



भारतीय रिज़र्व बैंक  
RESERVE BANK OF INDIA  
निर्गम विभाग / ISSUE DEPARTMENT  
कोलकाता क्षेत्रीय कार्यालय / Kolkata Regional Office

Notice Inviting Tender

**Supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes**

1. Two Part Tenders are invited by Reserve Bank of India, Kolkata (hereinafter referred to as "bank") from eligible bidders for supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes
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> under the menu "Tenders".
3. The e-Tenders will be accepted of only those contractors who invariably furnish, at the time of submitting of e-Tender-forms, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the e-Tendering process.
  - i) Documentary evidence showing minimum three years of experience in undertaking similar work of supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes
  - ii) Documentary evidence showing 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) Copy of 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 GSTN number, as applicable to discharge the duties. Tenderer shall submit PAN card and documentary evidence showing GSTN.

vi) In case of successful award of the contract, the tenderer shall have an office/ local representative within Metropolitan area of Kolkata for execution of the contract and submit the proof of the same.

vii) The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Reserve Bank of India. Tenderer shall submit a copy of cancelled cheque.

4. All interested bidders must register themselves with MSTC and submit their bids through the above referred e-tendering portal along with all the supporting documents, complete in all respects, on or before 5.00 pm on February 14, 2023. The technical bids will be opened electronically on February 15, 2023 at 11.00 am.
5. The Estimated cost of the work is ₹21,50,000/- (Twenty one lakh fifty thousand only) (approx.) per year, however, the actual amount may vary.
6. Tender documents 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 EMD of ₹43,000/- (Rs. Forty three thousand only) in the form of a demand draft/NEFT favoring Reserve Bank of India payable at Kolkata or 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 Issue Department, Reserve Bank of India Office, Kolkata before 15:00 hrs. on February 14, 2023. The Earnest Money Deposit (EMD) proof paid by NEFT /DD shall be submitted by e-mail or in sealed cover addressed by name to The General Manager, Issue Department, Reserve Bank of India,

KOLKATA-700001 superscripted as EMD for e-Tender for Supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes for RBI office at Kolkata.

7. Only those who fulfil the qualification criteria are eligible to participate in this tender. The selected bidder/s shall provide sufficient number of fully covered container trucks/ vehicles for transportation of banknotes for a period of one year i.e. from April 1, 2023 to March 31, 2024, which can be extended 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.
8. 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. document can be downloaded from websites
9. [www.rbi.org.in](http://www.rbi.org.in) and [www.mstcecommerce.com](http://www.mstcecommerce.com). Any amendment(s)/corrigendum/ clarifications with respect to this tender shall be uploaded on the RBI website /e-portal only. The tenderer should regularly check the RBI website/e-portal for any amendment/ corrigendum/ clarification on the above tender.
10. If any Tenderer is not found to possess the required eligibility for participating in the e-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 e-Tender. The Bank is not bound to assign any reason for doing so.
11. Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, and Special Conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.
12. 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 there for.



**भारतीय रिज़र्व बैंक**

**RESERVE BANK OF INDIA**

**निर्गम विभाग / ISSUE DEPARTMENT**

**कोलकाता क्षेत्रीय कार्यालय / Kolkata Regional Office**

**E-tender for supply of sufficient number of fully covered container trucks/  
vehicles for transportation of banknotes**

**E-Tender No.: RBI/Kolkata/Issue/13/22-23/ET/550**

**(Part I)**

**(Techno-commercial Bid)**

Name of Tenderer : \_\_\_\_\_

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

\_\_\_\_\_



## **DISCLAIMER**

Reserve Bank of India, Issue Department, Kolkata, has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by Reserve Bank of India in submitting the e-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.



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### Schedule of Tender (SOT)

|    |  |   |
|----|--|---|
| a. | E-Tender No  | <b>RBI/Kolkata/Issue/13/22-23/ET/550</b>  |
| 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. | Estimated cost   | ₹ 21,50,000/-   |
| d. | Date of NIT available to parties to download at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> | From 24-01-2023 to 14-02-2023   |
| e. | Last date of availability of tender for viewing  | 14-02-2023  |
| f. | Pre-bid meeting with the bidders   | 30-01-2023 at 12:00 hrs, 4 <sup>th</sup> Floor, Issue Department, RBI Kolkata   |
| g. | Last date for submission of tender (Part-I and Part-II) by the eligible bidders  | 14-02-2023 at 17:00 hrs   |
| h. | Date & time of opening of Part-I (Techno-Commercial bid)   | 15-02-2023 at 11:00 hrs   |
| i. | Date & time of opening of Part-II (Price Bid)  | Will be intimated to the eligible bidders.  |
| j. | Earnest Money Deposit  | ₹ 43,000 /- through<br>(1) NEFT (in our A/c No. 186003001, bearing the name – RBI Kolkata)  |



|    |  |  |
|----|--|--|
|    |  | (2) IFSC - RBIS0KLPA01<br>(‘0’ in the code represents ZERO)<br>(3) Last date for receipt of EMD is on or before 15:00 hrs of 14.02.2022.<br>(4) No interest shall be paid on this deposit.<br>(5) EMD can be submitted in the form of DD and BG also |
| k. | Transaction Fee (To be paid and submitted separately by the vendors to MSTC vide MSTC E-Payment Gateway for participating in the E-Tender) | Fees will be submitted to MSTC <a href="https://www.mstcecommerce.com">https://www.mstcecommerce.com</a><br>To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.                               |

The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder’s risk and may result in rejection of his bid. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.





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RESERVE BANK OF INDIA

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कोलकाता क्षेत्रीय कार्यालय / Kolkata Regional Office

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3. The e-Tenders will be accepted of only those contractors who invariably furnish, at the time of submitting of e-Tender-forms, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the e-Tendering process.
  - i) Documentary evidence showing minimum three years of experience in undertaking similar work of supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes
  - ii) Documentary evidence showing 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) Copy of 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 GSTN number, as applicable to discharge the duties. Tenderer shall submit PAN card and documentary evidence showing GSTN.
  - vi) In case of successful award of the contract, the tenderer shall have an office/ local representative within Metropolitan area of Kolkata for execution of the contract and submit the proof of the same.
  - vii) The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Reserve Bank of India. Tenderer shall submit a copy of cancelled cheque.
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Department, Reserve Bank of India Office, Kolkata before 15:00 hrs. on February 14, 2023. The Earnest Money Deposit (EMD) proof paid by NEFT /DD shall be submitted by e-mail or in sealed cover addressed by name to The General Manager, Issue Department, Reserve Bank of India, KOLKATA -700001 superscripted as EMD for e-Tender for Supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes for RBI office at Kolkata.

7. Only those who fulfil the qualification criteria are eligible to participate in this tender. The selected bidder/s shall provide sufficient number of fully covered container trucks/ vehicles for transportation of banknotes for a period of one year i.e. from April 1, 2023 to March 31, 2024, which can be extended 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.
8. 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. document can be downloaded from websites
9. [www.rbi.org.in](http://www.rbi.org.in) and [www.mstcecommerce.com](http://www.mstcecommerce.com). Any amendment(s)/corrigendum/ clarifications with respect to this tender shall be uploaded on the RBI website /e-portal only. The tenderer should regularly check the RBI website/e-portal for any amendment/ corrigendum/ clarification on the above tender.
10. If any Tenderer is not found to possess the required eligibility for participating in the e-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 e-Tender. The Bank is not bound to assign any reason for doing so.
11. Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, and Special Conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.



12. 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 there for.



## E-Tendering Procedure

|    |  |
|----|--|
| 1. | <p><b>System Requirements: -</b></p> <ul style="list-style-type: none"><li>i. Windows 7 or above Operating System</li><li>ii. IE-9 or above Internet browser.</li><li>iii. Signing type digital signature</li><li>iv. JRE 8 update 161 or and above software to be downloaded and installed in the system (File Name- Windows X86 Offline)</li><li>v. To enable ALL active X controls and disable 'use pop up blocker' under Tools →Internet Options→ custom level</li><li>vi. Bidders are advised to refer to the "Vendor Guide" and a "Video Guide" before proceeding with the tendering process.</li></ul>  |
| 2. | <p><b>Registration: -</b></p> <ul style="list-style-type: none"><li>i. 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.</li><li>ii. Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a>→ e-Procurement →PSU / Govt. Depts. →Click On RBI →Register as Vendor Filling up details and creating own user id and password→ Submit.</li><li>iii. Vendors will receive a system generated mail confirming their registration in their e-mail which has been provided during filling the registration form.</li></ul> |
| 3. | <p><b>Transaction Fees</b></p> <ul style="list-style-type: none"><li>i) The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login.</li><li>ii) The vendors have to select the particular tender from the event dropdown box.</li><li>iii) The vendor shall have the facility of making the payment either through NEFT or Online Payment.</li></ul>   |



|    |  |
|----|--|
|    | <p>iv) 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.</p> <p>v) On selecting Online Payment, the vendor shall have the provision &amp; for making payment using its Credit/ Debit Card/ Net Banking.</p> <p>vi) 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. The transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE – Bidder(s) 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>   |
| 3. | <p><b>Bidding in e-tender:</b></p> <p>i) Bidder(s) need to submit necessary EMD to be eligible to bid online in the e-tender. No interest will be paid on EMD.</p> <p>ii) Only those bidder(s) who have submitted the above fees can submit their Techno Commercial Bids and Price Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement →PSU /Govt. Depts. →RBI Vendor Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.</p> <p>iii) The bidder should allow to run an application namely 'enApple' by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application does not run then the bidder will not be able to save/submit his bid.</p> <p>iv) After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid &amp;</p> |



|    |  |
|----|--|
|    | <p>price bid has been saved, the bidder can click on the “Submit” button to register their bid.</p> <p>NOTE: - The Techno-Commercial Bid &amp; Price bid cannot be revised once the “Final Submission” button has been clicked by the bidder.</p>  |
| 4. | <p><b>Opening of Bids</b></p> <p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the Notice Inviting Tender (NIT). Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno Commercial Bid is found to be Techno-Commercially acceptable by RBI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid e-mail confirmed by them.</p> <p>Note: As there would generally be no negotiations hence tenderers are advised to submit their most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p> |
| 5. | <p>In case of any clarification, please contact MSTC, before the scheduled time of e-Tender. Contact person (MSTC Ltd):<br/>MSTC Help desk number: 07969066600</p> <p><b>Contact Details (MSTC) for further enquiries/assistance:</b></p> <ol style="list-style-type: none"><li>1. Shri. Sabyasachi Mukherjee (ERO) - smukherjee@mstcindia.co.in<br/>7278030407</li><li>2. Shri Kaviti Kranthi Kumar - kkkumar@mstcindia.co.in 9174009882</li></ol> <p><b>Contact Persons: RBI, Issue Department, Kolkata Regional Office</b></p> <ol style="list-style-type: none"><li>1. Mr. Shashank Pardhikar – shashankpardhikar@rbi.org.in, Manager<br/>Mob: 9511711499</li><li>2. Mr. Gourab Bal – gourabbal@rbi.org.in, Assistant Manager<br/>Mob: 9874567727</li></ol>  |



### **Important Instructions on e-tendering**

- 1) Bidders are requested to read the terms & conditions of this tender before participating in the tendering process.
- 2) The price bid and the commercial bid has to be submitted on-line at <https://www.mstcecommerce.com/eprochome/rbi>.
- 3) The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a personal computer connected with Internet. MSTC/RBI is not responsible for making such arrangement.
- 4) Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.
- 5) Bidders are requested to read the vendor guide and see the video in the page <https://www.mstcecommerce.com/eprochome/rbi> to familiarize them with the system before bidding.
- 6) All notices and correspondence to the bidder(s) shall be sent by e-mail only during the process till finalization of tender by RBI. Hence the bidders are required to ensure that their corporate e-mail I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- 7) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see Website [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) of MSTC Ltd.
- 8) E-tender cannot be accessed after the due date and time mentioned in NIT.
- 9) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- 10) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- 11) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.





- 12) All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 13) Vendors are instructed to use attach documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB. For further assistance please follow instructions of vendor guide.
- 14) The bidders must upload all the documents required as per terms of the NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
- 15) RBI 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.
- 16) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- 17) After submitting online bid, the bidder cannot access the tender, once it has been submitted.
- 18) The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) of MSTC Ltd.
- 19) The bid will be evaluated based on the filled-in technical & commercial formats.
- 20) The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

Place \_\_\_\_\_

Date \_\_\_\_\_



## Section I

### Format of Tender

To,  
Regional Director  
Reserve Bank of India,  
15, Netaji Subhas Road,  
Kolkata– 700001

Dear Sir,

I/We have carefully read and examined the Notice Inviting Tender, Terms and conditions and all other content specified in the Tender and having acquired the requisite information relating thereto as affecting the tender, we hereby offer to provide for supply of fully covered trucks/vehicles for transportation and delivery of bank notes on contract basis.

- (1) Should this Tender be accepted, I/We hereby agree to abide by and fulfill all terms and conditions set forth in the Part I of Tender.
- (2) I/We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason thereof.
- (3) I/We have deposited a sum of ₹ 43,000/- as earnest money through NEFT with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.
- (4) I/We hereby declare that I/We shall treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the Reserve Bank of India.

Dated this ..... day of .....2022.



For and on behalf of M/s \_\_\_\_\_

(Signature with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

i) Signature with name \_\_\_\_\_

Address and date \_\_\_\_\_

ii) Signature with name \_\_\_\_\_

Address and date \_\_\_\_\_



## Section II

### General Terms and Conditions

#### (A) Documents Comprising Tender/ Bid

##### Pre-qualification documents –

- i) Documentary evidence showing minimum five years of experience in undertaking similar work of supply of fully covered container trucks/vehicles for transportation of banknotes.
- ii) Documentary evidence showing 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) Documentary evidence showing the tenderer is in the possession of at least 07 (seven) fully covered container trucks/ vehicles having metallic body of sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS) and having minimum storing capacity of 50 note boxes being approximately 82\*71\*32\* cm weighing approx. 140 kgs.
- v) The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties. Tenderer shall submit PAN card and documentary evidence showing GSTN.
- vi) In case of successful award of the contract, the tenderer shall have an office/ local representative within Metropolitan area of Kolkata for execution of the contract and submit the proof of the same.
- vii) The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Reserve Bank of India. Tenderer shall submit a copy of cancelled cheque.

#### Part I: (Techno-Commercial Bid)

- i) Form of Tender/Bid



- ii) Documentary evidence of payment of Earnest Money Deposit (EMD)
- iii) Duly completed Checklist (As per Schedule A)
- iv) Power of Attorney, if applicable, (as per proforma annexed hereto) in favour of person signing Bid
- v) Annex-III
- vi) Duly Filled-in and signed tender document consisting of Section I to Section V
- vii) Dully filled-in Schedule A to schedule D.

Part II: (Price Bid): Duly filled-in and submitted on mstc ecommerce website

### **(B) Clarifications and Pre-bid meeting**

- i) If the bidders have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or any other matter concerning the tender, she/he shall in good time, before the scheduled date of Pre-bid meeting, put forth the particulars thereof and submit them to the RBI, in writing, addressed to the Tender Inviting Authority, in order that such doubts may be clarified authoritatively during Pre-bid meeting and shall be conveyed to all the bidders in due course. Once a tender is submitted, the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.
- ii) In order to explain the scope of work, other details and to clarify any issues/ queries raised by the bidders, a Pre-bid meeting shall be arranged on the date, time and venue specified in the Schedule of Tender (SOT) which is mandatory for intended tenderers to participate, failing which tenders as submitted by those tenderers who did not attend this meeting will be ineligible for opening of Part-I of the tender. The bidders are advised to peruse the tender and visit the site and submit any matter requiring clarification to the RBI latest by 5:00 PM on the previous working day of the date fixed for pre-bid meeting. In case the bidder wishes to include any condition while tendering for the work, he will have to submit the same before the pre-bid meeting to enable the RBI to examine/ consider the same. All the bidders are advised to attend the Pre-bid meeting in their own interest. Any tender received with any deviation/ Condition is liable for



rejection. No further doubts/clarifications shall be entertained after the pre-bid meeting.

### **(C) Amendment to Tender document**

- i) At any time prior to the deadline for the submission of tender/ Bids, RBI may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify any part of the tender document by an amendment.
- ii) The amendments would be made available on the website of RBI and MSTC website.
- iii) The Bidders, are strongly advised to regularly visit the website [www.rbi.org.in](http://www.rbi.org.in) to ensure that they are aware of the amendments, if any. The addendum (s)/ corrigendum, if any, issued will form part of the contract document.
- iv) In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the RBI may, at its sole discretion, extend the deadline for submission of Bids.

### **(D) Preparation of bid and Cost of bidding**

The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and may inspect the site of the work and acquaint herself/himself with all local conditions, nature of the work and all matters pertaining thereto.

### **(E) Earnest Money Deposit (EMD)**



- i) The bidders are required to submit documentary evidence of Earnest Money Deposit (EMD)/ Bid Security for an amount as specified in SOT (Scheme of Tender) along with the tender.
- ii) EMD can be submitted through NEFT/DD/BG.
- iii) The Earnest Money will be collected from the successful bidders only.
- iv) Under no circumstances, EMD will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque.
- v) No relaxation shall be granted to any firm (including Micro and Small enterprises) for submission of Security Deposit and Earnest Money Deposit (EMD). Any bid received without EMD shall be deemed as non-bonafide and shall be rejected.

#### **(F) Security Deposit**

- i) The Security Deposit of ₹ 1,07,500 (Rupees One Lakh Seven Thousand and Five Hundred only) paid by the successful tenderer along with his tender, shall be held by the Reserve Bank of India as a security deposit for the execution and due fulfillment of the Contract. No interest shall be paid on the said deposit.

#### **(G) Signing of Bid, Power of Attorney**

- i) Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their acquainted himself/themselves with the General Conditions of Contract, Specifications and other terms and conditions etc. as laid down.
- ii) Bidders shall submit, along with Part-I of the tender, a power of attorney, on a stamp paper of appropriate value and duly notarized, in favour of the person signing the Bid documents authorizing him to sign the Bid documents, make corrections/ modifications thereto and interacting with Reserve Bank of India and act as the contact person. The proforma of the power of attorney shall be in the form annexed hereto.



#### **(H) Modification / substitution / Withdrawal of Bids**

- i) No modification or substitution of the submitted Bid shall be allowed after the due date and time of submission of the tender.
- ii) A Bidder may withdraw its submitted Bid, provided that written notice of the withdrawal is received by RBI before the last date for submission of Bids. In case a Bidder wants to resubmit his Bid, he shall submit within the due date a fresh Bid following all the applicable conditions.
- iii) Only a single copy of the withdrawal notice shall be prepared, and each page of the notice shall be signed and stamped by the authorized signatory. The notice shall be duly marked "WITHDRAWAL"

#### **(I) Bid Due Date**

Reserve Bank of India may, in exceptional circumstances, and at its sole discretion, can extend the Bid due date.

#### **(J) Opening of Bids**

- i) The uploaded tender Part I, EMD, technical details, etc., called Part I of the tender, will be opened on the time and date, as specified in SOT, at office, by the tender inviting authority or her/his authorized representative in the presence of authorized representatives of the bidders who choose to be present.
- ii) The price bid, containing the duly filled-in tender-Part II, of those bidders, who are found qualified after scrutiny of Part I of the tender documents, only will be opened in presence of the authorized representatives of the qualified bidders on a subsequent date which will be intimated to all the qualified bidders.

#### **(K) Acceptance of Tender and Award of Work**





- i) On receipt of intimation from the RBI of the acceptance of her/his/their tender, the successful bidder shall be bound to execute/perform the contract and within fourteen days thereof, the successful bidder shall sign an agreement in accordance with the draft articles of agreement. In the event the Bidder fails to perform work after acceptance of tender, the bidder shall be liable to be debarred/disqualified upto five years from participating in any tender or executing any work in the Bank.
- ii) The cost of required stamp paper for execution of the agreement shall be borne by the successful bidder.

**(L) Bank's right to accept or reject any or all the bids**

Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. RBI shall not assign any reason for rejection of any or all Bids.

**(M)** The tenderer has to declare whether his/her relative/s are employed in the Bank and if so in what position. If no relative is employed in the Bank the tenderer should give a declaration to that effect.

**(N) Provision of Rule 144 (xi) of the GFR 2017:** Compliance with the Rule 144 (xi) of GFR 2017 inserted vide Office Memorandum (OM) F.No.6/18/2019-PPD dated July 23, 2020 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India, the Public Procurement Orders issued in furtherance thereto, and their subsequent revisions shall be mandatory. In this regard, Bidder shall submit a copy of Undertaking / Declaration / Certificate on their letter head duly sealed and signed by the authorized signatory in the format given at Annexure – III. If the Undertaking / Declaration / Certificate submitted by the bidder is found to be false, his/her/its tender / work order will be immediately terminated, and legal action in accordance with law including forfeiting of Earnest Money Deposit /



Performance Bank Guarantee / Security Deposit may be initiated and the Bank may also debar the bidder from participating in the tenders invited by the Bank in future.

I/We hereby declare that I/we have read and understood the above instructions.

Place:

Date:

Signature of bidder (with seal)



### **Section III**

#### **Scope of Work**

The tenderer shall supply sufficient number of fully covered container trucks/vehicles having metallic body of sufficient thickness, preferably bullet / tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS) for the transportation of banknotes packed in boxes from:

- a) Railway station / Airports / Presses /any place or any Issue Office of RBI to the RBI, Kolkata,
- b) RBI, Kolkata to the currency chests located under its jurisdiction and vice versa.
- c) Currency chests located in the jurisdiction of other RBI offices to RBI, Kolkata and Vice Versa.
- d) Issue department of RBI, Kolkata to other offices of RBI and vice versa.

#### **Eligibility:**

The tenderers must be experienced, resourceful, financially sound and licensed entity (company/partnership/proprietary firm, etc.) having:

- i. Minimum five years of experience in undertaking similar work
- ii. Minimum average annual turnover of at least 25% of estimated expenditure of the contract during the last three financial years 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 and issued during the current financial year.
- iv. Minimum number of 07 fully covered container trucks/ vehicles, as and when required by the Bank, having metallic body of sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning



System (GPS) and having minimum storing capacity of 50 note boxes being approximately 82\*71\*32\* cm weighing approx.140 kgs.

v. The tenderer shall have Permanent Account Number (PAN) and GSTN number, 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 Office for execution of contract.

vii. The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank.

viii. For transportation of notes, only closed containers would be allowed to be used by the contractor of height less than 9 feet.

**Note: The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification/ eligibility.**

**Commencement / Renewal:**

i. On receipt of intimation from the Bank of the acceptance of tender(s), the successful tenderer(s) shall be bound to execute and implement the contract. The successful tenderer(s) shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.

ii. Contract shall be valid for one financial year at a time (i.e. April 2023 – March 2024) which can be extended by the Bank at its opinion for a further period of two years, one year each at a time 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 she/he is willing to renew the contract for a further period on the existing terms and conditions.

iv. The contract can be extended by the Bank at its opinion for a further period of two years, one year each at a time.

v. In case the new contract for the year beginning April 01, 2024 is not finalized due to any reason, the contractor may be required by the General Manager, Issue Department to work on the same terms and conditions for a further period of up to three months from the date of expiry of the Agreement.

### **Security Deposit:**

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 ₹ 1,07,500 (Rupees One Lakh Seven Thousand and Five Hundred only) in favour of Reserve Bank of India, Kolkata. 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, her/his Security Deposit shall be forfeited. Further, the contractor has to indemnify the Bank from any type of loss due to any negligence on its part and for which the Bank is not responsible.

i) The Contractor shall, at all times during the Contract Period, within 12 hours from the receipt of written or verbal requisition to that effect from the General Manager / Deputy General Manager, Reserve Bank of India, Issue Department, Kolkata or any of his subordinate officer(s), supply adequate number of vehicles for transportation of currency notes packed in boxes. Such requisition may be delivered to the contractor by means of telephone or mobile phone or e-mail or fax etc. The requisition notice may be cancelled by the Bank by issuing another notice, orally or in writing not less



than three hours before the time fixed for transport of note boxes. In such case the Bank shall not make any payment to the contractor by way of remuneration compensation etc.

- ii) In urgent cases, certified by the General Manager/DGM-in-charge, Issue Department of the Bank, requisition with three hours' notice in lieu of twelve hours' notice, may be made by the Bank and shall be complied with accordingly by the contractor.
- iii) The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on a 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.
- iv) The contractor shall not, in any circumstances, transport goods or any other item pertaining/belonging to any other person in the vehicles carrying the consignment of the Bank.
- v) The container trucks carrying remittances may be required to halt en-route after sunset in the nearest Police Station or District Police Head Quarters or any other place directed by the Police Authorities or by the Bank.
- vi) The tenderer shall be required to obtain necessary route permits and pay all relevant taxes on his/her own.
- vii) 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.



- viii) In case of any breakdown of vehicle, the contractor shall be able to provide services of crane/ stand-by/ alternate vehicle of similar specifications so that the remittance of the treasure is not delayed.
- ix) The contractor shall ensure that the vehicles are having valid permission issued by RTO concerned, Registration papers, permit, PUC certificate, Fitness Certificate, tax paid up to date, Insurance cover, etc. to the vehicles. The drivers of the trucks must have valid driving license. The contractor will indemnify and keep the Bank indemnified against any loss, costs, charges and expenses incurred or suffered by the Bank on account of lack of said permit, license, certificates, etc.
- x) The Bank shall have the right to inspect or arrange inspection of the vehicles deployed by the contractor for the work at any time and declare any vehicle/ equipment unsafe and ask for its immediate withdrawal from the operation. The contractor shall ensure prompt/ immediate compliance of the same.
- xi) The work of the Bank should be carried out in a proper, careful, expeditious and efficient manner. The complete works/activities should be carried out without causing any damage to the note boxes, Bank's employees or officers, Bank's property, goods etc. and general public or any other person present in the premises of the Bank. The tenderer shall be required to work in close co-ordination with the contractor who will supply labourers/ mazdoors.
- xii) The vehicles supplied by the contractor shall be less than 10 years old and must be roadworthy and in good condition. These vehicles shall either be owned or leased by the contractors. In case of leased vehicles, the lease of vehicles shall not expire during the contract.
- xiii) The contractor shall make good and reimburse to the Bank any loss or damage sustained by reason of accident, fire, theft, robbery, looting of the treasure, in transit



or by any defective vehicle or from any incompetence, negligence of the employees of contractor.

xiv) The contractor shall equip the container with a fire extinguisher and first aid and minimum three torch lights for use of the driver/cleaner etc.

xv) The contractor shall arrange to deliver the treasure boxes to the destination currency chest(s) normally during the working hours of branches. However, in view of the security aspect, the boxes will be delivered immediately after arrival of the container at the chest branch.

xvi) The contractor shall obtain a receipt from the destination currency chest(s) in prescribed format, for having delivered the notes and submit the same to the Bank for settlement of the bill.

xvii) The contractor will ensure that all persons employed by him/her, for the purposes for the rendering the services required by the Bank, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be responsible for any injury or damages to any persons, animals or any other things.

### **Payment and Taxes:**

The payment will be made on monthly basis after the submission of bills for each consignment complete in all respects.

- i. 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.





- ii. The contract price shall be all inclusive consisting of fixed and operating charges and based on the Scope of Work, vehicle being supplied and also include inter alia, Drivers salary/uniform/food/allowances etc., Employees' State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any, taxes (excluding GST) & levies, parking charges, toll gate fees & all other charges.
- 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 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/ CGM-i-C, Reserve Bank of India, Kolkata 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 being blacklisted for a period of minimum one year extendable to three (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.
- iii. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of vehicles or any breach of instructions of the contract, consider by the General Manager/DGM-in-Charge, Issue Department, Reserve Bank of India, Kolkata to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-Charge in consultation with Regional Director/ CGM-i-C may impose a fine not exceeding Rs. 10,000 (Rupees ten thousand only) on the contractor for each instance.
- iv. In case of frequent or continued delay or in case of any breach by the Contractor of any of the provisions of this agreement, the Bank may terminate the contract with immediate effect by giving intimation in writing by the General Manager / Deputy General Manager-in-charge, Issue Department with the approval of the Regional Director/ CGM-i-C on behalf of the Reserve Bank of India whether any penalty as herein before provided for such delay or breach has been imposed or not.
- v. Continuation of the contract shall be primarily depending upon the performance of the contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.
- vi. If the Contractor failed to provide services for more than 3 occasions continuously, then the Bank has right to terminate the Contract with/ without giving any notice whatever may be the reason. In such case the transporter has no power to claim compensation.

#### **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.

- i. The contractor shall abide by the provisions of the Motor Vehicle Acts and the rules of various States in force in the States concerned.



- ii. 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 as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments. Bank shall not be responsible for any dispute arising out of less or no payment to its deployed Workmen.
- iii. The workmen should be paid the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder by Government of India. Besides, the workmen 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's Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid EPF Account for making EPF Contribution for its workmen. 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.
- iv. The Contractor shall maintain all records and legal documents up dated as per prevailing statute and have to produce before the management / statutory authorities as and when asked for.
- v. 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. If payment is made in cash, it should be in presence of the Bank's official under his signature.
- vi. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the contract labour/workers/employees. In the event of the Bank as the Principal Employer being required/called upon to pay any amount to the



contract labour/workers/employees engaged by the contractor due to lapse or default on his part in discharging his 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 provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 by any mazdoor or other persons deployed by him for execution of the contract. In case of any complaint of sexual harassment against its employees/labour 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 to 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/systems/equipment 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 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 employer. 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.

### **Scrutiny / Evaluation of tenders**

The tenders comprising two parts i.e. Part I on “**scope of work and other conditions**” and Part II on “**Price Bid**” shall be submitted electronically / online.

- i. The tenders, comprising of two parts, will be submitted by the tenderers. Part-I comprising scope of work and other conditions to be submitted electronically which consists of:
  - A. Earnest Deposit Money in the form of Bank draft / Pay order / Banker's cheque for **₹ 43,000/- (Rs. Forty three 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 required to be submitted under the tender.
  - D. Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case pending/contemplated 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.
- ii. Part II on “**Price Bid**” of the tender to be submitted electronically comprising of prices in Indian Rupees only with detailed break-up of price (format for the breakup is given) 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. The rates quoted



should be inclusive of all taxes (excluding GST), cess or duties, other levies applicable, if any.

iii. Part I of the tender shall be opened in the presence of tenderers or their authorized representatives, who 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. 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 subsequent working day or any other future date informed by the Bank.

vi. 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 of all the component of the contract for arriving L1.

vii. Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

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.



## Section -IV

### TENDER FORM

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

#### PART- I: Technical Bid

##### 1. Particulars of the Tenderer

|       |  |        |           |        |
|-------|--|--------|-----------|--------|
| i.    | Name of the Tenderer   |        |           |        |
| ii.   | Whether the tenderer is a/an individual/company/partnership firm/Limited Liability Partnership (LLP)/Proprietary concern)  |        |           |        |
| iii.  | Date of Birth in case of individual / proprietorship   |        |           |        |
| iv.   | Date of formation/incorporation of Partnership/LLP/Company.<br>(Furnish self-attested documentary evidence like Memorandum / Articles of Association, Partnership Deed etc.) |        |           |        |
| v.    | Name (s) of the Proprietor/Partners/Directors of the organization<br>(Furnish self-attested copies of the documents)   |        |           |        |
| vi.   | Address (Furnish proof of address such as Telephone bill, electricity bill, mobile bills, etc.)  |        |           |        |
| vii.  | Telephone/Mobile number  | Office | Residence | Mobile |
|       |  |        |           |        |
| viii. | Email  |        |           |        |
| ix.   | PAN Number   |        |           |        |



|       |  |  |
|-------|--|--|
| x.    | GSTIN with documentary evidence  |  |
| xi.   | Brief description of business  |  |
| xii.  | Website, if any  |  |
| xiii. | Name and contact details (mobile no. and email id) of the authorized person who will execute the contract  |  |
| xiv.  | Whether holding National Permit – If yes, submit self-attested copy of documentary evidence  |  |
| xv.   | Annual Turnover in Rs. Lakh during last three financial years in similar business:<br>(submit self-attested copies of audited financial statements for last three years) | 2021- 2022:<br>(Assessment Year 2022-2023)<br><br>2020-2021:<br>(Assessment Year 2021-2022)<br><br>2019-2020:<br>(Assessment Year 2020-2021) |

## 2. Bank Account Details

|    |                                       |  |
|----|---------------------------------------|--|
| 1. | Name of the Bank                      |  |
| 2. | Bank Branch Address, IFSC code        |  |
| 3. | Type of bank account & Account Number |  |
| 4. | Details of defaults, if any           |  |





### 3. Details of EMD

Amount Rs. \_\_\_\_\_

NEFT/DD/BG Reference No. \_\_\_\_\_

Date \_\_\_\_\_

Issued by Name of bank branch/address \_\_\_\_\_

Date of Submission of EMD to RBI along with Annex - 1: \_\_\_\_\_

4. Are the characters and antecedents of the labourers/supervisors and other employees verified and certified by the police? - Yes / No

5. (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 may be attached)

I agree to the terms and conditions as stipulated in the tender document by RBI, Kolkata.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Name ( \_\_\_\_\_ )  
(with rubber stamp/seal of the firm/ company)



**Details to be filled in by Tenderer (to be filled, signed and uploaded on the portal of MSTC Ltd.)**

**Schedule A**  
**Check List of Documents to be uploaded**

| <b>Sr. No.</b> | <b>Description</b>   | <b>Bidder's Confirmation</b> |
|----------------|--|------------------------------|
| 1.             | Duly signed Tender Part-I (Section I to IV) and Part-II  |                              |
| 2.             | Duly filled Schedule A, B, C, D, E & F   |                              |
| 3.             | Documentary evidence of EMD paid   |                              |
| 4.             | Self-attested photocopy of PAN (mandatory) and TAN (if applicable)   |                              |
| 5.             | Self-attested photocopy of GST registration  |                              |
| 6.             | Bank statement/self-attested photocopy of front page of pass book  |                              |
| 7.             | Power of Attorney  |                              |
| 8.             | Annexure – II  |                              |
| 9.             | Whether any of the applicant's relative/s is/are employed in the Reserve Bank of India?  | Yes/No                       |
| 10.            | Audited Financial Statements of last 3 years   |                              |
| 11.            | Client Certificates  |                              |
| 12.            | Solvency certificate duly certified by the bank showing Positive net worth as per the latest audited balance sheet.                        |                              |
| 13.            | Relevant documents pertaining to the constitution of the firm with the details of the proprietor/ partners/ Directors, as the case may be. |                              |



|     |  |  |
|-----|--|--|
| 14. | Copy of certification of incorporation / certification of registration of the company.   |  |
| 15. | Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person. |  |
| 16. | Details of Office/local representative within Metropolitan area of the Kolkata with relevant documents.  |  |
| 17. | Bank Statements for the last one year.   |  |
| 18. | Copy of cancelled cheque of the Banker.  |  |
| 19. | Copy of License No (under section 12(1) of the Contract Labour (Regulation and Abolition Act, 1970.  |  |

Place:

Date:

Signature of bidder (with seal)

**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.**



**Schedule B**  
**Organisational Details**

|   |               |           |                                  |        |
|---|---------------|-----------|----------------------------------|--------|
| Name of the tenderer  |               |           |                                  |        |
| Whether individual proprietorship, partnership or limited company |               |           |                                  |        |
| Date of formation of partnership / Ltd. Company                   |               |           |                                  |        |
| Postal Address  | Local Address |           | Permanent / Regd. Office Address |        |
|   |               |           |                                  |        |
|   |               |           |                                  |        |
| Pin code  |               |           |                                  |        |
| Telephone No.<br>(with STD code)                                  | Office        | Residence | Fax                              | Mobile |
|   |               |           |                                  |        |
| E-mail  |               |           |                                  |        |

Place:

Date:

Signature of bidder (with seal)



**Schedule C**  
**Registration Details**

| <b>Sl. No.</b> | <b>Type of registration</b>   | <b>Registration No.</b> | <b>Date of Registration</b> |
|----------------|---|-------------------------|-----------------------------|
| 1              | Income Tax – PAN  |                         |                             |
| 2              | Income Tax – TAN (for TDS)  |                         |                             |
| 3              | GST Number  |                         |                             |
| 4              | Shops and Commercial Establishments Act   |                         |                             |
| 5              | PF/EPF  |                         |                             |
| 6              | Any other type of registration  |                         |                             |
| 7              | Whether the provisions of contract Labour (Regulation & Abolition) Act, 1970, Contract Labour (Regulation & Abolition*) Central Rules, 1971 and any other legal provisions are applicable to your firm? |                         |                             |
| 8              | Whether you are holding a Licence under Section 12(1) of Contract Labour (R&A) Act 1970/71, if so, the details of licence number etc. may be furnished. (A copy of the license to be attached)          |                         |                             |
| 9              | ESIC Registration details (A copy of the Registration Certificate to be attached)   |                         |                             |

I/We hereby declare that I/we have read and understood the above conditions.

Place:

Date:

Signature of bidder (with seal)







## Schedule E

### List of Clients

(For whom similar work was undertaken in the last 5 years)

| Sr No | Details                   | Client (1) | Client (2) | Client (3) |
|-------|---------------------------|------------|------------|------------|
| 1.    | Name                      |            |            |            |
| 2.    | Address                   |            |            |            |
| 3.    | Email Id                  |            |            |            |
| 4.    | Contact No                |            |            |            |
| 5.    | Brief details of the work |            |            |            |
| 6.    | Date of award of contract |            |            |            |
| 7.    | Certificate from Client   |            |            |            |

Place:

Date:

Signature of bidder (with seal)





**Schedule F**  
**Details of Banker(s)**

| <b>Sr. No.</b> | <b>Particulars</b> | <b>Details</b> |
|----------------|--------------------|----------------|
| 1.             | Address            |                |
| 2.             | Contact Person     |                |
| 3.             | Email Id           |                |
| 4.             | Telephone Number   |                |
| 5.             | Fax Number         |                |

Place:

Date:

Signature of bidder (with seal)



## ANNEXURE I

### NEFT Details for effecting e-payments

Name of the Institution: Reserve Bank of India, Kolkata

Address (in full): 15, Netaji Subhas Road, RBI Kolkata

|   |   |  |
|---|---|--|
| 1 | Name of the Account Holder (as appearing in the Bank Account) | Reserve Bank of India, Kolkata                 |
| 2 | Account Number  | 186003001                                      |
| 3 | Type of Account (Savings, Current etc.)                       | Current  |
| 4 | Name of the Bank  | RBI, Kolkata                                   |
| 5 | Name of the Branch  | RBI, Kolkata                                   |
| 6 | Address of the Bank   | RBI, Kolkata                                   |
| 7 | NEFT/IFS Code   | RBIS0KLPA01<br>(0 in the code represents ZERO) |
| 8 | Name of the Account   | RBI, NEFT, Inward Received                     |



**Annex-II**

**POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY**

(On Non-Judicial Stamp Paper of appropriate value)

To,  
Regional Director  
Reserve Bank of India  
Issue Department  
Kolkata Regional Office  
Kolkata-700001

Dear Sir

Name of Work: **Tender Document for supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes**

We..... (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr. / Ms. .... (Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the captioned Project, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.



Signature of Mr./ Ms ..... is attested below:

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

Note: Power of Attorney should be properly stamped and notarized

Power of Attorney furnished by Contractor shall be irrevocable.



**Annexure 'III'**

**Proforma of Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India**

(To be submitted by the bidders on their letter head duly sealed and signed by the authorised signatory)

**To  
Regional Director  
Reserve Bank of India  
Kolkata.**

**Name of Work: Tender Document for supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes**

I/We \_\_\_\_\_ (Name and address, including country of location of bidder) have read and understood the contents of the Office Memorandum (OM) F.No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. I/We certify that \_\_\_\_\_ (Name of the bidder)

- i. Is not from a country sharing land border with India, or
- ii. Is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
- iii. Is from a country sharing land border with India where Government of India has extended lines of credit, or
- iv. Is from a country sharing land border with India where Government of India is engaged in development projects.

*(strikeout whichever of the above is not applicable)*



3. I/ We further certify that \_\_\_\_\_ (Name of the bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub-contract I/We \_\_\_\_\_ (Name of the bidder) will not sub-contract any work to a contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum/ order.

4. I/We know and understand that, if this Undertaking / Declaration / Certification / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our tender / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorised signatory of the Bidder with stamp

Date:

Place:



## Annex – IV

### Draft Articles of Agreement

#### **AGREEMENT FOR TRANSPORTATION AND DELIVERY OF BANKNOTES - 01.04.2023 to 31.03.2024**

The agreement made at Kolkata this 1st day of April 2023 between Reserve Bank of India, a body corporate established under the Reserve Bank of India Act, 1934 and having its Office at 15, Netaji Subhas Road, Kolkata - 700001 (hereinafter referred to as “the Reserve Bank of India” / “the Bank”) acting through its General Manager/Deputy General Manager-in-Charge, Issue Department, Reserve Bank of India (hereinafter referred to as “Dy General Manager/General Manager”) which expression shall include his successors in office) of the ONE PART,

AND

-----, hereinafter referred to as the “THE contractor”, which expression shall include his legal heirs, representatives, successors) of the OTHER PART.

Whereas the contractor has quoted rates for the transport and delivery of notes in containers to the currency chests situated in West Bengal, Sikkim or any other State / UT in India, the same being accompanied by Bank’s Staff and State Police Escort.

And, whereas, the Regional Director/CGM-i-C, Reserve Bank of India, Kolkata has accepted such rates and it has been agreed by and between the parties to enter into this agreement.

NOW IT IS MUTUALLY AGREED AND DECLARED AS FOLLOWS:

- i. For remittance of Banknotes the contractor shall make available as and when required by the Bank, minimum number of 7 fully covered closed container having metallic body of sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS) and having minimum storing capacity of 50 note boxes of dimension 82\*71\*32\* cm (approx.) weighing approx.140 kgs.



(ii) For the proper performance of the contract the said contractor has deposited a sum of ₹ 1,07,500/- (₹ One lakh seven thousand and five hundred only) as Security Deposit with the Bank, which is liable to be forfeited either fully or partially depending upon the loss or damage incurred by the Bank as determined by the General Manager, in consultation with the Regional Director/ CGM-i-C of the Bank. No interest shall be payable on the said deposit.

2. It shall remain the contractor's responsibility to successfully execute the contract till the completion of validity period. The contractor has to 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 12 hours from the receipt of written or verbal requisition to that effect from the General Manager / Deputy General Manager, Reserve Bank of India, Issue Department, Kolkata or any of his/ her subordinate officer(s) / staff, supply adequate number of vehicles for transportation of currency notes packed in boxes. Such requisition may be delivered to the contractor by means of telephone or mobile phone or e-mail or fax, etc. The requisition notice may be cancelled by the Bank by issuing another notice, orally or in writing not less than three hours before the time fixed for transport of note boxes. In such case the Bank shall not make any payment to the contractor by way of remuneration compensation etc.
- ii. In urgent cases, certified by the General Manager/DGM-in-charge, Issue Department of the Bank, requisition with three hours' notice in lieu of twelve hours' notice, may be made by the Bank and shall be complied with accordingly by the contractor.
- iii. The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on a 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.





- iv. The contractor shall not, in any circumstances, transport goods or any other item pertaining/belonging to any other person in the vehicles carrying the consignment of the Bank.
- v. The container trucks carrying remittances may be required to halt en-route after sunset in the nearest Police Station or District Police Head Quarters or any other place directed by the Police Authorities or by the Bank.
- vi. The contractor shall be required to obtain necessary route permits and pay all relevant taxes on his/her own.
- vii. 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.
- viii. In case of any breakdown of vehicle, the contractor shall be able to provide services of crane, stand-by/ alternate vehicle of similar specifications so that the remittance of the treasure is not delayed.
- ix. The contractor shall ensure that the vehicles are having valid permission issued by RTO concerned, Registration papers, PUC certificate, Fitness Certificate, tax paid up to date, Insurance cover, etc. to the vehicles and the drivers of the vehicles have valid driving license. The contractor will indemnify and keep indemnified the Bank against any loss, costs, charges and expenses incurred or suffered by the Bank on account of lack of said permit, license, certificates, etc.
- x. The Bank shall have the right to inspect or arrange inspection of the vehicles deployed by the contractor for the work at any time and declare any vehicle/ equipment unsafe and ask for its immediate withdrawal from the operation. The contractor shall ensure prompt/ immediate compliance of the same.



- xi. The work of the Bank should be carried out in a proper, careful, expeditious and efficient manner. The complete works/activities should be carried out without causing any damage to the note boxes, Bank's employees or officers, Bank's property, goods etc. and general public or any other person present in the premises of the Bank. The tenderer shall be required to work in close co-ordination with the contractor who will supply labourers/ mazdoors.
- xii. The vehicles supplied by the contractor shall be of less than 10 years old and must be roadworthy and in good condition. These vehicles shall either be owned or leased by the contractors. In case of leased vehicles, the lease of vehicles shall not expire during the contract.
- xiii. The contractor shall make good and reimburse to the Bank any loss or damage sustained by reason of accident, fire, theft, robbery, looting of the treasure, in transit or by any defective vehicle or from any incompetence, negligence of the employees of contractor or by any insufficiency in the number of labourers, from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, stacking, unpacking, carrying and delivering the note boxes or by reason of any act of dishonesty or fraudulent conduct on their part or on the part of labourers engaged by them.
- xiv. The contractor shall equip the container as well as escort vehicles with a fire extinguisher, first aid and minimum three torch lights for the use of the driver/cleaner etc.
- xv. Loading unloading at the Bank will normally be done during the office hours of the Bank.
- xvi. The contractor shall arrange to deliver the treasure boxes to the destination currency chest(s) normally during the working hours of branches. However, in view of the security aspect, the boxes will be delivered immediately after arrival of the container at the chest branch.



- xvii. The contactor shall obtain a receipt from the destination currency chest(s) in prescribed format, for having delivered the notes and submit the same to the Bank for settlement of the bill.
- xviii. The contactor will ensure that all persons employed by him/her, for the purposes for the rendering the services required by the Bank, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contactor shall be responsible for any injury or damages to any persons, animals or any other things.
- xix. In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/ CGM-i-C, Reserve Bank of India, Kolkata, shall be final and binding upon both the parties and in the event of such liabilities being found to have arisen, the decision of the Regional Director/ CGM-i-C as to the amount of damage or loss sustained shall likewise be final and binding.
- 3.
- i. 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.
- ii. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of vehicles or any breach of instructions of the contract, considered by the General Manager/ DGM-in-Charge, Issue Department, Reserve Bank of India, Kolkata to be grave enough to attract penalty, the aforesaid General Manager/DGM-in-Charge in consultation with Regional Director/ CGM-i-C may impose a fine not exceeding Rs. 10,000 (Rupees Ten thousand only) on the contractor.
- iii. In case of frequent or continued delay or in case of any breach by the Contractor of any of the provisions of this agreement, the Bank may terminate the contract with immediate effect by giving intimation in writing by the General Manager / Deputy General Manager-in-charge, Issue Department with the approval of the Regional Director/ CGM-i-C on behalf of the Reserve Bank of India whether any



penalty as herein before provided for such delay or breach has been imposed or not.

4. Continuation of the contract shall be primarily depending upon the performance of the contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.

5. If the Contractor failed to provide services for more than 3 occasions continuously, then the Bank has right to terminate the Contract with/without giving any notice whatever may be the reason. In this case the transporter has no power to claim compensation.

6. The contract period shall be from the date of award of tender from 01.04.2023 to 31.03.2024. The contract can be extended by the Bank at its opinion for a further period of two years, one year each at a time.

7. In case the new contract for the year beginning from April 1, 2024 is not finalized due to any reason, the contractor may be required to work on the same terms and conditions for a further period of up to three months from the date of expiry of this Agreement.

8 (i) The contractor shall be required to obtain a licence, if applicable, from the Office of the Assistant Labour Commissioner, Government of India, Kolkata as provided under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 read with section 21 Contract Labour (Regulation and Abolition) Central Rules, 1971 and also comply with the other requirements of the above Act. If licence is not applicable, then contractor will be required to make available an affidavit, mentioning the details of number of labourers employed by them.

(ii) If the contractor does not obtain a license as contemplated under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 read with section 21 Contract Labour (Regulation and Abolition) Central Rules, 1971 or any other law as



applicable, failing which he alone would be responsible for actions/ proceedings ensuring thereto. The bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way be made liable to the labourers by the Contractor.

(iii) The contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/ statute in force in this regard. The contractor only shall be responsible for liabilities, if any, in this regard. Bank should not be responsible for any dispute arising out of less or no payment to laborers.

9. In addition, he/they have to provide essential amenities like drinking water, first aid facility etc. to its employees as per Contract Labour Act 1970. The agency/ contractor has to give affidavit on Non Judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the labourer of all descriptions to be engaged by him for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under Contract Labour (Regulation and Abolition Act) 1970 and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

10. (i). The contractor should ensure that he deploys only adult, well trained and competent persons who are physically & medically fit and are not suffering from any chronic or contagious diseases, for carrying out the works.

(ii) The contractor will be responsible and liable for the payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions. Payment to every workman should be done through the banking channels only. The contractor shall maintain a register of attendance, register of wages which will be asked by Bank for verification from time to time.



(iii) The contractor will ensure that all persons employed by him/her, for the purposes for rendering the services required by the Bank, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be responsible for any injury or damages to any persons, animals or any other things.

11. The contractor should provide character certificate of labourers issued by the police authorities and by their earlier employers, if any, along with their complete names, permanent and local addresses and recent passport size photographs to Bank.

12. The amount of damage or loss sustained and any fines imposed may be deducted from time to time from any of the sums payable to the contractor and/or recovered from him.

13. If at any time the General Manager, Issue Department, finds that through the default of the contractor owing to insufficiency, or delay or failure or other defects in the supply of container, the treasure cannot be dispatched in due time, it shall be open to the General Manager, Issue Department to cancel the requisition and reject all the containers supplied on the occasion and get the work done in any other manner, making the contractor liable for any extra charge involved therein, irrespective of whether a fine is imposed or not.

14. This contract may, within the period herein before mentioned, be terminated by either of two parties to it, giving to the other party three months' notice in writing of such termination.

15. This agreement shall be executed in duplicate; the original shall be kept with the Bank and the duplicate by the contractor. The Stamp Duty payable on the original shall be borne and paid by the contractor.



16. The clauses in this agreement has to be read in conjunction with the tender document and the contractor shall not be absolved of any liabilities duties, merely because a specific mention has not been made in this agreement.

17. The Bank will issue a letter to the Police authorities requesting them to permit the contractor's vehicles to enter the city limits during restricted hours (day time). The contractor will have to obtain required permission from Police authorities.

18. Both the parties agree to pay taxes which are applicable to either of the parties from time to time. As per Indian laws, taxes as applicable will be deducted at source and a certificate for the same will be issued to the contractor.

19. The provisions of this agreement and the rates shown in the enclosed schedule are effective from the April 01, 2023.

20. The payment will be made on monthly basis after the submission of bills for each consignment complete in all respects.

- i. 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.
- ii. The contract price shall be all inclusive consisting of fixed & operating charges and based on the scope of Work, vehicle being supplied and also include inter alia, Drivers including other workmen's salary/uniform/food/allowances etc, Employees' State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any, taxes (exclusive of GST) & levies, parking charges, toll gate fees & all other charges.



- 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 Performance Bank Guarantee furnish by contractor or other dues payable or becoming payable to the contractor.

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

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

23. The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment of Women at workplace (Prevention, Prohibition and





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

भारतीय रिज़र्व बैंक के लिए

FOR RESERVE BANK OF INDIA

ठेकेदार के लिए

FOR CONTRACTOR

गवाह :

WITNESSES:



**भारतीय रिज़र्व बैंक**

**RESERVE BANK OF INDIA**

**निर्गम विभाग / ISSUE DEPARTMENT**

**कोलकाता क्षेत्रीय कार्यालय / Kolkata Regional Office**

**E-tender for supply of sufficient number of fully covered container trucks/  
vehicles for transportation of banknotes**

**E-TENDER No. RBI/Kolkata/Issue/13/22-23/ET/550**

(Part II)

(Price Bid)

Name of Tenderer: \_\_\_\_\_

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

\_\_\_\_\_



**PART-II: Price Bid**

**RATE OF TRANSPORT CHARGES (FORMING PART OF THE TENDER FORM)**

Rates are to be quoted for 3 tons (Upto 30 wooden boxes), 6 tons (31-55 wooden boxes), 9 tons (56-75 wooden boxes)

**(Inclusive of all taxes but exclusive of GST)**

| SI.No. | Item of Works   | 3 ton Container      | 6 ton Container      | 9 ton Container      |
|--------|---|----------------------|----------------------|----------------------|
| 1      | For transportation of note boxes/Steel Trunks for 1-25 Kms. from RBI, Kolkata/Presses etc to Currency Chest /other RBI offices/any other destination etc and vice versa, one way only<br><b>(Minimum Charges)</b> |                      |                      |                      |
|        | Weight  | 0.08                 | 0.12                 | 0.16                 |
| 2      | For transportation of note boxes/Steel Trunks for 26 Kms and above from RBI, Kolkata/Presses to any other destination i.e. Currency Chest/other RBI offices etc, one way only                                     | <b>(Rate per KM)</b> | <b>(Rate per KM)</b> | <b>(Rate per KM)</b> |
|        | Weight  | 0.08                 | 0.20                 | 0.33                 |
| 3      | To and Fro charges if the transporter brings soiled notes/coins/boxes/sacks etc. on return journey (RBI office to receiving chests & back subject to minimum charge covering a distance of 50 Kms).               | <b>(Rate per KM)</b> | <b>(Rate per KM)</b> | <b>(Rate per KM)</b> |
|        | Weight  | 0.01                 | 0.01                 | 0.01                 |

- i. SI.No.2 is subject to minimum charges covering a distance of 25 Kms.
- ii. Distance as per Motoring Guide of India will be accepted at the time of settlement of bills.
- iii. Weight estimates – per note box/per coin bag .....



- a) Filled note boxes(Wooden)..... From 80 to 150 Kgs. (approx.)
- b) Filled note boxes(Steel Trunk)..... From 60 to 135 Kgs.(approx.)

**Note:**

- (a) The contractors are advised not to quote 'ZERO' amount in respect of above items.
- (b) The rates should be inclusive of all taxes but exclusive of GST.

I agree to the terms and conditions as stipulated in the tender document by RBI, Kolkata.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Name (\_\_\_\_\_) (with rubber stamp/seal of the firm/ company)

Place:

Date:

Signature of bidder (with seal)