



College of Agricultural Banking
Reserve Bank of India
University Road
Pune - 411016

College of Agricultural Banking, Reserve Bank of India, Pune invites tenders from Bank's empanelled contractors for **Annual Maintenance Contract for Carpentry Maintenance Services at campus of College of Agricultural Banking, Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune).**

The tendering would be done by obtaining sealed quotations. The schedule of the tender is given below:

Name of Department	Premises, Infrastructure and Maintenance (PIM) Division
Name of Work	Tender for Annual Maintenance Contract for Carpentry Maintenance Services at campus of College of Agricultural Banking, Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune)
Cost of tender document	Rs. 590/- (Including GST)
Total Estimated Cost	Rs. 7,46,000/- per Annum
EMD	Rs. 14,920/-
View Tender Date	August 26, 2019
Pre- Bid Date	September 19, 2019 at 11.00 AM
Web Site	http://www.rbi.org.in

Start Bid Date	August 26, 2019
Close Bid Date	September 30, 2019 till 2:00 PM
Bid opening Date	September 30, 2019 at 3:00 PM

Principal



**COLLEGE OF AGRICULTURAL BANKING (CAB)
RESERVE BANK OF INDIA
PREMISES, INFRASTRUCTURE AND MAINTENANCE (PIM) SECTION
UNIVERSITY ROAD, PUNE – 411 016**

26/08/19

Notice Inviting Bids

Tender for Annual Maintenance Contract for Carpentry Maintenance works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarters (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) initially upto June 30, 2020.

1. Reserve Bank of India, College of Agricultural Banking, University Road, Pune (**the Bank**) invites tenders from interested vendors for providing man power and support services for Carpentry Maintenance Services at CAB Campus and residential colonies located in Pune. The initial period of contract will be up to 30/06/2020 as per laid down contractual obligations. The work is estimated to cost Rs. 7.46 Lakh/- per Annum.
2. Tender forms will be issued from 26/08/2019 to 16/09/2019 from 1100 Hrs. to 1700 Hrs. on all working days (Monday to Friday) by Premises Infrastructure and Maintenance Section, College Of Agricultural Banking, Reserve Bank of India, Pune, on payment of Rs. 590/- (Including GST). The tender document can also be downloaded from RBI website www.rbi.org.in, on payment of Rs. 590/- through NEFT. (The proof of NEFT payment must be submitted before submission of the tender).
3. The EMD of **Rs. 14920/-** in the form of irrevocable Bank Guarantee or may be remitted through NEFT and documentary evidence in support of remittance shall be submitted in sealed cover addressed to The Principal, College of Agricultural Banking, Reserve Bank of India, University Road, Pune -411016 so as to reach up to 2:00 PM on 30/09/2019 superscripted as "EMD for Annual Maintenance Contract for carpentry Maintenance Services at CAB Campus & Residential colonies at Pune".
4. Tender forms can also be downloaded from the Bank's website www.rbi.org.in upto 16/09/2019.
5. The firms which do not comply with the pre-qualification criteria and do not submit EMD will not be considered for opening of their tender Part-II.

6. **Eligibility Criteria**

- i. The intending tenderer must have 5 years of experience in carrying out similar works. The work should have been completed on or before March 31, 2019.
- ii. The intending tenderer must have executed successfully similar works*, during last five years ending on March 31, 2019 as under:

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

OR

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

OR

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

- iii. Minimum yearly turnover of 100% of the estimated cost during last 3 financial years supported by audited financial statements.
- iv. Should have service setup at the place of proposed work or nearby metro.

*Similar Works means - works of civil repairs & carpentry works.

- v. The contractors shall submit the following information/documents along with Part-I of tender to satisfy the Bank about their eligibility.

(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.
(b)	Work experience & 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 works for the Reserve Bank of India at any Centre, should also be given. Format given in Annexure G
(c)	Turnover	Audited financial statements for last three financial years i.e. 2016-17, 2017-18 & 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 their present contact 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 their present contact 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. Format given in Annexure H
(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.
(l)	Solvency certificate	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the work, for an amount of Rs. 10.00 Lakh as per the Bank's format given in Annexure I

(j)	Details of Service setup	Address and contact details of the service set up at the place of proposed work or nearby metro for rendering after sales service.
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- vi. **The following documents must also be submitted along with as part-I of tender.** The firms which do not comply with the pre-qualification criteria and do not submit EMD, will not be considered for opening of their Part –II of tender.

S.No	Prequalification documents
a)	Copy of letter of empanelment issued by the College of Agricultural Banking, Reserve Bank of India, Pune. (If applicable)
b)	Copy of Permanent Account Number (PAN)
c)	Proof of Registration with GST
d)	Proof of Registration with ESI (If applicable)
e)	Proof of Registration with EPF authorities (If applicable)
f)	Proof of Registration under labour laws, if applicable
g)	Power of Attorney in favor of the person signing the tender documents in case of company/partnership firm/Limited Liability Partnership (LLP).

7. A pre-bid meeting (off-line mode) of the intending bidders will be held on 19/09/2019 at 1100 Hrs at College of Agricultural Banking, Reserve Bank of India, University road, Pune-411016.
8. The duly filled in tender documents shall be submitted till 1400 Hrs on 30/09/2019.
9. After examination of the prequalification documents, if any of the bidder is not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing.
10. Part I of the tenders will be opened on-line at 1500 Hrs on 30/09/2019 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 bidders in advance.
11. 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 any or all the tenders without assigning any reason there for.
12. 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.

13. The successful bidder has to submit the Performance Bank Guarantee for an amount equal to 5% of contract value valid for the entire period of currency of contract for due fulfilment of the contractual obligations.

Place:
Date:

Signature and seal of the Bidder



**RESERVE BANK OF INDIA
COLLEGE OF AGRICULTURAL BANKING
PREMISES, INFRASTRUCTURE AND MAINTENANCE (PIM) SECTION
PUNE-411016**

Tender For

Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nlshigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) initially up to June 30, 2020.

Part -I

Name of Tenderer: _____

Address: _____

Date of Pre Bid Meeting : At 1100 Hrs on 19/09/2019

Due date and time for Submission of tender: Up to 1400 Hrs. on 30/09/2019

Date of opening of Part- I of tender : At 1500 Hrs. on 30/09/2019

Venue : Reserve Bank of India, College of Agricultural Banking,
Premises, Infrastructure and Maintenance (PIM) Section,
University Road, Pune – 411016

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Disclaimer

College of Agricultural Banking (CAB), Reserve Bank of India, Premises, Infrastructure and Maintenance (PIM) Section, Pune (the Bank) has prepared this tender document. The information is provided to prospective Bidders to enable them to bid **for Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune)** 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 **initially upto June 30, 2020.**

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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**COLLEGE OF AGRICULTURAL BANKING (CAB)
RESERVE BANK OF INDIA
PREMISES, INFRASTRUCTURE AND MAINTENANCE (PIM) SECTION,
UNIVERSITY ROAD
PUNE – 411 016**

Tender Notice

Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) initially upto June 30, 2020, from the date specified in the contract.

College of Agricultural Banking, Reserve Bank of India, Pune (the Bank) invites tenders from the Bank's empanelled vendor for **Tender for Annual Maintenance Contract for Carpentry Works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) initially upto June 30, 2020**, from the date specified in the contract. The initial period of contract will be up to June 30, 2020 from the date of award of the contract as per laid down contractual obligations.

2. **Tender forms** can be collected from Premises, Infrastructure and Maintenance Division, College of Agricultural Banking (CAB), Reserve Bank of India, University Road, Pune or downloaded from the RBI website www.rbi.org.in and submitted along with all the information / documents, mentioned in Section I of the Tender.

3. Tender in prescribed form shall be submitted in two parts, Part-I tender will contain the Bank's standard technical and commercial conditions & Part II is for price bid. Part-II of the tender will be without any conditions. These are to be submitted before 1400 Hrs. on

30/09/2019 in the manner described in the tender form. Tenders cannot be submitted after the due date and time.

Part I of the tenders will be opened at 1500 Hrs. on 30/09/2019. Part II of the tender will be opened on a subsequent date which will be intimated to the tenderers in advance.

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 therefor.

Principal

Section – I

Eligibility Criteria & Important Information

1. Name of the work:

- i. The firms which do not comply with the pre-qualification criteria and do not submit EMD will not be considered for opening of their tender Part-II.
- ii. The intending tenderer must have 5 years of experience in carrying out similar works. The work should have been completed on or before March 31, 2019.
- iii. The intending tenderer must and have executed successfully similar works*, during last five years ending on March 31, 2019 as under:

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

OR

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

OR

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

- iv. Minimum yearly turnover of 100% of the estimated cost during last 3 financial years supported by audited financial statements.
- v. Should have service setup at the place of proposed work or nearby metro.

*Similar Works means - works of civil repairs & carpentry works.

- vi. The contractors shall submit the following information/documents along with Part-I of tender to satisfy the Bank about their eligibility.

(a)	Composition of the firm	Full particulars (whether contractor is an individual, proprietorship or a partnership firm, or a Limited Liability Partnership (LLP) 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 Proprietor, partner's copy of the Articles of Association/ Power of Attorney/ other relevant document.
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(b)	Work experience & 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 works for the Reserve Bank of India at any Centre, should also be given. Format given in Annexure G
(c)	Turnover	Audited financial statements for last three financial years i.e. 2016-17, 2017-18 & 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 their present contact 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 their present contact 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. Format given in Annexure H
(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)	Solvency certificate	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the work, for an amount of Rs. 10.00 Lakh as per the Bank's format given in Annexure I
(j)	Details of Service setup	Address and contact details of the service set up at the place of proposed work or nearby metro for rendering after sales service.

*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 F](#).

2. Important Information:

Estimated cost	<u>Rs. 7.46 Lakh per annum</u>
Earnest Money Deposit (EMD)	(EMD) Rs. 14920/- in the form of irrevocable Bank Guarantee or may be remitted through NEFT (Details in Annex A) to be submitted. Documentary evidence for NEFT or Bank Guarantee shall be submitted to the Principal, College of Agricultural Banking, Reserve Bank of India, University Road, Pune-411016. Failure to comply with this condition will render the tender void.
Date of issue of tender /downloaded from www.rbi.org.in	26/08/2019 to 16/09/2019 from 1100 Hrs. to 1700 Hrs
Date and place of Pre-Bid meeting	At 1100 Hrs. on 19/09/2019 at College of Agricultural Banking, Reserve Bank of India, Premises, Infrastructure and Maintenance (PIM) Section, University Road, Pune to answer any queries / provide clarifications that the Bidders

	may have in connection with the work/tender and to give them relevant information regarding the same. 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 and place of submission of completed Bid	30/09/2019 up to 1400 Hrs.
Date and time of opening of Technical Bids	30/09/2019 at 1500 Hrs.
Date and time of opening of Financial Bids	Shall be intimated to all Bidders later after scrutiny of technical Bids
Commencement Date	As specified in the work order
Power of Attorney in case of Company	Shall be submitted in favour of the person signing the tender documents
Payment condition	Refer Para 4.7
Penalty	Refer Para 4.6
Validity of the tender	90 days from the date of opening of Technical Bid
All disputes arising shall be subject to the jurisdiction of courts in	Pune
Performance Bank Guarantee	The bidder has to submit the Performance Bank Guarantee for an amount equal to 5% of contract value valid for the entire period of currency of contract for due fulfillment of the contractual obligations.
Address for dispatching the EMD	The Principal, College of Agricultural Banking, Reserve Bank of India, Premises, Infrastructure and Maintenance (PIM) Section, University Road, Pune (Maharashtra) – 411 016.

Contact person for communication in connection with this tender	Name and Designation: Smt. Kiran Acharya, Asst. General Manager, Premises, Infrastructure and Maintenance (PIM) Section, CAB, RBI, Pune Phone: 020-25582329 Email: kksinha@rbi.org.in
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3. 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 Bidder shall have any cause of action or claim against the Bank for rejection of his Bid.
4. 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.

Place:

Signature and seal of the Bidder

Date:

Section – II

SCOPE OF WORK & TERMS FOR DEPLYMENT OF PERSONNEL

1. Area of work:

The work is for the following locations which includes all types of routine, preventive, periodical maintenance works generally of Carpentry & interior works. The contractor is advised to visit the site before quoting their rates to assess the quantum of work.

- i. Reserve Bank of India, College of Agricultural Banking (CAB), University road Pune-411016.
Entire CAB Campus which includes
 - a) Mahanadi & Annex office building
 - b) Sindhu RBIA building
 - c) Indrayani & Godavari hostel with kitchen & dining area
 - d) Suvarnarekha, Teesta, Kalyani & Gomati residential buildings.
 - e) Entire campus with fountain, garden etc.
- ii. Ashiyana residential colony, Chandralok housing society, Gokhalenagar Road, Pune.
- iii. Parijat residential colony, Near Datta temple, University Road, Pune.
- iv. Gulmohar residential colony, Dahanukar colony, Kothrud, Pune.
- v. Rajingandha residential colony, Ganeshkhind Road, Aundh, Pune.
- vi. Nishigandha residential colony, Ganeshkhind Road, Aundh, Pune

2. Details of Manpower:

Bidder shall deploy carpenter with active mobile phone available at site for taking instruction from Bank's officials//colony caretaker and responsible for all the properties/works within this contract. Further, minimum manpower deployment for Bank's property is as under-

- | | |
|---------------------------|--------|
| (a) Experienced Carpenter | 01 No. |
| (b) Helper to carpenter | 01 No. |

3. Scope of services to be rendered under the contract shall broadly include the following items of work:-

- a. All workers should report to Bank's officials in CAB Campus, the working hours shall be 8 working hours(excluding 1 hour lunch break), 6 working days in a week, the working hours shall be mutually agreed. The emergency works when the workers will have to continue to work till the emergency is over. **The weekly holiday should be given to the workers in consultation with the Bank. Successful bidders shall maintain a record of payment to their workers and shall submit along with the bill. Bank reserves the right to depute officer/ staff to verify minimum wages. It is also to be noted that the Agency/firm registered with PF/ESIC authorities only will be eligible to participate.**
- b. Electricity and water shall be given to agency at nearest available point free of cost by the Bank but all the other arrangements have to be made by the successful bidder at their own.
- c. **Agency is required to give prompt service. Successful bidder shall complete the complaint lodged in complaint book preferably complete in same day.**

However, for major carpentry/civil work, agency shall complete the job as directed by the Bank. In case of inordinate delay beyond the stipulated time, Bank has a right to levy a penalty for each unattended complaint. iv. Fittings/ fixtures and other materials will be as per the Bank's SARs (Standard Approved Rates) or at reasonable rate approved by the Bank.

- d. In case of any person is found giving poor workmanship, disobeying instruction of the Bank and misbehaviour etc. the agency will replace such person(s) from the work as directed by the Bank.
- e. Successful bidder should include cost of additional manpower, if any required to attend the preventive/periodic maintenance works as indicated in the scope of work.

4. Scope of services to be rendered under the contract shall broadly include the following items of work:-

(A) Carpentry work

The services rendered under the contract shall include the following item of work without claiming any extra cost:

Providing and making necessary arrangement to attend the carpentry related routine / periodic / preventive maintenance works in respect of all the Bank's colonies to be performed by engaging minimum one experience carpenter and one helper to attend routine/ preventive / breakdown carpentry/civil complaints & maintaining the installations in serviceable, clean and hygienic conditions for proper habitation of Bank's properties such as oiling/ repairing/ replacement of doors/ windows/ wooden/ metallic items, gate, repairs to cloth hanging system etc. including deploying extra manpower if necessary for name plates, numbers/ lettering work, POP false ceiling repair, steel window related works, modular kitchen related works, repairs of letter boxes, modification of window opening/grill for air-conditioner etc. & other related works. The rate shall include the cost of nails & screws, fevicol or adhesive, putty, incl. tools & plants etc., all complete as required at site including necessary conveyance charges required to attend the complaints received from the occupants of the colony etc., all complete as required at site as directed by the Bank.

i) Works to be attended on daily basis.

- a. Removing and re-fixing the loose hard ware items with necessary screws as required at site etc. complete.
- b. Replacement of worn out wooden beading, any wooden members, broken glass panes of door and window shutters and any damaged hardware fitting etc.
- c. The complaints registered by the resident in the complaint book maintained with the Bank/Caretaker will be routinely checked daily and all complaints will be attended promptly. After satisfactory completion the signature shall be obtain from respective resident or their representative.
- d. Fittings/ fixtures and other materials procured with the approval of Bank will be paid as per Bank's SAR or at reasonable rate approved by the Bank for carpentry works.
- e. The submission of bill as per the schedule of quantity of carpentry work of Part-II tender.

- f. Removal of debris created due to Carpentry work to be taken and dumped in the Corporation Garbage bin or disposed of outside Bank's premises at appropriate place as per statutory norms.
- g. Shifting of furniture within the Bank's Premises.
- h. Attending of all the preventive maintenance works.
- i. Fixing of curtain rods, occasional mosquito net cleaning, etc.
- j. The carpentry fittings/fixtures in the vacant flat to be inspected on half yearly basis and report to be submitted.
- k. Any other related works as instructed by Bank's officials.

ii) Works to be attended on fortnightly basis.

- a) Inspection of hostel rooms and submitting the report of major defects.
- b) Removal of the debris collected due to the carpentry work.

iii) Works to be attended on monthly basis.

- a) Cleaning of glass ceiling in hostel.
- b) Servicing of table drawers, checking chairs, etc.

iv) Works to be attended on half yearly basis.

- a) Greasing and oiling to hinges etc.
- b) Servicing of door closures.
- c) Servicing of floor springs.

5. The cost of following items of work should also be included in the quoted rates:

- a) Work shall be carried out at all height; no extra payment shall be paid for scaffolding etc.
- b) Consumables like tapes, nuts, bolts, glands/ thimbles, lead wires etc.
- c) The following Registers shall be maintained by the successful bidder.
 - i. Attendance Register
 - ii. Routine/preventive/periodic maintenance work register
 - iii. Any other log books as directed by Estate In charge.
- d) Above registers shall be inspected by the Bank's officials for their verification.
- e) Providing of all essential tools to his staff for day to day maintenance & emergency.
- f) Providing of all safety equipment's, material to his staff.
- g) Providing **uniforms, safety shoes, insulated gloves, raincoats, caps, umbrellas, torch, Mobile phone etc.** to his all staff.
- h) Provide necessary training to his staff on quality, safety & technology.
- i) Submission of Quarterly Report on Preventive / periodic maintenance in the prescribed format.
- j) If any staff is on leave/absent from the prescribed minimum strength, the successful bidder should provide replacement immediately with equally qualified & experienced person.

ix. Service / Maintenance Report/Call Sheet should be maintained in each case and should be submitted duly countersigned by user/ complainant while submission of monthly bill.

x. The Bank reserves the right to ask successful bidder to supply additional manpower as required by the Bank depending upon site requirement for execution of the work mentioned in the scope of work without any additional cost.

xi. The list is only indicative. Any maintenance work not specifically mentioned above but required for the healthy operation of the system concerned and for the satisfaction of the occupant/complainant will be considered in part of scope of work.

xii. The successful bidder's workforce should attend to the breakdown call immediately. Major/minor complaints shall be attended immediately and no extra payment will be made for same. The Firm has to depute sufficient Staff/Technicians on Sunday/Bank holidays, if Bank desired & or In case of emergency/for very essential work/breakdown etc., without extra charges/payment.

6. Terms of deployment of personnel

a) For the defined scope of work, we recommend minimum requirement of skill as following:

Work type	Required Personnel	Minimum Skill Requirement
Carpentry maintenance	Carpenter	Semi-skilled
	Helper	Unskilled

b) The successful bidder shall furnish bio data along with the copy of Govt. approved Identity card, recent passport size photograph, mobile no. etc. of the person deployed for the work. In case of absence of regular technician/semiskilled Technician, the alternate person shall be authorized by the successful bidder to carry out the maintenance work with the successful bidder's signature duly authenticated. The successful bidder will be required to work after obtaining necessary entry pass issued by the competent authority as appointed by the Bank. All such staff should have photo identify cards with address, duly signed by the authorized signatory of the successful bidder.

c) **Police verification:** The Bidder shall obtain Police Verification Report on character and antecedents of its personnel and 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.

d) The successful bidder's workforce should attend to the breakdown call immediately. Major/minor complaints shall be attended immediately and no extra payment will be made for same. The Firm has to depute sufficient Staff/Technicians on Sunday/Bank holidays, if Bank desired & or In case of emergency/for very essential work/breakdown etc., without extra charges/payment.

e) The successful bidder shall depute carpenter/Labour of proven capability. Successful bidder will be held responsible for any mischief / damages that may take place in the working / occupied Residential colonies on account of workmen's negligence.

- f) The successful bidder's license/registration copy wherever applicable and their contact Telephone numbers, and Cell numbers of both (carpenter & successful bidder) shall be submitted to the Bank.
- g) The successful bidder should visit the Bank's office and meeting may be held with the concerned authority at least once in a Quarter or as & when required to sort out the problems faced by the Bank/successful bidder/staff.
- h) Bank will not accept any liability for any mishap / accident for all the staff deputed by the Firm while working in the Banks Residential colonies. Proper insurance cover for all the labours posted for the work shall be obtained and copy submitted to the Bank for record. The successful bidder shall be responsible to take all insurances at his own cost to cover all kinds of risks from the time of award of work. These insurance policies shall be valid till the completion of the contract period.
- i) All workers should report to Bank's officials in CAB Campus. The working hours shall be 8 working hours (excluding 30 minutes lunch break), 6 working days in a week, the working hours will be from 9.00 AM to 5.30 PM. When there is an emergency works, the workers will have to continue to work till the emergency is over. Weekly holiday should be given to the workers alternatively in consultation with the Bank. Successful bidders shall maintain a record of payment to their workers and shall submit along with the bill. Bank reserves the right to verify minimum wages given to labourers.
- j) Electricity and water shall be given to successful bidder at nearest available point free of cost by the Bank but all the other arrangements have to be made by the successful bidder at their own.
- k) Successful bidder is required to give prompt service. Successful bidder shall attend to the complaint lodged in complaint book preferably on same day. However, for major carpentry work, successful bidder shall complete the job as directed by the Bank. In case of inordinate delay beyond the stipulated time, Bank has a right to levy a penalty for each unattended complaint.
- l) Fittings/ fixtures and other materials will be as per the Bank's SARs (Standard Approved Rates) or at reasonable rate approved by the Bank or market rate+ up to 15% overhead & profit (for items not available in Bank's SAR).
- m) In case of any person is found giving poor workmanship, disobeying instruction of the Bank and misbehaviour etc. the successful bidder will replace such person(s) from the work as directed by the Bank.
- n) Successful bidder should include cost of additional manpower if any, required to attend the preventive/periodic maintenance works so as to complete the work in time as indicated in the scope of work.

7. Terms of payment

- a) Payment will be made on monthly basis after completion of satisfactory work and duly certified by competent authority/ Bank's officials.
- b) Service / Maintenance Report/Call Sheet should be maintained in each case and should be submitted duly countersigned by user/ complainant while submission of monthly bill.
- c) Fittings/ fixtures and other materials will be as per the Bank's SAR or at reasonable rate approved by the Bank.

8. Other conditions.

- a) **Penalty** :- In case the duty Labour/s fail to turn up for work or did not attend & or not carried out any captioned work/complaint/s within the stipulated time and also the workmen not found in the Bank's premises, proportionate recovery for the same, from paid salary (of that Labour) towards each Labour's absence plus charges paid by the Bank to engage outside agency to attend the complaint/s will be recovered from the monthly bill of the successful bidder to whom the Bank awarded the AMC contract. Also an amount of **Rs. 270/-** (Rupees two hundred only) per day will be charged as penalty if the defect/s in the system is not rectified within stipulated time on receipt of intimation of the defect/s in the system and max deduction on this account shall not exceed 10% value of the AMC contract awarded.
- b) **Signing of agreement**: On receipt of intimation from the Bank of the acceptance of his / their tender, the successful tenderer shall be bound to implement the contract and within fourteen days thereof. The successful tenderer shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions and the written acceptance by the Bank of a tender will constitute a binding contract between the Bank and the person so tendering whether such formal agreement is or is not subsequently executed.
- c) **Insurance**: The successful bidder shall take "All Risk Policy" for the contract value and workmen compensation policy for the workers engaged in the work. The successful bidder 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 5.00 lakh in respect of damage to property for any one accident or occurrence.
- (Note: These policies shall be valid during the period the successful bidder 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 Bidder.)
- d) **Fire safety**: The successful bidder shall strictly comply with the provision of fire/safety code & other declaration annexed hereto.
- e) **Dispute**: All disputes arising shall be subject to the jurisdiction of the appropriate court and will be governed by the relevant statutory provisions in force in India. Bank's decision shall be final and binding on the successful bidder in all matter of dispute arising on the work.
- f) The list is only indicative. Any maintenance work not specifically mentioned above but required for the healthy operation of the system concerned and for the satisfaction of the occupant/complainant will be considered in part of scope of work.

Note:

Bidders are advised to quote their rates after the site visit, confirming to the conditions and the detailed scope of work of tender.

Place:

Signature of bidder with seal

Date:

Section III

General instructions to Bidders

3.1	Tender Document:
3.1.1	Tender shall consist of this document having Twelve Sections along with any annexures, schedules, addendum or corrigendum etc. issued by the Bank for the purpose.
3.1.2	Bidders 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 sealed covers two parts, viz. Part I and Part II to The Principal, College of Agricultural Banking, Reserve Bank of India, University Road, Pune-411016 clearly indicating "Part I – Technical Bid" and "Part II – Financial Bid", respectively. If the bidders desire to submit additional information, they may do so on their own letter head. Each page of the forms shall be signed and submitted.
3.1.4	Eligibility criteria shall be as per section I.
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 Bidder, modify the tender by an amendment.
3.2.2	The said amendment in the form of the addendum/ corrigendum will be loaded on the RBI web site. This communication shall be binding on the Bidders. The addendum (s) issued will form part of the tender documents.
3.2.3	In order to afford prospective Bidders 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: sealed tender in prescribed form shall be submitted in two parts (two separate and distinct envelopes) to Principal, College of Agricultural Banking, Reserve Bank of India, University Road, Pune-411016.
3.3.1	Technical Bid
	Part-I of the tender will contain Bank's standard technical and commercial conditions for the proposed work, bidders covering letter with relevant documents and the documentary evidence of EMD of Rs. 14920/- (proof of NEFT/ Irrevocable Bank Guarantee.
(i)	Sections I to XII are parts of the Technical Bid. All partners in case of partnership firms/ a Limited Liability Partnership (LLP) or representatives authorized by the Board in case of a company should sign the tender document.

(ii)	Bidder must fill all the details specified in various sections. It should be ensured that price bids/ quotes should not be included 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	Financial Bid: Part-II of the tender will contain no conditions but Bank's schedule of quantities and tenderer's price Bid only. 1. The Financial Bid will be given in the format given in Part II. The bidder will have to quote only the percentage of Overhead and administrative charges Maintenance (OAC) (As given in Annexure G) of Carpentry work by deputing one carpenter & one helper as described in the scope of works for Carpentry Maintenance Services.
(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 (except GST), charges, levies, cess, insurance, other Govt. Taxes etc. The rates quoted must be excluding GST, which should be shown separately.
(ii)	Any correction in the amount 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 Bidder 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 Bidders shall be treated as non-responsive and will be summarily rejected by the Bank.
3.3.3	It will be imperative on the part of each Bidder 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 Bidder.
3.4	Bids shall remain valid for acceptance by the Bank for the period indicated in Para 1.2 . This period may be further extended, if required, by mutual consent.
3.5	Earnest Money Deposit (EMD) / Bid Security :
3.5.1	The Bidders shall enclose proof in support of EMD, if sent using NEFT for the amount indicated in <u>Para1.2</u> of the tender.
3.5.2	EMD shall be remitted using NEFT or deposited in the form of Bank guarantee which should be issued by a Scheduled Bank (Format as per Annexure C). The NEFT details will be submitted along with technical bid.

	No interest shall be paid on EMD. EMD of the successful Bidder will be retained with the Bank against Security Deposit. The EMD shall be refunded after obtaining Performance Bank Guarantee as stipulated in Para 3.7.
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 Bidder:
(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) @ 5 % of the contract amount will have to be deposited in favour of Principal, College of Agricultural Banking Reserve Bank of India, Pune with letter of acceptance of contract. The Performance Bank Guarantee shall be valid for a period of 90 days beyond the date of termination of the contract. The Performance Bank Guarantee deposited by the successful bidder shall be invoked in the event of unsatisfactory performance of the Bidder 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 in Annexure D .
3.8	Procedure for Submission of Bids
	Tender in prescribed form shall be submitted in two parts. Part-I (Technical Bid) tender will contain the Bank's standard technical and commercial conditions for the proposed work, Prequalification documents, Bidder's covering letter, Bidder's additional conditions, if any, and proof of payment of EMD remitted through NEFT or Irrevocable Bank Guarantee of Rs. 14,920/- and be sealed in one cover, superscribing "Part – I (Technical Bid) Tender for ' Annual Maintenance Contract for Carpentry Work at CAB Campus And Residential Colonies at Pune '. Part II tender will contain no conditions but Bank's schedule of quantities and Bidder's priced bid only and be sealed in a separate cover, superscribing "Part – II (Financial Bid) Tender for ' Annual Maintenance Contract for Carpentry Work at CAB Campus And Residential Colonies at Pune '. Both these sealed covers will further be sealed in another envelope addressed by name to The Principal, College of Agricultural Banking, Reserve Bank of India, University Road, Pune- 411016 will be received by the Bank up to 1400 Hrs on 30/09/2019 in the manner described in the tender-form. Tenders received after the due date and time will not be accepted under any circumstances.

3.8.1	If it is found that the Technical bid and the Financial Bid (Part II) have been submitted in the same envelop as Technical bid/ Part I, the Bid will be liable for rejection.
3.8.2	No conditional/optional quote shall be accepted.
3.8.3	Bidders shall not be permitted to alter or modify their Bids after receipt of Bids.
3.9	Pre Bid Meeting
	Pre-bid meeting - The Bank will arrange for a pre-bid meeting for allowing the prospective bidders to visit the premises and take stock of the work involved. The meeting will also clarify any doubts that the bidders may have as to various terms and conditions of this tender. The pre-bid meeting will take place on 19/09/2019 at 1100 Hrs.
3.10	Opening of Technical Bid
	The Technical Bids will be opened at 1500 Hrs. on 30/09/2019 in the presence of those bidders who chose to be present. Part-II of the tender of only those tenderers/ Agencies which meet the requirement of the Bank as specified in Eligibility Conditions (Section I) above, provide all the documents as per checklist and as per the decision of a committee to be formed by the Bank for evaluation of technical bids, will be opened on a date which will be advised to the tenderers/ Agencies. The work will be awarded to the bidder after evaluation of technical bid and financial bid
3.11	Scrutiny of Technical Bid
	As per eligibility conditions given in para 1.1, Section I.
3.12	Opening of Financial Bid
	The financial Bids of the short-listed Bidders will be opened later and such short-listed Bidders will be intimated about the date and time accordingly. The short-listed Bidders or their authorized representatives may remain present for the same.
3.13	Scrutiny of Financial Bid
	The Financial Bid shall be evaluated as per the procedure indicated in Section X. *Quotations for personnel have to be as per CLR Act, 1970 and Minimum Wages Act, 1948 and inclusive of all applicable statutory levies. Quotes/Financial bids with below minimum wages will be rejected.
3.14	Notwithstanding anything mentioned above, the Bank reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. The Bank may not assign any reason for rejection of any or all Bids. The Bank reserves the right to cancel/annul the selection process, at any stage prior to the award of the tender.
3.15	Disputes

	All disputes arising shall be subject to the jurisdiction of the appropriate court and will be governed by the relevant statutory provisions in force in India.
3.16	<u>Compliance with Minimum Wages</u>
(a)	Rates quoted by the bidder should be in accordance with provisions in Contract Labour (Regulation & Abolition) Act, 1970 and Minimum Wages Act, 1948. Wages to be paid include all basic wages, VDA and all other allowances required under law e.g. bonus, PF, ESI, etc. Hence rates should be quoted including all components. <i>Bids with rates below the prescribed wages (semi skilled worker/unskilled worker) will be rejected.</i> The bidder 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 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. 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 its employees.
(b)	The successful bidder 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 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.
(c)	The successful bidder 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 firm only shall be responsible for liabilities, if any, in this regard
(d)	In view of para 3.16 (a) it is necessary, for the successful bidder to furnish the bank account details of engaged personnel as proof of payment.
3.17	Insurance: The successful bidder shall take "All Risk Policy" for the contract value and workmen compensation policy for the workers engaged in the work in the name of Reserve Bank of India, Pune. The successful bidder 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 5.00 lakh in respect of damage to property for any one accident or occurrence.

	<p>Note: These policies shall be valid during the period the successful bidder 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 Bidder.</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 bidder. On receipt of intimation from the Bank of the acceptance of the tender, the successful bidder 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 Bidder.</p> <p>The successful Bidder 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 bidder rescinding the contract whereupon the EMD/ performance security deposit shall stand forfeited by the Bank, without prejudice to his other remedies against the Bidder.</p>
3.19	<p>Right to Accept Part Tender: The Bank reserves the right to accept the tender either in whole or in part.</p>

Signature and seal of the Bidder

Place:

Date:

Section IV

Special Conditions of the contract

4.1.	Evaluation Financial of Bids- Financial bids will be evaluated as explained in Section X.
4.2	Criteria of Rates and Renewal of the contract Intending contractor will have to pass the minimum wages and other benefits given in Annexure G to the workmen and produce Bank account statement of the workmen. They will quote the overhead and Admin Charges as mentioned in row 8 of Annexure G . The monthly bill raised will be the minimum wages of the workmen and other benefits passed + their quoted percentage. Original tax Invoice for uniform, liveries and other items shall be produced at least once in a year failing which from the last bill appropriate deductions shall be made. Proof of PF and ESIC of all the workmen shall also be provided to claim the reimbursement. It will be the sole responsibility of the contractor to meet all the labour related laws. Renewal of Contract. The contract amount will be renewed as and when minimum wages will be revised by Government. However, review of the performance will be done every year to renew the contract. At maximum contract may be renewed for three years period.
4.3	Non-disclosure 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.
4.4	The successful bidder 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.

4.5	The successful bidder 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.
4.6	Penalty
	If there is a case of dereliction of the duty by the carpenter and helper deployed (refer Scope of Work–section II) a fine of Rs.270/- per occasion will be deducted from the bill payable by the Bank for the month.
4.7	Payment Conditions: The charges quoted will cover the cost of manpower deployed, material used and equipment deployed for efficient rendering of services and shall be payable on monthly basis subject to submission of invoice along with proof of payment of wages, other dues etc. and satisfactory performance. The payment thereon will be made after the same is duly certified by the Bank's Officers that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc. Proof of PF, ESIC, etc. of all the workmen shall also be provided to claim the reimbursement. <u>N.B.</u> - 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 Firm.
4.8	Termination of the contract on default
4.8.1	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 bidder and upon the successful bidder'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:
(i)	If the successful bidder 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 bidder fails to perform any other obligation(s) under the Contract.
4.8.2	On termination of the Contract for default, the security deposit of the successful Bidder will be forfeited.
4.8.3	On termination of the Contract for default, action will be taken to blacklist the successful bidder at the discretion of the Bank.
4.8.4	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.
4.8.5	Termination for Insolvency: The Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder 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: The successful bidder 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 Bidder will have to adhere to the safety code as detailed below:</p> <ul style="list-style-type: none"> a) The successful Bidder 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 bidder 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 Bidder 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 Bidder and the successful bidder 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 bidder against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.</p> <p>The successful Bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the successful bidder, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the successful bidder is proved.</p> <p>The successful Bidder shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.</p> <p>The successful Bidder shall provide a complete and updated list of its employees who are deployed within the Bank's premises.</p>
4.13	<p>Force Majeure: The Bidder 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</p>

	<p>of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions, freight embargoes etc. The Bank will decide whether delay or failure on the part of the Bidder 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 bidder 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 CAB, 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 the CAB, RBI may suffer or incur on account of:</p> <ol style="list-style-type: none"> a. any violations of applicable laws, regulations, guidelines during the contract period; or b. any breach or non-performance of the terms and conditions of this Agreement; or c. any breach of the representations and warranties made by the Contractor; or d. 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 Principal, College of Agricultural Banking, Reserve Bank of India, Pune. 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 Pune.</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, 1958. The agreement shall be executed in duplicate and the CAB, RBI shall retain the original and the contractor shall retain the duplicate.</p>
4.17	<p>Police verification</p> <p>The Bidder shall obtain Police Verification Report on character and antecedents of its personnel and 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.</p>

4.18

Termination for Default.

- 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 Bidder and upon the Bidder'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:
 - (i) If the Bidder 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 Bidder fails to perform any other obligation(s) under the Contract.
- b. On termination of the Contract for default, the EMD/ Performance Bank Guarantee of the Bidder will be forfeited.
- c. On termination of the Contract for default, action will be taken to blacklist the Bidder.
- 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.

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 mentioned 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.

Signature and seal of the Bidder

Place:

Date :

Section V
Form of Tender

Place:
Date:

**The Principal
College of Agricultural Banking (CAB),
Reserve Bank of India,
University Road,
Pune – 411 016**

Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nlshigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) till June 30, 2020 from the date specified in the contract.

Sir,

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 Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nlshigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) till June 30,2020 from the date specified in the contract** 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.

We understand that the minimum number of persons required to be deployed by us will be as below:

Type of Service	Manpower
Carpenter Semiskilled	01
Helper Unskilled	01
Total	02

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 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 2019.

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 _____

Section VI

Details of Bidders

Particulars of Firm -

Sr. No.	Particulars	To be filled by Bidder
1.	Whether sole proprietorship or partnership firm or company	
2.	Names of the proprietor/ partners / Directors of the firm	
4.	Address of the Firm	
5.	Telephone /Mobile	
	Email	
	Fax	

Section VII

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 hospitalisation.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be 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. When a ladder is used, an extra mazdoor shall be engaged for holding the ladder.
5. 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 metre.
6. 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 metre.
7. No floor, roof or other part of the structure shall be so over-loaded with debris or materials as to render it unsafe
8. 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.
9. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
10. No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
11. 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.
12. Hoisting machines and tackles used in the work, including their attachments, anchorage and supports shall be in perfect condition.
13. 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.

Place:

Signature and seal of the Bidder

Date:

Section VIII
SPECIAL INSTRUCTIONS TO THE BIDDER

1. The workmen will not be allowed to stay within the premises except duty hours.
2. The water required for the work or workmen can be availed from the available source at site free of cost. The successful bidder 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 bidder has to tap the same from the point shown to them at their own cost.
4. The successful bidder 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 bidder 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.
7. The bidder may please note that the work has to be carried out in an occupied building / 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. Bidder 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 also day to day cleaning has to be done by the successful bidder. The staircase and passages used by the labourers shall be cleaned properly on daily basis, to the entire satisfaction of Bank.
8. Neat housekeeping at all times is the responsibility of the successful bidder. 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 Engineer. The successful bidder 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 Engineer. The successful bidder shall be solely responsible for any penal action/ penalties levied by Municipal authorities for violation of their rules/ regulations in this regard.
9. The successful bidder shall use only approved brand materials.

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

11. Some other works, such as Civil/plumbing/sanitary/carpentry, or any specialised works etc., have been organized by the Bank through separate agencies. The successful bidder 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.

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

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

14. The successful bidder shall carry out the work strictly in accordance with specification details and instructions of the Bank's officials. The bidder 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 bidder 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 bidder is not eligible to claim extra on this account. No claim from the successful bidder 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 bidder.

15. The successful bidder 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 bidder.

16. The successful bidder 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 bidder to the satisfaction of the Bank

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

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

19. The successful bidder 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 bidder, his staff and the labour will have to comply with the security regulations of the Bank.

20. Wearing of uniform: Successful bidder shall provide a proper uniform to their worker engaged on site for identification purpose at their own cost.

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

22. List of Documents to be submitted along with Monthly Bill: Copy of following documents for a particular month duly certified by the successful bidder /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. Copy of Attendance Register.
- iv. Declaration for compliance of Contract labour Act & Minimum wages Act.
- v. A statement showing payment of wages made with signature of labour. NEFT statement evidencing remittance of wages
- vi. Documentary evidence indicating the payment made towards PF/ESI etc..
- vii. GST declaration
- viii. Any other log books/document as directed by the Bank.

Signature and seal of the Bidder

Place:

Date:

Section IX

COMMERCIAL CONDITIONS

(To be filled –in by the bidder & 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. 7.46 Lakh	
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-IV of this tender	
6	Performance Guarantee	5% of Annual Contract amount in the form of Bank Guarantee in Banks format given in Annexure C	
7	Acceptance for supply of materials/ fittings/ fixtures	At Bank's Standard Approved Rates (SARs) or at rates approved by the Bank based on market rates plus 15% OH & profit.	
8	Insurance Clause accepted	Section III (3.17)	
9	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:

Signature and seal of the Bidder

Date:

Section X
Evaluation of Financial bid

	Financial Bid :
(a)	Financial Bid will be evaluated on the basis of percentage quoted for services as per the scope of work and carrying out the work as specified in Section II.
(b)	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 bidder 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.
(c)	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.
(d)	If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clauses 'b' and 'c' above.
(e)	In case for any item rate is not filled / found blank, the bid is liable for rejection.
(f)	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.

Section XI

Annexure A

NEFT Details for effecting e-payments

Name of the Institution: College of Agricultural Banking, Reserve Bank of India, Pune

Address (in full): College of Agricultural Banking, Ganeshkhind Road Reserve Bank of India, Pune-411 016

1	Name of the Account Holder (as appearing in the Bank Account)	College of Agricultural Banking, Reserve Bank of India, Pune
2	Account Number	8691632
3	Type of Account (Savings, Current etc.)	Current
4	PAN Number	AAIFR 5286M
5	Name of the Bank	CAB,RBI,PUNE
6	Name of the Branch	CAB,PUNE
7	Address of the Bank	CAB,PUNE
8	NEFT/IFS Code	RBIS0PUPA01 (0 in the code represents ZERO)
9	Name of the Account	Sundry Deposit A/c-DAD
10	GST Number	27AAIFR5286M1ZG

KEY PERSONNEL PROPOSED FOR THE AMC

(To be filled by the bidder and uploaded along with Part – I)

Sr. No.	Designation	Minimum No. of personnel	No. of proposed personnel	Proposed Designation	Technical Qualification/Total years of Relevant Experience	Additional Details in Annexure if any
1	Carpenter (Semi-Skilled Workman)	01				
2	Helper (unskilled)	01				
3	Others (please specify)					

Signature and seal of the Bidder

Date:

Place:

Pro forma 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)

Place : _____

Date : _____

The Principal
College of Agricultural banking
Reserve Bank of India,
University Road,
Pune-411016

Dear Sir,

Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nlshigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) till June 30, 2020 from the date specified in the contract.

Bank Guarantee For PERFORMANCE SECURITY DEPOSIT

WHEREAS Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, (hereinafter called "the RBI") has awarded the Contract for the captioned project (hereinafter called the "Contract") to M/s _____ (Name of the Contractor) (hereinafter called " the said Contractor" which expression shall include its successors and assigns).

AND Whereas we are aware that an agreement has been executed between the Reserve Bank of India and the contractor and in terms of clause _____ of the said agreement the contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of ₹. _____ (Rupees _____ only) (Amount in figures and words) for the due fulfilment by the said contractor of the terms and conditions contained in the contract. We, _____ (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s _____, the contractor, do hereby undertake to pay to the RBI an amount not exceeding Rs _____ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. (Rupees only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of Rs. (Rupees only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. (Rupees only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Contractor.

4. This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Contract and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. (Rupees only).

b) Our liability under these presents shall not exceed the sum of Rs. (Rupees only) .

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

d) **This guarantee shall remain in force upto _____.**

e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within or any

extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

In witness whereof I/We of the Bank have signed and sealed this guarantee on the ----- day of ----- (Month) (Year) being herewith duly authorized.

For and on behalf of _____ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature

Name

Address

(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).

(The successful Bidder'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), an empanelled vendor of College of Agricultural Banking, Reserve Bank of India, Pune, do hereby declare that I have adhered to the rules and regulations stipulated in Contract Labour (Regulation and Abolition) Act, 1970 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:
bidder

Signature & Seal of

Date:

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:

Signature & Seal of bidder

Date:

Annexure E

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

(On Non-Judicial Stamp Paper of appropriate value)

To,
The Principal,
College of Agricultural Banking
Reserve Bank of India
University Road
Pune-411016

Dear Sir

NAME OF WORK: Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) till June 30, 2020 from the date specified in the contract.

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. College of Agricultural Banking, Reserve Bank of India, 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 _____

Authorised signatory

NAME AND ADDRESS OF THE CONTRACTOR:

Place:

Date:

Annexure F

Detailed working of wages and other statutory payments (To be filled by the Bidder and submitted along with Part II)

Note: Firms will have to quote Overhead and administrative charges (OAC charges) as percentage of the total charges. As it is mandatory to provide the above minimum wages and other amenities to workmen.

Every year evaluation will be done about the above benefits passed to workmen based on documentary evidence. In case of any shortfall, deductions shall be made from the bills. Firm will need to provide the mandatory Bank account statement of payment of the above minimum wages from the second month onwards. The evidence must be enclosed with the AMC bill. The percentage indicated above shall remain fixed during the entire contract period. However based on increase in minimum wages etc. an AMC amount shall be automatically increased.

In case company is not able to produce sufficient documentary evidence in respect of payment of any of the above mentioned items / facility, same will be deducted from the monthly bill

Sr No.	Particulars	Plumber (Semi skilled)	Helper (Unskilled)
1	Basic(579 & 523 per day respectively for 1 month)	15054.00	13598.00
2	VDA (66 & 61 per day respectively for 1 month)	1716.00	1586.00
A	Basic Salary	16770.00	15184.00
	HRA @ 5% of A	838.50	759.20
B	Gross Salary	17608.50	15943.20
	Employer contribution		
1	PF @ 13% of A	2180.10	1973.92
2	ESIC @ 4.75% of B	836.40	757.30
3	Bonus @ 8.33 % of A	1396.94	1264.83
5	MLWF	2.00	2.00
C	Total employer contribution	4415.44	3998.05
D	Cost to Company	22023.94	19941.25
6	Overhead + Admin charges (OAC) @ % of D	In Price Bid Firm need to quote this as % of D above	In Price Bid Firm need to quote this as % of D above
7	Washing allowance	100.00	100.00
	Total cost per person	----	----
8	Manpower required	1.00	1.00
E	Total amount (INR)	----	----

9	GST @ 18%	----	----
F	Total amount per month	----	----
	Total amount per annum	----	----

Place:

Signature & Seal of the Bidder

Date:

Annexure G

List of similar works

(To be uploaded on MSTC portal with tender part-I along with documents as per eligibility condition)

Sl. No.	Name of client	year(s) of execution of work (s) awarded	Actual value of executed work(s)	Names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed

Date:

**Place:
Signature and seal of
Bidder**

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF FIRM

(Separate sheets to be submitted for each client)

(To be uploaded on MSTC portal along with tender part-I)

Name and address of the Client

Details of Works executed by Shri /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 penalty levied, if any for delay / deficiency in service. (indicate amount)	
8.	Gross amount of the work completed and paid	
9.	Name and address of the authority under whom works executed	
10.	Whether the firm 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 firm go for arbitration?	

	ii) If yes, total amount of claim	
	iii) Total amount awarded	
13.	Comments on the capabilities of the firm.	
	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”

Signature of the
Reporting Officer with Office seal

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

(To be uploaded on MSTC portal along with tender part-I)

Name of Work: GENERAL REPAIRS AND REPAINTING (EXTERNAL) OF BANK'S BUILDING IN CAB CAMPUS (EXCLUDING MAHANADI & ANNEX BUILDING) AND RESIDENTIAL COLONIES AT PUNE.

This is to certify that to the best of our knowledge and information M/s./Shri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)
For the Bank

Note:

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

Section XII

Draft Articles of Agreement

The service contract is made the _____ day of _____ between the College of Agricultural banking, Reserve Bank of India, University Road, Pune-411016(hereinafter called "the Employer") of the one part and Ms/ _____(hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous of carrying out **Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) initially upto June 30, 2020 from the date specified in the contract.**

AND WHEREAS the parties are desirous of recording the terms and conditions or upon which said services are to be rendered by the contractor.

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 Bank's SARs or at approved reasonable rate) for efficient rendering the maintenance services shall be payable on monthly 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.
- ii. 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.
- iii. 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.
- iv. Ensure that his employees, while in the premises of the Bank or while carrying out their obligations under this agreement, observe the standards of cleanliness, decorum, safety, good behaviour 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.
- v. 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.
- vi. 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 contractors obligations.
- vii. Be liable for any damage caused to the bank or its premises or any part thereof or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents.
- viii. Supply identity cards 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 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 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.
- 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 bidder 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 bidder 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 firm only shall be responsible for liabilities, if any, in this regard.
- V. The Bank may also insist, if necessary, the successful bidder for bank account payment of labours and he will furnish the bank account details of engaged labours as proof of payment on enquiry.

D. Prevention of Sexual Harassment at Work place:

- I. The firm shall be solely responsible in case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Regional Committee constituted by the Reserve Bank of India and Bank shall ensure appropriate action under the said Act in respect of the complaint.
- II. Any complaint of sexual harassment from any aggrieved employee of the firm against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.
- III. The firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the firm, for instance any monetary relief to Bank's employees, if sexual violence by the employee of the firm is proved.
- IV. The firm shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- V. The firm shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

E. Insurance

- i. The successful tenderer shall take workmen compensation policy for the workers engaged in the work. The successful bidder 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 bidders all risk policy shall be minimum Rs. 2 lakh per person for any one accident or occurrence and Rs. 5.00 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 bidder 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 bidder.

F. 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.

G. Stamp Duty

The contractor shall bear the stamp duty on the original of this agreement, which shall be executed in duplicate, and the Bank shall retain the original and the contractor shall retain the duplicate.

- H. The contractor shall ensure payment of minimum wages to the workmen employed by him/ her/ them.
- I. 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.
- J. The several parts of this contract have been read by the contractor and fully understood by the contractor.
- K. 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.”

- L. All payments by the Employer under this Contract will be made only at Pune.
- 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 College of Agricultural Banking, Reserve Bank of India, Pune.

(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:

PART II

**COLLEGE OF AGRICULTURAL BANKING
RESERVE BANK OF INDIA,
PREMISES, INFRASTRUCTURE & MAINTENANCE SECTION**

PUNE-411016

Tender for

Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune)

(Price Bid)

Name of the Tenderer: _____

Address: _____

Pre-bid Meeting : 1100 Hrs. on 19/09/2019

Last Date for submission: Up to 1400 Hrs. 30/09/2019

Opening of Part – I : 1500 Hrs. on 30/09/2019

**COLLEGE OF AGRICULTURAL BANKING (CAB),
RESERVE BANK OF INDIA,
UNIVERSITY ROAD, PUNE-411016**

Tender for Annual Maintenance Contract for Carpentry works at campus of College of Agricultural Banking (CAB), Reserve Bank of India, Pune and five residential quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) and Nishigandha Staff Quarters (Ganeshkhind Road, Aundh, Pune) till June 30, 2020 from the date specified in the contract.

BILL OF QUANTITIES

**Part-II Unpriced Bid
(For information only)**

Item No.	Description of item	Unit (Percentage)
1.	Percentage of Overhead and Administrative charges Maintenance (OAC) of Carpentry Maintenance work by deputing one carpenter & one helpers as described in the scope of works for Carpentry Maintenance Services at campus of College of Agricultural Banking, Reserve Bank of India, Pune and five staff quarters at Ashiyana Officers' Quarter (Gokhale Nagar, Pune), Parijat Officers' Quarter (University Road, Pune), Gulmohar Officers' Quarter (Dahanukar Colony, Kothrud, Pune), Rajnigandha Staff Quarters (University Road, Aundh, Pune) and Nishigandha Staff Quarters (University Road, Aundh, Pune) as per detailed scope mentioned in the Part-I of the tender and as detailed by the Bank .	

Place:

Signature and seal of the Bidder

Date: