

**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**NOTICE INVITING e-TENDER**

**Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank's Main Office Premises**

1.	Tenders by e- tendering process are invited <b>from the vendors empanelled at its Bhubaneswar Office</b> for the “Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank’s Main Office Premises”. The tender will be applicable for initial period of 1-year w.e.f. April 01, 2021 to March 31, 2022. However, the contract can be extended for further period of two years (one year at a time) subject to satisfactory performance of the successful bidder and adherence to contractual obligations by the service provider.	
1.(a)	Interested tenderers may like to go through the entire tender document before taking part in the tendering process. The tenderers may obtain for themselves on their own responsibility and at their own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract and acquaint themselves with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.	
2.	All pre-Qualification documents shall be uploaded with Techno-commercial bid (Part-I) on MSTC portal. Those who do not upload the Pre-qualification documents would not be considered for this tender process. Further, the contractor should submit the original of the documents to the Bank when demanded to qualify for further tendering process.	
2.(a)	<b>Registration Certificate – Shram Svidha portal</b>	The tenderers are required to <b>upload</b> the copies of EPF/ESIC registration Certificates issued on Shram Suidha Portal.
2.(b)	<b>Proof of submission of EPF/ESIC</b>	The tenderers are required to <b>upload</b> at least 2 months of ECR & Combined challan for EPF and Challan for ESIC to the Bank along with their tender.
3.	Interested tenderers have to upload applicable documents satisfying all the points as stated above along with techno-commercial (Part-I) bid of tender. The same Eligibility documents and the scanned copy of EMD should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal.	
4.	Tenders form will be available for downloading w.e.f <b>January 08, 2021</b> from 6:00 pm. A pre-bid meeting will be held on <b>February 05, 2021 at 02:00 pm</b> in the Estate Department, RBI Bhubaneswar. <b>Tender form can be downloaded for viewing from RBI website <a href="http://www.rbi.org.in">www.rbi.org.in</a> or <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a>. The applicable pre-Qualification</b>	

	<b>papers should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal.</b>	
5.	Interested vendors/firms can participate in e – Tender after getting registration with <a href="http://www.mstcecommerce.com/eprocurement/rbi">www.mstcecommerce.com/eprocurement/rbi</a> ). Online Part I – Techno-Commercial Bid and Part II – Price Bid shall be opened through <a href="http://www.mstcecommerce.com/eprocurement/rbi">www.mstcecommerce.com/eprocurement/rbi</a> and applicable transaction charges have to be paid by the firm.	
6.	<p><b>Tender in prescribed format shall be uploaded on MSTC website. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work &amp; tenderers' covering letter.</b></p> <p>The EMD of <b>₹45,780/-</b> should be submitted through NEFT transfer to A/C No-186004001, Reserve Bank of India, IFSC Code-RBIS0BBPA01, Branch Name – Bhubaneswar <b>Or</b> by a demand draft issued by a Scheduled Bank in favor of 'Reserve Bank of India, Bhubaneswar' <b>Or</b> in the form of an irrevocable bank guarantee issued by a scheduled bank in the Bank's standard proforma which is available in the tender-form along with pre-Qualification documents. The documents pertaining to EMD should be scanned and uploaded with the pre- Qualification documents. <b>No tender will be accepted without EMD.</b></p>	
7.	The schedule of the tender is as follows:	
	<b>Activity</b>	<b>Tentative date</b>
a)	e -Tender no.	<b>RBI/Bhubaneswar/Estate/299/20-21/ET/415</b>
b)	Mode of Tender	e- Procurement System (Online Part I – Techno-Commercial Bid and Part II – Price Bid through <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )
c)	Estimated Cost	<b>₹22,89,000/-</b>
d)	Date of download of NIT from RBI website ( <a href="http://www.rbi.org.in">www.rbi.org.in</a> ) and MSTC portal for the applicants	<b>January 08, 2021 @ 6:00 pm onwards</b>
e)	Date & time for start of Off-line Pre-bid meeting	<b>February 05, 2021 @ 02:00 pm</b>
f)	Earnest Money Deposit	<b>₹45,780/- (2% of Estimated cost)</b>
g)	Tender Fees	<b>Nil</b>
h)	Transaction Fee Please note that the vendors will have the access to online e-tender only after payment of transaction fees online.	<b>Payment of Transaction fee through MSTC Gateway/NEFT/RTGS in favor of MSTC Limited, as advised by M/s MSTC Ltd.</b>
i)	Last date of submission of EMD in the Estate Department of RBI, Bhubaneswar	<b>February 15, 2021 @ 02:00 pm</b>

j)	<b>Start Bid date</b> - Date of Starting of e-Tender for submission of <b>online</b> Techno- Commercial Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprocho me/rbi">www.mstcecommerce.com/eprocho me/rbi</a>	<b>February 06, 2021 @ 02:00 pm</b>
k)	<b>Close Bid date</b> - Date of closing of online e – tender for submission of Techno- Commercial Bid & Price Bid	<b>February 15, 2021 @ 02:00 pm</b>
l)	<b>Part I Bid opening date</b>	<b>February 15, 2021 @ 04:00 pm</b>
m)	<b>Part II Bid opening date</b>	Shall be informed separately to parties
<b>8.</b>	<b>The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.</b>	

(MK Mall)  
Regional Director  
January 08, 2021

**Part - I**



**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**TENDER FOR**

**Annual Maintenance Contract for Operation & Upkeep of DG Sets and  
Maintenance work of Electrical equipments in Bank's Main Office Premises**

**RBI/Bhubaneswar/Estate/299/20-21/ET/415**

Name of Tenderer: -----

Address -----

-----

-----

PH. No. \_\_\_\_\_

Date and Time of Submission: - February 15, 2021 @ 02:00 PM

Date and Time of opening of Part I: - February 15, 2021 @ 04:00 PM



**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work  
of Electrical equipments in Bank's Main Office Premises**

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**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**NOTICE INVITING e-TENDER**

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2.	All pre-Qualification documents shall be uploaded with Techno-commercial bid (Part-I) on MSTC portal. Those who do not upload the Pre-qualification documents would not be considered for this tender process. Further, the contractor should submit the original of the documents to the Bank when demanded to qualify for further tendering process.	
2.(a)	<b>Registration Certificate – Shram Svidha portal</b>	The tenderers are required to <b>upload</b> the copies of EPF/ESIC registration Certificates issued on Shram Suidha Portal.
2.(b)	<b>Proof of submission of EPF/ESIC</b>	The tenderers are required to <b>upload</b> at least 2 months of ECR & Combined challan for EPF and Challan for ESIC to the Bank along with their tender.
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4.	Tenders form will be available for downloading w.e.f <b>January 08, 2021</b> from 6:00 pm. A pre-bid meeting will be held on <b>February 05, 2021 at 02:00 pm</b> in the Estate Department, RBI Bhubaneswar. <b>Tender form can be downloaded for viewing from RBI website <a href="http://www.rbi.org.in">www.rbi.org.in</a> or</b>	

	<a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> . The applicable pre-Qualification papers should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal.	
5.	Interested vendors/firms can participate in e – Tender after getting registration with <a href="http://www.mstcecommerce.com/eprocurement/rbi">www.mstcecommerce.com/eprocurement/rbi</a> ). Online Part I – Techno-Commercial Bid and Part II – Price Bid shall be opened through <a href="http://www.mstcecommerce.com/eprocurement/rbi">www.mstcecommerce.com/eprocurement/rbi</a> and applicable transaction charges have to be paid by the firm.	
6.	<p><b>Tender in prescribed format shall be uploaded on MSTC website. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work &amp; tenderers' covering letter.</b></p> <p>The EMD of ₹45,780/- should be submitted through NEFT transfer to A/C No-186004001, Reserve Bank of India, IFSC Code-RBIS0BBPA01, Branch Name – Bhubaneswar <b>Or</b> by a demand draft issued by a Scheduled Bank in favor of 'Reserve Bank of India, Bhubaneswar' <b>Or</b> in the form of an irrevocable bank guarantee issued by a scheduled bank in the Bank's standard proforma which is available in the tender-form along with pre-Qualification documents. The documents pertaining to EMD should be scanned and uploaded with the pre- Qualification documents. <b>No tender will be accepted without EMD.</b></p>	
7.	The schedule of the tender is as follows:	
	<b>Activity</b>	<b>Tentative date</b>
a)	Date of intimation on the website and MSTC portal	<b>January 08, 2021</b>
b)	e -Tender no.	<b>RBI/Bhubaneswar/Estate/299/20-21/ET/415</b>
c)	Mode of Tender	e- Procurement System (Online Part I – Techno-Commercial Bid and Part II – Price Bid through <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )
d)	Estimated Cost	<b>₹22,89,000/-</b>
e)	Date of NIT (along with complete tender) available to parties to download-Tender activation on portal-Tender 'Live' for all	<b>January 08, 2021 @ 6:00 pm onwards</b>
f)	Date & time for start of Off-line Pre-bid meeting	<b>February 05, 2021 @ 02:00 pm</b>
g)	Earnest Money Deposit	<b>₹45,780/- (2 % of Estimated cost)</b>
h)	Tender Fees	<b>Nil</b>
i)	Transaction Fee Please note that the vendors will have	<b>Payment of Transaction fee through MSTC Gateway/NEFT/RTGS in favor of</b>

	the access to online e-tender only after payment of transaction fees online.	<b>MSTC Limited, as advised by M/s MSTC Ltd.</b>
j)	Last date of submission of EMD in the Estate Department of RBI, Bhubaneswar	<b>February 15, 2021 @ 02:00 pm</b>
k)	<b>Start Bid date</b> - Date of Starting of e-Tender for submission of <b>online</b> Techno- Commercial Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprocho me/rbi">www.mstcecommerce.com/eprocho me/rbi</a>	<b>February 06, 2021 @ 02:00 pm</b>
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8.	<b>The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.</b>	

(M K Mall)  
Regional Director  
January 08, 2021





**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**Important instructions for E-procurement**

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

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

*SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi)*

1). Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU/Govt depts. → Select RBI Logo → Register as Vendor -- Filling up details and creating own user id and password → Submit.

2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

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

**Contact person (RBI):**

Shri Shubham Arya Assistant Manager Email ID: <a href="mailto:shubhamarya@rbi.org.in">shubhamarya@rbi.org.in</a> Mobile: +91 70005 95824	Shri Umakanta Sahu Assistant General Manager Email ID: <a href="mailto:umakantasahu@rbi.org.in">umakantasahu@rbi.org.in</a> Phone no: 0674-2396463
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**Contact person (MSTC Ltd):** Shri T.D.M.V.S. Sai

Branch Manager, MSTC, Bhubaneswar

[tsatyasai@mstcindia.co.in](mailto:tsatyasai@mstcindia.co.in) Contact - 9441487624

**Google hangout ID- (for text chat) - [mstceproc@gmail.com](mailto:mstceproc@gmail.com)**

**B) System Requirement:**

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

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

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

**Other Settings:**

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

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

2. The Techno-commercial Bid and the Price Bid shall have to be submitted online at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi). Tenders will be opened electronically on specified date and time as given in the Tender.
3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4. **Special Note towards Transaction fee:**

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

**Transaction fee is non-refundable.**

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

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

5. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6. E-tender cannot be accessed after the due date and time mentioned in Notice Inviting Tender (NIT).
7. **Bidding in e-tender:**
  - a) Vendor(s) need to submit necessary EMD and Transaction fees (if any) to be eligible to bid online in the e-tender. Transaction fees is non-refundable. No interest will be paid on EMD.
  - b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
  - c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website: [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement →PSU/Govt depts → Login under RBI→My menu→ Auction Floor Manager→ live event →Selection of the live event
  - d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the vendor will not be able to save/submit his Technical bid.
  - e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid.
  - f) Vendors are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
  - g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
  - h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
  - i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
  - j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance

of the same by the Bank will form a binding contract between the Bank and the Vendor for execution of the work.

- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
  - l) RBI reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
  - m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
- 8.** Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- 9.** No deviation to the technical and commercial terms & conditions are allowed.
- 10.** RBI, Bhubaneswar has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- 11.** Vendors are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprochome](http://www.mstcecommerce.com/eprochome) to familiarize them with the system before bidding.

## Form of Tender

Date:     /     /

To,

Place:

Shri M K Mall  
Regional Director  
Reserve Bank of India  
Estate department  
Bhubaneswar

Dear Sir,

**Sub: Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank's Main Office Premises**

Having examined the drawings, specifications, designs and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities (Part II) and in accordance in all respects with the specifications and instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special & General 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

Sl. No.	Description of work	Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank's Main Office Premises
A	Estimated cost (₹)	<b>₹22,89,000/-</b>
B	Earnest Money (₹)	<b>₹45,780/-</b> (2 % of Estimated cost)
C	Percentage, if any, to be deducted from bill	<b>Nil</b>
D	Performance Bank Guarantee	<b>₹1,14,450/-</b> (5 % of Estimated cost)

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.
3. Successful Bidder / tenderer is advised to **submit / deposit ₹ 45,780/- as Earnest Money Deposit** with the Reserve Bank of India, along with the tender which amount is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the Reserve Bank of India.

Our bankers are (full address)

(i)	
(ii)	

The names of partners of our firm are:

(i)	
(ii)	

Name of the partner of the firm authorized to sign	
OR	
Name of person having power of Attorney to sign the Contract (certified true copy of the Power of Attorney should be attached)	

Yours faithfully,

**Signature of Contractor**

Signatures and addresses of witnesses

	Signature	Address
(i)		
(ii)		

## करार की शर्तें / Articles of Agreement

यह करार एक ओर भारतीय रिज़र्व बैंक, भुवनेश्वर जिसका केंद्रीय कार्यालय मुंबई 400001 में है (जिसे इसके बाद "नियोक्ता" कहा गया है) और दूसरी ओर से \_\_\_\_\_, जिसका पंजीकृत कार्यालय \_\_\_\_\_ में है (जिसे इसके बाद "ठेकेदार" कहा गया है) के बीच के \_\_\_\_\_ को किया गया। जबकि बैंक \_\_\_\_\_ का कार्य बैंक के \_\_\_\_\_ पर करवाने के लिए इच्छुक है तथा किए जाने वाले कार्य का वर्णन करने वाले विनिर्देशनों को भारतीय रिज़र्व बैंक द्वारा तैयार किया है। और क्योंकि ठेकेदार शर्तों के अधीन आगे यहाँ नियत शर्तों और विशेष शर्तों में निर्धारित शर्तों और काम की मात्रा की अनुसूची और संविदा की शर्तों) जिन्हें इसके बाद सामूहिक रूप से "तथाकथित शर्तें" कहा जाएगा (के अनुसार काम को उक्त ड्राइंग और/या उक्त विनिर्देशन में वर्णित है और काम की मात्रा की अनुसूची में शामिल है, पर उसमें निर्धारित संबंधित दर पर गणना की गई कुल राशि \_\_\_\_\_ पर या ऐसी अन्य देय राशि पर) इसके बाद इसे "तथाकथित ठेका राशि" कहा जाएगा (जो कि \_\_\_\_\_ से \_\_\_\_\_ तक की अवधि के लिए लागू तथा कोटेशन/कार्य आदेश में दिए गए अनुसार कार्य करने के लिए सहमत है।

ARTICLES OF AGREEMENT made on the \_\_\_\_\_ between the RESERVE BANK OF INDIA, BHUBANESWAR having its Central Office at Mumbai - 400 001. (Hereinafter called "the Employer") of the one part and \_\_\_\_\_ a Company/Firm having its Registered Office at \_\_\_\_\_ (hereinafter called the "Contractor") of the other part. WHEREAS the Employer is desirous of awarding the work of Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments at Bank's Main Office Premises as per specifications describing the work to be done as mentioned in the terms and conditions of the tender document. AND WHEREAS the Contractor has agreed to execute upon subject to the conditions set forth in the tender / quotation / herein (all of which are collectively hereinafter referred to as "the said conditions") at the respective rates therein set forth amounting to the sum of \_\_\_\_\_ as applicable for the period from \_\_\_\_\_ to \_\_\_\_\_ at the rate quoted in the quotation / work order / as therein arrived at or such other sum as shall become payable there under.

### एतद् द्वारा अब निम्नानुसार सहमति हुई है/ NOW IT IS HEREBY AGREED AS FOLLOWS- :

1. ठेकेदार तथाकथित शर्तों में उल्लिखित समय और नियत तरीके से तथाकथित ठेका राशि के भुगतान करने के मद्देनज़र, तथाकथित शर्तों के अधीन विनिर्देशनों के अनुसार नियत ड्राइंग और काम की मात्रा की अनुसूची में दर्शाया गया काम पूरा करेगा।  
In consideration of the said contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said conditions execute and complete the work shown and described in the said conditions.
2. बैंक, ठेकेदार को कथित ठेका राशि अथवा समय- समय पर देय होनेवाली अन्य राशि तथाकथित शर्तों में विनिर्दिष्ट तरीके से अदा करेगा।  
The Employer shall pay the Contractor the said contract amount or such other sum as shall become payable, at the times and in the manner specified in the said conditions.
3. उपरोक्त वर्णित शर्तों में भारतीय रिज़र्व बैंक, भुवनेश्वर के संपदा विभाग के सहायक महाप्रबंधक(संपदा/तकनीकी), नियोक्ता की ओर से कार्य करेंगे।

In the said conditions herein before mentioned, the Assistant General Manager (Estate) in charge of the Estate Department, Reserve Bank of India, Bhubaneswar shall act on behalf of the Employer.

4. तथाकथित शर्तें और साथ में दी गई परिशिष्ट इसके साथ पढ़ी जाएँगी और इस करार का हिस्सा मानी जाएँगी और संबंधित पक्ष इस करार की तथाकथित शर्तों के अधीन रहेंगे और अपनी ओर से क्रमशः तथाकथित शर्तों के अपने-अपने कर्तव्य का पालन करेंगे।

The said conditions and Appendix thereto shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively as mentioned in the said conditions.

5. इसमें उल्लिखित प्लान, करार एवं दस्तावेज इस ठेके के आधारभूत घटक होंगे।

The Agreement and the Documents mentioned herein shall form the basis of this Contract.

6. बैंक के पास इस संविदा पर प्रतिकूल प्रभाव डाले बिना काम की मात्रा और काम की प्रकृति बदलने, कोई मद जोड़ने या किए गए काम की मद को निकालने का अधिकार सुरक्षित होगा।

The Employer reserves to itself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.

7. इस ठेके के अंतर्गत बैंक द्वारा सभी भुगतान केवल भुवनेश्वर में किए जाएंगे।

All Payments by the Employer under this contract will be made only at Bhubaneswar.

8. इस करार के तहत या इससे जुड़े किसी भी कारण से उत्पन्न विवाद भुवनेश्वर में उत्पन्न विवाद समझा जाएगा और उसके निपटान का क्षेत्राधिकार भुवनेश्वर में ही स्थित न्यायालयों का निर्धारित क्षेत्राधिकार होगा।

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

9. इस संविदा के अलग-अलग भागों को ठेकेदार ने पढ़ लिया है और पूरी तरह से समझ लिया है।

That all the parts of this contract have been read by the Contractor and fully understood by the Contractor.

10. बैंक नियमों के अनुसार भविष्य में नवीनीकरण किया जाएगा।

Future renewals of this contract will be subject to the satisfactory services rendered by the Contractor and on mutual agreed condition by both the parties.

11. कार्य आदेश पत्र \_\_\_\_\_ दिनांक \_\_\_\_\_ समझौते के हिस्से के रूप में होगा।

The work order letter no. \_\_\_\_\_ dated \_\_\_\_\_ will form part of the agreement.

12. ठेकेदार द्वारा टेंडर/ संविदा दर में एएमसी से संबंधित सभी नियम और शर्तों को माना जाएगा।

All terms and conditions pertaining to AMC in the tender/ quotation will also be honored by the Contractor.

13. **गैर-प्रकटीकरण खण्ड** : ठेकेदार को प्रत्यक्ष या परोक्ष रूप से सिलसिले में अपने ठेके दायित्वों के निर्वहन के दौरान ठेकेदार को यदि कोई जानकारी, सामग्री और बैंक के बुनियादी ढांचे / सिस्टम / उपकरण के संबंध में विवरण प्राप्त होता हो तो उसका किसी अन्य पक्ष के पास खुलासा नहीं करेगा और इस समझौते के अनुसार वह उसे कड़ी गोपनीयता में ही रखेगा। ठेके के अंतर्गत जब तक आवश्यक हो इसका वहन करने के लिए आवश्यक हो या लागू नियमों का अनुपालन करना हो, ठेकेदार ठेके के विवरण को निजी और गोपनीय ही रखेगा। ठेकेदार नियोक्ता के पिछले लिखित अनुमति के बिना कहीं और किसी भी व्यापार या तकनीकी पेपर में या अन्य में किसी भी ब्यौरे को प्रकाशित नहीं करेगा, प्रकाशित करने के लिए अनुमति नहीं देगा, या खुलासा नहीं करेगा। ठेकेदार



किसी भी गोपनीय जानकारी का खुलासा करने के परिणाम स्वरूप नियोक्ता को हुए किसी भी नुकसान के लिए उसकी क्षतिपूर्ति करेगा। इसके अनुपालन में विफल होने पर ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और नियोक्ता नुकसान का दावा करने और कानूनी उपायों को आगे बढ़ाने का हकदार होगा। ठेकेदार इस समझौते के तहत गोपनीय सूचना के गैर प्रकटीकरण के दायित्वों को पूरी तरह से संतुष्ट हैं कि यह सुनिश्चित करने के लिए अपने कर्मचारियों के संबंध में सभी उचित कार्रवाई की जाएगी। इस समझौते के तहत गैर प्रकटीकरण और गोपनीयता के संबंध में ठेकेदार अपने कर्मचारियों के संबंध में आवश्यक कार्रवाई करेगा। गैर प्रकटीकरण और गोपनीयता के संबंध में ठेकेदार द्वारा दायित्वों का वहन चाहे वह किसी भी कारण के लिए हो इस समझौते की समाप्ति या समाप्ति से बचा जाना इस पर निर्भर रहेगा।

**Non-disclosure clause:** The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/Systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

#### 14. यौन उत्पीड़न / Sexual Harassment

“कार्य स्थान पर महिलाओं के यौन उत्पीड़न के लिए निवारण, रोक और निपटान अधिनियम (2013 प्रावधानों के अनुसार एजेंसी पूरी तरह से अनुपालन हेतु पूर्णतः जिम्मेदार रहेगी। बैंक परिसर में यदि एजेंसी के किसी कर्मचारी के विरुद्ध यौन उत्पीड़न की शिकायत प्राप्त होती है तो एजेंसी द्वारा स्थापित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी तथा शिकायत के संबंध में एजेंसी उक्त अधिनियम के तहत योग्य कार्रवाई करना सुनिश्चित करेगी। बैंक की किसी भी कर्मचारी के खिलाफ ठेकेदार के किसी भी पीड़ित कर्मचारी से यौन उत्पीड़न के किसी भी शिकायत को बैंक द्वारा गठित क्षेत्रीय शिकायत समिति बैंक द्वारा संज्ञान में लिया जाएगा। यदि घटना के मामले में ठेकेदार के कर्मचारी शामिल है तो ठेकेदार किसी भी मौद्रिक मुआवजे के भुगतान के लिए जिम्मेदार होगा। उदाहरण के लिए यदि ठेकेदार के कर्मचारी द्वारा यौन अत्याचार साबित होता है तो बैंक के कर्मचारी को मौद्रिक राहत मिलेगा। ठेकेदार कार्यस्थल और संबंधित मुद्दों पर यौन उत्पीड़न की रोकथाम के बारे में अपने कर्मचारियों को शिक्षित करने के लिए जिम्मेदार होगा।

The Contractor shall comply with the provisions of “The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor and the Contractor shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any

monetary relief to Bank's employee, if sexual violence by the employee of the Contractor is proved. The Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

#### 15. शासी भाषा/ Governing Language

यह करार अंग्रेजी और हिंदी दोनों भाषाओं में निष्पादित किया गया है। अगर इस करार का हिंदी अनुवाद अंग्रेजी रूपांतरण के साथ विरोधाभासी हो या उसमें अधिक शर्तें दी गई हो अथवा वह अंग्रेजी रूपांतरण से भिन्न हो तो, अंग्रेजी रूपांतरण अभिभावी माना जाएगा। बैंक और ठेकेदार ने इस बारे में साक्ष्य स्वरूप अपने-अपने अधिकृत हस्ताक्षरकर्ताओं के माध्यम से निष्पादित किए और ठेकेदार ने इसकी दोनों प्रतियों पर अपनी सामान्य मुहर लगाई इसकी दो प्रतियों पर उसकी ओर से इन्हें उक्त दिन और वर्ष को निष्पादित किया गया।

This Agreement has been executed in English and Hindi. If Hindi translation of this Agreement conflicts with the English version or contains terms in addition to or different from the English version, the English version shall prevail. IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed on the original agreement as well as duplicate and the said two copies hereof to be executed on its behalf, the day and year first herein above written.

**SIGNED AND DELIVERED BY**  
Reserve Bank of India by the hand of

Shri \_\_\_\_\_

(Name & Designation)

in the presence of

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

Address \_\_\_\_\_

\_\_\_\_\_

**SIGNED AND DELIVERED BY**  
the Contractor by the hand of

Shri \_\_\_\_\_

\_\_\_\_\_

in the presence of:

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

Address \_\_\_\_\_

\_\_\_\_\_

## Section I - General Instructions for Tenderers

### Introduction

1. The e-tenders are invited from the Bank's empaneled vendors through e-tendering on MSTC portal for "**Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank's Main Office Premises**". The scanned and signed Part I of the tender is to be uploaded online on MSTC portal along with the price bid.
2. No tenderer will be able to bid for the tender after 2:00 pm of February 15, 2021 under any circumstances whatsoever.
3. The Part I of the tender will be opened on February 15, 2021 @ 4:00 pm at his office by **Shri M K Mall, Regional Director**, Estate Department, Reserve Bank of India, Bhubaneswar or any other designated for this purpose by him in presence of the tenderers or their authorized representatives, should they choose to be present. The date for opening of the Part-II will be decided by the Bank, after analysis of the documents uploaded during Part-I.
4. Tenders shall remain open to acceptance by the Bank for a period of three months from the date of opening of the Part- I of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.

### Preparation of the tender

5. The e-Tender shall be prepared and submitted online in two parts, viz., Part I and Part II "Part I – Technical and Commercial" and "Part II – Price bid", respectively.
6. Each of the tender documents should be deemed to be signed by the person or persons submitting the tender and is taken at his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc. as laid down.
7. No advice of any change in rate or conditions after the opening of the tender will be entertained.
8. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the requirements of tender and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto.
9. A pre-bid meeting (off-line mode) of the intending tenderers will be held on February 05, 2021 at 02:00 pm at Estate Department, Main Office Building, Reserve Bank of India, Bhubaneswar. The duly filled in tender documents shall be uploaded on MSTC site till 2:00 pm on February 15, 2021. **No separate communication will be sent for this meeting.** All the intending tenderers are advised to be present and study the tender documents. They may

indicate any points/conditions/specifications which need to be clarified during the meeting. These issues will be discussed, and all the tenderers will be advised suitably. The tenderers are expected to get all the issues clarified during this meeting and therefore should desist from deviating from the Bank's tender conditions/specifications in their technical (Part I) and Price bids (Part II). If any of the requisite documents is missing or not uploaded, the tender may be considered invalid by the Bank at its discretion.

- 10. The Part-I of the tender must be duly sealed and signed before upload by the competent person of the bidding party.

**Preparation of Bid**

- 11. The tender has been exhaustively vetted for the Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank’s Main Office Premises.
- 12. Tender in prescribed form shall be submitted in two parts – Part I Technical and Part II Financial.

Technical Bid: Part-I of the tender will contain Bank’s standard technical and commercial conditions (not Price Bid) for the proposed work, tender’s covering letter.

- (i) Sections I to III are part of Technical Bid.
- (ii) Bidder must fill all the details specified in various sections.
- (iii) EMD shall be part of Technical Bid.
- (iv) All the Annexures must be filled before submission of tender.

Financial Bid: Part-II of the tender will contain no conditions, but tenderer’s price Bid only as given in Part II.

Special Note: - **The bidder should quote price in the system.**

There is one lot / item for bidding with 2 headers:

**Lot 1: DG Set & Electrical Maintenance - MOP** **Header: a, b**

Description of headers:

1<sup>st</sup> Header – Labour component will include - Fixed Cost to Vendor for statutory payment or mandatory payment to workers for minimum wages, EPFO, ESIC contribution, etc. for 12 Months (365 days) for 6 Workers (3 - Skilled and 3 - Semi Skilled). **This must not include GST or any other tax.**

2<sup>nd</sup> Header - Non-Labour component will include Administrative Cost, overhauling charges plus profit margin i.e. all payment over and above minimum wages, administrative charges for running the business (such as cost of provision of uniform, amenities to worker and other expenses etc.), profit margin & GST.

Note: GST should not be calculated over EPF/ESIC contribution.

Rates quoted should be for 12 months and inclusive of all incidental charges and **including GST**.

For the purpose of this clause, it is mentioned that the Minimum Wages (as per the latest Gol order dated October 12, 2020) of unskilled, semi-skilled and skilled workmen are ₹534/-, ₹603/- and ₹707/- per day respectively w.e.f. October 01, 2020.

13. The Financial Bid is liable to be rejected at the discretion of the Bank, if:
- any of the above rates and percentage are found to be not in compliance with the respective statutory laws.
  - the rate quoted in the 1<sup>st</sup> header is lesser than the Bank's estimation as per Minimum Wages i.e. ₹ 16,67,548/-  $((3*365*(603+707)) * 1.1625)$
  - **the rate quoted in 2<sup>nd</sup> header is zero (excluding GST) or found to be unreasonable as per the view of the Bank.**
14. No advice of any change in rate or conditions after the opening of the tender will be entertained.

#### **Amendment to tender document**

15. (a) At any time prior to the deadline for the submission of Bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify the tender by an amendment / addendum.
- (b) Any such amendment will be hosted on the MSTC / RBI Portal. The addendum (s) / corrigendum (s) issued will form part of the tender documents.
16. In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the Bank may, at its discretion, extend the deadline for the submission of Bids.

#### **Right of the Employer**

17. (a) The Reserve Bank of India does not bind itself to accept, the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- (b) The Bank reserves the right to accept or reject any tender application during the scrutiny of the Eligibility Criteria and it will be the sole discretion of the Bank to allow / disallow any / all Part I tenderers to participate in Part -II.

#### **Earnest Money Deposit (EMD)**

18. Successful Tenderer shall pay as Earnest Money Deposit a sum of ₹ 45,780/- (₹ Forty Five Thousand Seven Hundred Eighty only) either by a Demand Draft issued by a Scheduled Bank in favour of Reserve Bank of India, Bhubaneswar **or** by a Bank Guarantee issued by a Scheduled Bank in the approved format **or** by NEFT before issue of the work order or as decided by the Bank.

Under no circumstances Earnest Money Deposit will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque.

19. On receipt of intimation from the Employer of the acceptance of his/their tender, the successful tenderer shall be bound to implement the contract and within fourteen days thereof, the successful tenderer shall sign an agreement in accordance with the draft articles of agreement. Further, the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person so tendering, whether such formal agreement is subsequently executed or not.

### **Performance Bank Guarantee (PBG) / Security Deposit (SD)**

20. (a) Upon receipt of intimation from the Bank/Employer of the acceptance of his/their tender, the successful tenderer shall have to deposit a PBG equivalent to 5 % of the total tendered amount ₹ 1,14,450/- (**₹ One Lakh Fourteen Thousand Four Hundred Fifty Only**) within ten (10) working days of the date of issue of the said intimation by the Bank, failing which the successful tenderer agrees that the EMD shall be forfeited by him to the Bank. The PBG, submitted in the prescribed format, will initially remain valid for a period of tender duration i.e. 3 years and shall be suitably extended till final completion of the work in case of extension of tender period. This PBG will be revalidated from time to time so as to ensure that it remains valid and in full force till the date of completion of the work. The PBG will be revoked / encashed and forfeited to the Bank if the successful tenderer fails to satisfactorily perform the contract.
- (b) The EMD of the successful tenderer will be retained by the Bank as Security deposit and will initially remain valid for a period of one year and shall be suitably extended till three years for the tenure of the tender. The Bank has the right to review the amount of SD each year and advise the contractor to submit the SD equivalent to renewed contract value. The Security deposit retained by the Employer shall not bear any interest. The SD will be revoked / encashed and forfeited to the Bank, if the successful tenderer fails to satisfactorily perform the contract as per the terms of the tender document.
- (c) In case if the Contractor so requests, the Security Deposit may be held in the form of a Bank Guarantee of an approved Scheduled Bank in the Proforma to be approved by the Employer for the tenure of the tender i.e. 3 years from the issue of 1<sup>st</sup> work order.

### **Refund of SD**

21. The Security Deposit shall be refunded to the contractor without any interest in due course i.e. on successful completion of the tenure of the tender where satisfactory services have been provided during the tenure. All compensation or other sums of money payable by the Contractor to the Employer under the terms and conditions of this Contract may be deducted from his SD, if the amount so permits and the Contractor shall, unless such deposit has become otherwise payable, within ten days after such deduction, make good by a demand draft or NEFT of value equal to the amount so deducted.

### **Assignment / Sub-letting the contract**

22. The Contractor shall not assign the Contract. He shall not sublet any portion of the Contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the Contract whereupon the security deposit shall stand forfeited to the Employer.
23. The Contractor shall carry out all the work strictly in accordance with technical details and instructions of the Bank's Engineer. If in the opinion of the Bank's Engineer changes have to be made in the technical scope and with the prior approval in writing of the Employer they desire the Contractor to carry out the same, the Contractor shall carry out the same without any extra charge.

### **Contractor to provide everything at his cost**

24. The Contractor shall provide at his cost, everything necessary for the proper execution of the works according to the intent and meaning of the tender. This may include uniforms, tools, gadgets or any item in best conscience of the contractor.

### **Tenderer to inform himself fully:**

25. (a) The tenderer shall be deemed to have carefully examined the work and site conditions including the labor, general and special conditions, the specifications, schedules and scope and shall be deemed to have visited the site of work and have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard, he will be given necessary information available with the department but without any guarantee about its accuracy.
- (b) If the tenderer shall have any doubts as to meaning of any portion of the general conditions, or the special conditions, or the scope of work or the specifications or any other matter concerning the contract he shall in good time, before submitting his tender, put forth, the particulars thereof and submit them to the Employer in writing in order that such doubts may be clarified authoritatively in writing before tendering. Once a tender is submitted the matter will be decided according to the tender conditions in the absence of such authentic pre-clarification.
- (c) The successful tenderer must co-operate with the other Contractors appointed by the Employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Employer.

### **Errors, Omission and Descriptions**

26. (a) In case of difference between the rates written in figures and words, the rate adopted for working out the total amount of item in the original tender form, shall be taken as correct. In all other cases, the correct rate would be that which is lower.



(b) Between the duplicate/subsequent copies of the tender and original tender, the original shall be taken as correct.

(c) In all cases of omissions and/or doubts or discrepancies in any item or specification a reference shall be made to the Manager (Tech) / AM(Tech), Estate Department, Reserve Bank of India, Bhubaneswar whose elucidation, elaboration or decision shall be considered as authentic. The Contractor shall be held responsible for any errors that may occur in the work through lack of such reference and precaution.

### **Labour Laws**

27. (a) The contractor shall abide by and fulfill all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under and all other relevant statutory acts (such as Minimum Wages Act etc.). If the number of labourers employed for the job is twenty or more, the contractor shall obtain the license from the Regional Labour Commissioner. The contractor shall maintain all registers/ documents as required by the Regional Labour Commissioner at site and should furnish the same to the Bank or its representative as and when required.

(b) Successful tenderer has to follow minimum wages and contract labour act and pay to his workmen as per this act. Maintain the proper records of the same as per extant law. The workmen / labour deployed for the work shall be paid **minimum wages** & other facility as per provision in the **CLC/Contract Labour Act**.

(c) The offices of the Regional Labour Commissioner (Central), Bhubaneswar will have the jurisdiction over the implementation of the labour laws under this contract and The Prevention of Sexual Harassment of women at work places.

(d) The contractor shall be required to obtain a license, if applicable, from the office of the Assistant Labour Commissioner, Government of India as provided under section 12(1) of the Contract Labour (Regulation & Abolition) Act, 1970 read with section 21 Contract Labour (Regulation & Abolition) Central Rules, 1971 and also comply with the other requirements of the above Act or any other law as applicable, failing which he alone would be responsible for actions/ proceedings ensuring thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way be made liable to the labourers engaged by the Contractor.

28. The contractor should follow the following and continue to have valid license, if any, during the validity of the contract period:

- a) Contract Labour (Regulation and Abolition) Act 1970
- b) Payment of Wages Act 1956
- c) Employment of Children's Act 1923
- d) Minimum Wages Act
- e) Employee Provident Fund Act 1952 and scheme made under said Act.
- f) Employees' State Insurance Act 1948

Obtain required licenses/clearances etc. from Assistant Labour Commissioner, Municipality



and other local agencies/bodies at his own cost, whatever necessary.

29. The contractor should ensure payment of minimum wages to all labourers / workmen staff employed by him. Contractor should submit NEFT mandate / passbook copies / Credit alerts / certificate to the effect that, he has actually paid all the dues of all the labourers of all descriptions engaged by him at the rate which is not less than the one prescribed under Minimum wages Act, 1948 after deduction, if any, under applicable laws and he has complied with the provisions of CLRA Act with regard to providing the essential amenities to the contract labour. Further, he may facilitate Bank's representative to verify and certify the veracity of such documents.

**Name & Address of The Contractor:**

**Date:**

**Sign & Seal of The Contractor:**

**Place:**

## **Section II - Special Conditions for Tenderers**

### **Dismissal of Workmen / appointment**

1. The Contractor shall on the request of the Employer, immediately dismiss from the works, any person employed thereon by him who may, in the opinion of the Employer, be incompetent or misconduct himself and such persons shall not be again employed on the works, without the permission of the Employer. Further, the contractor will have to intimate Bank before dismissing any labour engaged for the work.

### **Payment**

2. Payment shall be made based on monthly basis against an GST invoice, after submission of following documents:
  - a) Copy of attendance register / sheet – attested by Caretaker / Asst. CT of the colony.
  - b) Copy of documents reflecting submission of EPF – Combined Challan, ECR, Payment Receipt.
  - c) Copy of documents reflecting submission of ESIC – Challan, Payment receipt.
  - d) Proof of Payment to workmen – NEFT mandate / Credit receipts / Account statements.
  - e) Statement of any preventive maintenance work done.
  - f) Statement of material procured (if any) with the approval of the Bank.
  - g) Any log books / document as directed by Estate Dept. In Charge.

The payment to labours through e-banking mode is a must for the contractor, failing to do so, the Bank may take action under Clause 6 of the ongoing section.

### **Defects due to this contract / work by another contractor**

3. Any defects or faults which may appear during the contract, arising in the opinion of the Bank's Engineer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Bank's Engineer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor, at his own cost and in case of default the Bank may employ and pay other persons to amend and make good such defects or faults, and all damages, loss and expenses consequent thereon or incidental there to shall be made good and borne recoverable from him by the Bank, upon the Bank's Engineer's Certificate in writing from any money due or that may become due to the Contractor or the Bank may in lieu of such amending and making good by the contractor deduct from any money due to the contractor equivalent to the cost of amending such work and in the event of the amount retained being insufficient, recover the balance from the Contractor, together with any expenses the Bank may have incurred in connection therewith. Should any defective work have been done or material supplied by any Sub-Contractor employed on the works who has been nominated or approved by the Bank's Engineer, the contractor shall be liable to make good in the same manner as if such work or material had been done or supplied by

the contractor. The Contractor shall remain liable under provision of this clause notwithstanding the signing of any certificate or the passing of any accounts by the Bank's Engineer.

#### **Failure by Contractor to comply with Employer's instructions**

4. If the Contractor after receipt of written notice from the Employer requiring compliance within ten days fails to comply with such further the Employer may employ and pay other persons to execute any such work whatsoever that may necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer or may be deducted by him from any moneys due to the Contractor.

#### **Penalty**

5. In case of any workman required as per the Scope of Technical Work is absent on any day or for a period and the contractor fails to arrange an alternative workman for the said day or the period, the employer has the right to deduct a proportionate amount equal to the daily wage of the requisite workman for the days of absenteeism from the bill. Further, if engaged workmen is not able to attend complaints or carry out any maintenance work or is not present in the premise during the official hours and the employer has deputed any other labour (directly or through another contractor) to rectify the work, then the employer can deduct any such amount payable to another contractor for the work from the monthly bill of the contractor.

**An amount of ₹ 750/- (Rupees Seven Hundred Fifty only) per day will be charged as penalty**, if any defect/s (of major systems) intimated to the Contractor is not rectified within 04 Hours of intimation. However, maximum deduction on this account shall not exceed 10% value of the base contract value.

#### **Termination of Contract by either party**

6. Employer: If the Employer determines that the Contractor
  - (i) has abandoned the Contract, **or**
  - (ii) has failed to commence the works, or has without any lawful excuse under those Conditions suspended the progress of the works for 14 days after receiving from the Employer notice to proceed, **or**
  - (iii) has failed to proceed with the works with such due diligence and failed to make such maintenance as required to be completed within the time agreed upon, **or**
  - (iv) has failed to remove materials from the site as specified in tender for seven days after receiving written notice that the said materials or work were condemned and rejected by the Employer under these Conditions **or**
  - (v) has neglected or failed persistently to observe and perform all or any of the Acts, matters or things by this Contract to be observed and performed by the Contractor for

seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same **or**

- (vi) being an individual or a firm commits any “act of insolvency”, or shall be adjudged an insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee of the Liquidator, in such acts of insolvency or winding up, as the case may be, shall be unable, within seven days after notice to him requiring him to do so, to show the reasonable satisfaction of the Employer that he is able to carry out and fulfil the Contract and to give security therefor, if so required by the Employer **or**
- (vii) whether an individual, firm or Incorporated Company shall suffer execution or other process of Court attaching property to be issued against the Contractor, or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor, **or**
- (viii) shall assign or sublet this Contract without the consent in writing of the Employer first had obtained, **or**
- (ix) shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder or
- (x) fails to furnish sufficient documents / proofs for submission of EPF/ESIC **or** payment of Minimum wages to all engaged labours (after statutory deductions) **or** insurance policies and any other document as required as per the tender for consecutive 3 months,

then and in any of the said cases, the Employer may notwithstanding any previous waiver, after giving seven days’ notice in writing to the Contractor, determine the Contract as terminated.

Further, without prejudice to any of the rights or remedies under this Contract, if the Contractor, being an individual, dies, the Employer shall have the option of terminating the Contract without incurring any liability for such termination.

Any liabilities of the Contractor, the whole of which shall continue in force fully as if the Contract had not been so determined, and as if the works subsequently executed had been executed by or on behalf of the Contractor and further, the Employer by his means may enter upon and take possession of the works and all tools, machinery and materials lying upon the premises or the adjoining lands or roads. Such force full items will be at the discretion of the employer to be returned to the Contractor or put to use through separate contractors or own staff, as the case may be, and the decision of the Employer shall be final and conclusive between the parties.

7. Contractor: If payment of the amount payable by the Employer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have

been given by the Contractor to the Employer or if the Employer shall repudiate the Contract, or if the works be stopped for three months under the order of the Employer or by any injunction or other order of any Court of Law, then and in any of the said cases, the Contractor shall be at liberty to determine the Contract by notice in writing to the Employer and he shall be entitled to recover from the Employer, payment for all works executed and for any loss he may sustain upon any materials supplied or labour deployed for the purpose of the Contract.

### **Renewal of Contract**

8. (a) The contract can be considered for further renewal on mutually agreed terms and conditions subject to the satisfactory services rendered by the successful bidder and if the Bank so desires.
- (b) The service contract shall be valid initially up to 31st March 2022 and it may be further renewed for Two years (One year at a time) subject to satisfactory performance.
- (c) On renewal of contract, the revision of rates may be done on the basis of cost escalation. The percentage increase in cost (Non-Labour Component) excluding taxes / duties shall be calculated by using formula

$$AC = AP (15 + 85 \times (CPIc/CPIp)) \times 1/100$$

where, AP and AC are present price and revised price and CPIc and CPIp are Consumer Price Index for Industrial workers for all India for 6 months prior to the commencement date of contract for the current year & previous year, respectively.

### **Rate Revision of the contract**

9. (a) The non-labour component of the contract rates will be revised once as per the formula given at clause 8 of the ongoing section.
- (b) The Labour component will be revised twice in terms of revision of Minimum Wages by the Chief of the Labour Commission. Further, any revision or change to statutory payment will only be on the basis of any amendment under the relevant Acts by the Competent Department.

*The overall rate will always and only be derived by adding the Labour and Non labour components.*

### **Insurance Clause / Indemnity to employer**

10. (a) The contractor shall take insurance at his cost to cover following risk in the joint names of the Bank-
- i. **All Risk Policy to the total amount of work.**
  - ii. **Workmen compensation policy for the employees engaged.**
- (b) The Contractor shall be reasonable for all injury to persons, animals or things, and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated Sub-Contractor or any employee or either, whether such injury

or damage arises from carelessness, accident or any other cause whatever, in any way connected with the carrying out of this Contract. This Clause shall be held to include inter alia, any damage to buildings, whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and works forming the subject of this Contract by frost, rain, wind or other inclemency of weather. The Contractor shall indemnify the Employer and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of any legislature or otherwise and also in respect of any award of compensation or damages consequent upon such claim.

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

(d) The Contractor shall indemnify the Employer against all claims which may be made against the Employer by any member of the public or other third party in respect of anything which may arise in respect of the works or in consequences. The Contractor shall also similarly indemnify the Employer against all claims which may be made upon the Employer whether under the Workmen's Compensation Act or any other statute in force during the currency of this contract or at Common Law in respect of any employee of the Contractor or any Sub-Contractor and shall at his own expenses effect and maintain, until the virtual completion of the Contract, with an approved Office a Policy of Insurance in the joint names of the Employer and the Contractor against such risks and deposit such Policy or Policies with the Employer from time to time during the currency of the Contract.

(e) The Contractor shall be responsible for any liability which may be excluded from the Insurance Policies above referred to and also for all other damages to any person, animal or property arising out of and incidental to the negligent or defective carrying out of this Contract. He shall also indemnify the Employer in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation or damages, arising there from.

(f) The Employer shall be entitled to deduct the amount of any damage, compensation, costs, charges and expenses arising or accruing from or in respect of any such claims or damage from any or all sums due or to become due to the Contractor, without prejudice to the Employer's other rights in respect thereof.

### **Matters to be finally determined by Employer**

11. The decision, opinion, direction, Certificate (except for payment), with respect to all or any of the matter hereof (which matters are herein referred to as the excepted matters) shall be final and conclusive and binding on the parties hereto and shall be without appeal. Any other decision, opinion, direction, Certificate or valuation of the Employer or any refusal of the Employer to give any of the same shall be subject to the right of arbitration and review hereof

in the same way in all respects (including the provision as to opening the reference) as if it were a decision of the Employer.

### **Employer entitled to recover compensation paid to workmen**

12. If, for any reason, the Employer is obliged, by virtue of the provision of the Workmen's Compensation Act, 1923, or any statutory modifications or re-enactment thereof to pay compensation to a workman employed by the Contractor in execution of the works, the Employer shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to rights of the Employer under the said Act. The Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer to the Contractor under this Contract or otherwise. The Employer shall not be bound to contest any claim made against it under the said Act, except on the written request of the Contractor and upon his giving to the Employer full security to the satisfaction of the Employer for all costs for which the Employer might become liable in consequence of contesting such claim.

### **Prevention of Sexual Harassment of women at work places**

13. (a) The Contractor shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the-said Act in respect to the complaint.  
(b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Employer shall be taken cognizance of by the Regional Complaints Committee constituted by the Employer.  
(c) The contractor shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees /workmen of the contractor, for instance any monetary relief to Employer's employee, if sexual harassment by the employee /workmen of the contractor is proved.  
(d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.  
(e) The contractor shall provide a complete and updated list of its employees who are deployed within the Employer's premises.

### **Non-disclosure clause**

14. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in

strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

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

**Indemnity for Principal Employer**

- 15. (a) The Bank endeavors to implement norms of EPF/ESIC for every labour engaged at its premises by the contractor through the tender. It is mandatory for the tenderer to be registered at the Shram Suvidha Portal for exercise of EPF/ESIC requirements before bidding. The Bank may call for any documents pertaining to this clause to verify the applicability of the EPF/ESIC norms.
- (b) The tenderer should each month submit the EPF/ESIC contributions of the employer & employee at the portal. Further, it is responsibility of the tenderer to indemnify the Bank against any damage / fine / penalty etc. which may become due to the EPF / ESIC Acts.
- (c) The Bank has the right to call / ask for any forms/ statement / challans to satisfy itself that the labours have been protected as per the EPF /ESIC norms and have been paid salary as per the Minimum wages after statutory deductions only. Further, if the Bank is satisfied that the contractor has failed to do so, the Bank has the right to take necessary action as deemed fit.

**Name & Address of The Contractor:**

**Date:**

**Sign & Seal of The Contractor:**

**Place:**



## **Section III - Scope of technical work**

### **1. Duty hour**

The working hour shall be eight-hour duration in three shifts in a day i.e. **Morning (6:00 am - 02:00 pm, Evening (2:00 pm – 10:00 pm) & Night (10:00 pm – 06:00 am)** throughout 365 days and 24 hour activated mobile phone facility shall be available with the contractor and its engaged manpower. A break of half hour included in the eight-hour shift will be available to the engaged labour.

### **2. Manpower**

(a) Three Senior Electrician (Skilled Labour) - Having valid certificate of 11 KV (HT) wireman license (issued by State Govt. Licensing authority) with minimum three years of relevant work experience after qualification.

(b) Three Junior Electrician (Semi-Skilled Labour) - should have wireman license (issued by State Government Licensing Authority) with minimum one-year relevant work experience.

(c) In terms of Minimum Wages Rules 1950, 1 rest day has to be provided to each workman for working of 6 days. Therefore, the contractor shall arrange alternative workman for such rest days i.e. One Senior Engineer and One Junior Engineer.

(d) If the workmen is absent, the contractor shall ensure to arrange alternative workman for such day with due intimation to the Bank's Caretaker.

PROVIDED for the purpose of this clause, the alternative workman must also be treated as permanent workman and all facilities available to permanent workman must also be provided to the temporary workman including EPF/ESIC.

### **3. Scope of work**

The aim of the contract is to ensure healthy power supply distribution to the Main Office Building and the premises. The following will be the scope of work which shall be attended under the instruction & supervision of Bank's caretaker and technical staff:

#### (A) Monitoring of Electrical HT (11 KV) & LT (440V) Substation

- Daily monitoring of the HT 11 KV & LT 11 KV/ 440 V Substation for 24 hours by employing round the clock manpower to look after the daily routine work on all days, assisting to set right the major break-down, if any.
- Routine daily visual inspection of the safety relays.
- General Cleaning of the HT Switch gears and LT Switch gears and room.
- Maintenance & Cleaning of the HT-11 KV Sub-station. (Proper greasing of panel doors, hinges etc. - once in a month.)
- Monitoring of the capacitor- bank panel.

- Monitoring of the Meter readings of the sub-station as well as DG sets and any abnormalities shall bring to the notice of Bank's Engineer.
- Attending of any type of emergency electrical work in Main Office Premises beyond office hour / holidays, as and when required, without any additional cost.
- Any other work related to the electrical systems and stabilizer system, installation and fittings of a minor nature in the Main Office Premises including the UPS (as advised by Technical team of the Bank).
- Maintenance of the daily roster chart of the persons employed by the contractor and submitting to the Estate Department at the time of submission of bill.

(B) Day to day Operation of DG sets / Engine 125 KVA and 380 KVA with AMF/LT panel room near DG set

*i) DG sets*

- The contractor shall carry out minor operation work such as switching ON/ OFF the DG Sets, checking the operation of the DG Sets and attending to the problems. In case the rectification of the fault in the DG Sets is beyond the reach of the party, the party may inform to the respective AMC agency. The party may provide proper assistance to the AMC Agency during their visits.
- Check coolant level in radiator, if necessary, top up with water.
- Check oil level in oil pump, top up to max. Level in dip stick, if required.
- Check fuel level in fuel tank; ensure minimum level in a tank.
- Check Belt tension and for cracks.
- Check hoses for leakages
- Clean breather for every six months.
- Check Anti vibration mounts.
- Check smoke, vibration and sound level.
- Clean/ check the battery leads on regular basis.
- Check for loose connections of terminals/lugs of starter motor.
- Check the end connections of electrical outgoing Lines.
- Maintaining a log book for above said jobs and take counter sign from Engineer and Estate In-Charge.
- Cleaning of all the D.G. and alternator once in a month.
- Monitoring the DIESEL level in the DG set and inform before sufficient time for diesel requirement.

*ii) Alternator*

- Check the mountings of CTs for its position; ensure that does not make contact with body.
- Check for loose connections for all Power/Neutral cables connections.
- Check for the alternator fuses.

*iii) Control Panel and LT panel located in DG set room and substation room*

- Check for loose connections of cables.
- Switch off/on the panels & open all the doors of the panels for cleaning by air blower; check for loose connections, once in a month. After cleaning the same, panels should be properly closed and switched on.

*iv) Circuit Breaker (CB) - HT and LT*

- Visual inspection and condition monitoring, check on the outgoing and incoming phase, neutral connections of CB.
- Check mountings of Circuit Breaker and tightness of Power Cables.

*v) Battery Charger*

- Check loose connection of end leads and fuses.
- Check battery charger for its functions.
- Clean the terminal connectors and apply the jelly once in a week.
- Check the level of distilled water in all batteries by gravity tester and top up the level as directed by Engineer-In-Charge.

*vi) General*

- Ensure all covers are fitted, make a walk around inspection and then start the Genset.
- Check all parameters and load on the Genset, fill the Load Test Report.
- Apprise the Bank's engineer regarding operation and daily check-ups of Genset.
- Watering of all Earth stations provided in RBI premises on daily basis to maintain its earth value for DG set and substation.

(C) Repair of Lights/Fans etc. in Office buildings including Pathway Lights, Flood Lights etc. on office holiday (on need basis)

Repair and replacement the wall/ceiling mounted fittings, tube light fixtures, emergency light with inverter and fans, Cables /wiring etc. in Main Office Premises as and when required (especially in case of emergency beyond office hour).

(D) General Operation of UPS systems (2-sets of 2X120 KVA UPS & its battery Bank)

- The party shall carry out minor operation work such as switching ON/ OFF the UPS, checking the operation of UPS & attending to the problem such as tripping of the UPS etc. In case the rectification of fault in the UPS beyond the reach of the party, may inform the respective AMC agency. The party may provide proper assistance to the UPS AMC Agency during their visits.
- The party has to clean the UPS & Batteries & its surrounding area by air blower periodically.
- Regular visual health checks up of battery.

#### **4. Other Duties and Responsibility**

*a) Contractor:*

- Compulsory presence of contractor on the days of important meetings, functions at RBI as & when informed by the Estate Department.
- Providing of all essential tools to his staff for day to day maintenance & emergency.
- Providing of all safety equipments, material to his staff. Providing uniform, safety shoes, insulated gloves, raincoats, caps, umbrellas, torch, Mobile phone etc. to his all staff.
- Provide necessary training to his staff on quality, safety & technology.
- If any staff is on leave/absent the contractor shall provide/ depute alternate staff.
- The Contractor has to arrange repairs, maintenance, fittings of fixtures etc. for the installations in the campus of all heights & depths. In case of any emergency by claiming necessary service charges.

*b) Senior Electrician:*

In addition to the above scope of work,

- He will visit the problem area, plan action & execute under instructions from Engineers.
- He should assist the Engineer in work.
- He should take all readings like, DG, Transformer etc.as advised by Bank's engineer.
- Make Entries in the register.
- He should attend the complaints.

*c) Junior Electrician:*

In addition to the above scope of work,

- He will visit and assist senior electricians in addition to the problem area, plan action & execute under instructions from Engineer.
- He should attend the complaints.

*d) General duties for Sr. Electrician & Jr. Electrician:*

- At least one person should compulsorily present in the DG set/ Sub-Station Room all the time.
- Duty timings should be followed strictly. No staff should leave his duty unless his reliever reports to duty. No staff shall leave office between duty hours without permission of Estate Department.

#### **5. Other Terms and Conditions**

- a. The Successful bidder should be registered with state Govt. and possess HT Supervisory License issued by the Competent Licensing Authority during the tenure of the contract OR valid electrical contractor license issued by the competent Authority of state licensing board.

- b. The Contractor is responsible to provide qualified and well experienced personnel, who can independently handle, operate and maintain electrical installations as per the requirement of the tender. The work force to be deployed will be screened for technical capability by RBI to ensure the deployment of suitable candidates by the Contractor.
- c. The following cost should be borne by the successful bidder:
- Providing of all essential tools to his staff for day to day maintenance & emergency.
  - Providing of all safety equipments & material to his staff.
  - Provide necessary training to his staff on quality, safety & technology.
  - Supplying additional manpower as required by the employer depending upon site requirement for execution of the work mentioned in the scope of this tender, without any additional cost.

*Note: The list is only indicative. Any maintenance work not specifically mentioned above but required for the healthy operation of the system concerned and for the satisfaction of the employer be considered in part of scope of work.*

- d. The contractor's workforce should attend to the breakdown call immediately. Major/minor complaints shall be attended immediately, and no extra payment will be made for the same. The Firm has to depute sufficient Staff / Technicians on Sunday / Bank holidays.
- e. The successful bidder within 15 days from the award of contract or commencement of the contract whichever is earlier, under intimation to RBI should provide all tools and equipments required for effective maintenance such as Multi meter, Meager, Ammeter, Galvanometer and Earth tester, all required tools/equipments & safety items to the workmen at his own cost. Tools like, Drill machine, bits, Air blower, crimping tool and all other tools, screwdriver, spanner, cutting pliers set, hammer, pipe range, spanner set, hack-saw or any other tools required for daily maintenance/repair job should be available at site till completion of the contract period. All the Meters & testing equipment, which are used at site, should be periodically calibrated from Authorized Test Laboratory.
- f. It will be responsibility of the contractor to lodge complaints and liaison with concerned Electricity Distribution Authority (**TATA Power Central Odisha Distribution Ltd (TPCODL) / CESU**) for rectification/ restoration of the system and fix scheduled Preventive maintenance of the electrical systems.
- g. The Technician's license & contractor's license copy and their contact Telephone Nos. and Cell Nos. of both (Technician/s & contractor) shall be submitted to the Bank.
- h. The Technicians/contractor should attend to the breakdown call immediately even after his stipulated time is over. Major complaints shall be attended immediately, at no extra cost.
- i. The contractor should visit the office and meeting may be held with the concerned authority at least once in a week to sort out the problems faced by the contractor/staff.

## **6. Safety Code**

- a) First aid appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.

- b) An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
- c) The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10 meters from Ground level.
- d) No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30cm. When the ladder is used, an extra mazdoor shall be engaged for holding the ladder.
- e) Workers employed on mixing and handling material such as asphalts, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand gloves.
- f) The ropes used in hoisting or lowering materials or as means of suspension shall be of durable quality and adequate strength and free from defects.
- g) All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
- h) All protective equipment such as safety shoes, hand gloves, etc. must be provided by the contractor to the workmen to prevent occupational hazard.
- i) None of the fire extinguishers shall be removed/shifted from its designated location.
- j) Power supply shall be switched off from the mains when equipment is not in use.
- k) Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.

**I / We hereby declare that I / We have read and understood the above instructions / scope of work for the guidance of the tender. I / we hereby agree to abide and fulfill the above terms & conditions/instructions.**

Signature of the Contractor with seal

Date

**Annex – A - Draft of Bank Guarantee for Earnest Money Deposit  
(To be stamped as Security Bond)**

In consideration of Reserve Bank of India, Bhubaneswar (hereinafter called “the Reserve Bank”) having agreed to exempt M/s (Hereinafter called “the said bidder”) from the demand under the terms and conditions of the tender for “Annual Maintenance Contract for Operation & Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank’s Main Office Premises”(Hereinafter called “the said tender”) of Earnest money for the due fulfillment by the said bidder of the terms and conditions contained in the said tender on production of a Bank Guarantee for ₹ 1,14,450/- (**₹ One Lakh Fourteen Thousand Four Hundred Fifty Only**). We (hereinafter referred to as “the Bank”) do hereby agree and undertake to indemnify and keep indemnified the Reserve Bank of India to the extent of ₹ 1,14,450/- (**₹ One Lakh Fourteen Thousand Four Hundred Fifty Only**) against any loss or damage caused to or suffered by the Reserve Bank of India by reason of any breach by the said bidder of any of the terms and conditions contained in the said tender and pay to the Reserve Bank of India on demand without demur the said sum of ₹ 1,14,450/- (**₹ One Lakh Fourteen Thousand Four Hundred Fifty Only**) within a period of one week from the date of receipt of demand from the Reserve Bank of India. Any statement made by the Reserve Bank of India and the amount mentioned in the demand notice given to us shall not be called in question by us and shall be conclusive proof regarding the amount that is payable under the guarantee and that we shall not demand any proof thereof. We further undertake that we will make the payment pursuant to the demand notice issued by the Reserve Bank of India notwithstanding any dispute that may exist or arise between the Reserve Bank of India and the bidder or any other person.

We, \_\_\_\_\_, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said tender and that it shall continue to be enforceable till all the dues of the Reserve Bank under or by virtue of the said tender have been fully paid and its claims satisfied or discharged or till the Reserve Bank certifies that the terms and conditions of the said tender have been fully and properly carried out by the said bidder and accordingly discharges the guarantee subject however, that the Reserve Bank of India shall have no rights under this guarantee after the expiry of \_\_\_\_\_ or till such extended period required for completion of the entire work at the request of the bidder and/or the Reserve Bank of India.

We, \_\_\_\_\_, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Reserve Bank of India in writing.

Notwithstanding anything stated above, our liability under this guarantee is restricted to Rs.

\_\_\_\_\_Our guarantee shall remain in force until 6 months or such extended date, which may be granted by us at the request of the bidder, and/or the Reserve Bank of India. Unless a suit or action to enforce a claim under this guarantee is filed against us within \_\_\_\_\_ thereafter, all your rights under the said guarantee shall be forfeited and we shall be released and discharged from all liability thereunder.

Name and Address of The Contractor: Signature & Seal of The Contractor:

Date:

Place:



## Annex – B - Key Personnel proposed

**(To Be Filled by The Bidder and Submitted Along With Part - I)**

Sl. No.	Type of Labour / Workmen	Proposed Staff as per the tender	No. of Staff deployed by the tenderer	Details submitted in Annexure (Yes/No)
1.	Senior Electrician -Skilled Labour	03		
2.	Junior Electrician - Semi-Skilled Labour	03		
3.	Others (please specify)			

Note:

- 1) In case of Sr. No. 1: Senior Electrician (Skilled Labour) - Having valid certificate of 11 KV (HT) wireman license (issued by State Govt. Licensing authority) with minimum three years of relevant work experience after qualification.
- 2) In case of Sr. No. 2: Junior Electrician (Semi-Skilled Labour) - should have wireman license (issued by State Government Licensing Authority) with minimum one-year relevant work experience.

Name and Address of The Contractor:

Sign & Seal of The Contractor:

Date:

Place:

## Annex - C - Curriculum Vitae Of Key Staff Proposed

**(To be filled by the bidder and submitted along with Part - I)**

Name of the Staff		
Designation		
Name of the firm presently employed		
Years with the firm		
Proposed position (describe degree of responsibility also)		
Details of task assigned		
Man- Months budgeted for the task assigned		
Key Qualifications (Technical and General)		
Education		
Membership in professional bodies		
Experience and Training (Relevant in the context of task assigned)		
Employment Record		
Name of the Firm	Position Held	Years of Employment

Name and Address of The Contractor:

Sign & Seal of The Contractor:

Date:

Place:



**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**Price Bid**

**For**

**Annual Maintenance Contract for Operation & Upkeep of DG Sets and  
Maintenance work of Electrical equipments in Bank's Main Office Premises**

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

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

**Date of Submission: Up to 2.00 PM on February 15, 2021**

## Schedule of Quantity / Price bid

<b>Annual Maintenance Contract for Operation &amp; Upkeep of DG Sets and Maintenance work of Electrical equipments in Bank's Main Office Premises</b>				
<b>Lot 1</b>				
Sl. No	Detail	Minimum wage as per CLC, GOI in Rs.	Quantity	Rates per annum (Daily rate *365)
<b>Header a - Labour component</b>				
i.	Electrician (Skilled)	707.00	<b>03</b>	
ii.	Electrician (Semi-Skilled)	603.00	<b>03</b>	
iii.	Employer Contribution of EPF and ESI	EPF @ 13% + ESI @ 3.25 % = <b>16.25%</b>		
Total amount for Labour Component per annum (Sum of i, ii, iii)				
<b>Header b - Non-Labour component</b>				
iv.	Annual Administrative Cost i.e. all payment over and above minimum wages, administrative charges for running the business (such as cost of provision of uniform, amenities to worker and other expenses etc.) inclusive of all incidental charges adding Cost for compliance to various clauses of tender along with cost of consumable materials like insulation tape, fuse wire, gland packing of pump, grease removal of debris, safety equipment's, etc.			
v.	Annual Overhauling charges plus profit margin of the Contractor			
vi.	GST @ 18% on (Sum of i, ii, iv, v)			
Total amount for Non-Labour Component per annum including tax (Sum of iv, v, vi)				
<b>Grand Total (Header a + Header b)</b>				

Signature of the Contractor with seal:

Date: