



RESERVE BANK OF INDIA
Near Gandhi Bridge, Ahmedabad-380014

Date: February 26, 2021

E Tender No: RBI/Ahmedabad/Issue/24/20-21/ET/608

Reserve Bank of India, Ahmedabad invites E-tender for following services:

Sr.No.	Brief particulars of tender/ contract
1	Supply of adult and able bodied Mazdoors (Labourers) for handling of coin bags and note boxes.

2. The detailed information regarding the above e-tender/s will be available at MSTC website <https://www.mstcecommerce.com/eprochome/rbi>. The details of qualification criteria and the detailed notice inviting tender are also available at the corporate website of the Bank <https://www.rbi.org.in>. The tendering would be done through the e-tendering portal of M/s MSTC Ltd. (<https://www.mstcecommerce.com/eprochome/rbi>). All interested bidders must register themselves with M/s MSTC Ltd. thorough the above referred website to participate in the e-tendering process.

3. The last date for submission of online bids is March 19, 2021 upto 12.00 hrs and the Part-I of the bids will be opened on the same day at 15.00 hrs. The Part II i.e. price bids will be opened in respect of only those contractors/bidders who satisfies all criteria stipulated in Part I.

4. The schedule for the e-tendering process is as under:

E-Tender Schedule	Schedule Date and time
Availability of NIT for viewing	February 26, 2021 from 10.00 AM to March 19, 2021 upto 12.00 PM.
Pre-Bid meeting	March 04, 2021 at 03.00 PM at Issue Department, 2 nd floor, RBI, Ahmedabad-380014
Period of bidding online	February 26, 2021 from 10.00 AM to March 19, 2021 upto 12.00 PM.
Date of opening of Part I	March 19, 2021 at 03.00 PM

5. The Bank reserve the right to accept or reject any or all e-tenders without assigning any reason thereof.

Note: All the tenderers must note that any amendments / corrigendum to the e-tender, if issued in future, will only be notified on the website of RBI and MSTC Ltd as given above and will be not published in the newspaper.

Regional Director
Reserve Bank of India
Gujarat and UT of Daman & Diu and Dadra & Nagar Haveli



**Reserve Bank of India
Issue Department
Ahmedabad**

RBI/Ahmedabad/Issue/24/20-21/ET/608

Reserve Bank of India (RBI), Ahmedabad invites tender through e-tendering method for supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes.



**Reserve Bank of India
Issue Department
Ahmedabad**

**NOTICE INVITING TENDER (NIT)
(ONLY THOROUGH E-PROCUREMENT METHOD)**

SCHEDULE OF TENDER (SOT)

NOTE: THIS IS AN OPEN TENDER ENQUIRY. Those bidder/vendors who fulfil eligibility criteria as indicated in this document and submit the details as directed therein ARE ELIGIBLE TO PARTICIPATE IN THIS TENDER. Bidders may check their eligibility for participation in this tender before submitting the bids.

A. Nature of work	
(a) Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of RBI, Ahmedabad or at any premises identified by the Bank. (b) Loading, unloading, weighing, carting, stacking, spreading of full notes boxes in the premises of RBI, Ahmedabad or at any premises identified by the Bank.	
B. E-tender No.	RBI/Ahmedabad/Issue/24/20-21/ET/608
C. Mode of Tender (Online)	e-Procurement System On line Part I – Techno Commercial Bid and Part II – Price Bid through www.mstcecommerce.com/eprochome/rbi
D. Date on which NIT will be available to parties to download	February 26, 2021, 10.00 AM onwards
E. Pre-Bid meeting	March 04, 2021 at 3.00 PM Venue :- Issue Department, Reserve Bank of India, Near Gandhi Bridge, Ahmedabad
F. Earnest Money Deposit (EMD)	Rs.30,000/- (Rupees Thirty Thousand only)
G. Last date of submission/deposit of EMD through NEFT	March 17, 2021 before 4.00 PM

H. Transaction Fee	Rs 1000/- inclusive of GST. Payment of Transaction fee will be through mstc payment gateway/NEFT/RTGS in favour of MSTC Ltd.
I. Last date of submission of Transaction fee through NEFT in favour of MSTC Limited, Kolkata	March 17, 2021 before 4.00 PM
J. Date of starting of e-tender for submission of on line Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/rbi	February 26, 2021, 10.00 AM onwards
K. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	March 19, 2021, 12.00 PM
L. Date and time of opening of Part-I (i.e. Techno-Commercial Bid)	March 19, 2021 at or after 3.00 PM

DISCLAIMER

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

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

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

Important Instructions Regarding E-tender

This is an e-procurement event of Reserve Bank of India, Ahmedabad. The e-procurement service provider is Metal Scrap Trade Corporation Limited (MSTC Ltd.)

You are requested to read and understand the Notice Inviting Tender and subsequent Corrigendum, if any, before submitting your online tender.

1. **Process of E-tender :**

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

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT

http://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp

1).Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement→PSU / Govt.Depts→ RBI Register as Vendor Filling up details and creating own user id and password→ Submit.

2).Vendors will receive a system generated mail confirming their registration in their email provided while filling the registration form.

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

Contact person (MSTC): MSTC Ahmedabad

Shri. Manoj Pandey 09727700986 MSTC Customer Care-033-40609118
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Contact person (RBI Ahmedabad):

Shri S.T.Gupta, AGM stgupta@rbi.org.in 079 – 27543037, 09650632979

Shri. Ajinkya S. Boralkar, Asst. Mgr. asboralkar@rbi.org.in 079-27548212, 8668284341
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B) System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type Digital Signature

iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

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

Tools => Internet Options => Security => Disable Protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".

Other Settings:

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

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

2. A) All vendors fulfilling the eligibility criteria as indicated in Section I need to upload documents as indicated therein in support thereof along with the tender. Only such bidder(s) will be conveyed to proceed with bid procedure.

B) Part I Techno-Commercial bid will be opened electronically on specified date and time given in the NIT. Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable to RBI, AHMEDABAD. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.

Note: The tenderers are advised to offer their best possible rates. There would generally be no negotiations. Hence, bidders may note to submit the most competitive prices while submitting the price bid. However in case the lowest bid/rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the bid/rate is still considered high, action as per prevailing instruction/guideline shall be taken.

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

4. **Special Note towards Transaction Fee:** Payment of Transaction Fee by NEFT in favour of MSTC Limited .The Bank details, format etc., for sending Transaction fee by NEFT to MSTC is detailed below.

After making the payment for transaction fee, the vendor should enter the transaction Fee details by using the "Transaction Fee entry" Link under "My Menu" in the vendor login. Here the vendor may select the particular tender in which they want to participate by clicking on the tick box at the right and then Clicking on the "Submit" Button at the bottom of the page. Then the page appears where the vendors are required to fill up the transaction details, namely the UTR No, Date Of Transaction, and the Remitting Bank in the given fields and then clicking on the "Confirm" Button.

NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt

	<p>of transaction fee by MSTC.</p> <p>Vendors are advised not to deposit cash in bank as it becomes difficult to ascertain the details of the remitter of such cash transactions.</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. Transaction fee is non-refundable.</p> <p>In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.</p>
5.	<p>Bidder(s) are advised to make remittance of tender fee and EMD if any to Reserve Bank of India, Ahmedabad as advised in the NIT.</p> <p>Vendors are advised to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. Please note that if the documents are not attached to any tender, the same cannot be downloaded by RBI Ahmedabad and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.</p>
6.	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by RBI, AHMEDABAD as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7.	<p>a) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the bidders only.</p> <p>b) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eprchome/rbind of MSTC Ltd.</p>
8.	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9.	<p><u>Bidding in e-tender</u></p> <p>a) Bidder(s) need to deposit/submit necessary EMD and Transaction fee separately for the e-tender. Transaction fees is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, AHMEDABAD immediately after award of work.</p> <p>b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.</p>

- c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU /Govt Depts →RBI Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.
 - d) The bidder should allow to run an application namely en Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run then the bidder will not be able to save/submit his bid. (For details refer vendor guide & FAQ).
 - e) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid
- NOTE:** - After clicking the final submission two more options will show up, "Withdraw bid" and "Delete bid". If the vendor wants to withdraw its bid permanently then they should click withdraw bid link. He/she will not be able to bid again. If the vendor wants to delete the bid after final submission and re submit the bid then he/she should click delete bid and resubmit the same and again click final submission
- f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
 - g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
 - h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
 - i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter **SUPPLIER/CONTRACTOR**.
 - j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - k) 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.
 - l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
 - m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

10. Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.

11.	No deviation to the technical and commercial terms & conditions are allowed.
12.	RBI, AHMEDABAD has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13.	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprchome/rbind of MSTC Ltd.
14.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15.	The bid will be evaluated based on the filled-in technical & commercial formats.
16.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

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Reserve Bank of India
Issue Department, Ahmedabad

RBI/Ahmedabad/Issue/24/20-21/ET/608

**E-Tender for Supply of Sufficient Number of adult and able bodied labourers for
handling of coin bags and note boxes**

PART I

**Scope of work and commercial conditions
(Section I to V)**

FORM OF TENDER – Section I

Place _____

Date _____

To,
The Regional Director
Reserve Bank of India
Issue Department
Ahmedabad - 380009

Madam / Dear Sir,

Having examined the specifications and schedule of Quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the nature of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the works specified in the said memorandum within the time specified, at the rates mentioned in the attached Schedule of Quantities, specifications and in accordance with all respects, in Agreement with the Commercial conditions, Schedule of Quantities and Conditions of Contract 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

Sr. No.	Particulars	Details of Tender
1	Description of works	E-Tenders are invited by Reserve Bank of India (hereinafter referred to as "RBI"), Ahmedabad from eligible bidders. The tenderer shall supply sufficient number of adult and able bodied labourers/mazdoors, as specified in requisition for: (a) Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of RBI, Ahmedabad or any Premises identified by the Bank. (b) Loading, unloading, weighing, carting, stacking, spreading of full notes boxes in the premises of RBI, Ahmedabad or any premises identified by the Bank.
2	Estimated cost / expenditure which may be incurred by the Bank during the year (2021-22).	₹. 15,00,000 (Rupees Fifteen Lakhs Only) The amount is indicative only and the Bank is not under any obligation to incur expenditure equal to or exceeding the

		estimated cost / expenditure mentioned in this memorandum.
3	Mode of payment	NEFT
4	Earnest Money Deposit (EMD)	Rs.30,000/- (Rupees Thirty Thousands only) to be paid by way of NEFT to Reserve Bank Of India, Ahmedabad A/c No. 186003001 IFSC: RBIS0AHPA01 ('0' is Zero at both places)
5	Security Deposit	An amount equal to 5% of the contract value paid by way of NEFT to Reserve Bank Of India, Ahmedabad A/c No. 186003001 IFSC: RBIS0AHPA01 ('0' is Zero at both places)
6	Contract Period	One year (from April 01,2021 to March 31, 2022)
7	Extension of the contract	The contract may be extended by the Bank at its option for a further period of two years, one year each at a time without any variations in terms and conditions of the original contract agreement or subject to the terms and conditions mutually agreed upon between the parties.

Should this Tender be accepted, I / we hereby agree to abide by and fulfil the terms, conditions and provisions of the said contract agreement as per tender conditions so far as they may be applicable.

Our Bankers are:

i)

ii)

Name of the Partner of the firm or the person Authorised to sign

Or

Name of person having Power of Attorney to sign the contract (Certified true copy of the Power of Attorney authorizing the above signatory should be enclosed). Failure to enclose the same shall lead to rejection of the Bid.

Yours faithfully,

Signature of the Contractor

Witness

1. Signature

Name:

Address: _____

Date:

2. Signature

Name:

Address: _____

Date:

Section II

INSTRUCTIONS TO BIDDERS

A. General	
1. Scope of Tender	<p>1.1 E-Tenders are invited by Reserve Bank of India (hereinafter referred to as “RBI”), Ahmedabad from eligible bidders. The tenderer shall supply sufficient number of adult and able bodied labourers/mazdoors, as specified in requisition for:</p> <p>(a) Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of RBI, Ahmedabad or any Premises identified by the Bank.</p> <p>(b) Loading, unloading, weighing, carting, stacking, spreading of full notes boxes in the premises of RBI, Ahmedabad, Railway Stations/Airports or any premises identified by the Bank.</p>
2. Prohibited Practices	<p>2.1 The Bank requires that tenderers, suppliers, contractors, interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:</p> <p>(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>(iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and</p> <p>(iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose including influencing improperly the actions of another party;</p> <p>(b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in</p>

	<p>prohibited practices in competing for the tender in question;</p> <p>(c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;</p>
<p>3. Eligibility Criteria</p>	<p>3.1 The tenderer must be a reputed, experienced and license holder Labour Contractor having:</p> <ul style="list-style-type: none"> i. Minimum three years of experience in undertaking similar work; ii. Minimum average annual turnover of at least 25% of estimated expenditure during the last three years duly supported by audited financial statements; iii. Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank; iv. The Contractor should possess a valid license issued by the Assistant Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulations and Abolition) Central Rules, 1971; v. The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties; vi. In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the Regional Office of the Bank for execution of the contract; vii. The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank. <p>Note: The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification / eligibility.</p>
<p>4. Amendment of Tender Document</p>	<p>4.1 At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website (www.rbi.org.in) /e-portal. Any amendments / corrigendum issued shall be a part of this document.</p> <p>4.2 To give prospective tenderers reasonable time in which to take any/all amendments/corrigendum into account in preparing their Tenders, the Bank may, at its discretion, extend the deadline for the submission of</p>

	Tenders.
B. Preparation of Tenders	
5. Cost of Tendering	5.1 The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
6. Documents comprising the Tender	6.1 The Tender shall comprise the following: Part I - Scope of work and commercial conditions Section I: Form of Tender Section II: Instructions to the bidders Section III: Terms and conditions of the Contract Section IV: Details to be filled in by tenderer(s) Section V: List of documents to be submitted Part II – Price Bid
7. Letter of Tender	7.1 The tenderer shall submit the Tender using the digital signature Class III via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.
8. Documents establishing the qualifications of the Tenderer	8.1 To establish its qualifications to perform the Contract in accordance with Section II (Para 3), the tenderer shall submit all relevant documents/records/information while submitting the Tender.
9. Period of validity of Tenders	9.1 The Tender validity period shall be 90 days from the last date of the submission of tender. 9.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Bank may request tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.

<p>10. EMD as Tender Security</p>	<p>11.1 Tenderers need to submit necessary EMD and transaction fees to be eligible to bid online in the e -tender. Transaction fees is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.</p> <p>11.2 Earnest Money Deposit of Rs.30,000/- (Rs. Thirty Thousands only) to be made to the Reserve Bank of India, Ahmedabad through NEFT. The Account and other details for transferring the EMD amount through NEFT are as under:</p> <p>(i) Beneficiary Name – RBI, Ahmedabad (ii) Account Number - 186003001 (iii) IFSC Code – RBIS0AHPA01</p>
<p>C. Submission and Opening of Tenders</p>	
<p>11. Submission, Sealing and Marking of tenders</p>	<p>11.1 Tenderers submitting Tenders electronically shall follow the electronic e-tendering submission procedures specified in the instructions regarding E-Tender.</p> <p>11.2 The tenderers may submit their Technical Bid in the prescribed format (Section IV) along with the copies of all the necessary documents, as per the list of documents given in Section V, and Price Bid (competitive rates) in the prescribed format (Part-II). E-Tender with all information shall be submitted on or before the prescribed time on the last date.</p> <p>11.3 If desired/prescribed information is not submitted, the Bank will assume no responsibility for rejection of Tender.</p>
<p>12. Deadline for Submission of Tenders</p>	<p>12.1 Tenders must be filled online through e-tendering process mentioned in this document, not later than the date and time indicated in this document.</p> <p>12.2 The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document</p>
<p>13. Late Tenders</p>	<p>13.1 No Tender after the deadline shall be allowed on the e-portal</p>
<p>14. Tender Opening</p>	<p>14.1 The Bank shall open the Tender electronically on the notified date.</p>

D. Examination of Tenders	
15. Confidentiality	15.1 Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers.
16. Clarification of Tenders	<p>16.1 To assist in the examination, evaluation, comparison of the Tenders and qualification of the tenderers, the Bank may, at its discretion, ask any tenderer for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the Tenders.</p> <p>16.2 If a tenderer does not provide clarifications of its Tender by the date and time set in the Bank's request for clarification, its Tender shall be rejected.</p>
E. Tender Evaluation and Comparison	
17. Qualification of the Tenderer	17.1 The Bank shall determine its satisfaction whether the selected tenderer meets the qualifying criteria in accordance with Section III (Para 3).
18. Scrutiny / Evaluation of Tenders	<p>18.1 The tenders comprising two parts i.e. Part I on "scope of work and commercial conditions" and Part II on "Price bid" shall be submitted separately through E-Tendering Portal.</p> <p>i. Part I on scope of work and commercial conditions to be submitted along with the followings:</p> <p>a. Earnest Money Deposit through NEFT for an amount of Rs.30,000/- (Rupees Thirty Thousands only). No interest shall be paid on this deposit.</p> <p>b. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.</p> <p>c. Documentary evidences and documents required to be submitted under the Tender. Undertaking stating that the tenderer is not willful defaulter to any</p>

bank/financial institution and there is no criminal case against the company/person.

- d. Masked Indicative Financial bid listing all the components as per Price Break-up Schedule without indicating any prices.
- e. Any other information the tenderer wishes to furnish.
- ii. Part II on “**Price bid**” of the tender to be submitted separately comprising of prices in Indian Rupees only with detailed break-up of price in the specified format given in **Part II** both in figures and words. No other enclosure is permitted in **Part II**. Change of terms and conditions and deviations, if any, found in Part II of the tender will not be considered and will be treated as null and void. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.
- iii. The tenders, once opened, will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
- iv. Price Bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on the date mentioned in this document.
- v. The Bank will award the contract to the tenderer(s) whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has/have offered the Bid Price reasonable to the estimated considering the values of all the component of the contract for arriving L1.
- vi. Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

	vii. Keeping in view the sensitivity of the work, the Bank shall be at liberty not to accept the lowest bid or any tender and shall reserve the right to reject any or all the tenders at any stage of the tendering process, either in whole or in part, without assigning any reason.
19. Bank's Right to accept any tender and to reject any or all tenders	19.1 The Bank reserves the right to accept or reject any tender and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further the conditional bids shall be rejected out rightly.
F. Award of Contract	
20. Period of Contract	<p>20.1 The award of contract shall be valid for a period of one year i.e. from April 01, 2021 to March 31, 2022), which can be extended up to a further period of two years, one year each at a time, with/without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.</p> <p>20.2 On receipt of the intimation from the Bank of the acceptance of his/ her tender, the successful tenderer shall be bound to implement the contract. The successful tenderer shall sign an agreement within a week in accordance with the terms and conditions of the agreements, specified in Section III, and the schedule of rates, finally arrived at.</p>

Other Important Instructions:

A. General Conditions:

- i Bank is not responsible for the completeness of the Tender Document.
- ii In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the Tender.
- iii The tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document. Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.

B. Situations leading to disqualification / rejection of tenders

- i Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for next three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.

ii All the tenders should be complete in all respects with all attachments / enclosures / annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out rightly and summarily rejected by the Bank.

iii Tenders received by fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.

iv Bid proposals received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.

v Tenders received after the due date and time shall be summarily rejected.

vi Conditional tenders shall be straightway rejected, and no additional clause will be entertained.

vii No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.

viii Alternative Proposals / Time for Completion shall not be permitted

C. Dispute Resolution

i It is to be duly noted that in case of any/all disputes on terms and condition of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously).

ii All disputes and differences of any kind under the agreement shall be referred to the sole arbitrator i.e. General Manager (Officer-in-Charge), Reserve Bank of India, Ahmedabad and his decision, in writing, shall be final and binding on the Service Provider. However, for any dispute/issue, not settled through arbitration, the legal jurisdiction shall be Ahmedabad only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

D. Force Majeure

i. Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)

provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

E. Disclaimer

i. Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.

ii. The Bank reserves the right to modify, amend or supplement this document including all formats and Annexures.

iii. While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

F. Confidentiality Statement

i. The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

ii. The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.

iii. This Tender Document does not purport to contain all the information each tenderer may require.

iv. This tender document may not be appropriate for all persons, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.

v. Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.

vi. The Bank and employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.

vii. This document and the information provided therein are confidential and intended solely for the use of the Tenderer(s).

I / we hereby declare that I / we have read and understood the above instructions for the guidance of tenderers and contents of the standard agreement and accept the same.

Signature of the Tenderer

Name

Designation

Address _____

SEAL

Witnesses: **Witness 1**

Witness 2

Signature _____ Name _____ Address _____ _____ _____ Date: _____	Signature _____ Name _____ Address _____ _____ _____ Date: _____
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Section III:

Terms and Conditions of the Contract

Scope of work:

The tenderer shall supply sufficient number of adult and able bodied labourers/mazdoors, as specified in requisition for

- i. Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Ahmedabad or any premises identified by the Bank.
- ii. Loading, unloading, stacking, spreading of notes boxes in the premises of the RBI, Ahmedabad or any premises identified by the Bank.

Commencement / Renewal:

i. On receipt of intimation from the Bank of the acceptance of tender(s), the successful tenderer(s) shall be bound to execute and implement the contract. The successful tenderer(s) shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.

ii. In the event of the successful tenderer(s) refusing to sign the agreement and execute the contract or rescinds the contract or in any manner causes disruption of service, at any time during its validity, the EMD/security deposit lying with the Bank shall be forfeited and the tenderer(s) shall be blacklisted from participating in any tender in future.

iii. Contract shall be valid for one year at a time i.e. for the period from April 01, 2021 to March 31, 2022, which can be extended by the Bank at its option for a further period of two years, one year each at a time with / without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

iv. When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether she/he is willing to renew the contract for a further period on the existing terms and conditions including the schedule of the rates as per the existing contract.

Security:

For the proper performance of the obligations under the contract, within 10 days after the issue of notification of award by RBI, the successful tenderer(s) shall furnish security An amount equal to 5% of the contract value in favour of Reserve Bank of India, Ahmedabad. No interest shall be payable on the amount of the Security Deposit.

Duties of the contractor:

- i. It shall remain the contractor's responsibility to successfully execute the contract till the completion of validity period. In case contractor fails to deliver the assigned work, her/his Security Deposit shall be forfeited. Further, the contractor has to indemnify the Bank from any type of loss due to any negligence on his/her part and for which the Bank is not responsible.
- ii. The Contractor shall, at all times during the Contract Period, within 12 hours from the receipt of written or verbal requisition to that effect from the General Manager, / Deputy General Manager-in-Charge, Reserve Bank of India, Issue Department, Ahmedabad or any of his subordinate officer(s), supply as many able bodied mazdoors/ labourers as may be required for handling coin bags and note boxes and also for miscellaneous incidental items of work in the Issue Department, Reserve Bank of India, Ahmedabad as may be specified in the notice.
- iii. On urgent occasions/cases, the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of two hours. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly.
- iv. The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as Public Holiday/s under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute / provision applicable in this respect.
- v. The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and the contractor may forfeit the Security Deposit.
- vi. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability /activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the coin bags/ note boxes or by reason of any act of dishonesty or fraudulent conduct on his/ her part or on the part of mazdoors or other personnel engaged by the Contractor.
- vii. The Bank shall have the right to direct the contractor not to engage the services of any mazdoor /worker who is incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the

services of any workers / mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers / mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of Rs.500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and the Security Deposit may be forfeited.

viii. The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/ she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager / Deputy General Manager-in-charge, Issue Department shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager / Deputy General Manager-in-charge, Issue Department determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees / mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/ Deputy General Manager-in-charge, Issue Department failing which the Bank may purchase insurance for the additional amount and / or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.

ix. The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees / officials who shall be associated with carrying out of the work in terms of this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees / officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees / officials verified by the Police Department before the commencement of the contract.

x. The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes and Coin Bags.

xi. The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the Contractor. The maintenance of record / muster for marking the presence / absence of contract labour shall be the responsibility of the Contractor and such record /muster shall always be under the control of the Contractor.

xii. The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

Payment and Taxes:

- i. The payment will be made on monthly basis.
- ii. The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. The prices quoted shall be inclusive of all taxes, duties, local levies, works contract tax, GST, or any other taxes as applicable imposed by Central / State Government / Local Bodies at extant rates. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.
- iii. The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.
- iv. All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from Security Deposit furnished by contractor or other dues payable or becoming payable to the contractor.
- v. In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/ Officer-in-Charge, Reserve Bank of India, Ahmedabad shall be final and binding to on both parties.

Disqualification / Termination/ Penalty:

- i. It will be treated as a serious misdemeanour in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such cases the tender of the tenderer shall be liable for rejection in addition to being delisted from participating in any RBI tender for period of minimum period of one year extendable upto 3 years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.
- ii. The contract may be terminated by either of the two parties by giving the other party three months' notice in writing of such termination.
- iii. In the event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labourers/ mazdoors or any breach of instructions of the contract, considered by the General Manager/ Deputy General Manager- in Charge, Issue Department, Reserve Bank of India, Ahmedabad to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-charge may impose a fine not exceeding Rs. 5,000 (Rupees five thousand only) on the contractor.

Compliance with Statutes:

- i. The contractor shall abide by all relevant laws in force in the country and state(s) concerned. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible.
- ii. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen/ labourers as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.
- iii. The workmen / labourer should be paid the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder. Besides, the workmen /labourers should be given Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and insurance under ESI Act, as applicable. In the absence of ESI, the contractor provide the coverage of Insurance under the statute like as Workmen's Compensation Insurance under Workmen Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen /labourers. In case of any complaint regarding non-compliance with respect to any statutory payments the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.
- iv. The Contractor shall maintain all records and legal documents up dated as per the prevailing statute and have to produce before the management / statutory authorities as and when asked for.
- v. The Contractor shall not supply Child Labour, which is prohibited under Child Labour Act, 1986.
- vi. The wage period has to be fixed by the Contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it should be in presence of the Bank's official under his/ her signature. Alternatively, employees' bank account may be credited and bank statements indicating payments may be submitted.
- vii. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor due to lapse or default on his/ her part in discharging his/ her obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.
- viii. The contractor shall be solely responsible for full compliance with the provisions of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 by

any mazdoor or other persons deployed by him/her for execution of the contract. In case of any complaint of sexual harassment against its employees/labourer within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee (ICC) constituted by the Bank and he/ she shall ensure taking proper action recommended by the ICC. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

Non-Disclosure Clause:

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/system/equipment/practices etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same in the strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or 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 indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

Section IV

Details to be filled in by Tenderer (to be filled in, duly signed and uploaded on portal of MSTC Ltd.)

A. Details of the Tenderer

Sr. No.	Particulars	Details
1	Name of the Tenderer	
2	Address (Please furnish proof of address such as Telephone Bill, Electricity Bill, Mobile Bill etc.) i) Registered Address ii) Local Address at Ahmedabad	
3	Telephone Numbers (Landlines) i) Registered Address ii) Local Address at Ahmedabad	
4	Mobile Numbers i) Registered Address ii) Local Address at Ahmedabad	
5	Fax Numbers i) Registered Address ii) Local Address at Ahmedabad	
6	E-mail addresses	
7	Income Tax PAN (Furnish Certified/Attested Photocopy)	
8	TAN (Furnish Certified/Attested Photocopy)	
9	GST Registration No. <input type="text"/>	
10	Constitution of the tenderer (Furnish documentary evidence like Memorandum / Articles of Association, Partnership Deed etc.)	
11	Names of the Proprietor/Partners/Directors (Furnish documentary evidence such as Memorandum / Articles of Association, Partnership Deed etc. and PAN Numbers in support)	
12	Labour Contract License No. issued by the Assistant Labour Commissioner, Government of India, as provided under Section 12(1) of the Contract Labour (regulation and Abolition) Act, 1970 and the Contract Labour	

	(regulations and Abolition) central Rules, 1971 (Copy of the license to be submitted with the tender)	
14	Current Account Number of the tenderer maintained with a bank and date of opening of the same	
15	Name and address of the bank and the branch where the above current account is maintained (Please submit a certificate from the bank or a cancelled cheque in support of the same)	
16	No. of mazdoors kept under regular employment	
17	Maximum number of labourers the tenderer can provide at a time	
18	Details of past as well as present contract. Please furnish documentary evidence such as self-certified copies of contract, award letters, agreements, certificates issued by the previous users etc.	

B. Details of the institutions with which the tenderer has entered into similar contracts (Documents / Certificates in support thereof may be enclosed)

Sr. No.	Name of the Institution	Address of the Institution	Telephone Number of the Institution	Period of the contract	Value of the contract

C. Details of the Earnest Money Deposit

i	NEFT Details	
ii	Amount (in figures and words)	
iii	Name of Bank	
iv	Name of the Branch	
vi	Telephone Number of the Branch	
vii	Mobile Number	
viii	Fax Number	

ix	E-mail Address	
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D. Whether the tenderer has ever been delisted by RBI or State / Central Government Department? - Yes / No

(If the firm or its director/s have been debarred from applying or delisted by RBI or convicted by any criminal court, they need not apply).

E. Whether any proceeding against the firm or its director/s are pending in any court? – Yes/No

If Yes, then give details (A separate sheet may be attached)

F. Are the terms and conditions of the contract acceptable to the tenderer? – Yes/No

If Yes, a copy of the terms and conditions of the contract, given in Section- III of this tender document, duly signed on each page, should be submitted with the tender.

DECLARATION

- a) All the information given by me/us are true and correct to the best of my/our knowledge and belief and if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action it may deem fit.
- b) I/we understand that our tender is liable for rejection at any stage if any information furnished by me/us is found to be incorrect/wrong and the decision of the RBI in this regard will be final.

Place:

Date:

Signature of the Tenderer

Name:

Designation:

Address:

SECTION V:

List of the Documents to be submitted with the Technical Bid

- i. Experience Certificates, as mentioned under Section II (3) (i)
- ii. Audited financial statements for the last three years, as mentioned under Section II (3) (ii)
- iii. Solvency certificate duly certified by the bank showing Positive net worth as per the latest audited balance sheet, as mentioned under Section II (3) (iii)
- iv. Copy of the Labour License issued by the Assistant Labour Commissioner, Government of India, as provided under Section 12(1) of the Contract Labour (regulation and Abolition) Act, 1970 and the Contract Labour (regulations and Abolition) central Rules, 1971
- v. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents, as mentioned in Section II (18) (i) (b).
- vi. Undertaking stating that the tenderer is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person, as mentioned in Section II (18) (i) (d).
- vii. Copies of the Permanent Account Number (PAN) and GSTN number
- viii. Documents as asked for in Section IV
- ix. Acceptance of the Terms and Conditions of the contract (contained in the Section III) by the applicant by submitting a copy of the same duly signed by the Tenderer.
- x. Advice of the Earnest Money Deposited to RBI, Ahmedabad through NEFT
- xi. Bank Statements for the last one year.
- xii. Self-declaration on whether the Tenderer is delisted or not by RBI or any State/Central Government Department in last five years.

Note: All the above documents should be submitted/uploaded by the Tenderer along with the Technical Bid while submitting the Bids through E-Tender portal. In case of non-submission of any of the above document by the tenderer, the tender will be treated as disqualified in Part-I at the sole discretion of the Bank.



Reserve Bank of India

**Issue Department
Ahmedabad**

RBI/Ahmedabad/Issue/24/20-21/ET/608

**E-Tender for Supply of Sufficient Number of adult and able bodied labourers for
handling of coin bags and note boxes**

**PART II
(PRICE BID)**

Name of the Tenderer: _____

Address: _____

Last Date of Submission: March 19, 2021 up to 12.00 PM

PART II
(PRICE BID)

Sr. No.	Type of Work	Units	Rate	Weightage
1.	Handling of Coin Bags /Note Boxes*- Comprehensive rate for handling of coin bags/note boxes- i. Rate for Note Boxes - ii. Rate for Coin Bags -	Per Box: Per Bag:	Rs. _____ Rs. _____	0.7 0.1
2.	Comprehensive Mazdoor charges for additional work of carrying and restacking the filled boxes / coin bags within the vault or from one vault to another at the RBI. i. Rate for Note Boxes – ii. Rate for Coin Bags -	Per Box: Per Bag:	Rs. _____ Rs. _____	0.1 0.1

*Handling of Note boxes/ coin bags includes work of i) Loading Note Boxes / Coin Bags into the trucks/containers at Railway Station, at RBI premises or at any other place identified by RBI. ii) Unloading Note Boxes / Coin Bags from Railway Wagon at Railway station, at RBI premises or at any other place identified by RBI. iii) Arranging, weighing and stacking of Note Boxes/Coin Bags at RBI premises or at any other place identified by RBI.

The rates offered by the tenderer for the above items shall be weighted as per the table given and weighted rates shall be added to arrive at the composite rates. The composite rates of tenderers shall be arranged in increasing order to arrive at Lowest (L1) rate tenderer.

Notes to Price Bid:-

1. The Tenderers are advised to visit the site/s of work/s / activities, viz. Bank premises and acquaint themselves with the site conditions before tendering. The tenderer/s should quote rates for all the items of work and no part item of work will be contracted.
2. The stacking of boxes can be up to height of 8-9 feet.
3. Payment will be made for monthly intervals after verifying the payment of minimum wages to the labourers.
4. The above rates include all types of taxes.
5. Rates for items of work not enumerated herein and not agreed upon in the agreement shall be decided by the Bank in consultation with the contractor.

Note: Activities/quantity/scope of works mentioned above are indicative only as per past experience and may vary in the future works. The said Activities/quantity/scope of works mentioned above will not be considered as basis for payments. Payments will be made on the actual works done basis only.

Signature of the Contractor

Seal

Date:

Place: