



भारतीय रिज़र्व बैंक, संपदा विभाग, भोपाल

Reserve Bank of India, Estate Department, Bhopal

Reserve Bank of India, Bhopal invites e-tender for 'Annual Maintenance Contract for pest control treatment, fogging treatment and removal of beehive in Bank's Main Office Buildings, Reserve Bank of India Bhopal'

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

<b>E-Tender No.</b>	<b>RBI/Bhopal/Estate/268/22-23/ET/398</b>
a) Estimated cost	<b>Rs. 5,75,000/- (Rupees Five Lakh Seventy-Five Thousand only) (Excluding GST)</b>
b) Mode of e-tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprchome/rbi">www.mstcecommerce.com/eprchome/rbi</a> )
c) Type of e-tender	Open
d) Date of NIT available to parties to download	November 12, 2022 (Saturday) from 11:00 AM
e) Pre-bid meeting (Offline)	December 09, 2022 (Friday) at 03:00 PM <b>Venue:</b> Estate Department, 5th Floor, Reserve Bank of India, Hoshangabad Road, Bhopal, Madhya Pradesh - 462011
f) EMD through NEFT and upload the details on the MSTC portal. Also, intimate / forward the transaction details (UTR number) to <a href="mailto:estatebhopal@rbi.org.in">estatebhopal@rbi.org.in</a>	Rs. 11,500/- pay through NEFT / Net banking to A/c No. 186003001, IFSC RBIS0BLPA01 (See Annexure- II)
g) E-Tender Fees	NIL
h) Date of Starting of e-tender for submission of on-line Techno-Commercial Bid and price Bid at <a href="http://mstcecommerce.com/eprchome/rbi">http://mstcecommerce.com/eprchome/rbi</a>	December 10, 2022 (Saturday) from 10:00 AM
i) Last date of submission of EMD & Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	December 19, 2022 (Monday) till 02:00 PM



j) Date & time of opening of Part-I (i.e., Techno-Commercial Bid) Date of opening of Part II i.e., price bid shall be informed separately	December 19, 2022 (Monday) at 03:00 PM
k) Validity of the e-tender	90 days from the date of opening of Techno-Commercial bid
l) Transaction Fee (Non-refundable) (To be paid separately by the tenderers to MSTC vide MSTC E-Payment Gateway for participating in the e-tender)	Payment of Transaction fee through MSTC Gateway/NEFT/RTGS in favor of MSTC Limited, <b>as advised by MSTC Ltd.</b>

2. Intending tenderers shall pay a sum of ₹11,500/- as earnest money through **NEFT** to Reserve Bank of India, Bhopal.

3. Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their bids. E-tenders without EMD will not be accepted under any circumstances.

4. 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 thereof.

5. 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 and will not be published in the newspaper.

Regional Director  
Reserve Bank of India  
Bhopal



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

**Annual Maintenance Contract for pest control treatment, fogging treatment in Banks  
Main Office Buildings, RBI Bhopal**

**Notice Inviting Tender (NIT)**

Name of Tenderer \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Last date of Submission	:	19/12/2022 (Up to 1400 hrs)
Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	:	1500 hrs of 19/12/2022
Part-II Price Bid: Date of opening of Part II	:	Price Bid opening date shall be informed separately

## **DISCLAIMER**

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

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

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

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

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

NOTE: THIS IS A LIMITED TENDER ENQUIRY. ONLY THOSE BIDDERS/VENDORS WHO ARE EMPANELLED AS VENDORS WITH RESERVE BANK OF INDIA, BHOPAL FOR SUCH WORKS GIVEN BELOW UNDER RESPECTIVE CATEGORY ARE ELIGIBLE TO PARTICIPATE IN THIS TENDER. BIDDERS ARE ADVISED TO CHECK WITH RBI, BHOPAL REGARDING THEIR ELIGIBILITY FOR THIS TENDER BEFORE PARTICIPATING.

a. e-Tender no	RBI/Bhopal/Estate/268/22-23/ET/398
b. Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid) through ( <a href="http://www.mstcecommerce.com/eprhome/rbi">www.mstcecommerce.com/eprhome/rbi</a> )
WebEx Link	
Link	<a href="https://sampark.webex.com/sampark/j.php?MTID=m5c1122167177b5752becfefddaf07bc6">https://sampark.webex.com/sampark/j.php?MTID=m5c1122167177b5752becfefddaf07bc6</a>
Credentials	Meeting number (access code): 2517 624 3464 Meeting password: 13579
c. Date of NIT available to parties to download	1100 hrs of 12/11/2022
d. Pre-Bid meeting (Offline)	1500 hrs of 09/12/2022  Location - Estate Department, 5 <sup>th</sup> Floor, Reserve Bank of India, Hoshangabad Road, Arera Hills, Bhopal
e. i) Earnest Money Deposit ii) Tender Fees	₹11,500/- Nil  Rs – Nil Per Set
f. Last date of submission of EMD.	1400 hrs of 19/12/2022

<p>g. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a></p>	<p>1000 hrs of 10/12/2022</p>
<p>h. Date of closing of online e-tender for submission of Techno-Commercial Bid &amp; Price Bid.</p>	<p>1400 hrs of 19/12/2022</p>
<p>Date &amp; time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately</p>	<p>1500 hrs of 19/12/2022</p>
<p>j. Transaction Fee</p>	<p>₹1000/- plus GST @ 18% Payment of Transaction fee through MSTC payment gateway /NEFT/RTGS in favour of MSTC LIMITED</p>

**Pre-Qualification Criteria:**

1. Online tenders will be allowed to view /download to all firms from 11:00 AM of November 12, 2022. The firms which do not comply with the following prequalification criteria and do not submit EMD by stipulated date and time will not be considered for opening of their tender Part-I
  - The intending tenderers must have minimum 5 years of experience in the field of undertaking similar works viz., Pest control treatment & fogging treatment services ending September 2022 (i.e. from September 2017 till September 2022). Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience.
  - The intending tenderers must have executed successfully similar works as mentioned above, during last five years ending September 2022 (i.e. from September 2017 till September 2022), should be either of the following:
    - i) Three works each costing not less than the amount equal to 40% of the estimated cost  
Or
    - ii) Two works each costing not less than the amount equal to 50% of the estimated cost  
Or
    - iii) One work costing not less than the amount equal to 80% of the estimated cost.AND
  - Have a minimum yearly turnover of 100% of the estimated cost during the last three (03) financial years ending March, 2022 supported by audited financial statements.
  - Should furnish solvency certificate issued by the Applicant's banker specifically for the purpose of the work, for an amount equal to the estimated cost.
  - Tenderers should submit copies of the detailed work order indicating scope and value of works and completion certificate for the qualifying works.
  - Tenderers should also provide a list of completed works with all the details.
  - The firm should have latest Certificate from ESI Organization as applicable (Registered with). (Scanned copy of Certificate must be uploaded on along with Technical Bid)
  - The firm should have latest Certificate from EPF Organization as applicable (Registered with). (Scanned copy of Certificate must be uploaded on along with Technical Bid)
  - The firm should submit the GST registration certificate (if registered) in services of Madhya Pradesh State. (Scanned copy of Certificate must be uploaded on along with Technical Bid)
  - Firm shall submit the documentary proof of the same. Firms shall upload scanned copy of the Documents required on [www.mstcecommerce.com](http://www.mstcecommerce.com)

along with the technical bid. The firm has to be registered with ESIO / EPFO as applicable. If the firm is not required to be registered a declaration to this effect may be furnished on a Non-Judicial Stamp paper amounting to Rs. 100/- minimum

- In case the firm is not registered with ESIO /EPFO and is declared L1 bidder (lowest) in e-tendering process the firm will have to register within one month after the intimation is received from the Bank. Failure / non-compliance to do so, their e-tender will be treated as canceled and EMD amount will be forfeited. Bank reserves the right to go for fresh e-tender in such condition.
- Should have full-fledged office setup at Bhopal for rendering after sales service or give an undertaking for providing the same on award of work.
- The contractor shall invariably furnish the below mentioned information in writing and upload copies of relevant documents along with Part I of the tender to satisfy the Bank about their eligibility for participating in the tendering process. Further, the contractor should submit the originals of the documents to the Bank when demanded to qualify for further tendering process.

a)	Composition of the firm	Full particulars (whether contractor is an individual or a partnership firm or a company etc.) of the composition of the firm of contractors in details should be submitted along with the name(s) of the partners, copy of the Articles of association/power of Attorney/any other relevant document.
b)	Work experience and completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience if any, of carrying out similar works for the Reserve Bank of India at any center, should also be given.
c)	Turnover	Audited financial statements for the last three financial years i.e., 2019-20, 2020-21 and 2021-22 along with a certificate of Chartered Accountant indicating the turnover of these financial years.
d)	Creditworthiness of the contractor and their turnover	The latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
e)	Name(s) and Address (es) of the Bankers and their present contract executives.	Written information about the names and address of their bankers along with full details like names, postal addresses, e- mail IDs, telephone (land and mobile) nos. fax nos. etc. of the contract executives



		(i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.
f)	Details of bank accounts	Full particulars of their bank accounts like account no., type, when opened, etc., should be given.
g)	Name(s) and address (es) of the Clients and their present contract executives.	Written information about a few of their clients along with full details, like names, postal address, e- mail IDs, telephone (landline and mobile) nos. etc. of the contract executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
h)	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual costs (s) of executed work(s), completion time stipulated in the contracts(s) and actual time taken to complete the work(s), names and full contact-details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished.

- In the event of intending tenderer's failure to satisfy the Bank, the Bank reserves the right to refuse issuance of tender forms/documents to them.
- A pre-bid meeting (Offline mode) of the intending tenderers will be held on **December 09, 2022 at 03.00 PM** which is not mandatory for intended tenderers to participate. The duly filled in tender documents shall be uploaded on MSTC site till 2:00 PM on **December 19, 2022**.
- Tender forms can be downloaded for viewing from the website [www.mstcecommerce.com](http://www.mstcecommerce.com) w.e.f. November 12, 2022 from 11:00 AM to December 02, 2022 till 06:00 PM.
- The certificates should be addressed to Regional Director, Reserve Bank of India, Estate Department, Bhopal and shall be uploaded along with the tender.
- Part I of the tenders will be opened on-line at 3:00 PM on December 19, 2022 in the presence of the authorized representative of the tenderers who choose to be present. Part-II (Price bid) shall be opened of the eligible tenderer on a subsequent date which will be intimated to the tenderers in advance.
- The Bank will evaluate the said reports before evaluation of price bid of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time 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.
- 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.

## Important instructions for E-procurement

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

### **Process of E- tender:**

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

### **SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi)**

1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://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.

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

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

### **Contact person (RBI):**

1. Neel Chaudhari, Assist. Manager – 9687788383 ([nmchaudhari@rbi.org.in](mailto:nmchaudhari@rbi.org.in))
2. H.V.Walurkar Assist. Manager (T-C)-9960690986 ([hvwalurkar@rbi.org.in](mailto:hvwalurkar@rbi.org.in))

### **Contact person (MSTC Ltd):**

1. Mr. Shishupal Yadav, Assist. Manager – [syadav@mstcindia.co.in](mailto:syadav@mstcindia.co.in), [mstcbhopal@mstcindia.co.in](mailto:mstcbhopal@mstcindia.co.in) – Mobile: 8826562675, 76-77(R), First Floor, Zone-I, M. P. Nagar, Bhopal -462011  
Google hangout ID- (for text chat) - [mstceproc@gmail.com](mailto:mstceproc@gmail.com)

### **B) System Requirement:**

- i. Windows 7 or above Operating System
- ii. IE-7 and above Internet browser.
- iii. Signing type digital signature
- iv. Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.  
To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.
- Other Settings:  
Tools => Internet Options => General => Click on Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

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

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

### **Special Note towards Transaction fee:**

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

### **Transaction fee is non-refundable.**

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

#### **NOTE:**

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

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

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

### **6. Bidding in e-tender:**

- a) Vendor(s) need to submit necessary EMD- NEFT/Bank Guarantee/Demand Draft Should be drawn only on a scheduled commercial bank. Tender fees (if any) and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable. A tender, which is not accompanied by EMD, will not be considered. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.
- b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → PSU/Govt depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.
- d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the vendor will not be able to save/submit his Technical bid.
- e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid
- f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
- n) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- o) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- p) Vendors are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprhome](http://www.mstcecommerce.com/eprhome) to familiarize them with the system before bidding.
- q) No deviation to the technical and commercial terms & conditions are allowed

7. All the above Eligibility criteria papers duly signed and sealed on all pages shall be uploaded on MSTC site and same will be downloaded at the time of opening Part-I of tender for examination by the Bank. Further, the contractor should submit the original of the documents to the Bank when demanded for further tendering process.
8. The Bank will evaluate the said reports before evaluation of price bid of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.
9. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.

Regional Director  
Reserve Bank of India  
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