



Notice Inviting e-Tender (NIT)

Facility Management Service (FMS) for Maintenance of Bank's Residential Premises located in Mumbai – E-tender

1. Reserve Bank of India invites competitive e-tenders/ e-bids for Reserve Bank of India invites competitive e-tenders/ e-bids for **Facility Management Service (FMS) for Maintenance of Bank's Residential Premises located in Mumbai** from eligible bidders as per the specified pre-qualification criteria. The work is estimated to cost of ₹250 Lakhs and the contract duration shall be one year.
2. The Earnest Money Deposit (EMD) shall be submitted in the form of Irrevocable Bank Guarantee or NEFT. The irrevocable BG shall be submitted in sealed cover addressed by name to **Shri Ajay Michyari, Regional Director, Main Office Building, Reserve Bank of India, Fort, Mumbai -400001** so as to reach **Estate Office, Second Floor, Main Office Building, Reserve Bank of India, Fort, Mumbai- 400001** up to 2.00 PM on February 08, 2021 superscribed as "EMD for **Facility Management Service (FMS) for Maintenance of Bank's Residential Premises located in Mumbai**. Online tenders will be available for viewing /downloading by all firms till 02:00 PM on February 08, 2021.
3. All the Pre-Qualification papers shall be submitted by hard copy or e-mail on or before January 13, 2021. The same shall be examined by the Bank and the eligible participants shall be intimated accordingly.
4. The firms which do not comply with the following **pre-qualification criteria** and/or do not submit EMD will not be considered for opening of their tender Part-II (Price Bid):
 - a) **The intending bidder must have minimum 5 years of experience in carrying out similar nature of works viz. Facility Management Service (FMS) for Maintenance of Residential or Commercial Premises ending on November 30, 2020.**
 - b) **The intending bidder must have executed successfully "Facility Management Service (FMS) for Maintenance of Residential/Commercial Premises, during last five years ending on November 30, 2020 as under:**
 - (i) **Three works each costing not less than the amount equal to 40% of the estimated cost**

OR

(ii) Two works each costing not less than the amount equal to 50% of the estimated cost

OR

(iii) One work costing not less than the amount equal to 80% of the estimated cost.

c) Minimum yearly turnover of 100% of the estimated cost during last 3 financial years ending March 31, 2020, supported by audited financial statements.

d) Should furnish solvency certificate issued by applicant's Banker for the estimated cost of work.

e) Should have proper office setup in Mumbai.

5. In addition to above, intending bidders shall also submit following details and supporting documents along with PQ papers for Bank's examination:

(a)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partner's copy of the Articles of Association / Power of Attorney / such relevant document.
(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. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any Centre, should also be given.
(c)	Turnover	Audited financial statements for last three financial years i.e. 2017-18, 2018-19 and 2019-20 along with a certificate of Chartered Accountant indicating the turnover for these financial years.
(d)	Credit worthiness of the contractor and their	Copies of the Income Tax Clearance Certificates/Income Tax Assessment Orders along with the latest final accounts of the business of the

	turnover during the specified period	contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
(e)	Name(s) and address(es) of the Bankers and their present contact executives	Written Information about the names and addresses of their bankers along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.
(f)	Details of bank accounts	Full particulars of their bank accounts, like account no. type, when opened etc., should be given.
(g)	Name(s) and address(es) of the Clients and their present contact executives	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 their clients by the Bank in case it is so needed) should be furnished.
(h)	Details of completed works (Annex 8)	The client-wise names of work(s), year(s) of execution of work (s), awarded and actual cost (s) of executed work (s), completion time stipulated in the contract (s) and actual time taken to complete the work (s), Name(s) and full contact-details of the officers/authorities/departments under whom the work(s) was/were executed should be furnished.
(i)	Details of office setup	Address and contact details of the office set up at Mumbai.
(j)	Details of registration and copies of registration certificate/ documents for	PAN GST Office of Labour Commissioner, if applicable

6. In the event of intending bidder's failure to satisfy the Bank; the Bank reserves the right to not allow him to participate in tendering process.
7. A pre-bid meeting (off-line mode) of the intending bidders will be held on January 27, 2021 at 11.00 AM at Estate Office, Main Office Building, Reserve Bank of India, Fort, Mumbai. The duly filled in tender documents shall be uploaded on MSTC site till 2.00 PM on February 08, 2021. No further clarifications/queries will be entertained after the pre-bid meeting.

8. (a) Tender forms can be downloaded for viewing from the website www.mstcecommerce.com w.e.f. December 23, 2020 from 11 AM.

(b) EMD of ₹ 5.00 Lakh (Rupees Five Lakhs only) in the form of NEFT or Irrevocable BG issued by a scheduled Bank should be submitted on or before the due date of submission of the tender.

(c) Tenderers shall submit all the information and the documents as mentioned in the tender.

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

9. Part I of the tenders will be opened on-line at 3.00 PM on February 08, 2021 in the presence of the authorized representative of the bidders who choose to be present. Part-II (Price bid) shall be opened of the eligible bidders on a subsequent date which will be intimated to the eligible bidders in advance.

10. The applicants/tenderers have to upload

a. Client's certificate as per format given in the tender from their clients for whom they have carried out "eligible works" in terms of the eligibility (Pre-qualification) criteria explained in this notice.

b. Banker's certificate as per format given in the tender from their banker/bankers.

The client's certificate shall be accepted only when the same is signed by an official of the rank of Executive engineer/Superintendent Engineer or equivalent in respect of a Government/Semi Government organization or a PSU and only when they are supported by adequate proof of payment received by the contractor for the work done by him. The client's certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) certificates. Applications/tenders uploaded without the above certificates may be rejected. The Bank shall have the right to independently verify these certificates.

The Bank shall evaluate the said reports before processing the tenders and opening of price bid of the tenders. If any bidder 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. The Bank is not bound to assign any reason for doing so.

11. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above.

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

Mumbai:

Regional Director

Date:

Schedule of Tender (SOT)

Name of Work:	Facility Management Service (FMS) for Maintenance of Bank's Residential Premises located in Mumbai - E-Tendering
a. E-Tender NO	RBI/Mumbai/Estate/262/20-21/ET/369
b. Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
c. Estimated cost of work	₹ 250 Lakhs (Rupees Two Hundred and Fifty lakhs only)
d. Date of NIT available to parties to download (View Tender Time)	December 23, 2020 from 11:00 AM onwards
e. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid (Start Bid Date and Time)	December 23, 2020 from 11:00 AM onwards www.mstcecommerce.com/eprochome/rbi
f. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid. (Close Bid Date and Time)	February 8, 2021 till 2.00 PM
g. Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	February 8, 2021 from 3.00 PM onwards
h. Date and Time of Opening of Part II (Price Bid)	Shall be intimated to the eligible bidders subsequently
i. Schedule of Off line pre-bid meeting	January 27, 2021 at 11.00 AM
j. Earnest Money Deposit (EMD)	₹ 5.00 Lakhs (Rupees Five Lakhs only) by NEFT or in the form of BG on or before 2:00 PM on February 8, 2021 The BG shall be submitted in sealed cover addressed by name to Shri Ajay Michyari, Regional Director, Main Office Building, Reserve Bank of India, Fort, Mumbai -400001 so as to reach Estate Office, Second Floor, Main Office Building, Reserve Bank of India, Fort, Mumbai- 400001 NEFT Details A/c No – 04861403806 IFSC CODE – RBIS0MBPA04
k. Last date of submission of EMD	February 8, 2021 till 2.00 PM
l. Transaction Fees (To be paid in consultation with MSTC preferably one day prior to the final date of submission)	Rs.12500 /- plus GST @18% To be paid through MSTC payment Gateway/ NEFT/RTGS in favour Of MSTC Ltd.

Mumbai:
Date:

Regional Director