



भारतीय रिज़र्व बैंक / Reserve Bank of India
मानव संसाधन प्रबंध बिभाग / Human Resource Management Department
बेंगलुरु / Bengaluru

**E-tender for deployment of two Trained Sniffer Dogs with two Trained Handlers at
Bank's Main Office**

Reserve Bank of India, Bengaluru Regional Office invites E-tenders under Two – Bid system (Technical & Financial Bid) for deployment of two Sniffer Dogs with two Handlers in the Bank's premises. For more details please visit **TENDERS** link on our website <https://www.rbi.org.in>.

2. The last date and time for submission of e-tender on the M.S.T.C. E-Commerce web portal <https://www.mstcecommerce.com> is **February 17, 2023**. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

Regional Director
Reserve Bank of India, Bengaluru

DISCLAIMER

Reserve Bank of India (RBI), Human Resource Management Department, Bengaluru, has prepared this document to give background information on the Contract to the interested parties. While RBI has taken due care in the preparation of the information contained herein and believe it to be in order, neither RBI nor any of its authorities, agencies, officers, employees, agents, or advisors, give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document, or any information which may be provided in association with it.

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

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



**Reserve Bank of India, Bengaluru
Human Resource Management Department**

**E-tender for deployment of two trained Sniffer Dogs
with two trained Handlers at Bank's Main Office**

Index

Sl. No.	Description	Page No.
1.	Schedule of Tender	4
2.	Part-I	5
3.	Important Instructions for E – Procurement	6-9
4.	Scope of Work	10
5.	Eligibility Conditions	11
6.	General Terms and Conditions	12-20
7.	Part I - Technical Bid	21
8.	Annexure - I - Format of Technical Bid to be uploaded on MSTC	22
9.	Form A - Particulars of the Company	23-26
10.	Form B - Experience Details	27
11.	Form C - Details of Banker/s	28
12.	Form-D - Form of Bankers' Certificate from a Scheduled Bank	29
13.	Form-E - Client's Certificate Regarding Performance of Contractor	30
14.	Annexure-B – Evaluation Matrix	31
15.	Checklist of Documents to be scanned and uploaded to MSTC Web Portal along with the Form A	32
16.	Part-II - Financial bid Format	33-34



Reserve Bank of India, Bengaluru
Human Resource Management Department

Notice Inviting Tender (NIT) (Only through e-procurement)

SCHEDULE OF TENDER (SOT)

A	E-Tender no	RBI/Bengaluru/Estate/372/22-23/ET/554
B	Tender Name	E-tender for deployment of two trained Sniffer Dogs with two trained dog Handlers at Bank's Regional Office, Bengaluru
C	Mode of Tender	e-Procurement System (Online Part-I : Technical Bid and Part-II : Financial Bid through www.mstcecommerce.com/eprochome/rbi)
D	Estimated value of contract	₹12.54 Lakh per annum
E	Earnest Money Deposit (EMD)	₹25,070/- (Rupees Twenty-Five Thousand seventy only) by NEFT towards: <u>Beneficiary Name</u> : Reserve Bank of India, Bengaluru <u>Beneficiary Account No</u> : 8692299 <u>IFSC</u> : RBIS0BGPA01 (5th and 10th digit is Zero) The proof of having remitted the EMD is to be uploaded in MSTC portal
F	NIT available to parties for download	January 12, 2023
G	View Tender at MSTC	January 12, 2023
H	Pre-Bid Meeting	January 25, 2023
I	Starting Date for submission of online Technical Bid and Financial Bid at MSTC	February 02, 2023
J	Transaction fees	Payment of Transaction fee through MSTC Gateway as advised by M/s MSTC Ltd.
K	Last date for submission of EMD	February 17, 2023
L	Date of closing of e-tender for submission of Technical Bid and Financial Bid.	February 17, 2023
M	Date and time of opening of Part-I (i.e. Technical Bid)	February 20, 2023
N	Part-II (Financial Bid): Date of opening of Part-II.	Part-II Financial bid will be opened for only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Bengaluru. For such bidder(s), date of opening of Part-II (Financial Bid) will be intimated through valid email confirmed by them.



**RESERVE BANK OF INDIA, BENGALURU
HUMAN RESOURCE MANAGEMENT DEPARTMENT**

**E-tender for deployment of two trained Sniffer Dogs
with two trained Handlers at Bank's Main Office**

PART – I

Name of Tenderer: _____

Address: _____

Date of Pre Bid meeting	January 25, 2023 at 1500 hrs
Last date & time for Submission	February 17, 2023 till 1700 hrs.
Cost of Application form/ Tender	Nil

IMPORTANT INSTRUCTIONS FOR E – PROCUREMENT

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

Process of E-tender:

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid 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 PC 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 HAVE TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi

1). Vendors are required to register themselves online with 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, vendors may contact RBI/MSTC, (before the scheduled time of the e- tender).

Contact person (RBI): Shri Amit Kumar Deb (Assistant Manager) 080-22180342

Shri Swaraj Singh Chaudhary (Manager, Security) 080-22180500/ 9419287981

Contact person (MSTC Ltd): SRO Help Desk

For Buyer/Vendor registration related queries: Contact no: 9499054103

Email: mstcsro@mstcindia.co.in

For Auction related queries

Contact No:- 09499054104

NLC Auction Help Desk

Contact No:- 09499054102

NLC Reverse Auction Help Desk

Contact No:- 09499054101

Reception & Other Queries

Contact No:- 044-28285049

Google hangout ID- (for text chat)- mstceproc@gmail.com

Availability :10 AM to 5.30 PM on all working days for all Technical issues relating to e-Auction, e-Tenders, System settings etc.

B) System Requirements:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser

iii) Signing type digital signature

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.

Other Settings

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

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

The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.

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

Special Note towards Transaction fee:

- The vendors shall pay the transaction fee using “**Transaction Fee Payment**” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.
- **Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without making the payment towards transaction fee.

NOTE : Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid. 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 Email ID provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate). **E-tender cannot be accessed after the due date and time mentioned in NIT.**

Bidding in e-tender:

(a) Earnest Money Deposit (EMD) for a sum of 25070/- shall be submitted online the Bank Account of Reserve Bank of India on or before 30/01/2023 (1700 h). The account details for NEFT/RTGS transactions are as follows.

Beneficiary Name: **Reserve Bank of India,**
Bengaluru IFSC: **RBIS0BGPA01 (5th and 10th characters are Zero)**
Account No.: **8692299**

(b) Proof of remittance with transaction number shall be attached/ uploaded. The bidders are also advised to send the proof of remittance with transaction number to hrrmdbengaluru@rbi.org.in and allotmentbengaluru@rbi.org.in. **A tender which is not accompanied by such EMD will not be considered.** No interest will be paid on EMD. It may please be noted that, EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority in due course.

(c) The process involves Electronic Bidding for submission of Technical Bid and Commercial Bid.

(d) 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 → e-procurement → PSU/Govt depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.

(e) The vendor should have 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, they should click on the Technical bid. If this JAVA application does not run, then the vendor will not be able to save/submit his Technical bid.

(f) After filling the Technical Bid, vendors have to click 'save' for recording the same. Once the Commercial Bid link becomes active and the details are filled up, vendors have to click on "save" to record the Commercial bid. After both the Technical bid & Commercial bid have been saved, vendor has to click on the "Final submission" button to register the bids.

(g) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.

(h) In all cases, vendors are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.

- (i) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- (j) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- (k) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.
- (l) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- (m) Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- (n) **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.
- (o) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- (p) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reasons thereof.
- (q) Vendors are requested to read the vendor guide and see the video in the page <https://www.mstcecommerce.com/eprhome/rbi> to familiarize them with the system before bidding.



Reserve Bank of India, Bengaluru
Human Resource Management Department

E- Tender for Deployment of Two Trained Sniffer Dogs with Two Trained Sniffer Dog Handlers at RBI, Regional Office, 10/3/8 Nrupathunga Road, Bengaluru

Scope of Work

Overview:

The two trained sniffer dogs will be deployed for twelve hours daily in such a manner that each dog performs duty for six hours per day. The duty hours will begin from 7 AM and finish at 7 PM from Monday to Saturday. Each dog will be deployed for at least 6 hours daily, on two hourly duty followed by two hourly rest on rotation basis at the Main Office premises of RBI. Thus, at any given point of time one dog shall be on duty, however during morning rush hours and during events like meetings/gatherings, etc., both the dogs will be deployed for duty.

Scope of Work:

1. The Sniffer Dog will take rounds of the periphery and parking area in the morning hours to carry out sanitization of the main office premises before taking up position at the main gate area.
2. At the main gate area, the Sniffer Dogs will check all the vehicles entering in the Main Office Premises including the boot space of cars for any explosive materials. The Dog Handler will give command/instructions to the Dogs and take the sniffer dog around the car to detect any explosives and after satisfying that the vehicle is free from any explosives, the Dog Handler will signal the driver of the vehicle to proceed ahead.
3. The Dog Handler shall request the driver of the vehicle/car to switch off the ignition of the car/vehicle in case the Dog is reluctant to check the vehicle because of noise of the engine.
4. Checking of Trucks/Lorries/Buses and other commercial vehicles entering in the main office premises at random time of the day/night.
5. Checking of cars of dignitaries during various administrative meetings held at the main office premises. During such occasion both the Sniffer Dogs with handlers are required to be present for smooth functioning.
6. Taking rounds in the Banking Hall of the main building and other areas where general public interface is present in order to ensure that these areas are free from any explosive materials.
7. Both the sniffer dogs shall undergo Explosive Detection Test conducted once in a month under the supervision of the Security Manager.
8. Respond in any emergency situation for detection or identification of explosives /unattended bags in the main office premises.
9. Dog handlers to ensure the physical fitness of both the dogs by carrying out basic exercises in morning/evening hours to prevent obesity and keep the dogs in a fit condition.
10. The dogs should be available for any other duties as and when instructed by the Bank and its authorities.



Reserve Bank of India, Bengaluru
Human Resource Management Department

Eligibility Conditions

1. The intending applicant must be a company/firm with minimum three years' experience in undertaking work of similar nature and providing services to Government Departments/Public/Private Sector institutions with a contract value of not less than ₹12.5 lakh per year per institution.
2. The bidder shall submit a declaration along with the technical bid on its letter head signed by the authorized signatory to the following three effects:
 - (a) The track record of the bidder is/ was clean and it is/ was not involved in any illegal activities or financial frauds.
 - (b) The bidder's contract was not terminated in the past by any organization during the contract period due to unsatisfactory performance.
 - (c) The bidder should not have been put in negative list by any government organization/ bank/ any other entity for breach of applicable laws or violation of statutory or regulatory prescriptions or breach of agreement or for any reason whatsoever.
3. Intending applicants will have to satisfy the Bank with documentary evidence in support of their possessing required eligibility, and in the event of their failure to do so, the Bank reserves the right to reject their application.



Reserve Bank of India, Bengaluru
Human Resource Management Department

General Terms and Conditions

1. The successful bidder has to deploy two well-trained dog Sniffer Dogs, preferably Labrador/German Shepherd with two trained and experienced Handlers with uniform at Bank's Main Office Gate at 10/3/8, Nrupathunga Road, Bengaluru-560001 for sniffing the vehicles of visitors and staff members. The dog handlers must be able to control the sniffer dogs easily and perform their job safely and efficiently.
2. The dogs should be available for duty as and when required by the Bank during the working hours mentioned in the scope of work. The Bank shall, if felt necessary, utilize the dogs for sanitation of any of the Bank's premises.
3. As on April 01, 2023, the dogs deployed at the premises of RBI Bengaluru should be less than the age of 6 years, and Agency shall be in possession of necessary pedigree certificate and veterinary certificates regarding physical fitness and olfactory tests certificate from Police Dog Training Facility / Bomb Disposal Training School.
4. The Agency shall arrange at their own cost for periodical performance tests and health checks for the dogs (deployed at the premises of RBI Bengaluru) from veterinary facilities of Govt. / Police Bomb Dog Squad/Railway Protection Force.
5. Valid Certificates in respect of Dog's Health, Pedigree and Olfactory Test from Dog Training School of any Government Law Enforcement Department should be scanned uploaded at the time of applying for tender (in Part-I Technical Bid).
6. The Agency, during the contract period, shall arrange at their own cost for quarterly health check for the dogs deployed at the Bank's premises and shall submit the health check certificates to the Bank every quarter without fail.
7. During the deployment at Bank's premises, the vendor/service provider at their own cost shall arrange for regular training of dogs deployed at the Bank's premises for explosive detection and shall undergo recertification every three months.
8. The dog handlers shall be adequately trained (at least 3months training by the bidder) to handle the dogs in an ethical manner. Any act of cruelty towards the animal will not be tolerated. At the time of deployment, the dogs and their handlers should have undergone initial training for at least three months (a certificate to this effect regarding training of dog and their handlers from the bidder is necessary) and thereafter dog and handler should undergo refresher training every year.
9. The sniffer Dogs should be trained to detect all kinds of low and high explosives e.g. Ammonium and Potassium Nitrate, RDX, TNT Gunpowder, PEK, Pentaerythritol Trinitrate (PETN), Triacetone Triper Oxide (TATP), etc.
10. The dog should be put through simulated exercises of detecting explosive substance concealed in human being, hidden inside vehicle, etc., with the help of training aids on a regular basis.
11. Each dog is required to conduct at least one practice simulated search every week and proper documentation to be done for the same.

12. The Sniffer Dogs will be deployed for twelve hours daily in such a manner that each dog performs duty for six hours per day. The duty hours will begin from 7 AM and finish at 7 PM from Monday to Saturday. Each dog will be deployed for at least 6 hours daily, on two hourly duty followed by two hourly rest on rotation basis at the Main Office premises of RBI. Thus, at any given point of time one dog shall be on duty, however during morning rush hours both the dogs will be deployed for duty.

13. The Bank has a kennel for the dogs in the office premises. Cleaning of the kennel and litter, if any, inside the Bank's premises will be the responsibility of the service provider on daily basis.

14. Medical emergency support for the dogs and dog handlers shall be provided by the service providers.

15. The service provider shall submit medical certificates for the dogs as well as the Handlers, before they are pressed into service, stating that they do not suffer from any illness which will hamper their efficient functioning, and the dogs are immunized.

16. The service provider should get the medical verification done for its workforce (to be deployed for the purpose) on a half yearly basis and submit medical fitness certificate to the office. The dog handlers deployed by the agency should not be suffering from any communicable disease. The cost of the health checkup is to be borne by the Agency and not by the Bank.

17. The Service Provider shall ensure that all the assets deployed by it, for the purposes for rendering the services required by the Bank, are insured with authorized insurance companies, for which no extra payment will be made by the Bank. The Bank will not be liable for any damages/injuries to persons as a part of execution of this contract. The Agency shall be responsible for any injury or damages to any persons, animals or any other things and any claims made on account thereof.

18. The dog handlers deployed by the service provider for the services mentioned above shall be the employees of the service provider for all intents and purposes, and that the persons so deployed shall remain under the control and supervision of the service provider, and in no case, shall a relationship of employer and employee between the said persons and the RBI, Bengaluru shall accrue/arise implicitly or explicitly. It will be the responsibility of the Service provider to ensure that no liability on this count should devolve on RBI, Bengaluru in respect of workers deployed by him. The vendor shall obtain a declaration from the persons deployed of having understood the same and also undertaking that they shall not raise or make any such claims against RBI, Bengaluru, and submit the declaration and undertaking to the Bank.

19. The service provider shall submit details, such as Names, Parentage, Residential Address, Age, Date of Birth, etc., along with recent photograph of the persons deployed by him in the premises of the RBI, Bengaluru. For the purpose of proper identification of the employees of the service provider deployed for the work, he shall issue identity cards bearing their photographs / identification, etc., and such employees shall display their identity cards all the time during their tenure of duty.

20. The service providers should have complete information on the Dog Handlers engaged by them. They should have a procedure to get police verification done of dog handlers (to be deployed for the purpose) and will be responsible for their conduct/

irregular behaviour. A certificate to the effect that Police verification has been done and is available with the vendor and that they are fully responsible for the conduct of their Dog handlers, will have to be given before deploying any new Dog handler. Also, they should be able to furnish Police verification certificates of their Dog handlers to the Bank, if required. Failure to do so may result in levy of monetary penalty or cancellation of contract or both.

21. The service providers shall be responsible for and make good any loss or damage, caused by any act or default, on their part, or on the part of their employees/agents to the Bank's property.

22. The service provider shall ensure uninterrupted service taking into account the holidays followed by the Bank. In the event of poor/deficient service, the Bank reserves the right to terminate forthwith the arrangement with the service providers.

23. In case any of the dog handlers so deployed by the Service provider does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful acts or disorderly conduct, the service provider shall immediately withdraw and take suitable action against such persons on the report of the RBI, Bengaluru in this respect. Further, the service provider shall immediately replace the particular dog handler so deployed on the demand of the RBI, Bengaluru in case of the aforesaid acts on the part of the said person.

24. If the dog or handlers is unable to attend duty due to sickness/ill health, the service provider shall provide suitable substitute having the same capability and competence. Failure to do so may result in wage cut / penalty (double of wage for the period of leave) or both.

25. The vendor shall ensure that the persons deployed by him do not take any property out of the RBI premises without a gate pass signed by the designated officials of the RBI, Bengaluru.

26. The service provider shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of RBI, Bengaluru.

27. The service provider shall remove all Dogs with Handlers deployed by him on termination of the contract, or on expiry of the contract from the premises of the RBI, Bengaluru and ensure that no such persons shall create any disruption/ hindrance /problem of any nature in the RBI, Bengaluru either explicitly or implicitly.

28. Local representative of the service provider must be available in Bengaluru at all times.

29. The contract, if awarded shall be initially valid for a period of one year from the date of agreement. The Bank reserves the right to extend the period of contract for a further period of up to two years (one year at a time) on terms mutually agreed upon.

30. Application containing false or inadequate information is liable for rejection. Further, Bank reserves the right to reject incomplete tender forms, or bids where the tender form has been left blank in places or if information furnished is found to be wrong or misleading.

31. The Performance Bank Guarantee furnished by the vendor would be invoked in the event of unsatisfactory performance of the vendor and / or loss/ damage if any sustained by the RBI, Bengaluru on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the vendor.

32. The agreement between the successful tenderer/s and the Bank will be signed within 15 days of letter of award of work. The agreement shall be executed in duplicate. The Bank shall retain the original and the Service Provider / Contractor / Vendor, the duplicate. The stamp duty shall be borne and paid by the Service Provider /Contractor/ Vendor.

33. If the service provider selected fails to sign the formal agreement within a week of award of contract, or fails to undertake the work on due date, the letter of intent shall be treated as cancelled.

34. **Insurance to Dog Handlers.** As per current Government Policy, workmen who draw salary above ₹21,000/- are not eligible for ESI facility. In the absence of ESI support, once contract is awarded, Agency shall arrange at their own cost 'Workmen's Insurance Policy' for the dog handlers deployed at Bank's premises.

35. **Payment Clause.** The charges quoted will cover the cost of dogs and the services of manpower deployed, material used for maintenance and machinery/equipment deployed for efficient rendering of services and shall be payable on monthly basis subject to submission of invoice and performance check. The payment thereon will be made after the same is duly certified by the Bank's Officers that the services provided have been satisfactory and after deducting all statutory dues/taxes, etc. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the P&SO and other supporting documents. No other claim on whatever account shall be entertained by the Bank. The Contractor will ensure that handlers/supervisor engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted. The bills shall be submitted along with the following documents in respect of the contractual employees deployed at RBI Bengaluru, mandatorily:

(a) Current month GST Invoice Copy.

(b) Current month Wage Register (Form XVII [See rule 78(1) (a) (i) of The Contract Labour (Regulation and Abolition) Central Rules, 1971], duly signed by the individual contract Labourers.

(c) Current month Attendance Register.

(d) Current month ESI (if applicable) remittance challan with consolidated breakup details.

(e) Current month EPF remittance challan, as applicable, with consolidated breakup details.

(f) Letter to the bank regarding disbursement of payment.

(g) UTR Numbers of the transfer of payment to the individual employee's account.

(h) Proof of any other payment (bonus, etc., if applicable) made to the contractual employees.

(i) A Certificate by the Vendor declaring that they are adhering to the applicable forms under the Minimum Wages Act, 1948 (XI of 1948) and all the applicable rules under the Act issued by the Government of India from time to time, EPFO, ESIC, Bonus and all other Act/Rules issued by the Government of India in connection with employment of labours.

(j) Periodical returns submitted to Labour Commissioner, Shram Suvidha Portal, EPFO & ESIC within 07 days of filing (as and when submitted).

36. The service provider shall be liable for the timely payment of wages and all other dues which their employees are entitled to receive under the provisions of Minimum Wages Act stipulated by Government of India and other relevant statutory enactments.

37. That the service provider shall comply with, or cause to be complied with, the Notifications issued by Govt. of India from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns to the authorities concerned. The service provider should pay the monthly wages to the dog handlers every month before the 07th day of the ensuing month. Wage paid to the dog handlers shall not be less than the minimum wage as given in latest circular on minimum wage published by the Ministry of Labour, Government of India, and updated from time to time. The Agency shall submit a monthly compliance certificate (with details of wages paid) on payment of minimum wages and confirmation regarding submission of contributions made to EPF and ESI (as applicable) for the persons deployed in the premises of RBI Bengaluru. **For the purpose of pay and allowance, Dog Handlers shall be treated as Security Guard without arms (under category of 'Watch and Ward' in Area 'A') and accordingly their salary should be calculated and must be disbursed electronically (by NEFT only) by the selected Agency. Amount of salary and other applicable components of ESI (if applicable), EPF and Bonus in respect of the dog handlers shall be calculated correctly and entered in their designated places properly of Financial Bid (Part-II).**

38. The service provider shall make the payment of wages, etc., on time and shall on demand furnish copies of wage register/ muster roll, etc., to the RBI, Bengaluru for having paid all the dues to the persons deployed by him for the work under the agreement. This obligation is imposed on the Service provider to ensure that he is fulfilling his commitments towards his employees so deployed as per the provisions of Contract Labour (Regulation & Abolition) Act, 1970. The Service provider must comply with the provisions of Contract Labour (Regulation & Abolition) Act 1970 at his own cost and the rules made there under by the Govt. from time to time.

39. The claims in bills regarding taxes and GST, if applicable, shall be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of Bank.

40. During the course of the contract, only increase in the minimum wages as announced by the Central Government will be borne by the Bank, subject to producing documents for disbursing the increased wages.

41. All other charges (other than statutory levies) will remain fixed during the duration of the contract.
42. All the payments shall be released through NEFT/RTGS, viz. electronic mode only, for which necessary mandate shall be submitted to the Bank.
43. Any objection regarding the payment received by the tenderer shall be brought to the notice of the Bank within 10 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.
44. The RBI, Bengaluru will deduct tax at source and all other taxes and duties, as applicable from time to time from the amount payable to the service provider.
45. The service provider shall furnish certificate of registration/license from the competent Government authorities. They will ensure compliance with all applicable laws relating to animal safety and prevention of cruelty to animals. RBI will not be liable for breach of any prevalent laws.
46. The service provider, as per the Child Labour (Prohibition and Regulation) Act 1986, shall not engage any person below the age of 18 years in the Agency.
47. The arrangements with the service providers shall stand terminated in the case of insolvency of the service providers, or them entering into any arrangement/compensation with their creditors.
48. While deciding upon the selection of service providers, emphasis will be given on the ability and competence to render good service.
49. The application form shall be signed by a person on behalf of the organisation who is duly authorised to do so.
50. The Bank reserves the right to terminate the contract by giving a notice of 30 days without assigning any reason.
51. The service provider 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 of the Bank and the Agency shall ensure appropriate action under the said Act in respect to the complaint.
52. The service provider shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employees Liability Act, 1938; Employment of Children Act 1938; Maternity Benefit Act 1961, Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 and/or any other rules/regulations and/or statutes that may be applicable to them. The service provider shall be solely responsible for any violation of provisions of the above mentioned legislative enactments, or any other statutory provisions, and shall further keep the RBI, Bangalore indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising

out from the non-compliance with the aforesaid statutory provisions. Service provider's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations/or any bye-laws or rules framed under or any of these, the RBI, Bangalore shall be entitled to cover any of the such loses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the service provider's monthly payment.

53. In the event of the service provider committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability, pay to the Regional Director of the RBI, Bengaluru, a sum as may be claimed by RBI, Bengaluru.

54. The service provider shall keep the RBI, Bengaluru indemnified against all claims whatsoever in respect of the employees deployed by the service provider. In case any employee of the service provider so deployed enters into dispute of any nature whatsoever, it will be the primary responsibility of the service provider to contest the same. In case RBI, Bengaluru is made party and is supposed to contest the case, the RBI, Bengaluru will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the service provider to RBI, Bengaluru on demand. Further the service provider shall ensure that no financial or any other liability comes on RBI, Bengaluru in this respect of any nature whatsoever and shall keep RBI, Bengaluru indemnified in this respect.

55. Failure to render service in accordance with the terms of the contract, failure to submit required documents for health check-up of employee, police verification, olfactory tests and dog health certificates can invite imposition of monetary penalty by Reserve Bank of India or can lead to cancellation of contract or both. The decision of the Regional Director, Reserve Bank of India, Bengaluru, in this regard shall be final.

56. **Non-Disclosure Clause**. The agency and its staff shall not disclose, divulge, reveal, or use for any purpose, any information relating to the Bank, which would reasonably be considered to be private or proprietary to the Bank, the release of which could reasonably be expected to cause harm in any manner to the Bank, which the agency and/or its staff have obtained, except as authorized by the Bank or as required by law. This obligation on the part of the agency and its staff shall apply during the term of agreement and indefinitely after the term of agreement. The agency and its staff shall also not disclose directly or indirectly any information and details of the Bank's infrastructure / systems/ equipment, etc., which may come to its possession or knowledge 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. It 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. It shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. It shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated

as breach of contract and the Bank shall be entitled to claim damages and pursue legal remedies.

57. **Registration/Licensing.** The successful bidder shall depute required number of dogs and their handlers to render the services. The successful bidder shall commence the work only after entering into an agreement with the Bank as detailed below and furnishing to the Bank the following:

- (a) EPF Registration Certificate and ESI Registration Certificate
- (b) List of dogs/ dog handlers
- (c) Any other licenses/permissions for carrying out the work.

58. **Arbitration.** In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitrator appointed by the Regional Director, RBI, Bengaluru or his/ her nominee.

59. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Regional Director, RBI, Bengaluru shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

60. The arbitrator may give interim awards and / or directions, as may be required.

61. Subject to the aforesaid provisions of the Arbitrator and Conciliation Act, 1996 and the rules made thereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

62. **Jurisdiction:** This agreement is subject to jurisdiction of **the High Court of Karnataka at Bengaluru.**

63. **How to Bid.** This is e-tender and bid has to be submitted/uploaded through MSTC website. E-tender detail is mentioned at Annexure-II. E-tender shall be submitted as per the following instructions:

(a) This e-tender having two parts. Part-I Techno commercial and Part-II will be financial bid. Upload all the relevant documents on MSTC website. Those qualify in the Part-I, will be eligible for opening Part-II. Lowest among the valid Financial bid will be declared successful bidder.

(b) In the event of two valid financial bid simultaneously becomes eligible to be declared as L1, the work will be awarded to the Agency scored maximum marks in the Technical Bid as per the evaluation matrix provided in this document as [Annexure-B](#).

(b) All bidders require to submit Earnest Money Deposit online of ₹25,070/- on Beneficiary Name: Reserve Bank of India, Bengaluru IFSC: RBIS0BGPA01; Account No.: 8692299. After submitting the EMD please share this information on email: hrrmdbengaluru@rbi.org.in. No interest is payable on submitted EMD. **The EMD amount would be refunded within 10 working days of the award of the contract**

and submission of Performance Bank Guarantee as mentioned in Clause No. 7. EMD will be forfeited if bidder gives false information to the Bank and fulfill the tender obligations. Any E-tender without EMD will be rejected.

(c) Before submitting the tender, the bidder may go through the general terms and conditions on which the work will be awarded by the Bank and required to be executed by the successful tenderer. The bidders may satisfy themselves as to the specified eligibility and other criteria. It may also be noted that the general terms and conditions are indicative in nature and the same shall not restrain the Bank from imposing or requiring the tenderer to agree upon such further or other terms and conditions, or to alter, modify or omit those terms and conditions, as are considered necessary for the due and proper execution of the work being awarded under this tender. Application containing false or inadequate information is liable for rejection. Further, Bank reserves the right to reject incomplete tender forms, or bids where the tender form has been left blank in places or if information furnished is found to be wrong or misleading.

(d) The successful bidder at his/her own cost shall execute an agreement on a stamp paper of required value for due performance of the contract within 14 days of the date of award of work. If the selected vendor fails to sign the formal agreement within a week of award of contract or fails to undertake the work on due date, the letter of intent shall be treated as cancelled and EMD made by him shall be forfeited. The successful applicant shall furnish Security Deposit in the form of Performance Bank Guarantee to RBI. The rate of Security Deposit will be 5% of the quoted rate per annum in the form of Performance Bank Guarantee for the duration of the contract. The Security Deposit in the form of Performance Bank Guarantee should be paid before start of the work by the Agency in the form of Bank Guarantee. This is a pre-requisite for awarding the contract. No interest will be paid to the Agency for the amount of Security Deposit during the period of agreement. The guarantee will be invoked in case of failure on the part of vendor to perform duties.

64. This tender document will be part of contract.

Signature of bidder

Date:

Place:

Note:

Scanned copy (PDF format) of the original must be uploaded while submitted e-tender online through MSTC E-Commerce portal.



Reserve Bank of India, Bengaluru
Human Resource Management Department

E-tender for deployment of two trained Sniffer Dogs with two trained Dog Handlers
at Bank's Main Office Premises at Bengaluru

Part I

Technical Bid

Name of Bidder:.....

Address:.....

Telephone No:.....

Email Address:.....

Signature of the Authorised Signatory

Date

Seal

Last Date and time of submission of bid/tender: February 17, 2023

Note: Scanned and Signed copy (in each page) of Part-I need to be upload on MSTC website at relevant tender. Part-II is to be submitted directly at MSTC.

Format of Technical Bid to be uploaded on MSTC
(To be given on tenderer's letter head)

Tender for Deployment of Sniffer Dogs with Handlers at RBI, Bengaluru

In response to the above and in full agreement with the terms and conditions as stipulated by Reserve Bank of India, Bengaluru, I/We state as under:

1. I/We understand the minimum wages will be required to be paid as per the terms and conditions stipulated by the Central Government from time to time. In addition, I/We also understand that all statutory payments like EPF/ESI/Bonus, etc., also need to be paid as prescribed under various statutes, by me/us.
2. The Earnest Money Deposit of Rs 25,070/- submitted online payment to Beneficiary Name: Reserve Bank of India, Bengaluru IFSC: RBIS0BGPA01 (5th and 10th characters are numerals "zero"), Account No.: 8692299.
3. On receiving the award of contract, I/We will furnish a Performance Bank Guarantee amounting to 5% of the quoted rate per annum in lieu of Security Deposit which shall be valid for the period of contract.
4. I/We also understand that the Regional Director, Reserve Bank of India, Bengaluru has the right to accept or reject my/our application without assigning any reasons whatsoever and her decision will be binding on me/us.
5. I / we have valid registration in respect of Employees Provident fund / Employees State Insurance / Service Tax, etc., copies of the above are enclosed herewith.
6. I/ We agree and undertake, if our bid is successful and accepted, to deliver and commission the services in accordance with the requirement of the Bank.
7. I/We also understand that the Bank Guarantee, in lieu of security deposit, will be invoked in the event of failure on my/our part to execute the agreement within the specified time or in case of breach attributable to me/us of the terms and conditions, or failure on my/our part to duly execute the work.

Authorised Signatory (Name & Seal)

Date:

Scanned copy (PDF format) of the original must be uploaded while submitting e-tender online through MSTC E-Commerce portal.

Technical Bid by the Tenderer (To be given on applicant's Official Letter Head)

Form-A
(Particulars of the Company)

NAME OF THE TENDERER: _____

ADDRESS: _____

_____ CONTACT NO: _____

SI No.	Particulars	Details to be filled in by the Tenderer
1.	Name of the Organisation	
2.	(a) Type of organization – (whether Proprietorship / Partnership /LLP / Pvt. Ltd. / Ltd. Company). (b) Date of establishment (c) Details of Registration (Firm, Company etc.), Registering Authority, Date, Number etc. (not applicable in the case of a sole proprietorship). Please enclose relevant documents in support of the same.	
3.	Name of the proprietor / partner / directors of organization with designation.	
4.	Regd. Office/ Business Address of the organization along with Telephone No, Mobile No, Fax No and e-mail. (a) Whether having own office in Bengaluru. (b) Address of the local office at Bengaluru. (c) Name of the authorized official and his/her telephone number. Please enclose relevant documents in support of the same.	
5.	Work Experience: Details of work experience as per the requirement in the Eligibility Criteria and Terms and Conditions supported by work orders, documents and certificates. The details along	

	with documentary evidence of previous experience, if any, of Similar services for the Reserve Bank of India at any centre or government / semi government / public sector undertakings / banks / MNCs should also be given.	
6.	Whether average annual business turnover for the last preceding three financial years is ₹12.50 lakhs <u>in the same line of business</u> . Supporting documents should be enclosed in proof of turnover duly certified by Chartered Accountant.	
7.	Income Tax Returns and audited balance sheets of last three Financial years - F.Y. 2019-20, F.Y. 2020-21 and FY 2021-22 (Self Attested Copy to be submitted)	
8.	Whether registered with Labour Department under the Contract Labour (R & A) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971. If yes, Indicate the date of registration. (A copy of certificate/ registration to be submitted).	
9.	Name and address of the bankers. Please enclose a certificate in sealed envelope from the banker regarding financial standing as per format attached with this tender document. (Annex-I and II)	
10.	Name and address of the existing clients along with full details. The feedback from top two existing clients in the same line of business in Bengaluru is required as per Form-E in sealed envelopes of clients. (to be sent by the client)	
11.	The bank Account (IFSC Code and Account Number) where payments would be received by the organization.	
12.	Whether blacklisted by any authority and/or client. If yes, details thereof:	
13.	Whether deployed Dog Squad to any of the Government/Semi-Government Undertaking(s) as approved service providers? If so, furnish details	
14.	Whether any disputes (including with statutory authorities) are pending? If so, provide details of the stage of proceedings	
15.	Whether penalised/convicted in connection with	

	similar business. If yes, details thereof:	
16.	Indicate if involved in any litigation	
17.	Total value of the services provided to the other organizations for the last 3 years (year wise in rupees)	
18.	Experience in providing similar services to other organizations	
19.	Office address through which the work will be handled (together with vendor's email address)	

1. The information by me/us is true to the best of my/our knowledge and if any information is found untrue or false, I/We may be debarred from the tender process/being given the contract.

2. I/We agree to abide by the terms and conditions stipulated by the Bank.

3. I/We also agree that my/our Tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part-I (Technical Bid) of the tender and this period of validity can be extended for such period as may be mutually agreed in writing between the Bank and tenderer. I/We also agree to keep the Earnest Money Deposit during the entire period of validity of tender.

4. I/We understand that the Bank reserves the right to accept or reject any or all the tender either in full or in part without assigning any reason therefore.

5. I/We have uploaded scanned copies (signed on all the pages) of all the documents listed below to MSTC Web Portal along with this tender application:

(a) Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956) / Registration Certificate (in case of partnership firms and proprietary concerns).

(b) Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956) / Partnership Deed (in case of partnership firms).

(c) Copy of Income Tax Returns filed for last 3 years.

(d) Copy of valid Olfactory Test Certificates and recent Health Certificates of the dogs.

(e) List of entities with whom the applicant has entered into similar contracts during the last 3 years (including present orders in hand) each costing Rs. 12.50 lakh or more per year. (Form B)

(f) Copy of Income Tax Return and audited Balance Sheets for last three years.

(g) Terms and conditions duly signed by the authorized person(s).

(h) Annexure - I (Format of Technical Bid uploaded on MSTC)

(i) Copy of the PAN, TIN and GST Registration wherever applicable.

- (j) List of Clients.
- (k) Particulars of the Company (Form A)
- (l) Bank Account details. (Form C)
- (m) Banker's certificate on financial standing. (Form D)
- (n) Certificate from Labour Department in respect of engagement of contract labour.
- (o) Certificate of registration at EPFO and ESIC.

Signature of Authorised Signatory

Name and seal of the Tenderer

Date: _____

Scanned copy (PDF format) of the original must be uploaded while submitting e-tender online through MSTC E-Commerce portal.

Form B

Experience Details (to be filled by the Tenderer)

List of similar contracts entered into by the applicant during the last 3 years (including orders on hand at present) each costing Rs.12.50 lakh or more per year:

SI No.	Number of Dogs and breeds supplied	Cost of deployment per year	The name and full address of the organisation to whom the services were provided

Signature

Name and seal of the Tenderer

Date: _____

Scanned copy (PDF format) of the original must be uploaded while submitting e-tender online through MSTC E-Commerce portal.

Form C
Details of Banker/s

(To be filled by the tenderer on official's letter head)

Details of Banker/s are:

	Banker 1	Banker 2
Name of the Branch and its complete postal Address		
Name and Job-title of the Contract Person along with his/her Telephone No(s) and Fax No.(s) etc.		
Type of Account and Account No.		
Whether Credit Facility/Overdraft facility enjoyed by the service provider.		
The period from which the service provider has been banking with the Banker.		
Any other information which the service provider may like to furnish about its Bankers:		
IFSC code of the Branch		

Authorised Signatory (With name & Seal)

Date:

Scanned copy (PDF format) of the original must be uploaded while submitting e-tender online through MSTC E-Commerce portal.

Form-D

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK
(To be uploaded by the Tenderer along with the Tender)

1. Name of the company/agency/firm:
2. Composition of the company/agency/firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited):
3. Name of the Proprietor/ Partners/ Directors of the company/agency/firm:
4. Name of the Banker:
5. Name of the Branch and complete postal address:
6. Name and job title of the contact person along with his/her Telephone No (s) and E-mail etc.:
7. Type of Account:
8. Account Number:
9. IFSC Code:
10. Turnover of the company/agency/firm for the last 3 years (year wise):
11. Credit facility/ Overdraft facility enjoyed by the company/agency/firm:
12. Dealings:
13. The period from which the company/agency/firm has been banking with the bank:
14. Any other remarks:
15. You may also kindly forward your opinion whether the above company/agency/firm is considered financially sound to be entrusted with the contract for works estimated to cost ₹12.50 Lakhs per annum.

Place:

(Signature) For the Bank

Date:

Note:

- (i) Banker's certificates should be on letter head of the bank
- (ii) In case of partnership firm, certificate to include names of all partners as recorded with the bank.
- (iii) Scanned copy (PDF format) of the original must be uploaded while submitting e- tender online through *MSTC E-Commerce* portal

Form-E
Client's Certificate Regarding Performance of Contractor
(To be given on its letterhead by client)

CONFIDENTIAL

1. Name & address of the Client
2. Details of Works executed by Shri /M/s
3. Name of work with brief particulars
4. Agreement No. and date
5. Agreement amount
6. Date of commencement of contract
7. Date of expiry of contract
8. Duration of relationship with the Agency
9. Details (Date of levy of penalty, Amount of penalty and reasons) of penalty levied for deficiencies in services rendered.
10. Details of disputes with the agency during the contract
11. General Feedback on the quality of service by Agency
12. Rating of services rendered: Outstanding/Very Good/ Good/Satisfactory/ poor
13. Recommendation, if any or any other feedback

Date: _____ (Authorised signatory of the Client)

Seal

Scanned copy (PDF format) of the original must be uploaded while submitting bids for e- tender online through MSTC E-Commerce portal.

Matrix for Evaluation of Technical Bid

	Criteria	Weightage	
		Criteria Total	Sub-Criteria
1	The entity is required to have minimum 5 years of past experience in the industry and minimum 3 years' experience in "Sniffer Dog Services" in "Similar Works" (Minimum 15 Marks required to qualify)		
1a	<ul style="list-style-type: none"> Experience in Sniffer Dog Services at Central or State Govt. / PSU (5 marks each year for minimum 3 years, additional years over and above 3 years of experience will fetch 1 mark each year) 		
1b	<ul style="list-style-type: none"> No. of Years' Relevant Experience in Housekeeping facility at 5 Star Hotels / Domestic or International Airports (5 marks each year for minimum 3 years, additional years over and above 3 years of experience will fetch 1 mark each year) 		
2	Valid ISO Certification	1 Mark	
3	No. of Personnel on roll as on December 31, 2022 (claim to be supported by latest EPF Receipt)		
4	Supervisor (upto 2 – 2 Marks, thereafter 1 marks for every additional supervisor)		
5	Workmen (upto 10 – 2 Marks, thereafter 1 marks for every 5 Workmen)		
	Total		

Checklist of Documents to be scanned and uploaded to MSTC Web Portal along with the Form A

1. Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956) / Registration Certificate (in case of partnership firms and proprietary concerns).
2. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956) / Partnership Deed (in case of partnership firms).
3. Copy of Income Tax Returns filed for last 3 years.
4. Copy of valid Olfactory Test Certificates and recent Health Certificates of the dogs.
5. List of similar contracts entered into by the applicant during the last 3 years (including orders on hand at present) each costing Rs.12.50 lakh or more per year. (Form B)
6. Copy of audited Balance Sheets for last three years.
7. Terms and conditions duly signed by the authorized person(s).
8. The bidder must enclose the copy of terms and conditions duly signed by the authorized person(s).
9. Copy of the PAN, TIN and GST Registration wherever applicable.
10. MSME Certificate
11. List of Clients and performance certificate from clients.
12. Particulars of the Company (Form A)
13. Bank Account details. (Form C)
14. Banker's certificate on financial standing. (Form D)
15. Certificate from Labour Department in respect of engagement of contract labour.
16. Certificate of registration at EPFO and ESIC.
17. Two references from organisations to whom the same services are currently provided.

The following may be noted:

- a. **Only one tender per bidder will be accepted.**
- b. **Tenders not accompanied by any one of the above documents or satisfactory explanation thereof will be liable for rejection forthwith.**

Part-II
Financial Bid Format

Tender for Deployment of Sniffer Dogs with Handlers at RBI, Bengaluru

The rates have to be filled by tenderer online in the MSTC Portal only exclusive of GST. Kindly, do not upload this document.

The rates should be in conformity with Minimum Wages Act, 1948, as published by Ministry of Labour, Government of India or State Government (whichever is higher)

In response to the above in full agreement with the terms and conditions as the pre-qualification criteria as stipulated by you, I/We state as under:-

S. No.	Item	Unit Cost (to be quoted on MSTC) (a)	Total No. in each category (b)	Total Amount (a x b)
Quotes for wage, EPF and ESI (If applicable) are to be made for 26 days/month per person, exclusive of GST				
1.	Cost of Deployment of One Trained Dog Handler at the Bank's Premises for six days in a week and 26 days per month for one year . (Basic Wage + VDA) <i>(Salary to be considered as Security Guard without arms as per Central Government Minimum Wages Act 1948)</i>		2	
2.	Cost for EPF (employer's contribution) for One Trained Dog Handler for one year		2	
3.	Cost for ESI (employer's contribution, if applicable) for One Trained Dog Handler for one Year <i>(If Not Applicable, please put Zero)</i>		2	
4.	Cost of Deploying One Trained Sniffer Dog at the Bank's premises For One Year		2	
5.	Cost of Uniform Charges for One Trained Dog-Handler For One Year		2	
6.	**Service Charge for <u>One Trained Sniffer Dog</u> and <u>One Trained Dog Handler</u> For One Year		2	
Total				
GST (to be calculated automatically) as applicable (18%)				
Grand Total				

Note:

** If a firm quotes 'Nil' charges / consideration, the bid shall be treated as unresponsive and will not be considered.

Quote (Column 'a') to be entered in MSTC website only. Tax and total amount will be calculated automatically.

a) The Bank would establish the reasonableness of the rates in relation to the estimated rates, prevailing market rates, economic indices of the raw material/ labour and other input costs etc., Accordingly, the Bank may, at its discretion, ask any bidder to furnish the break up and rationale based on which the quoted rates have been arrived.

b) The rates quoted should be exclusive of GST. The particular work is considered as 'a Composite supply of Works contract as defined in clause 119 of section 2 of CGST Act'. The Vendor may levy applicable GST as stipulated by GST Council in the invoice submitted to the Bank.

c) The rates quoted are inclusive of reliever charges. No extra amount will be paid for posting a reliever.

d) The rates quoted must conform to the current minimum wages stipulated by the **Ministry of Labour and Employment, Central Government of India** and that other mandatory charges i.e., EPF, ESI etc. are in conformity with the corresponding statutory provisions.

e) The Financial Bid is liable to be rejected if any of the above rates and percentage are found not to be in compliance with the respective statutory laws and the Bank's specifications.

f) As per para 7.5.7 of the Manual for Procurement of Goods 2017 issued by Department of Expenditure, Govt. of India, an Abnormally Low Bid is one in which the bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price. Procuring Entity (RBI Bengaluru) may in such cases seek written clarifications from the bidder, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bids document. If, after evaluating the price analyses, Procuring Entity determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the bid/ proposal.