



PREMISES DEPARTMENT

Tender for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai.

NIT No: - RBI/Central Office/Premises Department/4/20-21/ET/188

SCHEDULE OF TENDER (SOT)

Title of Tender : -	Tender for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai.
Mode and (NIT) number of Tender:-	RBI/Central Office/Premises Department/4/20-21/ET/188 e- Procurement System (Online Part I – Techno-Commercial Bid and Part II – Price Bid through www.Mstcecommerce.com/eprochome/rbi)
Estimate Amount in Rs.	Rs. 14.30 Lakh
Tender available on Bank's website to download	11:00 hrs. on 30 September 2020
Pre-Bid meeting	Vendor has to submit their queries regarding tender over mail by 17 October 2020. subhashpawar@rbi.org.in
Earnest Money Deposit – EMD amount should be submitted before close date and time of tender. If it is in the form of DD or Bank Guarantee then original copy of DD / Pay order or Bank Guarantee should be submitted in sealed form at RBI Central Office, Premises Dept. COBM Cell Fort Mumbai before due date of tender.	Rs.28,600/- EMD amount either can pay through Demand Drafts or Bank Guarantee (BG) payable at Reserve Bank of India Mumbai or Through NEFT A/c. No – 41869163273 IFSC Code – RBIS0COD001 A/c. Name – Reserve Bank of India
Last date and time for submission of EMD through NEFT/ECS/RTGS	12.00 hrs. on 26 October 2020

Last date for submission of Techno-Commercial Bid & Price Bid	15.00 hrs. on 26 October 2020
Date & time of opening of Part –I (Technical bid) <u>(Date of opening of Part –II (Price bid) shall be informed separately)</u>	16.30 hrs. on 26 October 2020



**RESERVE BANK OF INDIA
Premises Department
Mumbai- 400 001**

E- Tender for

Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai

Tender Part -I

Name of Tenderer: _____

Address: _____

Date of Pre-Bid Meeting/ query raised through Mail by firm : 17 October 2020

Due date and time for Submission of tender: Up to 1500 Hrs. on 26 October 2020

Date of opening of Part- I of tender : At 16:30 Hrs. on 26 October 2020

Venue : Premises Department
5th Floor, Central Office Building
Reserve Bank of India,
Mumbai- 400 001

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Disclaimer

Reserve Bank of India, Premises Department, Central Office, Fort, Mumbai (the Bank) has prepared this tender document. The information is provided to prospective Tenderers to enable them to bid **for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai** from the date specified in the contract as per the terms and conditions set out in this tender and any other terms and conditions related to such information .

This tender is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this tender is to share requirements of the Bank with all interested parties in order to enable them to submit their Bid. **While the Bank has taken due care in the preparation of the information contained herein, the Bank does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information in tender. The Bank is not responsible if no due diligence is performed by the Respondents.** The Bank reserves the right not to proceed with this tender, 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 tender further with any respondent. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.

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Date

**RESERVE BANK OF INDIA
Premises Department, Mumbai**

Notice Inviting Tender (NIT)

Tender for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai

Reserve Bank of India, Central Office invites E-tenders from eligible vendors/contractors for providing Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai. The initial period of contract will be up to one year from the date of award of work as per laid down contractual obligations. The work is estimated to cost **Rs. 14.30 Lakh** all-inclusive taxes per Annum.

1. Tender forms will be available from . .2020 to . .2020 at MTSC website. The duly filled in tender documents should be uploaded on MSTC website before 02.00 PM on . .2020.
2. E-Tendering forms can be downloaded from the website <https://www.mstcecommerce.com> and uploaded along with all the information/ documents, mentioned in the commercial terms and conditions of the tender.

Eligible Criteria

3. Only those contractors who possess the following shall be considered eligible to participate in the tender:
 - (i) **Valid license** issued by Fire Authority of Maharashtra for undertaking works pertaining to operation & maintenance of **Fire Fighting** system such as Hydrants, sprinklers and Pumping etc.

And

- (ii) **Minimum 5 years of experience** (as on September 30, 2020) in the field of undertaking similar works viz Operation and maintenance of complete Fire Fighting system such as Hydrants, sprinklers and Pumping etc. for large office buildings / commercial premises / industrial houses

And

- (iii) **have executed successfully similar works** on or after September 30 ,2015 individually costing as under:
 - a) Three works each costing not less than **40 % of the estimated cost**
OR
 - b) Two works each costing not less than **50 % of the estimated cost**
OR
 - c) One work costing not less than **80 % of the estimated cost,**

And

- (iv) Have a **minimum yearly turnover of 100 % of the estimated cost** during the last 3 years

And

- v) Banker`s certificate of value not less than ₹ 14.30 lakhs as per the pro forma given [Annex-V](#) along with technical bid.

AND

- vi) Have a service set up in Mumbai for rendering service shall be eligible to participate in the tendering process.

5. The following documents shall be prepared and scanned in different files (in PDF or JPEG format) and uploaded during the on-line submission of Bid. These documents shall also be submitted to RBI before the prescribed date & time for submission of Bids. The following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the tendering process.

(a)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partner's copy of the Articles of Association/ Power of Attorney/other relevant document. GST Registration proof.
(b)	Work experience & Completion of electrical installation works, maintenance services for office buildings /commercial premises of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of contract, value of contract, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any Centre, should also be given.

(c)	Turnover	Audited financial statements for last three Assessment/financial Year i.e. 2016-17, 2017-18 and 2018-19 along with a certificate of Chartered Accountant indicating the turnover for these financial years.
(d)	Credit worthiness of the contractor and their turnover during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment Orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
(e)	Name(s) and address(es) of the Bankers and contact details of their executives	Written Information about the names and addresses of their bankers along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.
(f)	Details of bank accounts	Full particulars of their bank accounts, like account no. type, when opened etc., should be given.
(g)	Name(s) and address(es) of the Clients and contact details of their executives	Written information about the names and addresses of their clients along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
(h)	Details of completed works	The client-wise names of work(s), year(s) of execution of work (s), awarded and actual cost (s) of executed work (s), completion time stipulated in the contract (s) and actual time taken to complete the work (s), Name(s) and full contact-details of the officers/authorities/departments under whom the work(s) was/were executed should be furnished.
(i)	Details of Service setup	Address and contact details of the service set up at the place of proposed work place i.e., Mumbai for rendering after sales service.

(j)	Registration proofs*	ESI, EPF, Labor laws, GST registration (*All the applicable bidders shall submit the copy of registration and if not applicable, an undertaking may be given for the same. All the bidders should give an undertaking /declaration in attached format given in Annexure-VIII.)
(k)	Valid license	Fire Authority of Maharashtra /competent authority shall be furnished

6. In the event of intending bidder's failure to satisfy the Bank; the Bank reserves the right to not allow him to participate in tendering process.
7. All the intending tenderers are advised to study the tender documents and may send their queries through email to ashutoshsingh@rbi.org.in / subhashpawar@rbi.org.in on or before ----- for clarification. With prior notice on the above email and confirmation from the Bank, site visit will be facilitated to intending tenders to provide the first feel of the work at site. The duly filled in tender documents shall be uploaded on MSTC site till 14:00 hrs on----- . No further clarification /queries will be entertained after date of sending queries.
8. (a) The Earnest Money Deposit (**EMD**) of **Rs. 28,600/-** may be remitted through NEFT and documentary evidence in support of remittance shall be submitted in sealed cover addressed to Chief General Manager, Premises Department , Central Office Building , Mumbai-400 001 so as to reach Premises Department Central Office up to **17:00 Hrs. on _____** superscripted as "EMD for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai.
- (b) EMD of Rs. 28, 600/- (Rupees Twenty Eight thousand six hundred only) in the form of an irrevocable Bank Guarantee issued by a scheduled Bank in the Bank's standard proforma which is available in the tender form ([Annex -II](#))
9. All the Pre-Qualification papers shall be uploaded on MSTC site and same will be downloaded at the time of opening part-I of tender for examination by the Bank. Part I of the tenders will be opened on-line at **11:30 AM on -----** in the presence of the authorized representative of the bidders who choose to be present. Part-II (Price bid) shall be opened of the eligible bidders on a subsequent date which will be intimated to the eligible bidders in advance.
10. The applicants/tenderers have to submit/upload
- a. Client's certificate as per format at [Annex- IV](#) from their clients for whom they have carried out "eligible works" in terms of the eligibility (Pre-qualification) criteria explained in this notice.
- b. Banker's certificate as per format at [Annex - V](#) from their banker/bankers.

The client's certificate shall be accepted only when the same is signed by an official of the rank of Executive engineer/Superintendent Engineer or equivalent in respect of a Government/Semi Government organization or a PSU and only when they are supported by adequate proof of payment received by the contractor for the work done by him. The client's certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) certificates. Applications/tenders uploaded without the above certificates may be rejected. The Bank shall have the right to independently verify these certificates.

The Bank shall evaluate the said reports before processing the tenders and opening of price bid of the tenders. If any bidder is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.

11. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above.
12. After scrutiny of the eligibility documents submitted by the bidders, the Bank shall finalize the list of qualified bidders and a panel of these qualified bidders shall be prepared which shall be valid for a period of three years. Bank at its discretion may invite tenders from this panel for other similar works during the validity of the panel.
13. All information submitted in response to this tender shall be the property of Reserve Bank of India and it shall be free.
14. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.

Chief General Manager

Important instructions for E-procurement

Tenderer are required to register themselves with MSTC E commerce portal to participate in the bidding process. Tenderers are requested to read the terms & conditions of this tender before submitting your online tender.

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 Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt.depts → Select RBI Logo- > Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e- tender).</p> <p style="text-align: center;">Contact person (RBI, Mumbai):</p> <p>1. Ashutosh Singh(Asst.General.Manager-Tech):08872004140 (ashutoshsingh@rbi.org.in)</p> <p>2.S.K.Bavdhankar (skbavdhankar@rbi.org.in) 9833952351</p> <p>2. Contact person (MSTC Ltd):</p> <p>1. Mr. Sushil Nale, Asst. Manager – sushil@mstcindia.co.in Mobile-09987758430</p> <p>2. Ms Archana, Asst. Manager- archana@mstcindia.co.in Mobile-09990673698</p> <p>3. Ms. Rupali Pandey, Executive- rpandey@mstcindia.co.in Ph- 022 22886268</p> <p>3. Mr. Tejas V, Executive tejasv@mstcindia.co.in Ph-022 22822789</p> <p>4. Google hangout ID- (for text chat)- mstceproc@gmail.com</p>
	<p>i) Windows 7 or above Operating system</p> <p>ii) IE-7 and above Internet browser.</p> <p>iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline)</p>
	<p>software to be downloaded and installed in the system.</p>

	<p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied. Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. Other Settings: Tools => Internet Options => General => Click On Settings under “browsing history/Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction fee:</p> <p>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.</p> <p><u>Transaction fee is non-refundable.</u> A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p>

	NOTE: Tenderers 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.
5	Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	E-tender cannot be accessed after the due date and time mentioned in NIT.
7	<p>Bidding in e-tender:</p> <p>a) Vendor(s) need to submit necessary EMD and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govt.depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common Terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to Save/submit his Technical bid.</p> <p>e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid</p>

	<p>offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) 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>l) Tender issuing authority 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>No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Tenderers are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

Place:
Date:

Signature and seal of the Tenderer
Name:

Address:
Email:
Phone:
Mobile no.:

Section-I
Form of Tender

**Chief General Manager
Reserve Bank of India
Premises Department
Central Office Building
Mumbai – 400 001.**

Sir,

E-Tender for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the works and also having acquired the requisite information relating thereto as involving the tender, I/We hereby offer to take up the **Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai** at the rates mentioned in the attached schedule of quantities and in accordance with the conditions of the tender and conditions of contract attached hereto.

Memorandum

(a)	Description of work		Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai
(b)	Earnest Money (Rs.)	:	Rs:14,30,000/-
(c)	Performance Guarantee	:	Bank Guarantee from any scheduled Bank for an amount equal to 10% of the Contract Amount
(d)	Percentage, if any, to be deducted from each bill	:	NIL
(e)	Contract Period	:	One Year

2. We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender Part-I and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We agree to keep the EMD or Bank Guarantee towards EMD valid during the entire period of validity of tender.

3. Should this Tender be accepted, I/we hereby agree to abide by and fulfill all the terms and conditions of the Tender and in the event of any default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender document with the written acceptance of the Contract.

4. I/We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor.

Dated thisday of 2020

For and on behalf of M/s

(Signature of authorized signatory with seal)

Name _____

Designation _____

Place _____

Date _____

(Certified true copy of Board Resolution or mandate or Power of Attorney of the above signatory as authorized signatory should be enclosed).

Witnesses (1) _____
Signature with name,
address and date

Witness (2) _____
Signature with Name,
address and date

Articles of Agreement

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, Mumbai Regional Office, Shahid Bhagat Singh Marg, Fort, Mumbai-400001, having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai 400001 (hereinafter called "the Employer" or "the Reserve Bank" or "the Bank") represented by..... Which expression shall unless repugnant to the context uncloses his successor in Office of the one part and

_____ (hereinafter called "the Contractor") represented by.....which expression shall include his successors, assigns and legal representative of the other part.

WHEREAS the Employer is desirous of carrying out the work of **Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai** and has caused scope of work describing the works to be done [as detailed in Tender Documents (Part I, Part II, annexures and amendments thereof)].

AND WHEREAS the said scope of work and the Schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth herein and to the Conditions set forth in the General Conditions of Contract, Special Conditions, and in the Schedule of Quantities (all of which are collectively hereinafter referred to as "the said Conditions") the works described in the said Scope of works and included in the Schedule of Quantities at the Respective rate 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").

A. NOW IT IS HEREBY AGREED AS FOLLOWS:

- i. This agreement will come into effect from _____ and will remain in force up to _____ or unless it is terminated as per the terms herein after contained.
- ii. The charges of ₹..... (Rupees only) covering the cost of manpower (materials / fittings/ fixtures shall be arranged at approved reasonable rate) for efficient rendering the maintenance services shall be payable on monthly/quarterly basis subject to submission of bill/ invoice. The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the maintenance services have been provided satisfactorily and after deducting all statutory dues/ taxes etc.
- iii. The above charges are firm and not subject to labour conditions, exchange variations or any other condition whatsoever.
- iv. The above charges also include Insurance Charges and any other tax and duty or other levy, whether existing or levied in future by the Central Government or the State Government or any local authority. GST will be paid separately at the

applicable rate.

- v. The contractor shall be responsible for providing services on regular basis as per the scope of work and terms and conditions of the contract.

B. Services to Be Rendered by the Contractor:

The contractor shall:

- i. Ensure that he deploys trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the works. Be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him for the purpose of rendering the services required by the Bank/ employer under the agreement.
- ii. Ensure that all persons employed by him, for the purpose for rendering the services required by the Bank under this agreement, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be responsible for any injury or damages to any persons, animals or any other things.
- iii. Ensure that his employees, while in the office or residential premises of the Bank or while carrying out their obligations under this agreement, observe the standards of cleanliness, decorum, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the Bank/ employer shall be the sole judge as to whether or not the contractor and/ or his employees have observed the same.
- iv. Personally, and exclusively supervise the work of his employees so as to ensure that the services rendered under this agreement are carried out to the satisfaction of the Bank.
- v. Ensure that no employees of the contractor will enter or remain on the Bank's premises beyond the specified time limits unless and absolutely necessary for fulfilling contractor's obligations.
- vi. Be liable for any damage caused to the bank or its premises or any part thereof or to any fixtures or fittings/equipments thereof or any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents.
- vii. Supply identity cards and uniforms to his/ her employees or agents who shall be doing the job at the Bank's premises. All the employees and agents should bear the identity card and uniforms for all the times while they are working in the Bank's premises.

C. Minimum wages

- i. Rates quoted by the firm should be in accordance with the Contract Labour Act 1970 /minimum code 2019/ Minimum Wages Act. Tender having quoted rates below the prescribed rates will be rejected. The firm shall ensure payment of minimum wages to the workmen employed by they/them through NEFT to their bank account/s and shall maintain a register of wages and shall issue a wage slip to every workman employed by they/them and obtain their signature or thumb impression on the wage slips. In addition, they have to provide essential amenities like drinking water, first aid facility etc. to their employees as per Contract Labour Act 1970/latest code

2019.

- II. Salary of the employees shall be disbursed through NEFT only to their bank account and a copy of the NEFT payment shall be produced with the bill to be submitted to the Bank for payment.
- III. The successful Tenderer has to give undertaking on Non Judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the labourer of all descriptions to be engaged by him for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under CLRA Act and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.
- IV. The successful Tenderer shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948 and code 2019, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/statute in force in this regard. The firm only shall be responsible for liabilities, if any, in this regard.
- V. The Bank may also insist, if necessary, the successful Tenderer for bank account payment of labours and he will furnish the bank account details of engaged labours as proof of payment on enquiry.

D. Sexual harassment Clause: The Service Provider / Agency shall comply with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”.

- a. The Service Provider agency shall be solely responsible for full compliance with the provisions of the “sexual harassment of women at workplace (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 Service Provider/ agency and the Service Provider/ agency shall ensure appropriate action under the said act in respect of the complaint.
- b. Any complaint of sexual harassment from any aggrieved employee of the Service Provider against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c. The Service Provider shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Service Provider, for instance any monetary relief to Banks employee, if sexual violence by the employee of the Service Provide is proved.
- d. The Service Provider shall be responsible for educating its employee about prevention of sexual harassment at workplace and related issues.
- e. The Service Provider shall provide a complete and updated list of its employees who are deployed within the Banks premises.

E. Non- Disclosure Clause: The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the

course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer 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 Employer shall be entitled to claim damages and pursue legal remedies.

The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.

The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason."

F. Insurance :

The successful tenderer shall take workmen compensation policy and Covid-19 related policy for the workers engaged in the work. The successful Tenderer shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability in successful Tenderers all risk policy shall be minimum Rs. 2 lakh per person for any one accident or occurrence and Rs. 10.00 lakh in respect of damage to property for any one accident or occurrence.

Note: These policies shall be valid till the completion of the work. If the successful Tenderer does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the successful Tenderer.

G. Termination of Agreement:

- i. 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 without assigning any reason and without payment of any compensation, if
 - a) In the opinion of the Bank (which shall not 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
 - b) The contractor commits a breach of any terms and conditions of this agreement and/ or
 - c) For any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/ or
 - d) 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.
- ii. In the event of termination of this agreement for any reason whatsoever, the contractor/ or persons employed by him or his/ her agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

H. Stamp duty:

The contractor shall bear the cost of the stamp duty of this agreement. Bank shall retain the original and the contractor shall retain the copy of the same.

I. The contractor shall ensure payment of minimum wages to the workmen employed by him/ her/ them.

J. The contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the payment of wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/ statute in force in this regard. The contractor only shall be responsible for liabilities, if any, in this regard.

K. The several parts of this contract have been read and fully understood by the contractor.

L. All payments by the Employer under this Contract will be made only at Mumbai.

M. 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 schedule of quantities.

N. 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.

O. 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.

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

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 hereinabove written.
If the contractor is a partnership or an individual. 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 duplicate/ has caused these presents and the said two duplicate hereof to be executed on its behalf, the day and year first hereinabove written.

Signature Clause:

Signed and delivered by Reserve Bank of India, Mumbai.

(Name and Designation) In the presence of:

Witnesses:

1. _____

Address:

2.

Address:

If the party is a Partnership firm or individual:

(Name and
Designation) In the
presence of:

Witnesses:

1. _____ Address:

2.

Address:

Note: Bank reserves the right to modify the contents of the Articles of the Agreement before the agreement is entered with the contractor

Section – II

Important Information

2.1 Important Information:

Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai

Estimated cost	Rs. 14:30 Lakh
Earnest Money Deposit (EMD)	(EMD) Rs.28,600/- in the form of irrevocable Bank Guarantee or may be remitted through NEFT to be submitted. Documentary evidence for NEFT or Bank Guarantee shall be submitted to the Chief General Manager, Premise Department, Central Office Building, Reserve Bank of India, Fort, Mumbai- 400 001 on or before _ Hrs on _____. Failure to comply with this condition will render the
Date of issue of tender /downloaded from https://www.mstcecommerce.com	_____ from ----- Hrs
Date and place of Pre-Bid meeting	All the intending tenderers are advised to study the tender documents and may send their queries through email to ashutoshsingh@rbi.org.in / subhashpawar@rbi.org.in on or before ----- for calification. With prior notice on the above email and confirmation from the Bank, site visit will be facilitated to intending tenders to provide the first feel of the work at site. No separate communication will be sent for this meeting. The tenderers are expected to get all the issues clarified during this meeting and should not deviate from the Bank's tender conditions/ specifications in their technical (Part I) and Price Bids (Part II).
Last date of submission of completed Bid	_____ up to 14 :00 Hrs.
Date and time of opening of Technical Bids	_____ at 11:30 Hrs
Date and time of opening of Financial Bids	Shall be intimated to all Tenderers later after scrutiny of technical Bids (Tender Part -I)
Commencement Date	As specified in the work order
Power of Attorney in case of Company	Shall be submitted in favor of the person signing the tender documents
Payment condition	Refer Para 4.8
Penalty	Refer Para 4.7

Validity of the tender	90 days from the date of opening of Price Bid i.e: Tender Part -I
All disputes arising shall be subject to the jurisdiction of courts in	Mumbai
Performance Bank Guarantee	The Tenderer has to submit the Performance Bank Guarantee for an amount equal to 10 % of contract value valid for the entire period of currency of contract for due fulfillment of the contractual obligations, in the format at Annexure -C.
Contact person for communication in connection with this tender	Name and Designation: Shri. Ashutosh Singh, Asst. General Manager (Tech-Elect), Estate Office, Mumbai Phone: 08872004140 Email: ashutoshsingh@rbi.org.in

2.2 The Bank reserves the right to accept or reject any or all bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No Tenderer shall have any cause of action or claim against the Bank for rejection of his Bid.

2.3 All information submitted in response to this tender shall be the property of Reserve Bank of India and it shall be free to use the concept of the same at its will.

**Chief General Manager
Reserve Bank of India
Premises Department
Central Office Building
Mumbai – 400 001.**

Section - III

General instructions to Tenderer

3.1	Tender Document:
3.1.1	Tender shall consist of this document having Fives Sections along with any annexures, schedules, addendum or corrigendum etc. issued by the Bank for the purpose.
3.1.2	Tenderer are advised to study all sections of tender documents thoroughly. Submission of Bid shall be deemed to have been done after careful study and examination of the tender documents with full understanding of its implications.
3.1.3	The Tender shall be prepared and submitted in two parts, viz. Part I and Part II on the MSTC web portal (https://www.mstcecommerce.com) clearly indicating "Part I – Technical Bid" and "Part II – Prices Bid", respectively. If the Tenderers desire to submit additional information, they may do so on their own letter head. Each page of the forms shall be signed and uploaded before due date of opening of Tender.
3.2	Amendment to tender document
3.2.1	At any time prior to the deadline for the submission of Bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Tenderer, modify the tender by an amendment.
3.2.2	The said amendment in the form of the addendum/ corrigendum will be loaded on the MSTC web portal (https://www.mstcecommerce.com). This communication shall be binding on the Tenderers. The addendum (s) issued will form part of the tender documents.
3.2.3	In order to afford prospective Tenderers reasonable time for preparing their Bids after taking into account such amendments, the Bank may, at its discretion, extend the deadline for the submission of Bids.
3.3	Submission of Bid: Tender in prescribed form shall be submitted/uploaded in two parts on MSTC website
3.3.1	Technical Bid
	Part-I of the tender will contain Bank's standard technical and commercial conditions for the proposed work, Tenderers covering letter with relevant eligibility documents and the documentary evidence of EMD of Rs. 25,500/- (proof of NEFT).
(i)	Sections I to V are parts of the Technical Bid. All partners in case of partnership firms or representatives authorized by the Board in case of a company, should sign the tender document.
(ii)	Tenderer must fill all the details specified in various sections. It should be ensured that price bids/ quotes should not be indicated in Part I / Technical Bid.

(iii)	EMD shall be part of Technical Bid.
(iv)	The tender documents must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.
3.3.2	Price Bid: Part-II of the tender will contain no conditions but Bank's schedule of quantities and tenderer's price indicated therein (Monthly/ Yearly charges). The Price Bid shall be as per the format given in Part II. The Tenderer will have to quote monthly/yearly charges of AMC work as described in the scope of works.
(i)	Currency of Bid: Bid prices shall be quoted in Indian Rupees only. These prices should include all costs associated with the work including any out of pocket / mobilization expenses, all taxes (other than GST to be indicated at specific row in the SOQ), charges, levies, cess, insurance, other Govt. Taxes, tools , dress, ladder other safety equipments etc. The rates quoted must be excluding GST, which should be shown separately.
(ii)	Any correction in the amount without Tender's attestation will not be accepted.
(iii)	The price should be quoted strictly in line with the price schedule leaving no column blank whatsoever to avoid any ambiguity. No conditions should be put in the price Bid.
(iv)	The Tenderer should ensure that all columns of the price schedule are duly filled in and no column is left blank. After opening of the price Bid, no clarifications whatsoever shall be entertained by the Bank.
(v)	If any columns of the price schedule are found blank, the tender of the respective Tenderers shall be treated as non-responsive and will be summarily rejected by the Bank at its discretion.
3.3.3	It will be imperative on the part of each Tenderer to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the items. No request for the change of price shall be entertained, on account of any local condition or factor once the offer of the Bank is accepted by the Tenderer.
3.4	Bids shall remain valid for 90 days from the date of opening of tender Part-I for acceptance by the Bank. This period may be further extended, if required, by mutual consent.
3.5	Earnest Money Deposit (EMD) / Bid Security:
3.5.1	The Tenderers shall enclose proof in support of EMD, if deposited using NEFT for the amount of Rs.25,500/-which shall not been any interest.
3.5.2	EMD shall be remitted using NEFT .The NEFT details will be submitted along with technical bid. No interest shall be paid on EMD. EMD of the successful Tenderer will be retained with the Bank against Security Deposit. The EMD shall be refunded after submitting Performance Bank Guarantee, as stipulated in the para 3.7 by the bidder to the Bank.

3.5.3	Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected by the Bank.
3.6	EMD shall be forfeited if the Tenderer:
(i)	makes misleading or false representations in the forms, statements and attachments submitted, has suppressed any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria; or
(ii)	Withdraws his Bid during the period of Bid validity; or does not sign the contract after award of Contract.
(iii)	Has been blacklisted by any Government agency and the blacklisting is still in force.
3.7	Performance Bank Guarantee
	Performance Bank Guarantee (PBG) @ 10 % of the contract amount will have to be deposited in favor of The Chief General Manager, Reserve Bank of India, Mumbai with letter of acceptance of contract by the successful tenderer. The Performance Bank Guarantee shall be valid for a period of 90 days beyond the date of completion of the work. The Performance Bank Guarantee deposited by the successful Tenderer shall be invoked in the event of unsatisfactory performance of the Tenderer and / or loss/ damage if any sustained by the Bank on account of failure or negligence of the workers deployed by service provider or in the event of breach of the terms and conditions of the agreement. The format of the Performance Bank Guarantee is given Annexure-C. The PBG shall be submitted by the successful tenderer before schedule date of commencement of the work after which the EMD shall be returned.
3.8	Procedure for Submission of Bids
	Tenders in "Part-I" or "Part-II" shall be submitted/ uploaded by e-tendering through https://www.mstcecommerce.com and addressed to The Chief General Manager, Premises Department, Central office, Reserve Bank of India, Mumbai-400 001 & should be uploaded on or before 02:00 P.M. on _____ . Interested eligible Tenderers shall submit the tenders in prescribed form in two parts as under: Part-I of the tender will contain the tenderers' covering letter, documents as detailed in the tender and additional information, if any apart from EMD, Part-II of the tender will contain no conditions but tenderers' financial bids only
3.8.1	If it is found that the Technical bid (Tender Part-I) and the Financial Bid (Part-II) have been uploaded in the Technical bid/ Part-I section, the Bid will be liable for rejection.
3.8.2	No conditional/optional quote shall be accepted.
3.8.3	Tenderers shall not be permitted to alter or modify their Bids after receipt of Bids.
3.9	Pre-bid Meeting

	All the intending tenderers are advised to study the tender documents and may send their queries through email to to ashutoshsingh@rbi.org.in / subhashpawar@rbi.org.in on or before----- for clarification. With prior notice on the above email and confirmation from the Bank, Site visit will be facilitated to the intending tenderers to provide the first feel of the work and site.
3.10	Opening of Tender
	The Tender Part-I will be opened at 11:30 hrs. on _____ in the presence of those authorized Tenderers who chose to be present. Part-II of the tender of only those tenderers/ Agencies which meet the requirement of the Bank, provide all the documents as indicated in the tender and as per the decision of the Bank on Tender Part-I evaluation i.e.: technical bids. Price bid (Tender Part-II) shall be opened on a scheduled or subsequent date which shall be advised to the tenderers/ Agencies. The work shall be awarded to the Tenderer after evaluation of technical bid and financial bid
3.11	Scrutiny of Technical Bid
	As per terms and conditions of tender Part-I
3.12	Opening of Financial Bid
	The financial Bids of the eligible Tenderers will be opened later and they will be intimated about the date and time accordingly. The Tenderers or their authorized representatives may remain present for the same if they choose to be present.
3.13	Scrutiny of Financial Bid
	*Quotations for personnel have to be as per CLR Act, 1970 and Minimum Wages Act, 1948/ wages code 2019 amendment & in force and inclusive of all applicable statutory levies. Quotes/Financial bids with below minimum wages will be rejected. Tenderer is required to quote Monthly/ yearly charges total cost to company in format given in Part II. a) If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Bank feels that the Tenderer has made a mistake in placing the decimal point in the unit price, in such case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly. b) If there is an error in a total price, which has been worked out through addition and / or subtraction of subtotals, the subtotals shall prevail, and the total corrected accordingly. c) If there is a discrepancy between the amount expressed in words

	<p>and figures, the amount in words shall prevail, subject to sub clauses 'b' and 'c' above.</p> <p>d) In case for any item rate is not filled / found blank, the bid is liable for rejection.</p> <p>e) If there is any arithmetical error in totaling of individual items, the correct total shall be computed by the Bank and the same shall prevail.</p>
3.14	<p>The Tenderer shall ensure payment of minimum wages to the workmen employed by him/her/them through NEFT to their bank account/s and shall maintain a register of wages and shall issue a wage slip to every workman employed by them and obtain their signature or thumb impression on the wage slips. In addition, they have to provide essential amenities like drinking water, first aid facility, etc. to their employees as per Contract Labour (Regulation & Abolition) Act, 1970/wages code 2019. Salary of the employees shall be disbursed only through NEFT to their bank account and a copy of the NEFT payment shall be produced with the bill to be submitted to the Bank for payment to the Vendor. No cash payment by the company/firm shall be made to their employees.</p>
3.15	<p>The successful Tenderer has to give undertaking on Non Judicial Stamp Paper of applicable value before the award of the work that they undertake to actually pay wages to its personnel of all descriptions to be engaged by them for completion of that particular job/work at the rate which is not less than the one prescribed as minimum wages under CLRA Act, 1970/wages code 2019 and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and/or provide the essential amenities.</p>
3.16(a)	<p>The successful Tenderer shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, wages code 2019 or any other labour law/statute in force in this regard. The firm only shall be responsible for liabilities, if any, in this regard.</p>
(b)	<p>In view of para 2.16 (a) it is necessary, for the successful Tenderer to furnish the information w.r.t. bank account details of engaged personnel as proof of payment.</p>

3.17	<p>Insurance: The successful Tenderer shall take “workmen compensation policy along with employees against Covid-19 Related policy for the workers engaged in the work in the name of Reserve Bank of India, Mumbai and the contractor the first being the name of RBI. The successful Tenderer shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability in firms all risk policy shall be minimum Rs. 2 lakh per person for any one accident or occurrence and 10.00 lakh in respect of damage to property for any one accident or occurrence.</p> <p>Note: These policies shall be valid during the period the successful Tenderer provides the services mentioned in the contract to the Bank. If the firm does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the Tenderer at the rate double the premium whether the Bank take such insurance policy or otherwise. The contractor shall also obtain appropriate insurance policy to insure their workmen/ employees against COVID-19 and submit the same to the Bank along with the workmen compensation policy as stated above. Banks shall not be responsible for any damage / losses to the contractor due to COVID-19.</p>
3.18	<p>Signing of Contract Agreement</p> <p>The General instructions to the tenderers and special conditions, conditions hereinbefore referred to, Conditions of Contract enclosed with the tender documents, the subsequent correspondence exchanged between the Bank and the tenderer and the work order placed shall be the basis of the final contract to be entered into with the successful Tenderer. On receipt of intimation from the Bank of the acceptance of the tender, the successful Tenderer shall be bound to implement the Contract within 14 days thereof and sign an agreement in bilingual.</p> <p>The cost of necessary stamp paper for execution of the agreement shall be borne by the Tenderer.</p> <p>The successful Tenderer shall not sublet any portion of the contract. In case of breach of these conditions, the Bank may serve a notice in writing on the successful Tenderer rescinding the contract whereupon the EMD/ performance security deposit shall stand forfeited by the Bank, without prejudice to his other remedies against the Tenderer.</p>
3.19	<p>In case the successful tenderer is not signed the Article of agreement then the work order will be the binding contract document for this</p>
3.20	<p>Right to Accept Part Tender: The Bank reserves the right to accept the tender either in whole or in part or reject completely.</p>

Place:
Date:

Signature and seal of the Tenderer
Name:

Address:
Email:
Phone/Mobile no.:

Commercial Conditions

(To be filled –in by the Tenderer & uploaded along with Part-I)

Sr. No.	Description	Bank's Terms	Acceptance of Bank's terms (YES/NO)
1	Validity of tender	90 days	
2	EMD	Rs. 28,600/--	
3	Terms of payment	Payment shall be made on monthly basis after submission of bill with supporting documents.	
4	Technical /commercial specifications	As per specifications in Part I of the tender	
5	Termination of contract & Penalties	Section-V of this tender	
6	Performance Bank Guarantee for Security Deposit	10% of Annual Contract amount in the form of Bank Guarantee in Banks format given in Annexure C	
7	Insurance Clause accepted	Section IV (3.17)	
8	Payment on submission of bill	On Monthly basis	

Part II should not contain any terms and conditions but only priced bill of quantity. Terms and conditions, if any, incorporated in Part II, will not be valid or considered.

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Mobile no.:

Special Instructions to the Tenderer

1. The workmen will not be allowed to stay within the premises except in duty hours & during work emergencies.
2. The water required for the work or workmen can be availed from the available source at site free of cost. The successful Tenderer has to tap the same from the point shown to them at their own cost.
3. The electric power required for the work can also be similarly drawn from the supply available at site free of cost. The successful Tenderer has to tap the same from the point shown to them at their own cost.
4. The successful Tenderer has to obtain permission, if any required from the local authorities / bodies as per the existing local byelaws for such works and the charges/fees if any, has to be borne and paid by the successful Tenderer including water and draining charges.
5. The intending tenderer can obtain any clarifications regarding the tender etc. if any in the pre-bid meeting.
6. The entire materials for the work shall be brought to the working area through the staircase only during specified time of working hours as per instructions of Bank's officials. The delivery of materials shall be given on the floors specified in the tenders by the successful tenderer.
7. The Tenderer may please note that the work has to be carried out in an office buildings / premises during normal working hours / restricted hours without causing any inconvenience to the other occupants. The rates quoted for each item shall be quoted accordingly. All dismantling work and work generating noise shall be done during the day time and on holidays and day time work may have to be done on restricted hours. Tenderer shall take into account the above facts while quoting the rates. The entire work involved shall be carried out with the least disturbance to the staff and cleaning has to be done by the successful Tenderer.

Neat housekeeping at all times is the responsibility of the successful Tenderer. The debris / dust or any waste generated out of the above work shall be cleaned as frequently as required and shall be stored at the specified place inside the Bank's Premises, as per the instructions of the Bank's Engineers. The successful Tenderer shall remove all the debris stored at the specified place inside the Bank's premises and shift it to the approved waste dumping place as per Municipal regulations as and when the accumulated waste is around one truck load or earlier, if instructed by Bank's Engineers. The successful Tenderer shall be solely responsible for any penal action/ penalties levied by Municipal authorities for violation of their rules/ regulations in this regard.

8. The successful Tenderer shall use only Bank's approved brand materials as directed by Bank's Engineers/ Fire officers.

9. Bank will require the successful Tenderer to produce, samples of all the materials, accessories/finishes prior to procurement/manufacture. The Bank's Engineer/ Fire Officers shall approve samples of the materials for the work. Failure to comply with these instructions can result in rejection of the work.

10. Some other works, such as Electrical/Civil/plumbing/sanitary, or any specialized works etc., have been organized by the Bank through separate agencies. The successful Tenderer shall coordinate his work with all other agencies deployed by the Bank at site so that no hindrances are presented to the planned work of any other agency.

11. The Tenderers should have valid Labour license from Labour Commissioner as per prevailing Labour Act, if applicable. The successful Tenderer shall ensure payment of minimum wages to the workmen employed by him as per Central Labour Commissioner's/State Labour commissioner's rates whichever are higher and obtain their signature or thumb impression on wage slip. A copy of such wage slip shall be submitted to the Bank.

12. The Tenderers should have valid Electrical / approved fire Agencies license from local statutory authority as per prevailing Electricity /safety /fire Act during entire annual maintenance contract period otherwise Failure to comply with these instructions can result in rejection of the work without any notice.

13. Before quoting the rates, Tenderer should inspect the site and understand the nature and scope of the work for themselves.

14. The successful Tenderer shall carry out the work strictly in accordance with specification details and instructions of the Bank's officials. The Tenderer should note that the tender and other documents describing each item in the schedule are only indicative in nature and cannot be taken as complete in detail and finishes. It is expected that the Tenderer should understand the intent of the tender and specifications and provide for materials, workmanship, finishes and accessories appropriately so as to deliver the product of high standards. Bank reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider are appropriate and suitable for the intended use. The successful Tenderer is not eligible to claim extra on this account. No claim from the successful Tenderer at a later date will be entertained for his failure to understand this condition. The decision of the Bank in respect of the quality of material, type of work, workmanship, finish etc. shall be final and binding on the successful Tenderer.

15. The successful Tenderer should note that he should execute his part of work without causing any damage to any part of the building and also without disturbing the existing occupants. Any damage so caused shall be made good at the cost & risk of the successful Tenderer.

16. The successful Tenderer shall make sure that they protect their materials during and after installation and hand them over in good shape to the Bank satisfactorily. At the time of handing over, any damages, scratches, dents or such defects noticed shall be got rectified as directed without any extra charge by the successful Tenderer to the satisfaction of the Bank

17. The successful Tenderer shall also be responsible for the safety and security of all their materials and man power and also for ensuring fire prevention steps at all times in the working premises including their part of the work.

18. The successful Tenderer shall keep the Bank indemnified against all claims, if any.

19. The successful Tenderer shall submit the addresses, personal details and photographs of their workmen being engaged by them for the said work to the Bank for obtaining Entry passes. Workmen will be allowed inside the premises only on producing the photo passes issued by the Bank. **The successful Tenderer, his staff and the Labour will have to comply with the security regulations of the Bank and also the police verification mentioned elsewhere in the tender.**

20. Wearing of uniform: Successful Tenderer shall provide a proper uniform with firms name and designation along with safety shoes, hand gloves, usable ladders and other safety equipment as per latest Indian Electricity/ Fire Services regulations etc. to their worker/employees engaged on site for identification & safety purpose.

21. Incomplete tender may not be considered for further processing.

22. List of Documents to be submitted along with quarterly Bill: Copy of following documents for a particular month duly certified by the successful Tenderer /supervisor to be submitted along with monthly bill for payment:

- i. Statement of Complaints received/attended
- ii. Statement of materials procured (if any) with the approval of Bank.
- iii. Periodical preventive maintenance of all equipment and Proper register to be maintained and service report /log books complete history signed by The Bank Fire Officer/P&SO
- iv. Submit the valid license copy issued by Maharashtra fire services and submit the B- form after every six months or as per statutory authority requirement.
- v. Declaration for compliance of Contract Labour Act & Minimum wages Act.
- vi. A statement showing payment of wages made with signature of Labour.NEFT statement evidencing remittance of wages
- vii. Documentary evidence indicating the payment made etc.
- viii. GST declaration
- ix. Any other log books/document as directed by the Bank.

Place:
Date:

Signature and seal of the Tenderer
Name:

Address:
Email:
Phone:
Mobile no.:

Safety Code

1. First-aid appliances, including adequate supply of sterilized dressings and cotton wool, shall be maintained in a readily accessible place.
2. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. A portable single ladder shall be provided over 8 meters in length, the width between the side rails not less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of the trench, whichever is more. All trenches and excavations shall be provided with necessary minimum height shall be one meter.
5. Every opening in the floor of a building or a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
6. No floor, roof or other part of the structure shall be so over-loaded with debris or materials as to render it unsafe
7. Workers employed on mixing and handling material such as asphalt, cement, mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand gloves.
8. Those engaged in welding works shall be provided with welder's protective eye- shields and gloves.
9. No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
10. Suitable face masks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
10. Hoisting machines and tackles used in the work, including their attachments, anchorage and supports shall be in perfect condition.
11. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.
12. Standard Electrical toolkit and overhauls shall be used by the personnel's engaged during the work to avoid any electrification.

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Mobile no.:

Section-IV
Special Conditions of the contract

4.1.	Evaluation of Financial Bids- Financial bids will be evaluated as explained in 3.13 of Section III.														
4.2	The contract can be initially awarded for broken AMC period at the Bank's discretion and the AMC can be further renewed annually as per the conditions mentioned in clause no. 4.3. Accordingly the rates/Amounts shall quoted by the tenderer.														
4.3	<p>Criteria of Rates and Renewal of the contract Intending Tenderer shall insure the minimum wages and other statutory dues as per the relevant statutes to the workmen and produce Bank account statement of the workmen for minimum wages. It will be the sole responsibility of the contractor to meet all the Labour laws in force.</p> <p>Renewal of Contract. The AMC contract for operation & maintenance period is initially for one year. The contract shall be considered for further renewal on same terms and conditions at discretion of the Bank provided the Bank finds the services of the contractor satisfactory. The contract amount will be renewed based on variation in minimum wages for labour as and when minimum wages will be revised by Government. However, review of the performance will be done every year to renew the contract or on basis of RBI indices or mutually agreed % increase whichever is lower. Variation in AMC contract value with respect to minimum wages as published by Office of Chief Labour Commissioner, Ministry of Labour & Employment, Government of India.</p> <p>VC= 0.85* V* { 2/3 (SS – SS0)/SS0+ 1/3(S – S0)/S0}</p> <p>Where VC = Variation in Contract cost i.e., increase or decrease in the amount in ₹ to be paid or recovered from previous year.(excluding GST) V= previous year AMC contract amount in ₹.(excluding GST)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%;"></th> <th style="width: 30%;">Minimum Wages present year</th> <th style="width: 30%;">Minimum wages Previous year</th> </tr> </thead> <tbody> <tr> <td></td> <td>Semi-Skilled(Technicians)</td> <td>SS</td> <td>SS0</td> </tr> <tr> <td></td> <td>Skilled(Supervisor)</td> <td>S</td> <td>S0</td> </tr> </tbody> </table>					Minimum Wages present year	Minimum wages Previous year		Semi-Skilled(Technicians)	SS	SS0		Skilled(Supervisor)	S	S0
		Minimum Wages present year	Minimum wages Previous year												
	Semi-Skilled(Technicians)	SS	SS0												
	Skilled(Supervisor)	S	S0												

4.4	<p>Non-disclosure</p> <p>The Firm shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Firm during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Firm shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The Firm shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Firm shall indemnify the Bank for any loss suffered by it 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 Firm and the Bank shall be entitled to claim damages and pursue legal remedies. The Firm shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Firm's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.</p>
4.5	<p>The successful Tenderer shall provide identity cards to his/her employees or agents who shall be doing the subject job at the Bank's premises. All the employees and agents should bear the identity card for all the times they are working in Bank's premises.</p>

4.6	The successful Tenderer shall obtain Police Verification Report on character and antecedents of its personnel and provide other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in Bank's Premises.
4.7	Penalty
	If there is a case of dereliction/ absenteeism in the duty/ ratification any delay in attending the complaints within twelve hours after lodging the complaint on telephone/e-mail/ official letter in the independent equipment a Penalty of Rs.1000/- per day shall be deducted from the bill payable to the Contractor.
4.8	Payment Conditions: Bills must be submitted latest by 10 th of the month following the month to which the bill pertains along with attendance sheet and due certification of Bank' engineer/ Fire Officers. The payment thereon will be made after the same is duly certified by the Bank's Fire Officers/ Bank's Engeenirs that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc.
4.9	Termination of the contract on default
4.9.1	The Bank may without prejudice to any other remedy for breach of Contract, by one month's written notice of default sent to the successful Tenderer and upon the successful Tenderer's failure and neglect to propose and/or execute any corrective action to set right the default, terminate this Contract in whole or in part: shall be done in case:
(i)	If the successful Tenderer fails to deliver any or all of the items of work as specified in the Tender document within the time period(s) specified in the Contract; or
(ii)	If the successful Tenderer fails to perform any other obligation(s) under the Contract.
4.9.2	On termination of the Contract for default, the security deposit of the successful Tenderer will be forfeited.
4.9.3	On termination of the Contract for default, action will be taken to blacklist the successful Tenderer at the discretion of the Bank.
4.9.4	The Bank has right to go to court of law in case of breach of the terms and conditions as specified in the tender document.
4.9.5	Termination for Insolvency: The Bank may at any time terminate the Contract by giving written notice to the Tenderer, without compensation to the Tenderer, if the Tenderer becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which the Bank is or will be entitled to take or seek.

4.10	<p>Patents:</p> <p>The successful Tenderer shall indemnify the Bank against all claims in respect of patent rights and shall defend all actions arising from such claims and shall himself pay all royalties, license fees, damages cost and charges of all and every sort that may be legally incurred in respect thereof.</p>
4.11	<p>Adherence to Safety Measures:</p> <p>The successful Tenderer will have to adhere to the safety code as detailed below:</p> <ul style="list-style-type: none"> a) The successful Tenderer shall follow all safety regulations. He shall provide necessary safety appliances to his employees as instructed by the Bank depending upon the nature of work. b) The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization. c) There may be venomous reptiles and insects in the green areas where work is to be carried out. Utmost care shall be taken by the successful Tenderer throughout the contract period to prevent accidents.
4.12	<p>Abiding by the provisions of Sexual Harassment Act, 2013 at work place:</p> <p>The successful Tenderer shall be solely responsible for full compliance with the provision of ‘Sexual Harassment for Women at Work Place (Prevention, Prohibition & 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 successful Tenderer and the successful Tenderer shall ensure appropriate action under the said Act in respect of the complaint.</p> <p>Any complaint of sexual harassment from any aggrieved employee of the successful Tenderer against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.</p> <p>The successful Tenderer shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the successful Tenderer, for instance any monetary relief to Bank’s employee, if sexual harassment by the employee of the successful Tenderer is proved.</p> <p>The successful Tenderer shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.</p> <p>The successful Tenderer shall provide a complete and updated list of its employees who are deployed within the Bank’s premises.</p>
4.13	<p>Force Majeure:</p> <p>a) The Tenderer shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, “Force Majeure” means an event beyond the control of the Tenderer and not involving the Tenderer’s fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions, freight embargoes etc.</p>

	<p>b) Bank will decide whether delay or failure on the part of the Tenderer was the result of an event beyond his control or not. The decision of the Bank in this regard will be final and binding on the Tenderer and will not be open to question before any court / forum in any proceedings.</p>
4.14	<p>Indemnification</p> <p>1. The Contractor agrees to indemnify and to keep the office premises, RBI and its officers, employees, directors and representatives indemnified against all claims (including third party claims), actions, losses, damages, costs, expenses, charges, including legal expenses (attorney/advocate fee included) which RBI may suffer or incur on account of:</p> <ol style="list-style-type: none"> any violations of applicable laws, regulations, guidelines during the contract period; or any breach or non-performance of the terms and conditions of this Agreement; or any breach of the representations and warranties made by the Contractor; or any negligent or fraudulent act or omission by the Contractor; or any third party for reasons attributable to the Contractor.
4.15	<p>Disputes Resolution</p> <p>Any claims, dispute and or difference (including a dispute regarding the existence, validity or termination of this Agreement) arising out of or relating to this contract including interpretation of its terms will be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by The Regional Director, Reserve Bank of India, Mumbai. In case the Contractor does not agree to such appointment, both the parties will appoint an arbitrator each and the arbitrators then will appoint the Presiding Arbitrator. The Arbitrator may give interim awards and/or directions, as may be required. The award of the Arbitrator/panel of Arbitrators shall be final and binding on both the parties. The Arbitration and Conciliation Act, 1996 shall be applicable. The venue of arbitration shall be Mumbai. The cost of the Arbitration proceeding shall be borne by the Tenderer. The fees of presiding Arbitrator shall be borne by both the parties. The fees of Arbitrator appointed by individual shall be borne by them.</p>
4.16	<p>Stamp Duty</p> <p>The Contractor shall bear the stamp duty on agreement and shall ensure that the agreement is stamped with proper duty chargeable thereon as per the Maharashtra Stamp Act. The agreement shall be executed in duplicate and the RBI Mumbai shall retain the original and the contractor shall retain the duplicate.</p>
4.17	<p>Police verification</p> <p>The Tenderer shall obtain and submit to the Bank Police Verification Report on character and antecedents of its personnel engaged for the work. The bidder shall also submit details relating to age, educational qualification, name passport size photographs and permanent address of the personnel engaged in this contract for duty in Bank's Premises</p>

4.18	<p>Termination for Default.</p> <p>a. The Bank may without prejudice to any other remedy for breach of Contract, by Seven Days (07) days written notice of default sent to the Tenderer and upon the Tenderer's failure and neglect to propose and/or execute any corrective action to set right the default, terminate this Contract in whole or in part:</p> <p>(i) If the Tenderer fails to deliver any or all of the items of work as specified in the Tender document within the time period(s) specified in the Contract; or</p> <p>(ii) If the Tenderer fails to perform any other obligation(s) under the Contract.</p> <p>b. On termination of the Contract for default, the EMD/ Performance Bank Guarantee of the Tenderer will be forfeited.</p> <p>c. On termination of the Contract for default, action will be taken to blacklist the Tenderer.</p> <p>d. Bank has right to go to court of law in case of breach of the terms and conditions as specified in the tender document.</p>
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I/We hereby declare that I/We have read and understood all the above instructions/conditions and the same will remain binding upon me/us in case the above- m e n t i o n e d Contract is entrusted to me/us. I/we also note that this letter will form part of the contract document and that the contents of this letter shall be supplemental to the conditions in the tender and not in derogation thereof except to the extent specifically provided herein.

Place:
Tenderer
Date:

Signature and seal of the

Name:

Address:
Email:
Phone:
Mobile no.:

Section –V
Technical Specifications

SCOPE OF WORK:

The work is for the following locations which includes all types of routine, preventive, periodical operation and maintenance works of Sprinkler System, Wet Riser Fire Hydrant System, Fire Proof Doors etc installations.

Contractor shall deploy one experienced technically qualified supervisor (having diploma in Civil / Electrical engineering/ fire with 2-years' experience) along with two experienced skilled/semiskilled workers(s) as stated under. The technical supervisor shall have active mobile phone while at site for taking instructions from Bank's Fire Officers / Engineers or any person deputed by the Bank and he shall supervise the work at site.

All of them directly employed & supervised by Bank's Fire Officers, the supervisor and the mechanics will visit employer's premises daily from 09.30 hrs. to 17:30 hrs. (Excluding Sunday/ Bank's holiday but including Saturday) For Servicing of the entire sprinkler, wet riser system & Fire Resistant door.

Contractor may be advised to deploy the in general shift or in shift duty. However, in case of exigencies, the contractor shall provide services beyond above mentioned hours. Contractor shall attend to all emergency works prior to or after shift hours and no extra payment for deployment of additional manpower will be made.

List of Equipment's of systems

SI No.	Description	Rating	Quantity
1	Electrical operated Fire pump set		01 set
	Motor	135 HP,165 Amps 440-volt, three phase	
2	Pump	2837 LPM	01 set
3	Electrical Panel for the operation of Electrical Fire Pump set	-	01 set
4	Lead acid battery	12V, DC, 180 AH	04 Nos.
5	Diesel Engine operated Fire pump set		01 set
	Diesel Engine	230 BHP ,	
	Pump	2837 LPM	
6	Diesel Engine control panel with battery charging circuit	-	01 set
7	Sprinkler Pump with motor	75 HP , 92 Amps , 440 , Three phase , 170.16 cubic meter/hr.	01 set

8	Submersible pump set	5 HP	01 set
9	Fire pump room with Air tank , sprinkler Air tank , Priming tank along with pressure switches	-	Air Tank – 03 set (Low/Medium /High) Sprinkler tank – 01 set Priming Tank – 01 set
10	Pressure guage	6	Nos
11	Pressure switches	6	Nos
12	3”dia Sluice valve for water line	3	Nos
13	G.G. make brass non return valve	3	Nos
14	Various gate valves	36	Nos
15	6”dia gate valve	1	Nos
16	Operating levers	9	Nos
17	Various non return valves	16	Nos
18	Quick air release valves	16	Nos
19	Fire resistant doors	27	Nos
20	Collapsible gates single & double	9	Nos
21	Rolling shutters	1	No
22	Alligator gate	1	No

A. Sprinkler system

Sn	Description	Qty	Scope of Work	Periodicity
1	Quartzoid bulb type sprinkler heads	223 nos	Cleaning the glass bulbs with spirit & general cleaning of the metal structure of the sprinkler system	Monthly
2	Electrical Sprinkler system	1 set	Testing of operation of the automatic operation of sprinkler pump by operation the drain valve in the room	Weekly
3	Electrical Starter panel	3 nos	Routing maintenance	Monthly
4	Air vessel pressure switch & pressure gauge	1 nos	Inspection & servicing of Air vessel pressure switch & pressure Gauge	Monthly
5	Valve and Alarm Gong	1 nos	Checking of any leakage in the system (consisting of fittings, valves, pipelines, joints and all other parts connected with the entire system. Replacement of spares parts are ti be paid	Monthly

			on chargeable basis based on the market price and agreed by the bank. (Grinding of BP valve whenever necessary has to be done by Contractor without any extra cost.	
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B. Wet Riser fire Hydrant System

Detailed works

The above Wet Riser Fire Hydrant System including valves, pipe lines etc shall be maintained as detailed below.

Sn	Scope of Work	Periodicity
1	Contractor will carry out testing for automatic operation of all the firefighting installations. Inspection the wet riser, fire Hydrant System & clean & polish hydrant valves, hose reel, hose pipes & nose boxes in each Floor. Any missing or damaged part as when required may be replaced at EXTRA Cost to the firm subjected to prior approval with the Bank.	Weekly
2	To check for any leakage's in the system (consisting of fitting, valves, pipelines, joints & any other parts, directly or indirectly connected to the system as a whole) & set these right by repairing changing the required parts. The replacement of any part, if required to be done, will be supplied either by the employer or by contractor at EXTRA COST at the rates ruling at the time of replacement, wherever ordered to do so by the engineers. (Grinding of BP valves whenever necessary is to be done without extra charges.)	Monthly
3	To check automatic working of the hydrant system & setting the requisite pressure.	Monthly
4	To check automatic working of the pump on daily basis & keep them in perfect working condition.	Monthly
5	To empty down the entire system operate all the hydrant valves and rectify the defects. After completion of the work, refill the entire system & operational whole the system.	Quarterly
6	To check the C valves gland packing directly or indirectly connected to the system by operating manually (by opening & closing the valves) at least ones in every two months & replace packing wherever necessary.	Bi monthly
7	To drain the priming tank ones in three months & to get it Filled immediately after draining so as to keep it ready for emergency.	Quarterly
8	To be prepared to take up any emergency work for the system at no additional cost to the employer,	As per requirement

	depending upon the type/time of services required on receiving telephonic information or otherwise from the employer.	
9	The schedule for servicing of the equipment at the premises will be drawn in consultation with the fire Officer. Contractor will look after the maintenance work of the system under instruction of the fire Officer.	As per requirement
10	Testing the automatic operation of the system by actuating the bulbs of the fire head & also manually by operating the quick release valve provided on the installation.	Quarterly
11	A record of the quarterly test should be maintained.	Quarterly
12	It should be observed at the time of Operation of the system that pressure switch are functioning properly .The setting should not be disturbed unless it is required to be reset.	Quarterly
13	Cleaning of all supply line valves, wheel valves, strainers etc. should be all thoroughly by operating them at least ones in a year	Yearly
14	Checking the pressure gauges on the system by comparing them with a stand test gauge. In case the gauges need to be replaced, the employer should be advised accordingly.	Yearly

C. Other Installations (Fire resistant doors/ Collapsible gates/ Rolling Shutters etc.

Sn	Scope of work	Periodicity
1	Checking testing & servicing of all doors gates and shutters including general cleaning, lubricating and checking the functioning of the same.	Monthly
	Checking of the automatic operation of fire proof doors by operation of the fusible lines	yearly
	Monthly inspection and servicing of sliding and folding door including general cleaning and oiling of the moving parts	Monthly
	Cleaning the fusible parts	Monthly
	Testing of free operation and closing of the doors.	Monthly
	Any other items to keep the fire doors in good condition	As per requirement

D. Fire Pumps General.

The routine inspection, testing, and maintenance of fire pump assemblies shall be Conducted as per the table below.

<i>items</i>	Activity	Frequency
Pump house, heating ventilating louvers	Inspection	Weekly
Fire pump system	Inspection	Weekly Pump operation
No-flow condition	Test	Weekly

Flow condition	Test	Annually
Hydraulic	Maintenance	Annually
Mechanical transmission	Maintenance	Annually
Electrical system	Maintenance	Varies
Controller, various components	Maintenance	Varies
Motor	Maintenance	Annually
Diesel engine system, various components	Maintenance	Varies

A fire pump assembly provides water flow and pressure for private fire protection. The assembly includes the water supply suction and discharge piping and valve; pump; electric, diesel driver and control; and the auxiliary equipment appurtenant thereto.

The pump assembly auxiliary equipment shall include the following:

- (a) Pump accessories
 - 1. Pump shaft coupling
 - 2. Automatic air release valve
 - 3. Pressure gauges
 - 4. Circulation relief valve (not used in conjunction with diesel engine drive with heat exchanger)
- (b) Pump test device(s)
- (c) Pump relief valve and piping (where maximum pump discharge pressure exceeds the rating of the system components or the driver is of variable speed)
- (d) Alarm sensors and indicators
- (e) Right-angle gear sets (for engine-driven vertical shaft turbine pumps)
- (f) Pressure maintenance (jockey) pump and accessories

Water Supply to Pump Suction.

The suction supply for the fire pump shall be adequate to provide the required flow at a gauge pressure of zero (0) psi [zero (0) bar] or higher at the pump suction flange to meet the system demand.

Energy Source.

The energy sources for the pump driver shall be adequate to supply the necessary brake horsepower of the driver so that the pump meets system demand.

Driver.

The pump driver shall not overload beyond its rating (including any service factor allowance) when delivering the necessary brake horsepower.

Controller.

Automatic and manual controllers for applying the energy source to the driver shall be capable of providing this operation for the type of pump used.

Notification to Supervisory Service.

To avoid false alarms where a supervisory service is provided, the alarm receiving facility always shall be notified by the owner or designated representative as follows:

- (a) Before conducting any test or procedure that could result in the activation of an alarm
- (b) After such tests or procedures are concluded

Inspection.

The purpose of inspection is to verify that the pump assembly appears to be in operating

condition and is free from physical damage.

The pertinent visual observations specified in the following checklists shall be performed weekly.

Pump House Conditions.

- (a) Heat is adequate, not less than 40°F (4.4°C) [70°F (21°C) for pump room with diesel pumps without engine heaters].
- (b) Ventilating louvers are free to operate.

Pump System Conditions.

- (a) Pump suction and discharge and bypass valves are fully open.
- (b) Piping is free of leaks.
- (c) Suction line pressure gauge reading is normal.
- (d) System line pressure gauge reading is normal.
- (e) Suction reservoir is full.

Electrical System Conditions.

- (a) Controller pilot light (power on) is illuminated.
- (b) Transfer switch normal pilot light is illuminated.
- (c) Isolating switch is closed - standby (emergency) source.
- (d) Reverse phase alarm pilot light is off or normal phase rotation pilot light is on.
- (e) Oil level in vertical motor sight glass is normal.

Diesel Engine System Conditions.

- (a) Fuel tank is two-thirds full.
- (b) Controller selector switch is in AUTO position.
- (c) Batteries' (2) voltage readings are normal.
- (d) Batteries' (2) charging current readings are normal.
- (e) Batteries' (2) pilot lights are on or battery failure (2) pilot lights are off.
- (f) All alarm pilot lights are off.
- (g) Engine running time meter is reading.
- (h) Oil level in right angle gear drive is normal.
- (i) Crankcase oil level is normal.
- (j) Cooling water level is normal.
- (k) Electrolyte level in batteries is normal.
- (l) Battery terminals are free from corrosion.
- (m) Water-jacket heater is operating.

Steam System Conditions.

Steam pressure gauge reading is normal.

Testing.

Purpose.

The purpose of testing the pump assembly is to ensure automatic or manual operation upon demand and continuous delivery of the required system output. An additional purpose is to detect deficiencies of the pump assembly not evident by inspection.

Weekly Tests.

Qualified operating personnel shall be in attendance during the weekly pump operation. A weekly test of electric motor-driven pump assemblies shall be conducted without flowing water. This test shall be conducted by starting the pump automatically. The pump shall run a

minimum of 10 minutes.

A weekly test of diesel engine-driven pump assemblies shall be conducted without flowing water. This test shall be conducted by starting the pump automatically, and the pump shall run a minimum of 30 minutes.

The automatic weekly test timer shall be permitted to be substituted for the starting procedure.

The pertinent visual observations or adjustments specified in the following checklists shall be conducted while the pump is running.

Pump System Procedure.

- (a) Record the system suction and discharge pressure gauge readings.
- (b) Check the pump packing glands for slight discharge.
- (c) Adjust gland nuts if necessary.
- (d) Check for unusual noise or vibration.
- (e) Check packing boxes, bearings, or pump casing for overheating.
- (f) Record the pump starting pressure.

Electrical System Procedure.

- (a) Observe the time for motor to accelerate to full speed.
- (b) Record the time controller is on first step (for reduced voltage or reduced current starting).
- (c) Record the time pump runs after starting (for automatic stop controllers).

Diesel Engine System Procedure.

- (a) Observe the time for engine to crank.
- (b) Observe the time for engine to reach running speed.
- (c) Observe the engine oil pressure gauge, speed indicator, water, and oil temperature indicators periodically while engine is running.
- (d) Record any abnormalities.
- (e) Check the heat exchanger for cooling water flow.

Annual Tests.

An annual test of each pump assembly shall be conducted under minimum, rated, and peak flows of the fire pump by controlling the quantity of water discharged through approved test devices.

(a) Use of the pump discharge via the hose streams; pump suction and discharge pressures and the flow measurements of each hose stream shall determine the total pump output. Care shall be taken to prevent water damage by verifying there is adequate drainage for the high-pressure water discharge from hoses.

(b) Use of the pump discharge via the bypass flow meter to drain or suction the reservoir; pump suction and discharge pressures and the flow meter measurements shall determine the total pump output.

(c) Use of the pump discharge via the bypass flow meter to pump suction (closed-loop metering); pump suction and discharge pressures and the flow meter measurements shall determine the total pump output.

The pertinent visual observations, measurements, and adjustments specified in the following checklist shall be conducted annually while the pump is running and flowing water under the specified output condition.

At No-Flow Condition (Churn). (Conduct this test first.)

- (a) Check the circulation relief valve for operation to discharge water.
- (b) Check the pressure relief valve (if installed) for proper operation.
- (c) Continue the test for $1/2$ hour.

At Each Flow Condition.

- (a) Record the electric motor voltage and current (all lines).
- (b) Record the pump speed in rpm.
- (c) Record the simultaneous (approximately) readings of pump suction and discharge pressures and pump discharge flow.
- (d) Observe the operation of any alarm indicators or any visible abnormalities.

For installations having a device installed to control minimum suction pressure by throttling action, low suction pressure on the device (below set minimum value) shall be simulated while pumping at the rated flow. Throttling action shall be observed for any abnormality (e.g., cavitation, pressure surges, and failure to throttle). The simulated low suction pressure on the device shall be removed and throttling action again shall be observed for any abnormality as the pump returns to full flow.

For installations having an automatic transfer switch, the following test shall be performed to ensure that the over current protective devices (i.e., fuses or circuit breakers) do not open. Normal power failure shall be simulated while the pump is delivering peak power output to cause connection of the pump motor to the alternate power source. The pump's peak power output shall be restored (if necessary). The simulated normal power failure condition then shall be removed, which, after a time delay, shall cause the reconnection of the pump motor to the normal power source.

Alarm conditions shall be simulated by activating alarm circuits at alarm sensor locations, and all such local or remote alarm indicating devices (visual and audible) shall be observed for operation.

Other Tests.

Engine generator sets supplying emergency or standby power to fire pump assemblies shall be tested routinely.

Tests of appropriate environmental pump room space conditions (e.g., heating, ventilation, illumination) shall be made to ensure proper manual or automatic operation of the associated equipment.

Test Results and Evaluation.

The interpretation of the test results shall be the basis of the determination of adequacy of the pump assembly. Such interpretation shall be made by those skilled in such matters.

The pump test curve shall be compared to the unadjusted field acceptance test curve and the previous annual test curve(s). Increasing engine speed beyond the rated speed of the pump at rated condition is not an acceptable method for meeting the rated pump performance. Theoretical factors for correction to the rated speed shall not be applied where determining the compliance of the pump per the test.

Current and voltage readings whose product does not exceed the product of the rated voltage and rated full-load current multiplied by the permitted motor service factor shall be considered acceptable. Voltage readings at the motor within 5 percent below or 10 percent above the rated (i.e., nameplate) voltage shall be considered acceptable.

The pump shall be capable of supplying the maximum system demand.

Reports.

Any abnormality observed during inspection or testing shall be reported promptly to the person responsible for correcting the abnormality.

Test results shall be recorded and retained for comparison. All time delay intervals associated with the pump's starting, stopping, and energy source transfer shall be recorded.

Maintenance.

A preventive maintenance program shall be established on all components of the pump assembly in accordance with the manufacturer's recommendations. Records shall be maintained on all work performed on the pump, driver, controller, and auxiliary equipment.

In the absence of manufacturer's recommendations for preventive maintenance, Table below provides alternative requirements.

Summary of Fire Pump Inspection, Testing, and Maintenance

Complete as Applicable	Visual Inspection	Check	Change	Clean	Test	Frequency
A. Pump System						
1. Lubricate pump bearings				X		Annually
2. Check pump shaft end play			X			Annually
3. Check accuracy of pressure gauges and sensors			X	X		Annually (change or recalibrate when 5% out of calibration)
4. Check pump coupling		X				Annually
B. Mechanical Transmission						
1. Lubricate coupling			X			Annually
2. Lubricate right-angle gear drive			X			Annually
C. Electrical System						
1. Exercise isolating switch and circuit breaker					X	Monthly
2. Trip circuit breaker (if mechanism provided)					X	Annually
3. Operate manual starting means (electrical)					X	Semiannually
4. Inspect and operate emergency manual starting means (without power)	X				X	Annually
5. Tighten electrical connections as necessary		X				Annually
6. Lubricate mechanical moving parts (excluding starters and relays)		X				Annually
7. Calibrate pressure switch settings		X				Annually
8. Grease motor bearings			X			Annually
D. Diesel Engine System						
1. Fuel						
(a) Tank level	X	X				Weekly
(b) Tank float switch	X				X	Weekly
(c) Solenoids valve operation	X				X	Weekly
(d) Strainer, filter, or dirt leg, or combination thereof				X		Quarterly
(e) Water and foreign material in tank				X		Annually
(f) Water in system		X		X		Weekly
(g) Flexible hoses and connectors	X					Weekly

(h) Tank vents and overflow piping unobstructed		X			X	Annually
(i) Piping	X					Annually
2. Lubrication System						
(a) Oil level	X	X				Weekly
(b) Oil change			X			50 hours or annually
(c) Oil Filter(s)			X			50 hours or annually
(d) Lube oil heater		X				Weekly
(e) Crankoase breather	X		X	X		
3. Cooling System						
(a) Level	X	X				Weekly
(b) Antifreeze protection level					X	Semiannually
(c) Antifreeze			X			Annually
(d) Adequate cooling water to heat exchanger		X				Weekly
(e) Rod out heat exchanger				X		Annually
(f) Water pump(s)	X					Weekly
(g) Condition of flexible hoses and connections	X	X				Weekly
(h) Jacket water heater		X				
(i) Inspect duct work, clean louvers (combustion air)	X	X	X			Annually
(j) Water strainer				X		Quarterly
4. Exhaust System						
(a) Leakage	X	X				Weekly
(b) Drain condensate trap		X				Weekly
(c) Insulation and fire hazards	X					Quarterly
(d) Excessive back pressure					X	Annually
(e) Exhaust system hangers and supports	X					Annually
(f) Flexible exhaust section	X					Semiannually
5. Battery System						
(a) Electrolyte level		X				Weekly
(b) Terminals clean and tight	X	X				Quarterly
(c) Remove corrosion, case exterior clean and dry	X		X			Monthly
(d) Specific gravity or state of charge					X	Monthly
(e) Charger and charge rate	X	X				Monthly
(f) Equalize charge						Monthly
6. Electrical System						

(a) General inspection	X					Weekly
(b) Tighten control and power wiring connections		X				Annually
(c) Wire chafing where subject to movement	X	X				Quarterly
(d) Operation of safeties and Alarms		X			X	Semiannually
(e) Boxes, panels, and cabinets				X		Semiannually
(f) Circuit breakers or fuses	X	X				Monthly
(g) Circuit breakers or fuses				X		Biannually

The preventive maintenance program shall be initiated immediately after the pump assembly has passed acceptance tests. A detailed planned preventive maintenance scheduled is placed below

- 1) The firefighting and sprinkler system installation is designed for office Premises. The system is required to be maintained throughout the contract period. The contract covers providing the skilled staff for preventive maintenance, replacement / repairing of defective equipment's.
- 2) The quoted rate shall be inclusive of consumable materials i.e. cotton waste, calico cloth, grease, petroleum jelly, brasso, wire joot, insulation tape, CTC material, zero paper, battery water etc.
- 3) The contractor should deploy only technical / skilled persons for operation / maintenance work for the wet/dry riser and sprinkler system including all associated equipment's / sub units i.e. electrical starter panel including timer, contractors, indicators lamps, fuses, battery charging circuits, engine primer (24V,D C motor) etc.
- 4) The skilled person should have thorough knowledge regarding function of system and operation of Diesel engine and end suction Pump assembly as per technical specifications.
- 5) The deployed person shall attend the breakdown received from the Fire Officers / Bank's Engineers or advised by the Bank's Officials promptly.
- 6) The deployed staff should be familiar operation of pumps / carrying out preventive maintenance of all the equipment's as per the desired schedule. In each month at least one time all equipment's to be checked for its operation & pumps to be checked for its operational ability / functioning on daily basis.
- 7) Specified LOG Book to be maintained for the maintenance of Pump assembly and accessories and to be put up for signature of Bank' officers.

- 8) The deployed person shall attend the complaint which needs any replacement of spares etc. required for the smooth operation after getting the prior approval from Bank's Officials.
- 9) The deployed person shall attend the complaints on holidays / after office hours also considering the importance of the system, in case of emergency.
- 10) The contract amount shall include of all necessary testing charges /tools/for trail/runs etc.
- 11) The charges include for carrying out the periodical preventive maintenance of all the Electrical equipment and proper register to be maintained and the extract shall be furnished to Central Office Building along with AMC bills.
- 12) Whenever particular equipment goes out of order, the fact shall be brought to the notice of the Bank's Engineer immediately. If any need intimation to Bank's Engineer, material need to be replaced, the same shall arranged within shortest time. Repair / replacement work shall be taken up immediately and to be completed.
- 13) The contractor should provide his phone / Mobile No. to the Bank and it is accessible to the round the clock for approach them in case of emergency.
- 14) A detailed Planned operation / preventive maintenance scheduled is placed below: -
 - a) Clean the starter panel if any dust and clean the starter terminals with zero paper to avoid pitting.
 - b) Check the DC charging circuit for proper functioning in monthly basis
 - c) Tighten the cable terminals if any loose contact in the fire/starter panel.
 - d) Apply the petroleum jelly in the battery terminals bi- monthly
 - e) Take the battery terminal voltage and current in RUN and IDLE conditions and maintain a log book in daily basis.
 - f) Check all the pumps operation daily & whole wet riser system once in a month to up keep the system in optimum operation condition.
 - g) Check the alignment of pumps once in six months.
 - h) Check the system for leakage on regular basis and if any leakage noticed, that shall be attended/rectified within 12 hrs, to keep the system is in good condition to meet the emergency.
 - i) Maintain a dust and drift free environment to avoid corrosion of the system.
 - j) Remove if any accumulated water logging near the vicinity of the pump assembly on the regular basis.
 - k) Clean the valve of wet riser system every month & apply brasso on brass parts, power on hose reels to maintain the hydrants and accessories in proper manner.
 - l) The contractor shall submit detailed report of all actions taken to the Bank's Officer.
 - m) The contractor shall submit the B- form to the Bank & Statuary Authorities every 6 months. And keep eligible Valid Fire License form Maharashtra Fire Services during whole contract period and submit the hard copy to the**

Bank in time to time .

Note:

Tenderers are advised to quote their rates after the Bank's Central Office Building visit confirming to the conditions and the detailed scope of work of Part-I & Part-II tender.

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Annexure-I

**[Scanned copy (in pdf format) of this Annexure duly filled, to be uploaded with tender]
Proforma for List of clients**

(To whom works of similar scope each qualifying minimum eligibility criteria have been completed in the last 5 years.

Sr. No.	Details	client (1)	client (2)	client (3)
1	Name, Address, fax and telephone numbers			
2	Project name, location and address.			
3	Brief details of the work			
4	Value of work as completed			
5	Date of award of contract			
6	Date of completion of work			
7	Whether the work was carried out under Architect/Consultant, if so, details.			

(Add more columns in case of more than 3 clients)

Annexure II

[Original Document needs to be submitted before the Due Date of Submission of Tender, if this EMD payment method is opted]

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

No. _____ Date _____

To:

Chief General Manager
Premises Department
Central Office
Reserve Bank of India
Mumbai 400001

Dear Sir,

Proforma for Bank Guarantee In Lieu Of 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 **Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai** and the specifications and terms and conditions enclosed therein.

WHEREAS the tenderer as per clause No. _____ Section II 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 WITNESSETH:

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.

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 Tenderer for **Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai**. The Banks' decision in this regard shall be final and binding.

3. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.
4. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR _____ (INR _____ only).
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

SIGNED AND DELIVERED

For and on behalf of

For and on behalf of above named Bank.

(Banker's Name and Seal)

Branch Manager
(Banker's seal)

Annexure III

(Not to be uploaded with the tender, but submitted on award of work)

Proforma of Bank Guarantee For Security Deposit

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

No. _____ Date _____

To:

Chief General Manager
Premises Department
Central Office
Reserve Bank of India
Mumbai 400001

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 **Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank's Central Office Building at Fort, Mumbai** 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 un-cancelled 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.
16. We have power to issue this guarantee in your favour 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 _____

[Scanned copy (in pdf format) of this Annexure duly filled, to be uploaded with tender]

Annexure – IV

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Chief General Manager
Premises Department
Central Office
Reserve Bank of India
Mumbai 400001

Name & address of the Client

Details of Works executed by Smt. /M/s

- 1 Name of work with brief particulars
- 2 Agreement No. and date
- 3 Agreement amount
- 4 Date of commencement of work
- 5 Stipulated date of completion
- 6 Actual date of completion
- 7 Details of compensation levied for delay (indicate amount) if any
- 8 Gross amount of the work completed and paid
- 9 Name and address of the authority under whom works executed
- 10 Whether the contractor employed qualified Engineer/Overseer during execution of work?
- 11 i) Quality of work (indicate grading) Outstanding/Very Good/Good/Satisfactory/poor
ii) Amt. of work paid on reduced rates, if any.
- 12 i) Did the contractor go for arbitration?
ii) If yes, total amount of claim
iii) Total amount awarded
- 13 Comments on the capabilities of the contractor.
 - a) Technical proficiency Outstanding/Very Good/Good/Satisfactory/poor
 - b) Financial soundness Outstanding/Very Good/Good/Satisfactory/poor
 - c) Mobilization of adequate T&P Outstanding/Very Good/Good/Satisfactory/poor
 - d) Mobilization of manpower Outstanding/Very Good/Good/Satisfactory/poor
 - e) General behavior Outstanding/Very Good/Good/Satisfactory/poor

Note : All columns should be filled in properly countersigned”

*

Reporting Officer* with Office seal

*Officer of the rank of executive engineer/Superintending Engineer or equivalent

[Scanned copy (in pdf format) of this Annexure duly filled, to be uploaded with tender]

Annexure – V

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

1. Composition of the firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 years (year wise).
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs 14:30 Lakh.

(Signature)
For the Bank

Note:

1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

[Scanned copy (in pdf format) of this Annexure duly filled, to be uploaded with tender]

Annexure - VI

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

(On Non-Judicial Stamp Paper of appropriate value)

Know all men by these presents,
We.....(Name of the Bidder and
address of their registered office) do hereby constitute, appoint and authorise Mr.
/ Ms.(Name
and residential address of Power of Attorney holder) who is presently employed
with us and holding the position of
.....

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the **Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors For Bank’s Central Office Building at Fort, Mumbai** on Item Rate Contract basis for Reserve Bank of India including signing and submission of all documents and providing information / responses to RBI, representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Contract.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Note:

Power of Attorney should be properly stamped and notarized
Power of Attorney furnished shall be irrevocable.

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annexure – VII

[Scanned copy (in pdf format) of this Annexure duly filled, to be uploaded with tender]

service set up of the firm

Details of Service Setup at Mumbai

1	Address	
2	Telephone numbers	
3	FAX numbers	
4	Email address	
5	Mobile No of contact person	

1. Please specifically indicate the details of the office as above, from where the service for the proposed system at Mumbai will be offered.
2. Please attach additional sheet wherever required.

Seal and Signature of the contractor

Annexure – VIII

(The successful Tenderer's should give following declaration (1 & 2) along with the bills).

1. DECLARATION

I, Shri/Smt.being the owner/proprietor of..... (name of the firm/establishment), do hereby declare that I have adhered to the rules and regulations stipulated in Contract Labour (Regulation and Abolition) Act,1970/wages code 2019 and Minimum Wages Act,1948 as amended from time to time, to the extent applicable to my firm/establishment. In this context, I also declare that I have paid wages to the workers/ labourers engaged by me in connection with the work entrusted to me by the Bank, as per prevailing CLC rates.

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Mobile no.:

2. GST DECLARATION

I do hereby declare that the GST Registration Number of my/our firm/establishment is.....

And the GST claimed in the bill will be paid duly to Government of India after receipt of the same from the Bank.

I will inform the Bank in due time about the payment of GST to Government of India.

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Mobile no.:

**Proforma for Indemnifying the Employer against Non-Compliance to Contract labour
Rules/regulations**

(On Non-Judicial Stamp Paper of appropriate value)

To,
The Chief General Manager
Premises department
Central Office Building
Reserve Bank of India
Mumbai – 400 001

Dear Sir

NAME OF WORK: Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai

We, M/s (Name of contractor), hereby undertake that we shall comply with all the statutory rules/ regulations with regard to the employment of contract labour and their payment.

We also hereby fully indemnify and keep indemnified the Employer, i.e. Reserve Bank of India, Mumbai against payments to be made to the contract labour and for the observance of the laws in this regard without prejudice to our right to claim indemnity from our sub-contractors.

Yours faithfully,

For _____

Authorized signatory

NAME AND ADDRESS OF THE CONTRACTOR: SIGN & SEAL OF THE

CONTRACTOR:

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone/Mobile no.:

Tender for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai

**Un-priced schedule of quantity
(Not for quote)**

Sr.No.	Description of item	Qty.	Unit
1.	Providing Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai as per the detailed scope of work (including providing required man power) and terms and conditions mentioned in the tender document.	12	Months

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Mobile no.:

**RESERVE BANK OF INDIA,
Premises Department
Mumbai – 400 001.**

E-Tender for

Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai

PART II

(Price Bid)

Date of Pre-Bid Meeting/ query raised through Mail by firm : 17 October 2020

Due date and time for Submission of tender: Up to 1500 Hrs. on 26 October 2020

Date of opening of Part- I of tender : At 16:30 Hrs. on 26 October 2020

**RESERVE BANK OF INDIA,
Premises Department
Mumbai – 400 001**

Tender Part-II

Tender for Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai

PRICE BID

Sr. No.	Description of item	Qty.	Unit	Monthly Charges in ₹	Per Annum charges in ₹
1.	Providing Annual Maintenance Contract for Sprinkler System, Wet Riser Fire Hydrant System and Fire Proof Doors for Bank's Central Office Building at Fort, Mumbai as per the detailed scope of work (including providing required man power) and terms and conditions mentioned in the tender document.	12	Months		
				Total	
				GST @ 18 %	
				Grand Total	
In words:					

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone :

Mobile no.: