



**RESERVE BANK OF INDIA, BHOPAL
ESTATE DEPARTMENT**

e-Tender Notice

Reserve Bank of India, Bhopal invites e-Tender from eligible and willing firms for **Tender for Design, Supply, Installation, Testing and Commissioning of Air Handling Unit (AHU) at 2nd floor of Bank's Main Office Building, RBI, Bhopal**. The work is estimated to cost ₹15,22,119/- (including GST).

2. This is an open Tender. Only those firms, who are registered on MSTC portal will be able to take part in the Tender process. The tender document is available on website <https://www.mstcecommerce.com/eproc/> for download.

3. Tender shall be submitted online in two parts. Part-I of the tender will contain the Bank's standard technical conditions for the proposed work, which must be agreed to by the tenderers. Part-II of the tender will contain Bank's schedule of quantities and tenderer's price bid to be submitted online.

4. The firms fulfilling the eligibility criteria and desirous of being considered for award of the work should upload all the required documents at <https://www.mstcecommerce.com/eproc/> on or before December 14, 2023 (14:00 hours).

5. Part-I of the tender will be opened at 16:00 hrs on December 14, 2023 on MSTC website. The timeline of the tender is as follow:

A	e-Tender no	RBI/Bhopal Regional Office/Estate/15/23-24/ET/236
B	Mode Of Tender	e-Procurement System (Online Part I - Technical Bid and Part II - Price Bid) through (https://www.mstcecommerce.com/eproc/)
C	Date of NIT available to parties to download	From 12:00 hrs of November 24, 2023 to 18:00 hrs of December 03, 2023
D	Date of Starting of e-Tender for submission of online Technical Bid and Price Bid at https://www.mstcecommerce.com/eproc/	11:00 hrs of December 05, 2023
E	Pre-Bid meeting – Offline	12:30 hrs of December 04, 2023 Location - Estate Department, 5th Floor, Reserve Bank of India, Hoshangabad Road, Arera Hills, Bhopal

F	i) Earnest Money Deposit (Last date and time for receipt of EMD at RBI Bhopal - 14.12.2023 upto 14:00 hrs)	Rs. 30,442/-
	ii) Tender Fees	NIL
G	Date of closing of online e-tender for submission of Technical Bid & Price Bid.	14:00 hrs of December 14, 2023
H	Date & time of opening of Part-I (i.e. Technical Bid)	16:00 hrs of December 14, 2023
	Part-II Price Bid: Date of opening of Part II (i.e. price bid)	Will be informed separately.
I	Transaction Fee	As intimated by MSTC to be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

Regional Director
Reserve Bank of India
Bhopal



**RESERVE BANK OF INDIA, BHOPAL
ESTATE DEPARTMENT**

**Tender for Design, Supply, Installation, Testing and Commissioning of Air
Handling Unit (AHU) at 2nd floor of Bank's Main Office Building, RBI, Bhopal**

Notice Inviting Tender (NIT)

Name of Tenderer _____

Address: _____

Last date of Submission	:	Upto 14:00 Hrs of December 14, 2023
Date & time of opening of Part-I (i.e. Technical Bid)	:	December 14, 2023 at 16:00 Hrs
Part-II Price Bid: Date of opening of Part II	:	Price Bid opening date shall be informed separately

DISCLAIMER

Reserve Bank of India, Estate Department, Bhopal, has prepared this document to give background information on the Project to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non-binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities expressing interest.

RESERVE BANK OF INDIA, BHOPAL
ESTATE DEPARTMENT
SECTION - I
NOTICE INVITING TENDER (NIT)
(Only through e-procurement)
SCHEDULE OF TENDER (SOT)

NOTE: This is an open tender enquiry. However, only those bidders/vendors who are qualified for the work as per below mentioned pre-qualification criteria are eligible to participate in this tender. Bidders are advised to submit the documents in support of their eligibility for the tender during the submission.

a. e-Tender no	RBI/Bhopal Regional Office/Estate/15/23-24/ET/236
b. Mode Of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Price Bid) through (https://www.mstcecommerce.com/eproc/)
c. Date of NIT available to parties to download	From 12:00 Hrs of November 24, 2023 to December 03, 2023 upto 18:00 Hrs
d. Pre-Bid meeting – Offline	December 04, 2023 at 12:30 Hrs Location - Estate Department, 5 th Floor, Reserve Bank of India, Hoshangabad Road, Arera Hills, Bhopal
e. i Earnest Money Deposit	Rs. 30,442/- (Last date and time for receipt of EMD at RBI Bhopal - 14.12.2023 upto 14: 00 hrs)
ii) Tender Fees	NIL
f. Date of Starting of e-Tender for submission of online Technical Bid and price Bid at www.mstcecommerce.com	11:00 Hrs of December 05, 2023
g. Date of closing of online e-tender for submission of Technical Bid & Price Bid.	14:00 Hrs of December 14, 2023

h. Date & time of opening of Part I i.e. Technical Bid)	16:00 Hrs of December 14, 2023
Part-II (i.e. Price Bid):	Price Bid opening date shall be informed separately

Eligibility Criteria:

(i) The firm should have minimum 5 years of experience in the field of undertaking similar works viz., Design, Supply, Installation, Testing and Commissioning of Air Handling Unit (AHU) and associated works for large office buildings / commercial premises / industrial houses / Government Organisations / PSU.

And

(ii) Have executed successfully similar works (Design, Supply, installation, testing and commissioning of Air Handling Unit (AHU) (capacity of 10,000 CFM / 20 TR and above) during the last five years The cut off date for acceptance of completed works shall be on last day previous to the month in which this tender invited, individually costing as under:

a) Three works each costing not less than the amount equal to 40% of the estimated cost

OR

b) Two works each costing not less than the amount equal to 50% of the estimated cost

OR

c) One work costing not less than the amount equal to 80% of the estimated cost,

And

(iii) Have a minimum yearly turnover of 100% of the estimated cost during the last 3 financial years ending March 31, 2023. Should be supported with necessary audited financial statements.

And

(iv) Should furnish Solvency certificate issued by the Applicant's banker specifically for the purpose of the work, for an amount equal or greater than the estimated cost of the work (as per Annexure – 'D' of tender document).

And

(v) Have a service set up in Bhopal / Indore/Nagpur for rendering after sales service provided with supporting documents viz., registration certificate, electricity bills, Telephone(landline) bills, rental agreements.

And

(vi) Tenderers should submit copies of the detailed work order indicating scope and value of works and completion certificate for the qualifying works. Client's certificate should be in Bank's format (Annexure – 'C' of tender document).

And

(vii) Tenderers should also provide a list of completed works with all the details as per the proforma at Annexure – 'E' of tender document.

2. The contractor shall invariable furnish the below mentioned information in writing and upload copies of relevant documents along with Part I of the tender to satisfy the Bank about their eligibility for participating in the tendering process. Further, the contractor should submit the originals of the documents to the Bank when demanded to qualify for further tendering process.

(a)	Composition of the firm	Full particulars (whether contractor is an individual or a partnership firm or a company etc.) of the composition of the firm of contractors in details should be submitted along with the name(s) of the partners, copy of the Articles of association/power of Attorney/any other relevant document.
(b)	Work experience and completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience if any, of carrying out similar works for the Reserve Bank of India at any center, should also be given.
(c)	Turnover	Audited financial statements for the last three financial years i.e., 2020-21 2021-22 and 2022-23, along with a certificate of Chartered Accountant indicating the turnover of these financial years.

(d)	Creditworthiness of the contractor and their turnover	The latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
(e)	Name(s) and Address (es) of the Bankers and their present contract executives.	Written information about the names and address of their bankers along with full details like names, postal addresses, e- mail IDs, telephone (land and mobile) nos. fax nos. etc. of the contract executives (i.e., the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.
(f)	Details of bank accounts	Full particulars of their bank accounts like account no., type, when opened, etc., should be given.
(g)	Name(s) and address(es) of the Clients and their present contract executives.	Written information about a few of their clients along with full details, like names, postal address, e- mail IDs, telephone (landline and mobile) nos. etc. of the contract executives (i.e., the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
(h)	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual costs (s) of executed work(s), completion time stipulated in the contracts(s) and actual time taken to complete the work(s), names and full contact-details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished.
In the event of intending tenderer's failure to satisfy the Bank, the Bank reserves the right to refuse issuance of tender forms/documents to them.		
j. लेनदेन शुल्क /Transaction Fee		As intimated by MSTC to be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

All the above documents duly signed and sealed on all pages shall be uploaded on MSTC site and same will be downloaded at the time of opening Part-I of tender for examination by the Bank. Further, the contractor should submit the original of the documents to the Bank when demanded for further tendering process.

Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender before submitting your online tender.

Process of E-tender:

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi

1) Vendors are required to register themselves online with the link <https://www.mstcecommerce.com/eproc/>

2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e-tender).

Contact person (RBI):

1. श्रीकांत शर्मा, प्रबंधक - 0755-2519598 (estatebhopal@rbi.org.in)

2. वग्गा विश्वमुरथी, सहायक प्रबंधक (टी-ई)- 0755-2519555

Contact person (MSTC Ltd):

MSTC IVRS Helpdesk number: 07969066600

After system settings please download "Bidding Guide" for better understanding the bid-submission process

MSTC Bhopal Office numbers: 0755-2552241, 2593772, 2593775, 2593776;

Mr. Neeraj Mathur, Dy.Manager, Mob. 8871111473, Email: bplop4@mstcindia.in, mstcbpl@mstcindia.in

B) System Requirement:

- i. Windows 7 or above Operating System
- ii. IE-7 and above Internet browser.
- iii. Signing type digital signature
- iv. Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning "Enable Protected Mode".

- Other Settings:

Tools => Internet Options => General => Click on Settings under "browsing history/ Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".

To enable ALL active X controls and disable 'use pop up blocker' under Tools Internet Options → custom level (Please run IE settings from the page <https://www.mstcecommerce.com> once)

2. The Techno-commercial Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com/eproc/>. Tenders will be opened electronically on specified date and time as given in the Tender.
3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

Special Note towards Transaction fee:

The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

Transaction fee is non-refundable.

A vendor will not have the access to online e-tender without making the payment towards transaction fee.

NOTE:

Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

4. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

5. E-tender cannot be accessed after the due date and time mentioned in NIT.

6. Bidding in e-tender:

- a) Successful Bidder needs to submit necessary security deposit at the time of awarding work - NEFT/Bank Guarantee/Demand Draft Should be drawn only on a scheduled commercial bank. Tender fees (if any) and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable.
- b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website
- d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the vendor will not be able to save/submit his Technical bid.
- e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid
- f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

- j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.
 - k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
 - m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
 - n) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
 - o) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
 - p) Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprhome to familiarize them with the system before bidding.
 - q) No deviation to the technical and commercial terms & conditions are allowed
7. All the above Eligibility criteria papers duly signed and sealed on all pages shall be uploaded on MSTC site and same will be downloaded at the time of opening Part-I of tender for examination by the Bank. Further, the contractor should submit the original of the documents to the Bank when demanded for further tendering process.
8. The Bank will evaluate the said reports before evaluation of price bid of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.
9. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.

Regional Director
Reserve Bank of India
Bhopal