



**Reserve Bank of India  
Estate Department  
Chandigarh**

**E-Tender Notice**

**Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant,  
Installed at Main Office Building, RBI Chandigarh**

Reserve Bank of India, Chandigarh invites e-Tender from eligible and willing firms for Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant Installed at Main office Building, RBI Chandigarh. The estimated cost of work is ₹8,75,400/- (including GST) only.

2. This is an Open Tender. Only those firms, who are registered on MSTC portal will be able to take part in the Tender process. The tender document is available on website [www.rbi.org.in](http://www.rbi.org.in) for download.

3. Tender shall be submitted online in two parts. Part-I of the tender will contain the Bank's standard technical and commercial conditions for the proposed work, which must be agreed to by the tenderers. Part-II of the tender will contain Bank's schedule of quantities and tenderer's price bid to be submitted online.

4. The firms fulfilling the eligibility criteria and desirous of being considered for award of the work should upload all the required documents at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) on or before **December 15, 2021 till 02:00 PM**.

5. Part-I of the tender will be opened on **December 15, 2021 at 03:00 PM** on MSTC website. The timeline of the tender is as follow:

|   |   |  |
|---|---|--|
| A | E-Tender no   | <b>RBI/Chandigarh/Estate/193/21-22/ET/261</b>  |
| B | Mode of Tender  | e-Procurement System<br>(Online Part I - Techno-Commercial Bid and Part II - Price Bid through MSTC portal <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )    |
| C | Estimated cost  | <b>₹8,75,400/- (Rupees Eight lakh Seventy-five thousand four hundred Only) (Including GST)</b>   |
| D | Date of availability of Tender Document for download on RBI website | November 17, 2021 from 5:00 PM   |
| E | Pre-Bid meeting   | Offline: December 08, 2021 at 11:00 AM<br>Venue: Estate Department, 3rd Floor, Reserve Bank of India, Central Vista, Sector 17, Chandigarh-160017  |
| F | Earnest Money Deposit (Only through NEFT)                           | <b>₹17,508/- (Rupees Seventeen thousand five hundred eight Only)</b><br><b>Beneficiary Name-</b> Reserve Bank of India<br><b>IFSC:</b> RBIS0CGPA01 (5th and 10th being zero)<br><b>Account No:</b> 186003001 |

|   |  |   |
|---|--|---|
| G | Last date of submission of EMD   | December 15, 2021   |
| H | Starting Date of e-Tender for submission of Part-I (Techno-Commercial Bid) and Part-II (Price Bid) at <a href="http://www.mstcecommerce.com/epochome/rbi">www.mstcecommerce.com/epochome/rbi</a> | November 17, 2021 from 05:00 PM onwards   |
| I | Closing Date of e-tender for submission of Techno-Commercial Bid & Price Bid   | December 15, 2021 at 2:00 PM  |
| J | a. Date & time of opening of Part-I (Techno-Commercial Bid)<br>b. Date of opening of Part II (Price Bid)   | a. December 15, 2021 at 03:00 PM<br>b. Date of opening of Part- II to be communicated to eligible bidders separately. |
| K | Transaction Fee  | Payment of transaction fee through MSTC payment gateway / NEFT / RTGS in favour of MSTC LIMITED                       |



**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
CHANDIGARH**

**E-tender**

**Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant,  
Installed at Main Office Building, RBI Chandigarh**

**Part I**

**Name of the tenderer** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Mobile number** \_\_\_\_\_  
**and e-mail**

Due Date of Online Submission on December 15, 2021 at 2:00 pm on MSTC Portal

**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
CHANDIGARH  
PART-I  
(Terms & Conditions and Technical Specifications)**

**Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant,  
Installed at Main Office Building, RBI Chandigarh**

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**RESERVE BANK OF INDIA**  
**Estate Department, Chandigarh**

**NOTICE FOR E-TENDER**

Reserve Bank of India, Chandigarh invites e-Tender from eligible and willing firms for undertaking Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant, Installed at Main Office Building, RBI Chandigarh. The work is estimated to cost Rs. 8,75,400/- (Eight lakh Seventy- five thousand four hundred Only).

2. This is an Open Tender. Only those firms, who are registered on MSTC portal will be able to take part in the Tender process. The tender document is available on website [www.rbi.org.in](http://www.rbi.org.in) for download.

3. Tender shall be submitted online in two parts. Part-I of the tender will contain the Bank's standard technical and commercial conditions for the proposed work, which must be agreed to by the tenderers. Part-II of the tender will contain Bank's schedule of quantities and tenderer's price bid to be submitted online.

4. The firms fulfilling the eligibility criteria and desirous of being considered for award of the work should upload all the required documents at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) on or before December 15, 2021 till 2:00 PM.

5. Part-I of the tender will be opened at December 15, 2021 at 3:00 PM on MSTC website. The timeline of the tender is as follow:

|   |   |   |
|---|---|---|
| A | E-Tender no   | <b>RBI/Chandigarh/Estate/193/21-22/ET/261</b>   |
| B | Mode of Tender  | e-Procurement System<br>(Online Part I - Techno-Commercial Bid and Part II - Price Bid through MSTC portal <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> ) |
| C | Estimated cost  | Rs. 8,75,400/- (Eight lakh Seventy- five thousand four hundred Only)  |
| D | Date of availability of Tender Document for download on RBI website | November 17, 2021 from 5:00 PM.   |
| E | Pre-Bid meeting   | Offline: December 08, 2021 at 11:00 AM<br>Venue: Estate Department, 3rd Floor, Reserve Bank of India, Central Vista, Sector 17, Chandigarh- 160017  |
| F | Earnest Money Deposit (Only through NEFT)                           | Rs. 17,508/- (Rupees Seventeen Thousand five hundred eight Only)<br><b>Beneficiary Name-</b> Reserve Bank of India  |

|   |  |  |
|---|--|--|
|   |  | IFSC: RBIS0CGPA01 (5th and 10th being zero)<br>Account No: 186003001   |
| G | Last date of submission of EMD   | December 15, 2021  |
| H | Starting Date of e-Tender for submission of Part-I (Techno-Commercial Bid) and Part-II (Price Bid) at <a href="http://www.mstcecommerce.com/eprhome/rbi">www.mstcecommerce.com/eprhome/rbi</a> | November 17, 2021 at 5:00 PM   |
| I | Closing Date of e-tender for submission of Techno-Commercial Bid & Price Bid   | December 15, 2021 at 2:00 PM   |
| J | a. Date & time of opening of Part-I (Techno-Commercial Bid)<br>b. Date of opening of Part II (Price Bid)   | a. December 15, 2021 at 3:00 PM<br>b. Part II of the eligible bidders will be opened on a later date after scrutiny of documents uploaded with Part I of the tender. |
| K | Transaction Fee  | Payment of transaction fee through MSTC payment gateway / NEFT / RTGS in favour of MSTC LIMITED  |



## **DISCLAIMER**

Reserve Bank of India, Estate Department, Chandigarh, has prepared this document to invite e-tender for “**Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant, Installed at Main Office Building, RBI Chandigarh**” to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective 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 Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable 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 persons or entities expressing interest.

Sd/-

Regional Director

RBI Chandigarh

## **IMPORTANT INSTRUCTIONS FOR E-TENDER**

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

1. 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 P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

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

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

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

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

**Contact person (RBI, Chandigarh):**

- Srimati Nisha Thakur, Assistant General Manager,  
Email: [nishathakur@rbi.org.in](mailto:nishathakur@rbi.org.in) (Tel-0172-2701186)
- Shri Sohan Lal, Assistant Manager (Technical Electrical) –  
Email: [sohan@rbi.org.in](mailto:sohan@rbi.org.in) (Tel: 0172-2721143)
- Shri Vidyut Kumar, Junior Engineer (Technical Electrical) –  
Email: [vidyutkumar@rbi.org.in](mailto:vidyutkumar@rbi.org.in) (Tel: 0172-2721143 )

**Contact person (MSTC Ltd.)**

- Shri. Sushil Nale, Asst. Manager- [sushil@mstcindia.co.in](mailto:sushil@mstcindia.co.in) Mobile -0998778430
- Ms. Archana, Asst. Manager- [archana@mstcindia.co.in](mailto:archana@mstcindia.co.in) Mobile –09990673698
- Ms. Rupali Pandey, Executive- [rpandey@mstcindia.co.in](mailto:rpandey@mstcindia.co.in) Ph.-022-22886268
- Mr. Tejas V, Executive [tejasv@mstcindia.co.in](mailto:tejasv@mstcindia.co.in) Ph-022-22822789

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



|    |  |
|----|--|
|    | <p><b>B) System Requirement:</b></p> <p>i) Windows 7 or above Operating System</p> <p>ii) IE-7 and above Internet browser.</p> <p>iii) Signing type digital signature</p> <p>iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</p> <p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <p>Tools =&gt; Internet Options =&gt;Security =&gt; Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.</p> <p>Other Settings:</p> <p>Tools =&gt; Internet Options =&gt; General =&gt; Click On Settings under “browsing history/ Delete Browsing History” =&gt; Temporary Internet Files =&gt; Activate “Every time I Visit the Webpage”.</p> <p>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 <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> once)</p>   |
| 2. | <p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="http://www.mstcecommerce.com/eprohome/rbi">www.mstcecommerce.com/eprohome/rbi</a>. E-tenders will be opened electronically on specified date and time as given in the E-tender.</p>   |
| 3. | <p>All entries in the e-tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>   |
| 4. | <p>Special Note towards Transaction fee:</p> <p>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 e-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.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>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.</p> |

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

|     |  |
|-----|--|
|     | <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the e-tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the e-tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms &amp; conditions for the e-tender.</p>  |
| 8.  | Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.  |
| 9.  | No deviation to the technical and commercial terms & conditions are allowed  |
| 10. | The e-tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof   |
| 11. | Vendors are requested to read the vendor guide and see the video in the page <a href="http://www.mstcecommerce.com/eprochome">www.mstcecommerce.com/eprochome</a> to familiarize themselves with the system before bidding. For technical assistance, MSTC officials may be contacted at 0522-4244702/0522-4240445 well in advance and bidders are advised to avoid any last minute rush. In case of any technical assistance required from MSTC, Bidders must contact MSTC at least one day prior before the e-tender closing day and get all their queries resolved. |

I/We hereby declare that I / we have read and understood the information provided in Schedule A to Schedule H above.

Signature of bidder with seal

Date:

Place:

i- **e-Tender Forwarding Letter**

**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
SECTOR 17  
CHANDIGARH**

M/s / Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Tender for Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant, Installed at Main Office Building, RBI Chandigarh**

The Reserve Bank of India, hereby, invites you to participate in e-tender for the above-mentioned work.

Duly filled in, signed tender with other necessary documents should be addressed to Shri J. K. Pandey, Regional Director, Reserve Bank of India, Estate Department, Sector 17, Chandigarh and shall be uploaded on MSTC website and not later than 2:00 PM on December 15, 2021.

The e-tendering instructions are available on MSTC and clarification required, if any, may be obtained by contacting the personnel mentioned therein, during office hours.

The Bank discourages the stipulation of any additional conditions by the tenderer.

Yours faithfully

P. Regional Director.

**ii- FORM OF e-TENDER**

Place:

Date:

Regional Director  
Reserve Bank of India  
Estate Department  
Chandigarh

Dear Sir

Having examined the specifications and schedule of quantities relating to the works specified in the Memorandum hereinafter set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the works specified in the said Memorandum within the time specified in the said Memorandum at the rates mentioned in the Schedule of Quantities and in accordance, in all respects, with the specifications and instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for and in all other respects in accordance with such conditions so far as they may be applicable.

**MEMORANDUM:**

**(a) Description of work : Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant, Installed at Main Office Building, RBI Chandigarh**

**(b) Earnest Money Deposit: Rs. 17,508/-** i.e., 2% of value of the Estimated Cost of the Tender through NEFT in favor of Reserve Bank of India in the **A/c 186003001 & IFSC - RBIS0CGPA01** (5th and 10th being zero) on or before the date given in NIT. EMD of unsuccessful bidders will be returned after award of work to successful bidder, **whereas for successful bidder EMD will be returned on submission of Performance Bank Guarantee equivalent to the 3 % of the contract value.**

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so as they may be applicable or in default thereof to forfeit the EMD and pay to the Reserve Bank of India, the amount mentioned in the said conditions.

**3. Successful bidder must deposit a sum of 3 % of value of the work in the form of irrevocable Bank Guarantee after placing the work order, which amount is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the Reserve Bank of India.**

4. The name of the Proprietor/names of partners/directors of our firm are:

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

ii) \_\_\_\_\_

5. Name of the partners of the firm  
Authorized to sign \_\_\_\_\_

OR

Name of person having Power of Attorney to  
Sign the Contract (Certified copy of the Power  
of Attorney should be attached) \_\_\_\_\_

Yours faithfully

Signature of Contractor

[Note: If the party is a proprietary firm or an individual it should be signed by the proprietor or the individual. If the party is a partnership firm it should be signed by all or on behalf of all the partners. If the party is a private limited firm/incorporate company the COMMON SEAL of the firm is to be affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on \_\_\_\_\_ (copy of the resolution should be attached). If the Contractor signs under common seal, the signature clause should tally with the sealing clause in the Articles of Association].

Witnesses:

\_\_\_\_\_  
(Signature)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reserve Bank of India  
Estate Department  
Chandigarh**

**Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant,  
Installed at Main Office Building, RBI Chandigarh**

Application for e-tendering shall be addressed to the Regional Director, Reserve Bank of India, Estate Department, Chandigarh-160017 and shall be uploaded on MSTC portal on or before 02.00 PM on December 15, 2021 and super scribed - **Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant, Installed at Main Office Building, RBI Chandigarh**

**iii- Eligibility Criteria/Pre-Qualification Criteria:**

|    |  |   |
|----|--|---|
| 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 detail should be submitted along with name(s) and address(es) of the partners, copy of the Articles of Association/ power of Attorney/any other relevant document (Enclose copy of Registration)  |
| b  | Work experience & Completion of similar works of specified value during the specified period | Copies of the detailed work orders 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.<br>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  | Turn over 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 turnover for last three financial years   |
| d  | Service Set-up   | Certificate from the manufacturers/any other valid document in support of having a full-fledged service setup at the desired place should be enclosed. (if required)  |
| 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 of account, IFSC etc. should be given   |
| g  | Name(s) and address(es) of the Clients and their present contact                             | Written information about the names and addresses of their clients 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   |

|   |   |  |
|---|---|--|
|   | executives/Client certificate and completion certificate in local offices of Tricity (Chandigarh, Panchkula & Mohali) | 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. |

2. Only those Govt. Certified A class contractors who have minimum 5 years of experience of executing similar works as on date of start of e-tendering are eligible for participation. Applicant should furnish Client list showing the details of work carried out by them during last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years

3. Experience of having successfully completed similar type of works during the last 5 years ending last day of the month previous to the one in which applications are invited should be any of the following: -

- a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost i.e Rs. 3,50,160/-.

Or

- b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost i.e. Rs. 4,37,700/-.

Or

- c. One similar completed work costing not less than the amount equal to 80% of the estimated cost i.e Rs. 7,00,320/-.

“similar work” means **Operation and Routine Maintenance of Central Air Conditioning Plant.**

- (i) Experience of minimum **5 years** in undertaking similar work of operation & maintenance of central AC Plant.
- (ii) Been carrying out operation and routine maintenance of central AC Plant with minimum capacity of total 600 TR screw/centrifugal chillers or equivalent in terms of Tonnage in a large commercial building, Bank or a government building for at least **5 years.**
- (iii) Yearly turnover of minimum Rs 8,75,400/- duly supported by audited financial statements.
- (iv) Tenderer has to submit his financial standing through Annual Report (Balance Sheet and Profit & Loss Account) of the last 3 years.
- (v) Office service set up in Chandigarh, Mohali, Panchkula or NCR New Delhi



Tenderers are required to enclose following documents along with tender for examining their qualification/eligibility:

- i) Copies of work order and completion certificate etc. from clients for executing similar nature of works in central/state government office/public sector undertaking/public sector Banks during the last five years for operation contract of central AC plant (at least of total capacity 600 TR). The work order and completion certificate issued by private organization must be accompanied by the respective TDS certificate.
- ii) Following documents should also be submitted along with the tender by the firms-
  - 1) Provident fund registration code
  - 2) ESI registration code
  - 3) Labour license, if applicable
- iii) References of clients/particulars of Bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executive/officials.

3). A tender submitted by a firm who is found to be not satisfying the above criteria, on scrutiny of supporting documents and further verification, will be rejected.

4). The Reserve Bank of India reserves the right to accept or reject any or all the tenders, in full or in part, without assigning any reason, therefore. The Bank also reserves the right to accept the tender of any firm. Tenderers are requested to use the enclosed proforma only (and not to use their own format).

Tender in prescribed form shall be submitted in two parts. Part-I tender will contain the Bank's standard technical and commercial conditions for the proposed work, tenderers' covering letter, tenderers' additional conditions, if any, and the EMD of ₹ 17,508/- in the form of NEFT favouring Reserve Bank of India payable at Chandigarh till **December 15, 2021 till 02:00 PM.**

Part I of the tenders will be opened at December 15, 2021 at 3:00 PM in the presence of the authorized representative of the tenders who choose to be present. Part II of the tender will be opened on a subsequent date which will be intimated to the qualifying tenders in advance.

If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part - I of the tender and his sealed cover containing Part-II of the tender along with EMD shall be returned back to him as it is. The Bank is not bound to assign any reason for doing so.

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, therefore.

- 6). The payment for the system will be made by RBI Chandigarh Office. The contractor will have to submit bills on monthly basis for payment after successful completion of work for the month.
- 7). The Tenderers shall give the names and postal addresses of their bankers, the full name and postal addresses of the clients to whom similar work has been carried out.
- 8). Bank will not accept any liability for any mishap/accident caused to contractor's technician/staff while working in the Bank's premises. It is the responsibility of contractor's to take proper insurance covers for their staff working at site.
- 9). All tools required for attending to fault rectification or routine maintenance shall be borne by the contractor. No extra payment will be made for the same.
- 10). The rates quoted shall be inclusive of all taxes, duties, insurance etc. and shall remain firm for the entire period of contract and shall not be subjected to any variations in the foreign exchange or variations of any other taxes, levies, GST duties etc.
- 11). While renewing the Operation contract, the new contract amount will be arrived based on the basis of following formula:

|   |  |
|---|--|
| $A_c = A_p / 100 \times [(10 + 90 \times (CPI_c / CPI_p))]$ |  |
| A <sub>c</sub>  | The contract amount for the current year.  |
| A <sub>p</sub>  | The contract amount for the previous year.   |
| CPI <sub>c</sub>  | Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the current year.  |
| CPI <sub>p</sub>  | Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous year. |

provided the revised wages shall not be less than prevailing minimum wages (as per instruction of statutory authority).

12). **Insurance in respect of damage to person and property:** The Contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-contractor or any employee of either, whether such injury or damage arises from carelessness accident or any other clause whatever in any connected with the carrying of this contract. This clause shall be held to include inter alia ,any road ,streets ,foot-paths ,bridges or ways as well as damage caused to the buildings and works forming the subject of this contract by frost, rain, wind or other inclemency of weather .The Contractor shall indemnify the Employer and hold it harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any legislature or otherwise and also in respect of any award or compensation or damage consequent upon such claim.

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

An insurance policy covering third party liability shall be taken by the contractor to cover the loss/disablement of human life (persons not belonging to the Contractor). This shall also cover the risk of damages to other's materials/equipment/properties including those, if any of the banks during construction/erection/commissioning of the said contract work at site. The value of third-party liability for compensation for loss of human life or full /partial disablement shall be of required statutory value for full and partial disablement and shall nevertheless cover such compensation as may be awarded by a court of law. Cover for damage to other's equipment /property shall be as approved by the Bank. The sub-contractors of the Contractor shall not be holders or beneficiaries in the policy, nor shall they be named in the policy. The Bank shall be the principal holder of the policy along with the Contractor.

The Contractor shall indemnify the Employer against all claims which may be made against the Employer by any member of the public or other third party in respect of anything which may arise in respect of the works or in consequences thereof and shall at his own expenses arrange to effect and maintain, until the virtual completion of the contract, with an approved office a policy of insurance in the joint names of the Employer and the Contractor against such risks and deposit such policy or policies with the Architect from time to time during the currency of this contract. The Contractor shall also similarly indemnify the Employer, against all claims which may be made upon the Employer whether under the Workmen's Compensation Act or any other status in force during the currency of this contract at common law in respect of any employee of the Contractor or any Sub-Contractor.

The Contractor shall be responsible for any liability which may be executed from the Insurance Policies above referred to and also for all other damage to any person, animal or property arising out of the incidental to the negligent or defective carrying out of this Contract transit, storage, erection, testing & commissioning policy.

The Employer shall be entitled to deduct the amount of any damage, compensation, costs, charges and expense arising of accruing from or in respect of any such claims or damage from any or all sums due or to become due to the Contractor without prejudice to the Employer's other rights in respect thereof. The Contractor shall at his own expense, arrange to effect and maintain (until the virtual completion of the contract) with an approved office the following insurance policy in the joint name of employer and himself with the employer being first (Principal) and deposit such policy or policies with the employer from time during the currency of this contract.

1. Workmen compensation policy.
2. Third party liability policy with the limits as under:
  - a. Rs.10,00,000/- per annum
  - b. Rs.2,00,000/- per occurrence

13). The Contractor has to operate the plant on Sundays/holidays as per Bank's instructions and payment will be made on pro-rata basis as per rate derived from the rate quoted by the firm for item no. 1 of schedule of quantities. Signature of the Contractor

\_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal of the Firm \_\_\_\_\_

#### iv- General Instructions to Contractors & Special Conditions

Filled documents required for PART -I and quoted rates for PART -II should be submitted online only on MSTC Portal for e-tendering addressed to Regional Director Reserve Bank of India, Chandigarh and super-scribed "**Tender for Operation and Routine Maintenance of Central Air Conditioning (HVAC) Plant, Installed at Main Office Building, RBI Chandigarh**"

- 1.1. The tender shall be submitted online in two parts. Part -I in duplicate in the prescribed form, commercial terms and conditions, technical aspects of the tender shall be agreed and uploaded on MSTC portal. Super-scribing Part-I. Part-II containing price bid shall be quoted online only on MSTC portal. Part- II shall not contain any covering letter with terms and conditions, conditional discounts or rates/amounts for any additional items of work. It shall contain only Part-II (Bill of Materials) as supplied by the Bank with the rate quoted online.
- 1.2. The Part - I of Tenders will be opened online at 3:00 PM at our office in the presence of the Tenderers or their representatives, should they choose to be present. Part II of the acceptable tenders will be opened on same date or on a subsequent date to be intimated to all the tenderers subsequently.
- 1.3. Tenders shall remain open to acceptance by the bank for a period of 90 days from the date of opening of Part II of the tender the period of which may be extended by mutual agreement and the Tenderer shall not cancel or withdraw the tender during this period, in case of cancellation or withdrawal of tender by the tenderer during this period, his EMD will be forfeited.
- 1.4. The Tenderer shall use forms issued by the Bank to fill in the required information's and shall upload the forms duly signed on all pages and complete in all respects along with the Tender.
- 1.5. The tender form must be filled in English/ Hindi. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.
- 1.6. Rates should be submitted online in MSTC portal. Any erasures and alternations made while filing the tender shall not be accepted. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at Bank's option. No advice of any change in rate or conditions after the opening of the tender will be entertained.
- 1.7. The rates quoted shall include all taxes, GST, duties, levies imposed by /State Government/Local Bodies, labour, transport, insurance for workmen compensation & third-party liability etc. The insurance shall include all the personnel deputed and third party liabilities arise due to accident in the items scope of contract. **Statutory deductions like income tax, TDS under GST service tax, works contract tax, labour Welfare Cess and any other applicable taxes as per the building and other construction Workers Welfare Cess Act. 1998 etc. as applicable will be deducted from every payment made to the contractor.** Tenderers to quote strictly as per BOQ.

- 1.8.** The tenderer should impart training to their staff/supervisor to update them with existing electrical installation and substation and Bank's general electrical installation. The technical staff deputed should have valid electrical wireman license/ ITI Electrical certificate from recognized vocational training institute. The Contractor should also submit the electrical contractor license valid up to the contract period.
- 1.9.** The Tenderers are advised to visit the site of Installation and acquaint themselves of the site conditions and installations before tendering.
- 1.10.** Each of the Tender Documents shall be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc., as laid down.
- 1.11.** Any tender with any of the documents not so signed is liable for rejection.
- 1.12.** The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed Contract. Otherwise the tender may be rejected by the Bank.
- 1.13.** The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- 1.14.** On award of contract, the successful tenderer shall deposit 3% of contract amount as a security money deposit (SMD) in form of PBG for the due fulfillment of the contract.
- 1.15.** On receipt of intimation of the acceptance of his /their tender from the Bank, the successful Tenderer shall be bound to implement the Contract and within fourteen days thereof, sign an agreement in accordance with the draft agreement and the schedule of conditions. Written acceptance by the Reserve Bank of India of a tender will, however, constitute a binding Contract between the Reserve Bank of India and the person so tendering, irrespective of whether such a formal agreement is or is not subsequently executed.
- 1.16.** The Contractor shall carry out all the work strictly in accordance with details and instructions of the Bank's Engineer.
- 1.17.** The Contractor's employee shall attend to the break-down calls immediately and maintain the record for the same on daily basis. The emergency calls can be made beyond the duty hours also (i.e. after 05:00PM) and the Contractor will have to be present within 30 minutes of the call.
- 1.18.** The Contractor shall visit the Bank's premises at least once in a week to sort out the problems faced by Contractor staff in consultation with AM (Electrical) /JE (Electrical).
- 1.19.** The Contractor has to supply the passport size photograph of the persons deployed for the work in the Bank's premises and also their detailed postal addresses. In case of absence of regular technician /helper, the alternate person has to be

authorized by the Contractor to carry out the maintenance work in the Bank's Premises with the contractor's signature duly authenticated.

- 1.20. a) The successful bidder shall take contractors all risk policy for the contract value and workmen compensation policy for the workers engaged in the work for one-year renewable thereafter if the contract is renewed by the Bank. The Contractor shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability in contractors all risk policy and workmen compensation shall be minimum 2.0 lakh per person if on any accident or occurrences.  
  
b) Bank will not accept any liability for any mishap/accident caused to their technician/staff while working in the Bank's premises/Colonies. It is the contractor's responsibility to take insurance for their workers. Also, during the period of carrying out routine maintenance to the Bank's property or Banks Staff and their family members the onus of responsibility shall be that of the Contractor.
- 1.21. Bank will release payment on monthly basis after checking attendance register/service record of the technician and rendering of satisfactory services.
- 1.22. The Contractor is bound to follow all Labour rules and regulations as envisaged in the Payment of Wages Act 1936 and the Minimum Wages Act 1948, of State Government and Central Government and ensure payment of minimum wages which should be based on total Mandays and/or working hours, which are revised time to time by the competent authority.
- 1.23. The Contractor is also required to give weekly rest to their staff as envisaged in R.L.C. norms. In such case the Contractor will depute substitute staff.
- 1.24. Bank may discontinue the contract at any time by giving one month notice without assigning any reason thereof.
- 1.25. The Bank shall not be responsible for payment of any compensation for death injury or accident any of the maintenance staff deputed by the Contractor which may arise in course of their duties is agreed and understood that the Contractor alone shall be liable to pay such or compensation to such of his personnel, if so required by any authority under the extant laws and shall indemnify the Bank in case any loss is caused to the Bank in this regard.
- 1.26. Bank's decision in all matter of dispute arising on the work shall be final and binding on the Contractor.
- 1.27. The rate quoted shall be valid for 15 months and **subject to extension of further period of two years** on mutual agreement and subject to satisfactory services provided by the applicant.
- 1.28. The firm shall not engage the labour of any other firm /contractor who is simultaneously working there. The Contractor shall abide by all extant guidelines related to labour laws in respect of the staff deployed by the Contractor.
- 1.29. **Any revision in minimum wages made by the Gol during the period of contract, same shall be followed by the contractor/firm. No extra payment will be made by the Bank.**

- 1.30. Before quoting the price, the firm should visit the site and familiarize himself regarding the nature of work required to be attended.
- 1.31. All fire and safety measures shall be followed as prescribed by National Building code and labour commissioner during taking up the work at site.
- 1.32. The firm shall provide the mobile phone facility to its operator/ wireman/technician at his own cost so that in case of emergency he may be contacted.
- 1.33. Bank is not bound to accept the lowest bidder. Bank will cancel those bids where rates for manpower will not be quoted as per the minimum wages plus VDA along with necessary contributions on applicable rates (EPF, ESI, EDLI etc) decided by the "Ministry of Labour & Employment, GoI"
- 1.34. Successful tenderer will have to enter into an AMC agreement on a Rs 100/- non-judicial stamp paper, cost of which shall be borne by the tenderer.

## **2. Settlement of dispute by Arbitration –**

- 2.1 All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after its completion and whether before or after the termination or abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the excepted matters shall be final and without appeal. But if the Contractor is dissatisfied on any matter, he may within 28 days after receiving notice of such decision, give a written notice to the other party requiring that the matters in dispute be referred for arbitration. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree, a single arbitrator shall be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties shall nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire.
- 2.2 The arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.
- 2.3 The arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.
- 2.4 Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be at the discretion of the arbitrator or arbitrators as the case



may be, who may determine the amount thereof or direct the same to be taxed as between the party and shall direct by whom and to whom and in what manner the same shall be borne and paid

**2.5** This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that The Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

**2.6** The agreement shall be subject to the jurisdiction of the Hon'ble High Court at Chandigarh.

3. It shall be clearly understood that this is not a manpower supply contract but the operation and maintenance contract. Bank has however right to remove any person from the work without assigning any reason thereof.
4. Bank may discontinue the contract any time by giving one month notice without assigning any reason thereof.
5. The Bank reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons thereof.
6. The Contractor shall abide by all the laws of the land in respect of Labour Act, PPF, ESI, minimum wages etc. Bank shall not be responsible for any claim on any account for not abiding the labour laws. The Contractor shall give the details of the staff going to be deployed for Bank's verification. The Contractor shall also take insurance policy for workmen compensation for all the staff deployed and copy of the same to be submitted to the Bank.
7. The workers deployed shall wear an apron during the work having company logo embossed on it along with Uniform.
8. **Sexual Harassment of Women at Work Place:** The Contractor / Agency shall comply with the provisions of "the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Contractor is proved.

The Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

**9. Minimum wages to the workman:** The Contractor shall ensure payment of minimum wages as per statutory requirement i.e. as per Central Minimum wages notification issued by Central Labour Department during the Currency of the contract. The copy of wage disbursed repaid along with the bank statement be furnished along with bill.

**10. Labour License, ESI, PF:** The Contractor shall adhere to various provisions of the Contract Labour (Regulation & Abolition) Act 1970, requirement of payment for ESI & provident fund and fulfil all the statutory requirements. A certificate to that effect is to be submitted to the Bank.

**11. Force Majeure conditions** (applicable during the currency of the contract period)  
Neither Party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting Party's control even after exertion of best efforts to prevent such failure, which failure may include, but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any Government authority, delays in obtaining licenses or rejection of applications under the Statutes, fire or floods.

## **12. Non-disclosure and Indemnity clause**

The Contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/equipments etc. which may come to the profession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer.

The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

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

confidentiality will survive the expiry or termination of this agreement for whatever reason.

### **13. Termination of Contract by the Employer**

If the Contractor being an individual or a firm commits any “act of insolvency”, or shall be adjudged an insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee of the Liquidator, in such acts of insolvency or winding up, as the case may be, shall be unable, within seven days after notice to him requiring him to do so, to show the reasonable satisfaction of the Employer that he is able to carry out and fulfil the Contract and to give security therefor, if so required by the Employer.

Or

if the Contractor (whether an individual, firm or Incorporated Company) shall suffer execution or other process of Court attaching property to be issued against the Contractor,

Or

shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor,

Or

shall assign or sublet this Contract without the consent in writing of the Employer first had obtained,

Or

shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder,

Or

if the Employer determine that the Contractor

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

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

(vi) the bank is not satisfied with the services provided by the firm.

Place :

Date :

Seal and Signature of Tenderer

**v- Scope of Work and other Terms and Conditions**

Operation and preventive maintenance contract of Central Air Conditioning System (2x300TR) chilling unit. **Equipment covered under operation and Preventive maintenance contract during shutdown are as under:**

- 300 TR centrifugal chilling plant - 02 Nos.
- KW /HP-30/40 Condenser Pump Sets - 03 Nos.
- KW/HP-22/30 Chilled water pump sets - 03 Nos.
- 300 TR Cooling Towers - 02 Nos.
- Air Handling Units - 20 Nos.
- Hot water generator - 02 Nos
- Electric panels and Boards installed for above equipment's - Lot
- Hot water generator and its panel - 02 Nos.
- Cassette Type FC units 3Ton - 03 Nos.
- High wall FC units 2 Ton -10 units

**(A) Scope of work covered under Operation Contract: -**

**1. Works to be attended on Everyday Basis are as under: -**

- a) The readings of the suction and the discharge pressure, oil pressure, oil and gas level, suction and discharge pressure of pumps, voltage and amps etc. shall be checked and recorded in log books on hourly basis. Necessary action is to be taken if the readings are not normal.
- b) To check all the electrical motors and the bearings for abnormal noise/heating etc.
- c) To check the water levels in the makeup water tank and in the cooling tower.
- d) The inside and ambient conditions i.e. DB, WB & RH of all the AHU's shall be recorded on two hourly basis.
- e) Cleaning of air filters once in 15 days/as and when required

**2. Works to be done on Weekly basis as under:**

- a) To check the refrigeration system for leaks test and inform the Bank's engineer In-charge
- b) To dust off the inside of all electrical panels.
- c) To check lugs/thimbles/terminal points of the electrical motors, switches, starters, single phase preventers and the indication lights etc. and to take the remedial steps if required.
- d) To check the starter, control panel and indication lights etc. from inside.
- e) To check the alignment of all the belt driven equipment and to rectify if required.

### **3. Works to be done on monthly basis:**

- a) To check the belt tension of AHU's installed on various floor and take corrective steps if required.
- b) To check the gland/seal, coupling of pumps and cooling towers.
- c) To check the solenoid valves, safety control and the interlocking of the various equipment's.
- d) To clean all the strainers and the filters of the cooling tower.

### **4. Works to be done on Every three Months:**

- a) To check and lubricate the bearings of the motors and to keep the proper record.
- b) To check the foundation bolts of the pumps and motors and inform RBI.
- c) To check starter, overlap/trip coils for effectiveness of operation.
- d) To check condition of cooling tower blades fans rotations, fans and motor bearings and inform bank's engineer in charge for any abnormality.
- e) Check the makeup water consumption.
- f) Checking of the electrical contacts of various controls provided for the chiller packages.

### **5. Works to be carried out on as and when required basis:**

- a) To replace the indication lamps, contractors, single phase preventers, switch fuses U bands, gauge and thermometer etc. as required.

### **6. Staff to be deputed for the operation**

- |                             |         |
|-----------------------------|---------|
| (i) Operator                | - 1 No. |
| (ii) Electrician cum Helper | - 1 No. |
| (iii) Helper                | - 1 No. |

#### **Duty Time:**

- On all working days : from 9:00 AM to 5:00 PM
- Working Saturday : from 9:00 AM to 5:00 PM

The Contractor shall maintain a muster for the attendance of his staff which should be submitted to the Bank's engineer as and when required. The Contractor must ensure that the staff deputed to the works are qualified and experienced. The Contractor must maintain a record in respect of performance of their duties for fulfilment of contract requirement.

The Contractor shall arrange to operate the entire AC system and related equipment, on a daily basis from 9 am TO 5 pm Monday to Friday and 9 AM to 5 pm on working Saturdays

The Contractor shall deploy 3 persons (i) one qualified Diploma holder in Mechanical Engineering with 3 years' experience or ITI qualified in Mech/AC trade with 6 years' experience, (ii) One ITI qualified in ITI (electrical) trade with 3 years' experience and (iii) One helper. Working knowledge of computers is essential for both Operator and

Electrician having qualification in Mechanical Engineering/Mechanical/ Electrical trade. The Contractor shall also provide stand by arrangement so that if regular person is on leave then another person with same qualifications will be deputed. Operation includes:

- Switching on and switching off of the entire AC system as required
- Logging all the operating parameters on hourly basis
- Taking temperature readings in all the areas once in a day
- Cleaning of air filters once in 15 days/as and when required
- Cleaning of the chillers, pumps and AHUs daily
- Checking and reporting of abnormal operation immediately
- Lubricating the bearings as and when required
- Attending to minor problems like belt tensioning, correcting valve spindles, leakages etc.
- Checking free flow of AHU drain every day
- Checking and reporting on the compressor oil conditions on weekly basis
- Checking all electrical connections every month
- Attending to field electrical problems

## **7. Penalty for not turning up**

If the operator has not turned up to operate the plant within 4 hours after receipt of telephone call, and if the down time due to absence of operations exceeds 8 hours (which shall be considered as one penalty day) a penalty equal to one time of the daily rate of operation contract amount (arrived by dividing the annual contract amount by 360 and rounding it off to next higher Rupee) multiplied by the number of penalty days will be recovered from the due sum of the contractor.

## **B) Scope of work covered under preventive maintenance contract to be carried out at least twice in a year during shut down:-**

1. De-scaling and rodding of condensers.
2. Replacement of gasket condensers, Y-strainer, pot strainer etc.
3. Chemical cleaning of coils of air handling units.
4. Cleaning of nozzles, basins and louvers of cooling towers.
5. Servicing of switchgear of electrical panel.
6. Draining of water from pipeline and refilling the same with fresh water.
7. Greasing of bearings of motor and pumps.

**Note:** All spare parts/ material required for repair of the systems will be provided by the Bank for carrying out the routine/preventive maintenance.

All consumables like cleaning material, cotton waste, duster cloth etc. and minor material like nut bolts, washers/ screws shall be provided by the Contractor and same shall be included in the scope of work.

All labour components to be provided by the contractor and same shall be included in the quoted rates for operation contract under item no. 1.

vi- **Details of Service Set Up**

| <b>S. No.</b> | <b>Description</b>  | <b>Details</b> |
|---------------|---|----------------|
| 1.            | Address of Service centre   |                |
| 2.            | Contact person Name & Mobile Number                                   |                |
| 3             | Number of engineer/staff and technician available with qualification. |                |

vii- **Contact Details**

| <b>S. No.</b> | <b>Description</b>              | <b>Details</b> |
|---------------|---------------------------------|----------------|
| 1.            | Contact person for this tender. |                |
| 2             | Designation                     |                |
| 3             | Land Line & Mobile Number       |                |
| 4             | FAX No.                         |                |
| 5             | Email.                          |                |



## **FIRE & 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. 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 metre.
6. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
7. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
8. 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.
9. 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.
10. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
11. Only ISI marked 3 pin plug and other appliances and equipment shall be used.
12. Electrical power cables/wires used shall not have any joints and shall be properly rated.
13. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.

14. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire officers/Personnel, work shall be started.
15. Two buckets of water and sand shall be kept in an easily accessible area on the site.
16. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
17. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
18. The safety belt shall be provided by the Contractor and used by the workmen while working from height for more than 10' from Ground level.
19. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
20. None of the fire extinguishers shall be removed/shifted from its designated location.
21. Power supply shall be switched off from the mains when equipment is not in use.
22. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
23. Battery operated emergency light/torches shall be provided by the Contractor to the workmen while working beyond office hour.

**Basic Information**  
(Please submit along with documentary evidence)

| Sr. No. | Particulars of the Company/ Firm   |                   |
|---------|--|-------------------|
| 1       | Name and full address of the firm  |                   |
| 2       | Registered Office with full address, Telephone No., Fax Nos., E-mail address, website URL  |                   |
| 3       | Type of Company whether, Proprietorship, partnership etc.  |                   |
| 4       | Name and address of the Proprietor/ Partners/Directors of the company  | i)<br>ii)<br>iii) |
| 5       | Registration (Firm, company etc.)/Registration Authority, Date, Number etc.  |                   |
| 6       | Income Tax Registration number(PAN)  |                   |
| 7       | Service Tax Registration Number & GST Registration   |                   |
| 8       | Provident Fund Registration Number   |                   |
| 9       | ESIC Registration Number   |                   |
| 10      | Whether tenderer holding a License under Section 12 (1) of Contract Labour (R&A) Act 1970 read with section 21 of Contract Labour Act 1971. If so , furnish the details of license no. etc. and enclose a copy |                   |
| 11      | Name and addresses and designation of the person who will represent the agency while dealing with the Bank (attach letter of authority)  |                   |
| 12      | Experience in undertaking similar services to other organizations  | -----<br>years    |
| 13      | Total value of the services provided to the other organization for the last 3 years  |                   |
| 14      | Whether financially sound to undertake services (furnish audited balance sheet for last 3 years  |                   |
| 15      | Indicate if involved in any litigation   |                   |
| 16      | Any civil suits pending in any of the orders executed, give details  |                   |

Authorised Signatory with name, seal and signature

**Annex- B**

**Details of our Banker/s are:  
(On Agency/ Vendor letter Head)**

|  |  |  |
|--|--|--|
| Name of the Banker   |  |  |
| Name of the Branch and its complete Postal Address   |  |  |
| Name and Job –title of the Contact 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 contractor.                             |  |  |
| The period from which the contractor has been banking With the Banker                              |  |  |
| Any other information which the contractor may like to furnish about its Bankers                   |  |  |

Authorized Signatory

(With name)

**Form of Bankers Certificate from a Scheduled Bank**

**(To be submitted by the contractor along with the Tender)**

This is to certify that to the best of our knowledge and information M/S/Shri/ Ms \_\_\_\_\_ having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of ₹.. \_\_\_\_\_ (Rupees \_\_\_\_\_). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers

(Signature)

Note:

1. Banker's certificate should be on letter head of the Bank, addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**Client's Certificate – Performance of Contractor**

Name and address of the client:

Details of work executed:

|    |   |   |
|----|---|---|
| 1  | Name of work with brief particulars   |   |
| 2  | Agreement No. and date  |   |
| 3  | Agreement amount  |   |
| 4  | Date of commencement of work  |   |
| 5  | Stipulated date of completion   |   |
| 6  | Actual date of completion   |   |
| 7  | Details of compensation levied for delay<br>(indicate amount) if any            |   |
| 8  | Gross amount of the work completed and<br>Paid                                  |   |
| 9  | Name and address of the authority under<br>Whom works executed                  |   |
| 10 | Whether the contractor employed qualified<br>manpower for the execution of work |   |
| 11 | (i)Quality of work (indicating grading)   | Outstanding/Very<br>Good/Good/Satisfactory/Poor |
|    | (ii) Amount of work paid on reduced Rates if<br>any.                            |   |
| 12 | Did the Contractor go for arbitration?  |   |
|    | (i)If Yes, total amount of claim  |   |
|    | (ii)Total amount awarded  |   |

|    |  |  |
|----|--|--|
| 13 | Comments on the capabilities of the Contractor |  |
|    | (i) Technical Proficiency                      | Outstanding/Very Good/Good/Satisfactory/Poor |
|    | (ii) Financial soundness                       | Outstanding/Very Good/Good/Satisfactory/Poor |
|    | (iii) Mobilization of manpower                 | Outstanding/Very Good/Good/Satisfactory/Poor |
|    | (iv) General behavior                          | Outstanding/Very Good/Good/Satisfactory/Poor |

Signature of the client with Seal

**Note:** All columns should be filled in properly. Client certificate should be on letter head of the Client with signature of Authorized person.

**Annex E**

**Proforma for Performance Bank Guarantee  
(On Non-Judicial Stamp Paper of appropriate value purchased in  
the name of the Issuing Bank)**

Place:

Date:

The Regional Director  
Reserve Bank of India  
Estate Department  
Chandigarh-160017

Dear Sir,

**AMC for Operation and Routine Maintenance of Central Air-Conditioning Plant at  
Bank's Office Building RBI Chandigarh**

**WHEREAS**

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, through its office at Reserve Bank of India, Sector-17, Chandigarh (hereinafter called "the RBI") has awarded the Contract for the captioned work (hereinafter called the "Contract") to M/s (Name of the Contractor) (hereinafter called " the said Contractor", which expression shall include its successors and assigns).

**AND**

Whereas the Contractor is bound by the said Contract to submit to Reserve Bank of India, Chandigarh a Performance Bank Guarantee for a total amount of (3% of contract value) for the due fulfillment by the said Contractor of the terms and conditions contained in the contract. We, .....(Name of the Bank), (hereinafter called "the Bank"), at the request of M/s ....., the Contractor, do hereby undertake to pay to the Reserve Bank of India, an amount not exceeding (3% of contract value) as Performance Guarantee for due fulfilment of terms and conditions of the contract.

**NOW THIS GUARANTEE WITNESSETH**

1. We (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the Contract



or have committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of (3% of contract value) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of (3% of contract value).

We also agree to undertake and confirm that the sum not exceeding (3% of contract value) as aforesaid shall be paid by us without any demuror protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

2. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Contractor.

3. This guarantee shall not be revoked by us without prior consent in writing of the RBI. We hereby further agree that:

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Contract and/or here under or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding (3% of contract value). Our liability under these presents shall not exceed the sum of (3% of contract value). Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

b) This guarantee shall remain in force up to Sixty (60) days beyond the period of contract provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

c) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

In witness whereof, I/We of the Bank have signed and sealed this guarantee on the  
day of (Month) (Year) being herewith duly authorized.

**For and on behalf of (Name of the Bank)**

**Signature and Seal of authorized Bank**

**official Name:**

Designation

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature .....

Name .....

Address .....

(NB: This Performance Bank Guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

## Annex F

### Format - AMC AGREEMENT

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, between the Reserve Bank of India, Chandigarh (hereinafter called "the Employer") of the one part and \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous of getting the **for Operation and Routine Maintenance of Central Air-Conditioning (HVAC) Plant at Bank's Office Building RBI Chandigarh**, as per his Schedule of Quantities showing and describing the work under the direction of Bank's Authorized Officers.

AND WHEREAS the said work specifications and the Schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions set forth herein as Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the work shown upon and/or more specifically described in the said Specifications and included in the Schedule of Quantities at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable thereunder (hereinafter referred to as "the said contract amount")

NOW IT IS HEREBY AGREED AS FOLLOWS:

In consideration of the said contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said conditions execute and complete the Work shown upon and described in the said specifications and the Schedule of Quantities.

The Employer will pay the Contractor the said contract Amount, or such sum as shall become payable, at the times and in the manner specified in the said conditions.

The said Conditions and Appendix thereto and the correspondence attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreement on their part respectively in the said Conditions and the correspondence contained.

The agreement and documents mentioned herein shall form the basis of this contract.

The Employer reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract.

All payments by the Employer under this Contract will be made only at Chandigarh.

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

**Minimum Wages Act, 1948, Payment of Wages Act, 1936, Contract Labour (Regulation and Abolition) Act, 1970 etc.:**

The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act. The Chief Labour Commissioner (Central) any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to the Bank.

Necessary records in writing for having made these payments and wage slips of employees will be submitted to the Bank at monthly intervals, for its verification. These records will be duly signed/attested by the employees of the Contractor in the presence of Bank's Officials.

The Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.

The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The Contractor shall pay the employer's contribution with regard to provident fund and employees' state insurance fund as per the provisions of the employees' Provident Fund and Miscellaneous Provisions act, 1952 and Employees' State Insurance Act, 1948.

**The Contractor will be solely responsible for any penalty or claim arising due to dispute between the Contractor and its employee/s under any circumstance. If any claim or penalty is legally binding to the Bank due to the dispute between the Contractor & its employee/s, same shall be recovered from the Contractor.**

**Non-Disclosure Clause:** The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or to comply with

applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

**The Sexual Harassment of Women at Workplace:**

The Contractor / Agency shall comply with the provisions of "the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Contractor is proved.

The Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

**Termination of Contract:** Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith without assigning any reason and without payment of any compensation, if.

In the opinion of the Bank (which shall not be called in question by the Contractor and shall be binding on the Contractor) the Contractor fails or refuses to implement this agreement to the Bank's satisfaction. If the Contractor keeps on avoiding or non-performs the service in flats/flat as per the tender conditions.

**and/or**

ii. If contractor's person/workers found in any malpractice such as forgery of resident signature, drinking of alcohol while in duty.

**and/or**

AMC for operation and routine  
Maintenance of central Air  
conditioning (HVAC) plant at Bank  
office Building RBI Chandigarh

iii. If the service rendered by the Contractor was found unsatisfactory/substandard.

**and/or**

iv. The Contractor commits a breach of any terms and conditions of this agreement.

**and/or**

v. The Contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of contractor.

**and/or**

vi. For any reason whatsoever, the Contractor becomes disentitled in law to perform his obligations under this agreement.

**and/or**

v. There is any variation in the ownership/partnership or management of the Contractor or his business without the prior approval in writing of the Bank to such variation.

That the several parts of this Contract have been read and fully understood by the Contractor.

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written (If the Contractor is a partnership or an individual).

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized officials and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates/has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written (If the Contractor is a Company).

Signature Clause

SIGNED AND DELIVERED by the  
Reserve Bank of India by the hand of  
Shri \_\_\_\_\_

\_\_\_\_\_  
(Name & Designation)

In the presence of:

1) \_\_\_\_\_

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

\_\_\_\_\_

2) \_\_\_\_\_

**AMC for operation and routine  
Maintenance of central Air  
conditioning (HVAC) plant at Bank  
office Building RBI Chandigarh**

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

Witnesses  
SIGNED AND DELIVERED BY

If the party is a Partnership Firm or  
an individual should be signed by all or  
on behalf of all the partners.

\_\_\_\_\_

In the presence of:

1) \_\_\_\_\_

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

2) \_\_\_\_\_

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

Witnesses:  
The COMMON SEAL OF \_\_\_\_\_

Was hereunto affixed pursuant to the resolutions passed  
by its Board of Directors at the meeting held on

n the presence of:

1) \_\_\_\_\_

2) \_\_\_\_\_

**AMC for operation and routine  
Maintenance of central Air  
conditioning (HVAC) plant at Bank  
office Building RBI Chandigarh**

Directors who have signed these presents  
taken thereof in the presence of:

\_\_\_\_\_

2) \_\_\_\_\_

SIGNED AND DELIVERED by the  
Contractor by the hand of  
Shri: \_\_\_\_\_

and duly constituted attorney.

If the Contractor signs under in  
common seal, the signature  
clause should tally with the  
sealing clause in the Articles  
of Association.

If the Contractor is signing by  
the hand of Power of Attorney,  
whether a company or an  
individual





AMC for operation and routine Maintenance of central Air conditioning (HVAC) plant at Bank office Building RBI Chandigarh

**RESERVE BANK OF INDIA**  
**ESTATE DEPARTMENT**  
**CHANDIGARH**

**Tender for Operation and Routine Maintenance of Central Air-Conditioning (HVAC) Plant at Bank's Office Building RBI Chandigarh**

**Part -II**  
**(submitted online only)**

**Name of the tenderer** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

e-mail-

Due Date of Submission 2 pm on December 15, 2021



AMC for operation and routine Maintenance of central Air conditioning (HVAC) plant at Bank office Building RBI Chandigarh



**Reserve Bank of India  
Estate Department  
RBI Chandigarh**

**Tender for Operation and Routine Maintenance of Central Air-Conditioning (HVAC)  
Plant at Bank's Office Building RBI Chandigarh**

**Schedule of Quantities**

| <b>S.No.</b> | <b>Description</b>  | <b>Period</b> |
|--------------|---|---------------|
| 1.           | Rate for operation of central Air Conditioning System (HVAC) at Bank's Office Building, RBI Chandigarh including the routine maintenance of the entire system during shut down periods (at least twice a year) and as per the terms & conditions and scope of work indicated in this tender. <b>The rate should be inclusive of all taxes and GST</b> | 12 months     |

Signature of the contractor \_\_\_\_\_

Name of the firm \_\_\_\_\_

Seal of the firm \_\_\_\_\_