



**Reserve Bank of India  
Estate Department  
Chandigarh**

**Tender Notice**

Reserve Bank of India, Chandigarh invites **E-tender for Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and Staff colony sector- 30A, Chandigarh**

2. The work is **estimated to cost ₹19,66,000/-**. This is an Open Tender. Only those firms, who are registered on MSTC portal will be able to take part in the Tender process. The tender document is available on website [www.rbi.org.in](http://www.rbi.org.in) for download from **February 27, 2021**.

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

4. The firms fulfilling the eligibility criteria and desirous of being considered for award of the work should upload all the required documents at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) on or before **March 17, 2021 (12:00 PM)**.

5. Part-I of the tender will be opened at **02:30pm** on **March 17, 2021** on MSTC website.

The timeline of the tender is as follow:

<b>a. e-Tender Name</b>	Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and Staff colony sector- 30A, Chandigarh
<b>b. e-Tender no</b>	RBI/Chandigarh/Estate/387/20-21/ET/593
<b>c. Mode of Tender</b>	<b>e-Procurement System</b> (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )
<b>d. Date of NIT available to parties to download from RBI website</b> <a href="http://www.rbi.org.in">www.rbi.org.in</a>	February 27, 2021 (Saturday)
<b>e. Pre-Bid meeting (Off-line)</b>	March 08, 2021 (Monday) 11:00 am to 12:00 pm at Estate Department, 3 <sup>rd</sup> floor, MOB, RBI Chandigarh
<b>f. Last date for submission of e-Tender</b>	March 17, 2021 (Wednesday) up to 12:00 pm
<b>g. Earnest Money Deposit</b>	<b>₹39,331/- in the form of NEFT</b> in favour of Reserve Bank of India, Chandigarh Address: Reserve Bank of India, Sector 17, Chandigarh - 160017  <b>Details for NEFT</b>

	Beneficiary Name: Estate <space> <b>Your Firm's Name</b> Beneficiary Ac No: <b>186003001</b> IFSC: <b>RBIS0CGPA01</b> (5th and 10th being zero)
<b>h.</b> Last date of submission of EMD	March 17, 2021 (Wednesday) 12:00 pm
<b>i.</b> Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a>	March 01, 2021 (Monday) from 12:00 pm
<b>j.</b> Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	March 17, 2021 (Wednesday) 12:00 pm
<b>k.</b> Date & time of opening of Part-I (i.e. Techno-Commercial Bid)  Date & Time of opening of Part-II (Price Bid)	a. March 17, 2021 (Wednesday) 02:30 pm b. May be opened online on the same or a later date.
<b>I.</b> Transaction Fee	₹. ----- (inclusive of GST @18%) To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd. <b>Please do not transfer the transaction fee to Reserve Bank of India, Chandigarh</b>
<b>M.</b> Estimated cost of work	₹ 19,66,000/- (Rupees Nineteen Lakh Sixty-six thousand only)

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.

-SD-  
Regional Director  
Reserve Bank of India  
Chandigarh Regional Office

**RESERVE BANK OF INDIA**  
**ESTATE DEPARTMENT**  
**CHANDIGARH**

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**E-tender**

**Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**

**Part I**

**Name of the tenderer** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mobile number and e-mail** \_\_\_\_\_

**Due Date of Online Submission on March 17, 2021 up to 12.00 Noon on MSTC Portal**

**RESERVE BANK OF INDIA**  
Estate Department, Chandigarh

**NOTICE INVITING TENDER (NIT)**  
(Only through e-procurement)

***This is an open tender enquiry. However, only those bidders/vendors/agencies who are qualified for the work as per qualifications criteria stipulated in the tender and registered on MSTC portal are eligible to participate in this tender. Bidders are advised to upload the documents on MSTC website in support of their eligibility for the tender.***

a.	Name of the work:	Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh
b.	Mode of Tender	e-Procurement System Online (Part I – Techno- Commercial Bid and Part II - Financial Bid through <a href="https://www.mstcecommerce.com/eprochome/rbi">https://www.mstcecommerce.com/eprochome/rbi</a>
c.	Date of NIT available to the parties to download through RBI Website <a href="http://www.rbi.org.in">www.rbi.org.in</a>	February 27, 2021 (Saturday)
d.	Date and venue of pre-bid meeting (offline)	March 08, 2021 (Monday) 11:00 am to 12:00 pm at Estate Department, 3rd floor, MOB, RBI Chandigarh
e.	Estimated cost of work	Rs.19,66,000/-
f.	Earnest Money Deposit	Rs.39,331/- in the form of NEFT in favor of Reserve Bank of India, Sector 17, Chandigarh – 160017 Details for NEFT Beneficiary Name: <b>RESERVE BANK OF INDIA</b> Beneficiary Ac No: <b>186003001</b> IFSC -- <b>RBIS0CGPA01 (5th and 10th being zero)</b>
g.	Bidding start date of Techno-Commercial Bid and Financial Bid at <a href="https://www.mstcecommerce.com/eprochome/rbi">https://www.mstcecommerce.com/eprochome/rbi</a>	March 01, 2021 (Monday) from 12:00pm
h.	Date of closing of online e-Tender for submission of Techno- Commercial Bid & Financial Bid	March 17, 2021 (Wednesday) 12:00 pm

i.	Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	March 17, 2021 (Wednesday) 02.30 pm
j.	Date & Time of opening of Part- II (Financial Bid)	Part 2 of the eligible tenderers will be opened after the due scrutiny of documents uploaded with part 1 of the tender
k.	Transaction fee	<b>To be paid through MSTC Gateway/NEFT/RTGS in favor of MSTC Limited or as advised by M/s MSTC Ltd. Transaction fee will be charged by MSTC only.</b>



## DISCLAIMER

Reserve Bank of India, Estate Department, Chandigarh, has prepared this document to invite e-tender for “**Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer’s Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**” to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

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

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

Sd/-

Regional Director

RBI Chandigarh

## **E-Tender - Important instructions for E-procurement**

**Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**

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

### **Process of e-Tender:**

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

### **SPECIAL NOTE:**

#### **THE TECHNICAL BID HAS TO BE SUBMITTED ONLINE**

at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi)

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e- Procurement → PSU/Govt. Depts. → Select RBI Logo → Register as Vendor → Filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

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

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

1. Manish Bansal  
Assistant General Manager,  
E-mail ID: [estatecharo@rbi.org.in](mailto:estatecharo@rbi.org.in)  
Phone no: 0172-2701186
2. SOHAN LAL (Asst. Manager) (Electrical),  
E-mail ID: [sohan@rbi.org.in](mailto:sohan@rbi.org.in)  
Phone no: 0172-2721143
3. Vidyut Kumar (Junior Engineer) Electrical  
E-mail ID: [vidyutkumar@rbi.org.in](mailto:vidyutkumar@rbi.org.in)  
Phone no: 0172-2721143

**Contact person (MSTC Ltd):** MSTC Technical Help Desk-0674-2571699(D)

1.	<b>Shri Sushil Nale (AM)</b>	<a href="mailto:sushil@mstcindia.co.in">sushil@mstcindia.co.in</a>	0674 2571699(D)	-0998775843 0
2.	<b>Ms Archana, AM</b>	<a href="mailto:archana@mstcindia.co.in">archana@mstcindia.co.in</a>	0674-2571699 (D)	0999067369 8

**B) System Requirement:**

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

To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied.

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

**Other Settings:**

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

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

2. The Technical Bid and the Financial Bid shall have to be submitted online at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi). Bids will be opened electronically on specified date and time as given in the Tender.

3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

**Special Note towards Transaction fee:**

4. The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on



the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

5. Transaction fee is non-refundable. A vendor will not have the access to online e-Tender without making the payment towards transaction fee.

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

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

**7. E-Tender cannot be accessed after the due date and time mentioned in NIT.**

**8. Bidding in e-Tender:**

- a) Vendor(s) need to submit necessary EMD, Tender fees (if any) and Transaction fees (If any) to be eligible to bid online in the e-Tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.
- b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → PSU/Govt depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.
- d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the vendor will not be able to save/submit his Technical bid.
- e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid has been saved, the vendor can click on the "Final submission" button to register their bid.
- f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.

- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-Tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above. All electronic bids submitted during the e-Tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.
- j) It is mandatory that all the bids are submitted with digital signature certificate, otherwise the same will not be accepted by the system.
- k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-Tender floor by any vendor confirms his acceptance of terms & conditions of the tender.
- m) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- n) The tender inviting authority has the right to cancel this e-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- o) Vendors are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprochome](http://www.mstcecommerce.com/eprochome) to familiarize them with the system before bidding.
- p) No deviation to the technical and commercial terms & conditions are allowed.

Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reasons thereof.

**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
CHANDIGARH**

**PART-I  
(Terms & Conditions and Technical Specifications)**

**Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**

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i- e- Tender Forwarding Letter

**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
SECTOR 17  
CHANDIGARH**

M/s / Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Tender for Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**

The Reserve Bank of India, hereby, invites you to participate in e-tender for the above-mentioned work.

Duly filled in, signed tender with other necessary documents should be addressed to Shri J. K. Pandey, Regional Director, Reserve Bank of India, Estate Department, Sector 17, Chandigarh and shall be uploaded on MSTC website and not later than 12.00 pm on March 17, 2021.

The e-tendering instructions are available on MSTC and clarification required, if any, may be obtained by contacting the personnel mentioned therein, during office hours.

The Bank discourages the stipulation of any additional conditions by the tenderer.

Yours faithfully

Regional Director.

ii- FORM OF e-TENDER

Place:

Date:

Regional Director  
Reserve Bank of India  
Estate Department  
Chandigarh

Dear Sir

Having examined the specifications and schedule of quantities relating to the works specified in the Memorandum hereinafter set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the works specified in the said Memorandum within the time specified in the said Memorandum at the rates mentioned in the Schedule of Quantities and in accordance, in all respects, with the specifications and instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM:

**(a) Description of work** : Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh

**(b) Earnest Money Deposit: Rs. 39,331/-** i.e. 2% of value of the Estimated Cost of the Tender through NEFT in favor of Reserve Bank of India in the **A/c 186003001 & IFSC - RBIS0CGPA01** (5th and 10th being zero) on or before the date given in NIT. EMD of unsuccessful bidders will be returned after award of work to successful bidder, **whereas for successful bidder EMD will be returned on submission of Performance Bank Guarantee equivalent to the 5% of the contract value.**

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so as they may be applicable or in default thereof to forfeit the EMD and pay to the Reserve Bank of India, the amount mentioned in the said conditions.

3. **Successful bidder must deposit a sum of 5% of value of the work in the form of irrevocable Bank Guarantee after placing the work order, as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the Reserve Bank of India.**

4. The name of the Proprietor/names of partners/directors of our firm are:

i) \_\_\_\_\_

ii) \_\_\_\_\_

5. Name of the partners of the firm  
Authorized to sign

\_\_\_\_\_

OR

Name of person having Power of Attorney to  
Sign the Contract (Certified copy of the Power  
Of Attorney should be attached)

\_\_\_\_\_

Yours faithfully

Signature of Contractor

[Note: If the party is a proprietary firm or an individual it should be signed by the proprietor or the individual. If the party is a partnership firm it should be signed by all or on behalf of all the partners. If the party is a private limited firm/incorporate company the COMMON SEAL of the firm is to be affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on \_\_\_\_\_ (copy of the resolution should be attached). If the Contractor signs under common seal, the signature clause should tally with the sealing clause in the Articles of Association].

Witnesses:

\_\_\_\_\_  
(Signature)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reserve Bank of India  
Estate Department  
Chandigarh**

**Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**

Application for e-tendering shall be addressed to the Regional Director, Reserve Bank of India, Estate Department, Chandigarh-160017 and shall be uploaded on MSTC portal on or before 12.00 p.m. on March 17, 2021 and super scribed - Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh.

**iii- Eligibility Criteria/Pre-Qualification Criteria:**

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 detail should be submitted along with name(s) and address(es) of the partners, copy of the Articles of Association/ power of Attorney/any other relevant document (Enclose copy of Registration)
b.	Work experience & Completion of similar works of specified value during the specified period	Copies of the detailed work orders 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.
c.	Turn over 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 turnover for last three financial years
d.	Service Set-up	Certificate from the manufacturers/any other valid document in support of having a full-fledged service setup at the desired place should be enclosed. (if required)
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 of account, IFSC etc. should be given
g.	Name(s) and address(es) of the	Written information about the names and addresses of their clients along with full details, like names, postal addresses, e-mail IDs,

	Clients and their present contact executives/Client certificate and completion certificate in local offices of Tri-city (Chandigarh, Panchkula & Mohali)	telephone (landline and mobile) nos., fax nos., etc., of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
h	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), completion time stipulated in the contract(s) and actual time taken to complete the work(s), name(s) and full contact-details of the officers authorities / departments under whom the work(s) was/were executed should be furnished.

2. Only those Govt. Certified A class contractors who have minimum 5 years of experience of executing similar works as on date of start of e-tendering are eligible for participation. Applicant should furnish Client list showing the details of work carried out by them during last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years

3. Experience of having successfully completed similar works during last 5 years as on start of e-tender should be either of the following:

i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost i.e. cost of each work executed shall be minimum. Rs. 7,86,400/-

Or

ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost i.e. cost of each work executed shall be minimum. Rs. 9,83,000/-

Or

iii) One similar work costing not less than the amount equal to 80% of the estimated cost i.e. cost of each work executed shall be minimum. Rs. 15,72,800/-

4. **Yearly Turnover:-** Should have an Annual Turnover of amount equal to 100% of estimated cost or more i.e. **₹. 19,66,000/- (Nineteen lakh sixty six thousand only)** during the last three financial years ending 31st March 2020

**5. Solvency Certificate/Banker Certificate:** - Should furnish solvency certificate/ Banker Certificate issued by the tenderer's banker, specifically for the purpose of the empanelment/work, for an amount equal to the estimated cost.

The information shall be submitted by the contractors in writing/ documents to satisfy the Bank about their eligibility for participating in the tendering process.



In the event of intending tenderers' failure to satisfy the Bank; the Bank reserves the right to refuse downloaded tender forms/document to them.

Tender forms can be downloaded from **27.02.2021** from the website [www.rbi.org.in](http://www.rbi.org.in). All the information/documents, mentioned in para 3 above, will have to be submitted through e-tendering for Bank's examination. After scrutiny, if any of the contractors. are not found to possess the required eligibility, their tenders (Price Bid). will not be opened by the Bank for further processing.

Tender in prescribed form shall be submitted in two parts. Part-I tender will contain the Bank's standard technical and commercial conditions for the proposed work, tenderers' covering letter, tenderers' additional conditions, if any, and the EMD of **₹.39,331/-** in the form of NEFT favouring Reserve Bank of India payable at Chandigarh up to 12.00 Noon of 17.03.2021.

Part I of the tenders will be opened **02.30 PM on March 17, 2021** in the presence of the authorized representative of the tenders who choose to be present. Part II of the tender will be opened on a subsequent date which will be intimated to the tenders in advance.

The Bank shall obtain reports on past performance of the tenderer from his clients and bankers. The Bank shall evaluate the said reports before opening of the Part – II of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part - I of the tender and his sealed cover containing Part-II of the tender along with EMD shall be returned back to him as it is. The Bank is not bound to assign any reason for doing so.

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason therefore.

Regional Director  
RBI, Chandigarh  
Estate Department

Date:

**iv- General Instructions to Contractors & Special Conditions**

Filled documents required for PART -I and quoted rates for PART -II should be submitted online only on MSTC Portal for e-tendering addressed to Regional Director Reserve Bank of India, Chandigarh and super-scribed "Tender For Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh"

- 1.1. The tender shall be submitted online in two parts. Part -I in duplicate in the prescribed form, commercial terms and conditions, technical aspects of the tender shall be agreed and uploaded on MSTC portal. Super-scribing Part-I. Part-II containing price bid shall be quoted online only on MSTC portal. Part- II shall not contain any covering letter with terms and conditions, conditional discounts or rates/amounts for any additional items of work. It shall contain only Part-II (Bill of Materials) as supplied by the Bank with the rate quoted online.
- 1.2. The Part - I of Tenders will be opened online at **2.30 PM on March 17, 2021** at our office by the Regional Director, Reserve Bank of India, Chandigarh or any other officer designated for this purpose by him/her in the presence of the Tenderers or their representatives, should they choose to be present. Part II of the acceptable tenders will be opened on same date or on a subsequent date to be intimated to all the tenderers subsequently.
- 1.3. Tenders shall remain open to acceptance by the bank for a period of THREE MONTHS from the date of opening of Part II of the tender the period of which may be extended by mutual agreement and the Tenderer shall not cancel or withdraw the tender during this period.
- 1.4. The Tenderer shall use forms issued by the Bank to fill in the required information's and shall upload the forms duly signed on all pages and complete in all respects along with the Tender.
- 1.5. The tender form 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.
- 1.6. Rates should be submitted online in MSTC portal. Any erasures and alternations made while filing the tender shall not be accepted. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at Bank's option. No advice of any change in rate or conditions after the opening of the tender will be entertained.
- 1.7. The rates quoted shall include all taxes, GST, duties, levies imposed by /State Government/Local Bodies, labour, transport, insurance for workmen compensation & third-party liability etc. The insurance shall include all the personnel deputed and third part liabilities arise due to accident in the items scope of contract. **Statutory deductions like income tax, TDS under GST service tax, works contract tax, labor Welfare Cess and any other applicable taxes as per the building and other construction workers Welfare Cess Rule 1998 etc. as applicable will be deducted from every payment made to the contractor.** Tenderers to quote strictly as per BOQ.

- 1.8.** The tenderer should impart training to their staff/supervisor to update them with existing electrical installation and substation and Bank's general electrical installation. The technical staff deputed should have valid electrical wireman license/ ITI Electrical certificate from recognized vocational training institute. The contractor should also submit the electrical contractor license valid up to the contract period.
- 1.9.** The Tenderers are advised to visit the site of Installation and acquaint themselves of the site conditions and installations before tendering.
- 1.10.** Each of the Tender Documents shall be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc., as laid down.
- 1.11.** Any tender with any of the documents not so signed is liable for rejection.
- 1.12.** The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed Contract. Otherwise the tender may be rejected by the Bank.
- 1.13.** The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- 1.14.** On award of contract, the successful tenderer shall deposit 5 % of contract amount as a security money deposit (SMD) in form of PBG for the due fulfillment of the contract.
- 1.15.** On receipt of intimation of the acceptance of his /their tender from the Bank, the successful Tenderer shall be bound to implement the Contract and within fourteen days thereof, sign an agreement in accordance with the draft agreement and the schedule of conditions. Written acceptance by the Reserve Bank of India of a tender will, however, constitute a binding Contract between the Reserve Bank of India and the person so tendering, irrespective of whether such a formal agreement is or is not subsequently executed.
- 1.16.** The Contractor shall carry out all the work strictly in accordance with details and instructions of the Bank's Engineer.
- 1.17.** The contractor's employee shall attend to the break-down calls immediately and maintain the record for the same on daily basis. The emergency calls can be made beyond the duty hours also (i.e. after 10:00PM) and the contractor will have to be present within 30 minutes of the call.
- 1.18.** The contractor shall visit the Bank's premises at least once in a week to sort out the problems faced by contractor staff in consultation with AM (Electric) /JE (Electrical).
- 1.19.** The contractor has to supply the passport size photograph of the persons deployed for the work in the Bank's premises and also their detailed postal addresses. In case of absence of regular technician /helper, the alternate person has to be authorized by the contractor to carry out the maintenance work in the Bank's Premises with the contractor's signature duly authenticated.

**Insurance:**

- 1.20. A) The successful bidder shall take contractors all risk policy for the contract value and workmen compensation policy for the workers engaged in the work for one-year renewable thereafter if the contract is renewed by the Bank. The contractor 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 contractors all risk policy and workmen compensation shall be minimum 2.0 lakh per person if on any accident or occurrences.
- B) Bank will not accept any liability for any mishap/accident caused to their technician/staff while working in the Bank's premises/ Colonies. It is the contractor's responsibility to take insurance for their workers. Also, during the period of carrying out routine maintenance to the Bank's property or Banks Staff and their family members the onus of responsibility shall be that of the contractor.
- 1.21. Bank will release payment on monthly basis after checking attendance register/service record of the technician and rendering of satisfactory services.
- 1.22. The contractor is bound to follow all Labour rules and regulations as envisaged in the Payment of Wages Act 1936 and Minimum Wages Act 1948, of State Government and Central Government and ensure payment of minimum wages which should be based on total Mandays and/or working hours, which are revised time to time by the competent authority.
- 1.23. The contractor is also required to give weekly rest to their staff as envisaged in R.L.C. norms. In such case the contractor will depute substitute staff.
- 1.24. The firm acknowledges that all materials & information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, whether consisting of confidential or proprietary data or not, will at all times be held by it in strictest confidence and it shall not make any use thereof other than for the performance of its obligations described in this agreement and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other.
- 1.25. Bank may discontinue the contract at any time by giving one month notice without assigning any reason thereof.
- 1.26. The Bank shall not be responsible for payment of any compensation for death injury or accident any of the maintenance staff deputed by the contractor which may arise in course of their duties It agreed and understood that the contractor alone shall be liable to pay such or compensation to such of his personnel, it so required by any authority under the extant laws and shall indemnify the Bank in case any loss is caused to the Bank in this regard.
- 1.27. Bank's decision in all matter of dispute arising on the work shall be final and binding on the contractor.
- 1.28. The rate quoted shall be valid for 12 calendar months and **subject to extension of further period of two years** on mutual agreement and subject to satisfactory services provided by the applicant.
- 1.29. The labour or any person engaged by the firm need to be changed every year as well as the firm shall not engage the labour of any other firm /contractor who is

simultaneously working there. The contractor shall abide by all extant guidelines related to labour laws in respect of the staff deployed by the contractor.

- 1.30. Any revision in minimum wages made by the GOI during the period of contract, same shall be followed by the contractor/firm. No extra payment will be made by the Bank.**
- 1.31. Before quoting the price, the firm should visit the site and familiarize himself regarding the nature of work required to be attended.
- 1.32. If at any time bank is not satisfied with the services provided by the firm the Bank may terminate the contract.
- 1.33. All safety measure shall be followed as prescribed by building code and labour commissioner during taking up the work at site.
- 1.34. The firm shall provide the mobile phone facility to its operator/ wireman at his own cost so that in case of emergency he may be contacted.
- 1.35. Bank is not bound to accept the lowest bidder. Bank will cancel those bids where rates for man-power will not be quoted as per the minimum wages plus VDA along with necessary contributions on applicable rates (EPF, ESI, EDLI etc) decided by the "Ministry Of Labour & Employment, GoI"
- 1.36. Successful tenderer will have to enter into an AMC agreement on a Rs 100 rupees non-judicial stamp paper.
- 1.37. Commercial Conditions and settlement of dispute by Arbitration - All disputes and differences of any kind whatever arising out of or in connection with Contract or the carrying out of the works) shall be referred to Regional Director, Reserve Bank of India, Office, Chandigarh and settled by him who shall state his decision in writing. Such decision may be in the form of a final certificate or otherwise. If either the Employer or the Contractor be dissatisfied with the decision of Regional Director on a matter, question or dispute of any kind or as to the withholding by the Bank or any Certificate to which the Contractor may claim to be entitled, then and in any such case either party (the Employer or the Contractor) may within 28 days after receiving notice of such decision give a written notice to the other party requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matters which are in dispute or difference of which such written notice has been given and no other shall be and is hereby referred to the arbitration and final decision of an arbitrator to be agreed upon as appointed by both the parties or, in case of disagreement as to the appointment of a single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall, before taking upon themselves the burden of reference, appoint an Umpire. The entire arbitration process shall be governed by the provision of the Indian Arbitration and conciliation Act 1996
  1. It shall be clearly understood that this is not a manpower supply contract but the operation and maintenance contract. Bank has however right to remove any person from the work without assigning any reason thereof.
  2. Bank may discontinue the contract any time by giving one month notice without assigning any reason thereof.
  3. The Bank reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons thereof.

4. The contractor shall abide by all the laws of the land in respect of labour act, PPF, ESI, minimum wages etc. Bank shall not be responsible for any claim on any account for not abiding the labour laws. The contractor shall give the details of the staff going to be deployed for Bank's verification. Contractor shall also take insurance policy for workmen compensation for all the staff deployed and copy of the same to be submitted to the Bank as given in this document.
5. The workers deployed shall wear an apron during the work having company logo embossed on it.
6. **Sexual Harassment of women at work place:** The Contractor / Agency shall comply with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.  
Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.  
The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.

The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

I/We have understood all the above-mentioned conditions and they are acceptable to me/us.

Place :  
Date

Signature of Tenderer with Seal

v- **Scope of Work and other Terms and Conditions**

**Operation of water lifting Pumps in Residential Colonies at Sector 30A & 44B, Chandigarh:**

1. Attending to day to day complaints/maintenance work of electrical installation of individual Flats, staircase lighting, Energy Metering box, street/compound lighting and all other places as per requirement including replacement of fused tubes/bulbs/CFLs/Fans/ Geysers/ Electrical chimney and defective fixtures /accessories, wiring /cabling etc. in the captioned colony for 8 hours on all 7 days, the material will be provided by the Bank.
2. To carry out all types of routine maintenance work such as checking/cleaning tightening of all electrical accessories, and switch gears, switch boards in the Flats, meter rooms, and cleaning the same half yearly.
3. **Operation of water pumps installed in the colony by deputing semi-skilled electrician in each shift as mentioned in tender document having current valid wireman/electrician license issued by UT / State government or ITI in Electrical trade.**
4. Checking of all items installed in pump room such as main switches, DB's, change over switches, motor terminals, starters and cable termination and tightening of all loose connections.
5. To carry out the following tests once in a year during contracts period in consultation with ACT/J.E./AM(Electrical) of the concerned office and the test reports are to be submitted for Bank records:
  - Insulation resistance test between conductor and earth and between phases at least for two or three Flats in each building/block and in meter rooms as indicated by Bank's Engineer.
  - Measurements of earth resistance test for all available earth pits.
  - Earth loop test and polarity test for three Flats per day in each building/block.
  - Checking the load on the main incoming cable and bringing to the notice of the Bank of any overloading.
  - Inspect the installation in metering panel/boards and ensure following:-
    - i. Metering room area should be kept clean at all times and should not be used for storing any material.
    - ii. Wire/ cable in metering panel/ board should be dressed up properly.
    - iii. All cable/wire connections should be checked and tightened properly, if found loose.
    - iv. Size of cable/ wire to be checked with respect to the load /energy meter capacity and take corrective measures, cable/ material will be provided by the Bank.
    - v. The terminal of wires from fuses provided by electricity authorities to individual meter should be checked for correct rating and replaced if necessary,

- vi. The Kitkat fuses / MCBs to be checked for suitable rating, and to be replaced if required, the material will be provided by the Bank.
  - vii. Heating of cable/wire to be checked and in case of any abnormalities corrective action be taken.
  - viii. Earthing system running inside the metering board to be checked including conductor continuity and tightness of contacts etc.
  - ix. Reporting and coordinating to Electricity Authorities regarding any break of main cable and discontinuity of light in any flats due to shutdown or any other cause.
6. The contractor shall depute skillful wireman to carry out the work as specified by the Bank.
  7. The contractor's license copy shall be uploaded (along with Part I). The quotations without license copy will be summarily rejected.
  8. The contractor's employee shall attend to the break down calls immediately and maintain and the record for the same on daily basis.
  9. All electrical accessories required for the replacement in the colony will be supplied by the Bank.
  10. The contractor shall visit the colony at least once in a fortnight to sort out the problems faced by contractor staff in consultation with Asst. Manager (Elect.) /J.E. (Electrical)/ ACT (Deputed by Bank at Colonies).
  11. The Contractors will have to depute wireman for seven days (including Sunday) in a week during working hours. Contractor will ensure the Bank that weekly rest shall be given to its employees.
  12. In case the duty wireman fails to turn up for work, proportionate recovery will be made from the bills of the contractor for the period of wireman's absence as per the Bank's decision.
  13. The contractor has to supply the passport size photograph of the persons deployed for the work in the colonies and also their detailed postal addresses. In case of absence of regular wireman/helper, the alternate person shall be authorized by the contractor to carry out the maintenance work in the colony with the contractors signature duly authenticated.
  14. All tools and machinery required for routine/preventive maintenance work such as plier, cutter, screw drivers, multimeter, spanner set, blowers, drill machine, Megger, earth tester, pipe wrench shall be provided by the contractor. No extra payment will be made for the same.
  15. A register shall be maintained by the contractor for daily routine/preventive maintenance work. The register shall be produced to the Bank's Engineer in-charge once in a fortnight.
  16. The contractors shall ensure to depute such wireman of proven credibility and contractor will be held responsible for any mischief/untoward incidence that may take place in the colony.



17. All visit of the wireman must be recorded in the attendance register maintained with the colony's caretaker.
18. Bank will release payment on monthly basis after checking attendance register of the wireman and helper. Attendance of reliever should also be recorded monthly with name of reliever which shall be verified by the colony's caretaker. Certified attendance sheet shall be endorsed with the AMC bills submitted for payment.
19. The contractor is bound to help Assistant Caretaker for rectifying the electrical bill if any of vacant Flats/common areas of the light with local electricity authority and ensure that all monthly bills are paid in time.
20. Insulation resistance test between conductor and earth and between phases at least for two or three flats in each building and in meter rooms as indicated by Bank's Engineer.
21. Two electrician/wireman shall be deputed for all 7 days in two shift of 8 hours each as per timing mentioned below  
Morning Shift: 06:00AM to 02:00 PM  
Evening Shift: 02:00PM to 10:00PM, for 44B ensuring the weekly rest to each electrician/wireman.
22. Three electrician/wireman shall be deputed for all 7 days for 24 hours (three shift of 8 hours each) and a helper shall be deputed seven days for 08 hours from 7:30AM to 3:30PM for 30A ensuring the weekly rest to each electrician/wireman & helper.
23. All visits of the pump operator/wireman must be acknowledged by the colony caretaker.
24. Bank's decision in all matter of dispute arising on the work shall be final and binding on the contractor.
25. Bank will release payment on monthly basis subject to satisfactory service/working. **All works carried out must be countersigned by the occupants as well as caretaker clearly indicating the place of work and scope. No bill will be settled without proper confirmation and authentication.**
26. Schedule of work - RBI Officer's Colony at Sector 44B, Chandigarh

The maintenance work shall be for on all 7 days in a week including Sundays and holidays & Pump operation work shall be continued as mentioned below ensuring weekly rest to each employee

- a. 6.00AM to 2.00PM (one electrician/wireman for operation and maintenance of water lifting pumps and maintenance of electrical installations from Monday to Sunday)
- b. 2.00PM to 10.00PM (one electrician/wireman for operation and maintenance of water lifting pumps and maintenance of electrical installations from Monday to Sunday)
- c. One Electrician/wireman as a reliever (semi-skilled) for operation and maintenance of water lifting pumps and maintenance of electrical installations will be working as substitute for the electrician described as above during their weekly-off. Required for **2 days in a week.**

**27. Schedule of work - RBI staff Colony at Sector 30A, Chandigarh**

The maintenance work shall be for 24 hours on all 7 days in a week including Sundays and holidays ensuring weekly rest to each employee

- a. 6.00AM to 2.00PM (one electrician/wireman for operation and maintenance of water lifting pumps and maintenance of electrical installations from Monday to Sunday)
- b. 2.00PM to 10.00PM (one electrician/wireman for operation and maintenance of water lifting pumps and maintenance of electrical installations from Monday to Sunday)
- c. 10.00PM to 6.00 AM (one electrician/wireman for operation and maintenance of water lifting pumps and maintenance of electrical installations from Monday to Sunday)
- d. One Helper (unskilled) having knowledge in day to day electrical maintenance work from Monday to Saturday. Time 7.30AM to 3.30PM
- e. One Electrician/wireman as a reliever (semi-skilled) for operation and maintenance of water lifting pumps and maintenance of electrical installations will be working as substitute for the electrician described as above during their weekly-off. Required for **3 days** in a week.
- f. In case of any emergency or if required in Night i.e. from 10:00 PM to 06:00AM, at sector 44B colony electrician deputed at sector 30A colony will attend the complaint at Sector 44B Colony. No extra charges will be paid by the Bank in attending such complaint at sector 44B Colony.

**28. The contractor shall depute electrician/ ITI holder to carry out the work as specified by the Bank.**

**29. Lowest tenderer have to submit The electrician's license/ ITI in electrical trade certificate and experience certificate of at least two years of their wireman/Electrician before the agreement for executing the work.**

**30.** The contractor's employee shall attend to the break down calls immediately and maintain the record for the same on daily basis.

**31.** The main contractor/supervisor shall visit the Bank at least once in a week to sort out the problems faced by contractor staff in consultation with AM(E)/JE(E).

**32.** In case electrician/operator on duty fails to turn up for work, the contractor shall arrange to depute another electrician, failing which proportionate recovery will be made from the bills of the contractor for the period of electrician's absence as per the Bank's decision.

**33.** The contractor has to supply the passport size photograph of the persons deployed for the work in the colonies and also their detailed postal addresses. In case of absence of regular electrician, the alternate persons shall be authorized by the contractor to carry out the maintenance work in the Bank with the contractor's signature duly authenticated.

**34.** All tools and machinery required for routine/preventive maintenance work such as plier, cutter screw drivers, spanner set blowers, drill machine, megger, earth tester, hand globe pipe wrench shall be provided by the contractor. No extra payment will be made for the same.

**35.** Bank will release payment on monthly basis. Subject to satisfactory service and duly certified monthly attendance report and other service reports.

I/we hereby declare that all the terms and conditions herein mentioned under scope of work and tender has been read, understood and agreed by me/us. I/we are ready to provide the services as per the terms and conditions of the tender.

Date .....

Place.....

Name & Signature with stamp of the contractor/ Signed by all the partners in case of firm.

**vii-Details of Service Set Up**

SNO	Description			
1.	Address of Service centre			
2.	Contact person Name & Mobile Number			
3	Number of engineer/staff and technician available with qualification.			

**viii-Contact Details**

SNO	Description	
1.	Contact person for this tender.	
2	Designation	
3	Land Line & Mobile Number	
4	FAX No.	
5	Email.	

## **SAFETY CODE**

1. There shall be maintained in a readily accessible place first aid appliance including adequate supply of sterilized dressings and cotton wool.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30cm. (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 metres of the edge of the trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
8. Workers employed on mixing and handling materials such as asphalt, cement mortar, 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. i) No paint containing lead or lead products shall be used except in the form of paste or readymade paints.  
  
(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint is dry rubbed and scrapped.
11. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
12. Hoisting machines and tackle used in the works, 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.

## **Fire Safety**

1. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
2. Only ISI marked 3 pin plug and other appliances and equipment shall be used.
3. Electrical power cables/wires used shall not have any joints and shall be properly rated.
4. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
5. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire officers/Personnel, work shall be started.
6. Two buckets of water and sand shall be kept in an easily accessible area on the site.
7. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
8. Used paint drums shall be stored in specified store only after closing them properly.
9. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
10. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10' from Ground level.
11. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
12. Both the staircase doors shall be normally kept closed.
13. None of the fire extinguishers shall be removed/shifted from its designated location.
14. Power supply shall be switched off from the mains when equipment is not in use.
15. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
16. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
17. Battery operated emergency light/torches shall be provided by the contractor to the workmen while working beyond office hour

**Annex –A**

**Basic Information  
(Please submit along with documentary evidence)**

<b>Sr. No.</b>	<b>Particulars of the Company/ Firm</b>	
1	Name and full address of the firm	
2	Registered Office with full address, Telephone No., Fax Nos., E-mail address, website URL	
3	Type of Company whether, Proprietorship, partnership etc.	
4	Name and address of the Proprietor/ Partners/Directors of the company	i) ii) iii)
5	Registration (Firm, company etc.)/Registration Authority, Date, Number etc.	
6	Income Tax Registration number(PAN)	
7	Service Tax Registration Number & GST Registration	
8	Provident Fund Registration Number	
9	ESIC Registration Number	
10	Whether tenderer holding a License under Section 12 (1) of Contract Labour(R&A) Act 1970 read with section 21 of Contract Labour Act 1971. If so , furnish the details of license no. etc. and enclose a copy	
11	Name and addresses and designation of the person who will represent the agency while dealing with the Bank (attach letter of authority)	
12	Experience in undertaking similar services to other organizations	----- years
13	Total value of the services provided to the other organization for the last 3 years	
14	Whether financially sound to undertake services (furnish audited balance sheet for last 3 years)	
15	Indicate if involved in any litigation	
16	Any civil suits pending in any of the orders executed, give details	

Authorised Signatory with name, seal and signature

**Annex- B**

**Details of our Banker/s are:  
(On Agency/ Vendor letter Head)**

Name of the Banker		
Name of the Branch and its complete Postal Address		
Name and Job –title of the Contact Person along with his/her Telephone No. (s). and Fax No(s).etc.		
Type of Account and Account No.		
Whether Credit facility/ Overdraft facility enjoyed by the contractor.		
The period from which the contractor has been banking With the Banker		
Any other information which the contractor may like to furnish about its Bankers		

Authorized Signatory

(With name)

**Annex- C**

**Form of Bankers Certificate from a Scheduled Bank**

**(To be submitted by the contractor along with the Tender)**

This is to certify that to the best of our knowledge and information M/S/Shri/ Ms\_\_\_\_\_ 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 ₹.. \_\_\_\_\_ (Rupees \_\_\_\_\_). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers

(Signature)

Note:

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



**Annex –D**

**Client’s Certificate – Performance of Contractor**

Name and address of the client:

Details of work executed:

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and Paid	
9	Name and address of the authority under Whom works executed	
10	Whether the contractor employed qualified manpower for the execution of work	
11	(i)Quality of work (indicating grading)	Outstanding/Very Good/Good/Satisfactory/Poor
	(ii) Amount of work paid on reduced Rates if any.	
12	Did the Contractor go for arbitration?	
	(i) If Yes, total amount of claim	
	(ii) Total amount awarded	

13	Comments on the capabilities of the Contractor	
	(i) Technical Proficiency	Outstanding/Very Good/Good/Satisfactory/Poor
	(ii) Financial soundness	Outstanding/Very Good/Good/Satisfactory/Poor
	(iii) Mobilization of manpower	Outstanding/Very Good/Good/Satisfactory/Poor
	(iv) General behaviour	Outstanding/Very Good/Good/Satisfactory/Poor

Signature of the client with Seal

**Note:** All columns should be filled in properly. Client certificate should be on letter head of the Client with signature of Authorized person.



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 (5% of contract value) 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 (5% of contract value)

a) We also agree to undertake and confirm that the sum not exceeding (5% of contract value) 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.

2. 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.

3. This guarantee shall not be revoked by us without prior consent in writing of the RBI. We hereby further agree that:

b) 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 (5% of contract value) Our liability under these presents shall not exceed the sum of (5% of contract value). 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.

c) This guarantee shall remain in force up to Sixty (60) days beyond the period of contract provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

d) 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 and Seal 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 Performance Bank 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).

**Format - AMC AGREEMENT**

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, between the Reserve Bank of India, Chandigarh (hereinafter called "the Employer") of the one part and \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous of getting the **Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**, as per his Schedule of Quantities showing and describing the work under the direction of Bank's Authorized Officers.

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

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions set forth herein as Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the work shown upon and/or more specifically described in the said Specifications and included in the Schedule of Quantities at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable thereunder (hereinafter referred to as "the said contract amount")

NOW IT IS HEREBY AGREED AS FOLLOWS:

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 and described in the said specifications and the Schedule of Quantities.

The Employer will pay the Contractor the said contract Amount, or such sum as shall become payable, at the times and in the manner specified in the said conditions.

The said Conditions and Appendix thereto and the correspondence attached hereto 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 the correspondence and perform the agreement on their part respectively in the said Conditions and the correspondence contained.

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

This contract is a fixed Lump Sum Contract for the complete work to be paid for according to the Schedule of Rates or as provided in the said Conditions.

The Employer reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract.

Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work from the date of issue of work order as provided for in the said conditions and to complete the entire work.

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

All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Chandigarh and only Courts in Chandigarh shall have the jurisdiction to determine the same.

**Minimum Wages Act, 1948, Payment of Wages Act, 1936, Contract Labour (Regulation and Abolition) Act, 1970 etc.:**

The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act. The Chief Labour Commissioner (Central) any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to the Bank.

Necessary records in writing for having made these payments and wage slips of employees will be submitted to the Bank at monthly intervals, for its verification. These records will be duly signed/attested by the employees of the contractor in the presence of Bank's Officials.

The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.

The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Plumbing agency will be in the employment of the plumbing Agency only and not of the Reserve Bank of India. The contractor shall pay the employer's contribution with regard to provident fund and employees' state insurance fund as per the provisions of the employees' Provident fund and miscellaneous provisions act, 1952 and employees' state insurance act, 1948.

**The contractor will be solely responsible for any penalty or claim arising due to dispute between the contractor and its employee/es under any circumstance. If any claim or penalty is legally binding to the Bank due to the dispute between contractor & its employee/es, same shall be recovered from the contractor**

**Non-Disclosure Clause:** The Contractor shall not have disclosed 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 obligation 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.

**The Sexual Harassment of women at work place:**

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

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

The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.

The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

**Termination of Contract:** Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith without assigning any reason and without payment of any compensation, if.

In the opinion of the Bank (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this agreement to the Bank's satisfaction. If contractor keeps on avoiding or non-performs the service in flats/flat as per the tender conditions.

**and/or**

ii. If contractor's person/workers found in any malpractice such as forgery of resident signature, drinking of alcohol while in duty.

**and/or**

iii. If the service rendered by the contractor was found unsatisfactory/substandard.

**and/or**

iv. The contractor commits a breach of any terms and conditions of this agreement.

**and/or**

v. The contractor is adjudged an insolvent or a compromise is entered by him with his



creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of contractor.

**and/or**

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

**and/or**

v. 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.

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

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).

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized officials and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates/has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written (If the Contractor is a Company).

Signature Clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of Shri \_\_\_\_\_

\_\_\_\_\_  
(Name & Designation)

In the presence of:

1) \_\_\_\_\_

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

\_\_\_\_\_

2) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Witnesses

SIGNED AND DELIVERED BY

If the party is a Partnership Firm or an individual should be signed by all or on behalf of all the partners.

\_\_\_\_\_

In the presence of:

1) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Witnesses:

The COMMON SEAL OF \_\_\_\_\_

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

n the presence of:

1) \_\_\_\_\_

2) \_\_\_\_\_

Directors who have signed these presents under in token thereof in the presence of: signature

\_\_\_\_\_  
Articles

If the Contractor signs common seal, the clause should tally with the sealing clause in the of Association.

2) \_\_\_\_\_

SIGNED AND DELIVERED by the  
by  
Contractor by the hand of  
Shri: \_\_\_\_\_  
And duly constituted attorney.

If the Contractor is signing  
the hand of Power of Attorney,  
whether a company an individual

**RESERVE BANK OF INDIA**  
**ESTATE DEPARTMENT**  
**CHANDIGARH**

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**Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and staff colony sector- 30A, Chandigarh**

**Part -II**  
**(submitted online only)**

**Name of the tenderer** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e-mail-

Due Date of Submission 12.00 Noon on March 17, 2021



**PART-II**  
**Bill of Quantity**

**Annual Maintenance contract for operation of water lifting pumps & maintenance of electrical installation at Reserve Bank of India Officer's Quarter sector- 44 B, and Quarter sector- 30A, Chandigarh**

Sr. No.	Description	Rate in Rs.	
		Rate per month	Amount for 1 year
1.	<p>Operation of water lifting pumps, to maintain water supply of the colony without wastage of water &amp; electricity. The work includes the preventive routine maintenance of the starters, switches and cable terminations etc.</p> <p>Electrical day-to-day maintenance of the colony which includes repairing of electrical faults in all the Flats of the colony removal/installation of defective fans /geysers/all electrical appliances for replacement/repairing &amp; stair case lights/street lights and as mentioned in scope of the work in part-I of the tender document. All materials will be supplied by Bank however petty material such as insulation tapes, tools nut/bolts, screws, grease etc. will be arranged by the contractor all as directed by Bank's Engineer</p> <p><b><u>Sector 44B Colony-</u></b></p> <p>Requirement of 02 electricians for 26 days in a month and one reliever for 8 days in a month for the AMC work mentioned under Scope of work and schedule of work in part I of tender document.</p>	Rs	

	<p><b><u>Sector 30A colony-</u></b></p> <p>Requirement of 03 electricians/wireman and a helper for 26 days in a month and one reliever for 12 days in a month for the AMC work mentioned under Scope of work and schedule of work in part I of tender document.</p> <p><b><i>Rate for man-power shall include Minimum wages +VDA as described by central government (with necessary contributions EPF, ESI and EDLI), contractor's profit and GST</i></b> for round the clock Operation and maintenance for water lifting pumps and maintenance of electrical installation at Residential colony, sector 30A, Chandigarh as per the scope of the work mentioned in the part-I of the tender</p>		
	<p><b>Total Amount inclusive of GST and other applicable charges</b></p>		

**Place:**

**Chandigarh:**

**Signature and Seal of the Contractor**