



Schedule of e-tender (SOT)

Item	Description
e-Tender no	RBI/Kolkata/Estate/81/22-23/134
Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
Date of NIT available to parties to download	From 04:00 PM on June 08, 2022
Tender Fees	Rs – Nil
Pre-Bid meeting	Offline 11:00 AM on June 15, 2022 Venue- Reserve Bank of India, Estate Department, KOLKATA- 700001.
Earnest Money Deposit	Rs. 23,500/- by 1) NEFT, RBI A/c.No.-186003001 2) IFSC - RBIS0KLPA01 (Numeric Zero at 5th and 10th place from left) OR 3) D.D.in favour of Reserve Bank of India, KOLKATA
Last date of submission of EMD	Till 3:00 PM on June 29, 2022
Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	03:00 PM on June 15, 2022
Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	3:00 PM on June 29, 2022
Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately	3:30 PM on June 29, 2022
Transaction Fee	Payment of transaction fee through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
KOLKATA**

Tender Notice

1. E-Tenders in two parts are invited from Bank's enlisted eligible category firm in the line. The work is estimated to cost Rs.11.75 lakh.
2. **All documents shall be uploaded on MSTC portal. Same will be downloaded after bid opening date for examination by the Bank. Those who do not upload the 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.**

The Earnest Money Deposit (EMD) in the form of DD/Irrevocable Bank Guarantee/proof paid by NEFT shall be submitted in sealed cover addressed by name to **The Regional Director, Estate Department, Reserve Bank of India, KOLKATA -700001** so as to reach up to **3:00 PM on June 29, 2022** superscripted as "Annual Maintenance Contract (Comprehensive) AMC for Room Air-Conditioners at BMOP and Bank colonies, KOLKATA."

3. **Online tenders will be allowed to view /download to all firms from 4 PM of June 08, 2022 The firms which do not submit EMD will not be considered for opening of their tender Part-II**
 - i. **The intending tenderer must have minimum 5 years of experience in carrying out Annual Maintenance Contract (Comprehensive) AMC for Room Air-Conditioners The similar work* should have been completed on or before June 15, 2022**
 - ii. **Should have service setup at KOLKATA & Certificate from the manufacturers / any other valid document in support of having a full-fledged service setup at the desired place should be enclosed.**
4. The contractors shall upload the following information/documents on MSTC site to satisfy the Bank about their eligibility

(a)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.) of the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partner's copy of the Articles of Association/ Power of Attorney/other relevant document.
(b)	Work experience & Completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works (4(i) and 4(ii) above) indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any Centre, should also be given.
(c)	Turnover	Audited financial statements for last three financial years i.e. 2019-20, 2020-21 and 2021-22 along with a certificate of Chartered Accountant indicating the turnover for these financial years.
(d)	Credit worthiness of the contractor and their turnover during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment Orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
(e)	Name(s) and address(es) of the Bankers and their present contact executives	Written Information about the names and addresses of their bankers along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.
(f)	Details of bank accounts	Full particulars of their bank accounts, like account no. type, when opened etc., should be given.
(g)	Name(s) and address(es) of the	Written information about the names and addresses of their clients along with full details,

	Clients and their present contact executives	like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
(h)	Details of completed works	The client-wise names of work(s), year(s) of execution of work (s), awarded and actual cost (s) of executed work (s), completion time stipulated in the contract (s) and actual time taken to complete the work (s), Name(s) and full contact-details of the officers/authorities/departments under whom the work(s) was/were executed should be furnished.
(i)	Details of Service setup	Address and contact details of the service set up at the place of proposed work or nearby metro for rendering after sales service.

5. In the event of intending Tenderer's failure to satisfy the Bank; the Bank reserves the right to participate in tendering process.

6. A pre-bid meeting (off-line mode) of the intending tenderers will be held **on June 15, 2022 at 11.00 AM** at Estate Department, Main Office Building, Reserve Bank of India, KOLKATA. The duly filled in tender documents shall be uploaded on MSTC site till **3:00 PM on June 29, 2022**.

7. (a) Tender forms can be downloaded for viewing from the website www.mstcecommerce.com w.e.f. **June 08, 2022** from 4 PM.

(b) EMD of Rs.23,500/- (Rupees Twenty Three Thousand Five Hundred only) in the form of Demand Draft Favoring Reserve Bank of India payable at KOLKATA/ NEFT as per details in Annexure-L or an irrevocable Bank Guarantee issued by a scheduled Bank in the Bank's standard proforma which is available in the tender form (Annexure-J)

(c) Tenderers shall submit all the information and the documents as mentioned in Para 5 above

After examination, if any of the tenderer is not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing.

8. Part I of the tenders will be opened on-line at **3:00 PM on June 29, 2022** in the presence of the authorized representative of the tenderers who choose to be present. Part-II (Price bid) shall be opened of the eligible tenderer on a subsequent date which will be intimated to the tenderers in advance.

9. The applicants/tenderers have to submit/upload Tender documents (Part-I & II) & other supporting documents, if any on MSTC portal.

10. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.

KOLKATA

Date: June 08, 2022.

(Kolkata)

Regional Director

Reserve Bank Of India
Estate Department
Kolkata

Annual Maintenance Contract (Comprehensive) AMC for Room
Air-Conditioners
at BMOP and Bank colonies

Name of the Tenderer - Reserve Bank of India

Address of the Tenderer - 15, N S Road

Kolkata-700001

Last date of Submission- June 29, 2022

Reserve Bank Of India
Estate Department
Kolkata

Shri R.Kesavan
Regional Director
Reserve Bank of India
KOLKATA

Place: -----
Date: -----

Dear Sir,

Having examined the drawings, specifications, designs and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the installation 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 and in accordance in all respects with specifications, designs, drawings and instructions in writing referred to in articles of agreement, special instructions to the tenderers, general instructions to the tenderers and special conditions, conditions hereinbefore referred to, specifications, 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	Annual Maintenance Contract (Comprehensive) AMC for Room Air-Conditioners ..at BMOP and Bank colonies
(b)	Estimated cost	Rs 11,75,000/-
(c)	Mode of payment	As per tender terms & Conditions.
(d)	Earnest Money	As per tender terms & Conditions.

Should this tender be accepted, I/We hereby agree to abide 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.

The Tender (Part-I & Part-II) must be uploaded on MSTC Portal which contain all commercial terms and conditions, technical particulars and

price bid in the Bank's Performa. Comprehensive Annual Maintenance Contract (CAMC) for Room Air-Conditioners at BMOP and Bank colonies

The names of partners of our firm are

(i)

—

(ii)

—

Name of the partners of the firm _____
authorized to sign

Yours faithfully,

—

(Signature of Contractor)

Witnesses

(1)

(Signature)
Address

(2)

(Signature)
Address

Reserve Bank Of India
Estate Department
Kolkata

Annual Maintenance Contract (Comprehensive) AMC for Room
Air-Conditioners with stabilizer
at BMOP and Bank colonies

A Commercial Conditions :

1. Tender in **Sealed envelopes** containing all commercial terms and conditions, technical particulars and price offer (stated in figures and words) in the Bank's Performa are invited for Annual Maintenance Contract (Comprehensive) AMC for Room Air-Conditioners at BMOP and Bank colonies.
2. The tender envelope shall be submitted in sealed conditions superscribing "Annual Maintenance Contract (Comprehensive) AMC for Room Air-Conditioners at BMOP and Bank colonies" and addressed to Shri R.Kesavan, Regional Director, Reserve Bank Of India, Estate Department Kolkata so as to reach him not later than 15.00 hrs on **June 29, 2022**. The tender will be opened on the same day at 15:30 hrs.
3. The tenders shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of tender.
4. The tendered should submit valid dealership authorization certificate for the work.
5. The rates quoted shall be firmed and for complete work, i.e. Comprehensive Annual Maintenance Contract (CAMC) for Room Air-Conditioners at BMOP and Bank colonies and shall include charges for all taxes, duties, levies consumables labor transport insurance for transit, packing, storage, etc. till the handing over to the Bank's concerned authority.
6. The material delivered on site shall be cover-all guaranteed against all types of defects for a period of one year from the date of handing over and defect(s) found within this period shall be rectified, the defective equipment if required to be replaced, shall be replaced by the contractor free of cost. During this period any type of break down calls shall be attended immediately without any extra claim & rectified within two hours in case of minor defects & in case of major defects within two days.

7. Following terms of payments shall be applicable.
 - I. The payment will be made on quarterly basis. Quarterly bill has to be submitted by the contractor in duplicate for payment duly authenticated by concerned premises caretaker/ J.E within 15th of following quarter. The payment will be made after deducting the income tax and other recoveries, if any, for which the contractor has rendered his staff liable
 - II. From each bill a sum equal to 5% of the bill amount shall be deducted as security deposit for ensuring proper maintenance of AC's and carrying outs prescribed work. The amount so retained will not carry any interest and shall be paid to the contractor along with the payment of last quarter of AMC. If the the contractor fails to maintain the AC's properly with the instruction of the Bank for within a reasonable period as specified, the Bank at his discretion will forfeit the amount so retained with the Bank and terminatethe contract without assigning any reason any reference to the contractor. Bank's decision in this regard will be final and binding on the contractor and the contractor will not have any claim in this regard whatsoever it may be.
 - III. The payment of the bill will be made within one month, after its submission and on due certification by the concerned premises Care take. In case delay interest on bll amount @ 3% will be made, on demand.
8. The schedule of quantities is only indicative. The bank reserves the right to increase or decrease the quantities for any items or to delete any item during execution based on site conditions. Similarly, the Bank reserves the right to alter the specifications.
9. The tenderer shall duly fill, counter sign with seal and return the tender documents issued by the Bank in a sealed envelope, otherwise tender will not be considered.
10. The Bank reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

11. The rate quoted shall be firm and inclusive of sale taxes, work contract tax, excise duty, octroi, and any other tax or duty applicable. VAT as applicable will be deducted from the bill amount.
12. Octroi exemption certificate will not be issued by Bank.
13. Firm is requested to visit the site & understand the scope of works before quoting their rates.
14. While execution of work, any damages caused by the contractor due to negligence of workers has to be done at contractor cost without any extra claim. If not, total expenditure will be recovered while settling the contractor's final bill.
15. The successful tenderer will have to deposit 2% of total value of the work towards Earnest Money Deposited by Demand Draft on a scheduled bank or in the form of Bank Guarantee of equal amount in favor of Reserve Bank of India, KOLKATA. Under no circumstances Earnest Money Deposit will be accepted in the form of fixed deposit receipts or insurance guarantee or cheque or cash. The earnest Money Deposit by the successful tenderer will be held by the Reserve Bank of India as security for the execution and due fulfillment of the contract. No interest shall be paid on the said earnest money deposit.
16. Rates shall be valid upto one year from the date of award of the contract.
17. On award of contract, contractor has to execute an agreement as per Bank's procedure within 10 days from the date of the work order.
18. Contractor have to provide an **skilled technician & helper on regular basis** for inspection & maintenance of RACs during office hours and if required on Saturday/ Sunday and holiday also.
19. The contractor has to submit the details of staff, photo identity proof, their qualification and experience of the staff before engaging them on work.
20. Contractor's technicians have to visit Bank on daily basis & check the all RAC installed in vital Areas i.e. CVPS, all conference rooms, Board Room including executive area, RD's cabin, CGM's cabin All server rooms etc & keep the same in healthy operation condition.
21. Contractor's staff should obtain the necessary entry pass from the competent authority before engaging on work. Only such staff will be engaged on duty. It will be the responsibility of the contractor to obtain such passes from competent authority as per RBI policy. Nothing shall be paid extra on this effect.

22. All complain received over telephone / e-mail / fax / letter has to attended within Six hours or penalty of Rs 1000/- per day will be imposed till the complain is rectified.
23. Necessary standby arrangements like Compressor / stabilizer / Timers / spares required for repairs has to be maintained by the contractor as per need based solutions without claiming any extra charge.
24. The contractor has to supply the materials, if required as ordered by the engineer or his representative.
25. All Room AC's installed at BMOP & Colonies have to be cleaned, serviced and necessary overhauling be done on quaterly basis to keep the machine operating absolutely trouble free.
26. Servicing of Room Air-Conditioners has to be submitted in writing to Bank's Engineer immediately for information & rectification date for consideration.
27. The Bank reserves the right to cancell any or whole tender without assigning any reason thereof.
28. Contractors are requested to visit the site & understood the scope of works before quoting their rates.
29. The quoted rates should be inclusive of provident fund, ESI, VATs and any other taxes, labour insurance, third party insurance etc. and shall remain firm throughout the contract period. Contract may be extended on mutual agreement.
30. Contractor shall be responsible for any damages caused to any equipments/building of RBI due to the negligence of the staff. The same will be made good by the contractor at his cost.
31. Any incident/mishap of contractor's staff shall be the contractor's responsibility.
32. Contractors will be bounded to follow the Labour Regulations and Abolition Act, 1970. Any violation for not following the labour laws shall be contractor's responsibility. A certificate to that effect shall be furnished by the contractor.

33. If any worker engaged is found to be not suitable for the work, the contractor has to remove the person from the site immediately and has to depute his substitute Contractor himself or an experienced supervisor engaged by the contractor shall personally visit the installation under operation and exercise frequent checks, properly organizing the staff, follow-up action for day-to-day activity for which nothing shall be paid extra.
34. The Contractor shall not assign any sub-Contract to other firm. He shall not sublet any portion of the Contract except with the written consent of the Bank. In case of breach of these conditions, the bank may serve a notice in writing on the contractor reconsidering the Contract whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the contractor.
35. The Contractor shall strictly comply with the provision of safety code annexed hereto.
36. The contractor must follow the instruction as directed by the Bank's engineer from time to time regarding proper maintenance of the AC's.

The above terms & conditions are acceptable to me / us.

Date

Place

Signature of the
Contractor with seal

SAFETY CODE

- 1 There shall be maintained in a readily accessible place first aid appliance including adequate supply of sterilized dressings and cotton wool.
- 2 An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
- 3 Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
- 4 No portable single ladder shall be over **8 meters** in length. The width between the side rails shall not be less than 30cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
- 5 The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
- 6 Every opening in the floor of building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
- 7 No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
- 8 Workers employed on mixing and handling materials such as asphalt, cement mortar, concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
- 9 Those engaged in welding works shall be provided with welder's protective eye shields and gloves.
- 10 (i) No paint containing lead or lead products shall be used except in the form of paste or readymade paints.

(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint is dry rubbed and scrapped.
- 11 Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.

12 Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.

13 The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

Date

Place

Signature of the

Contractor with seal

Reserve Bank Of India
Estate Department
Kolkata

Annual Maintenance Contract (Comprehensive) AMC for Room
Air-Conditioners with stabilizer
at BMOP and Bank colonies

S.No.	Description	Qty.	Rate (Monthly)	Amount (Yearly)
A	Rate for comprehensive annual maintenance contract to maintain Room air conditioners (of any make) with stabilizers. The rates shall be inclusive of all required spares including free replacement of specific rating compressor, spares etc, If required, for BMOP & various colonies. The rate shall include for providing of two skilled & two un-skilled technician in the line to attend the complaint immediately.			
1	1.0T/ 1.5 T / 2.0 T Split AC ----- Total 160 nos. (Non-Inverter & Inverter)	1 Job		
2	1.0T/ 1.5 T / 2.0 T Window AC----- Total 159 nos. (Non-Inverter & Inverter)	1 Job		
3	1.5T/2.0T Cassette AC----- Total 8 nos. (Non-Inverter & Inverter)	1 Job		
4	3.0T/3.5T/4.0T/4.5T Tower AC ----- Total 18 nos. (Non-Inverter & Inverter)	1 Job		
5	5.0T Ductable AC ----- Total 3 nos. (Non-Inverter & Inverter)	1 Job		
	Yearly Total Amount=			

Date
Place

Signature of the
Contractor with seal

Reserve Bank Of India

LIST OF AC'S AT BMOP & COLONIES.

As per the Attached [Annexue-1](#).

Date

Signature of the

Place

Contractor with seal