



## Notice inviting e-Tender

### ***Structural repair and external plaster of Blocks "A", "B", "C", "D" and Common areas at RBI Officer's Quarters at Ultadanga, Kolkata-700 067***

1. e-Tenders in two parts (part-I and II) are invited from the empanelled vendors enlisted under section-A, Trade-04, Category – III of List of empanelled vendors for the period 2018-21 for "*Structural repair and external plaster of Blocks "A", "B", "C", "D" and Common areas at RBI Officer's Quarters at Ultadanga, Kolkata-700 067*". The work is estimated to cost Rs.10,27,000/- and is to be completed within **90 days which shall be reckoned from the 10<sup>th</sup>** day of written order to commence work.
2. e-Tender documents will be available at MSTC website i.e., [www.mstcecommerce.com](http://www.mstcecommerce.com) on December 30, 2020 at 16:00 Hrs. This e-Tender needs to be mandatorily filled up / online submission through MSTC website i.e., [www.mstcecommerce.com](http://www.mstcecommerce.com). Deadline for filing up and submitting the e-Tender is up to 15:00 Hrs. on January 19, 2021. Part I of the e-Tender will be opened on January 19, 2021 at 15:30 Hrs. Detailed guideline on the process to submit e-Tender by the vendors have been mentioned under Important instruction for E-procurement. After scrutiny of part I of the e-Tender document along with supporting documents, if any of the contractors is not found to possess the required eligibility, their e-Tenders will not be accepted by the Bank for further processing.
3. Filled and signed Tender documents (i.e., Part-I only) in prescribed form shall be uploaded on MSTC website. Part-I of the e-Tender will contain the Bank's standard technical and commercial conditions for the proposed work and Tenderers' covering letter. However, an earnest money deposit (EMD) of ₹ 20,540/- shall be paid through NEFT, details of NEFT: Beneficiary name: Reserve Bank of India, Kolkata ; IFSC: RBIS0KLPA01 (Numeric Zero at 5<sup>th</sup> and 10<sup>th</sup> place from left) ; A/c no. 186003001. Proof of remittance with transaction number (scanned copy) shall be attached / uploaded. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to [estatekolkata@rbi.org.in](mailto:estatekolkata@rbi.org.in) before 15:00 Hrs. on January 19, 2021 or EMD shall be deposited in the form of an irrevocable Bank Guarantee issued by a scheduled Bank in the Bank's standard proforma which is available in the e-Tender form, needs to be submitted in person

to Estate Dept. Reserve Bank of India, 3rd Floor, 15 N.S. Road, Kolkata – 700 001 before 15:00 Hrs. on January 19, 2021. Part-II (Price bid) shall be opened of the eligible tenderer on a subsequent date which will be intimated to the tenderers by a system generated mail / message.

4. The applicants / Tenderers have to upload online through above cited website.

▶ All annexure / documents mentioned in the tender.

5. The Bank is not bound to accept the lowest e-tender and reserves the right to accept either in full or in part any e-Tender. The Bank also reserves the right to reject all the e-Tenders without assigning any reason therefore.

Place: Kolkata.  
Date: 30.12.2020

Regional Director for West Bengal

## SCHEDULE OF TENDER (SOT)

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| a. e-Tender no  | RBI/Kolkata/Estate/282/20-21/ET/393   |
| b. Mode Of Tender   | e-Procurement System<br>(Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )   |
| c. Tender Value   | Rs.10.27 lakh   |
| d. Date of NIT available to parties to download ( <b>View Tender Time</b> )   | on December 30, 2020 from 04:00 PM onwards  |
| e. Pre-Bid meeting  | Offline 11:00 AM on January 6, 2021 at Estate Department, RBI Kolkata   |
| f. i) Earnest Money Deposit   | i) Rs.20,540/- (Rupees Twenty thousand Five hundred Forty only) in the form of NEFT/DD or BG as per para 5.a of the tender under General Instruction to Contractors and Special Conditions, to be submitted at Estate Department, 3 <sup>rd</sup> Floor, Reserve Bank of India, Kolkata-700001, in favour of Reserve Bank of India, Kolkata |
| g. Last date of submission of EMD   | Till 03:00 PM on January 19, 2021   |
| h. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at ( <b>Start Bid Date &amp; Time</b> )<br><a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> | 11:00 AM on January 8, 2021   |
| i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid ( <b>Close Bid Date &amp; Time</b> )  | 03:00 PM on January 19, 2021  |
| j. <b>Date &amp; Time of Opening of Part-I (i.e. Techno-Commercial Bid)</b>   | 03:30 PM on January 19, 2021  |
| k. <b>Date &amp; Time of Opening of Part-II (i.e. Financial Bid)</b>  | Will be intimated through System generated mail/message   |
| l. Transaction Fee  | Charges for participation in e-procurement will be made to M/s MSTC Ltd. Through MSTC Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.  |
| m. Tender Fees for download from portal   | Nil.  |

## Important instructions for E-procurement

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

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| 1 | <p><b><u>Process of e-Tender:</u></b></p> <p><b>A) Registration:</b> 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).</p> <p><b>SPECIAL NOTE:</b> THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a></p> <p>1). Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-Procurement → PSU/Govtdepts → Select RBI Logo → Register as Vendor → Filling up details and creating own user id and password → Submit.</p> <p>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).</p> <p>The Helpdesk numbers of M/s MSTC are: 033 40645207, 033 40609118, 033 40645316, 033 22901004 and 033 22895064. The bidders can also submit their issues vide e-mail at <a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a></p> <p><b>B) System Requirement:</b></p> <ul style="list-style-type: none"><li>i) Windows 7 or above Operating System</li><li>ii) IE-7 and above Internet browser.</li><li>iii) Signing type digital signature</li><li>iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</li></ul> <p>To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.</p> <ul style="list-style-type: none"><li>➤ 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".</li></ul> <p>Other Settings:</p> <ul style="list-style-type: none"><li>➤ 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".</li></ul> <p>To enable ALL active X controls and disable 'use pop up blocker' under</p> |
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|   | <p>➤ Tools→ Internet Options→ custom level (Please run IE settings from the page <a href="https://www.mstcecommerce.com">https://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="https://www.mstcecommerce.com/eprochome/rbi">https://www.mstcecommerce.com/eprochome/rbi</a>.Tenders will be opened electronically on specified date and time as given in the Tender.</p>  |
| 3 | <p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>  |
| 4 | <p><b>Special Note towards Transaction fee:</b><br/> 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.<br/> Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.<br/> <b>NOTE:</b> 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 | <p>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).</p>  |
| 6 | <p><b><u>E-tender cannot be accessed after the due date and time mentioned in NIT.</u></b></p>  |
| 7 | <p>Bidding in e-tender :</p> <p>a) Vendor(s) need to submit necessary 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.</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="https://www.mstcecommerce.com">https://www.mstcecommerce.com</a>→ e-procurement →PSU/ Govtdepts→ 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 is not run then the vendor will not be able to save/submit his Technical bid.</p>  |

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|    | <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 be 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 their bid.</p> <p>f) Vendors are instructed to use <i>Attach Doc button</i> 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 supply.</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 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 tender document is acceptable.</p> <p>Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms &amp; conditions for the tender.</p> |
| 8  | Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.  |
| 9  | <u>No deviation to the technical and commercial terms &amp; conditions are allowed.</u>  |
| 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 <a href="https://www.mstcecommerce.com/eprchome/rbi">https://www.mstcecommerce.com/eprchome/rbi</a> to familiarize them with the system before bidding.   |

### **Important Note**

1. This is a limited tender enquiry. Only those bidders/vendors who are empanelled as vendors with RBI for such works given below under the category Rs.10 lakh to 30 lakh are eligible to participate in this tender. Bidders are advised to check with RBI regarding their eligibility for this tender before participating.
2. In the price bid due to number of words limitation of 1000 characters, complete description could not be accommodated, and description given thereof is brief. Before quoting rates, all the tenderers must read the complete details of each item given in the un-priced bill of quantities given in Part-I of the tender.