



RESERVE BANK OF INDIA
Issue Department
Ram Bagh Circle, Tonk Road
Jaipur– 302004

February 12, 2021

NOTICE INVITING TENDER (NIT)

E-tender for supply of adult and able-bodied labourers (mazdoors) for handling coin bags and note boxes

Regional Director, Reserve Bank of India, Jaipur invites e-tender for supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes from reputed and experienced Labour Contractors (with at least 3 years' experience) for the period April 01, 2021 to March 31, 2022.

2. The e-tender along with the detailed tender notice is available at MSTC website <https://www.mstcecommerce.com/eprochome/rbi> and the website of the Bank at <https://www.rbi.org.in>.

3. All interested bidders must register themselves with MSTC through the above referred website to participate in the e-tendering process.

4. The estimated cost of work is **₹20 lakh (approx.)** per year, however, the actual cost may vary.

5. The schedule for the e-tendering process is as under:

	E-tender Schedule	Schedule Date and Time
1	E-tender view date at MSTC website	From 05:00 PM of February 12, 2021 (Friday) up to March 07, 2021 (Sunday) at 05:00 PM
2	Date of starting of e-tender	February 12, 2021 (Friday) at 05:00 PM
3	Last date of submission of e-tender	March 07, 2021 (Sunday) at 05:00 PM
4	Date of opening of Part – I	March 08, 2021 (Monday) at 03:00 PM

6. 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 reserves the right to accept or reject any or all e-tenders without assigning any reason thereof.

Note: All the tenderers may please note that any amendments / corrigendum to the e-tender, if issued in future, will only be notified on the website of RBI and MSTC as given above and will not be published in the newspaper.

February 12, 2021

Regional Director
Reserve Bank of India
Jaipur



**RESERVE BANK OF INDIA
Issue Department Jaipur**

**E-tender for supply of sufficient number of adult and able-bodied labourers
for handling of coin bags and note boxes.**

RBI/Jaipur/Issue/17/20-21/ET/532

**Reserve Bank of India
Issue Department
Rambagh Circle, Tonk Road,
Jaipur - 302004
INDIA**

DISCLAIMER

Reserve Bank of India, Issue Department, Jaipur has prepared this document to give background information on the Contracts to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believes 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 Contract or to change the configuration of the Contract, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

Important instructions for e-procurement

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

Process of E-tender :

- 1 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/eprchome/rbi

1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govtdepts → 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):

1. Shri Dharmendra Kachhawa, Asst. General Manager dkachhawa@rbi.org.in
Phone – 0141 2564494, Mobile – 9167522879
2. Shri Dushyant S Gahlot, Assistant Manager dushyantsinghgahlot@rbi.org.in
Phone – 0141 2560908, Mobile – 9760916765

Contact person (MSTC Ltd):

1. Shri Pankaj Chhipa, Assistant Manager- pkchhipa@mstcindia.co.in
Mobile- 8802813737

B) System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.

Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".

Other Settings:

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

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

- 2 The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi .Tenders will be opened electronically on specified date and time as given in the Tender.
- 3 All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
Special Note towards Transaction fee:
- 4 The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.
Transaction fee is non-refundable.
A vendor will not have the access to online e-tender without making the payment towards transaction fee.
NOTE
Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.
- 5 Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their 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 Bidding in e-tender :
 - a) Vendor(s) need to submit necessary Earnest Money Deposit (EMD), Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. 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 tender inviting authority.
 - b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.

- c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govtdepts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event
- 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 is not run then the vendor will not be able to save/submit his Technical bid.
- 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 be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid
- f) Vendors are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- 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 supply.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.

8 Any order resulting from this 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 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 www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

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**Reserve Bank of India
Issue Department
Jaipur**

Section-I: NOTICE INVITING TENDER (NIT)

1. Two Part Tenders are invited by Reserve Bank of India (hereinafter referred to as “RBI”) from eligible bidders for supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes at RBI, Jaipur.

2. Only those who fulfil the qualification criteria are eligible to participate in this tender. The selected bidder/s shall supply sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes for a period of one year i.e. from April 01, 2021 to March 31, 2022, which can be extended up to a further period of two years, one year each at a time, with/without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

a.	e-Tender No.	RBI/Jaipur/Issue/17/20-21/ET/532
b.	Mode of Tender	e-Procurement System on MSTC e-commerce site (www.mstcecommerce.com/eprochome/rbi) (Online Part I - Technical Bid and Part II - Financial Bid)
c.	Estimated Value of the Work	₹20,00,000/- (approx.)
d.	Date of NIT available to parties to download	February 12, 2021 – 05:00 PM
e.	Transaction Fee	0.05% of the estimated value of tender plus GST @ 18% i.e. Rs.1180/-
f.	Earnest Money Deposit	₹40,000/- (Rupees Forty Thousand only)



g.	Date of Starting of e-Tender for submission of on line Technical Bid and Financial Bid at www.mstcecommerce.com/eproc_home/rbi	February 12, 2021 at 05:00 PM
h.	Date of closing of online e-tender for submission of Technical Bid and Financial Bid	March 07, 2021 at 05:00 PM
i.	Last date of submission of EMD	March 07, 2021 at 05:00 PM
j.	Time of opening of Technical Bid	March 08, 2021 at 03:00 PM
k.	Time of opening of Financial Bid	To be conveyed later to the eligible tenderes.

3. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein. Tender document can be downloaded from www.mstcecommerce.com. Any amendment(s)/corrigendum/ clarifications with respect to this tender shall be uploaded on the website/e-portal only. The tenderer should regularly check the above website/e-portal for any amendment/ corrigendum/ clarification on the above website.

4. The services specified above must be provided by the successful bidder/s to Reserve Bank of India, Issue Department, Jaipur.



Section II: Instructions to Bidders

A. General	
1.Scope of Tender	<p>1.1 E-Tenders are invited by Reserve Bank of India (hereinafter referred to as “RBI”), Jaipur from eligible bidders. The tenderer shall supply sufficient number of adult and able bodied labourers/mazdoors, as specified in requisition for</p> <ol style="list-style-type: none">i. Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of RBI, Jaipur or any premises identified by the Bank.ii. Loading, unloading, weighing, carting, stacking, spreading of full notes boxes in the premises of RBI, Jaipur or any premises identified by the Bank.
2. Prohibited Practices	<p>2.1 The Bank requires that tenderers, suppliers, contractors, interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:</p> <ol style="list-style-type: none">(a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:<ol style="list-style-type: none">(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;(ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;(iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and(iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;



	<p>(b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender in question;</p> <p>(c) may declare a tenderer ineligible, either indefinitely or for a stated period, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;</p>
3. Eligibility Criteria	<p>3.1 The tenderer must be a reputed, experienced and license holder Labour Contractor having:</p> <ul style="list-style-type: none">i. Minimum three years of experience in undertaking similar workii. Minimum average annual turnover of at least 25% of estimated expenditure during the last three years duly supported by audited financial statements.iii. Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank.iv. The Contractor should possess a valid license issued by the Assistant Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulations and Abolition) Central Rules, 1971.v. The tenderer shall have Permanent Account Number (PAN) and Goods & Services Tax Identification Number (GSTIN) as applicable to discharge the duties.vi. In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the Regional Office of the Bank for execution of the contract.vii. The tenderer shall maintain a current account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank. <p>Note: The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification/ eligibility.</p>



4. Amendment of Tender Document	<p>4.1 At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website (www.rbi.org.in) /e-portal. Any amendments / corrigendum issued shall be a part of this document.</p> <p>4.2 To give prospective tenderers reasonable time in which to take any/all amendments/corrigendum into account in preparing their Tenders, the Bank may, at its discretion, extend the deadline for the submission of tenders.</p>
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B. Preparation of Tenders	
5. Cost of Tendering	<p>5.1 The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.</p>
6. Documents comprising the Tender	<p>6.1 The Tender shall comprise the following:</p> <p>Section I: Notice Inviting Tender (NIT) Section II: Instructions to Bidders (ITB) Section III: Terms and Conditions of the Contract Section IV: Tender Form – Part-I (Technical Bid) Section V: List of Documents to be submitted with Technical Bid Section VI: Evaluation of Part-I (Technical Bid) Section VII: Tender Form – Part-II (Price Bid)</p>
7. Letter of Tender	<p>7.1 The tenderer shall submit the Tender using the digital signature Class III via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.</p>
8. Documents establishing the qualifications of the Tenderer	<p>8.1 To establish its qualifications to perform the Contract in accordance with Section II (Para 3), the tenderer shall submit all relevant documents/records/information while submitting the Tender.</p>
9. Period of validity of Tenders	<p>9.1 The Tender validity period shall be 90 days from the last date of the submission of tender.</p> <p>9.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Bank may request tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>



10. EMD as Tender Security	<p>10.1 Tenderers need to submit necessary EMD and transaction fees to be eligible to bid online in the e-tender. Transaction fees is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.</p> <p>10.2 Earnest Money Deposit of ₹40,000/- (Rupees Forty Thousand only) is to be made to the Reserve Bank of India, Jaipur through NEFT/RTGS. The Account and other details for transferring the EMD amount through NEFT/RTGS are as under:</p> <p>(i) Account Name – Earnest Money Deposit Received (ii) Account Number - 8692299 (iii) IFSC Code - RBIS0JPPA01</p>
C. Submission and Opening of Tenders	
11. Submission, Sealing and Marking of tenders	<p>11.1 Tenderers submitting Tenders electronically shall follow the electronic e-tendering submission procedures specified in the instructions regarding E-Tender.</p> <p>11.2 The tenderers may submit their Technical Bid in the prescribed format (Part-I) along with the copies of all the necessary documents, as per the list of documents given in Section V and Financial Bid (competitive rates) in the prescribed format (Part-II). E-Tender with all information shall be submitted on or before the prescribed time on the last date.</p> <p>11.3 If desired/prescribed information is not submitted, the Bank will assume no responsibility for rejection of Tender.</p>
12. Deadline for Submission of Tenders	<p>12.1 Tenders must be filled online through e-tendering process mentioned in this document, not later than the date and time indicated in this document.</p> <p>12.2 The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.</p>
13. Late Tenders	<p>13.1 No Tender submission after the deadline shall be allowed on the e-portal</p>



14. Tender Opening	14.1 The Bank shall open the Tender electronically on the notified date.
D. Examination of Tenders	
15. Confidentiality	15.1 Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers.
16. Clarification of Tenders	<p>16.1 To assist in the examination, evaluation, comparison of the Tenders and qualification of the tenderers, the Bank may, at its discretion, ask any tenderer for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the Tenders.</p> <p>16.2 If a tenderer does not provide clarifications of its Tender by the date and time set in the Bank's request for clarification, its Tender shall be rejected.</p>
E. Tender Evaluation and Comparison	
17. Qualification of the Tenderer	17.1 The Bank shall determine its satisfaction whether the selected tenderer meets the qualifying criteria in accordance with Section II (Para 3).
18. Scrutiny/Evaluation of Tenders	<p>18.1 The tenders comprising two parts i.e. Part I on "scope of work and commercial conditions" and Part II on "Price Bid" shall be submitted separately through E- Tendering Portal.</p> <p>i. Part I on scope of work and commercial conditions to be submitted along with the followings:</p> <ol style="list-style-type: none"> a. Earnest Money Deposit through NEFT/ RTGS for an amount of ₹40,000/- (Rupees Forty Thousand only). No interest shall be paid on this deposit. b. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents. c. Documentary evidences and documents



	<p>required to be submitted under the Tender.</p> <ul style="list-style-type: none">d. Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person.e. Masked Indicative Price Bid listing all the components as per Price Break-up Schedule without indicating any prices.f. Any other information the tenderer wishes to furnish. <ul style="list-style-type: none">ii. Part II comprising “Price Bid” of the tender to be submitted separately comprising of prices in Indian Rupees only with detailed break-up of price in the specified format given in Section-VII both in figures and words. No other enclosure is permitted in Part II. Change of terms and conditions and deviations, if any, found in Part II of the tender will not be considered and will be treated as null and void. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.iii. Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, if they choose to be present.iv. The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.v. The Tenderers are advised to visit the site/s of work/s / activities, viz. Railway Station and Bank premises and acquaint themselves with the site conditions before submitting bids.vi. Price bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on the date mentioned in this document.vii. The Bank will award the contract to the tenderer(s) whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has/have offered the Bid Price reasonable to the estimated considering the values
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	<p>of all the component of the contract for arriving L1.</p> <p>viii. Keeping in view the sensitivity of the work, the Bank shall be at liberty not to accept the lowest bid or any tender and shall reserve the right to reject any or all the tenders at any stage of the tendering process, either in whole or in part, without assigning any reason.</p>
19. Bank's Right to accept any tender and to reject any or all tenders	19.1 The Bank reserves the right to accept or reject any tender and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further the conditional bids shall be rejected out rightly.
F. Award of Contract	
20. Period of Contract	<p>20.1 The award of contract shall be valid for a period of one year i.e. from (April 01, 2021 to March 31, 2022), which can be extended up to a further period of two years, one year each at a time, with/without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.</p> <p>20.2 On receipt of the intimation from the Bank of the acceptance of his/ her tender, the successful tenderer shall be bound to implement the contract. The successful tenderer shall sign an agreement within a week in accordance with the terms and conditions of the agreements, specified in Section III, and the schedule of rates, finally arrived at.</p>

Other Important Instructions:

A. General Conditions:

- i Bank is not responsible for the completeness of the Tender Document.
- ii In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the Tender.
- iii The tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document. Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.



B. Situations leading to disqualification / rejection of tenders

- i Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence regarding their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for a period of minimum one year extendable to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.
- ii All the tenders should be complete in all respects with all attachments / enclosures / annexures. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out rightly and summarily rejected by the Bank.
- iii Tenders received by fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
- iv Bid proposals received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.
- v Tenders received after the due date and time shall be summarily rejected.
- vi Conditional tenders shall be straightway rejected and no additional clause will be entertained.
- vii No tender may be modified after the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.
- viii Alternative Proposals / Time for Completion shall not be permitted.

C. Dispute Resolution

- i It is to be noted that in case of any/all disputes on terms and conditions of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously).
- ii All disputes and differences of any kind under the agreement shall be referred to the sole arbitrator i.e. Regional Director or General Manager (Officer-in-Charge), Reserve Bank of India, Jaipur and his decision, in writing, shall be final and binding on the Service Provider. However, for any dispute/issue, not settled through arbitration, the legal jurisdiction shall be Jaipur only. Alternate



settlement modes can be used for settling any legal dispute with mutual consent only.

D. Force Majeure

- i. Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

E. Disclaimer

- i. Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.
- ii. The Bank reserves the right to modify, amend or supplement this document including all formats and Annexures.
- iii. While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

F. Confidentiality Statement

- i. The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.
- ii. The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.
- iii. This Tender Document does not purport to contain all the information each tenderer may require.



- iv. This tender document may not be appropriate for all persons, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.
- v. Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.
- vi. The Bank and employees make no representation or warranty and shall incur no liability under any law, statute, rules and regulations as to the accuracy, reliability or completeness of the tender document.
- vii. This document and the information provided therein are confidential and intended solely for the use of the Tenderer(s).





Section III: Terms and Conditions of the Contract

Scope of work:

The tenderer shall supply sufficient number of adult and able bodied labourers/mazdoors, as specified in requisition for:-

- i. Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and for miscellaneous incidental items of work in the premises of the RBI, Jaipur or any premises identified by the Bank.
- ii. Loading, unloading, stacking, spreading of full notes boxes in the premises of the RBI, Jaipur or any premises identified by the Bank.

Commencement / Renewal:

- i. On receipt of intimation from the Bank of the acceptance of his / their tender, the successful tenderer shall be bound to execute and implement the contract. The successful tenderer shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.
- ii. The contract shall be valid for one year at a time (i.e. April 01, 2021 - March 31, 2022) which can be extended by the Bank at its opinion for a further period of two years, one year each at a time with / without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.
- iii. When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether he is willing to renew the contract for a further period on the existing terms and conditions.

Security:

For the proper performance of the obligations under the contract, within 10 days after the issue of notification of award by RBI, the successful tenderer(s) shall furnish security deposit of an amount of ₹5,00,000/- (Rupees Five lakh only) or 5% of total estimated expenditure of the contract (i.e. ₹1,00,000/- in this case), whichever is less, in favor of Reserve Bank of India, Jaipur. No interest shall be payable on the amount of the Security Deposit.



Duties of the contractor:

It shall remain the contractor's responsibility to successfully execute the contract till the completion of validity period. In case contractor fails to deliver the assigned work, his/ her Security Deposit shall be forfeited. Further, the contractor must indemnify the Bank from any type of loss due to any negligence on their part and for which the Bank is not responsible.

- i. The Contractor shall, at all times during the Contract Period, within twelve hours from the receipt of written or verbal requisition to the effect from the General Manager, / Deputy General Manager-in-Charge, Reserve Bank of India, Issue Department, Jaipur or any of his subordinate officer(s), supply as many able bodied mazdoors/ labourers as may be required for handling coin bags and note boxes and also for miscellaneous incidental items of work in the Issue Department, Reserve Bank of India, Jaipur as may be specified in the notice.
- ii. The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as Public Holiday/s under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute / provision applicable in this respect.
- iii. On urgent occasions/cases the contractor shall comply with the request to provide mazdoors in sufficient numbers at a short notice of three hours. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area i.e. the safety-yard.
- iv. The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the Security Deposit.
- v. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability /activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the coin bags/ note boxes or by reason of any act of dishonesty or fraudulent



conduct on his/ her part or on the part of mazdoors or other personnel engaged by the Contractor.

- vi. The Bank shall have the right to direct the contractor not to engage the services of any mazdoor /worker who are incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the services of any workers / mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers / mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of ₹500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and forfeit the Security Deposit.
- vii. The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/ she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager / Deputy General Manager-in-charge, Issue Department shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager / Deputy General Manager-in-charge, Issue Department determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees / mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/ Deputy General Manager-in-charge, Issue Department failing which the Bank may purchase insurance for the additional amount and / or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.
- viii. The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees / officials who shall be associated with carrying out of the work subject of this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract. The Contractor shall also furnish photographs, identity and address proofs of the mazdoors, helpers, supervisors or other employees / officials referred to



above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees / officials verified by the Police Department before the commencement of the contract.

- ix. The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes and Coin Bags.
- x. The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the Contractor. The maintenance of record / muster for marking the presence / absence of contract labour shall be the responsibility of the Contractor and such record /muster shall always be under the control of the Contractor.
- xi. The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

Payment and Taxes:

- i. The payment will be made on monthly basis.
- ii. The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. The prices quoted shall be inclusive of all taxes, duties, local levies, works contract tax, GST, or any other taxes as applicable imposed by Central / State Government / Local Bodies at extant rates. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.
- iii. The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.
- iv. All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from Security Deposit furnished by contractor or other dues payable or becoming payable to the contractor.



- v. In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/ Officer-in-Charge, Reserve Bank of India, Jaipur shall be final and binding to on both parties.

Disqualification/ Termination/ Penalty:

- i. It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case the tender of the tenderer shall be liable for rejection in addition to getting blacklisted for a minimum period of one year extendable to 3 years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.
- ii. The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination. If the contractor fails to comply with any of the terms and conditions of the contract, the Bank reserves the right to terminate the contract with immediate effect and forfeit the security deposit with the Bank. Apart from that the contractor will also be prohibited from taking part in any tender issued by Issue Department of Jaipur Office for one year.
- iii. If the contractor elects to terminate the agreement/contract without proper notice of three months, then the Bank shall have the right to forfeit the security deposit with the Bank. Apart from that the contractor will also be prohibited from taking part in any tender issued by Issue Department of Jaipur office for one year.
- iv. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labourers/ mazdoors or any breach of instructions of the contract, considered by the General Manager/ Deputy General Manager- in Charge, Issue Department, Reserve Bank of India, Jaipur to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-charge in consultation with Regional Director/ Officer-in-Charge may impose a fine not exceeding ₹10,000 (Rupees Ten thousand only) on the contractor.

Compliance with Statutes:

The contractor shall abide by all relevant laws in force in the country and state(s) concerned. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible. In case of any legal implications on the Bank due to non-compliance of the statutes by the contractor, the Bank shall have the right to forfeit the security deposit with the Bank.



- i. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen/ labourers as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.
- ii. The workmen / labourer should be paid the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder. Besides, the workmen /labourers should be given Employees Provident Fund as per EPF Act,1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen /labourers. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.
- iii. The Contractor shall maintain all records and legal documents up dated as per the prevailing statute and have to produce before the management / statutory authorities as and when asked for.
- iv. The Contractor shall not supply Child Labour, which is prohibited under Child Labour Act, 1986.
- v. The wage period has to be fixed by the Contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on monthly basis. No payment shall be made in cash and employees' bank accounts shall be credited and bank statements indicating payments shall be submitted on monthly basis.
- vi. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor to lapse or default on his/ her part in discharging his/ her obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.
- vii. The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition



and Redressal) Act, 2013 by any mazdoor or other persons deployed by him/her for execution of the contract. In case of any complaint of sexual harassment against its employees/labourer within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and he shall ensure taking proper action under the Act in respect of the said complaint. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

Non-Disclosure Clause:

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/system/equipment/practices etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same in the 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 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 Bank. The contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.



SECTION-IV
PART I – SCOPE OF WORK AND COMMERCIAL CONDITIONS

Technical Bid Form

(Note - To be filled and uploaded in the e-tendering portal)

Sr. No.	Particulars	Information submitted by the Bidder		
		Office	Residence	Mobile
1.	Name of the Tenderer			
2.	Whether the tenderer is a Company, partnership firm or proprietary concern			
3.	Name and designations of the persons who are authorized to execute the contract			
4.	Registered address and contact address of the Company/Firm/Proprietorship Concern			
5.	Telephone Number (s)			
6.	E-Mail Id			
7.	Fax Number			
8.	Address of the office/local representative of the Tenderer within Municipal area of Jaipur			
9.	Experience in undertaking similar work (No. of Years) (Certificates to be attached)			
10.	Average Annual Turnover of the last three years (audited financial statements are to be attached)			
11.	Net worth as per the latest audited balance sheet (To be			



17. Does contractor have liability insurance cover for personal injuries likely to be suffered, if any, by the labourers/mazdoors engaged by him in connection with the contract? – Yes / No

(If yes, enclose the Insurance Certificates)

18. Are the characters and antecedents of the labourers/mazdoors verified and certified by the police? - Yes / No

(If yes, enclose the Police Verification Reports)

19. (a) Whether the tenderer has ever been blacklisted by RBI or State / Central Government Department? - Yes / No

(If the firm or its director/s have been debarred from applying or blacklisted by RBI or convicted by any criminal court, they need not apply).

(b) Whether any proceeding against the firm or its director/s are pending in any court? - Yes / No

If Yes, then give details (A separate sheet shall be attached)

20. Are the terms and conditions of the contract acceptable to the tenderer? – Yes/No

If Yes, a copy of the terms and conditions of the contract, given in Section-III of this tender document, duly signed on each page, should be submitted with the tender.

21. Details of Earnest Money deposited through NEFT into the Account of RBI, Jaipur:

a. NEFT Details: IFSC - RBIS0JPPA01

A/c No. = 8692299 (Earnest money deposit received A/c)

b. Amount: ₹40,000/-



Declaration:

- a) All the information given by me/us are true and correct to the best of my/our knowledge and belief and if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action it may deem fit.
- b) I/we understand that our tender is liable for rejection at any stage if any information furnished by me/us is found to be incorrect/wrong and the decision of the RBI in this regard will be final.

Name of the Authorized Official of the Company/Firm:

Signature (With Seal of the Company/Firm):

Date:



Section V

List of the Documents to be submitted with the Technical Bid

- i. Experience Certificates.
- ii. Audited financial statements for the last three years.
- iii. Solvency certificate duly certified by the bank showing Positive net worth as per the latest audited balance sheet.
- iv. Copy of the Labour License issued by the Assistant Labour Commissioner, Government of India, as provided under Section 12(1) of the Contract Labour (regulation and Abolition) Act, 1970 and the Contract Labour (regulations and Abolition) central Rules, 1971
- v. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
- vi. Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person.
- vii. Copies of the PAN and GSTIN.
- viii. Copies of the Insurance covers/policies for personal injuries likely to be suffered, if any, by the labourers/mazdoors.
- ix. Copies of valid Police verification reports of the labourers/mazdoors.
- x. Document showing that the tenderer has an Office/local representative within Municipal area of the Jaipur.
- xi. Acceptance of the Terms and Conditions of the contract (contained in Section III) by the applicant by submitting a copy of the same duly signed by the Tenderer.
- xii. Advice of the Earnest Money Deposited to RBI, Jaipur Account through NEFT
- xiii. Bank Statements for the last one year.
- xiv. Copy of cancelled cheque of the bank.

Note: All the above documents should be submitted/uploaded by the Tenderer along with the Technical Bid while submitting the Bids through E-Tender portal. In case of non-submission of any of the above document by the tenderer, the tender will be treated as disqualified in Part-I at the sole discretion of the Bank.



Section VI: Evaluation of Part-I (Technical Bid)

Qualifying Criteria

The eligibility criteria set earlier in this document must be fulfilled for consideration of technical bid. In addition, the following criteria will also be considered.

S. No.	Parameters of Technical Evaluation	Whether fulfilling the parameter/ Submitted the Necessary Documents (Yes/No)	Whether eligible to qualify Part-I of the Tender	Remarks
1.	Minimum three years of experience in undertaking similar works.			
2.	Minimum average annual turnover of at least 25% of estimated expenditure of the contract during the last three years – to be supported by audited financial statements.			
3.	Positive net worth – Solvency certificate duly certified by the bank to be attached.			
4.	Whether the contractor possess a valid license issued by the Assistant Labour Commissioner, Government of India as mentioned in Section II (3) (iv) of this tender document?			
5.	Whether the characters and antecedents of the labourers/ mazdoors are verified and certified by the police?			
6.	Does contractor have liability insurance cover for personal injuries likely to be suffered, if any, by the labourers/mazdoors engaged by him in connection with the contract?			
7.	Whether the tenderer has ever been Blacklisted by RBI or State/central Government Department?			
8.	Whether any proceeding against the firm or its director/s are pending in any court?			
9.	Are the terms and conditions of the contract given in Section-III of the tender document are acceptable to the tenderer? If yes, a copy of the same, duly signed on each page, should be submitted.			



10.	Whether the Earnest Money Deposit of ₹40,000/- has been made to the Bank by the tenderer? If yes, a copy of the NEFT details to be attached.			
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Only those tenders fulfilling the above evaluation criteria will qualify in Part-I of the tender and will be eligible for Part-II i.e. Financial Bid. However, the Bank reserves the right to relax any norm under its sole discretion, but applicable to all.

SECTION-VII: PART II - PRICE BID

Mazdoors (Labourers) Charges

Rates quoted for supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes

S. No.	Nature of work		Approx. Average Quantity handled per year	Rate per box / Coin bag in words and figures (₹)
1. Inward remittance	(A) Boxes of Fresh / Soiled notes	(i) Unloading fresh note boxes from Railway wagon / Aircraft, loading on trucks, unloading at RBI and stacking the boxes as per their order in the vault after weighment.	4,000	
		(ii) Unloading fresh note boxes from Railway wagon / Aircraft and loading on trucks.	8,000	
		(iii) Unloading note boxes from truck received from the currency chests in RBI and stacking the boxes in the vault after weighment.	14,400	
	(B) Coin bag	Unloading coin bags from truck in RBI and stacking the coin bags in the vault.	20,000	
2. Outward Remittance	(A) Fresh note boxes	(i) Removing the stacking of boxes in the vault and loading them on truck in Bank's premises after weighment.	4,000	
	(B) Coin bag	(ii) Removing the stacking of bags in the vault and loading them on truck in Bank's Premises.	20,000	
3. Other work	(i) Shifting note boxes after removing stacking from one vault/place to another vault/place within the Bank premises and stacking them on suitable place.		20,000	
	(ii) Shifting of coin bags after removing staking from one vault/place to another vault/place within the Bank premises and stacking them on suitable place.		5,000	
	(iii) Removing empty boxes from the vaults and keep them at a specified place in the Bank premises.		5,000	
4.	Filling of shredded currency note briquettes in bags (weighing about 50-60 kg) from SBS and keeping them in a systematic manner at a specific place within the Bank premises and loading them on the truck.		25,000	

Note:

- (i) The contractor will have to arrange the trolleys, required for loading and unloading of Note boxes/ coins bags on the trucks in any place outside the vaults and it's all their responsibility for the safety of these trolleys. The Bank will not be obliged to arrange trolley for such works.
- (ii) The above rates include all types of taxes. No payment will be made by the bank in separate items, the amount of GST added in the bill will be reimbursed by the Bank according to rules.
- (iii) The weight of a box varies from 90-125 kg and that of a bag is 9-16 kg.

**(Proforma of Financial Bid placed above is for your reference only.
Financial Bid to be filled in the MSTC e-tendering Portal Only)**

Name of the Authorized Official of the Company/Firm:

Signature (With Seal of the Company/Firm):

Date: