



Notice Inviting Tender

Tender invited for Providing Security and Allied Services at various properties of RBI, New Delhi-110001

Reserve Bank of India, New Delhi invites e-Tender in two parts for providing Security and Allied Services at various properties of the Bank, under Annual Service Contract from eligible firms/contractors fulfilling the pre-qualification criteria, for the period April 01, 2021 to March 31, 2022 (12 months). The Schedule of e-Tender (SOT) is as follows:

| | |
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| a. E-Tender No | RBI/New Delhi/Estate/237/20-21/ET/332 |
| b. Mode of Tender | e-Procurement System (Online Part I - Technical Bid & Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi) |
| c. Estimated value of tender (including Taxes) | Rs. 4.50 crore (Rupees Four crore fifty lakh Only) |
| d. Date of Tender available to the parties to download | December 01, 2020 |
| e. Pre-Bid meeting | Online through Web-Ex at 12:00 Hrs. on 24.12.2020; Venue: Reserve Bank of India, 1 st Floor, Estate Department, New Delhi. |
| f. Bidding start date of Technical Bid and Financial Bid at MSTC | December 25, 2020 |
| g. Last date of submission of EMD | 12.00 Hrs. January 15, 2021 |
| h. Last date of Submission of applications | 14.00 Hrs. January 15, 2021 |
| i. Opening of Part – 1 (Technical Bid) of tender | 15.00 Hrs. January 15, 2021 |
| j. Submission of evaluation report by the committee | February 19, 2021 |
| k. i) Earnest Money Deposit | Rs. 9,00,000/- through NEFT paid by 1) NEFT-RBI, A/c.No.-186004001, IFSC Code: RBIS0NDPA01 (5th & 10th digit is zero). Please mention UTR transection details while applying. |
| ii) Tender Fees | NIL |
| l. Part-II: Price Bid | February 24, 2021 |

The last date for submission of e-Tender is January 15, 2021 up to 14:00 hrs. For further details please visit "Tender" section at website <https://www.rbi.org.in>. For uploading the tender please visit and register on MSTC website at <https://www.mstcecommerce.com>. Please also note that further Addendum / Corrigendum will only be published on RBI website.

Place: New Delhi

Date: December 01, 2020

Regional Director
Reserve Bank of India
New Delhi



Reserve Bank of India
Estate Department, 6, Sansad Marg, New Delhi

NIT for Providing Security and Allied Services at the Bank's properties in Delhi



Reserve Bank of India
Estate Department
New Delhi

E- Tender for Providing Security and Allied Services at various properties of the Reserve Bank of India, New Delhi

Reserve Bank of India, New Delhi invites e-Tender in two parts for providing Security and Allied Services at various properties of the Bank, Under Annual Service Contract at various Residential Properties of Bank at New Delhi from eligible firms/contractors fulfilling the pre-qualification criteria, for the period April 01, 2021 to March 31, 2022 (12 months).

| Estimated cost of the work for 2021-22 (12 months) | Earnest Money Deposit for 2021-22 (12 months) |
|---|--|
| Rs. 4,50,00,000/- (inclusive of GST 18%) | Rs 9,00,000/- (2% of estimated cost) |

The last date for submission of e-Tender is January 15, 2021 up to 14:00 hrs. For uploading the tender please visit and register on MSTC website at <https://www.mstcecommerce.com>. Please also note that further Addendum / Corrigendum will only be published on RBI website.

Place: New Delhi
Date: December 01, 2020

Regional Director
Reserve Bank of India
New Delhi



DISCLAIMER

Reserve Bank of India, Estate Department, New Delhi, has prepared this document to give background information on the work 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 in order, neither Reserve Bank of India nor any of its authorities or any of their respective officers, employees 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.

2. 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 Reserve Bank of India 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 any of their respective officers, employees. Reserve Bank of India reserves the right not to proceed with the work or to change the scope of the work, 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.



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Section-A

Notice Inviting Tender
(only through e-Tendering portal)

Tender invited for Providing Security and Allied Services at various properties of RBI, New Delhi-110001

The tendering would be done through the e-Tendering portal of MSTC Ltd (<http://mstcecommerce.com/eprochome/rbi>). All interested companies/agencies/firms must register themselves with MSTC Ltd through the above-mentioned website to participate in the tendering process. The Schedule of e-Tender (SOT) is as follows:

| | |
|---|--|
| a. E-Tender No | RBI/New Delhi/Estate/237/20-21/ET/332 |
| b. Mode of Tender | e-Procurement System (Online Part I - Technical Bid & Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi) |
| c. Estimated value of tender (including Taxes) | Rs. 4.50 crore (Rupees Four crore fifty lakh Only) |
| d. Date of Tender available to the parties to download | December 01, 2020 |
| e. Pre-Bid meeting | Online through Web-Ex at 12:00 Hrs. on 24.12.2020; Venue: Reserve Bank of India, 1 st Floor, Estate Department, New Delhi. |
| f. Bidding start date of Technical Bid and Financial Bid at MSTC | December 25, 2020 |
| g. Last date of submission of EMD | 12.00 Hrs. January 15, 2021 |
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| i. Opening of Part – 1 (Technical Bid) of tender | 15.00 Hrs. January 15, 2021 |
| j. Submission of evaluation report by the committee | February 19, 2021 |
| k. i) Earnest Money Deposit | Rs. 9,00,000/- through NEFT paid by 1) NEFT-RBI, A/c.No.-186004001, IFSC Code: RBIS0NDPA01 (5th & 10th digit is zero). Please mention UTR transection details while applying. |
| ii) Tender Fees | NIL |
| l. Part-II: Price Bid | February 24, 2021; 11.00 Hrs |
| m. Contact person for communication in connection with the Tender | Name & Designation: i. Sh. Basab Bhattacharya, Manager; Mobile:9810605806; Email: bbhattacharya@rbi.org.in |



**Reserve Bank of India
Estate Department, 6, Sansad Marg, New Delhi**

NIT for Providing Security and Allied Services at the Bank's properties in Delhi

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| | ii. Sh. Manoj Kumar Sharma, AGM; Mobile:8591919545; Email: manojksharma@rbi.org.in |
| n. Transaction Fee | Payment of transaction fee as, mentioned in the MSTC portal, through MSTC payment gateway/NEFT/RTGS in favour of MSTC Limited. |



Section-B

Important instructions for e-procurement

This is an e-procurement event of Reserve Bank of India, New Delhi. The e-procurement service provider is MSTC Limited.

You are requested to read and understand the Notice Inviting Tender and subsequent Corrigendum, if any, before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

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| 1. | <p>Process of E-tender:</p> <p>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 Techno-Commercial Bid as well as Price Bid over the internet will be done. 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/RBI, NEW DELHI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: The price bid and the Techno-commercial bid has to be submitted on-line at www.mstcecommerce.com/eprochome/rbind</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt. Depts → RBI Register as Vendor Filling up details and creating own user id and password → Submit. 2). Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form. In case of any clarification, please contact MSTC/RBI, NEW DELHI, (before the scheduled time of the e- tender).</p> <p>Contact person (MSTC): Centralized Help desk: 033-22901004 NRO Help Desk, Phone Number: 01123212357, 01123215163, 01123217850</p> <p>1) Shri Setu Dutt Sharma, DM, sdsharma@mstcindia.co.in 011- 23215925; 07878055855</p> <p>2) Mr. Sabyasachi Mukherjee Junior Manager (E-commerce) Mobile- 7278030407 Email- smukherjee@mstcindia.co.in</p> <p>3) Mr Umesh Chandra Deputy Manager (NRO)</p> <p>4) Shri Shishupal Yadav Junior Manager (NRO)</p> |
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**Reserve Bank of India
Estate Department, 6, Sansad Marg, New Delhi**

NIT for Providing Security and Allied Services at the Bank's properties in Delhi

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| | <p>Mobile no: 09971668889 Email: umesh@mstcindia.co.in Landline-01132068276</p> <p>Contact person (RBI New Delhi): Shri Basab Bhattacharya, Manager MOB:9810605806, PHONE:011-23452218 e-mail - bbhattacharya@rbi.org.in</p> <p>B) System Requirement: i) Windows 7 and above Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) JRE 7 update 9 and above software to be downloaded and installed in the system. To enable ALL active X controls and disable 'use pop up blocker' under Tools→ Internet Options→ custom level For more details, vendor may refer to the Vendor Guide and FAQ available at www.mstcecommerce.com/eprochome.</p> | <p>Mobile no- 8826562675 Landline-01123217850</p> |
| 2. | <p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. (B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by RBI, NEW DELHI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p> <p>Note: The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p> | |
| 3. | <p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p> | |
| 4. | <p>Vendors are instructed to use Attach Documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB. For further assistance please follow instructions of vendor guide. 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-</p> | |



Reserve Bank of India
Estate Department, 6, Sansad Marg, New Delhi

NIT for Providing Security and Allied Services at the Bank's properties in Delhi

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| | <p>refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>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.</p> |
| 5. | <p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by RBI, NEW DELHI as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p> |
| 6. | <p>(i) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be of the bidders only.</p> <p>(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eprochome/rbind of MSTC Ltd.</p> |
| 7. | <p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p> |
| 8. | <p>Bidding in e-tender:</p> <p>(a) Bidder(s) need to submit necessary EMD online through the MSTC portal for the e-tender. No interest will be paid on EMD.</p> <p>(b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.</p> <p>(c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU /Govt. depts. →RBI Vendor Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial/Price Bid.</p> <p>(d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run, then the bidder will not be able to save/submit his bid.</p> <p>(e) After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Submit" button to register their bid.</p> |



| | |
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| | <p>NOTE: - The Techno-Commercial Bid / price bid cannot be revised once the "Final Submission" button has been clicked by the bidder.</p> <p>(f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>(g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>(h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>(i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter supplier.</p> <p>(j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>(k) 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.</p> <p>(l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <p>Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee (both in figure and word) as per UOM indicated in the e-tender floor/tender document.</p> |
| 9. | Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein. |
| 10. | No deviation to the technical and commercial terms & conditions are allowed. |
| 11. | After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature. |
| 12. | RBI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof. |
| 13. | The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/rbi of MSTC Ltd. |
| 14. | The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered. |
| 15. | The bid will be evaluated based on the filled-in technical & commercial formats |
| 16. | The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders. |



Section – C

Eligibility Criteria for Participating in The Tender

1. GENERAL: -

1.1 The present tender is being invited for Security Services under which the outsourcing agency (hereinafter referred to as "Agency") shall provide uniformed and trained personnel under its employment, and will use its best endeavors to provide security of building, equipment, materials, staff and residents at various premises of the Bank as indicated in this document and; monitoring and surveillance of the said premises.

2. ELIGIBLE BIDDERS: -

| | | |
|-----|--------------------------------------|---|
| 2.1 | Duration of past experience | Should have minimum 5 years of experience of executing similar works. |
| 2.2 | Minimum value of each completed work | 1. Providing/provided security services in any one high security installation / establishment such as Airports, Defense, PSUs, embassies etc. continuously for last three years with deployment of 60 security personnel. OR 2. Providing/provided security services in any two-high security installation / establishment such as Airports, Defense, PSUs, embassies etc. continuously & simultaneously for three years with deployment of 40 security personnel. OR 3. Providing/provided security services in any three-high security installation / establishment such as Airports, Defense, PSUs, embassies etc. continuously & simultaneously for three years with deployment of 30 security personnel. |
| 2.3 | Annual Turnover | Turnover of the company: Rs. 4.50 Crore or more <i>Average Annual Turnover of last three years. (Audited balance Sheet/Certificate of Chartered Accountant to be enclosed)</i> |
| 2.4 | Statutory Compliance | 100% statutory compliance company |
| 2.5 | ISO Certification | ISO Certification of the firm. Copy of the certificate to be submitted. |
| 2.6 | Local Presence and Training Setup | Company having a local office and complete training setup both for professional and physical aspects covering unarmed combat as well as obstacle clearing course. They should also have proper infrastructure to be able to impart training on discipline and good bearing. |



3. QUALIFICATION OF THE BIDDERS: -

- 3.1 The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
- 3.2 The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
- 3.3 The Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.
- 3.4 The Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- 3.5 Each Bidder (each member in the case of partnership firm / joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the Bank subsequently finds to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- 3.6 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- 3.7 The bidder must have valid license under "The Private Security Agencies (Regulation) Act, 2005". The license must remain valid during the period of the contract and should be renewed time to time.
- 3.8 The bidder should have adequate training infrastructure for the training of the security supervisor/guards. The security guards must have attained minimum training, prescribed as per PSARA-2005 Act. (The Bidder will have to enclose/submit certificate of training before deployment of the security guards/supervisors)
- 3.9 Cancellation of the PSARA license of the vendor by the Government for any reasons will result in annulment of the contract. Termination of contract will become applicable if vacation of license cancellation order is not produced before the Bank within a reasonable time not exceeding 60 days from the date of cancellation order or as decided by the Bank.

4. ONE BID PER BIDDER: -

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.



5. COST OF BID: -

The bidder shall bear all costs associated with the preparation and submission of his bid and the Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6. VISIT TO SITES: -

The bidder is required to provide securities services to various premises of the Bank as indicated in this document ([Annexure-III](#)) and is advised to visit and acquaint himself with the site conditions. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to all the premises and is aware of the operational and site conditions prior to the submission of the tender documents.

7. TENDER DOCUMENTS: -

7.1 Contents of Tender Documents.

7.1.1 The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security and allied Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Terms and Conditions.
- (c) Tender form for providing security services ([Annexure-I](#))
- (d) Scope of Work ([Annexure-II](#))
- (e) Details of Manpower required ([Annexure-III](#))
- (f) Method of award of work ([Annexure-IV](#))
- (g) Check list for Pre-qualification Bid ([Annexure-V](#))
- (h) Format for Technical Proposal ([Annexure-VI](#))
- (i) Undertaking ([Annexure-VII](#))
- (j) Form of Bank Guarantee for Bid Security ([Annexure-VIII](#))
- (k) Form of Agreement ([Annexure-IX](#))
- (l) Form of Bank Guarantee of Performance Security equivalent to 10% of the contract amount. ([Annexure-X](#))
- (m) Price Bid for Security Services ([Annexure-XI](#))

7.1.2 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his/her bid.

7.1.3 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

7.2 CLARIFICATION OF TENDER DOCUMENT

7.2.1. Pre-Bid Meeting (Online)



- a) Tenderers requiring any clarification regarding this document shall contact RBI in writing at the mentioned email address provided in this document or raise enquiries during the pre-Bid meeting. The details of online meeting will be shared separately one day prior to the pre-bid meeting.
- b) The tenderers' designated representatives are invited to attend a pre-bid meeting through Web-Ex (on line) on December 24, 2020 at 12:00 hrs. at Estate Department, 1st Floor, Reserve Bank of India, 6, Sansad Marg, New Delhi-110001. The purpose of the meeting will be to clarify issues and to answer questions raised at that stage.
- c) The tenderers shall submit queries, if any, by sending e-mail, to RBI's email address mentioned in this document, not later than one day before the date of the pre-Bid meeting.
- d) Absence from the pre-Bid meeting will not be a cause for disqualification for a tenderer.

8. PREPARATION OF BIDS

8.1 Language

Bids and all accompanying document shall be in English or in Hindi. The English version shall prevail in matters of interpretation.

8.2 Documents Comprising the Bid

Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

- 8.2.1 The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his / her bid through e-tendering process only.
- 8.2.2 The Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.
- 8.2.3 The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 9,00,000/- through NEFT - RBI, A/c. No.-186004001, IFSC Code: RBIS0NDPA01 (5th & 10th digit is zero) before submission of tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 8.2.4 The Tender shall be addressed to "Regional Director, Reserve Bank of India, Estate Department, New Delhi – 110 001. Please note that submission of the tenders by post / courier or any other manner is not acceptable.
- 8.2.5 The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding total number of works, as stated in Clause 2.2 of Eligibility Criteria. completed in preceding three years which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Security Services.



8.3 Bid Prices: -

- 8.3.1 Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers bidder's all obligations mentioned in or to be reasonably inferred from the Tender document. This includes all the liabilities of the bidder such as cost of uniform with baton and identity cards of personnel deployed by the bidder and all other statutory liabilities like Central Minimum Wages, ESI, EPF contributions, Bonus, relieving charges, gratuity, Leave, service charges, all kinds of taxes etc. which should be clearly stated by the bidder.
- 8.3.2 The rates and prices quoted by the Bidder shall be inclusive all applicable statutory levies / taxes, GST/CGST/ SGST etc.
- 8.3.3 The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Central Minimum Wages, ESI, EPF contributions, Bonus, relieving charges, gratuity, Leave, service charges, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
- 8.3.4 It may be noted that the Bank will recover at source components of taxes including GST, income tax etc. as may be applicable under rules, from payment made to the agency.
- 8.3.5 Conditional bids/offers will be summarily rejected.

8.4 Form of Bid: -

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

8.5 Duration of Contract: -

The contract may be valid initially for 12 months i.e. from April 01, 2021 to March 31, 2022 and the Bank reserves the right to curtail or to extend the validity of contract.

8.5.1 Escalation Clause: -

The rates can be revised based only on the revision of Central Minimum Wages for Watch and Ward staff.

8.6 Bid Security: -

- 8.6.1 The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 9,00,000/- through NEFT - RBI, A/c. No.-186004001, IFSC Code: RBIS0NDPA01 (5th & 10th digit is zero) before submission of tender document. The Bid Security will remain valid for a period of forty-five days beyond the final



bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

- 8.6.2 Any Tender not accompanied by Bid Security shall be rejected.
- 8.6.3 Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 8.6.4 Bid security of the successful bidder shall be returned on receipt of performance security in the Bank i.e. 10% of the contract amount and after signing the contract agreement.
- 8.6.5 Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 8.6.6 Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Bank.

8.7 Format and Signing of Bid: -

- 8.7.1 The bidder shall submit the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 8.7.2 The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 8.7.3 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Bank or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

8.8 Submission of Bids: -

- 8.8.1 The bidder shall submit the Pre-qualification proposal /Technical Bid and the Financial Bid separately as per the instructions contained in the Tender document.
- 8.8.2 The Pre-qualification Bid and Technical Bid should consist of the following documents: -
 - (a) Bid Security deposit details (Earnest Money Deposit) for an amount of Rs. 9,00,000/- through NEFT - RBI, A/c. No.-186004001, IFSC Code: RBISONDPA01 (5th & 10th digit is zero) before submission of tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.;
 - (b) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential



address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

- (c) Self-attested copy of PAN No. card under Income Tax Act;
- (d) Self-attested copy of GSTIN Registration Number;
- (e) Self-attested copy of Valid Registration No. of the Agency/Firm;
- (f) Self-attested copy of valid Provident Fund Registration Number;
- (g) Self-attested copy of valid ESI Registration Number;
- (h) Self-attested copy of valid License and Number under Contract Labor Act and under any other Acts/Rules;
- (i) Proof of Average Annual turnover as stated in Clause 2.3 supported by audited Balance Sheet;
- (j) Proof of experience as stated in Clause 2.1 and 2.2 supported by documents from the concerned organizations; and
- (k) Duly filled and signed all the Annexures.
- (l) Any other document / Brochure / write-up etc. that the bidder wishes to be considered in terms of the selection criteria mentioned in this document.

8.8.3 The Price Bid should contain [Annexure-XI](#) i.e. Price Bid duly filled in figures and words.

8.8.4 All the documents shall be addressed to "Regional Director, Reserve Bank of India, Estate Department, New Delhi – 110 001" and submitted through online portal only. Please note that submission of the tenders by post / courier or any other manner is not acceptable.

8.8.5 The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

9 Bid Opening and Evaluation: -

9.1 RBI shall open the tender electronically on the notified date. Part - I (Technical Bid) of the tender will be opened in the presence of those tenderers/ their authorized representatives who choose to be present. Part-II (Commercial/Price Bid) only will be opened of those tenderers who qualify/ are found suitable after scrutiny of Part-I (Technical Bid) by RBI on a subsequent date which will be intimated to all the eligible tenderers in advance by Courier/ Email/ Telephone call. The decision of RBI in this regard will be final.

9.2 The Technical Bids shall be evaluated based on the available documents submitted by the bidder on MSTC.

(Note: Information relating to the evaluation of tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process.)



10 Right to accept any Bid and to reject any or all Bids: -

- 10.1 The Bank is not bound to accept the lowest or any bid and may at any time accept any or reject any or all the bids without assigning any reasons thereof.
- 10.2 The Bank may terminate the contract if it is found that the bidder is black listed on previous occasions by any of the Departments / Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- 10.3 The Bank may terminate the contract in the event the successful bidder fails to furnish the Performance Security equivalent to 10% of the contract amount or fails to execute the agreement.

11 Award of Contract: -

- 11.1 The Bank will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the Tender document.
- 11.2 The Bank will communicate the successful bidder through email / facsimile confirmed by letter that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which the Bank will pay to the successful bidder in consideration of the execution of work/services by the contractor as prescribed in the service contract.
- 11.3 The successful bidder will be required to execute an agreement in the form specified in [Annexure-IX](#) within a period of 15 days from the date of issue of Letter of Offer.
- 11.4 The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer' for an amount equal to ten per cent of the total value of the contract in the form of an Account Payee DD or Bank Guarantee from a commercial bank in an acceptable form ([Annexure-X](#)) in favor of Reserve Bank of India, New Delhi. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- 11.5 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.



SECTION-D

TERMS AND CONDITIONS OF THE CONTRACT

1. The security and other personnel provided shall be the employees of the Agency and all statutory liabilities will be paid by the agency such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.
2. The agency shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF, ESIC etc. with regards to the Security personnel engaged by him for works. It will be the responsibility of the agency to provide details of manpower deployed by him, in the Department and to the Labour Department. However, the Bank reserves the right to cross-check on fulfillment of these requirements and failure by the agency on any of these terms shall constitute enough grounds for termination of the agency.
3. As far as EPF is concerned, it shall be the duty of the agency to get PF code number allotted by RPF (Regional Provident Fund Commissioner) against which the PF subscription, deducted from the payment of the personnel deployed and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. Giving particulars of the employees engaged for the Bank's works is required to be submitted to the Bank. In any eventuality, if the agency fails to remit employee/employer's contribution towards PF subscription etc. within the stipulated time the Bank will be entitled to recover the equal amount from any money due or accruing to the agency under this agreement or any other contract with the Bank and remit the same to RPF, with an advice to RPF, duly furnishing particulars of personnel deployed in the Bank.
4. The agency shall not deploy guards over the age of 40 years or supervisors above the age of 50 years. Security Guards should -

| | |
|---|--|
| 1 | Be medically fit for the job. |
| 2 | Have Minimum qualification 10 th pass or equivalent exam. |
| 3 | Have knowledge of firefighting equipment and basic operation of electronic security gadgets. |
| 4 | Have been on the employment roll of the bidder for a minimum of six months before their deployment at RBI's sites. |
| 5 | The Supervisor should be an ex-serviceman. |

5. The antecedents of staff deployed shall be got verified by the agency from local police authority and an undertaking in this regard to be submitted to the Bank.
6. The agency will maintain suitable registers on which day to day deployment of personnel at each location will be entered. This will be countersigned by the authorized official of the Bank. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The agency has to give an undertaking (on the



- format), duly countersigned by the concerned official of the Bank, regarding payment of wages as per rules and laws in force.
7. All liabilities arising out of accident or death while on duty shall be borne by the agency. For this purpose, the agency shall maintain adequate insurance cover to the satisfaction of the Bank.
 8. The agency shall at its own expense, arrange to effect and maintain comprehensive insurance (workmen compensation policy for salary quoted) for its security guards /supervisors etc. and deposit such policy or policies with the employer from time to time during the currency of this contract.
 9. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the agency deployed, the supervisory staff will move in their areas of responsibility.
 10. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the Bank.
 11. Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Bank and shall not knowingly lend to any person or company any of the effects of the properties being managed.
 12. The security staff or any other employees of the agency shall not accept any gratitude or reward in any shape.
 13. The agency shall have his own Establishment / setup / mechanism / Training institute to provide training aids or should have tied up with a training institute, with 2-3 Ex-Servicemen/Ex-Para Military Forces/Ex-Police for training purpose at its own cost to ensure correct and satisfactory performance of its liabilities and responsibilities under the contract.
 14. Under the terms of their employment agreement with the agency the security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the agency as long as they are deployed at Bank's premises.
 15. That in the event of any loss occasioned to the Bank, as a result of any lapse on the part of the agency which will be established after an enquiry conducted by the Bank, the said loss can be claimed from the agency up to the value of the loss. The decision of the Bank will be final and binding on the agency.
 16. The agency shall do and perform all such security and allied services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the Bank may issue from time to time and which have been mutually agreed upon between the two parties.
 17. The agency shall be free to remove, redeploy or manage its employees deployed at the Bank's premises in any which way it may desire albeit with information to the Bank. The Bank shall have the right, within reason, to have any person removed from deployment at Bank's premises that is considered to be undesirable or otherwise.
 18. The agency shall be responsible to maintain all property and equipment of the Bank entrusted to it.
 19. The agency will deploy its own supervisors as per the need given by the Bank. The supervisor shall be required to work as per the terms of this contract and follow all reasonable instructions given by the Bank's authorized officials.



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20. The personnel engaged by the agency shall at all times while deployed at the Bank's premises, be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/- on each occasion and habitual offenders in this regard shall be removed from deployment at the Bank's premises. The penalty on this account shall be deducted from the agency's bills.
21. The personnel engaged have to be courteous with pleasant mannerism in dealing with the Bank's staff / visitors etc. and should project an image of utmost discipline. The Bank shall have right to have any person moved in case of complaints or as decided by representative of the Bank if the person is not performing the job satisfactorily or otherwise. The agency shall have to arrange the suitable replacement in all such cases.
22. The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by the Bank from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the Department for double duty, if any.
23. The agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Bank.
24. The payment would be made at the end of every month based on the actual shift manned / operated by the personnel supplied by the agency and based on the documentary proof jointly signed by the representative of the Bank and the agency / its representative / personnel authorized by it. No other claim on whatever account shall be entertained by the Bank.
25. Any damage or loss caused by agency's persons to the Department in whatever from would be recovered from the agency.
26. In case any of agency's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the Department and the same shall be deducted from the agency's bills.
27. In case any of agency's personnel deployed under the contract fails to report in time and agency is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 24 shall be levied.
28. In case any complaint is received attributable to misconduct / misbehavior of agency's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from agency's bill. Further the concerned personnel shall be removed from the deployment immediately.
29. Any liability arising out of any litigation (including those in consumer courts) due to any act of agency's personnel shall be directly borne by the agency including all expenses / fines.
30. The contract period is Twelve months from the date of the commencement (as mentioned in Notice to Proceed).
31. In the event of default being made in the payment of any money in respect of wages of any person deployed by the agency for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Bank may, failing payment of the said money by



- the agency, make payment of such claim on behalf of the agency to the said Labour Authorities and any sums so paid shall be recoverable by the Bank from the agency.
32. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Department, such money shall be deemed to be payable by the agency to the Department within seven days. The Bank shall be entitled to recover the amount from the agency by deduction from money due to the contractor or from the Performance Security.
 33. The agency shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
 34. The agency shall indemnify and hold the Bank harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the agency.
 35. The agency should be registered with the concerned authorities of Labor Department under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act (wherever applicable).
 36. The agency shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis / ballams and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
 37. Agency will provide walkie-talkie to supervisor and security guards as mentioned in [Annexure -III](#) to ensure effective timely communication between them.
 38. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Bank from the agency.
 39. If any underpayment is discovered, the amount shall be duly paid to the agency by the Department.
 40. The agency shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Bank etc.
 41. The contractor will have to deposit/submit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every 3 months.
 42. The contractor should have round the clock control room service in Delhi along with quick response teams to deal with emergent situations.
 43. **Dispute Resolution: -**
 - (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Regional Director, Reserve Bank of India, New Delhi.
 - (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.



(c) The cost of Arbitration shall be borne by the respective parties in equal proportions.

During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.

(d) Arbitration proceedings will be held at Delhi/New Delhi only.

44. JURISDICTION OF COURT

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

45. The Contractor / Agency shall comply with the provisions of “**the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013**”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

(a) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

(b) The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual Harassment at work place and related issues.

46. The Contractor shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure / systems / equipment etc. which may come to his possession or knowledge during the course of discharging the contractual obligations in connection with this agreement, to any third party and will at all times hold the same in strictest confidence. The Contractor will indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank will be entitled to claim damages and pursue legal remedies.

47. TERMINATION OF AGREEMENT

Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith by written notice of 30 days without assigning any reason and without payment of any compensation, if

i. in the opinion of the Bank (which shall not be called in question by the Contractor and shall be binding on the Contractor), the contractor fails or refuses to implement this



agreement to the Bank's satisfaction and/ or the contractor commits a breach of any terms and conditions of this agreement

and /or

ii. for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement

and/or

iii. there is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the bank to such variation.

iv. Cancellation of the PSARA license of the vendor by the Government or any reasons will result in annulment of the contract and the terms and conditions regarding cancellation or termination of the contract as mentioned in tender document. Termination of contract will become applicable if vacation of licence cancellation order is not produced before the Bank within a reasonable time not exceeding 60 days from the date of cancellation order or as decided by the Bank

48. Notwithstanding anything contained in this Contract, in the event of non-compliance, disobedience, or breach of any terms of the contract or unsatisfactory or inefficient working by the contractor, the Bank shall have the absolute and independent authority to revoke this contract after giving one month's (30 Days) notice in writing to the Contractor without assigning any reason and the same shall be binding on the Contractor and the contract will come to an end with immediate effect on completion of the deadline as stipulated in the notice, in which case the contractor shall not be entitled for any compensation/damages and the Security Deposit shall not be refunded. Vendor can also cancel the contract after giving due notice in writing of two months to the bank.



ANNEXURE-I

TENDER FORM FOR PROVIDING SECURITY SERVICES

To,
Regional Director
Reserve Bank of India
Estate Department
New Delhi

Dear Sir,

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, we hereby offer to provide security services specified in the said memorandum, to the time specified in the time memorandum, at the rates mentioned in the attached, and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

| | | | |
|-----|----------------------|---|--|
| (a) | Description of works | : | Provision of Security and Allied Services at various properties of the RBI, NEW DELHI. |
|-----|----------------------|---|--|

2. Should this tender be accepted, we hereby agree to abide by and fulfill the terms and provisions of the said Condition of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.
3. We have deposited a sum of Rs. 9,00,000/- as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by us to the Reserve Bank of India.
4. The details of our bankers are as under: -

| Sr. No. | Name of Bank | Branch and its complete address | Name of the contact person | Telephone and FAX no. |
|---------|--------------|---------------------------------|----------------------------|-----------------------|
| 1. | | | | |
| 2. | | | | |



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5. We are enclosing herewith list of our clients with complete details.

| Sr. No. | Client Name | Location | Nature of work | Number of personal deployed |
|----------------|--------------------|-----------------|-----------------------|------------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

6. The Tender is submitted in two parts in separate sealed envelopes. Part I contains all Technical terms and conditions and Part II contains only the price bid in the Bank's Performa.

7. Other details: -

| | | |
|------|--|--|
| i | Name, address of firm/agency, telephone numbers and email | |
| ii | Details of Registration (Registration No. of the firm/agency, date, No. etc.) | |
| iii | Name, designation, address, telephone numbers and email of authorized person of firm/agency to deal with | |
| iv | Please specify as to whether tenderer is sole proprietor/partnership firm. Name and Address and Telephone No. of directors / partners should be specified. | |
| v | PAN No. (enclose copy of PAN card issued by Income Tax Department) | |
| vi | GSTIN Number | |
| vii | Provident Fund Account No. | |
| viii | ESI Number | |
| ix | Licence number under Contract Labour (R&A) Act | |
| x | Details of Bid Security deposited: | |
| xi | Income Tax Returns of last | |



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| | | |
|-----|--|--|
| | three years – FY 2017-18; 2018-19; 2019-20 | |
| xii | Any other information: | |
| | Declaration by the bidder: This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves abide by them. | |
| | Signature: | |
| | Name & Address | |
| | Seal: | |



ANNEXURE-II

SCOPE OF WORK

The agency shall have to provide the security and allied service at the Bank's properties in Delhi.

The agency shall ensure protection of the personnel & property of the Bank, prevent trespass in the assigned area, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the Bank's premises.

For the above purposes, the agency shall be expected to deploy its own experienced personnel with clearly assigned responsibilities. The Bank expects the following:

DUTIES AND RESPONSIBILITY OF SECURITY SUPERVISORS:

- i. The Security Supervisor will be responsible for overall security and watch and ward arrangement of the premises where deployed.
- ii. Security Supervisor will ensure that all necessary instructions are communicated to the Security Guards and Drivers etc. and there is no lapse of any kind in following these instructions.
- iii. The Security Supervisor of each shift is accountable for all function of his security guards during the shift. Monitor Shift wise Security deployment & brief all staff for specific instructions of the day.
- iv. At the beginning of the shift he will completely take over charge from the outgoing Supervisor & while himself leaving on completion of his duty will hand over charge to the incoming Supervisor in clear detail about the activities performed & works pending completion.
- v. He will ensure through Main Gate Guards, all entry & exit movements of Men, Material & Vehicles is authorized and takes place. No deviations to be permitted unless authorized.
- vi. Before mounting the shift on duty, the Supervisor will check the turn out of the staff, brief every guard of his post duties & pass on any specific instructions for the day for the concerned posts as applicable. Mobility of the guard on duty is of paramount importance which has to be well driven in their minds before resuming duties.



- vii. During his duty he will monitor the checking of all out going / incoming workmen, contract labour, Contractors, & Vendors.
- viii. During his checking rounds must try & gather information of any abnormal activities in his area of responsibility which if observed, first take corrective / preventive actions & simultaneously keep security officers informed about it.
- ix. Ensure upkeep & highest standard housekeeping of the Main Gates & ensure functioning of all security gadgets & apparatus deployed for routine work.
- x. Shall maintain liaison with Caretaker, Security officer & RWA and be updated always on any changes taking place & inform the same to his security guards.
- xi. Will follow the laid down procedure in case of Visitors. Will ensure he & his staff maintain a decent behaviour with anyone coming in or going out.
- xii. He will always be ready to accept & assist / guide in handling any unforeseen eventualities.
- xiii. The Supervisor shall be duly trained in Fire safety operations. He should be trained to operate various fire extinguishers installed in the colonies and he will always be ready to assist with his available staff, in case of any accident or Fire Emergency.
- xiv. He must do Surprise Checking on regularly basis to ensure the effective functioning of his staff.
- xv. The Supervisor will maintain shift documentation as per laid down formats, meet the Visitors & guide them respectfully to the place they are supposed to go after completing Gate formalities for Visitors.
- xvi. During his shift he will also compulsorily move on all posts to check & ensure effective discharge of duties by the deployed guards & brief where felt necessary. In doing so he will make the Main Gate Guard responsible to take care of the Gate activities during his absence.
- xvii. The Shift Supervisor will ensure all phone calls are received promptly & where required the concerned message is noted down & passed on to the relevant persons / officials when they are available at the first next moment.
- xviii. The Night Shift Supervisor will move on to the posts of both units more frequently but on irregular timings to maintain surprise for effective checking.
- xix. At the end of his shift duty will brief the Security guards/Security supervisors of all duties performed during his shift & pending works if any.



DUTIES OF SECURITY GUARDS

- i. All Security Guards will report for duty ten minutes before their duty start time and will be well turned out.
- ii. After briefing by the Supervisor, they will clear doubts if any on the instructions passed on the day.
- iii. The guards will ensure that they remain more mobile during their duty time & avoid sitting at hidden places.
- iv. The guards will observe unscrupulous activities of the workers, maids etc. in the premises from a camouflaged location & any abnormality noticed will be instantly passed on to the Supervisor on duty.
- v. While on duty the guards will maintain a polite but FIRM behaviour with the employees & contract labour.
- vi. Guards will not involve themselves in any of the activities they are supposed to check & prevent.
- vii. If any wrong working procedure is being followed by the employees or workers, maids etc they will unhesitatingly advise them in a decent way to follow correct procedure & simultaneously inform the concerned official nearby or the Shift Supervisor.
- viii. In case of any doubt the guard will not keep it to himself but will immediately seek help from Shift Supervisor or Security Officer.
- ix. While on duty the guards will work with eyes open, mind receptive & shall take initiative to find abnormalities.
- x. No guard, especially in night shift duty will ever be found sleeping. If found, the agency will be penalized with a fine of Rs.500/ for each such instance.
- xi. Guards on Main Gate duty will sincerely perform checking of incoming / outgoing employees/visitors but all throughout will maintain a decent & presentable behaviour.
- xii. The security personnel shall be duly trained in Fire safety operations. They should be trained to operate various fire extinguishers installed in the colonies.
- xiii. The security guards will ensure the operation of water pump at the fixed hours in the colonies.



- xiv. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Bank.
- xv. Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.
- xvi. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
- xvii. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattles.
- xviii. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
- xix. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.
- xx. The Security Supervisor/Guards are required to display mature behavior, especially towards ladies, children and elderly persons. Any Security Guard on duty shall not leave the premises until his reliever reports for duty.

Any other provisions as advised by the Bank may be incorporated in the agreement. The same shall also be binding on the contractor.



ANNEXURE-III

Details of Security Personal / Walkie talkie Required

| Place of Deployment | Security Supervisor | Security Guards (Male) | Security Guards (Female) | Walkie Talkie for Security Guards |
|---|----------------------------|-------------------------------|---------------------------------|--|
| RBI, MOB, Sansad Marg, New Delhi | 00 | 12 | 02 | 00 |
| RBI Staff Quarters Sarojini Nagar, New Delhi | 03 | 36 | 00 | 13 |
| RBI Staff Quarters Shalimar Bagh, New Delhi | 03 | 06 | 00 | 03 |
| RBI Officers Colony Rabindra Nagar New Delhi | 01 | 03 | 00 | 00 |
| RBI Staff Quarters Sewa Nagar, New Delhi | 00 | 06 | 00 | 00 |
| RBI Staff Quarters R.K. Puram, Sector -VI New Delhi | 03 | 06 | 00 | 00 |
| RBI Officers Colony Vasant Vihar New Delhi | 03 | 12 | 00 | 00 |
| Total | 13 | 81 | 02 | 16 |



ANNEXURE-IV

METHOD OF AWARD OF WORK - EVALUATION CRITERIA

1. Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids
2. The technical proposals will be evaluated by a committee constituted by the Bank using the following criteria:
 - (i) the management composition of the agency (experience of the key personnel) (10 points);
 - (ii) the Agency's experience of working at critical / high security establishments (20 points);
 - (iii) the recruitment procedure followed by the bidder agency (15 points);
 - (iv) the training facilities and procedure for security guards / supervisors (25 points);
 - (v) the agency's reporting and record management structure / systems (10 points)
 - (vi) the compensation and facilities structure for security guards / supervisors (10 points)
 - (vii) the quality of existing security guards / supervisors of the agency (10 points) –

(The Evaluation includes the random check / visit at premises including training facility of the agency.)

3. Quality, competence and reliability of the security agencies is the paramount requirement in this tender. The decision of the award of the contract would be made as under:
 - (i) Technical proposals scoring not less than 75% of the total points will only be considered for further evaluation;
 - (ii) The Bank shall notify those bidders whose proposals did not meet the minimum qualifying points or were considered non-responsive to the tender conditions, indicating that their Financial Bids will be returned unopened after completing the selection process. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks, indicating the date and time set for opening of the Financial Bids. The notification may be sent by registered letter or electronic mail;
 - (ii) The Financial Bids (Part-II) shall be opened electronically on the notified date. Part-II (Commercial/Price Bid) only will be opened of those tenderers who qualify/ are found suitable after scrutiny of Part-I (Technical Bid) by RBI on a subsequent date which will be intimated to all the eligible tenderers in advance by Courier/ Email/ Telephone call. The decision of RBI in this regard will be final.



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- (iv) The Evaluation Committee will determine whether the Financial Bids are complete [i.e., whether they have costed all items of the corresponding Technical Proposals. If not, the Client will cost them and add their cost to the initial price], correct any computational errors.
- (v) The lowest Financial Bid (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as $S_f = 100 \times F_m / F$ in which S_f is the financial score, F_m is the lowest price offer and F is the price offer of the tender under consideration. Proposals will be ranked according to their combined Technical (S_t) and Financial (S_f) scores using the weights ($T=0.60$ and $P=0.40$) $S = S_t \times T\% + S_f \times P\%$.



ANNEXURE-V

CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

| S.No. | Description | Accepted / Submitted |
|-------|---|----------------------|
| | | Yes/No |
| 1. | EMD submitted | |
| 2. | Payment of Bill on monthly basis | |
| 3. | Provision of uniform security guards/Security supervisors | |
| 4. | Minimum / maximum age limit followed | |
| 5. | Security guards/Security supervisors are on payroll of the firm | |
| 6. | Minimum wages of the Central Government to be paid | |
| 7. | Police verification for credentials of staff deployed | |
| 8. | Insurance clause has been accepted | |
| 9. | Details of experience enclosed | |
| 10. | Certified annual turnover submitted | |
| 11. | Details of minimum value of each completed work submitted | |
| 12. | Details of training setup submitted | |
| 13. | ESI considered for price bid | |
| 14. | EPF considered for price bid | |
| 15. | Bonus considered for price bid | |
| 16. | Reliever charges considered for price bid | |
| 17. | Gratuity considered for price bid | |
| 18. | Leave considered for price bid | |

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.



ANNEXURE-VI

Format for Technical Proposal

| S. No. | Description of Technical Criteria | Supporting documents, descriptions, notes, etc. |
|---------------|---|--|
| 1. | Management composition of the agency (experience of the key personnel) | |
| 2. | Agency's experience of working at critical / high security establishments | |
| 3. | Recruitment procedure followed by the bidder agency | |
| 4. | Training facilities and procedure for security guards / supervisors | |
| 5. | Agency's reporting and record management structure / systems | |
| 6. | Compensation and facilities structure for security guards / supervisors | |
| 7. | Quality of existing security guards / supervisors of the agency | |

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.



ANNEXURE-VII

(ON A STAMP PAPER of Rs.100/-)

UNDERTAKING

To,
Regional Director
Reserve Bank of India
Estate Department
New Delhi

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time.
4. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
5. I/We do hereby undertake that complete security of the all the Bank properties shall be ensured by our Security Agency, as well as any other Points considered by our Agency.

(Signature of the Bidder)
Name and Address of the Bidder.
Telephone No.



Annexure VIII

Proforma for Bank Guarantee In Lieu of Bid Security / Earnest Money Deposit

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

This deed of guarantee made this _____ day of _____ two thousand _____ between _____ (Name of Banker) having its registered office at _____ (place) and one of its local offices at _____ (hereinafter referred to as the Surety), and Reserve Bank of India, a Corporation constituted by the Reserve Bank of India Act, 1934, having its Central Office at Central Office Building, Shahid Bhagat Singh Road, Mumbai - 400 001 INDIA (hereinafter referred to as the Bank).

WHEREAS _____ (Tenderer's name hereinafter referred to as 'Tenderer') a Company registered under _____ and having its registered office at _____ is bound to deposit with the Bank by way of earnest money INR _____ (INR _____ only) in connection with its TENDER For Providing Security and Allied Services at the Bank's properties in Delhi and the specifications and terms and conditions enclosed therein.

WHEREAS the tenderer as per clause No.8.2.3 of Instructions to tenderers and special conditions has agreed to furnish a Bank Guarantee valid up to _____ instead of deposit of earnest money in cash.

NOW THIS WITNESS

1. That the Surety in consideration of the above Tender made by the Tenderer to the Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of INR _____ (INR _____ only) within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.
2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.



3. The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Tender for Providing Security and Allied Services at the Bank's properties in Delhi. The Banks' decision in this regard shall be final and binding.
4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.
5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR _____ (INR _____ only).
6. This guarantee shall remain in force and effective up to _____ and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.
7. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.
8. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.
9. Notwithstanding anything contained hereinabove, unless a demand or claim under this guarantee is made on the Surety in writing on or before _____, the Surety shall be discharged from all liabilities under guarantee thereafter.
10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.



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NIT for Providing Security and Allied Services at the Bank's properties in Delhi

SIGNED AND DELIVERED
For and on behalf of above named Bank.

For and on behalf of
(Banker's Name and Seal)
Branch Manager
(Banker's seal)

Date:

Signature & Stamp of Firm



Annexure IX

FORM OF AGREEMENT

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, having its Office at New Delhi (hereinafter called "the Employer") of the one part and _____ (hereinafter called "the Contractor") on the other part.

WHEREAS the Employer is desirous of Providing Security and Allied Services at the Bank's properties in Delhi and has caused specifications describing the work to be done. AND WHEREAS the said specifications and the scope of work have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the special conditions and in the scope of work and conditions of Contract as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works described in the said Specifications and included in the scope of work at the respective rates therein set forth, amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS -

2.1 In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall, upon and subject to the said conditions, execute and complete the work shown upon the said specifications and the Scope of work.

2.2 The Employer shall pay the Contractor the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.

2.3 The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.



2.3 The specifications, agreement and documents mentioned herein shall form the basis of this Contract.

2.4 This Contract is deemed to be ensuring minimum wages to all staff.

2.5 The Employer reserves to itself the right of changing the requirement of staff any time during the currency of Contract, without prejudice to this Contract.

2.6 Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work from the day of issue of works order/letter of acceptance as provided for in the said conditions.

2.7 All payments by the Employer under this Contract will be made only at Reserve Bank of India, New Delhi.

2.8 All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in New Delhi and only courts in New Delhi shall have jurisdiction to determine the same.

2.9 That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

| | |
|---|--|
| If the Contractor is a partnership or an individual | IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written. |
| If the Contractor is a company | IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written. |

Signature Clause:

SIGNED AND DELIVERED by Reserve Bank of India, New Delhi

_____ (Name and Designation)

In the presence of - witnesses –

1. _____

Address _____

2. _____

Address _____

If the party is a partnership firm



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or individual

SIGNED AND DELIVERED BY _____

In the presence of - Witness -

1. _____

Address _____

2. _____

Address _____

THE COMMON SEAL OF _____

Was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on

In the presence of -

Witness -

1. _____

2. _____

If the Contractor signs under common seal, the signature clause should tally with the sealing clause in the articles of association.

Directors who have signed these presents in token thereof in the presence of -

1. _____

2. _____

If the Contract is signed by the hand of power of attorney, whether a company or an individual.

SIGNED AND DELIVERED BY -
the Contractor by the hand of
Shri _____

_____ and duly constituted attorney.



ANNEXURE-X

Proforma of Bank Guarantee For Performance Security Deposit

(To be submitted on Non-judicial stamp paper of appropriate value purchased in the name of the issuing bank):

No. _____ Date _____

To:
The Regional Director
Estate Department
Reserve Bank of India
New Delhi

Dear Sir,

In consideration of your agreeing to accept the security deposit of INR ____ (INR ____ only) furnishable to you by Messrs. _____ (hereinafter referred to as "the Contractor") in terms of their contract with you for "Providing Security and Allied Services at the Bank's properties in Delhi" as per their Tender dated ____ and your Special Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated ____ in the form of guarantee from us in the manner hereinafter contained, we ____ (Name of the Bank) do hereby covenant and agree with you as follows :

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of INR ____ INR(____ only) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of INR ____ (INR____ only) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.

2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by



reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of INR _____ (INR _____ only) as aforesaid.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.

7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship



and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing unconcealed and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.

14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.

15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to INR _____ (INR _____ only). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.



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16. We have power to issue this guarantee in your favor under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above-named Bank)

For & on behalf of
(Banker's Name & Seal)

BRANCH MANAGER
(Banker's Seal)

Address _____



**Reserve Bank of India
Estate Department, 6, Sansad Marg, New Delhi**

NIT for Providing Security and Allied Services at the Bank's properties in Delhi

Part 2 - PRICE BID

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
New Delhi**

LAST DATE OF SUBMISSION: January 15, 2021 up to 14.00 Hours



Annexure-XI

**PRICE BID FOR PROVIDING SECURITY AND ALLIED SERVICES AT THE Bank's
PROPERTIES IN DELHI**

Name of the Tenderer _____

Address _____

(Deployment of security personnel as specified in [Annexure III](#))

| S. No | Description | No of Security Guards / instrument | Annual rate in Rs. (all inclusive) * | Annual Amount in Rs. (all inclusive) * |
|-------|-----------------------------------|------------------------------------|--------------------------------------|--|
| a. | Security Supervisors | 13 | | |
| b. | Female security Guards | 02 | | |
| c. | Male security Guards | 81 | | |
| d. | Walkie Talkie for Security Guards | 16 | | |

* (Rates must be as per Minimum Wages Act and inclusive of all applicable statutory levies / taxes, GST/CGST/ SGST).

Note:

1. No Enclosure should be enclosed with Part- II.
2. No conditions, separate conditional notes etc. should be added in part- II.
3. Please use only format supplied.

Date:

Signature & Stamp of Firm