



**RESERVE BANK OF INDIA  
ISSUE DEPARTMENT  
GUWAHATI**

**Notice Inviting Tender**

**Supply of Buses, LMVs/MUVs for transportation of Police Personnel and Bank Officials on Remittance Duty in the North Eastern States**

**E Tender No. RBI/Guwahati/Issue/19/20-21/ET/571**

The Regional Director, Reserve Bank of India, Guwahati invites electronic, digitally signed and encrypted e-tenders under two bid system (technical bid and price bid) from reputed and experienced Transport Contractors (with at least 3 years' experience) for supply of Non Air Conditioned Buses (hereinafter called Buses)/ MUVs/SUVs for transportation of police escort/RBI personnel on remittance duty in North Eastern States. The period of contract will be initially for one year i.e. from April 01, 2021 to March 31, 2022 and extendable for 2 more years on satisfactory performance and mutual agreement. Tender details along with general instructions may also be downloaded from RBI website ([www.rbi.org.in](http://www.rbi.org.in)) under the menu "Tenders".

Name of Department	Issue Department
Nature of Work	Supply of Buses/MUVs/SUVs for police escort duty
EMD in ₹	₹1,00,000/- (One Lakh Only)
Web Site	<a href="https://www.mstcecommerce.com/eprhome/rbi/buyer_login.jsp">https://www.mstcecommerce.com/eprhome/rbi/buyer_login.jsp</a>
Start Bid Date	February 19, 2021 at 12.00 AM onwards
Close Bid Date	March 15, 2021 by 12.00 PM
Bid opening Date	March 15, 2021 after 02:00 PM

**Important:** This is an e-tender. Updates, amendment/corrigendum, etc. (if any) will be posted on the above website. There will not be any publication of the same through press advertisement. RBI Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever.

Guwahati  
Date: February 19, 2021

**Regional Director  
Reserve Bank of India**



**RESERVE BANK OF INDIA  
Issue Department, Guwahati**

**E Tender No. RBI/Guwahati/Issue/19/20-21/ET/571**

**e-TENDER FOR**

**Supply of Buses/ MUVs/SUVs for Transportation of Police Escort/RBI Personnel on  
Remittance Duty in North Eastern States**

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

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

**Date of Pre-Bid meeting: Venue: Issue Department, 2<sup>nd</sup> floor, Reserve Bank of India,  
Guwahati at 3:30 PM on February 26, 2021**

**Due Date and time of Submission of e-Tender : 12:00 PM on March 15, 2021**

## **DISCLAIMER**

Reserve Bank of India, Issue Department, Guwahati (**RBI Guwahati**), has prepared this document to provide background information of work to the interested parties. While RBI Guwahati has taken due care in the preparation of the information contained herein and believe it to be in order, neither RBI Guwahati 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 purpose of this document is to provide interested parties with information of work. This tendering Document may not be appropriate for all persons, and it is not possible for neither RBI Guwahati nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors to consider the particular needs of each party who reads or uses this document. The assumptions, assessments, statements and information contained in this document may not be complete, accurate, adequate or correct. Each Tenderer should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tendering Document and obtain independent advice from appropriate sources.

RBI Guwahati or its employees make no representation or warranty and shall have no liability to any person including any Tenderer under any law, statute rules or regulations or tort, principles of restitutions or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption or information contained therein or deemed to form the part of this document.

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 Guwahati in submitting the Tender. The information is provided on the basis that it is non – binding on RBI Guwahati or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

This is an open tender. Those Tenderers who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate.

RBI Guwahati does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders either in whole or in part without assigning any reasons whatsoever. RBI Guwahati also reserves the right not to proceed with 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 tenderer expressing interest. No reimbursement of cost of any type shall be paid to persons or entities expressing interest.

RBI Guwahati may at its discretion, assign one or more, or all items of work to the successful tenderer, for which rates are called for. The agreement / contract for supply of secure containers is in the nature of a rate contract. RBI Guwahati neither promises nor assures any specific quantity of job under the contract.

RBI Guwahati will, under no circumstances be liable to reveal the criteria adopted for the selection of the Contractor to anybody. Rates should be quoted both in figures and words in columns specified. No advice of any change in rate or conditions after the opening of the tender will be entertained.

The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.

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**RESERVE BANK OF INDIA**  
**ISSUE DEPARTMENT**  
**GUWAHATI**

**A. Notice Inviting Tender**

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Guwahati  
Date: February 19, 2021

**Regional Director**  
**Reserve Bank of India**

### **B. Scope of Work**

1	The scope of work/activities involves supply of Buses/ MUVs/SUVs for transportation of police escort/RBI personnel on remittance duty in North Eastern States.
2	The operations to be entrusted to the Contractor are time-critical, sensitive and confidential in nature. Therefore, the Contractor should supply adequate number vehicles and have minimum two Buses and two LMV/MUVs (Innova/Tata Hexa /Kia Carnival etc.) in readiness for supply to the RBI Guwahati. The above works/activities should be carried out in a proper, careful, expeditious and efficient manner. The complete works/activities should be carried out without causing any damage/injury to Bank's employees or officers, Bank's property, goods, etc. and general public or any other person present in the premises of RBI Guwahati. The Contractor shall be required to work in close coordination with the Police Authorities who will supply Personnel for escorting remittances to and from RBI Guwahati.
3	The Contractor shall also provide sufficient man power in the bus and MUV for better operation of the service. The vehicles provided to the Escort parties should be road worthy/in good condition with proper/comfortable seats to withstand the strain of long journeys.
4	The vehicles should have valid National Permits and should conform to the norms prescribed by the relevant Regional Transport Authority (RTA) and pay all relevant expenses on his own. The Contractor must ensure that the vehicle is fully insured and no claims in this regard shall be reimbursed by RBI Guwahati. In case of any breakdown of treasure container, the Contractor should be in position to provide services of crane / stand by vehicle so that the remittance of treasure is not delayed. The Contractor shall adhere to and abide by all the rules and regulations of Motor Vehicle Act. The driver provided by the Contractor for driving such vehicles must have valid license to drive such vehicles. If any disruption or delay in transportation of boxes containing currency notes or loss of man-hours of RBI Guwahati employees or officers is caused due to breakdown of any vehicle, RBI Guwahati shall have the right to impose penalty of an amount not exceeding ₹10,000 (Rupees Ten thousand only) on each such occasion.
5	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 Tenderers are advised to bid for the work for which they possess all necessary / required eligibility, qualifications, experience of work, quantity & quality of vehicles specified etc. They are also advised to exercise due care while quoting the bids at the relevant portion of the e-portal of MSTC Ltd as providing/insertion of incorrect or false information / data in the system may lead to rejection of the bid/s.
6	The rate per km quoted should be all inclusive, i.e. should include all applicable taxes, vehicle hire charges, driver/labour charges, insurance charges, night detention charges, minimum number of hours, etc. No extra charges shall be payable except the quoted rates.
7	The Tenderer/s should quote rates for the entire work/activities.
8	The Contractor or his authorized representative should be present to supervise the work and should remain in RBI Guwahati as long as the work under the contract is in progress.

### C. SCHEDULE OF TENDER (SOT)

<b>B. E - Tender No.</b>	<b>RBI/Guwahati/Issue/19/20-21/ET/571</b>
<b>C. Mode of Tender (Online)</b>	e-Procurement System On line Technical Bid and Price Bid Through <a href="https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp">https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp</a>
<b>D. Estimated value of work</b>	₹ 1,50,00,000/- (approx.) for period of 01 year from April 01, 2021 to March 31, 2022.
<b>E. Date on which NIT will be available to parties to download</b>	February 19, 2021 at 12.00 AM onwards
<b>F. Pre-Bid meeting (Off-line)</b>	February 26, 2021 at 03.30 PM Venue:– Issue Department, Reserve Bank of India, Panbazar, Guwahati – 781 001
<b>G. Earnest Money Deposit (EMD)</b>	₹ 1,00,000/- (Rupees One Lakh only) to be deposited in account no. 8692299 & IFSC– RBIS0GWPA01 of RBI Guwahati (by NEFT only).
<b>H. Last date of submission/deposit of EMD through NEFT</b>	12:00 AM on March 15, 2021
<b>I. Transaction Fee</b>	As applicable. Payment of Transaction fee will be through MSTC payment gateway/NEFT/RTGS in favour of MSTC Ltd.
<b>J. Last date of submission of Transaction fee</b>	1 day (one working day) before the last date of closing of e-tender i.e. March 14, 2021, up to 12:00 PM.
<b>K. Date of starting of e-tender for submission of on line Technical Bid and Price Bid at</b> <a href="https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp">https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp</a>	February 19, 2021 after 12.00 AM
<b>L. Date of closing of online e-tender for submission of Technical Bid &amp; Price Bid</b>	<b>March 15, 2021 by 12.00 PM</b>
<b>M. Date and time of opening of Technical Bid</b>	March 15, 2021 after 02:00 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. Tender document can be downloaded from [https://www.mstcecommerce.com/eprochome/rbi/buyer\\_login.jsp](https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp).

**D. Eligibility Criteria**

The Tenderer must be experienced, resourceful, financially sound and licensed entity (company/partnership/proprietary firm, etc.) having:

1. Minimum three years of experience in undertaking similar work.
2. Minimum average annual turnover of at least 25% of estimated expenditure of the contract during the last three financial years duly supported by the audited financial statements;
3. Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by their banker.
4. Minimum number of 02 buses and 02 LMV/MUVs.
5. The Tenderer shall have valid Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
6. The Tenderer shall have an office / local representative within Municipal limits of Guwahati for execution of contract.
7. The Tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained shall be furnished to RBI Guwahati.

Note: The tenderer shall submit documentary evidences in support of their claims of possessing the required qualification / eligibility criteria. Please note that for being eligible to participate in the e-tendering process, all the prospective Tenderers are required to complete all the formalities prescribed by MSTC Ltd and also obtain necessary log-in id/password and knowledge for placing the bids in the system/portal. The System will not allow any person/firm to log-in at the portal of MSTC Ltd and view the tender document/other conditions without authentic log-id and password. Further, an e-tender / e-bid submitted without necessary approvals / supporting documents or by an entity who is found to be not satisfying any of the above criteria, will be rejected by the system and no request or claims for reconsideration will be entertained. Decision of MSTC Ltd. in this regard shall be final.



## **E. Cost of Tendering and Security Deposits**

### **Cost of Tendering**

Transaction fee at the rate 0.05% of contract value+18% GST shall be applicable. A Tenderer will not have the access to online e-tender without making the payment towards transaction fee. The Tenderer shall bear all costs associated with the preparation and submission of its Tender and RBI Guwahati shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process. Transaction fee is not refundable.

### **Earnest Money Deposit (EMD) as Tender Security**

Interested Tenderers shall deposit Earnest Money of ₹1,00,000/- (Rupees One Lakh only) to be deposited by way of NEFT to **A/c No.8692299 of RBI Guwahati (IFSC Code- RBIS0GWPA01)** on or before last date of submission of e-tender. If the Tenderer, after submission of the Bids, demurs or deviates from his/their offer or modifies the terms and conditions thereof which are not acceptable to RBI Guwahati, EMD shall be forfeited without assigning any reasons thereof.

No interest will be paid on EMD. EMD of the unsuccessful Tenderer(s) will be refunded. Tenderers need to submit necessary EMD and Transaction fees to be eligible to bid online in the e-tender. E-Tender bids received without the deposit of required EMD shall be rejected.

### **Security Deposit**

For proper performance of the obligations under the contract, within 10 days from the date of notification of award by RBI Guwahati, the successful Tenderer shall furnish security deposit of ₹2,00,000/- (Rupees Two Lakh Only) in favour of Reserve Bank of India, Guwahati. It can be made by way of NEFT to **A/c No. 8691537 of RBI Guwahati (IFSC Code – RBIS0GWPA01 '0 to be read as Zero')** within 10 days of such intimation. No interest shall be payable on the amount of Security Deposit.

In case the successful tenderer fails to furnish the Security Deposit as prescribed under this Tender Document, EMD shall be forfeited by RBI Guwahati, without prejudice to liability of the Tenderer for any further loss or damage incurred in consequence, by RBI Guwahati.

In case the invitation of e-Tender is withdrawn or cancelled by RBI Guwahati, which it shall have the right to do so at any time, no compensation / reimbursement shall be payable to Tenderers for incurring expenditure in the process of submitting the Bids or preparation therefore or for the registration charges or other charges/fee paid by them to MSTC Ltd for getting registered.

## F. E-Tendering Procedure (MSTC)

This is an e-procurement event of RBI Guwahati. The e-procurement service provider is MSTC Limited (MSTC).

Tenderers are requested to read the terms & conditions of this tender and subsequent corrigendum, if any, before submitting their online tender.

1.	<p><b>Process of E-tender:</b></p> <p><b>A) Registration:</b> The process involves Tenderer's registration with MSTC e-procurement portal which is free of cost. Only after registration, the Tenderer can submit his bids electronically. Electronic Bidding for submission of Technical Bid and Price Bid will be done over the internet. <b>The Tenderer should possess Class III signing type digital signing certificate (DSC).</b> Tenderers are to make their own arrangement for bidding from a PC connected with Internet. MSTC/RBI Guwahati is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p><b>SPECIAL NOTE: THE TECHNICAL BID AND THE PRICE BID HAVE TO BE SUBMITTED ON-LINE AT:</b> <a href="https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp">https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp</a></p> <p>1) Tenderers are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → eProcurement → PSU/Govt. depts → Select RBI Logo &gt; Register as Tenderer -- Filling up details and creating own user id and password → Submit</p> <p>2) Tenderers will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact MSTC/ RBI Guwahati, (before the scheduled time of the e-tender).</p> <p><b>Contact person (RBI GUWAHATI):</b></p> <table border="1" style="width: 100%;"><tr><td style="width: 50%; padding: 2px;">Smt. Tamanna Mooshahary, AGM <a href="mailto:tamannamooshahary@rbi.org.in">tamannamooshahary@rbi.org.in</a> 0361-2540035</td><td style="width: 50%; padding: 2px;">Shri Prashant Thorve, Assistant Manager <a href="mailto:pthorve@rbi.org.in">pthorve@rbi.org.in</a> 0361-2637290, 8850498151</td></tr></table> <p><b>Contact person (MSTC): MSTC, Guwahati</b></p> <table border="1" style="width: 100%;"><tr><td style="width: 50%; padding: 2px;">Ms. Suraiya R Shaik, Deputy Manager <a href="mailto:srshaik@mstcindia.co.in">srshaik@mstcindia.co.in</a> 7406047869</td><td style="width: 50%; padding: 2px;">Shri. B. Teja, JCA <a href="mailto:bteja@mstcindia.co.in">bteja@mstcindia.co.in</a> 06281048513</td></tr></table> <p>Google hangout ID- (for text chat)- <a href="mailto:mstceproc@gmail.com">mstceproc@gmail.com</a> The Tenderers can also submit their issues vide e-mail at <a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a></p>	Smt. Tamanna Mooshahary, AGM <a href="mailto:tamannamooshahary@rbi.org.in">tamannamooshahary@rbi.org.in</a> 0361-2540035	Shri Prashant Thorve, Assistant Manager <a href="mailto:pthorve@rbi.org.in">pthorve@rbi.org.in</a> 0361-2637290, 8850498151	Ms. Suraiya R Shaik, Deputy Manager <a href="mailto:srshaik@mstcindia.co.in">srshaik@mstcindia.co.in</a> 7406047869	Shri. B. Teja, JCA <a href="mailto:bteja@mstcindia.co.in">bteja@mstcindia.co.in</a> 06281048513
Smt. Tamanna Mooshahary, AGM <a href="mailto:tamannamooshahary@rbi.org.in">tamannamooshahary@rbi.org.in</a> 0361-2540035	Shri Prashant Thorve, Assistant Manager <a href="mailto:pthorve@rbi.org.in">pthorve@rbi.org.in</a> 0361-2637290, 8850498151				
Ms. Suraiya R Shaik, Deputy Manager <a href="mailto:srshaik@mstcindia.co.in">srshaik@mstcindia.co.in</a> 7406047869	Shri. B. Teja, JCA <a href="mailto:bteja@mstcindia.co.in">bteja@mstcindia.co.in</a> 06281048513				

	<p><b>B) System Requirements:</b></p> <ul style="list-style-type: none"> <li>i) Windows 7 or above Operating System</li> <li>ii) For better browsing of the website, please use Internet Explorer version 10 or above</li> <li>iii) Kindly ensure that TLS 1.2 is enabled on your Internet Explorer browser to access the website.</li> <li>iv) Signing type digital signature</li> </ul> <p>Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</p> <p>To disable “Protected Mode” for Digital Signature Certificate (DSC) to appear in the signer box following settings may be applied.</p> <p>Please check through Tools --&gt; Internet Options --&gt; Advanced tab on Internet Explorer browser.</p> <p>Tools =&gt; Internet Options =&gt; General =&gt; Click on Settings under “browsing history/ Delete Browsing History” =&gt; Temporary Internet Files =&gt; Activate “Every time I Visit the Webpage”.</p> <p>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 <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> once).</p>
2	<p><b>A)</b> The Technical Bid and the Price Bid shall have to be submitted online at <a href="https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp">https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp</a>. All Tenderers fulfilling the eligibility criteria need to upload documents as indicated therein in support thereof along with the tender.</p> <p><b>B)</b> Technical Bids will be opened electronically on specified date and time given in the NIT. Price bids will be opened electronically of only those Tenderer(s) whose Technical Bid is found to be acceptable to RBI Guwahati. Such Tenderer(s) will be intimated date of opening of Price bid, through valid email confirmed by them.</p> <p><b>Note:</b> The Tenderers are advised to offer their best possible rates. There would generally be no negotiations. Hence, Tenderers 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 Tenderer and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>
3.	<p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
4.	<p><b>Transaction Fee:</b> The Tenderers shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the Tenderer login. The Tenderers have to</p>

	<p>select the particular tender from the event dropdown box. The Tenderer shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the Tenderer shall generate a challan by filling up a form. The Tenderer 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 Tenderer shall have the provision of making payment using his 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 Tenderer shall be receiving a system generated mail.</p> <p><b>NOTE:</b> The Tenderers 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 of transaction fee by MSTC.</p> <p>Tenderers are advised not to deposit cash in bank as it becomes difficult to ascertain the details of the remitter of such cash transactions. Tenderers are also requested to ensure validity of their DSC. Tenderers may please note that the transaction fee should be deposited by debiting the account of the Tenderer only; transaction fee deposited from or by debiting any other party's account shall not be accepted.</p> <p><b>Transaction Fee is non-refundable.</b> In case of failure to make payment towards Transaction fee for any reason, the Tenderer, in term, will not have the access to online e-tender.</p>
5.	<p>Tenderer(s) are advised to make remittance of EMD to RBI Guwahati as advised in the NIT.</p> <p>Tenderers 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, Tenderers 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 Guwahati and it shall be deemed that the Tenderer has not submitted the documents. For further assistance please follow instructions of Tenderer guide.</p>
6.	<p>All notices and correspondence to the Tenderer(s) shall be sent by email only during the process till finalization of tender by RBI Guwahati as well as by MSTC (e-procurement service provider). Hence the Tenderers are required to ensure that their email address provided is valid, operational and updated at the stage of registration of Tenderer with MSTC.</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, Tenderers 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 Tenderers only.</p> <p>b) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to</p>

	Tenderer (s) who have downloaded the documents from web site. Please see website <a href="http://www.mstcecommerce.com/eprhome/rbi">http://www.mstcecommerce.com/eprhome/rbi</a> of MSTC Ltd.
8.	<b>E-tender cannot be accessed after the due date and time mentioned in NIT.</b>
9.	<p><b><u>Bidding in e-tender</u></b></p> <p>a) Earnest Money Deposit(EMD) for a sum of ₹1,00,000/- (Rupees One Lakh only) shall be submitted to RBI Guwahati in the form of Online Payment/NEFT on or before 12:00 AM on March 15, 2021.</p> <p>b) The account details for NEFT/RTGS transactions are as follows.  <b>Beneficiary Name: Reserve Bank of India, Guwahati</b>  <b>IFSC: RBIS0GWPA01 (0 is to be read as zero)</b>  <b>Account No.: 8692299</b>  <b>Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded.</b>  <b>The Tenderers are also advised to send the proof of remittance with transaction number (scanned copy) to <a href="mailto:tamannamooshahary@rbi.org.in">tamannamooshahary@rbi.org.in</a>, <a href="mailto:pthorve@rbi.org.in">pthorve@rbi.org.in</a> and <a href="mailto:prasenjitroy@rbi.org.in">prasenjitroy@rbi.org.in</a></b></p> <p>c) Only the Tenderer(s) who have submitted the EMD and Transaction Fee can submit their Technical Bids and Price Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement → PSU /Govt. Depts →RBI Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Technical Bid.</p> <p>d) The Tenderer should allow to run java application 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 Tenderer will not be able to save/submit his bid. (For details refer Tenderer guide &amp; FAQ).</p> <p>e) First the Tenderer needs to fill up the Commercial specification, if any, and save it. Then the Tenderer should fill up the Technical bid. After filling the Technical bid, Tenderer should click 'save' for recording their bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then Tenderer should click on "save" to record their bid. Then once both the Technical bid &amp; price bid has been saved, the Tenderer can click on the "Final Submission" button to register their bid.</p> <p><b>NOTE:</b> - After clicking the final submission two more options will show up, "Withdraw bid" and "Delete bid". If the Tenderer wants to withdraw its bid permanently then they should click withdraw bid link. He/she will not be able to bid again. If the Tenderer wants to delete the bid after final submission and resubmit the bid, then he/she should click delete bid and resubmit the same and again click "Final Submission".</p> <p>f) In all cases, Tenderer should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>g) During the entire e-tender process, the Tenderers will remain completely anonymous to one another and also to everybody else.</p> <p>h) The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p>

	<p>i) All electronic bids submitted during the e-tender process shall be legally binding on the Tenderer. Any bid will be considered as the valid bid offered by that Tenderer and acceptance of the same by the Buyer will form a binding contract between the Buyer and the Tenderer for execution of supply/work. <b>Such successful Tenderer shall be called hereafter CONTRACTOR.</b></p> <p>j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>k) RBI Guwahati 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.</p> <p>l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any Tenderer confirms his acceptance of terms &amp; conditions for the tender.</p> <p>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.</p>
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 Guwahati 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 - <a href="https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp">https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp</a> of MSTC Ltd.
14.	The Tenderers 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 Tenderer(s) will be scrutinized. In case any of the information furnished by the Tenderer is found to be false during scrutiny, EMD of defaulting Tenderer(s) shall be forfeited. Punitive action including suspension, blacklisting and banning of business may also be taken against defaulting Tenderers.

### **G. General Instructions to Tenderers**

1.	This is an open tender enquiry. Those bidder/Tenderers who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate in this tender. Tenderers may check their eligibility for participation in this tender before submitting the bids.
2.	E-tender document may be downloaded from website of MSTC Ltd ( <a href="https://www.mstcecommerce.com/eprchome/rbi/buyer_login.jsp">https://www.mstcecommerce.com/eprchome/rbi/buyer_login.jsp</a> ) after registration and obtaining log-in id and password.
3.	Tenderers are advised to fill up all the required columns in the prescribed space provided at the portal of MSTC Ltd. All the Tenderers shall abide by the rules, regulations and terms and conditions prescribed by MSTC Ltd. for e-tendering. Any change / modification from the original will purely be guided by the terms and conditions of the e-tendering methods. Non-compliance to any parameters or wrong submission of any data/information may result in rejection of the Bid by the system for which RBI Guwahati shall not be responsible and no correspondence to that effect shall be entertained by RBI Guwahati
4.	Before applying /opting for e-tender, tenderers are advised to visit the site/s of work/s / activities, viz. Bank premises, railway stations, air ports and acquaint themselves with the sites and working conditions in order to take informed decision before submission of tender.
5.	Technical bid shall contain the un-priced tender consisting of complete scope of works and commercial condition.
6.	Price bid is to be submitted in an online page (available on the portal of MSTC Ltd.). It shall contain prices / rates in Rupees only with detailed break-up of price as per prescribed format. No enclosure is permitted in Price Bid. Change of terms and conditions and technical deviations, if any, found in the Price Bid of the tender may lead to rejection of the bid. The Tenderer must quote rates for all the items of work for each category of tender/work and no part item of work shall be left blank in the system. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.
7.	Each entry in the system need to be completed in perfect, professional and suitable manner as prescribed by MSTC Ltd.
8.	All the terms and conditions relating to submission of the bid/s through e-mode / e-tendering system must be completed within stipulated time-period and all entries in the e-portal system must be made by the designated/authorized personnel of the Tenderer. Any violation to this shall lead to cancellation of the Bid systematically or automatically or electronically for which no request /claim shall be entertained.
9.	The Tenders should be submitted only on-line through the portal of MSTC Ltd. The Tenderers are advised to initiate action as per the information /documents available in the website of MSTC Ltd and in conformity with all the terms and conditions mentioned thereat. All necessary columns must be filled in for participating in the e-tendering of PART-I "Tender for Bus and LMV/MUV Contracts" – Technical Bid and Part II – "Tender for Bus and LMV/MUV Contracts" – Price Bid.
10.	Please note that Price Bid of only such Tenderers who are found eligible after scrutiny of the technical Bids shall be opened electronically on subsequent working days, which will be intimated to all the eligible Tenderers through email/other mode of

	communication. In order to avoid any possibility of rejection of e-tenders/price, all the Tenderers are advised to be conversant with all the terms and conditions, regulations, instructions, commands concerning the e-tendering system. RBI Guwahati shall not be liable for any such misunderstanding or misinterpretation on the part of the Tenderers leading to rejection of all and /or any / partial tenders.
11.	RBI Guwahati will award the contract to the tenderer(s) whose Bid has been determined to be substantially responsive to the conditions mentioned in the 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 (lowest bidder).
12.	Keeping in view the special and sensitive nature of the work, RBI Guwahati shall be at liberty not to accept the lowest bid submitted electronically. RBI Guwahati reserves the right to reject any or all the tenders, either in whole or in part, without assigning any reason.
13.	The Tenderer, whose bid is not accepted online by the system/ software of MSTC Ltd, shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him for or in connection with his submission of online tender, even though RBI Guwahati may elect to modify / withdraw the tender.
14.	On receipt of an intimation from RBI Guwahati of the acceptance of the tender, the successful tenderer(s) shall be bound to execute and implement the contract and shall sign an agreement with RBI Guwahati within a week in accordance with the terms and conditions in tender documents.
15.	All insertions, postscripts, additions, over writings and alterations, if any, in the portal should be done in total compliance under the rules and regulations of MSTC Ltd. Failure to do so or any violation to any rules/regulations of MSTC Ltd may lead to rejection of the Tenders for which no requests / claims will be entertained.
16.	Tenders submitted electronically at the portal of MSTC Ltd should be complete in all respects with all required attachments / documents / self-authentication/ enclosures / Annexes.
17.	All the e-tenders for the said tenders should be submitted only through online at the portal of MSTC Ltd not later than March 15, 2021 by 12.00 PM.
18.	Since this is an e-tendering process, bids sent in physical form through post or deposited in any of the Quotation Box shall not be accepted. Similarly, bids submitted through Fax and E-mail shall not be accepted. No bids received online after expiry of the time line shall be entertained under any circumstances whatsoever.



**H. Draft Contract Agreement**

**(To be finalised at the time of signing the agreement)**

This AGREEMENT is made at Guwahati on \_\_\_\_\_, between the Reserve Bank of India, (hereinafter referred as "the Bank" ) having its registered office at Central Office building, Shahid Bhagat Singh Road, Fort, Mumbai – 400 001, a body corporate established under the Reserve Bank of India Act, 1934 and having its office at Panbazar, Guwahati (RBI Guwahati) which expression shall include its successors and assigns on the ONE PART acting through its duly authorized official General Manager/Deputy General Manager/ Assistant General Manager, Issue Department in Issue Department, Guwahati.

And

M/s. \_\_\_\_\_ carrying on the business as limited company/ private limited company/ partnership firm /proprietorship concern having their principal place of business at \_\_\_\_\_, (hereinafter referred as "the Contractor"), which expression shall include all partners, his legal heirs, representatives and successors on the OTHER PART.

"RBI Guwahati" and "the Contractor" are each sometimes referred to herein as a "Party" and sometimes collectively referred to herein as the "Parties"

WHEREAS, RBI Guwahati has invited and the Contractor has submitted tender for supply of sufficient number of Buses and MUVs/SUVs for transportation of police escort/RBI personnel on remittance duty in North Eastern States.

**COMMENCEMENT/RENEWAL**

1. This AGREEMENT is effective and valid for a period from April 01, 2021 to March 31, 2022. The agreement can be extended/renewed by RBI Guwahati at its option, for a further period.

**TERMINATION**

2. This Agreement may be terminated by either of the parties by giving three months' notice in writing of such termination to the other party. If the Contractor fails to carry out any of his obligations/duties in terms of this Agreement or violates any terms and conditions of this Agreement, the contract may be terminated by the Bank forthwith. In case of earlier termination, the Contractor will have no claim against the Bank.

**INTERPRETATION OF THE TERM "GENERAL MANAGER"**

3. For the purpose of this agreement, General Manager means and includes, General Manager(GM), Deputy General Manager (DGM) and Officer-in-charge (O-i-C) of Issue Department. In the absence of General Manager/ Deputy General Manager of Issue Department, Officer-in-charge of Issue Department is empowered to exercise all powers and discharge all obligations arising out of this agreement including those specifically vested in GM. In this regard, the orders, directions, instructions etc., issued by GM/DGM/O-i-C of Issue Department shall have the same effect and the Contractor shall comply them as if they are issued by General Manager of Issue Department.

**SECURITY**

4. For proper performance of the contract, the Contractor had to deposit a sum of ₹2,00,000/- (Rupees Two Lakh only) with RBI Guwahati which is liable to be forfeited either fully or partially depending upon the loss or damage incurred/suffered by the Bank, which will be decided by General Manager in consultation with the Regional Director. The Bank shall take into account the breach committed by Contractor while arriving at damages, a copy of the calculation sheet with respect to damages shall be given to the Contractor by the Bank before forfeiting the amount of security deposit partly or fully. The Contractor shall not have any objection for such forfeiture. The Contractor shall not raise any dispute regarding this. No interest shall be payable on the said deposit.

**DUTIES OF CONTRACTOR**

5. The Contractor shall at all times during the period of the contract, within twelve hours from the receipt of written or verbal requisition to the effect from GM/DGM or any other authorized officer of Reserve Bank of India, Issue Department, Guwahati or any of his subordinate officer(s), supply adequate number of buses and LMV/MUVs for transportation of Police Escort/ Bank personnel. Such requisition may be delivered to the Contractor by means of telephone or mobile or e-mail or fax etc. The requisition notice may be cancelled by RBI Guwahati by issuing another notice, orally or in writing not less than three hours before the time fixed for remittance. In such case the Bank shall not make payment to the Contractor by way of remuneration, compensation etc.

6. In urgent cases certified as such by the GM/DGM at three hours' notice in lieu of twelve hours' notice may be made by RBI Guwahati and shall be complied with accordingly by the Contractor. 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.

7. The notices so given shall be complied with, even if it requires to work outside ordinary business hours or on day / days declared as "Public Holiday (s)" under the Negotiable Instruments Act, 1881 or any other Act or Notification of the Government of India or the State Government concerned including Saturday and Sunday or any other extant statute / provision applicable in this respect.

8. If at any time the GM/DGM finds that through the default of the Contractor owing to insufficiency or delay or failure or other defects in the supply of buses/LMVs etc., the work cannot be completed in due time, it shall be open to the GM/DGM to cancel the requisition and reject all the buses/ LMVs etc. supplied on the occasion and get the work done in any other manner, making the Contractor liable for any extra charge involved therein, irrespective of whether a fine is imposed or not.

9. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) in the vehicles, inability to run the vehicle/s due to mechanical problems or expiry of validity period of any certificate/s, licence/s or any permission/s necessary for running of the vehicles, insufficient number of vehicles vis a vis the requisition notice served on the Contractor.

10. The Contractor shall make suitable arrangement for taking insurance cover against the personal injuries likely to be suffered by the personnel engaged by the Contractor in connection with the contract and he should ensure that the insurance cover is kept alive during the currency of this agreement. The GM/DGM shall be at liberty to call upon the Contractor for the purpose of satisfying himself about adequacy or otherwise of the insurance cover taken by the Contractor and the Contractor has to make additional/alternate arrangement for the insurance cover in case the GM/DGM is of the opinion that the cover provided is not adequate having regard to the risk involved in the nature of the work of the contract labourers/ drivers/ cleaners.

11. The Contractor shall ensure that the vehicles are fully insured and no claims in this regard shall be reimbursed by RBI Guwahati. The Contractor shall adhere to and abide by all the rules and regulations of the Motor Vehicle Act.

12. 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, Employees Compensation Act, 1923 to their deployed workmen as per the notification published by Central Govt./State Govt whichever is higher from time to time, besides paying all other statutory payments. The total premium shall be borne by the Contractor. The Contractor shall have a valid EPF account for making contribution for its workmen. In case of any complaint regarding noncompliance of any statutory payments; the same shall be deducted from the bill without prejudice to RBI Guwahati's right to cancel the contract. The Contractor shall not engage in Child Labour,

which is prohibited under Child Labour Act, 1986.

13. 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 payment may be submitted. The wage period has to be fixed by the Contractor and it should not exceed one month. The Contractor notifies to the Bank, the wage period and the place and time of disbursement of wages.

14. The Contractor should indemnify RBI Guwahati against any claim, prosecution or action arising out of the failure of the Contractor to fulfil his obligations under the applicable law.

15. The Contractor shall provide sufficient man power in the bus for better monitoring of operations.

16. The Contractor will be responsible for verification and identification of its workers/staff/vehicles that may be utilized for the purpose of this contract and obtain necessary security passes etc. from the Bank, before entering/ moving inside Bank's premises. This will include necessary verification/certification from police/transport authorities etc. as required by the Bank during continuance of this contract. It will be responsibility of the Contractor to maintain all such verification/certification in valid and current status. A copy of the police verification of its workers utilized for the purpose of this contract should be furnished to the Bank.

17. The Contractor shall not, in any circumstances, transport goods or any other item pertaining / belonging to any other person in the buses/vehicles carrying the Police Escort/ Bank personnel.

18. The container trucks carrying remittances may be required to halt en-route after sunset in the nearest Police station or District Police Head Quarters or any other place directed by the Police Authorities or by RBI Guwahati. Night Halt charges shall be paid in such cases.

19. The Contractor shall be required to obtain necessary route permits and pay all relevant taxes on his/her own.

20. The Contractor shall not assign the contract onwards. The Contractor shall not sublet any portion of the contract except with the prior written consent of RBI Guwahati. In case of breach of this condition, RBI Guwahati may rescind the contract and forfeit the Security Deposit.

21. In case of any breakdown of vehicle, the Contractor shall be able to provide services of crane/stand-by/alternate vehicle of similar specifications so that the remittance of the treasure is not delayed. The Contractor shall make alternate arrangement within the shortest possible time and he shall be liable for the smooth transport of personnel on

all occasions.

22. The Contractor shall ensure that the vehicles are having valid permissions issued by RTO concerned, registration papers, Permit, PUC certificate, Fitness certificate, tax paid up to date, Insurance cover, etc. to the vehicles. The drivers of the truck must have valid driving license. The Contractor will indemnify and keep the Bank indemnified against any loss, costs, charges and expenses incurred or suffered by RBI Guwahati on account of lack of said permit, license, certificate etc.

23. The vehicle supplied by the Contractor shall be less than 10 years old and must be roadworthy and in good condition. These vehicles shall either be owned or leased by the Contractors. In case of leased vehicles, the lease of vehicles shall not expire during the contract.

24. The Contractor shall carry out the work of the Bank in a proper, careful, expeditious and efficient manner. The complete works/activities should be carried out without causing any damage to the note boxes, Bank's employees or officers, banks property, goods etc., and general public or any other person present in the premises of RBI Guwahati. The Contractor shall be required to work in close co-ordination with the Police Authorities providing personnel for escort.

25. The Contractor shall maintain all records and legal documents up dated as per prevailing statute and have to produce before the Bank/statutory authorities as and when asked for.

26. Continuation of the contract shall be primarily depending upon the performance of the Contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.

27. If the Contractor failed to provide services for more than three occasions continuously, then the Bank has right to terminate the contract with/without giving any notice whatever may be the reason. In such case the transporter has no power to claim compensation.

28. The Bank shall have the right to inspect or arrange inspection of the vehicles deployed by the Contractor for the work at any time and declare any vehicle/equipment unsafe and ask for its immediate withdrawal from the operation. The Contractor shall ensure prompt/immediate compliance of the same.

**CHARGES/PAYMENT**

29. The Contractor will be paid on monthly basis after the submission of bills for each consignment complete in all respects for various items of work as per the rates given in schedules hereto Annexed attached to this Agreement. The provisions of this Agreement and the rates shown in the enclosed Schedules are effective from the first day of April 2021. 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. In the case of the Contractor undertaking any additional work other than those specified in the Schedules, the bills will be settled as per the rates agreed mutually between the parties in writing before the said additional item of work is started.

30. The rates are inclusive of all taxes, rates, cess, whether at the rate existing on the date or enhanced at any time during the contract period and any other levy including penalties, if any, charge/demanded thereon by any statutory authority.

31. 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.

32. The Bank will not pay the GST separately whether at the rate existing or at the rate of enhanced at any time during the contract period, to the Contractor.

33. 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 or other dues payable or becoming payable to the Contractor.

34. Bills for buses/LMV/MUVs etc., will be paid after rounding off the final amount to the nearest one rupee (Portion not below that amount being ignored).

**DAMAGES**

35. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defective vehicles, or by accident, fire, theft, robbery, looting of the treasure in transit or by reasons of any act of dishonesty or fraudulent conduct on his part or on the part of employees engaged by him.

36. The amount of damage or loss sustained and any fines imposed may be deducted from time to time from any sums payable to the Contractor and/or recovered from the Contractor otherwise.

**PENALTY/INDEMNITY**

37. In the event of delay by the Contractor in complying with any requisition issued by RBI Guwahati for supply of vehicles or any breach of instructions of the contract, consider by the GM/DGM to be grave enough to attract penalty, the aforesaid GM/DGM in consultation with Regional Director/Officer-in-charge may impose a fine not exceeding Rs.10,000/- (Rupees Ten Thousand only) on the Contractor for each instances.

38. In case of frequent or continued delay or in a case of any breach by the Contractor of any of the provisions of this contract, the contract may be terminated by GM/DGM with the

approval of the Regional Director forthwith whether any penalty as herein before provided for such delay or breach has been imposed or not. In the case of earlier termination of the contract, the Bank is not liable to pay any compensation/damages to the Contractor.

**SEXUAL HARASSMENT OF WOMEN AT WORKPLACE  
(PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013**

39. The Contractor shall be solely responsible for full compliance with the provisions of the Sexual harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013 (the SHW Act). In case of any complaint of sexual harassment against its employees/labourers/drivers/cleaners within the premises of the Bank, the complaint will be filed before the internal Complaints Committee constituted by M/s. \_\_\_\_\_ and the Contractor shall ensure taking proper action under the SHW Act in respect to the complaint.

**NON-DISCLOSURE**

40. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the employer. The Contractor shall indemnify the employer for any loss suffered by the employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies.

41. The Contractor shall take all appropriate actions with respect to its employees/labourers/drivers/cleaners to ensure that the obligations of non- disclosure of confidential information under this agreement are fully satisfied.

42. The Contractor's obligation with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

**SETTLEMENT OF DISPUTES**

43. If any difference of opinion arises between the parties as to whether any liability has arisen on the Contractor; the decision of RBI Guwahati shall be final and binding on both the parties. Similarly, if the Contractor is found to be liable for any damage or loss suffered by the Bank, the quantum of such damage or loss shall be decided by the Bank and the same shall be final and binding on both the parties.

44. All disputes and differences of any kind, arising out of or in connection with this Agreement, shall be resolved by arbitration only in accordance with and subject to the provisions of Arbitration and Conciliation Act, 1996 and the arbitration shall be held in Guwahati only. Each party shall appoint an Arbitrator.

45. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Guwahati and only Courts in Guwahati shall have Jurisdiction to



determine the same.

**AMENDMENT**

46. No amendment to this agreement shall be effective unless it is in writing signed by duly authorized representatives of both parties.

**PAYMENT OF STAMP DUTY**

47. The Contractor shall bear the stamp duty on agreement and shall ensure that the agreement is stamped with proper duty chargeable thereon as per the prevalent local state Stamp Act. The agreement shall be executed in duplicate and RBI Guwahati shall retain the original and the Contractor shall retain the duplicate.

IN WITNESS WHEREOF the parties have signed these presents and have caused their common seal to be affixed to this presents and a duplicate hereof, the day and year first HEREINABOVE written.

FOR RESERVE BANK OF INDIA,

FOR CONTRACTOR

GUWAHATI

Signature:

Signature:

Name & Designation

Name:

Witnesses:

Witnesses:

1. \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(SIGNATURE)

2. \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(SIGNATURE)

**I. TENDERING FORMS AND DOCUMENTS**

**PART- 1: Technical Bid**

**Name of Tenderer:** \_\_\_\_\_

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

\_\_\_\_\_

## Letter of Offer

Place: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Regional Director  
Reserve Bank of India  
Issue Department  
Panbazar  
Guwahati – 781 001

Madam,

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 Special 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	Tender for supply of Buses/ MUVs/SUVs for transportation of police escort personnel on remittance duty in North Eastern States.
2	Estimated cost / expenditure which may be incurred by RBI Guwahati during the contract period i.e. from April 01, 2021 to March 31, 2022	₹ 1,50,00,000 (Rupees One Crore and Fifty Lakhs only) The amount is indicative only and RBI Guwahati 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)	₹ 1,00,000/- (Rupees One Lakhs only) to be paid by way of NEFT to Reserve Bank Of India, Guwahati A/c No.8692299 of RBI Guwahati (IFSC Code- RBIS0GWPA01) (0 is to be read as zero)
5	Security Deposit	₹ 2,00,000/- (Rupees Two Lakhs only) to be paid by way of NEFT to Reserve Bank Of India, Guwahati A/c No. 8691537 of RBI Guwahati (IFSC Code – RBIS0GWPA01) (0 is to be read as zero)
6	Contract Period	One year (from April 1, 2021 to March 31,

		2022)
7	Extension of the contract	The contract may be extended by RBI Guwahati at its discretion 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 annexed hereto so far as they may be applicable.

Name of the Partner of the firm or the person Authorized 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

**Technical Bid Form**

(to be filled, signed and uploaded on portal of MSTC Ltd.)

**A. General Information**

1.1	Name of the Tenderer				
1.2	Whether the Tenderer is a company, LLP, partnership firm or proprietary concern?				
1.3	Date of formation of partnership / Ltd. Company				
	Names of the Proprietor/ Partners/ Directors (Furnish documentary evidence such as Memorandum / Articles of Association, Partnership Deed etc. and PAN Numbers in support)				
1.4	Address (Please furnish proof of address such as Telephone Bill, Electricity Bill, Mobile Bill etc.)	Local Address at Guwahati		Registered Address	
	Pin code				
1.5	Telephone No. (with STD code)	Office	Residence	Fax	Mobile
1.6	E-mail addresses				

**B. Registration Particulars** (Enclose copy of Certificates)

Sl. No.	Type of registration	Registration No.	Date of Registration
1	Income Tax – PAN (copy to be attached)		
2	Income Tax – TAN (for TDS)		
3	GST Registration No. (copy to be attached)		
4	Shops and Commercial Establishments Act		
5	Any other type of registration		

**C. Financial Status of the firm**

1	Average Annual Turnover of the last three years (audited financial statements are to be attached)	
2	Net worth as per the latest audited balance sheet (Copy to be attached)	
3	Number of Trucks owned by the Tenderer (Submit copies of the Certificate of Registration, Insurance Policies, Fitness Certificates, PUC, evidence of GPS, CCTV, wireless mobile communication system installation, etc. for each vehicle)	
4	Maximum number Trucks which the Tenderer can arrange at a time if demanded by the RBI Guwahati.	
5	Current Account Number of the Tenderer maintained with a bank	
6	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)	
7	Whether any proceeding against the firm or its director/s are pending in any court? (Yes/No) If yes, please give details:	
8	Whether the Tenderer has ever been blacklisted by the Bank or State / Central Govt. department (Yes/No) (If the firm or its director/s have ever been debarred from applying or blacklisted by The Bank or convicted by any Criminal Court they need not apply)	

**C. Details of the vehicles owned by the Tenderer/ Contractor**

• **Passenger vehicles:**

Sl. No.	Make/Model (Year)	Capacity	Registration Number	Permit No.

(Please enclose certificate of fitness of all vehicles provided by the Contractor from the concerned M.V.I. / R.T.O.)

**D. Details of experience for providing transport** (Please furnish documentary evidence such as self-certified copies of contract, award letters, agreements, certificates issued by the previous users etc)

Sl. No.	Name of the Client#	Address and Phone No.	Contract Period	Value of the contract
1				
2				
3				
4				
5				

# State /Central Govt./PSUs and reputed private companies only

<b>Present Transport Contracts</b>			
Sl. No.	Name of the Client	Address and Phone No.	Contract Period
1			
2			

**E. Supply of Buses and LMV/MUVs**

Are you in a position to supply the required number of Buses and LMV/MUVs with requisite permits at short notice?	
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**F. Contact details: Details for conveying requisitions for vehicles**

Name	Designation	Phone Number	Mobile Number	Fax No	E-mail address

**D. Details of the Earnest Money Deposit**

i	NEFT Details	
ii	Amount (in figures and words)	
iii	Name of Bank	
iv	Name of the Branch	

**Notes**

- a) The vehicles deployed for transportation of Police Personnel/ Bank Personnel should always be in working condition.

- b) The Tenderers are advised to visit the site/s of work/s / activities, viz. Bank premises and acquaint themselves with the site conditions before submitting the bids.

**Declaration:**

- a) I/We acknowledge that I/We have read and understood and do hereby accept all the terms and conditions mentioned in the tender document.
- b) 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, RBI Guwahati is free to take any penal action it may deem fit.
- c) 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 Guwahati in this regard shall be final. I/We shall not raise any dispute regarding the decision taken by RBI Guwahati in this regard.

Date :

Signature and Seal of Applicant

Name :

Designation :



<b>List of the Documents to be submitted with the Technical Bid</b>	
1	Letter of offer– signed and stamped.
2	Technical bid form completely filled and signed.
3	Documents related to experience of having successfully completed similar works such as self-certified copies of contract, award letters, agreements, certificates issued by the previous users etc.
4	Income tax returns of last 03 financial years (2016-17, 2017-18 and 2018-19).
5	Audited balance sheet and financial statements of last 03 financial years (2016-17, 2017-18 and 2018-19).
6	Solvency certificate duly certified by the scheduled bank showing Positive net worth as per the latest audited balance sheet. (Prescribed format attached)
7	Submit copies of the Certificate of Registration, lease agreement, National permit, Insurance Policies, Fitness Certificates for each vehicle.
8	Copies of the Permanent Account Number (PAN) and GSTN number as applicable.
9	Bank account details (Copy of cancelled cheque).
10	Undertaking stating that the Tenderer is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
<p>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 Technical bid at the sole discretion of RBI Guwahati.</p>	

**FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK**

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

(Signature)  
For the bank

**Note:**

1. Bankers certificate should be on letter head of the bank, sealed in cover addressed to – The  
Regional Director for North Eastern States, Reserve Bank of India, Guwahati – 781 001

**Part 2 – Price Bid**

**Vehicle charges for lorry load [9 tons]**

<b>Sr. No</b>	<b>Item of work</b>	<b>Unit</b>	<b>Rate (Rs.)</b>
1	Non-AC Buses	<b>Rate per km</b>	
2	Light Motor Vehicle/Multi Utility Vehicle (LMV/MUV) for transportation of police escort party / RBI staff.	<b>Rate per km</b>	
3	En-route night halt charges for Non-AC Buses	<b>Rate per vehicle per night</b>	
4	En-route night halt charges for LMV/MUV	<b>Rate per vehicle per night</b>	

- km for payment will be calculated for buses used for transporting of treasure based on actual distance travelled or 100 km, whichever is higher
- km for payment will be calculated for LMV/MUVs transporting police escort / RBI staff based on actual distance travelled or 80 km, whichever is higher
- Rates should be inclusive of all taxes, including GST and all incidental expenses such as Toll Tax, Insurance, Road Tax, Driver Allowance, Security Expenses etc.
- Rates for items of work not enumerated herein and not agreed upon in the agreement shall be decided by RBI Guwahati in consultation with the Contractor.
- L1 tenderer will be treated as the lowest bidder who has quoted the least rate.

**J. Prohibited Practices/ Situations leading to disqualification / rejection of tenders**

1. RBI Guwahati requires that tenderers, suppliers, contractors, interested in having business relationship with RBI Guwahati, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, RBI Guwahati:
  - (a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:
    - (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
    - (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;
    - (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
    - (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;
  - (b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender.
  - (c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, RBI Guwahati determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;
  - (d) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender.
  - (e) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, RBI Guwahati determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;
2. 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.
3. 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 RBI Guwahati

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| 4. 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.  |
| 5. Tenders received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.  |
| 6. Tenders received after the due date and time shall be summarily rejected.   |
| 7. Conditional tenders shall be straightway rejected and no additional clause will be entertained.   |
| 8. 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   |
| 9. Alternative Proposals / Time for Completion shall not be permitted  |
| 10. The Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest as mentioned below shall be disqualified.<br>a) Tenderers in two different applications have controlling shareholders in common<br>b) Tenderers (including their personnel) that have a business and family relationship with such members of the RBI staff who are directly or indirectly involved in the tender will not be awarded the contract. |

<b><u>K. Queries/ Clarifications</u></b>	
1.	A tenderer requiring any clarification of this document may raise enquiries during the pre-bid meeting which shall be held offline at RBI Guwahati.
2.	The tenderer's designated representative is invited to attend a pre-Bid meeting on February 26, 2021. The purpose of the meeting will be to clarify issues and to answer questions that may be raised at that stage.
3.	Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a tenderer.
4.	For clarification purposes only, RBI Guwahati 's address is: <b>Issue Department, Second Floor, Reserve Bank of India, Pan Bazar, Guwahati - 781001</b> Contact Official: E-mail ids: <a href="mailto:tamannamooshahary@rbi.org.in">tamannamooshahary@rbi.org.in</a> <a href="mailto:pthorve@rbi.org.in">pthorve@rbi.org.in</a> <a href="mailto:prasenjitroy@rbi.org.in">prasenjitroy@rbi.org.in</a> <a href="mailto:issueguwahati@rbi.org.in">issueguwahati@rbi.org.in</a>