name, relationship, address & present posting etc.		

I / We have read and understood the Expression of interest letter and this application form along with enclosures and my / our firm full fills the eligibility criteria for fire consultants.

I / We hereby confirm and certify that the information given above is correct & true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I / We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully, and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-listus and / or may take any appropriate action against us.

I / We also understand that partly / wrongly filled application and / or applications not on prescribed Pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitles us to be necessarily enlisted / pre-qualified by the Bank and Bank reserves its right to reject all and / or any application without assigning any reason whatsoever.

Seal of the Firm

(Signature of Authorized Signatory)

Place/Date:

(Name:)



ANNEXURE-II

**DETAILS OF FIRE SAFETY AUDIT WORKS CARRIED OUT DURING
LAST FIVE YEARS BY THE FIRM/AGENCY**

S.No	Name of the work (only in fire safetyrelated)	Organization & Place	Year of Execution	Name of the authority under whom work is executed withtheir address and contact numbers
i.				
ii.				
iii.				
iv.				

Note: Please enclose supporting documents (i.e. work order / certificates) of work experience issued by the client.

(Authorized signatory)

Seal & Date



CHECK LIST FOR CONSULTANCY FIRM/FORM-II

Name of the Firm/Establishment:

S. NO.	Particulars of the documents Enclosed	Enclosed as	SUBMITTED (Yes / No)
1.	Covering letter	Enclosure A	
2.	Application (Form-2)	Enclosure B	
3.	Year of establishments	Enclosure C	
4.	Constitution of Firm	Enclosure D	
5.	Registration of company	Enclosure E	
6.	Documentary proof of empanelment with other org.	Enclosure F	
7.	Yearly turnover of the firms last three years audited	Enclosure G	
8.	Copy of the PAN no.	Enclosure H	
9.	Whether registered with sale tax deptt. GSTs etc. IF YES	Enclosure I	
10.	IT returns for the FY (2022-23,2023-24& 2024-25) (ITR certificate enclosed)	Enclosure J	
11.	Registration certificate with the State Govt.	Enclosure K	
12.	Details fire audit work in hand	Enclosure L	
13.	List of the fire professionals and their proof of qualifications	Enclosure M	
14.	Details of the major Fire Safety Audit work carried out from last 5 years including min 02- Public Sector Bank as Annexure-II.	Enclosure N	
15.	Undertaking for not debarred / delisted /Rated Poor Performance by the any organization during last three years.	Enclosure O	

Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 15 in the given order.

(Authorized signatory)

SEAL