



**Reserve Bank of India
Estate Department
C.B.D. Belapur**

**SEALED QUOTATION INVITING
(Only through offline mode)**

IMPORTANT INFORMATION and SCHEDULE OF QUOTATION

Name of Work:	Sealed Quotation for “Illumination of Office Building on the eve of Independence Day at RBI Belapur, Navi Mumbai”
Date of Invitation of Sealed Quotation	July 10, 2025
Last date of Submission of Sealed Quotation	July 31, 2025; 14:00 Hrs
Date and time of opening of Sealed Quotation	July 31, 2025

The sealed quotation addressed to, The Chief General Manager, Reserve Bank of India, 2nd floor, Estate Cell, Belapur should reach this office **by July 31, 2025, by 02:00 PM** super scribing **“Illumination of Office Building on the eve of Independence Day at RBI Belapur, Navi Mumbai”**



**Reserve Bank of India
Estate Cell
Belapur, Navi Mumbai**

**Sealed Quotation for “Illumination of Office Building on the eve of
Independence Day at RBI, Belapur, Navi Mumbai”**

Techno-Commercial - Bid

Name of Bidder: _____

Address: _____

Email Id: _____

Mobile No: _____

Date of Invitation of Sealed Quotation: July 10, 2025.

Last Date for Submission: July 31, 2025; 14:00 Hrs.

Date and time of opening of Sealed Quotation: July 31, 2025.

The sealed quotation addressed to, The Chief General Manager, Reserve Bank of India, 2nd floor, Estate Cell, Belapur should reach this office **by July 31, 2025, by 02:00 PM** superscribing **“Illumination of Office Building on the eve of Independence Day at RBI Belapur, Navi Mumbai”**

Form of Quotation

Place _____

Date _____

To,

The Chief General Manager
Reserve Bank of India
Estate Cell,
Belapur

Respected Madam,

We have carefully examined the specifications, design and schedule of quantities relating to the work specified in the memorandum hereinafter set out and have visited and examined the installation site of the works specified in the said memorandum and have acquired the requisite information relating thereto as affecting the Quotation. 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 and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the contractors and special conditions, conditions hereinbefore referred to, specifications, schedule of works, data sheet and schedule of quantities and with such materials as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of works	"Illumination of Office Building on the eve of Independence Day at RBI Belapur, Navi Mumbai"
(b)	Estimated cost	₹2.50 Lakh
(c)	Earnest Money	₹5,000/- (Rupees Five Thousand only) EMD shall be paid by each intending bidder through Demand Draft in favor of 'Reserve Bank of India', payable at Mumbai or be remitted to Reserve Bank of India Account through NEFT, before 14:00 Hrs. of July 31, 2025. The account details for NEFT transactions are as under: Beneficiary Name: RBI Belapur Beneficiary A/c No: 186003001 IFSC: RBIS0NMPA01 (Fifth and Tenth characters in IFSC are Zero) Kindly mention your name/ company name in the NEFT Transaction remarks.

		<p>Note :-Vendors having MSEs (Micro and Small Enterprises only) valid Udyam Registration Number (Udyog Aadhar Memorandum Number) irrespective of the category are exempted from submission of EMD at the time of bidding. Bidders must submit MSE (Micro and Small Enterprises only) valid registration certificate at the time of submission of quotation for claiming exemption of EMD.</p> <p>The intended bidders are also advised to upload / send the proof (scanned copy) of remittance of EMD with transaction number to the following e-mail ID:</p> <ol style="list-style-type: none"> 1. estatebelapur@rbi.org.in 2. sahilmittal@rbi.org.in 3. yvishwamurthy@rbi.org.in 4. bhagyashrim@rbi.org.in 5. abishekjindal@rbi.org.in
(d)	Time Period for the work	03 days (14/08/2025 to 16/08/2025)

2. We also agree that our Quotation will remain valid for acceptance by the Bank for 90 days from the date of opening of the Quotation and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
3. Should this Quotation be accepted, we hereby agree to abide by and fulfil all the Terms and provisions of the said Conditions of the contract annexed hereto so far as they may be applicable and in default thereof, and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the said conditions.
4. We understand that you reserve the right to accept or reject any or all the Quotations either in full or in part without assigning any reason therefor.

We have deposited a sum of **Rs.5,000/-** as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.

Dated this _____ day of _____ 2025.

For and on behalf of M/s _____

(Signature with seal)

Name _____
Designation _____
Place _____
Date _____

Witnesses

(1) Signature _____ with
name, address and date _____

(2) Signature _____ with
name, address and date _____

Commercial Terms and Conditions

Sealed quotations are invited for **“Illumination of Office Building on the eve of Independence Day at RBI, Belapur, Navi Mumbai”**, and should be addressed to, The Chief General Manager, Reserve Bank of India, 2nd floor, Estate Cell, Belapur. The quotation in sealed cover should reach this office **by July 31, 2025, by 02.00 PM** superscribing **““Illumination of Office Building on the eve of Independence Day at RBI, Belapur, Navi Mumbai”**

The quotation will be opened on the same day in the presence of contractor who choose to be present.

1. The rate should be valid for 03 months from the date of opening of sealed quotation.
2. The Contractor should ensure that no damage is caused to the personnel & property while carry out the captioned work and damage caused, if any, will have to be made good by them.
3. The period of Illumination will be 03 days i.e.: 14th August 2025 to 16th August 2025.
4. The said illumination work shall be completed and tested one day before the prescribed period. If work is not completed within the timeline as prescribed the penalty is as follows:

Penalty for delay – ₹2500/- per day.

5. **Earnest Money Deposit (EMD):** EMD shall be paid by each intending bidder through Demand Draft in favor of 'Reserve Bank of India', payable at Mumbai **or** be remitted to Reserve Bank of India Account through NEFT, before 14:00 Hrs. of July 31, 2025. The proof of submission of EMD (either copy of DD/NEFT UTR details) shall be submitted along with the quotation.

Note: Vendors having MSEs (Micro and Small Enterprises only) valid Udyam Registration Number (Udyog Aadhar Memorandum Number) irrespective of the category are exempted from submission of EMD at the time of bidding. Bidders must submit MSE(Micro and Small Enterprises only) valid registration certificate at the time of submission of quotation for claiming exemption of EMD.

6. The EMD of the Successful contractor will be held without any interest till the completion of the work and released along with final bill of payment after satisfactory completion of the contract. The EMDs of non-successful firms will be returned to them after award of contract to successful contractor.
7. **The illumination shall be done on highway side and main gate side wall of RBI Belapur office building with pixel lights with graphics having pitch 6 x 7 inch on the dimensions of the walls are as follows: -**
- **Highway side wall: - 100 Feet X 50 Feet**
 - **Front side wall: - 86 Feet X 40 Feet**
 - **Logo wall: - 20 Feet X 23 Feet**
 - **Front side wall from Main gate: - 20 Feet X 50 Feet**
 - **Message to be displayed as per Bank's requirement.**
8. The successful contractor should take necessary safety measures while installation & dismantling of lighting. **Contractor shall ensure Electrical safety during the work and provision of ELCB/RCCB has to be made for taking supply from main source.** The successful contractors shall carry out the installation & dismantling of lighting through Electrical licensed holder experienced electricians to avoid any mishaps.
9. The Bank reserves the right to accept or reject any or all quotations without assigning any reasons, whatsoever.
10. The Contractor must submit these quotation papers, duly signed on every page.
11. The rates quoted should include all taxes, materials, duties, labour charges for loading and unloading of material and transportation and insurance charges etc.
12. This is a lump sum rate quotation.
13. **The Successful contractor shall, at his own expense, arrange the following insurance policies and deposit such policy or policies with the Bank from time to time during the currency of this Contract.**
1. **Workmen compensation policy.**
 2. **Third party liability policy**
14. **Contractors are advised to visit the site before quoting the rates.** The entire work is to be meticulously planned so that the entire illumination work is done as per requirement of the Bank. Thus, the rate quoted shall include for extra time and labour,

if any, due to this fact. In case of non-availability of site due to some constraints, no compensation shall be paid on that account to contractor. Therefore, contractor may take into account this fact also while quoting the rates.

15. The successful contractor shall make payment to their workmen strictly in accordance with the minimum wage Act (Central Government) and shall comply all the provision of the contract labour Act and shall keep & maintain all necessary documents/records for inspection.

16. The successful contractor shall submit their working team details along with their electrical PWD license copies prior to commence the work.

17. The contractor should note that unless otherwise stated the quotation is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the schedule of quantities approximately indicate the total extent of work but may vary and even may be omitted thus altering the aggregate value of the contract. No claim for any compensations shall be entertained in this regard.

(a) The Contractor shall advise to **write the rates in figure and words both.**

(b) Wherever there is discrepancy in rates and amount quoted, the rate shall be considered valid, and amount shall be calculated based on rates. Wherever there is any discrepancy in rate quoted in figure and words, the rate quoted in words shall be considered as correct and the quotation shall be evaluated accordingly.

18. All payments by the Employer under this Contract will be made only at Belapur, Navi Mumbai & jurisdiction for any dispute will be at Belapur, Navi Mumbai.

Place:

Date:

Signature and seal with full address of contractor



**Reserve Bank of India
Estate Cell,
Belapur, Navi Mumbai**

**“Sealed Quotation for “Illumination of Office Building on the eve of
Independence Day at RBI, Belapur, Navi Mumbai”**

Price - Bid

Name of Bidder: _____

Address: _____

Email Id: _____

Mobile No: _____

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“Illumination of Office Building on the eve of Independence Day at RBI, Belapur, Navi Mumbai”

Bill of Quantities (BOQ)

Sr. No.	Description	Qty.	Units	Rate inRs.	Amount in Rs.
1	Illumination of Belapur office As specified patterns decided by Bank for three days i.e : 14/08/2025 to 16/08/2025 as specified in form of quotation	01	job		
				CGST@9%	
				SGST@9%	
				Total	
Total Amount In words: -					

Note: All the above rates are inclusive of all GST, transport, labour etc.

Place:

Date:

Signature and seal of contractor with full address