

**RESERVE BANK OF INDIA
HUMAN RESOURCE MANAGEMENT DEPARTMENT
LUCKNOW**

**NOTICE FOR EMPANELMENT OF FIRMS/COMPANIES/AGENCIES FOR
PROVIDING FIRE FIGHTING SERVICES IN THE BANK'S PREMISES**

Reserve Bank of India, Lucknow invites applications for empanelment of firms/companies/agencies for providing services of fire fighting personnel at the Bank's premises at 8-9, Vipin Khand, Gomti Nagar, Lucknow, Uttar Pradesh.

Only those firms/companies/agencies that fulfil the minimum conditions as prescribed in the tender forms will be considered for the contract.

The tender forms in two parts, (technical bid and financial bid with details) can be obtained free of cost from the enquiry office of the Reserve Bank of India, Vipin Khand, Gomti Nagar, Lucknow-226010 **on any working day between 10.00 a.m to 2.00 p.m from 30.01.2012 to 17.02.2012.**

The tender forms and other details can also be downloaded from the Bank's website www.rbi.org.in. The Tender shall be prepared in two parts, i.e, technical bid and financial bid and submitted separately in sealed envelopes with proper marking as to Technical Bid and Financial Bid on the envelopes. Both the envelopes kept in a separate envelope shall be superscribed "**Empanelment of Firms/Companies for providing services of Fire Fighting Personnel on Contract Basis** to Reserve Bank of India, Lucknow" and addressed to General Manager-in-Charge, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow - 226010 may be dropped in the tender box kept in the enquiry office of the Bank **on or before 3.00 p.m on 17.02.2012.** Tenders received after the due date and time will not be accepted. The Bank reserves the right to reject any or all of the tenders without assigning any reason thereof.

General Manager-in-Charge

**RESERVE BANK OF INDIA
HUMAN RESOURCE MANAGEMENT DEPARTMENT
LUCKNOW**

Empanelment of Firms/Companies for providing fire Staff on Contract Basis

General Instructions

1. Reserve Bank of India, Lucknow intends to prepare a panel of reputed firms/companies/contractors engaged in providing the services of Fire Staff (Ex-Servicemen or properly trained fire personnel) on contract basis for providing fire safety services (fire safety, manning fire console, holding and maintaining fire safety equipments like fire alarm, hydrants, wet riser system, fire extinguishers, training of general staff, liaison with local fire brigade etc.) round the clock for seven days in a week at our office premises located at 8-9, Vipin Khand, Gomti Nagar, Lucknow for an initial period of 12 months w.e.f April 01, 2012 as per laid down contractual obligations. However, the contract can be extended further subject to satisfactory performance of the staff deployed and adherence to contractual obligations by the concerned firm/company/contractor.
2. Interested applicants are required to submit application in the prescribed pro forma, **addressed to the General Manager-in-Charge, Reserve Bank of India, Human Resource Management Department, 8-9, Vipin Khand, Gomti Nagar Lucknow – 226 010** furnishing details about Organisation, experience, availability of trained personnel, training facilities available, compliance with relevant laws, financial standing, adherence to Minimum Wages as laid down by the State/Central Govt. and competence. The information so furnished will be kept confidential.
3. A format of Client's Certificate as per Annex-II and Banker's Certificate is to be attached along with the application. The applicant has to submit the 'Client Certificate' from at least two clients in their official sealed cover. Similarly, the applicants may submit the 'Bankers Certificate' from their banker/bankers in the bank's sealed cover.
4. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
5. Application containing false or inadequate information is liable for rejection.
6. The Tender shall be prepared in two parts, i.e, technical bid and financial bid and submitted separately in sealed envelopes with proper marking as to Technical Bid and Financial Bid on the respective envelopes. Both the envelopes kept in a separate envelope shall be super scribed " **Empanelment of Firms/Companies for providing Security Guards on Contract Basis** to Reserve Bank of India, Lucknow" and addressed to General Manager-in-Charge, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow - 226010. Telegraphic, Fax and E-mail, tenders will not be accepted. The full name, postal address, e-mail address and telefax /

telephone number of the tenderer shall be written on the bottom left corner of the sealed envelope. Insertions, post scripts, additions and alterations shall not be valid unless confirmed by the signature of tenderers. All copies of the tenders should be complete in all respects with all attachments/enclosures/annexures.

7. Incomplete forms or tender without proper documentary evidence etc. (wherever demanded) will be summarily rejected by the Bank.
8. **The tender forms may be submitted latest by 3.00 PM on February 17, 2012. The forms received after the said date and time will not be accepted.**
9. **OPENING OF THE TENDER:** The Part I (Technical bid) of the tender will be opened on the same day (February 17, 2012) at 4.00 PM. Those tenderers who would like to be present at the time of opening may note the date above and time and no separate intimation will be given in this regard.
10. **OPENING OF FINANCIAL BID:** The Part II (Financial Bid) of only those tenderers who qualify the technical bid would be opened on a subsequent date, for which the intimation would be given to the qualifying tenderers.
11. Financial bids of only those companies/firms who qualify the technical bid will be opened.
12. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
13. Clarifications, if any, may be obtained from **the Deputy General Manager (HRMD)/Assistant Manager (Security), RBI, 8-9, Vipin Khand, Gomti Nagar, Lucknow – 226 010**

TERMS AND CONDITIONS FOR AWARDING THE CONTRACT

General

- (i) Total number of Fire men and Fire Supervisor/Lead Fireman required is 09 (01 Supervisor, two Leading Firemen and 06 Firemen)
- (ii) Fire Supervisor/Leading Fireman should have minimum six years experience
- (iii) Fireman deputed must be qualified one with minimum three years experience and will not be changed/transferred within one year of deployment.
- (iv) The deployed fire personnel should not be within five years of their service retirement.
- (v) Any shortfall of manpower due to illness/other reasons will be made up by the agency/contractor on ad hoc basis. Such replacements should also be fulfilling the minimum experience criteria as mentioned earlier.
- (vi) Reporting on all matters by the fireman deployed will be to the Security-in-Charge of RBI.
- (vii) The firemen deployed by the agency/contractor would be functioning under the overall supervision of the Security-in-Charge of RBI.

Specific

- (i) On award of Contract, the Contractor shall obtain the necessary license under the Contract Labour (Regulation and Abolition) Act, 1970 within a month (if not already obtained), at his own cost and comply with the provisions of the Act and the rules made there under by the Government from time to time.
- (ii) The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the Reserve Bank of India, Lucknow shall accrue/arise implicitly or explicitly. It will be the responsibility of the Contractor to ensure that no liability on this count should come on Reserve Bank of India, Lucknow in respect of workers deployed by him.
- (iii) For performing the assigned work, the contractor shall deploy medically and physically fit persons (Firemen preferably below 40 years). The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst the Ex-servicemen or properly trained fire men (Lead Fireman/Supervisor preferably have 6 years fire fighting experience) of high integrity and good conduct and shall be conversant in the local language i.e. Hindi. In no circumstances, Firemen & Supervisor below 18 years of age should be employed.
- (iv) On taking over the responsibility of work assigned, the Contractor shall formulate the mechanism and duly assigned work to its personnel in consultation with the General Manager-in-Charge, Reserve Bank of India,

Lucknow, or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the General Manager-in-Charge, Reserve Bank of India, Lucknow for further streamlining their system. The contractor shall further be bound by and carry out the directions/instructions given to him by the General Manager-in-Charge, Reserve Bank of India, Lucknow or the Officer designated by the General Manager-in-Charge in this respect from time to time.

- (v) The General Manager-in-Charge, Reserve Bank of India, Lucknow or any other persons authorized by the General Manager-in-Charge shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties effectively.
- (vi) In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Reserve Bank of India, Lucknow in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Reserve Bank of India, Lucknow in case any of the aforesaid acts on the part of the said person.
- (vii) The contractor shall carefully and diligently perform the work assigned to him in consultation with RBI, Lucknow.
- (viii) The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or sublet the contract or any part share thereof or any interest therein without the prior written consent of the employer and no under taking shall relieve the contractor for the full and entire responsibility of the contractor from active superintendence of the works during their progress.
- (ix) The contractor shall submit details, such as names, parentage, residential address, age etc. along with recent photograph of the persons deployed by him/her. For the purpose of proper identification of the employees of the contractor deployed for the work, he/she shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty. The persons so deployed by the contractor shall also display the identity cards provided by Reserve Bank of India, Lucknow.
- (x) The contractor shall be liable for the payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
- (xi) The contractor shall at his own cost take necessary insurance cover in respect of the aforesaid services rendered to Reserve Bank of India, Lucknow and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and/or any other rules/regulations and/or statutes that may be applicable to them. It may be noted that being a Statutory Body established under an Act of the Parliament, Reserve Bank of India is liable

- to pay minimum wages as specified under the Central Minimum Wages Act.
- (xii) The contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the Reserve Bank of India, Lucknow indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the Reserve Bank of India, Lucknow shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the contractor's monthly payment and Security Deposit.
 - (xiii) The contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized Officers of Reserve Bank of India, Lucknow.
 - (xiv) The contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the Reserve Bank of India, Lucknow or by account payee cheque or through ECS/NEFT or other electronic media directly in the account of employed persons and shall on demand furnish copies of wage register/muster roll, etc. to the Reserve Bank of India, Lucknow for having paid all the dues to the persons deployed by him/her for the work under the Agreement. This obligation is imposed on the contractor to ensure that he/she is fulfilling his/her commitments, towards his/her employees so deployed, under various Labour Laws, having regard to the duties of Reserve Bank of India, Lucknow in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
 - (xv) The contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at Reserve Bank of India, Lucknow in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.
 - (xvi) Payment of bill by RBI, Lucknow for the services rendered hereunder shall be a fundamental obligation under this agreement. Normally a duly produced bill as mentioned at 15 above shall be paid by RBI, Lucknow within 15 days of submission. The RBI, Lucknow shall make the payment through ECS only. Hence, it is imperative that the contractor so employed has an account with a scheduled bank in Lucknow.
 - (xvii) In the event that any of the payment due to contractor pursuant to this Contract are overdue beyond 30 days, contractor shall be entitled to claim interest on the outstanding amount at the rate of 3% (three percent) per month as from the date the sum is due until the date payment is received.

- (xviii) If it comes to the knowledge of the Client that the same fire personnel have been deployed in two consecutive duties/shifts, client shall reserve the right to consider withholding the payment in such cases.
- (xix) If and to the extent that contractor's costs are increased by increases in Central Minimum Wages or Uttar Pradesh State minimum wages (whichever is higher), or in the cost of labour or in the cost of insurance or by changes in law, which have effect after the Start Date, then the rates agreed will immediately increase proportionately. In the event, the proposed increase is not acceptable to the Reserve Bank of India, the contractor would have the option to discontinue the services and terminate the Contract by giving one month notice in writing.
- (xx) The contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his/her employees so deployed and ensure preservation of peace and protection of persons and property of Reserve Bank of India, Lucknow.
- (xxi) The contractor shall deploy his/her persons in such a way that they get weekly rest. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall arrange to provide reliever equally qualified and competent in case of absence/leave/off etc. The contractor shall in all dealings with the persons in his employment have due regards to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incurred, he shall without prejudice to any other liability pay to the General Manager-in-Charge, Reserve Bank of India, Lucknow a sum as may be claimed by the Statutory Authorities.
- (xxii) The contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Reserve Bank of India, Lucknow and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the Reserve Bank of India, Lucknow either explicitly or implicitly.
- (xxiii) The contractor shall keep the Reserve Bank of India, Lucknow indemnified against all claims whatsoever in respect of the employees deployed by the contractor, in case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case Reserve Bank of India, Lucknow is made party and is supposed to contest the case, the Reserve Bank of India, Lucknow will be reimbursed for the actual expenses incurred towards Counsel fees and other expenses, which shall be paid in advance by the contractor to Reserve Bank of India, Lucknow on demand. Further, the contractor shall ensure that no financial or any other liability comes on Reserve Bank of India, Lucknow in this respect of any nature whatsoever and shall keep Reserve Bank of India, Lucknow indemnified in this respect.
- (xxiv) The contractor shall further keep the Reserve Bank of India, Lucknow indemnified against any loss to the Reserve Bank of India, Lucknow

property and assets. The Reserve Bank of India, Lucknow shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

- (xxv) It shall be the responsibility of the contractor to take care of fire safety arrangements in the RBI premises and report the matter related to fire safety to the designated Officer of RBI on immediate basis.
- (xxvi) The contractor shall report promptly to the Reserve Bank of India, Lucknow of any theft or pilferage of firefighting equipment that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the contractor to ensure security and safety of all the firefighting equipment, movable and immovable, of the Reserve Bank of India, Lucknow and if there is any loss to the Reserve Bank of India, Lucknow on account of dishonesty, and/or due to any lapse on the part of the contractor or his worker, the contractor shall make good on demand the loss to the Reserve Bank of India, Lucknow. It should also take steps, in consultation with Reserve Bank of India, Lucknow authorities to register FIR with police, if required.
- (xxvii) The contractor shall provide two pairs of uniform at his own cost to the persons deployed for this work and shall include Shirt (Shirt/Jacket-inscribed as FIRE SAFETY at the back), leather shoes, Socks, Lanyard with whistle, Jersey for winter, Rain coat/umbrella for rainy season or any other clothing /equipment required for execution of the job, loaded torches and batons at all the posts. Reserve Bank of India, Lucknow shall have no liability whatsoever on this account. The uniform shall be approved by the General Manager-in-Charge, Reserve Bank of India, Lucknow.
- (xxviii) Any claims, dispute and/or differences (including a dispute regarding the existence, validity or termination of this Agreement) arising out of, or relating to this contract including interpretation of its terms will be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the General Manager-in-Charge, RBI, Lucknow. RBI, Lucknow would be the place of arbitration in all such cases.
- (xxix) The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the General Manager-in-Charge, Reserve Bank of India, Lucknow shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- (xxx) The Arbitrator may give interim awards and/or directions, as may be required.
- (xxxi) Subject to the aforesaid provisions of the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

- (xxxii) During the period of agreement, the contract may be terminated by the General Manager-in-Charge, Reserve Bank of India, Lucknow by giving one month's notice or on payment of one month's charges in lieu thereof. Similarly the contractor may also leave the contract by giving a clear one month notice to Reserve Bank of India, Lucknow in writing. Also, the contract may be extended with mutual consent of both the parties beyond the initial period of 12 months. In case of termination of contract or non renewal of contract the contractor shall continue to provide services on same terms and conditions for two months or as advised by the RBI, whichever is earlier.
- (xxxiii) The contractor shall get the antecedents of his/her personnel employed by him/her in Reserve Bank of India verified through Police channels and the certification reports shall be made available to Reserve Bank of India, Lucknow prior to their deployment. This would be applicable in case of the personnel employed by the contractor even on a temporary basis.
- (xxxiv) The contractor shall execute an agreement on a stamp paper of required value for due performance of the contract within a week on award of work.
- (xxxv) If the contractor selected fails to sign the formal agreement within a week or fails to undertake the work, the letter of intent shall be treated as cancelled.
- (xxxvi) The contractor shall not charge any amount from the personnel deployed by him towards recruitment fee, etc.
- (xxxvii) Local representative shall be available every time whenever shift changes, at the RBI Lucknow (0600 Hrs, 1400 Hrs and 2200 Hrs) and he must be available locally in Lucknow at his local office with some contact telephone numbers at all times.
- (xxxviii) Contractor has to deposit the ESI & EPF contribution locally in Lucknow only and he has to ensure that all his employees are given ESI Card and EPF Card immediately.
- (xxxix) The lump sum rate agreed to by Reserve Bank of India, Lucknow and the contracting agency shall be paid during the period of the contract. However, additional payment on account of enhancement of any mutually agreed work will be paid over and above the lump sum agreed rate. The lump sum rate agreed upon are inclusive of any service tax, education cess or any other applicable taxes as may be levied by the Govt from time to time. No separate payment would be made in respect of any other taxes.
- (xl) If any tax is imposed by the Government after the contract has been entered into between the agency and the Reserve Bank of India, such taxes would be reimbursed by Reserve Bank of India on submission of proof of having paid such taxes.
- (xli) Fire men and the Supervisor/Lead Fire man provided shall be adequately trained in Fire Safety and Security measures including First Aid, emergency responses and fire fighting operations.
- (xlii) No accommodation facility or medical facility will be provided by the Reserve Bank of India, Lucknow.
- (xliii) The broad scope of work is given in Annex I, which will be treated as an integral part of the Contract once the contract is entered into. It may be noted that the broad scope of work is only indicative and the Bank may

give specific assignments within the broad scope over and above what has been indicated therein.

- (xliv) The agency/contractor should have minimum 18 trained fire personnel on their roles.
- (xlv) The agency/contractor should have proper facilities for training the fire personnel in Lucknow.
- (xlvi) The agency/contractor shall provide one dedicated mobile (with number) at the fire console room.
- (xlvii) The agency/contractor should preferably have national presence.

GENERAL SCOPE OF WORK

1. Man the Fire Control Panel round the clock.
2. Check all fire equipment for serviceability at laid down periodicity, including the fire hotline installed in the Bank.
3. Ensure the refilling of all fire extinguishers as per their expiry dates.
4. Supervise the work done under the AMC of all fire fighting equipment.
5. Conduct periodic training of staff on fire fighting.
6. Fight the fire at the incipient stage, and assist the fire brigade as and when they arrive.
7. Conduct regular fire fighting drills, including evacuation drills at least twice in a year.
8. Function under the Security- in-charge of Reserve Bank of India in all aspects of work and administration.
9. Assist in fire audit as and when carried out.
10. Holding and maintaining fire safety equipments like fire alarm, hydrants, wet riser system, fire extinguishers, etc.
11. Maintaining excellent liaison with local fire brigade
12. Any other work relating to firefighting as may be assigned by the Security-in-Charge of Reserve Bank of India, Lucknow

We have read and understood the terms and conditions of the proposed contract and also the Broad Scope of Work as given above. We are agreeable to provide the services to Reserve Bank of India as per the said terms and conditions.

**SIGNATURE OF THE APPLICANT
(With Seal and Address)**

PLACE:

DATE:

CONFIDENTIAL

**CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF FIRM/COMPANY/
CONTRACTOR AS FAR AS PROVIDING FIRE FIGHTING PERSONNEL IS
CONCERNED**

NAME & ADDRESS OF THE CLIENT _____

DETAILS OF FIRE FIGHTING SERVICE AVAILED FROM M/S.

Sl.No.	Particulars	Comments
1.	Nature of Service (Fire Fighting) availed	
2.	Agreement No. and date	
3.	Agreement amount	
4.	Since when dealing with the firm/ company/contractor	
5.	Number of Fire Fighting Personnel provided a) Trained b) Untrained	
6.	Comments regarding adherence of terms and conditions of the contract	
7.	Any penalty imposed for non-adherence of terms and conditions of contract.	
8.	Any other information	

**Signature of Authorised Official
(With Seal)**

PLACE:

DATE:

(Reports must be submitted in client's official sealed cover on the letter head of the client and to be addressed to, **General Manager-in-Charge, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar Lucknow – 226 010**)

**PART-I
TECHNICAL BID**

Private Fire Safety arrangements at the Reserve Bank of India, Lucknow

Pre-qualification Criteria

Sl.No.	Requirements	Specify particulars
1.	The agency/contractor should have been in this business at least for the last 5 years.	
2.	The fire men must have undergone a basic course in fire fighting from a Government recognized institute.	
3.	The supervisor/Leading Firemen should have adequate experience (at least six years experience) and qualifications in fire fighting and preferably be an ex-serviceman.	
4.	Should ensure that the Fire men and Supervisors/Lead fireman are preferably all Ex-servicemen or properly trained fire safety security personnel.	
5.	Should have effective infrastructure for training of the fire fighting personnel in Lucknow.	
6.	Type of Firm (with Proof thereof).	
7.	Audited Balance Sheet for the Previous Three Years: (a) 2008-09 (b) 2009-10 (c) 2010-11	
8.	Latest Certificate from ESI Corporation.	
9.	Latest Certificate from EPF Organisation.	
10.	Registration Under the Contract Labour Act.	
11.	Registration With the Service Tax Authorities:	
12.	Should preferably have national presence.	
13.	Registration With Appropriate Authorities in Lucknow for being in the Business of Firefighting (Please give the details).	
14.	Should have a proper office or sub-office at Lucknow with adequate manpower to take care of replacement/reliever.	
15.	Should have minimum 18 trained fire personnel on their roles	

**SIGNATURE OF THE APPLICANT
(With Seal and Address)**

PLACE:

DATE:

PART - II
FINANCIAL BID

RESERVE BANK OF INDIA
Human Resource Management Department
Lucknow

		Amount in Figures	Amount in Words
1.	Salary of 1 Fireman for a Month		
2.	Salary of 1 Fireman for a Year		
3.	Salary of 6 Firemen for a Month		
4.	Salary of 6 Firemen for a Year		
5.	Salary of 1 Supervisor/Lead Fireman for a Month		
6.	Salary of 1 Supervisor/Lead Fireman for a Year		
7.	Salary of 3 Supervisors/Lead Firemen for a Month		
8.	Salary of 3 Supervisors/Lead Firemen for a Year		
GRAND TOTAL (Salary of 6 Firemen and 3 Supervisors /Lead Firemen for a Year)			

Signature of the applicant

(with seal)

Place:

Date:

(On the letterhead of the firm/contractor)

From: _____

To
The General Manager-in-Charge
Reserve Bank of India
8-9, Vipin Khand, Gomti Nagar
Lucknow – 226 010

Dear Sir,

Ref: Recruitment of Fire Staff at RBI, Lucknow premises – Quotation

In response to the advertisement regarding the engagement of personnel for fire safety services at your premises and in full agreement with the terms and conditions as stipulated by you, I/We offer my/our competitive and firm offer as follows:

I/We understand that minimum wages will be required to be paid as per the terms and conditions stipulated by the Regional Labour Commissioner, Lucknow as notified by the Central Government from time to time. In addition, I/We also understand that all statutory payments like EPF/ESI/Bonus/Gratuity/EDLI/Admn. Charges, etc. also need to be paid as prescribed under various statutes, by me/us.

Please consider this offer and award the work to me/us at an early date.

I/We hereby undertake that in the event of my/our selection, I/We will be prepared to commence the work immediately.

We also understand that the General Manager-in-Charge, Reserve Bank of India, Lucknow, has the right to accept or reject my/our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.

I am/We are registered PF, ESIC, Service Tax remitter and the registration is currently valid. Copies of the above are enclosed.

Place :

Date :

Yours sincerely

Signature :

Name :

Encl : as above