



**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**Section A**

**NOTICE INVITING e-TENDER**

**Name of the work: “SUPPLY & INSTALLATION OF FACTORY FABRICATED ALUMINIUM SYSTEM WINDOWS AT MAIN OFFICE BUILDING, RESERVE BANK OF INDIA, BHUBANESWAR”**

**A. Eligibility criteria:**

1. E-tenders in two parts are invited for **“SUPPLY & INSTALLATION OF FACTORY FABRICATED ALUMINIUM SYSTEM WINDOWS AT MAIN OFFICE BUILDING, RESERVE BANK OF INDIA, BHUBANESWAR”**.
2. The work is **estimated to cost Rs.1,16,92,000/-** and is to be completed within 5 calendar months.
3. Only those firms who have valid PF, ESI & GST registered and have minimum 5 years of experience in the field of undertaking similar Supply & Installation of factory fabricated Aluminium system windows works for large office buildings/ commercial premises/ industrial houses and have executed successfully similar works individually costing (a) Three works each costing not less than the amount equal to 40% of the estimated cost or (b) Two works each costing not less than the amount equal to 50% of the estimated cost or (c) One work costing not less than the amount equal to 80% of the estimated cost during the last 5 years ending on the last day of the month prior to the one of which applications are invited and have a minimum annual **turnover of Rs.1,16,92,000/-** during the last 3 financial years.
4. The tender forms will be issued only to those contractors who invariably furnish, at the time of applying for e-tender, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the tendering process.

(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 uploaded along with name(s) and address(es), of the partner's copy of the Articles of
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		Association/ Power of Attorney/ other relevant document.
(b)	Work experience & Completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works 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 uploaded 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)	Credit worthiness of the contractor and their turnover 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 creditworthiness and turnover for last three years should be uploaded.
(d)	Name(s) and address(es) of the Bankers and their present contact executives	Written Information about the names and addresses of bankers along with full details such as 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 the bankers of the firm, in case it is so needed) should be uploaded.
(e)	Details of bank accounts	Full particulars of bank accounts, such as account no. type, when opened etc., should be uploaded.
(f)	Name(s) and address(es) of the Clients and their present contact executives	Written information about the names and addresses of clients of the firm 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 clients by the Bank in case it is so needed) should be uploaded.
(g)	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 uploaded.

In the event of intending contractor's failure to satisfy the Bank; the Bank reserves the right to refuse issuance of tender forms/documents to them.

5. Interested contractors have to upload relevant documents satisfying all the points as stated above along with techno-commercial (Part-I) bid of tender. The same Eligibility documents and the scanned copy of EMD should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal. It is to be duly noted that the tender process shall be executed on the MSTC portal through e-Tendering.
6. Tender forms will be available for downloading from MSTC portal w.e.f **January 03, 2023** from **18.00 Hrs.** A pre-bid meeting of Contractors who qualify the pre-requisite eligibility criteria of tender conditions will be held offline on **January 31, 2023** at **11.00 Hrs.** at Estate Department, Reserve Bank of India, Bhubaneswar.
7. Tenders form can be downloaded for viewing from RBI website [www.rbi.org.in](http://www.rbi.org.in) or [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi). **The pre-Qualification papers and scanned copy of proof of EMD payment should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal. The Demand Draft or Bank Guarantee for EMD should reach in original in a sealed envelope to Estate Department, Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 by February 10, 2023 up to 14.00 Hrs. If paid through NEFT, the NEFT receipt should be uploaded along with pre-qualification documents.** After scrutiny, if any of the contractors are not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing. **Further, the contractor should submit the original of the documents to the Bank when demanded to qualify for further tendering process. The duly filled and stamped part-I of tender document should be uploaded by the contractors on MSTC portal along with all the pre-qualification documents.**
8. Interested contractors can participate in e-Tender after getting registered with [www.mstcecommerce.com/eprocurement/rbi](http://www.mstcecommerce.com/eprocurement/rbi)). Online Part I – Techno-Commercial Bid and Part II–Price Bid shall be opened through [www.mstcecommerce.com/eprocurement/rbi](http://www.mstcecommerce.com/eprocurement/rbi) and applicable transaction charges have to be paid by the firm.
9. Tender in prescribed format shall be submitted in two parts. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work, the **EMD of Rs.2,33,840/- should be submitted through NEFT transfer to A/C No-186004001 Reserve Bank of India, IFSC Code-RBIS0BBPA01, Branch Name – Bhubaneswar, Branch Address – Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 Or by a demand draft issued by a Scheduled Bank in favor of 'Reserve**

**Bank of India, Bhubaneswar'** Or in the form of an **irrevocable bank guarantee issued by a scheduled bank in the Bank's standard proforma** which is available in the tender-form **along with pre-Qualification documents. The documents pertaining to EMD should be scanned and uploaded with the pre-Qualification documents.** Part-II of the tender will contain no conditions but Contractor's Price Bid, Bank's Schedule of quantities, tender drawings, if any, only.

10. **Part-I of the tenders will be submitted by the Contractors in MSTC portal. The same will be opened by RBI on February 10, 2023 at 15.00 Hrs. Those contractors who would like to depute their representatives, may depute their representatives to Estate Department, Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 for the same. Part II of the tender will be opened later. Due intimations will be given for the same.**

11. The contractors have to submit

a. Client's certificate as per format at Annex III from their clients for whom they have carried out "eligible works" in terms of the eligibility (Pre-qualification) criteria explained in this notice. The Bank shall obtain reports on the past performance of the Contractor from their clients and bankers. The Bank shall evaluate the said reports before opening of the Part-II of the tenders. If any contractor 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 and 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.

b. Banker's certificate as per format at annex IV from their banker/bankers.

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.

13. Regional Director, Reserve Bank of India, Bhubaneswar, reserves the right to accept or reject any or all Bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No Contractor shall have any cause of action or claim against the RBI for rejection of his Bid.