



Reserve Bank of India

Human Resource Management Department, Chennai.

Part I – The Technical Bid

Section I

NOTICE INVITING TENDER (NIT) & SCHEDULE OF TENDER (SOT)

Reserve Bank of India, Chennai invites two parts tenders through e-Tender mode from eligible contractors who meets the minimum pre-qualification criteria specified below for the following work. The salient details of the work for which bids are invited and important instructions to the bidder are as under:

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| a) Name of the Department | Human Resource Management Department, Reserve Bank of India, Chennai. |
| b) e-Tender no: | RBI/Chennai/HRMD/65/22-23/ET/543 |
| c) e-Tender name (Description of Work) | Annual Maintenance Contract for Caretaking works of Bank's Property at Udhagamandalam including the Housekeeping and Catering works. |
| d) Mode of Tender | e-Procurement System Online (Part I – Technical Bid and Part II - Financial Bid through https://www.mstcecommerce.com/eprochome/rbi/) |
| e) Date of Notice Inviting Tender (NIT) available to parties for download | 16.00 hrs of January 12, 2023 onwards |
| f) Estimated value of tender | ₹8,12,000/- (Rupees Eight Lakh twelve thousand only) Exclusive of GST per annum for 12 months from April 01, 2023 to March 31, 2024 and may be extended for a further period of up to two years i.e. till March 31, 2026 (one year at a time) subject to satisfactory performance by the agency and discretion of RBI Chennai |
| g) Earnest Money Deposit (EMD) | ₹16,240/- (Rupees Sixteen thousand two hundred forty only) by NEFT towards Beneficiary Name: HRMD-Allotment, RBI-Chennai. Beneficiary Ac No: 186003001 IFSC: RBIS0CNPA01 (5 th and 10 th digit is Zero) <i>The proof of having remitted the EMD is to be uploaded in MSTC portal. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the email ID: allotmentchennai@rbi.org.in</i> |

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| h) Pre-Bid Meeting | Offline at 15:00 Hrs. on February 08, 2023 (Venue: Reserve Bank of India, HRMD, II Floor, 16, Rajaji Salai, Fort Glacis, Chennai-600001). Note: The participants are advised to confirm their participation one day before to make the necessary arrangements through mail ids mentioned. |
| i) Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at https://www.mstcecommerce.com/eprocho/me/rbi/ | 16:00 hrs on February 10, 2023 |
| j) Last date for submission of EMD | 16:00 hrs on February 20, 2023 |
| k) Date of closing of online e-tender for submission of techno-commercial bid & price bid | 16:00 hrs on February 20, 2023 |
| l) Date of opening of Part-I (Techno-Commercial-Bid) | 15:00 hrs of February 21, 2023 |
| m) Date of opening of Part-II (Price- Bid) | Second week of March 2023 (tentatively) Part-II (Price Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Chennai. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email given by them. |
| n) Validity of the tender | Three months from the date of opening of the PART- I of the Tender. |
| o) Transaction fee | Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED. |

Note: - Submission of EMD at the time of bidding is exempted for MSEs having Udyam Registration Number (Udyog Aadhar Memorandum Number). Copy of the Udyam Certificate should be submitted mandatorily to claim any exemptions.

2. The bidders who fulfil the following minimum **pre-qualification criteria** shall be eligible to participate in tendering process.

| Sl. No | Criteria | Requirement |
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| 1 | Duration of past experience | <p>a) The Agency should have a Minimum of five Years of experience as on December 31, 2022 in maintaining Guest Houses of reputed Organizations (Government Departments / Public Sector (Central or State) / reputed private sector companies / multinational corporations / Public or Private Sector banks / three-star and above category of hotels directly running their own kitchen and upkeep of the hotel) including labour, material and service.</p> <p>b) Applicant should furnish their client list and documentary evidence showing the details of work carried out by them during the last five years</p> <p>c) The Agency should mandatorily have an office (Registered/ corporate/ branch/ Zonal representative/ liaison) at Udhagamandalam. Documentary proof for the same to be submitted.</p> <p>d) Firms are advised to submit documentary evidences if registered in MSME, FSSAI etc. any registered for the same</p> |
| 2 | Minimum value of each completed work (qualifying) | <p>Experience of having successfully completed Caretaking works including Housekeeping and Catering works during the last five years i.e. up to December 31, 2022 and should be either one of the following:</p> <p>Three similar works each costing not less than the amount equal to 40% of the approximated estimated cost i.e., ₹3,24,800/-each</p> <p>or</p> <p>Two similar works individually costing not less than the amount equal to 50% of the approximated estimated cost i.e., ₹4,06,000/- each</p> <p>or</p> <p>One similar work costing not less than the amount equal to 80% of the approximated estimated cost i.e., ₹6,49,600/-.</p> <p>Note: Agency is advised to submit documentary evidence in anyone of the three ways as suggested above. It is also mandatory for agencies to submit at least one client based in Udhagamandalam (preferably as mentioned above) as this would enable the committee comprising RBI officials to have a site inspection.</p> <p>Client's certificate regarding performance of company/ agency/ firm providing management and housekeeping (including catering) services to be uploaded as documentary proof (Scanned copy in PDF format) (As per Annexure II)</p> |
| 3 | Yearly turnover | Should have a minimum annual turnover of amount equal to ₹8,12,000/- per year, from Housekeeping and Caretaking services, during the last three years i.e., up to December 31, 2022 |

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| 4. | Solvency | The firm Should submit a 'Solvency Certificate' issued by the intending bidder's Banker, specifically for the purpose of the empanelment/work. ₹8,12,000 Lakh (Rupees Eight Lakh twelve thousand only) (Annex-III) |
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**For Annexures please refer Tender Document*

Notes:

- (i) ***Similar work** shall mean '**Annual Maintenance Contract for Caretaking, Housekeeping and Catering works.**'.
- (ii) Components of work executed other than those included in definition of similar work (mentioned above) shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.
- (iii) In respect similar work completion certificate(s), client certificate(s) issued by the private companies shall also accompany copy of Tax Deducted at Source (TDS) certificates. Bids received without the specified certificates shall be rejected and the Bank shall have the right to verify / cause verification of authenticity of the said documents whenever felt necessary.
- (iv) Regarding client's certificate for qualifying similar completed works carried out for Government / public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For qualifying similar completed works carried out for private companies, shall accompany Tax Deducted at Source (TDS) certificates has to be submitted for proving the credentials/contract amount.
- (v) Bank reserve its right to obtain the performance reports from the clients for the qualifying work(s), Banker(s) report of the Bidders directly, if so desired. The Bank on its own may also conduct inspection of their work eligible/qualifying works referred by the Bidder in their bid.
- (vi) It is clarified that the work executed by the applicant for their in-house or capital use will not be considered for the purpose of work experience of completion of similar works.
- (vii) **If the space in the format is insufficient for furnishing full details, the same information may be furnished on a separate sheet of paper strictly as per the format prescribed by the Bank duly signed with seal, scanned and uploaded along with supporting documents.**
- (viii) Even, if no information is to be provided in a column, a '**Nil**' or '**No such case**' entry should be made in that column. If any particulars / query is not applicable in case of the bidder, it should be stated as '**Not applicable**' Tender document shall contain all the enclosures mentioned and copies shall be self-attested.

- (ix) The bid submitted by a bidder who is found to be not satisfying the above prequalification criteria will be disqualified. Bids containing false and / or incomplete information are liable for rejection.
3. For full details please refer Tender Document Techno-Commercial Bid (Part I) and Price-Bid (Part II). Further corrigendum / addendum if any, will be hosted on the Bank's website www.rbi.org.in under the link 'Tender's and <https://www.mstcecommerce.com/>. The Bank is not bound to accept the lowest tender and reserves the right to accept either full or in part of any tender. The Bank also reserves the right to reject any one or all of the tenders without assigning any reason, thereof.

S M N Swamy
Regional Director