



**Reserve Bank of India
Protocol & Security Establishment
NOTICE INVITING TENDER (NIT)**

RBI/Mumbai/Others/32/20-21/807.

**E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL &
SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF
RESERVE BANK OF INDIA, MUMBAI
(Only through e-procurement)**

1. Reserve Bank of India, Protocol & Security Establishment, Mumbai Regional Office, Mumbai (RBI/Bank) invites E-tenders in two parts (Part I- Pre-Qualification Criteria & Part II- Price Bid) from FMS Companies Firms/Pest Control Agencies/Firms “**E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI**”. The interested vendors must register themselves on the MSTC portal for participating through e-tendering. The period of contract will be from date of award of work (issue of the work order) up to March 31, 2022 as per laid down contractual obligations (The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Pre-Qualification Criteria). The work is estimated to cost **Rs. 2,00,00,000/- (Rupees Two Crore only) inclusive of** all applicable taxes, cess and any other statutory levy (inclusive of GST).

2. The Pre-Qualification papers super scribed as “**ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI.**” addressed by name to Shri. Ajay Michyari, Regional Director, Reserve Bank of India, shall be submitted to AGM (Admin) P & SE, Fort Office Mumbai latest by 12.07.2021 till 02:00 PM for Bank's examination. Alternatively, the scanned copy of all the PQ document may be forwarded to _____ mail _____ id: ssdhongade@rbi.org.in, ugmundhe@rbi.org.in and sumitandure@rbi.org.in latest by 12.07.2021 till 02:00 PM. **However those firms who have forwarded the scanned copies through mail has to submit the original copies of PQ documents personally/by courier on or before 12.07.2021 by 02:00 PM.**

3. The Earnest Money Deposit (EMD) of **Rs. 4,00,000/- (Rupees Four lakh only)** may be remitted through NEFT or furnish the Bank Guarantee in respect of the said amount. The Bank Guarantee (from Scheduled Commercial Bank) submitted towards Earnest Money deposit has to be valid for the validity period of the tender plus additional 45

days. Documentary evidence in support of remittance shall be submitted in sealed cover addressed to The Regional Director, Reserve Bank of India, Protocol and Security Establishment, Mumbai-400 001 so as to reach P&SE Office up to **2:00 PM on 26/07/2021** superscribing as "EMD for ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI".

4. Online tenders will be available for viewing /download from **11.00 AM on 21/06/2021** from the website www.mstcecommerce.com.

5. A pre-bid meeting (off-line mode) of the intending Tenderers will be held on **19/07/2021 at 11.00 AM**.

6. Place of Pre-Bid meeting:

Protocol & Security Establishment, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, SBS Road, Fort, Mumbai- 400001.

7. Place, Time and date before which written queries for Pre-bid meeting must be received:

Protocol & Security Establishment, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, SBS Road, Fort, Mumbai- 400001 by **05:00 PM on or before 18/07/2021**.

8. The duly filled in tender documents shall be uploaded on MSTC site. (Date of Starting of online submission Part- II of e-tender from **19/07/2021 at 11:00 AM** and Date of closing of online submission Part-II of e-tender is **26/07/2021 up to 03:00 PM**)

9. Part II of the tenders will be opened on-line at **4.00 PM on 26/07/2021**. **The authorised representative, if desire, may be present at the opening of tender.**

10. RBI 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 thereof.

Regional Director



**Reserve Bank of India
Protocol & Security Establishment
Mumbai Regional Office
Main Building, SBS Road
Fort, Mumbai- 400001**

Part - I

**E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST
CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL
COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI**

Name of Tenderer:

Postal Address with Pin code:

Phone /Fax / Mobile No.:

E mail Address:

DISCLAIMER

Reserve Bank of India, Protocol & Security Establishment, Mumbai Regional Office, Mumbai (RBI) has prepared this document to give background information on the Contract to the interested parties. While RBI has taken due care in the preparation of the information contained herein and believe it to be in order, neither RBI 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 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 e-tender. The information is provided on the basis that it is non – binding on RBI or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

RBI reserves the right not to proceed with the tender or to change the configuration of the tender, to alter the time lines 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.

SCHEDULE OF TENDER (SOT)

A	E-Tender Name:	E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI
B	E - Tender No.	RBI/Mumbai/Others/32/20-21/ET/807
C	Estimated value of tender	Rs. 2,00,00,000/- (Rupees Two Crore only) inclusive of GST.
D	Transaction fees	0.05% of estimated value of tender = (Rs.10,000/- + applicable GST)
E	Mode of Tender	e-Tendering System (Online Part I – Pre-Qualification Criteria and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi)
F	Date of NIT available to the parties for download	11:00 AM on June 21, 2021
G	Last date of submission of Pre-qualification Documents	Up to 2.00 PM on July 12, 2021
H	Date of Pre-Bid meeting for eligible vendors (offline)	Offline 11:00 AM on July 19, 2021
	Place of Pre-Bid meeting	Protocol & Security Establishment, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, SBS Road, Fort, Mumbai- 400001
	Place, Time and date before which Written queries for Pre-bid meeting must be received	Protocol & Security Establishment, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, SBS Road, Fort, Mumbai- 400001 by 05:00 PM on or before 18-07-2021
I	Last date of Submission of EMD	Upto 2.00 PM on July 26, 2021
J	Date of closing of online submission of e-tender (Financial Bid)	03:00 PM on July 26, 2021
K	Date & time of opening of Part-II (Financial Bid)	04:00 PM on July 26, 2021
L	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically only of those bidder(s) whose Pre- qualification Documents are found eligible by RBI, Mumbai Regional Office after scrutiny of Pre- qualification

		Documents. Validity of tender is three months from the date of opening of Pre-qualification Documents.		
M	Earnest Money Deposit (EMD)	<p>The Tender Application must be submitted along with Earnest Money Deposit (EMD) amounting of ₹4,00,000/- (Rupees Four lakh only) payable through NEFT or furnish the Bank Guarantee in respect of the said amount before the close of business hours on 26-07-2021 up to 2:00 PM.</p> <p>Failure to comply with this condition will render the tender void and the tender will be rejected. Please note that vendors will have the access to online e-tender only after receipt of Transaction fee by NEFT in favour of MSTC Limited.</p> <p>EMD will not carry any interest. It would be refunded to the unsuccessful bidders within 10 working days of the award of the contract. In case of the successful bidder, the EMD will be refunded after payment of security deposit in the form of a valid bank guarantee and execution of the contract. EMD shall be forfeited, if the bidder withdraws his bid during the period of tender validity or fails to execute the contract upon award of work. Validity of tender is three months from the date of opening Pre-qualification Documents.</p>		
N	Earnest Money Deposit (EMD)	A/c Number IFS Code	Reserve Bank of India, Mumbai (P&SE)	
			4869229917	
		Note- Please read 5th & 10th letter of IFS Code as "Zero"	RBIS0MBPA04	

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI

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

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

Section I

Important instructions regarding E-tender

This is an e-procurement event of RBI Office. The e-procurement service provider is MSTC Limited. Bidders are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting their online 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 Pre-Qualification Criteria as well as Financial Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC/RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

Special note: The Pre-Qualification Criteria and Financial Bid have to be submitted online only at

<http://www.mstcecommerce.com/eprochome/rbi/buyerlogin.jsp>

- 1) Vendors are required to register themselves online with www.mstcecommerce.com → /e- Procurement/ → PSU / Govt. Depts/ → RBI. Register as Vendor by filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.
- 3) In case of any clarification, please contact MSTC/RBI, (well before the scheduled time of the e/tender).

Contact person (MSTC):

1. Mr. Sushil Nale, Asst. Manager – sushil@mstcindia.co.in Mobile-09987758430
2. Ms Archana, Asst. Manager- archana@mstcindia.co.in Mobile- 09990673698
3. Ms. Rupali Pandey, Executive- rpandey@mstcindia.co.in Ph- 022 22886268
4. Mr. Tejas V, Executive tejasv@mstcindia.co.in Ph-022 22822789
5. MSTC Helpdesk No – 033 -2290-1004

Contact person (RBI, Mumbai):

1. D N Shewale (Manager) – dnshevale@rbi.org.in – Mobile No – 9869326853
2. Chanmeet Singh (Assistant Manager) chanmeetsingh@rbi.org.in-Mob No 8465916436
3. Sheetal Dhongade (Assistant Manager) ssdhongade@rbi.org.in Mob No 8108109812
4. Ujwala Mundhe (Assistant Manager) – ugmundhe@rbi.org.in – Mob No 9969885559
5. Sumit Andure (Assistant)- sumitandure@rbi.org.in Mob No. 8424048542

B) System Requirements:

- i) Windows XP-SP3 & above/Windows 7 Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 7 update 9 and above software to be downloaded and installed in the system.

To 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 once)

For more details, vendor may refer to the Vendor Guide and FAQ available at www.mstcecommerce.com/eprochome

C) Process of E-tender:

1. The Pre-Qualification Criteria and the Financial Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the tender.
2. All entries in the tender should be entered in online Pre-Qualification Criteria & Financial formats without any ambiguity.
3. Special Note towards Transaction fee:

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

account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

Transaction fee is non-refundable.

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

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

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

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

6. Bidding in E-tender:

a) Vendor(s) need to submit necessary Earnest Money Deposit (EMD) and Transaction fees (if any) to be eligible to bid online in the e-tender. Failure to comply with this condition will render the tender void and the tender will be rejected. Transaction fees is non- refundable. No interest will be paid on EMD. EMD of the unsuccessful bidders will be refunded by the tender inviting authority within 10 working days of the award of the contract. EMD shall be forfeited if the bidder withdraws his bid during the period **of tender validity** or fails to execute the contract upon award of work and such bidder shall also be liable to be debarred from participating in any future tender or undertaking any work in the Bank for a period of two years. However, before debarring such bidder, the Bank shall give notice and consider the reply, if any, given by the bidder.

b) The process involves Electronic Bidding for submission of Pre-Qualification Criteria and Financial Bid.

c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com →/e- procurement/ →PSU/Govt. depts→ /Login under RBI→/My menu→ /Auction Floor Manager→ /live event →Selection of the live event.

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 Financial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the vendor can click on the "Final submission" button to register their Bid.
- f) Vendors are instructed to use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution of supply.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
- n) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- o) No deviation from the Pre-Qualification Criteria and financial terms & conditions are allowed.
- p) The Bank reserves the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- q) Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize with the system before bidding.

Part I (Section II)

General Instructions regarding Pre-Qualification Criteria and financial bids

1. PART- I (Pre-Qualification Criteria)

- 1.1** E-tenders in two parts are invited from FMS Firms/Agencies for “ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI” at an estimated cost of **₹2,00,00,000/-** (Rupees Two crore only) inclusive of all applicable taxes, cess and any other statutory levy (Including GST).
- 1.2** The tenderers should submit their proposal, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects on or before **03:00 PM of 26-07-2021**. Tenderers shall submit e-tender proposal along with EMD of **₹4,00,000/-** (Rupees Four lakhs only) complete in all respect as per the prescribed format.
- 1.3** Intending tenderers shall submit pre-qualification documents to the Bank on or before 2.00 pm on July 12, 2021. Documents submitted by intending tenderers shall be scrutinized as per Prequalification criteria given in the tender and Eligible/ Qualified tenderers may be short listed for tender participation. Eligible tenderers shall be communicated for Pre-bid meeting separately.
- 1.4** A pre-bid meeting of eligible tenderers will be held **at 11:00 AM on 19-07-2021** in Conference Room of Reserve Bank of India on First floor, Mumbai Regional Office, Main Building, Shahid Bhagat Singh Road, Fort, Mumbai - 400001. RBI will clarify any point/doubt raised by the bidders in respect of the tender. They may indicate points/conditions/specifications which need to be clarified during the meeting in advance. The written queries for Pre-bid meeting must be received at Protocol & Security Establishment, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, SBS Road, Fort, Mumbai- 400001 by **5:00 PM on or before 18-07-2021**. These issues will be discussed in the meeting. The tenderers are expected to get all the issues clarified during this meeting. No further clarifications/doubts will be entertained after the pre-bid meeting.

- 1.5** The Part-II (Financial Bid) will be opened electronically **on 26-07-2021 at 04:00 PM**. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.
- 1.6** Tender document can be downloaded from website www.rbi.org.in and www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The tenderer should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.
- 1.7** Before submitting the tender, the Bidders may go through the detailed scope of work, articles of agreement and terms & conditions specified herein, on which the work will be awarded by the Bank and required to be executed by the successful Bidder. The Bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. No queries or requests for clarifications shall be entertained in this regard. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
- 1.8** Bidder/authorized signatory of the Bidder shall sign on each page of the tender before uploading/Forwarding
- 1.9** Corrections, if any, in the quotation shall be duly authenticated with full signature.
- 1.10** In the first stage, the Pre-Qualification Criteria will be opened. The bid of any bidder who has not complied with one or more of the conditions prescribed in General instructions or terms and conditions in the tender document will be summarily rejected. Subsequently, the selected Pre-Qualification Criteria will be evaluated as per evaluation criteria mentioned in the Tender document. Decision in this regard will be at the sole discretion of the RBI.

- 1.11** Falsification/suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.
- 1.12** Each Bidder (each member in the case of partnership firm / joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary will be engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the Bank subsequently finds to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder, to be null and void.
- 1.13** Canvassing or offer of an advantage or any other inducement by any person with a view to influence acceptance of a bid will be an offence under relevant Laws as applicable in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.
- 1.14** RBI shall obtain reports on the past performance of the Bidder from his clients and bankers. RBI shall evaluate the said reports before opening of the financial bid of the tenders. If any Bidder is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers, are found unsatisfactory, RBI reserves the right to reject his offer and his EMD will be returned. RBI is not bound to assign any reason for doing so and the decision of RBI shall be final.
- 1.15** This tender document is neither an offer letter nor a legal contract, but an invitation for offer from prospective contractors. No contractual obligation on behalf of the RBI whatsoever shall arise from this tender-process unless and until a formal agreement is signed and executed by duly authorized officers of the Bank and the Contractor. Further, RBI will not be liable for any costs incurred by the contractor in the preparation of the response to this tender. The preparation of contractor's proposal will be made without any obligation by the

RBI to acquire any of the items included in the tender, or to discuss the reasons why the contractor's proposal is accepted or rejected. All information furnished by the vendors in their proposal will be treated as strictly confidential.

1.16 Pre-Qualification criteria for participating in the tender –

The firms which do not comply with the following pre-qualification criteria and/or do not submit EMD will not be considered for opening of their tender Part-II (Financial Bid).

- a. The intending bidder must have minimum 5 years of experience in carrying out similar nature of works viz Annual Maintenance Contract of Pest Control & Sanitization Services during the last 5 years ending March 31, 2021 (from April 01, 2016 onwards).
- b. The contractor/tenderer must have experience of successfully completed similar works at banks, Govt. Financial Institutions, Corporate houses, Four & Five star Hotels, Airports etc. during the last 5 years ending March 31, 2021 (from April 01, 2016 onwards) within the criteria given below:
 - i. One work costing not less than 80% of Rs 2.00 Crore.
OR
 - ii. Two works costing not less than 50% of Rs 2.00 Crore.
OR
 - iii. Three works costing not less than 40% of Rs 2.00 Crore.
- c. Tenderers should have minimum annual turnover of 100% of Rs. 2.00 crore during the last 3 financial years supported by audited financial statements.
- d. Should furnish solvency certificate issued by applicant's Banker for the estimated cost of work.
- e. Tenderers should have a valid license issued by Government authorities & ISO 9001: 2008 Certificate in Quality Management system. Bank will give preference of ISO Certificate for Pre-Qualification Criteria evaluation.
- f. Have a service set up in Mumbai and Sub-urban area for rendering maintenance service and with minimum 25 manpower on roll. Only

tenderers who qualify as above will be eligible to participate in the tender for the work.

- g. The bidder must provide minimum of two feedback reports in respect of Service quality by the bidder at current similar facilities.
- ii. Tenderers should have applicable and valid registrations with statutory authorities constituted for labour welfare and other purposes such as ESI, EPF, PAN, TIN, GST, etc. duly supported by documentary evidence and certificates of registration.
 - iii. The Tenderer should have a full-fledged office in Mumbai and Sub-urban area.
 - iv. Tenderer should have at least one active/operational current account in a scheduled bank. The bank account details may be furnished to RBI at the time of signing of the agreement.
 - v. The Tendering firms/companies must be a profit making entity for the last three consecutive accounting years.
 - vi. The Tendering firms/companies should submit Income Tax Return Certificate/ Assessment Order and audited financial statements for the past three financial years (Due to extension of date for filing of tax returns for the financial year 2019-20 vendors will submit a copy of tax return as and when filed and if it is found that the same is not fulfilling the financial covenant given in the tender, the contract will be liable to be terminated)
 - vii. The bidder should submit the list of its clients (current and previous). The bidder must also give references of minimum 2 organisations / companies where their current responsibility includes Facility Management Services like Pest Control & Sanitization services. Also, certificates from minimum two clients with respect to quality of performance of the bidder and the total number of staff in the bidder's company/firm engaged in this work should also be provided.
 - viii. The bidder should be able to demonstrate to the satisfaction of RBI with documents that their existing business processes for medical fitness/ police verification of employees and statutory compliances is robust.
 - ix. The bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.

- x. The bidder must not have been suspended / delisted / blacklisted/ banned or any such process initiated against him/her, by any organization including RBI at any location in India on any grounds.
- xi. The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status thereof.
- xii. The bidders shall submit documentary evidence in support of all the above eligibility criteria as also the other terms and conditions enumerated above, wherever applicable.

1.17 Details of the company/firm/agency

a) The full particulars of the Company/Firm/Agency/Proprietorship, are required to be submitted. In case of a company, the certificate of registration, Memorandum and Articles of Association of the company and other relevant documents and particulars of all the directors and responsible officials are required to be submitted. In case of a partnership firm, the partnership deed, power of attorney, if any and particulars of all the partners constituting the firm; and in case of an Agency or Proprietorship, the particulars of the individual/individuals involved therein along with the name(s) and address (es) etc. are required to be submitted. In case of proprietorship, duly executed deed of assignment clearly identifying the representative who will be liable to perform the contractual obligation in case of death/disability of the proprietor shall also be submitted. However, in such an eventuality purely as stop gap arrangement, it will be the prerogative/right of the Bank to continue the contract with the identified representative/assignee for the remaining period or till a new agreement is executed, whichever is earlier.

b) Details of work experience as per the requirements in the eligibility criteria supported by work orders, documents, and certificates shall be submitted. The details along with documentary evidence of previous experience, if any, of carrying out works for the RBI at any other center should also be given.

c) Income Tax Assessment orders along with latest final order and credit worthiness certificate from the bankers (as per format prescribed in Section XI of

part I of the tender document) with a copy of the specified accounts of the business of the contractor for a period of last three financial years duly certified by a Chartered Accountants should be enclosed in support of credit worthiness and turnover for the last three years.

d) Written information about the names and address of the Bankers with full details like names, present contact postal addresses, e-mail IDs, telephone (landline executives and mobile) 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.

1.17 Pre-Qualification Documents to be sent - Scanned copy of Original Documents to be sent through 'mail' in PDF format while submission of E-tender (Each file size should not exceed 5 MB)

1. Attach the Form of Tender, articles of agreement, Scope of work and Terms & Conditions duly signed.
2. Incorporation documents.
3. Audited Income-tax returns/ assessment orders of last 3 accounting years.
4. Audited annual financial statements for the last 3 accounting years.
5. All documents related to work experience supported by Work Orders, completion certificates and other details.
6. Details of manpower on rolls for Pest Control & Sanitization work with documentary evidence.
7. Experience certificates and proof of qualifications of current deployed staff.
8. Copy of the PAN, DIN, TIN, TAN and GST Registration, etc. wherever applicable.
9. Documentary evidence regarding robust existing business processes for medical fitness/ police verification of employees.
10. Certificate from banker as per prescribed format.
11. Employee Provident Fund Registration certificate and ESIC Registration certificate and Copy of License under Contract Labour (R&A) Act, 1970.
12. Copies of ISO 9001: 2008-Certificate in Quality Management System.
13. Details of current and previous clients.

14. Power of Attorney/authorisation with the seal of the company/firm in the name of the persons signing the tender documents.
15. One self-attested recent passport size photograph of each authorized person of the firm/agency, with name, designation, and address, mobile number, email ID etc.
16. Any other document or information the tenderer wishes to furnish (any litigation, court case, penalty, suspension, dispute etc.).

1.18 Applicants intending to apply will have to satisfy RBI by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, RBI reserves the right to reject their candidature. RBI reserves the right to call for proof / verification of any of the above mentioned documents. All the submissions/declarations/assertions made by bidder should be on their letterhead only and each and every page of the document should contain name of company and signature of the authorized signatory.

- i. **1.19** Intending tenderer has to deposit Earnest Money Deposit (EMD) of ₹4,00,000/- (Rupees Four lakhs only) 2% of the estimated cost of ₹ 2,00,00,000/- (Rupees Two crores only) inclusive of GST through NEFT in favour of Reserve Bank of India, Mumbai (P&SE) in the A/c No.: 04869229917 & IFS Code: RBIS0MBPA04 or furnish the Bank Guarantee in respect of the said amount. The Bank Guarantee (from SCB) submitted towards Earnest Money deposit has to be valid for the validity period of the tender plus additional 45 days (on or before the date mentioned in NIT). Tenders without EMD will not be accepted under any circumstances. EMD shall be forfeited if the bidder withdraws his bid during the period of **tender validity** or fails to execute the contract upon award of work and such bidder shall also be liable to be debarred from participating in any future tender or undertaking any work in the Bank for a period of two years. However, before debarring such bidder, the Bank shall give notice and consider the reply, if any, given by the bidder. EMD will not carry any interest. EMD will be refunded to the unsuccessful bidders within 10 working days of the award of the contract. In case of the successful bidder, the EMD will be refunded after submission of security deposit in the form of a valid bank guarantee and execution of the contract. Documentary evidence in support of remittance shall be submitted in sealed cover addressed to The Regional Director, Reserve Bank of India, Protocol and Security Establishment, Mumbai- 400 001 so as to reach P&SE Office on or before 26/07/2021 up to 2:00 PM super scribing as "EMD for ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION

SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI”

2. PART- II (Financial Bid)

2.1. Part-II of the online tender should only contain the service provider's quoted rates as per the prescribed format.

2.2. The tendered rates shall be inclusive of all the applicable taxes, cess and any other statutory levy and inclusive of all liabilities of the company/agency/firm viz., Statutory Liabilities/obligations such as Minimum Wages, ESI, EPF contributions, Bonus etc. if any required in entire contract period and the Bank shall not pay any extra charges / payment for whatever reason to the manpower deployed. **In addition, the tenderer has to quote applicable GST separately in Price Bid.** A reference may be made to all appropriate Government laws/guidelines in this regard. The rates shall also include cost of all labour, uniforms and tools, machinery, equipments etc. required at the sites.

2.3. The rates/quotes in the Financial Bid shall be firm and final and will not be enhanced under any pretext during the period of the contract and as such the bidders may quote their rates taking into account the probable future revisions in wages. The Bank will not entertain the contractor's claim for revision of rates during the period of the contract under any circumstances.

2.4. Financial Bids not conforming to the statutory obligations like Minimum Wages, EPF, ESI, Bonus etc. are liable to be rejected.

2.5. All statutory deductions, as applicable shall be made from the bills submitted by the company/agency/firm. Bids shall be evaluated based on Basic quoted rates. The quoted rate of GST shall be verified as per applicable rates complying with GST ACT. **If any, quoted GST rates found wrong one in that case correct GST shall be applied and taken into consideration for evaluation of tender.**

2.6. The Evaluation Committee will determine whether the financial Bids are complete (i.e. whether they have accounted for all items of the corresponding Proposals. If not, the Committee will cost them and add their cost to the initial price) and correct any computational errors. The bidder must be prepared to furnish clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its bid.

2.7. 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. The Reserve Bank of India also reserves the right to divide the order between two or more tenderers and the contractor shall carry out even the part orders for various items. No variation of rates shall be allowed on this account under any circumstances. Also, the comparison of tenders and its ranking will be considered. The contract may be awarded on the basis of tender rating. Bids shall be evaluated based on a lowest financial bid. The lowest financial Bid will be invited for negotiations.

3. Opening of Tender

3.1. **Validity of Tender:** The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Pre-Qualification Conditions, which period may be further extended by mutual agreement in writing by the Tenderer and the Tenderer shall not cancel or withdraw the tender during this period or change the quoted rates. In case the Tenderer withdraws the bid during the validity period, the EMD furnished by the Tenderer shall be forfeited by RBI.

3.2. The tender documents which do not comply with the conditions prescribed in the tender form will be summarily rejected.

3.3. No deviations / conditions shall be stipulated by the contractor in both Pre-Qualification Criteria and commercial bids. Conditional tenders will not be accepted and will be summarily rejected.

3.4. The Part-II (Financial bid) of only those tenderer's who qualify in the Pre-Qualification Criteria will be opened on 26/07/2021.

3.5. RBI 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.

3.6 RBI reserves the right to amend/ modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid. RBI may modify the Tender Document by issuing addenda/corrigenda, for any reason, and at any time. Any addenda to the Tender Document shall be part of the Tender Document. To allow Tenderers reasonable time to take any addenda into account in preparing their proposals, RBI will extend, if necessary, the deadline for the submission of proposal.

Note: All the tenderers may please note that, Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The tenderer should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website and will not be published in the newspaper.

I/We hereby declare that I/We have read and understood all the above instructions/conditions and agree to abide by them.

Place:

Signature and seal of the Tenderer

Date:

Name of Authorized signatory

Section - III

Form of Tender

(On 100/- stamp Paper)

To,

The Regional Director for Maharashtra and Goa

Reserve Bank of India

Protocol & Security Establishment

Main Building, S B S Marg

Fort, Mumbai - 400 001.

Dear Sir,

Having examined carefully the specifications, scope of work and conditions relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the memorandum and acquired the requisite information relating thereto as affecting the tender. 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 Section II, Part II of the tender and in accordance in all respects with specifications and instructions in writing referred to in articles of agreement, general instructions to the tenderers and terms and conditions, conditions hereinbefore referred to, specifications, and with such materials as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of works	ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI
(b)	Estimated cost of works	Rs. 2,00,00,000/- (Rupees Two crores only) all taxes and statutory liabilities/ obligations and GST inclusive.
(c)	Earnest Money deposit (EMD)	Rs.4,00,000/- (Rupees Four lakhs only) (calculated as 2% of total estimated cost).
(d)	Validity of quoted rates	The period of contract will be up to March 31, 2022 from date of award of work (issue of the work order) as per laid down contractual obligations (The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Pre-Qualification Criteria).
(e)	Performance bank guarantee	Rs 10,00,000/- (Rupees Ten lakh only) 5% of the estimated cost

1. I/we undertake to offer my/our services in conformity with scope/nature of work, articles of agreement and the Terms and Conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
2. We agree that our tender will remain valid for acceptance by the Bank for 03 months from the date of opening of Pre-Qualification Criteria and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We also agree that withdrawal of bid during the validity period shall result in forfeiture of EMD.
3. We have deposited a sum of ₹ **4,00,000/-** (Rupees Four lakhs only) or furnish the Bank Guarantee in respect of the said amount as earnest money with the RBI, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited to the Reserve Bank of India. We also agree that in the event of the occurrence of any of the events that lead to forfeiture of EMD, we are also liable to be debarred from participating in any future tender or undertaking any work in the Bank for a period of two years.
4. Should this tender be accepted, I/we hereby agree to abide by and fulfill all the terms and conditions of the tender and in default thereof, to forfeit and pay to RBI such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the contract.
5. I/We, do here by declare that there is no case pending with the Police/Court/Regulatory Authorities against me/us. Also I/We have neither been suspended / delisted /disqualified nor any such process has been initiated against us by any organization including RBI for any reason nor any such proceedings are pending or contemplated. I/We also certify that neither our firm nor any of the partners are involved in any scam or disciplinary proceedings settled or pending adjudication (.).
6. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to the RBI verifying any or all the information furnished in this document with the concerned authorities, if

necessary. Further, I/we have no objection to the Bank, in conducting site visits, for inspection of establishments/similar services maintained by us.

7. I/we understand that you reserve the right to accept or reject the lowest bid and any or all the tender either in full or in part without assigning any reason thereof.
8. The Tender is submitted in two parts. Part I (Pre-Qualification Criteria) contains all terms and conditions and technical particulars, but commercial price has not been indicated anywhere in any manner, and Part II (Financial Bid) contains only the price bid.

Dated this _____ day of _____ 2021.

For and on behalf of M/s _____

(Signature with seal)

Name _____
Designation _____
Place _____
Date _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with
name, address and date _____

(2) Signature with
name, address and date _____

Section - IV

Articles of Agreement

ARTICLES OF AGREEMENT made at Mumbai on this _____ day of _____ between the Reserve Bank of India, Mumbai Regional Office, Mumbai having its Central Office at Mumbai (hereinafter called “the Bank”) represented by.....which expression shall unless repugnant to the context include his successors in office on the one part and _____(proprietorship/partnership firm/Company/Agency), incorporated under the provisions of the Companies Act (in case of a Company) and having its registered office at _____ (hereinafter called “the CONTRACTOR”) represented by Shri who is authorized to enter this agreement by its Board of Directors which expression shall include its/his successors, assigns and legal representative on the other part.

WHEREAS RBI intends to engage a contractor for providing “ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI” and has caused specifications describing the work to be done [as detailed in Tender Documents (Part II, annexures and amendments thereof)]. AND WHEREAS the said specifications and the scope of work [as detailed in Tender documents (Part II, annexures and amendments thereof)] have been signed by or on behalf of the parties hereto.

AND WHEREAS RBI had called for tenders from eligible contractors to provide services for providing “ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI” as has been indicated in the scope of work and other documents attached to the tender.

AND WHEREAS the Contractor and others submitted the tenders and RBI has awarded the contract, to provide services for “ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI” as stated in the scope of work attached to the Tender Document, to the Contractor.

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

A) NOW IT IS HEREBY AGREED AS FOLLOWS:

Definitions - In this Agreement, unless there is anything repugnant to the subject or context:

"Agreement" means the agreement signed between the Contractor and the Bank for the execution of the work.

"Site" means the Bank's residential and Office premises.

"Work" means Facility Management Services for - ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI.

"The Bank" means Reserve Bank of India or RBI established under Section 3 of the Reserve Bank of India Act, 1934 (2 of 1934)

"Tender document" shall mean document named as such issued by the Bank to the Bidders inviting Bids for the Work.

"Day" shall mean Calendar day

"Working day" shall mean days when Employer's office is working i.e. Days excluding Public holidays, Saturdays and Sundays.

"Month" shall mean the calendar month.

"Year" shall mean Calendar Year

"Bidder (s)" shall mean all parties participating in the bidding process pursuant to and in accordance with the terms of the Tender document.

"The Contractor" shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal representative of such

individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.

“The Authorized representatives of the Bank” means the officers employed and paid by the Bank and acting under the orders of the Bank who shall supervise day to day execution of work.

“Contract Period” shall mean the period specified in the tender document for execution of the contract/ completion of the work, including any authorized extended period by the Bank.

“Contract Price or Contract Amount” shall mean the total amount as calculated from quoted unit rates by the successful bidder and quantities mentioned tender documents and as accepted by the Bank and indicated in the letter of award of work.

“Notice in writing or written notice” shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have been received when in the ordinary course of post, it would have been delivered and/or sent. The communication delivered by any accepted electronic means shall also be deemed to be a written notice.

“Writing” includes any written paper document, mobile text and any e-mail correspondence.

In this Agreement, unless the context requires otherwise words denoting any gender include all genders and words denoting the singular include the plural and vice versa.

This agreement will come into effect from -----/2021 and will remain in force up to March 31, 2022. The contract may be considered for further renewal for maximum two years (one year at a time) on the same terms and conditions provided the Bank finds the services of the Contractor satisfactory and at the sole discretion of the Bank. The terms and conditions contained in the tender document and any clarifications (corrigenda) issued shall be treated as part and parcel of this agreement and shall be binding on the parties. During the renewal, escalation/increase should be given based on CPI index.

2.2 In consideration of the amount to be paid in the manner set forth under this agreement, the Contractor shall upon and subject to the conditions execute and complete the work described in the scope of work.

2.3 The Bank shall pay the Contractor the Contract amount or such other sum which shall become payable at the times and in the manner specified in the conditions.

2.4 The specifications, agreements and documents mentioned herein shall form the basis of this Contract.

2.5 The Contractor shall carry out all works as stated in the tender documents and other ancillary works in the manner laid down in the said conditions, and shall make good any damages to the property etc.

2.6 Bills for the services may be submitted on monthly basis and will be paid (rounding off the final amount to the nearest rupee) if the bill is found to be in order and after certification by the Caretaker/Security Officer of the respective properties for satisfactory completion of the work. Payment will be made after deducting applicable Income Tax and Surcharge at source. Any Tax etc., if any levied by the Central/State Government will be borne by the contractor. In case of disputed bills, adjustment will be made after mutual negotiation/arbitration. The payment will be made in bank account number through NEFT.

2.7 The contractor shall comply with all municipal and other regulations and shall obtain necessary licenses and permits, including licenses under Contract Labour (Regulation & Abolition) Act, 1970 etc. at his/her own cost. Bank shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments.

2.8 The Bank reserves the right to alter the specifications and the nature of the work by adding to or omitting any items of work or having portions of the same carried out at anytime during the currency of Contract, without prejudice to this contract. Bank at its discretion, may, close some of the flats/ colonies any time during the contract period. Bank may also increase the number of flats/ colonies to be maintained which may

require deployment of additional manpower. The additional amount payable, if any, shall be decided as per mutual consultation.

2.9 EMD of ₹ **4,00,000/-** (Rupees Four lakhs only) will not carry any interest. The EMD of successful bidder will be refunded after payment of security deposit of **Rs.10,00,000/-** (Rupees Ten lakhs only) in the form of a valid bank guarantee and execution of the agreement.

2.10 For the proper performance of the contract, the Contractor, has to deposit 5% of the estimated cost of tender (rounded off to nearest ten thousand rupees) with the Bank as security deposit in the form of a bank guarantee which is liable to be forfeited/ invoked either fully or partially in case of breach of any terms and condition or adjustment towards penalty amount or towards risk and cost amount or upon the loss or damage caused to the Bank or to the person and properties of the occupants of the Bank's premises, as determined by the Bank. No interest shall be payable on the said deposit. The Contractor shall maintain the required bank guarantee and replenish/recoup the same in the event of invocation of part/full bank guarantee forthwith, failing to do so will be treated as breach and the Contractor shall be liable to the consequences for breach under this agreement.

2.11. The workmen should be paid minimum wages under the Minimum Wages Act, 1948 as per the notification issued by appropriate Government Ministry of Labour and Employment (Higher of the Minimum Wages announced by Central and State Government) under applicable statutory provisions to the manpower deployed. The contractor shall be responsible and liable for payment of salaries, statutory minimum wages, other admissible allowances and other legal dues to the manpower deployed for the purpose of rendering the services required by the Bank under this tender. The contractor shall quote the rates after factoring all the statutory obligations and the Bank shall not pay any extra charges / payment for whatever reason to the manpower deployed. Written records for having made these payments will be submitted to the Bank, at monthly intervals, for its verification. In the event of any complaint for short payment or payment less than the prescribed minimum wages as per extant notification issued by the appropriate Government, the Bank shall recover such amount from the dues of the Contractor either by adjusting from the monthly bill or by appropriating the amount from the security deposit and make payment to the persons in the presence of the Contractor.

Besides, the workmen should be given Employees Provident Fund as per Employees Provident Funds & Miscellaneous Provisions Act, 1952, Bonus and / or dividends as per

Payment of Bonus Act, 1965 and ESI under ESI Act, 1948 as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Employees Compensation Act, 1923 for which no extra payment will be made by the Bank. The total premium shall be borne by the contractor. Documentary proof of the same has to be submitted to the Bank within ten days from the signing the contract. These policies shall be valid till the validity of contract with the Bank. If the contractor 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 contractor. The contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to terminate the contract. The Contractor shall abide by all the statutory provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and all other applicable laws. **The Contractor, as per the Child Labour (Prohibition and Regulation) Act 1986, shall not engage a person below the age of 18 years.** Contractor shall be responsible for implementing the requirements of Maharashtra State Pollution Control Board.

B) SERVICES TO BE RENDERED BY THE CONTRACTOR

1. The Contractor shall be responsible for providing uninterrupted services on regular basis as per the scope of work and terms and conditions of the contract. The said Conditions 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 agreements on their part respectively as per the said Conditions and the correspondence contained therein.
2. This Contract is a fixed Lump Sum Contract, to carry out the work according to the scope of work detailed in the tender document, at the rates contained in the Financial Bid of the Tender (Section II, Part II).
3. The Contractor shall provide a complete and updated list of all the personnel deployed in the Bank's premises every month.

4. The Contractor has to obtain police verification certificates reporting the character and antecedents of its personnel and other details relating to name, parentage, age and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in the Bank's premises. The police verification has to be done annually.

5. The Contractor shall ensure that trained and competent persons are deployed, who are physically fit (i.e. preferably between age of 30 to 45 years for workmen and for site supervisor) and are not suffering from any chronic or contagious diseases that may hamper their ability in carrying out the work efficiently. The contractor shall deploy his staff in such a way that they get weekly rest. The Contractor shall submit fitness certificate issued by registered medical practitioner before deploying persons for the purpose of the contract. Such certificate may be submitted annually. The Contractor shall remove any person who is suffering from communicable disease and may deploy them only after they are treated/cured of such disease.

The Contractor and his/its persons deployed for the purpose of the agreement should be free from any symptoms for Covid-19 and submit themselves for screening whenever required by the Bank. The Contractor shall produce a medical certificate that the persons deployed are COVID-19 negative and also carry out COVID-19 test as and when the person develops COVID-19 symptoms or as and when so directed by the Bank. Persons found to be COVID-19 positive may be removed immediately and the Contractor shall inform the Bank about the same. The Contractor shall ensure that the COVID-19 protocol as may be specified by the Bank/Government of India/Maharashtra State Government/BMC or any other body is strictly complied and also ensure that the persons deployed for the purpose of the agreement comply with the COVID-19 protocol- wearing of mask, social distancing, sanitization etc.

6. There shall be no-employer- employee relationship between the Bank and the persons engaged for the purpose of this agreement. All the workers or persons deployed by the contractor shall be considered as the employees of the contractor and RBI shall not have any liability what-so-ever with regard to such workers/employees.

7. The Contractor shall be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed for the purpose of rendering the services required by the Bank under the agreement.

8. The Contractor shall ensure timely payment of wages/salary to the workers persons employed for the purpose of this agreement (through cheque or by crediting to the bank account) and a certificate to the effect that the salaries/wages are being paid regularly shall be furnished to RBI every month. The Contractor shall make the payment to the contract labour in the presence of the representative of the Bank and also submit bank statement with the bill clearly showing the payment made to each contract labourer engaged for the purpose of this contract. Further, the contractor shall furnish a certificate every month to the effect that all the obligations under the various Labour Laws and the Contract Labour (Regulation and Abolition) Act, 1970, are complied with. RBI will have right to demand any other documents which are required to ascertain compliance by the Contractor to various provisions of the Labour Laws.

9. The Contractor shall ensure that all persons employed for the purpose of rendering the services required by the Bank under this agreement are insured with IRDA recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be solely responsible for any injury or damage to any persons or animals or any other things arising due to deployment in RBI for executing the agreement.

10. The Contractor shall ensure that all 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 behavior and general discipline laid down by the Bank or its authorized agents and the Bank shall be the sole judge as to whether or not the contractor and/ or its employees have observed the same. The contractor shall be responsible for the good behavior and conduct of their employees and in case of any complaints by the Bank, the contractor shall not employ such employees in the Bank's premises.

11. The Contractor shall supervise the work of all employees so as to ensure that the services rendered under this agreement are carried out to the satisfaction of the Bank.

12. The Contractor shall ensure that no employees of the contractor will enter or remain in the Bank's premises beyond the specified time limits/ duty hours unless and absolutely necessary for fulfilling contractors obligations with prior approval of the Bank. The employees of Contractor will not be allowed to stay in the Bank's premises during night. The Bank shall not be responsible to provide any shelter/ accommodation to any of the employees of the contractor inside its premises.

13. The Contractor shall be responsible for attending all emergency situations including medical emergencies. In case of emergency situation including medical emergency of any of its employee, the Assistant General Manager (Protocol & Security) and the Manager & Assistant Manager (Protocol & Security), shall be informed immediately.

14. The Contractor shall 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 or the persons and properties of the occupants of the premises and therein by any act, omission, default or negligence of the contractor or his employees or agents.

15. The Contractor shall indemnify and keep the Bank indemnified for any penalty levied on the Bank due to breach of regulations by the Contractor while performing contractual obligations the duties under the Contract.

16. The Contractor shall indemnify and keep indemnified the RBI against:

- a) Any claim arising out of third party loss/ damage to life or property caused by/during execution of the work.
- b) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.
- c) Any claim due to non-compliance of applicable PF/ Labour laws, ESI, regulations etc.

17. All the persons deployed for the purpose of this agreement by the Contractor shall be provided uniform with Label stating 'AMC Pest Control Service & Sanitization' identity cards. Also identity cards are to be countersigned by the Security Officer/Caretaker for administrative and safety purpose so as to avoid any unauthorized person entering the Bank's premises. The Contractor ensure that all its employees and agents bear the identity card at all times while they are working in the Bank's premises.

18. The Contractor agrees and undertakes that they will make it clear to all persons employed/engaged by them to perform the obligations under this agreement, that they are employees of the contractor and that they shall have no claim against the Bank and the Bank shall not be liable to pay wages, salary or any other type of compensation to execute the contract or provide any other statutory benefits under the Labour Law and/or any other legislation and the contractor shall be solely responsible for providing all such amenities to their employees admissible under the relevant Law/Rules/Service conditions.

19. The Contractor agrees to utilize materials/brands which has been approved by the Bank. The procurement of required Pest Control & Sanitization material shall be done with the prior approval of the Bank. He is also required to maintain the proper record (challans, receipts and invoices) of the material used with the Caretaker of the Colony and certified copy of the same is attached with monthly bill. The Bank reserves the right to conduct quality audit checks of the materials used by the Contractor on a periodical basis. The Bank may conduct surprise check to verify the quality/standard of material/service provided by the Contractor.

20. The Contractor shall make his own arrangements for security and protection of his workers and materials and the completed work till the same are taken over by the Bank.

21. The Contractor shall obtain license, if any, required under applicable State or Central Law as applicable in case of the services covered under this contract, at its own cost. Bank shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing such activities. The Contractor shall be responsible for the liaison and follow-up with all the statutory authority concerned for this purpose.

22. The Contractor should ensure that the workers deployed in the Bank's premises are trained to the effect that they immediately report to the Bank's Security Staff any suspicious item/activity noticed by them in the Bank's Residential Colonies/ leased flats while attending to their duties.

23. The persons deployed for the purpose of the agreement shall not be in an inebriated condition or under the influence of any intoxicating material. The Contractor shall ensure that Smoking, Drinking Alcohol, Chewing Pan/Tobacco in

the Bank's premises is strictly prohibited and ensure that the workers deployed in the Bank's premises abide by this rule strictly.

24. The Contractor shall abide by all procedures/norms related to safety and security of the Bank's Residential Colonies and Offices.

25. The Contractor shall remove all workers deployed by them in the Bank's premises immediately on termination/expiry of the contract and ensure that such persons shall not create any disruption/ hindrance/ problem/nuisance of any nature in the Bank's premises.

26. The Contractor shall obtain necessary instructions from the Bank's authorized Officers attached to P&SE /Estate/ HRMD, MRO for the day-to-day work in the premises and accordingly supervise the execution of work by the persons engaged for the purpose of this agreement.

27. The contractor shall ensure that the persons deployed for the purpose of the contract do not create any nuisance/disturbance in the premises of the Bank and at all times carry out their work peacefully and in orderly manner.

C) Termination of the contract

1) If the Contractor being an individual or a firm commits any 'act of insolvency' (as defined by the Insolvency and Bankruptcy Code, 2016 or shall be adjudged as bankrupt/insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee or the Liquidator in such acts of insolvency or winding up, as the case may be, shall be unable immediately after notice to him/it requiring him/it to do so, to show to the reasonable satisfaction of the Bank that he/it is able to carry out and fulfill the Contract and to give security therefore, if so required by the Bank.

Or if the Contractor (whether an individual, firm or incorporated company) suffers execution or other process of Court attaching property to be issued against the Contractor.

Or the Contractor suffers any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor.

Or the Contractor assigns or sublets this Contract without the prior written consent of the Bank.

Or the Contractor charges or encumbers this contract or any payments due or which may become due to the Contractor hereunder.

Or if the Bank determines that the contractor

(i) Has abandoned the contract.

(ii) Has failed to commence the works, or has without any lawful excuse under these Conditions suspended the progress of the works after receiving the Bank's notice to proceed or

(iii) Has failed to proceed with works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or

(iv) Has failed to remove materials from the sites after receiving written notice that the said materials were condemned and rejected by the Bank under these conditions, or

(v) Has neglected or failed persistently to observe and perform all or any of the acts, matters or things by this Contract after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.

(vi) Has committed breach of any terms and conditions of this agreement

Then and in any of the said cases the Bank may, notwithstanding any previous waiver, after giving notice in writing to the Contractor without assigning any reason and without payment of any compensation, determine the Contract, but without thereby affecting the powers of the Bank or the obligations and liabilities of the Contractor, the whole of which shall continue in force as fully as if the Contract has not been so determined, as if the works subsequently executed had been executed by or on behalf of the Contractor. And further, the Bank its authorized representatives may enter upon and take possession of the works and all plant, tools, machinery, steam and other power utensils and materials lying upon the premises or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Contractor

or other person or persons to complete the works at the risk and cost of the Contractor, and the Contractor other person or persons employed for completing and using the materials and tools & plants for the works when the work shall be completed or as soon thereafter as convenient, the Bank shall give a notice in writing to the contractor to remove his surplus materials, and should the contractor fail to do so within a period of two days after receipt thereof by him, the Bank may sell the same by public auction, and give credit to the Contractor for the net amount realized. The Bank shall thereafter ascertain and certify in writing under his hand what (if anything) shall be due or payable to, or by the Bank for the value of the said materials so taken possession of by the Bank and the expenses or loss which the Bank shall have been put to in procuring the works to be completed and the amount, if any, owing to the contractor and the amount which shall be so certified shall thereupon be paid by the Bank to the Contractor or by the Contractor to the Bank, as the case may be and the Certificate of the Bank shall be final and conclusive between the parties. The Bank shall also be entitled to forfeit the security deposit.

D) Termination of contract by Contractor - If the payment of the amount payable by the Bank is in arrears and unpaid for 30 days after notice in writing requiring payment of the amount as aforesaid have been given by the Contractor to the Bank, or if the Bank repudiates the Contract, or if the works be stopped for three months under the order of the Bank or by any injunction or other order of any Court of law, then and in any of the said cases the Contractor shall be at liberty to determine the Contract by notice in writing of 30 days to the Bank, and he shall be entitled to recover from the Bank, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose of the Contract. In arriving at the amount of such payment the net rates contained in the Contractor's original Tender shall be followed or where the same may not apply valuation shall be made. The Contractor shall however continue to discharge the contractual obligation during the notice period unless dispensed with by the Bank.

E) Right of Bank to terminate contract in the event of death of contractor if individual/sole proprietor

Without prejudice to any of the rights or remedies under this Contract, if the Contractor, being an individual/sole proprietor, dies, the Bank shall have the option of terminating the Contract without incurring any liability for such termination. However, if the contractor had appointed his/ her legal representative under a valid and registered deed of assignment and submitted the relevant documents to the Bank at the time of signing of the contract, in the event of his/her death the Bank may continue the contract with the said Legal Representative, if it so desires by entering into a fresh agreement under the same terms and conditions and for the period as may be decided by the Bank.

F) Payment Terms: The Contractor shall raise the bill, on monthly basis and the payment shall be made within 30 days through electronic mode (after deducting applicable taxes) from the date of submission of complete and correct bill with supporting documents. Documentary proof of attendance register/ payment to the employees such as ESI, PF etc./Bank Statement/declaration/undertaking/ECS mandates/cash receipt of cleaning materials along with certified challan/invoices is to be submitted along with the monthly bill/invoice. The Bank reserves the right to refuse to accept/ pay the bill, if any of the document as above is not submitted along with the bill. Before submission of the bill, the Contractor shall ensure that the payment of persons deployed by the Contractor have been made for the billed period. No request for making advance payment on any ground shall be entertained. Under no circumstances is the Contractor entitled to claim any charges over and above the charges prescribed in the terms of this contract. Bills shall be settled after deducting all applicable statutory taxes i.e. Income tax, GST etc. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills.

The Bank shall have the right to cause an audit and technical examination of the works and the bills of the contractor including all supporting vouchers, abstract, etc., to be made after payment of the bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over-payment and it shall be lawful for the Bank to recover the same from the contractor either from the due bills or from security deposit or in any other manner

legally permissible; and if it is found that the contractor was paid less than what was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid by the Bank to the contractor, without any interest thereon whatsoever.

G) Penalty clause –

The contractor will be required to maintain a complaint/feedback register at each of the site, which should be easily available to all the Security Officers and Caretakers. The complaint/feedback register should be attended to on ongoing basis and it should be ensured that complaints in the register are resolved without any delay. In case it is found that the complaints have not been rectified/resolved despite entry in the complaint register, the Bank may impose penalty for each such unresolved complaint beyond 24 hours and the same may be adjusted from the monthly bill payable to the Contractor. The decision of the Bank will be final in this regard.

1. A surprise review/ inspection (monthly or more frequent, as decided by the Bank) of the performance/ work of the contractor, quality of pest Control / Sanitization material, Health and Sanitary Arrangements for Workers, attendance of staff as per agreement and other aspects mentioned in the tender document, will be conducted by the Bank (it will be also based on feedbacks from residents/ caretakers or complaints in complaint register). Monthly payment to Contractor will be released only if the performance is found to be satisfactory in review/ inspection. In case the pest Control & Sanitization work rendered is found unsatisfactory or any Colony/ Office/specified area is not maintain properly as per the contract or if any other deficiency in service/ performance is found then the Bank may impose a penalty of Rs.5000/- (Rupees five thousand only) per instance, the amount of penalty may be recovered either from the monthly bill payment or from the security deposit. If repeated complaints/ lapses in performance are found then the Bank reserves the right to terminate the agreement by giving one calendar months' notice in writing, however, the Contractor shall continue to discharge its/his obligations during the notice period unless dispensed by the Bank. In case of termination of the agreement for contravention of the terms and conditions of the agreement, the contractor may

be debarred from any business dealings with the Bank for a period of five years. However, before debarring the Contractor, the Bank may give a seven days' notice to the Contractor and consider the response, if any, thereon. The decision of the Bank will be final and binding in this regard.

2. The contractor shall deploy skilled pest Control & Sanitization staff who are experienced. If the pest Control & Sanitization staff is found to have inadequate experience to execute the work, the contractor shall substitute such staff immediately. Failure on the part of contractor to deploy experienced workers will attract a compensation to be paid by contractor at the rate of Rs.1000/- (Rupees one thousand only) per workman per day. Decision of the Bank as to whether particular staff possesses requisite experience shall be final and binding.
3. The contractor should ensure that no workman/ Pest Control & Sanitization staff deployed by them takes personal work in any flat in any Bank colony/ leased flat. If any worker is found doing any personal work in any of the flats, he/ she should be immediately removed. If contractor fails to ensure this condition, then a penalty of Rs.1000/- (Rupees one thousand only) per instance may be imposed by the Bank.
4. The Contractor shall ensure that its pest Control & Sanitization staff observe cleanliness, maintain hygiene by wearing proper apparels and gear, and are properly dressed in uniform with identity cards etc., during their duty hours. They shall not demand any money or reward in any shape from employees or their family members or guests staying in colonies/ leased flats. Failing to comply/adhere with these conditions will invite a penalty of ₹1000/- (Rupees one thousand only) on each occasion and habitual offenders in this regard shall be removed from deployment at the Bank's premises.

The amount of penalty may be recovered either from the monthly bill payment or any other amount payable to the Contractor or from the security deposit. If repeated complaints are observed then the Bank reserves the right to terminate the agreement by giving one calendar months' notice in writing, **whereupon the security deposit shall stand forfeited to the Bank, without prejudice to the Bank's other remedies against**

the Contractor. However, the Contractor shall continue to discharge its/his obligations during the notice period unless dispensed with by the Bank.

H) Non-disclosure: 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 or its employees 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 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 Bank. 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.

I) Sexual Harassment:

1. The Contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013".
2. In case of any complaint of sexual harassment against its employee within the premises of the Bank or in leased flats, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor and the Contractor shall ensure appropriate action under the said Act in respect to the complaint".
3. 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.
4. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involving the employees of the contractor, for instance any monetary relief to Bank's employee/ resident, if sexual harassment by the employee of the contractor is proved by the Committee.
5. Upon receipt of such complaint, the Contractor shall remove such person from the premises of the Bank and replace with suitable person till the enquiry/proceedings have been completed and the person is not found guilty.
6. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

7. The Contractor shall provide a complete and updated list of its employees who are deployed within the Bank's Premises, at all times.

J) RISK AND COST CLAUSE: Notwithstanding anything contained in any other clause, Bank reserves the right to terminate the contract due to any failure on the part of the contractor in discharging its obligations under the contract or in the event of it becoming insolvent or going into liquidation. The decision of the Bank about the failure on the part of the contractor shall be final and binding on the contractor. If there is any stoppage of service in any area of the operation, for any reason, the contractor is liable for penal action as decided by Bank. In the event of any failure on the part of the contractor, Bank shall have the right, without any prejudice, to get the work done through any other alternate Agency at the risk and cost of the contractor. The additional cost, loss, if any incurred by Bank shall be recovered from the amount payable to the contractor or from the security deposit and the Contractor shall not have objection to such recovery.

K) Insurance-

1. The contractor shall take "all risk policy" for the contract value and workmen compensation policy for the workers engaged in the work for the period of the contract, 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, property, animals or building or third party while executing the work. Third party liability on contractors shall be minimum ₹2.00 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. Workmen compensation Insurance policy for all the staff deployed shall also be taken by the Contractor and copies of the same shall be submitted to the Bank within 10 days of signing the contract. These policies shall be valid till the validity of contract with the Bank. If the contractor 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 contractor.
2. The contractor shall be responsible for all injury to persons, property, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or any employee or either, whether such injury or damage

arises from carelessness, accident or any other cause whatever, in any way connected with the carrying out of this contract. This clause shall be held to include inter alia, any damage to buildings, property. The Contractor shall indemnify the Bank and hold it harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of any legislature or otherwise and also in respect of any award of compensation or damages consequent upon such claim. The Bank shall have right to recover any such expenses/damages from any amount payable to the Contractor or from the security deposit and the Contractor shall not object to such recovery.

3) The Contractor shall reinstate all damage of every sort mentioned in this Clause, so as to deliver up the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property of third parties.

4) The Contractor shall indemnify the Bank against all claims which may be made against the Bank by any member of the public or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense, effect and maintain until the completion of the contract, with an approved Office a Policy of Insurance in the joint names of the Bank and Contractor against such risks and deposit such policy or policies with the Bank from time to time during the currency of this contract.

5) The Contractor shall also similarly indemnify the Bank against all claim which may be made upon the Bank, whether under the Employees compensation Act or any other statute on force, during the currency of this contract or at common Law in respect of any employee of the contractor and shall be at his own expense effect and maintain until the completion of the contract, or with an approved Office a Policy of Insurance in the joint names of the Bank and the Contractor against such risks and deposit such policy or policies with the Bank from time to time during the currency of this contract.

6) The Contractor shall be responsible for any liability which may be excluded from the Insurance Policies above referred to and also for all other damages to any person, animal or property arising out of and incidental to the negligent or defective carrying out

of this Contract. He shall also indemnify the Bank in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation or damages, arising there from.

7)The Contractor shall insure the workers at his cost and keep them insured until the completion of the work, against loss or damage by fire with in the joint names of the Bank and Contractor (the name of the former being placed first in the Policy), for the full amount of the contract. Such policy shall cover the property of the Bank only and the Bank's and Surveyors fees for assessing the claim and in connection with his services generally in the reinstatement and shall not cover any property of the contractor or of any sub-contractor or employee. The contractor shall deposit the policy and the receipts for the premium as specified.

L) Contractor's Employees:

1. The Pest Control & Sanitization Staff engaged by the contractor shall be trained and experienced people having good health and character; well behaved, obedient and skilful in their tasks.
2. The deployment of persons for the purpose of the pest Control & Sanitization work shall be the sole prerogative/obligation/responsibility of the Contractor. The contractor shall furnish list of his/ her employees to be deployed at the Bank, along with their qualifications, experience, address, photos, etc. Any change in personnel would be done with due intimation to the Bank. However, the Bank reserves the right to reject any particular workmen/ staff placed/ employed by Contractor under the contract with RBI.
3. The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by the contractor and Reserve Bank shall not be responsible in case of any eventuality and the Bank would be suitably indemnified for the same by the Contractor.
4. The Contractor shall arrange to issue Identity Cards to all the pest Control & Sanitization staff after police verification. Also, identity cards are to be countersigned by the Security Officer/Caretaker for administrative and safety purpose to avoid any

unauthorized person entering the Bank's premises. The Contractor shall comply with all operational rules and regulations, including security & disciplinary rules framed by the Bank and made applicable to the whole or part of the premises, wherein the contractor or its employees happen to be operating / working. In the event of any of the Contractor's employees violating the said rules and regulations or in any way becoming objectionable to the Bank, the Contractor shall remove forthwith such employees from the Bank's premises and indemnify the Bank for any loss on such violation of the rules and regulations.

5. The Contractor shall ensure that none of his personnel on duty is in inebriated state or consumes drug, prohibited substances, smoke, etc., while on duty or otherwise inside the Bank's premises. The Contractor shall remove any employee who in the opinion of the Bank, is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify the Bank against all claims which may be made under the Employees Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues to its employees, as also for omissions/ commissions done by them.
6. The workmen / employees engaged by the Contractor shall not have any right/ claim over the facilities enjoyed by the Bank employees, guests, etc.
7. It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with Bank.
8. The Contractor shall ensure that:
 - i. all instructions, guidelines and specifications issued to the Contractor by the Bank are clearly and effectively communicated by the Contractor to its employees and personnel;
 - ii. All instructions, guidelines and specifications are strictly adhered to by the employees and personnel of the Contractor so that the reputation of the Bank is not compromised.

- iii. No action of the Contractor and / or its employees and/or personnel shall violate prevailing laws and regulations. The Contractor shall not engage any staff with criminal background against whom there is any complaint registered with the law enforcement agencies. Further the antecedents of staff deployed shall be got verified by the Contractor from local police authority and an undertaking in this regard to be submitted by the Bank.
 - iv. The Pest Control & Sanitization staff or any other employees of the contractor shall not demand/ accept any money or reward in any shape from employees or their family members or guests staying in colonies.
 - v. The contractor should get the medical check done for its workforce (to be deployed for the pest Control & Sanitization purpose). The contractor shall ensure that staff deployed is free from any contagious or communicable diseases and arrange for their regular Health check-ups and necessary vaccination once a year. The cost in this regard is to be borne by the contractor and not by Bank. The documentary evidence in this regard will be required to be furnished to the Bank within a fortnight of employee commencing work. Any person found to be medically unfit or unsuitable shall have to be removed by the Contractor from the services immediately and suitable replacement shall have to be arranged forthwith. Bank may arrange for medical check-up of the contractor's personnel if considered necessary by the Bank and the Contractor shall withdraw any person who is found medically unfit for the job and arrange for an appropriate substitute. The cost if any incurred by Bank in this regard shall be borne by the Contractor.
9. The Contractor shall, on the request of the Bank, immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank commits misconduct and such persons shall not be again employed on the works without the permission of the Bank.

M) Signing of Contract Agreement:

- 1. General instructions contained in the tender to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into

with the successful bidder. The Contractor shall carry out all the pest Control & Sanitization work strictly in accordance with the detailed specifications and Instructions of the Bank.

2. In case of partnership firms the Tender submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract.
3. On receipt of intimation from the Bank regarding acceptance of the Tender, the Contractor shall be bound to implement the Contract from the date specified therein. The Contractor shall sign an agreement in accordance with the extant provisions. The Contractor shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Mumbai/ Maharashtra. Any pecuniary liability incurred by the Bank either as additional stamp duty, penalty or otherwise due to inadequacy or inappropriateness of the stamp duty paid by the contractor shall devolve on the contractor and the Bank shall be entitled to recover the amount from the security deposit or from the bills raised by the contractor. Where the security deposit is utilized for the said purpose, the contractor shall immediately replenish the utilized amount. Failure to do so may amount to breach of the agreement and consequences thereof shall follow.

N) Licenses, Compliances and Indemnity -

(i) The Contractor shall obtain the requisite license under Contract Labour Act (Regulation and Abolition Act 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. Bank shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.

(ii) The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/ Government of India (ministry of Labour) rules and regulations and all other Statutory Acts / Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Employees Provident Fund & Miscellaneous Provisions Act, 1952, ESI Act, etc.

and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the Bank against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time. The Contractor shall indemnify and keep indemnified, defend and hold good the Bank, its directors, officers, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Contractor or their services personnel on account of misconduct, omission and negligence by the Contractor or his service personnel.

(iii) The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. It shall be the responsibility of the Contractor for furnishing necessary statutory information / documents in proof of the above whenever called for by the Bank. In case of any labour problems related to the workmen staff of the Contractor, the same shall be settled at the Contractor's end only.

(iv) In the event of default being made in the payment of any money in respect of wages of any person deployed by the Contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Bank may, failing payment of the said money by the Contractor, make payment of such claim on behalf of the Contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Bank from the Contractor either from monthly bill or from security deposit.

(v) If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Bank, such money shall be deemed to be payable by the Contractor to the Bank within seven days. The Bank shall be entitled to recover the amount from the Contractor by deduction from amount due to the contractor or from the security deposit.

O) Disputes Resolution: All disputes arising under this Agreement executed with the successful bidder shall be settled amicably through discussions between the parties. In case of any unsettled disputes, the same shall be referred to the sole Arbitrator mutually agreed by the parties. In case the parties do not agree upon the sole arbitrator, each party shall appoint one arbitrator, and the two appointed arbitrators, shall appoint the third arbitrator who shall act as the presiding arbitrator. The provisions of the Arbitration and Conciliation Act, 1996 or any other statutory modifications or amendments thereof shall be applicable to such proceedings and the arbitration shall be held at Mumbai and language of arbitration proceedings shall be English. The award of the arbitrator so appointed shall be final and binding. During the arbitration proceedings the Contractor shall continue to discharge his contractual obligation under this agreement, unless dispensed with by the Bank. This contract is subject to exclusive jurisdiction of courts at Mumbai only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

P) Failure to Exercise RBI's rights

Any omission on the part of Bank at any time to exercise any of its rights under the terms of engagement of the contractor shall not be deemed to amount as waiver on the part of Bank of its rights and in no way impair or affect the validity of the terms and the privilege of Bank to enforce its rights at any time subsequently.

Q) Tenancy Rights

Nothing herein contained shall be construed to create any tenancy in favour of the Contractor or his/its persons and the Bank may, in accordance with the terms specified herein, at any time effect the termination of the contract, re-enter and retake and absolutely retain possession of the portion provided by Bank to the contractor for due execution of the contract and evict its personnel. The persons failing to vacate the premises will be treated as trespasser and will be liable to be evicted and prosecuted.

S) Other conditions–

1. To ensure effective implementation of this contract, the Regional Director or an authorised official/s of Reserve Bank of India, Mumbai Regional Office shall issue instructions, either orally or in writing to the contractor and such instructions shall be

deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement, the decision of the Regional Director, Reserve Bank of India, Mumbai Regional Office shall be final and binding on the contractor.

2. It shall be the contractor's responsibility to ensure that the obligations under the terms and conditions of this contract are duly performed and observed.
3. The Contractor shall maintain and provide all necessary documentation, registers and records and other related documents as proof of compliance with all statutory requirements and provisions of applicable laws.
4. The Contractor shall provide at his cost everything necessary for the proper execution of the pest Control & Sanitization works according to the intent and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the contractor finds any discrepancy he shall immediately and in writing refer same to the Regional Director who shall decide thereupon. The decision of the Regional Director shall be final and binding on the Contractor
5. All materials and workmanship shall so far as procurable be of the equivalent kind described in the Scope of Work and/or Specifications and in accordance with the Bank's instructions, and the Contractor shall upon the request of the Bank furnish him with all invoices, accounts, receipts, and other vouchers to prove that the materials comply therewith. The Contractor shall at his own cost arrange for and/or carry out any test of any materials which the Bank may require.
6. The Contractor shall give all necessary personal superintendence during the contract period, and as long thereafter as the Bank may consider necessary. Any directions, explanations, instructions or notices given by the Bank to the Contractors' representative shall be held to be given to the Contractor.
7. The contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any subcontract connected therewith or delays in awarding contracts for other

trades of the project or in commencement or completion of such works. The Bank does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

8.If at any time after acceptance of the tender, the Bank shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Bank shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

9. The whole of the works included in the Contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer, assign or sub-let the Contract or any part share thereof or any interest therein without the prior written consent of the Bank; and no undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their contract. In case of breach of these conditions, the Bank may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the Contractor.

10. If the Contractor after receipt of written notice from the Bank requiring compliance immediately, fails to comply with, the Bank may engage and pay other persons to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Bank and the same may be deducted from any moneys due to the Contractor.

11. On taking over the responsibility of work assigned, the Contractor shall formulate the mechanism for due assignment of work to its personnel which will be finalized by the Bank/ its authorized officials. Subsequently, the contractor shall review the work assigned from time to time with the permission of the Bank, for further streamlining their systems.

12. The work is in the nature of Facility Management (Pest Control & Sanitization Services). The time allowed for execution of the Works or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the works shall commence from such time period or from the date of handing over of the site whichever is later. If the work(s) be delayed by:-

- a) force majeure, or
- b) delay on the part of other contractors or tradesmen engaged by the Bank in executing work not forming part of the Contract, or
- c) non-availability of stores, which are the responsibility of the Bank to supply or
- d) non-availability or break down of tools and Plant to be supplied or supplied by the Bank or
- e) any other cause which, in the absolute discretion of the Bank is beyond the Contractor's Control & Sanitization.

then upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Bank but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Bank to proceed with the works. Request for extension of time, to be eligible for consideration with reasons, shall be made by the Contractor in writing within fourteen days of the happening of the event causing delay to the Bank. The Contractor may also, if practicable, indicate in such a request the period for which extension is desired. In such case the Bank may give a fair and reasonable extension of time for completion of work. Such extension shall be communicated to the Contractor by Bank in writing, within 2 weeks of the date of receipt of such request. Non-application by the contractor for extension of time shall not be a bar for giving a fair and reasonable extension of time by the Bank and this shall be binding on the contractor.

13. The decision, opinion, direction, certificate (except for payment) by the Bank with respect to all or any of the matters hereof (which matters are herein referred to as excepted matters) shall be final and conclusive and binding on the parties hereto and shall be without appeal.

14. As the work is going to be carried out mostly in occupied Bank premises, the contractor shall take due care to clean the work area after completion of work, before

leaving the place. In case the contractor fails to comply with the requirements of this clause, the Bank shall have the right to get this work done at the cost of the contractor through any other agency and recover the amount from contractor's bill or security deposit.

15. The contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner both as regards materials and otherwise in every respect in strict accordance with the specifications. The contractor shall also conform exactly, fully and faithfully to the instructions in writing in respect of the work signed by the Bank or his representative. In the case of any class of work for which there is no specifications mentioned, such work shall be carried out in accordance with the Bureau of Indian Standards Specifications. In case there are no such specifications in Bureau of Indian Standards, the work shall be carried out as per manufacturers' specifications. In case there are no such specifications as required above, the work shall be carried out in all respects in accordance with the instructions and requirements of the Bank.

16. The Contractor shall conform to the provisions of any Act of the Legislature relating to the work, and to the regulations and bye-laws of any authority, and of any water, Gas, electric supply and other companies and/or authorities with whose systems the relevant installation is connected and shall not make any deviations in violation of the statutory provisions. The Contractor shall bring to the attention of the Bank all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority, or to any public office all fees that may be properly chargeable in respect of the works, and lodge the receipts with the Bank.

17. The contractor shall fully indemnify and keep indemnified the Bank against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall himself pay any royalties, licence fees etc. which may be payable in respect of any article or part thereof included in the contract or damages cost and charges of all and every sort that may be legally incurred in respect thereof. In the event of any claims made under or action brought against the Bank in respect of any such matters as aforesaid, the contractor shall be immediately notified thereof and the contractor shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation that may arise therefrom, provided that the contractor shall not

be liable to indemnify the Bank if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Bank in this behalf.

18. Whenever any compensation, claim or claims for payment of a sum of money arises out of or under the contract or against the contractor, the Bank shall be entitled to withhold and have a lien to retain to the extent of such claimed amount or amounts referred to above, from any sum or sums found payable or which may at any time thereafter become payable to the contractor under the same contract or any other contract elsewhere with the Bank pending finalization of adjudication of any such claim. It is an agreed term of the contract that the sum of money or moneys so withheld or retained under the lien referred to above by the Bank will be kept withheld or retained as such by the Bank till the claim arising out of or under the contract is determined by the arbitrator (if the contract is governed by the arbitration clause) or by the competent court, as the case may be and that the contractor will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention under the lien referred to above and duly notified as such to the contractor. For the purpose of this clause, where the contractor is a partnership firm or a limited company, the Employer shall be entitled to withhold and also have a lien to retain towards such claimed amount or amounts in whole or in part from any sum found payable to any partner/limited company as the case may be, whether in his individual capacity or otherwise.

19. If, for any reason, the Bank is obliged, by virtue of the provisions of the Employees Compensation Act, 1923, or any statutory modification or re-enactment thereof to pay compensation to a workmen employed by the contractor in execution of the works, the Bank shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to the rights of the Bank under the said Act. The Bank shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Bank to the Contractor under this Contract or otherwise.

T) Force Majeure: If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, civil commotion, local commotion of workmen, or lockout, affecting any of the trades employed on the work or serious loss/damage by fire, acts of God etc. which may

prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed upon, if any, or seven days, whichever is more, either party may at its option terminate the contract

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

If the Contractor is a partnership or individual proprietorship	IN WITNESS WHEREOF the Bank 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 company	IN WITNESS WHEREOF the Bank set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed in its behalf, the day and year first hereinabove written.

Signed and delivered by Reserve Bank of India, Mumbai

(Name and Designation)

In the presence of –

Witnesses –

1. _____

Address:

2. _____

Address:

if the party is a

Partnership firm

Or individual SIGNED AND DELIVERED BY

Proprietorship

In the presence of –

Witnesses –

Address:

2. _____

Address:

THE COMMON SEAL OF _____

If the Contractor is a company

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

In the presence of –

Witness:

1. _____

2. _____

If the Contractor Directors who have signed these presents in token
Signs under Common thereof in the presence of -
Seal, the signature
should tally with 1. _____
the sealing clause in
The Articles of 2. _____
Association

If the Contractor is signed SIGNED AND DELIVERED BY -
by the hand of Power of
Attorney, whether of a The Contractor by the hand of
company or an individual
Shri _____
and duly constituted attorney.

Place:

Signature of the contractor

Date:

(Seal)

Section V

Terms and conditions

1. Security Deposit -

(i) The Successful bidder shall furnish Security Deposit to the Bank within 7 days from the date of acceptance of offer. The security deposit will be 5% of the tender value (rounded off to nearest ten thousand rupees) for due performance of the contract in the form of Bank Guarantee valid for a period upto two months after expiry of the contract. The bank guarantee shall be renewed for a further period of one/ two years in case of renewal of the contract by the Bank. The Security Deposit should be paid before start of the work. This is a pre-requisite for awarding the contract. No interest will be paid to the bidder for the amount of Security Deposit during the period of agreement.

(ii) Failure to pay the security deposit shall be treated as failure to discharge the obligations under the contract and shall result in cancellation of the offer of the contract and forfeiting the EMD. The bidder shall be liable to compensate the Bank for any loss incurred by the Bank.

(iii) The bank guarantee shall be released without interest after 2 months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the bidder or its employees. In case of any complaint, the security deposit shall be discharged only after adjusting all dues, liabilities, etc.

(iv) The Bank reserves the right to recover any part or the whole of the amount of the security deposit for losses suffered by the Bank due to failures on the part of the bidder or due to termination of contract or bidder becoming disqualified because of liquidation / insolvency or change of composition or for the penalty imposed by the Bank under the agreement. The decision of the Bank in respect of such losses, damages, charges, expenses or costs, shall be final and binding.

(v) On payment of the security deposit, the contracting firm will be required to enter into an Agreement/ Contract on stamp paper of appropriate value containing inter-alia all the terms and conditions of the contract, as approved by the Bank.

(vi) If the successful bidder fails to comply with the terms and conditions of the contract in course of the contract period, the security deposit shall be forfeited in full or in part as

decided by the Bank.

2. Prices for extra etc. ascertainment of

A) The contractor may, when authorized by the Bank, add to, omit from or vary the works shown upon the specification, or included in the Scope of Work, but the contractor shall make no addition, omission or variation without such authorization or direction. A verbal authority or direction by the Bank shall, if confirmed by him in writing immediately, be deemed to have been given in writing.

B) No claim for an extra work shall be allowed unless it shall have the concurrence of the Bank as herein mentioned. Any such extra work is herein referred to as authorized extra work and shall be made in accordance with the following provisions:

(a) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein.

(b) The net prices of the original tender shall determine the value of the items omitted; provided if omissions vary the conditions under which any remaining items of works are carried out, the prices for the same shall be valued under sub-clause (c) hereof.

(c) Where the extra works are not of similar character and/or not executed under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items of works are carried out or if the amount of any omissions or additions relative to the amount of the whole of the Contract works or to any part thereof shall be such that in the opinion of the Bank the net rate or price contained in the Schedule of Quantities or tender or for any item of the works involves loss or expense beyond that reasonably contemplated by the Contractor or is by reason of such omission or addition rendered unreasonable or inapplicable, the Bank shall fix such other rate or price as in the circumstances he shall think reasonable and proper.

Special conditions:

3. The prices quoted shall be deemed to have included all applicable taxes (exclusive of GST), custom duty, excise duty, local levies, etc. imposed by Central/State Government/ Local Bodies, Contractor Profit, Overhead expenses and other

expenses. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards. However, if any further tax or levy or cess is imposed by Statute, after the last stipulated date for the receipt of tender including extensions, if any, and the contractor thereupon necessarily and properly pays such taxes/levies/cess, the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Bank (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the Control & Sanitization of the contractor. The contractor shall, within a period of 30 days of the imposition of any such further tax or levy or cess, give a written notice thereof to the Bank that the same is given pursuant to this condition, together with all necessary information relating thereto. No service charge will be payable.

4. The rates are inclusive of involvement of cost of labor, transportation, tools, tackles and equipment /appliances, Maintain lawn by using necessary machines etc, ladders if required and keep them back to position. The rate shall include removal of all wastage generated due to pruning and trimming process away from the premise of Bank's residential colonies and Office premises. All expenses towards mobilization at site and demobilization including bringing in equipment, work force, materials (wherever required), etc shall be deemed to be included in the prices quoted and no separate payments on account of such expenses shall be entertained.
5. The Bidder should also note that unless otherwise stated, the tender is strictly on lump sum basis and his attention is drawn to the fact that rates for each colony should be correct, workable and self-supporting. The scope of work indicate the total extent of work, which also includes any other small works required to complete the intent of the scope so defined.
6. If the applicant desires, it shall list deviations from the terms and conditions given in the application documents. However the Application which does not comply with RBI's terms and conditions may be rejected as **Non-Responsive**.
7. Part 'II' (Section II) - price bids shall contain prices in Indian Rupees only as per the format both in figures and words. Change of terms and conditions and Pre-Qualification Criteria deviations, if any, found in Part II (Section II) of the tender will not be taken into account and will be treated as null and void.

8. Bidders are expected to exercise due care while quoting the rates. The rates quoted should not be Abnormally High Rates (AHRs) or Abnormally Low Rates (ALRs). In case ALRs are quoted by any bidder/s in price bid, the Bank reserves the right to either reject such bids or to establish the reasonableness of prices on the basis of estimated rates, prevailing market rates, last purchase prices, other input costs and intrinsic value etc. before awarding the contract. For bidders quoting ALRs, the Bank may the amount of security deposit up to 20% of total estimated value of the tender (Rs.----crore) as performance security, which may be forfeited in case such contractor is not able to perform the contract at the given rates. The decision of the Bank in this regard will be final and binding.
9. The tenderer must use only the forms downloaded from the Bank's website to fill in the rates. The uploaded 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 in its discretion.
10. The rates quoted shall be firm and binding without any escalation till renewal of the contract. Thereafter, increase in contract rates will be at the discretion of the Bank.
11. The contract will be for a period of 8 months and extended for a further period of two years (one year at a time), at the Bank's discretion. The further extension of Contract after two years will be at the discretion of the Bank and at mutually agreed upon terms.
12. Either party shall be at liberty to terminate the agreement by giving one calendar months' notice in writing. However if the contractor fails to carry out the work during the notice period, Bank shall have the right, without any prejudice, to get the work done through any other alternate Agency at the risk and cost of the contractor.
13. The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the price bid, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the works.
14. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Bank within 7 days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this

period shall result in forfeiture of the EMD and revocation of the offer. In such an event the Bank shall have right to debar the bidder from participating in any tender in the Bank for a period five years. However, before debarring the bidder, the Bank may give a seven days' notice to the bidder and consider the response, if any, thereon. The decision of the Bank will be final and binding in this regard.

15. The losses due to breakage / theft / damage or loss of any such materials / equipment / fixtures / furniture or damage due to poor and reckless handling shall be recovered from the Contractor at full cost. The contractor or his pest Control & Sanitization staff shall not use the premises, properties, fixtures, fittings, etc., of the Bank colonies for any purpose other than those expressly provided in the contract.
16. Water and Electricity is available at sites and may be used by the contractor for the works free of cost, subject to the condition that the contractor shall make his/her own arrangement to take supply from the nearest source available. During the execution of work, adequate care shall be taken by the Contractor so that the Power and Gas supply, Water and Drainage system, etc. which may be having common line serving to adjacent properties including Bank's premises shall not be disturbed. If any of these services are disturbed due to any work undertaken by the Contractor, the Contractor shall take all initiative to get the same restored at the earliest. No extra amount shall be paid on this account.
17. The contractor or his/ her authorized representative has to attend the review meetings convened every month or as and when required, for discussion for evaluation of performance of the contract.
18. In the event of any damage being caused to the movable or immovable property of Bank or its residents or guests or employees or to the property of the employees of Bank, the Bank reserves the right to compute the damage in terms of money and to deduct the same from the bill of the contractor or from the security deposit.
19. The contractor shall not use the Logo and or trade name of Bank or letterhead of Bank and the relationship between the contractor and Bank being on principal-to-principal basis, the contractor shall not hold himself/ herself as an agent of Bank. The contractor shall not use Bank's address on his letterhead/ stationery for

purposes of Registration or communication with any Government/ Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/ employee on Bank's premises.

20. Contractor shall maintain all registers as required by the Regional Labour Commissioner and shall furnish the same to the Bank or its representative as and when required.
21. The CONTRACTOR shall ensure that local labour, unskilled as well as skilled, to the extent possible and available from local resources are preferably employed on the work.
22. The contractor shall provide all necessary superintendence during execution of the work and all along thereafter as may be necessary for proper fulfillment of the obligations under the contract.
23. The successful Tenderer is bound to carry out all items of work necessary for performance of the job even though such items are not included in the scope of work and rates. Schedule of instruction in respect of such additional items and their quantities will be issued in writing by the Bank.
24. If there are varying or conflicting provisions made in any one document forming part of the contract, the Bank shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the contractor.
25. The rates are includes Cost of labour, material, transportation, tools and equipment's and Appliances and all taxes (including GST).
26. The Work of Sanitization to be discontinued as per Bank's Order with prior notice of One month in advance.

I/We have read the Terms & Conditions explicitly mentioned above and accept the same to execute the contract, if awarded.

Signature of the authorized person:

Name of the signatory (.....)

(in block capital letters) :

Status of the signatory i.e. proprietor / partner/director:

.....

Date:

Section - VI

Evaluation criteria

Pre-Qualification Criteria of applicants will be evaluated based on the eligibility criteria mentioned in the tender document, after scrutinizing all the relevant documents as sought from bidders and as per Methodology given as follows. Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the Pre-Qualification Criteria evaluation being completed prior to opening of price bids.

a) Requirement of Pre – qualification documents

- Minimum 5 years' experience in undertaking similar nature of works.
- Minimum yearly turnover of at least Rs.2.00 Crores during last 3 years supported by audited financial statements. (100% of estimated cost or more during the last three financial years ending 31st March if the completion period for the proposed work is up to 1 year)
- Completed similar works of ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES at colonies and Offices, for which individually costing
 - i. One work costing not less than 80% of Rs 2.00 Crore.
OR
 - ii. Two works costing not less than 50% of Rs 2.00 Crore.
OR
 - iii. Three works costing not less than 40% of Rs 2.00 Crore.

All the firms intend to participate in the online tender need to submit their Pre-Qualification papers and EMD as described in the tender.

b) Evaluation of Prequalification Documents

Submitted documents for pre-qualification will be scrutinized first and evaluated to determine responsiveness to the Bank's requirements. The evaluation of Pre-qualification documents shall be done based on the following criteria:

1. Number of years in operations in Facility Management Services for Pest Control & Sanitization work.

2. ANNUAL TURNOVER (Average of last three financial years) as on March 31, 2020
3. Number of current similar contracts/ works (providing Facility Management Services for pest Control & Sanitization work at residential colonies and offices of banks, Govt. Financial Institutions, Corporate houses etc.) in other locations.
4. Number of Manpower on Rolls of pest Control & Sanitization work.
5. Feedback reports obtained in respect of Service quality by the bidder at current similar facilities provided.

As quality of service is the prime concern, selection will also be based on quality cum cost criteria.

All the supporting documents for the above criteria are required to be submitted for evaluation on or before 2.00 pm on July 12, 2021.

Proposals qualifying the Pre-Qualification Criteria shall be considered as Eligible tenderers for participation in Part II of the Tender. The Bank shall simultaneously notify the bidders who have qualifying, indicating the date and time set for Offline Pre-bid meeting. After detailed discussion in Pre-Bid Meeting and clarification sought on issues, eligible vendors will be allowed for participation in Part II bidding. The notification may be sent by electronic mail. To verify the claim regarding work/similar contract in other locations, the Bank may call for information/report from the concerned bodies. The Bank shall notify those bidders whose proposals did not meet the minimum qualifying points or were considered non-responsive to the tender conditions.

Evaluation of financial bid

After the Pre-Qualification Criteria has been completed, the financial Bids of only qualified vendors will then be opened for the purpose of commercial evaluation. The financial Bids shall be opened publicly in the presence of the bidder's authorised representatives who choose to attend if they desire (only one representative per bidder). The name of the Bidder and the offered prices shall be read aloud and recorded when the financial Bids are opened. **Thereafter the eligible bidder, who will quote the lowest price shall be awarded the work.**

The Evaluation Committee will determine whether the financial Bids are complete (i.e. whether they have accounted for all items of the corresponding Proposals. If not, the

Committee will cost them and add their cost to the initial price) and correct any computational errors. The bidder must be prepared to furnish clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its bid.

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. The Reserve Bank of India also reserves the right to divide the order between two or more tenderers and the contractor shall carry out even the part orders for various items. No variation of rates shall be allowed on this account under any circumstances.

The contract may be awarded on the basis of tender rating. Bids shall be evaluated based on a lowest financial bid. In case two firms offering the same lowest net bundled prices, then only the past experience for similar kind of work by the firm and Pre-Qualification conditions shall be considered for evaluation purpose of Price Bid. The decision of the Bank shall be final and binding. The lowest financial Bid will be invited for negotiation.

Section VII

Detailed scope of work

A. Description of Work: This work is the facility management (Pest Control & Sanitization Services) for the Banks colonies and Offices, which includes

B. Details of Residential Premises where work is to be carried out are as under:

Sr. Nos.	Building name	Nos of floors/ flats	Built up area in (Square Feet)	Plot Area in (Square Feet)	Garden Area in (Square Feet)	Wash area, toilet blocks, Kitchen pantry, staircase and common area (20% of total BUA) (in Sft)
			A	B	C	D
1	Main Building	G+3	232986	52890	-	46600
2	Amar	G+6	80150	39546	-	16000
3	WTC	(2nd to 5th floors in Arcade Bldg) and 2nd floor in Arcade	76800	-	-	15000
4	BKC Office	G+8 (3 Bldgs)	153280	65700	2700	3050
5	Byculla Office	G+5	94900	30000		19000
6	Byculla Qtrs	605	441400	323150	21500	88300
7	Bhandup	123	93800	87300	9700	18800
8	Kailash	98	75800	47700	3000	15200
9	Malad Phase I	225	101800	104000		20300
10	Malad Phase II	212	99385	106000	44350	19900
11	Mahim	280	117200	63700	3800	23400
12	Matunga	12	14000	8600	2100	2800
13	Chembur	392	145000	318700		29000

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI

14	Dahisar	112	70610	68850	11300	14100
15	Gokuldharm	224	198200	127900	19200	39600
16	Tapovan	92	78700	65000	4800	15750
17	Tardeo	38	38900	34600	7800	8000
18	Dhanastra	40	59300	37800	4400	11900
19	Santacruz	288	203500	214100	10225	40700
20	Varada	28 +(13 SRA)	37000	63700	3200	7400
21	BKC Qrts	42	45500	30200	10000	9100
22	Jalada	152	200700	153200	24700	40100
23	TMC Old	60	53100		24200	10600
24	Suvarnrekha	60	141000	161200		28200
25	Sunpalazzo	45	61700	52800	7900	12300
26	Bankhouse	30	62400	18800	800	12500
27	Vasant Vihar	28	61800	31600	9600	12400
28	DG Flats	4	16200	7900	3200	3200
29	Gov Bungalow	1	10807	37100	9800	2100

Note: All figures/numbers these are indicatives.

Sr. No.	Name of the colonies and Address
1	Governors Bunglow Bungalow No. 5, Carmichael Road (M.L. Dahanukar Marg), Mumbai - 400 026
2	DG Flats and Vasant Vihar- Plot no. 85, L. Jagmohandas Marg, Malabar Hill, Napeansea Road, Mumbai-400006
3	Dhanastra – Wodehouse Road, Cuffe Parade, Colaba, Bombay - 400005
4	Bank house - RB-9, Officers Quarters, Plot no. 156, Backbay Reclamation, Mumbai-400021
5	Varada - V.S. Marg, 'Varada', Cadell road, Prabhadevi, Mumbai - 400028

6	Jalada - Plot no. 1261 of T.P.S. Bombay, P Balu Marg, Prabhadevi , Worli, Mumbai 25
7	Sunplazzo- Martulya mill centre, Lower Parel, Mumbai-400013
8	TMC (Tata Mill Compound)- Parel, Near Hindamata Talkies, Mumbai
9	Suvarnarekha- Parel, Near Hindamata Talkies, Mumbai
10	Byculla- Dr. A. Nair Road, Near Maratha Mandir, Opp. Mumbai Central, Mumbai - 400 008
11	BKC- Bandra Kurla Complex, Plot no. R-3/R-4, Bandra East, Mumbai- 400051
12	Matunga- Plot no. 261 E, Sion Road, Near King's Circle Station, Mumbai-400019
13	Tardeo- Tardeo Road, Opp A/C Market, Tardeo, Mumbai - 400007
14	Gokuldham- Goregaon (East), Mumbai - 400063
15	Santacruz- North Avenue Road, Santacruz (West) Mumbai 400054
16	Tapovan- Malad East, Mumbai - 400097
17	Bhandup- M.D.Keni Marg, Bhandup village, Bhandup East, Mumbai - 78
18	Dahisar- Kandarpada, Veer Hanuman Nagar, Dahisar West, Mumbai - 400 068
19	Kailash, Malad
20	Malad Phase-I Raheja Township, Malad East, Mumbai - 97
21	Malad phase-II Raheja Township, Malad East, Mumbai - 97
22	Chembur- Sion Trombay Road, Chembur, Mumbai-71
23	Mahim- Lady Hardinge Road, Mahim, Mumbai - 400 019

24	Main building – Shahid Bhagat Singh Marg, Fort, Mumbai – 400 001
25	Amar Building – Shahid Bhagat Singh Marg, Fort, Mumbai – 400 001
26	World Trade Centre MVIRDC Centre, Centre 1 Building, Mumbai -

C. Details of the work to be carried out is as follows:

i. Integrated Pest Management Service:

Pests covered:

1. Crawling insect pests such as cockroaches, bed bugs, ants, silverfish, carpet beetles, bugs etc.
2. Wood borers wherever and whenever seen.
3. Termites wherever seen by chemical spray method.
4. Drainage flies, fruit flies, honey bees, mosquitoes, flesh flies, wasps, hoppers, etc. by chemical spray and chemical misting.
5. Non-insect pests such as spiders, mites, ticks, lizards etc.

Areas Covered:

1. Premises covering the entire building and external perimeter.
2. All drainage chambers in the ground level.
3. Open area and garden around the building.

Treatment Method:

1. Chemical spray method for crawling insect pests.
2. Gel baiting method for cockroach Control & Sanitization.

Chemicals to be used:

1. Products approved by Central Insecticides Board for Indoor use
should only be used, Copies of certificates to be submitted for the same.
2. Products should not cause any odors and stain.

3. Manufacturer specification along with methodology for treatment for various applications shall be submitted along with this tender.

List of Products for spray: SC formulations of Cyfluthrin, Beta Cyfluthrin, Deltamethrin Flow, Alphacypermethrin, and WP formulations of Deltamethrin, Alphacypermethrin, Lambda Cyhalothrin

List of Products for Gel baiting: Fipronil and Imidacloprid.

ii. Integrated Rodent Management Service:

Rodent covered:

Roof rat, Norway rat, House Mouse, shrew and bandicoots.

Areas covered:

All internal and external areas.

Treatment Method:

- a. Extensive trapping in internal areas/External with sufficient glue pads (wherever required) on monthly basis.
- b. Maps of the bait stations and traps to be submitted on monthly basis.

Chemicals used:

For baiting, only Bromodialone based anticoagulants to be used in the external areas. No baiting to be used in the internal areas.

iii. Fogging Treatment:

Pests covered:

Mosquito

Areas covered:

All internal common areas including lift shaft, machine room, staircase, lift lobby and external areas including Garden area.

Treatment Method:

- a. Spraying using necessary power equipment to achieve effective Control on mosquito by using combination of various approved chemicals mixed in proportions with KEROSENE in approved proportion.
- b. Larva treatment in the drainage, chambers, gully traps around pumps with power equipment for spraying.

iv. Sanitization Treatment:

Areas covered: All Office Premises & Residential Premises

Chemicals used: Diversey- Virex 256

INTEGRATED PEST MANAGEMENT FREQUENCY:

S.No	Treatment Method	Area covered	Frequency
	OFFICE PREMISES		
1	Gel /Baiting	In Office Premises including Kitchen, Dining areas, pantries and VIP floors	Monthly Services
2	Chemical Spray.	In Office Premises including Kitchen, Dining areas, pantries and VIP floors, Stairs, electric meter room, external perimeter, drainage chambers, shafts, lift pits, etc.	Fortnightly Services
3	Chemical spray or Gel baiting	Pests seen in between the services	As and when required
4	Sanitization	Full Sanitization	Twice in a week
	Sanitization	Common areas	Daily on Working Days

5			
	<u>RESIDENTIAL COLONIES</u>		
1	Gel /Baiting and Chemical spray	Kitchen, Toilet, ducts and other within the flat.	Monthly
2	Chemical Spray	Common areas includes Stairs, electric meter room, external perimeter, drainage chambers, shafts, lift pits, etc.	Fortnightly Services
3	Fogging treatment	Common areas includes Stairs, electric meter room, external perimeter, drainage chambers, shafts, lift pits, etc.	<u>Weekly once</u> (Note: However during the month July to Dec, if any additional fogging required, the same shall be paid as per agreed rate/ per application)
4	Sanitization	Full Sanitization	Twice in a week

Section – VIII

Safety Code

1. First-aid appliances, including adequate supply of sterilized dressings and cotton wool, shall be maintained in a readily accessible place.
2. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Always use the safety wares like life jacket, seat-belt etc when carried out the trimming and pruning work.
4. No concentrated chemicals should be used which may be liable to create any injury to workers, residence, Banks staff etc while attending pesticides spraying work.
5. No harmful / highly inflammable chemicals should be used for AMC purpose.
6. Workers employed shall be provided with protective footwear, masks, protective gear including hand-gloves or any protectable cover as per requirement while carrying out pest Control & Sanitization work to avoid injuries.
7. Fire safety measures shall be adhered to as per local by laws.

I/We hereby declare that I/we have read and understood the above safety code and the same shall remain binding upon me/us in case the work is entrusted to me/us.

Signature of tenderer with seal:

Date:

Section – IX

Undertaking

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

To,

Regional Director

RBI

Mumbai Regional Office

Protocol and Security Establishment

Fort, Mumbai- 400001

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.

2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We abide by the provisions of Code on Wages, 2019, Contract Labour Act and other statutory provisions like Employees Provident Fund & Miscellaneous Provisions Act, 1952, ESI Act, 1948 Gratuity, Leave Relief, Relieving Charges, Uniform and Allowances thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Code on Wages, 2019 as amended by the Government from time to time and shall be fully responsible for any violation.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone No.

Section X

Proforma of Bank Guarantee for Security Deposit

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

To:

The Regional Director for Maharashtra & Goa
Reserve Bank of India
Protocol and Security Establishment
Mumbai Regional Office,
1st Floor, Main Building
S B Singh Road, Fort,
Mumbai – 400001

Place:

Date:

Dear Sir,

Bank Guarantee for performance security deposit - E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI.

WHEREAS

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Fort, 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 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 forthwith upon 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.

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

We hereby further agree that –

a) Any forbearance, act or omission on the part of the RBI in enforcing any 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 -----(60 days beyond the Defect liability period) 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.

e) In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee

f) Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till

such time as may be required by you. Your decision in this respect shall be final and binding on us

g) 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 where of 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

Witness 2

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).

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT/ BID SECURITY

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

Place: _____

Date: _____

The Regional Director

Dear Sir,

Name of Work:

.....
.....

Ref.: NIT/Advt.No. date

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai (hereinafter called the „RBI“) has invited tenders for the captioned work (hereinafter called “the said tender”) on the terms and conditions mentioned in the said tender documents.

It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of Rs. (Rupees only) as Earnest Money Deposit (EMD).

M/s. (Name of the Tenderer/Bidder) _____, (hereinafter called as “the Tenderer/ Bidder”), who are our Clients/Constituents intend to submit their tender/ Bid for the said work and have requested us to furnish Bank Guarantee to RBI in respect of the said sum of Rs. _____ (Rupees only) in respect of EMD.

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 Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer; 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 Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, 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. We undertake to pay the amount claimed by the RBI forthwith upon 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 Tenderer.

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 tender and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Tenderer 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 Tenderers 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 in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force upto (six months from the last date of receipt of tender) 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.

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

Yours faithfully,

For and on behalf of ----- Bank.

Authorised Official (with seal)

(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).

Section XI

Format of Bank Report

Confidential

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI. - Confidential Report on the means and standing of the company/firm/concern to be furnished by the bank

1. Name of the Firm/Agency/Company
2. Account Type and Number
3. Names of Proprietor/Partners/directors
4. Turnover of the firm for last 3 years (starting April 01, 2016)
5. Credit facility/OD facility availed by the firm
6. Nature of dealings of the firm and opinion thereon
7. The Period from which the firm/agency/company has been banking with your bank
8. Opinion on whether the party is considered financially sound to be entrusted with the contract for works estimated to cost Rs.2.00 crore
9. Any other relevant feedback/ information/ remarks.

Signature of Branch Manager/ Authorised signatory with seal

Name of the bank with branch address and contact numbers:

Section XII

LIST OF MAJOR SIMILAR PROJECTS IN PROGRESS

1. Name of Work/Project with address:

2. Short description of assignment:

3. Name & Address of Owner/client:

4. Cost of Work/Project:

5. Date of start of work/Project:

6. Status of work:

7. Expected date of completion:

8. Any other relevant information:

NOTE:

The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or certificates. Alternatively, an affidavit of genuineness of such certificates needs to be submitted by the Firm.

Place:

Signature of applicant

Date:

Name & Designation

Section XIII

FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

(On Non-Judicial Stamp Paper of appropriate value)

To,

The Regional Director for Maharashtra and Goa

Reserve Bank of India,

Protocol & Security Establishment

Mumbai Regional Office

Fort, Mumbai - 400001

Dear Sir,

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI.

We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorise Mr. / Ms.(Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the captioned Project, including signing and submission of all documents and providing information / responses to the RBI(RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said tender.

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

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

Note:

Power of Attorney should be properly stamped and notarized

Power of Attorney furnished by Contractor shall be irrevocable.

Section XIV

Proforma for Indemnifying the Employer against Patent Rights
(On Non-Judicial Stamp Paper of appropriate value)

To,

The Regional Director for Maharashtra and Goa
Reserve Bank of India
Protocol & Security Establishment
Mumbai Regional Office
Fort, Mumbai - 400001

Dear Sir,

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI

We, M/s _____ (Name of Contractor) hereby undertake to fully indemnify and keep indemnified the Employer i.e. RBI against any action, claim or proceeding relating to infringement or use of any patent or design or trademark or any other intellectual property rights or any alleged patent or design rights or other intellectual property rights and shall ourselves pay any royalties, licence fees etc. which may be payable in respect of any article or part thereof included in the contract or damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

In the even to any claims made under or action brought against RBI in respect of any such matters as aforesaid ,we shall, on being notified thereof, at our own expense, settle any dispute or conduct any litigation that may arise therefrom, provided that we shall not be liable to indemnify the RBI if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Officer-in-Charge in this behalf.

Yours faithfully,

For _____

Authorised signatory

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:

Section XV

Declarations to be submitted along with each bill by the contractor on his letterhead

1. DECLARATION

I, Shri/Smt.being the owner/proprietor/director of..... (name of the firm/establishment), do hereby declare that I have adhered to the rules and regulations stipulated in Contract Labour (Regulation and Abolition) Act, 1970 and Code on Wages, 2019 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/ labour engaged by me in connection with the work entrusted to me by the Bank, as per prevailing CLC rates.

Place:
Contractor

Signature and seal of the

Date:

Name:

Address:

Email:

Mobile no.:

2. GST DECLARATION

I do hereby declare that the GST Registration Number of my/our firm/ company/ establishment is..... and the GST claimed in the bill will be paid duly to the 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:
Contractor

Signature and seal of the

Date:

Name:

Address:

Email:

Mobile no.:

Section XVI

Scheduled of Quantity

Bidders shall duly fill up the format specified below, and shall seal and mark the Financial Bid Form, as specified in Section IV of the tender document.

S.No.	Description	Quantity	Rate/annum (in figure and words)
1	<p>PEST CONTROL SERVICES</p> <p>A) Carrying out Integrated pest management in the. Premises pest Control /disinfection treatment covering the entire building and external perimeter, all drainage chambers in the ground level and security offices and cabins and Open area and garden around the entire office building using</p> <p>1. Chemical spray method for- crawling insect Pests.</p> <p>2. Gel baiting method -for cockroach Control by using SC formulations of Cyfluthrin, Beta Cyfluthrin, Deltamethrin Flow, Alphacypermethrin, and WP formulations of Deltamethrin, Alphacypermethrin, Lambda Cyhalothrin</p> <p>3. Names of Products for Gel baiting- Fipronil and Imidacloprid Keeping sufficient nos. of baits in each room / cabin which should be effective for a period one month, including cost of disposing old baits etc. complete.</p> <p><u>Treatment frequency</u></p> <p>Gel Baiting- Every month</p> <p>Chemical spray- Every 15 days</p>	Lumpsum	
A	Main Building	Job	Not to quote here

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI

B	Amar Building	Job	Not to quote here
C	WTC arcade and Commerce Centre	Job	Not to quote here
D	BKC office	Job	Not to quote here
E	Byculla office	Job	Not to quote here
F	Byculla quarters	Job	Not to quote here
G	Bhandup Quarters	Job	Not to quote here
H	Kailash Quarters	Job	Not to quote here
I	Malad Phase-I	Job	Not to quote here
J	Malad Phase-II	Job	Not to quote here
K	Mahim Quarters	Job	Not to quote here
L	Matunga Quarters	Job	Not to quote here
M	Chembur Quarters	Job	Not to quote here
N	Dahisar Quarters	Job	Not to quote here
O	Gokuldham Quarters	Job	Not to quote here
P	Tapovan Quarters	Job	Not to quote here
Q	Santacruz officer and staff quarters	Job	Not to quote here
R	Bank House	Job	Not to quote here
S	Dhanastra	Job	Not to quote here
T	Jalda	Job	Not to quote here
U	Varada	Job	Not to quote here
V	Sunplazzo	Job	Not to quote here
W	Tata mill compound quarters	Job	Not to quote here
X	Suvarnrekha		Not to quote here
Y	Vasant vihar	Job	Not to quote here
Z	BKC Residential quarters	Job	Not to quote here
Ai	Tardeo Quarters	Job	Not to quote here
Bi	DG Flats	Job	Not to quote here
Ci	Governor's Bungalow	Job	Not to quote here

	<p>B) Carrying out Integrated Rodent management service in the. Premises covering the entire building and external perimeter, all drainage chambers in the ground level and Open area and garden around the entire office building disinfection treatment and rodent Control in all the common areas in the premises such as staircases / lobbies / passages / corridors / caretakers office, etc., once in a fifteen days including opening manhole covers, spraying the ISI approved chemicals (natural oil base pyrethrodine such as lindane, pyrethrodine in proportion specified and anti-coagulant/rodent traps , scope including providing of sufficient,</p> <p>1. Placement of baits in bait stations in external / internal areas of the building.</p> <p>2. Extensive trapping in internal /external areas of the building.</p> <p>Note: Maps of the bait stations and traps to be submitted on monthly basis.</p> <p>Chemical Spray-Every 15 days.</p> <p><u>Treatment to be carried out monthly</u></p>	Lumpsum	
A	Main Building	Job	Not to quote here
B	Amar Building	Job	Not to quote here
C	WTC arcade and Commerce Centre	Job	Not to quote here
D	BKC office	Job	Not to quote here
E	Byculla office	Job	Not to quote here
F	Byculla quarters	Job	Not to quote here
G	Bhandup Quarters	Job	Not to quote here
H	Kailash Quarters	Job	Not to quote here
I	Malad Phase-I	Job	Not to quote here

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI

J	Malad Phase-II	Job	Not to quote here
K	Mahim Quarters	Job	Not to quote here
L	Matunga Quarters	Job	Not to quote here
M	Chembur Quarters	Job	Not to quote here
N	Dahisar Quarters	Job	Not to quote here
O	Gokuldham Quarters	Job	Not to quote here
P	Tapovan Quarters	Job	Not to quote here
Q	Santacruz officer and staff quarters	Job	Not to quote here
R	Bank House	Job	Not to quote here
S	Dhanastra	Job	Not to quote here
T	Jalda	Job	Not to quote here
U	Varada	Job	Not to quote here
V	Sunplazzo	Job	Not to quote here
W	Tata mill compound quarters	Job	Not to quote here
X	Suvarnrekha		Not to quote here
Y	Vasant vihar	Job	Not to quote here
Z	BKC Residential quarters	Job	Not to quote here
Ai	Tardeo Quarters	Job	Not to quote here
Bi	DG Flats	Job	Not to quote here
Ci	Governor's Bungalow	Job	Not to quote here
	C) Carrying out thermal fogging treatment in the Bank's premises (Residential & office buildings) located as mentioned below. The work shall be carried out as per standard norms using combination of various Government approved chemicals mixed in proportions with petrol/ diesel in approved proportion as per manufacturer's specification using necessary power equipment's for spraying to achieve effective Control on mosquito spreading malaria, dengue and other mosquito spreading diseases. The	Lumpsum	

	<p>treatment shall be carried out in the entire premises, along the periphery of the compound, playing/ open area, car parks, garden, sports club, community hall, pump rooms, entire staircase from lift machine room/ mumty room to ground floor, and any other area as directed by Bank's caretaker/ P&SO/ Bank's representative. Along with this treatment, larva treatment shall also be carried out by spraying Government approved chemicals in the drainage chambers, gully traps, around pump rooms, etc. including machine for the spraying, carriage, labour atc. All complete as directed by Bank's representative.</p> <p>Treatment to be carried out weekly</p>		
A	Byculla quarters	Job	Not to quote here
B	Bhandup Quarters	Job	Not to quote here
C	Kailash Quarters	Job	Not to quote here
D	Malad Phase-I	Job	Not to quote here
E	Malad Phase-II	Job	Not to quote here
F	Mahim Quarters	Job	Not to quote here
G	Matunga Quarters	Job	Not to quote here
H	Chembur Quarters	Job	Not to quote here
I	Dahisar Quarters	Job	Not to quote here
J	Gokuldham Quarters	Job	Not to quote here
H	Tapovan Quarters	Job	Not to quote here
I	Santacruz officer and staff quarters	Job	Not to quote here
J	Bank House	Job	Not to quote here
K	Dhanastra	Job	Not to quote here
L	Jalda	Job	Not to quote here
M	Varada	Job	Not to quote here

N	Sunplazzo	Job	Not to quote here
O	Tata mill compound quarters	Job	Not to quote here
P	Suvarnrekha		Not to quote here
Q	Vasant vihar	Job	Not to quote here
R	BKC Residential quarters	Job	Not to quote here
S	Tardeo Quarters	Job	Not to quote here
T	DG Flats	Job	Not to quote here
U	Governor's Bungalow	Job	Not to quote here
2.	<p><u>Sanitization / Disinfection of surfaces in all floors of Office building:</u></p> <p>Sanitization / disinfection of surfaces in order to Control the risk of contamination of COVID 19 in all floors including upper and lower basements, mezzanine floor, inside the cabin, ground floor lobby, lift lobbies, external surrounding of the building, fire lane area, portico area, etc., of the entire building by surface spray through battery operated disinfectant sprayer machine / in mist form through fogging machine using suitable chemicals in appropriate concentration / dilution as per manufacturers specifications in compliance with requirement of local municipal authority, State / Central government, time to time for effective disinfection of specified area / materials. All the surfaces in office space including conference room, flooring, partition panels, workstations, furniture, etc. and high touch / frequently touch surfaces like elevator buttons, handrails, door handles, switches, keyboards, telephone instruments, etc. shall be sanitized / disinfected in consultation with Protocol and Security cell. The chemical / materials used in</p>		

	<p>disinfection shall be of the best quality available in the market and conform to the relevant Indian / international standards. The workers shall wear all the protective gear like PPE kit, hand gloves, masks, face guards, boots etc required for the work. The rate shall include for all tools, equipment, PPE kit, etc. The equipment used shall be cleaned before and after the process. The work shall be carried out as per the Bank's requirement and in coordination with Caretaker and Security officer of Central office building.</p> <p>Areas to be disinfected – Office / working space in all floors of building, fire console room and telephone operator room in mezzanine floor, AC plant room, police and Bank's guard room, substation room, wireman room, engineers room in upper basement, STP area in lower basement, watch towers, parking area, common areas including lift lobbies, passage, etc in all floors of entire building, cabins and staff entrance cabin, visitor porta cabin, security guard booth, Lift lobbies, ground floor lobby, external surrounding of building, etc in the premises.</p> <p><u>A) Sanitization / Disinfection of surfaces in all floors of Office building:</u></p> <p>(i) Entire Building - Twice in every week</p> <p>(ii) Common Area, ground floor lobby, external surrounding premises of building, etc – every working day</p>		
A	Main Building	Job	Not to quote here

B	Amar Building	Job	Not to quote here
C	WTC arcade and Commerce Centre	Job	Not to quote here
D	BKC office	Job	Not to quote here
E	Byculla office	Job	Not to quote here
	<p><u>B) Sanitization / Disinfection of surfaces in all floors of Residential building:</u></p> <p>common areas in the premises such as staircases / lobbies / passages / corridors / caretaker's office, Community Hall, Dispensary Lift lobbies, external surrounding premises of building, etc – Twice in every week</p>		
A	Byculla quarters	Job	Not to quote here
B	Bhandup Quarters	Job	Not to quote here
C	Kailash Quarters	Job	Not to quote here
D	Malad Phase-I	Job	Not to quote here
E	Malad Phase-II	Job	Not to quote here
F	Mahim Quarters	Job	Not to quote here
G	Matunga Quarters	Job	Not to quote here
H	Chembur Quarters	Job	Not to quote here
I	Dahisar Quarters	Job	Not to quote here
J	Gokuldham Quarters	Job	Not to quote here
K	Tapovan Quarters	Job	Not to quote here
L	Santacruz officer and staff quarters	Job	Not to quote here
M	Bank House	Job	Not to quote here
N	Dhanastra	Job	Not to quote here
O	Jalda	Job	Not to quote here

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PEST CONTROL & SANITIZATION SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI

P	Varada	Job	Not to quote here
Q	Sunplazzo	Job	Not to quote here
T	Tata mill compound quarters	Job	Not to quote here
U	Vasant vihar	Job	Not to quote here
V	BKC Residential quarters	Job	Not to quote here
W	Tardeo Quarters	Job	Not to quote here

Note- The treatment required for Controlling/route out bed bugs if observed at any places mentioned in the above location should be treated by successful tenderer, and the cost for the same will be not eligible for extra payment.

Place:

Signature of the contractor

Date:

(Seal)

Part - II

Section I

Financial Bid and Scheduled of rates – (PRICE BID)

It is for illustrative purpose only and the same should not be submitted with Pre-Qualification Criteria. It should be submitted at Online MSTC Portal under the Section Financial Bid.

S.No.	Description	Quantity	Rate/annum (in figure and words)
1	<p>PEST CONTROL SERVICES</p> <p>A) Carrying out Integrated pest management in the. Premises pest Control /disinfection treatment covering the entire building and external perimeter, all drainage chambers in the ground level and security offices and cabins and Open area and garden around the entire office building using</p> <p>1. Chemical spray method for- crawling insect Pests.</p> <p>2. Gel baiting method -for cockroach Control by using SC formulations of Cyfluthrin, Beta Cyfluthrin, Deltamethrin Flow, Alphacypermethrin, and WP formulations of Deltamethrin, Alphacypermethrin, Lambda Cyhalothrin</p> <p>3. Names of Products for Gel baiting- Fipronil and Imidacloprid Keeping sufficient nos. of baits in each room / cabin which should be effective for a period one month, including cost of disposing old baits etc. complete.</p> <p><u>Treatment frequency</u></p> <p>Gel Baiting- Every month</p> <p>Chemical spray- Every 15 days</p>	Lumpsum	

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A	Main Building	Job	
B	Amar Building	Job	
C	WTC arcade and Commerce Centre	Job	
D	BKC office	Job	
E	Byculla office	Job	
F	Byculla quarters	Job	
G	Bhandup Quarters	Job	
H	Kailash Quarters	Job	
I	Malad Phase-I	Job	
J	Malad Phase-II	Job	
K	Mahim Quarters	Job	
L	Matunga Quarters	Job	
M	Chembur Quarters	Job	
N	Dahisar Quarters	Job	
O	Gokuldham Quarters	Job	
P	Tapovan Quarters	Job	
Q	Santacruz officer and staff quarters	Job	
R	Bank House	Job	
S	Dhanastra	Job	
T	Jalda	Job	
U	Varada	Job	
V	Sunplazzo	Job	
W	Tata mill compound quarters	Job	
X	Suvarnrekha		
Y	Vasant vihar	Job	
Z	BKC Residential quarters	Job	
Ai	Tardeo Quarters	Job	

Bi	DG Flats	Job	
Ci	Governor's Bungalow	Job	
	<p>B) Carrying out Integrated Rodent management service in the. Premises covering the entire building and external perimeter, all drainage chambers in the ground level and Open area and garden around the entire office building disinfection treatment and rodent Control in all the common areas in the premises such as staircases / lobbies / passages / corridors / caretakers office, etc., once in a fifteen days including opening manhole covers, spraying the ISI approved chemicals (natural oil base pyrethrodine such as lindane, pyrethrodine in proportion specified and anti-coagulant/rodent traps , scope including providing of sufficient,</p> <p>1. Placement of baits in bait stations in external / internal areas of the building.</p> <p>2. Extensive trapping in internal /external areas of the building.</p> <p>Note: Maps of the bait stations and traps to be submitted on monthly basis.</p> <p>Chemical Spray-Every 15 days.</p> <p><u>Treatment to be carried out monthly</u></p>	Lumpsum	
A	Main Building	Job	
B	Amar Building	Job	
C	WTC arcade and Commerce Centre	Job	
D	BKC office	Job	
E	Byculla office	Job	
F	Byculla quarters	Job	

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G	Bhandup Quarters	Job	
H	Kailash Quarters	Job	
I	Malad Phase-I	Job	
J	Malad Phase-II	Job	
K	Mahim Quarters	Job	
L	Matunga Quarters	Job	
M	Chembur Quarters	Job	
N	Dahisar Quarters	Job	
O	Gokuldharm Quarters	Job	
P	Tapovan Quarters	Job	
Q	Santacruz officer and staff quarters	Job	
R	Bank House	Job	
S	Dhanustra	Job	
T	Jalda	Job	
U	Varada	Job	
V	Sunplazzo	Job	
W	Tata mill compound quarters	Job	
X	Suvarnrekha		
Y	Vasant vihar	Job	
Z	BKC Residential quarters	Job	
Ai	Tardeo Quarters	Job	
Bi	DG Flats	Job	
Ci	Governor's Bungalow	Job	
	C) Carrying out thermal fogging treatment in the Bank's premises (Residential & office buildings) located as mentioned below. The work shall be carried out as per standard norms using combination of various Government approved chemicals mixed in proportions with petrol/ diesel in approved proportion	Lumpsum	

	<p>as per manufacturer's specification using necessary power equipment's for spraying to achieve effective Control on mosquito spreading malaria, dengue and other mosquito spreading diseases. The treatment shall be carried out in the entire premises, along the periphery of the compound, playing/ open area, car parks, garden, sports club, community hall, pump rooms, entire staircase from lift machine room/ mumty room to ground floor, and any other area as directed by Bank's caretaker/ P&SO/ Bank's representative. Along with this treatment, larva treatment shall also be carried out by spraying Government approved chemicals in the drainage chambers, gully traps, around pump rooms, etc. including machine for the spraying, carriage, labour etc. All complete as directed by Bank's representative.</p> <p>Treatment to be carried out weekly</p>		
A	Byculla quarters	Job	
B	Bhandup Quarters	Job	
C	Kailash Quarters	Job	
D	Malad Phase-I	Job	
E	Malad Phase-II	Job	
F	Mahim Quarters	Job	
G	Matunga Quarters	Job	
H	Chembur Quarters	Job	
I	Dahisar Quarters	Job	
J	Gokuldham Quarters	Job	
H	Tapovan Quarters	Job	
I	Santacruz officer and staff quarters	Job	

J	Bank House	Job	
K	Dhanastra	Job	
L	Jalda	Job	
M	Varada	Job	
N	Sunplazzo	Job	
O	Tata mill compound quarters	Job	
P	Suvarnrekha	Job	
Q	Vasant vihar	Job	
R	BKC Residential quarters	Job	
S	Tardeo Quarters	Job	
T	DG Flats	Job	
U	Governor's Bungalow	Job	
2.	<p><u>Sanitization / Disinfection of surfaces in all floors of Office building:</u></p> <p>Sanitization / disinfection of surfaces in order to Control the risk of contamination of COVID 19 in all floors including upper and lower basements, mezzanine floor, inside the cabin, ground floor lobby, lift lobbies, external surrounding of the building, fire lane area, portico area, etc., of the entire building by surface spray through battery operated disinfectant sprayer machine / in mist form through fogging machine using suitable chemicals in appropriate concentration / dilution as per manufacturers specifications in compliance with requirement of local municipal authority, State / Central government, time to time for effective disinfection of specified area / materials. All the surfaces in office space including conference room, flooring, partition panels, workstations, furniture, etc. and high touch / frequently</p>	Lumpsum	

	<p>touch surfaces like elevator buttons, handrails, door handles, switches, keyboards, telephone instruments, etc. shall be sanitized / disinfected in consultation with Protocol and Security cell. The chemical / materials used in disinfection shall be of the best quality available in the market and conform to the relevant Indian / international standards. The workers shall wear all the protective gear like PPE kit, hand gloves, masks, face guards, boots etc required for the work. The rate shall include for all tools, equipment, PPE kit, etc. The equipment used shall be cleaned before and after the process. The work shall be carried out as per the Bank's requirement and in coordination with Caretaker and Security officer of Central office building.</p> <p>Areas to be disinfected – Office / working space in all floors of building, fire console room and telephone operator room in mezzanine floor, AC plant room, police and Bank's guard room, substation room, wireman room, engineers room in upper basement, STP area in lower basement, watch towers, parking area, common areas including lift lobbies, passage, etc in all floors of entire building, cabins and staff entrance cabin, visitor porta cabin, security guard booth, Lift lobbies, ground floor lobby, external surrounding of building, etc in the premises.</p> <p><u>A) Sanitization / Disinfection of surfaces in all floors of Office building:</u></p> <p>(i) Entire Building - Twice in every week</p> <p>(ii) Common Area, ground floor lobby,</p>		
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	external surrounding premises of building, etc – every working day		
A	Main Building	Job	
B	Amar Building	Job	
C	WTC arcade and Commerce Centre	Job	
D	BKC office	Job	
E	Byculla office	Job	
	<p><u>B) Sanitization / Disinfection of surfaces in all floors of Residential building:</u></p> <p>common areas in the premises such as staircases / lobbies / passages / corridors / caretaker's office, Community Hall, Dispensary Lift lobbies, external surrounding premises of building, etc – Twice in every week</p>		
A	Byculla quarters	Job	
B	Bhandup Quarters	Job	
C	Kailash Quarters	Job	
D	Malad Phase-I	Job	
E	Malad Phase-II	Job	
F	Mahim Quarters	Job	
G	Matunga Quarters	Job	
H	Chembur Quarters	Job	
I	Dahisar Quarters	Job	
J	Gokuldham Quarters	Job	
K	Tapovan Quarters	Job	
L	Santacruz officer and staff quarters	Job	

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M	Bank House	Job	
N	Dhanastra	Job	
O	Jalda	Job	
P	Varada	Job	
Q	Sunplazzo	Job	
T	Tata mill compound quarters	Job	
U	Vasant vihar	Job	
V	BKC Residential quarters	Job	
W	Tardeo Quarters	Job	
Rate in words: Rupees			
Amount for one month			
Total amount for 9 months			

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I/We hereby declare that I/we have read and understood the schedule of Rates and contents of Part II of the tender and also have read and understood all the above conditions and the same shall remain binding upon me/us in case the work is entrusted to me/us.

Place:

Signature of the contractor

Date:

(Seal)