



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

[www.rbi.org.in](http://www.rbi.org.in)

**NOTICE INVITING TENDER**

**Electrical Works in relation to the Renovation of Flats 15 and 21 at Officers' Quarters, Reserve Bank of India, Kochi**

The Reserve Bank of India, Kochi invites sealed hand quotations from empanelled electrical vendors for **'Electrical Works in relation to the Renovation of Flats 15 and 21 at Officers' Quarters, Reserve Bank of India, Kochi.**

**Schedule of Events**

a.	Name of work:	Electrical Works in relation to the Renovation of Flats 15 and 21 at Officers' Quarters, Reserve Bank of India, Kochi.
b.	Estimated cost of work	<b>₹3,50,000/- (incl. of GST), excluding buyback.</b>
c.	Mode of Tender	<b>Sealed Hand Quotations</b> from empaneled electrical contractors of RBI.
d.	Time allowed for completion of work	60 days from the date of work order/intimation from the Bank
e.	Date from which details may be viewed in RBI Website.	<b>July 10, 2025</b>
f.	Earnest Money Deposit (EMD)	<b>No EMD required</b>
g.	Date of issue of tender documents / start of submission of tender.	<b>July 10, 2025</b>
h.	Pre-bid meeting	<b>July 16, 2025, at 15:00 hrs</b>
i.	Date and time of uploading the outcome of pre-bid meeting on RBI website in the form of addendum, corrigendum etc.	<b>July 17, 2025, at 15:00 hrs</b>
j.	Last date for submission of tender.	<b>July 21, 2025, at 14:00 hrs.</b>
k.	Date & time of opening of tender	<b>July 21, 2025, at 15:00 hrs</b>

The duly filled up Sealed Hand Quotation Forms should be submitted, super scribing the name of the work, on or before 14:00 hrs of July 21, 2025, and addressed to The Chief General Manager, Reserve Bank of India, Kochi - 682018.

**Note:** This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the empaneled contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with RBI as per procedure.

(T. V. Rao)  
Chief General Manager  
Reserve Bank of India, Kochi  
July 10, 2025



**भारतीय रिज़र्व बैंक**  
**RESERVE BANK OF INDIA**  
**KOCHI**

**Electrical Works in relation to the Renovation of  
Flats 15 and 21 at Officers' Quarters,  
Reserve Bank of India, Kochi**

**(For Empaneled Electrical Contractors of RBI, Kochi)**

**Name of the tenderer:**

**Address:**

**E-mail ID:**

**Contact no.:**

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**Date of issue of Tender**

**Documents:**

**July 10, 2025**

**Due date and time for**

**submission:**

**July 21, 2025, at 14:00 hrs.**

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## NOTICE INVITING TENDER

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#### **Schedule of Events**

a.	Name of work:	Electrical Works in relation to the Renovation of Flats 15 and 21 at Officers' Quarters, Reserve Bank of India, Kochi.
b.	Estimated cost of work	<b>₹ 3,50,000/- (incl. of GST), excluding buyback.</b>
c.	Mode of Tender	<b>Sealed Hand Quotations</b> from empaneled electrical contractors of RBI.
d.	Time allowed for completion of work	60 days from the date of work order/intimation from the Bank
e.	Date from which details may be viewed in RBI Website.	<b>July 10, 2025</b>
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empaneled contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with RBI as per procedure.

(T. V. Rao)  
Chief General Manager  
Reserve Bank of India, Kochi  
July 09, 2025

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### **Letter of Offer**

Shri. T. V. Rao  
Chief General Manager  
Reserve Bank of India, Kochi

Dear Sir,

Having examined the specifications, Schedule of Quantities and drawings relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the works specified in the said Memorandum within the time specified in the said Memorandum at the rates mentioned in the Schedule of Quantities and in accordance in all respects with the Specifications, Designs and instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

<b><u>Memorandum</u></b>		
a.	Name of work:	Electrical Works in relation to the Renovation of Flats 15 and 21 at Officers' Quarters, Reserve Bank of India, Kochi.
b.	Estimated cost of work	<b>₹ 3,50,000/- (incl. of GST), excluding buyback.</b>
c.	Mode of Tender	<b>Sealed Hand Quotations</b> from empaneled electrical contractors of RBI.
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Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

Our Bankers are:

- 1)
- 2)

Place:

Signature and Seal of The Contractor

Date

### **General Instructions to Tenderers**

The sealed tenders should be addressed to The Chief General Manager (Officer in Charge), Reserve Bank of India, Kochi- 682018 (by name) and super scribed '**Electrical Works in Relation to the Renovation of Flats 15 and 21 at Officers' Quarters, Reserve Bank of India, Kochi**', and sent so as to the Bank on or before **14:00 hrs of July 21, 2025**. The estimated cost of for the works comes to **₹ 3,50,000/- (incl. of GST), excluding buyback**.

The tender shall be sealed in envelopes. **No tender will be received after 14:00 hrs of July 14, 2025, under any circumstances whatsoever.**

1. The tender will be opened **on the July 21, 2025, at 15:00 hrs**, at the office of The Chief General Manager (Officer in Charge), Reserve Bank of India, Kochi, or any in the presence of any other officer designated for this purpose by him, in the presence of the tenderers or their representatives, should they choose to be present. **Tenders shall remain valid for acceptance by the Bank for a period of three months from the date of opening of the same which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.**
2. The tenderer must use only the forms issued by the Bank to fill in the rates. Any addition / alteration in the text of the tender form made by the tenderer shall not be valid and shall be treated as null and void.
3. The tender form must be filled in English or Hindi and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the Bank in its discretion may consider the tender invalid.
4. Rates should be quoted in schedule of quantities both in figures and in words for all the items in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No advice whatsoever especially on any change in rate, specifications or conditions after opening of the tender will be entertained.
5. 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, General Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
6. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise, the Bank may reject the tender.
7. The **Defect Liability Period (DLP)** for the work shall be **12 months after the successful completion of the same**. In case, the contractor fails to rectify the defects developed during the "Defects Liability Period" within a reasonable period, a show-cause notice shall be issued to him. If he fails to take required action or his response is not considered satisfactory, the cost of rectification (up to 5% of the contract value) will be adjusted by the Bank from any other sum payable by the Bank to them for any other contract.

8. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part.
9. The Reserve Bank of India reserves the right to sub-divide the work mentioned in the tender, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. The Reserve Bank of India also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same. In this context, the rates quoted for each item must be self-supporting and relevant.
10. On receipt of intimation from the Employer of the acceptance of his / their tender, the successful tenderer shall be bound to sign the formal Contract and within **seven days** thereof, the successful tenderer shall sign **an agreement in stamp paper** in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person / firm so tendering, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful tenderer.
11. The Contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the contract whereupon the payment due shall stand forfeited to the Employer, without prejudice to his other remedies against the Contractor.
12. The Contractor shall carry out all the work strictly in accordance with details, specifications and instructions of the Bank's Engineer. If in the opinion of the Bank's Engineer, changes have to be made in the design and with the prior approval in writing of the Employer they desire the Contractor shall carry out the same. The Bank's Engineer's decision in such cases shall be final.
13. A schedule of probable Quantities in respect of each work and Specifications is enclosed. The Schedule of Probable Quantities is liable to alterations as per Bank's requirement. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire tender.
14. The tenderer 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 tender and for entering into a contract and must examine the drawings, inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
15. The rates quoted in the tender shall include all charges for packing, transport, loading, unloading and for delivery/ execution at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever. **Tenderers must quote rates as per the format specified in the Unpriced Bill of Quantities in the tender document.** Necessary deductions towards TDS etc. shall be made from the Contractor's bill.
16. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of

work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract.

17. Wherever the basic rate for the materials are specified, the contractor should furnish to the Bank for verifications paid bills. **The samples of materials and its purchase rate shall be got approved from the Bank's Engineer before purchasing such materials.** The adjustment in price of the materials shall be made on measured quantity only. No overhead and profit shall be considered on the cost difference. The basic prices are inclusive of all taxes levied by the Government or any public body.
18. Time allowed for carrying out the work is **60 days from the date of work order/intimation from the Bank**, which shall be strictly observed by the tenderer, and it shall be reckoned from the tenth day of written order to commence the work is issued. The work shall throughout the stipulated period of the contract be proceeded with all due diligence and if the Contractor fails to complete the work by the date as stipulated in the Contract or within any extended time under relevant Clause and the Employer certifies in writing that in her/ his opinion the same ought reasonably to have been completed, the Contractor shall pay the Employer the sum named as "**Liquidated Damages**" for the period during which the said works shall so remain incomplete and the Employer may deduct such damages from any moneys due to the Contractor." The recovery of Liquidated Damages shall be at the rate of **0.25% of Estimated Cost per week**.
19. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring government controlled or other building materials or in obtaining water and power connections for construction purpose or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.
20. The successful tenderer is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates. The Employer will issue schedule of Instructions in respect of such additional items and their quantities in writing.
21. Any defect or fault which may appear during **12 months (defect liability period or DLP)** from the date of virtual completion of work / or supply and installation in full as specified under the contract, arising in the opinion of the Bank's Engineer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Bank's Engineer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor at his own cost and in case of default the Bank may employ and pay other persons to amend and make good such defects/faults and damages, loss and expenses consequent there upon or incidental thereto shall be made good and borne by the contractor and such damages, loss and expenses shall be recoverable from him by the Bank, or may be deducted by the Bank upon the Bank's Engineers' certificate in writing from any money due or that may become due to the contractor. The contractor/supplier shall remain liable under the provisions of this clause notwithstanding the signing by the Bank's Engineer any certificate or passing of any accounts.
22. Time is the essence of the contract. The entire work is to be completed within a period of **60 days from the date of work order / intimation from the Bank**.

23. **The Contractor is advised to visit the site and get himself fully acquainted with the work,** general and local site conditions, particularly, those having born upon transportation, handling, storage etc. prior to quoting the tender. The material required for the work will have to be delivered and executed at **Bank's Officers' Quarters (OQ) at Kaloor, Kochi.**
24. The payment for the works to be executed under this contract shall be made as follows and no variation in the mode of payment will be acceptable to the Reserve Bank of India. The payment shall be made only made after final completion of work, which includes the following;
- a) All the Insurance Policies as per tender.
  - b) Delivery, checking, etc. of all relevant materials, installation of all tested components as mentioned in the tender, at the Bank's OQ premises, including completion all associated works.
  - c) Final and successful completion of all electrical renovation works at the flats, including commissioning of DB and all equipment / fittings.
  - d) Recording and further verification of measurements at site by the Bank's Engineer.
25. The contractor should quote rates in the Schedule of Quantities considering all the conditions mentioned above and elsewhere in the tender.
26. The contractor shall be responsible for all injury to persons, or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-contractor's employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract. This clause shall be held to include, inter-alia, any damage to buildings, whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and works forming the subject of this contract, by frost or other inclemency of weather. The contractor shall indemnify the Employer and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of Government or otherwise and also in respect of any award of compensation or damages consequent upon such claims.
27. The Contractor shall at his own expense, arrange to effect and maintain (until the virtual completion of the contract) with an approved office, the following insurance policies in the joint name of employer and himself with the employer being first (Principal) and deposit such policy or policies with the employer from time during the currency of this contract.
- a) Contractor's all risk policy**
  - b) Workmen compensation policy**
  - c) Third party liability policy**
28. Settlement of disputes by Arbitration: All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the excepted matters shall be final and without appeal. But if either the Contractor be dissatisfied on any matter the Contractor may within 28 days after receiving

notice of such decision give a written notice to the other party requiring that the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree a single arbitrator would be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire. The venue of arbitration shall be the place where the work is being executed.

29. The arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.
30. The arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.
31. Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator or arbitrators as the case may be., who may determine the amount thereof or direct the same to be taxed as between the party and party and shall direct by whom and to whom and in what manner the same shall be borne and paid.
32. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.
33. The contractor shall abide by and fulfil all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under.  
The contractor should ensure payment of minimum wages to all labourers/workmen staff employed by him. Contractor should submit a certificate to the effect that, he has actually paid all the dues of all the labourers of all descriptions engaged by him for completion of the awarded job/work/project at the rate which is not less than the one prescribed under Minimum wages Act, 1948 and he has complied with the provisions of CLRA Act with regard to providing the essential amenities to the contract labour. Further, he may facilitate Bank's representative to verify and certify the veracity of such certificate.
34. 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 obligations 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 obligations 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 Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer 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 Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

35. a) The contractor shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the contractor/Agency and the contractor.
- b) Any complaint of sexual harassment from any aggrieved employee of the Service Provider against any employee of the Bank or any employee of any other firm working in the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank’s employee or other firm’s employee, if sexual violence by the employee of the contractor is proved.
- d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank’s premises.

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

Place:

Signature and Seal of The Contractor

Date:

### **Articles of Agreement**

ARTICLES OF AGREEMENT made the----- day of-----, between the Reserve Bank of India (hereinafter called the Employer) of the one part and ----- (hereinafter called "the contractor") of the other part.

WHEREAS the Employer is desirous of taking up the work of '**Electrical Works in Relation to the Renovation of Flats 15 and 21 at Officers' Quarters, Reserve Bank of India, Kochi**', and has prepared Bill of Quantities, drawings showing and describing the work to be done under the direction of Bank's Engineer.

AND WHEREAS the specifications and the schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions set forth in the conditions and in the Schedule of Quantities and Conditions of Contract (all of which re collectively hereinafter referred to as "the said Conditions") the work shown upon or described in the said Specifications and included in the Schedule of Quantities in the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as" the said contractor amount").

#### **NOW IT IS HEREBY AGREED AS FOLLOWS:-**

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor will upon and subject to the conditions annexed carry out and complete the work shown upon the contract drawings and described by or referred to in the Schedule of Quantities and in the said conditions.
2. The Employer will pay the Contractor the said contract Amount, or such sum as shall become payable, at the times and in the manner specified in the said conditions.
3. The said Conditions and Appendix thereto and the correspondence attached hereto shall be read and constructed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreement on their part respectively in the said Conditions and the correspondence contained.
4. The plans, agreement and documents mentioned herein shall form the basis of this contract.
5. This contract is neither a fixed Lump sum Contract nor a Piece Work Contract, but it is a Contract for the complete work to be paid for according to actual quantities at the rates contained in the Schedule of Rates and Probable Quantities or as provided in the said Conditions.
6. The Contractor shall afford every reasonable facility for carrying out of all works or other Contractors appointed by the Employer and shall make good any damages done to walls, floors, etc. after the completion of such works.
7. The Employer reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract. However, the Contractor shall not be entitled to any payment for the works done exceeding the Tender Quantities unless specifically approved in writing by the Bank's Engineer.

8. Time shall be considered as the essence of this Contract and the Contractor hereby agrees to complete the entire work **60 days from the date of work order / intimation from the Bank**. All payments by the Employer under this Contract will be made only at **Kochi**.
9. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at **Kochi** and only Courts in **Kochi** shall have the jurisdiction to determine the same.
10. 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 obligations 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 obligations 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 Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer 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 Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
11.
  - a) The contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the contractor/Agency and the contractor.
  - b) Any complaint of sexual harassment from any aggrieved employee of the Service Provider against any employee of the Bank or any employee of any other firm working in the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
  - c) The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee or other firm's employee, if sexual violence by the employee of the contractor is proved.
  - d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
  - e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.
12. That the several parts of this agreement have been read by the contractor and fully understood by the contractor.

IN WITNESS WHEREOF the Bank and the contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written. (If the contractor is a partnership or an individual)

**Signature clause**

**SIGNED AND DELIVERED** by the Reserve Bank of  
India by the hand of

Shri. \_\_\_\_\_

**(Name and Designation)**

**SIGNED AND DELIVERED** by Contractor \_\_\_\_\_

\_\_\_\_\_  
*(If the party is a partnership firm or an individual should be signed by all or on behalf of all the partners.)*

**In the presence of**

(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Witnesses)**

### **Special Conditions**

1. The workmen will not be allowed to stay within the premises. The water and electric power required for the work can be availed from the available source at site free of cost. The Contractor shall make his own arrangements to take the same for work.
2. The authorized officials of the Bank shall be entitled to inspect the material / fabrication at any time in the works of the contractor, if they so desire and the Contractor shall provide all reasonable facilities to do so.
3. The intending tenderer can obtain any clarifications regarding the tender, tender provisions / specifications etc. if any from the office The Chief General Manager (Officer in Charge), Reserve Bank of India, Kochi- 682018, on any of the Bank's working day.
4. The tenderer may please note that the work is to be executed in the premises of the Bank's Officers' Quarters, and as such the entire work involved shall be carried out with least disturbance to the Occupants. The entire materials for the work shall be brought to the work site area without any disturbance to the Occupants.
5. The Contractor has to make necessary arrangements for making temporary barricade etc. for vehicular traffic during the execution of work and arrange material like tarpaulin to cover the site. The contractor shall liable to replace / repair any damages caused / observed at site during the work.
6. **The debris / dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the Bank's Engineer and make the entire premises clear / clean on a day-to-day basis including roads affected / used by the laborers in the above work to the satisfaction of the Bank's Engineers at no extra cost.** The entire debris / waste material shall be taken out of the Bank's premises and should not be dumped anywhere in and around the Bank's premises. The contractors are solely responsible if any debris is noticed by the local Corporation / Municipality and penalty levied.
7. The tenderer may please note that the work in question shall be carried out with least disturbance to the Bank's staff by planning in advance the proper sequence of work in consultation with the Bank's Engineer. The entry / exit and the movement of men and material will be subject to the security regulations of the Bank from time to time and with necessary permission / passes. The work will have to be completed within the stipulated time frame and no extra charges will be paid under any circumstances for the late working hours / working on the Bank's holidays. All work generating dust and noise shall be done in a planned manner.
8. **The contractor must ensure proper safety of the workers at site while working by providing necessary safety measures, barricading etc.**
9. The tenderer is advised to inspect the proposed site of renovation to understand the scope of work.

Place:

Signature and Seal of The Contractor

Date:

## **Safety Codes**

### **General Safety:**

1. First-aid appliances, including adequate supply of sterilized dressings and cotton wool, shall be maintained in a readily accessible place.
2. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8m in length, the width between the side rails not less than 30cm (clear) and the distance between two adjacent rungs shall not be more than 30cm. When a ladder is used, an extra labour shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5m of the edge of the trench or half of the depth of the trench, whichever is more. All trenches and excavations shall be provided with necessary protection of minimum height of one meter.
6. Every opening in the floor of a building or a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be as over-loaded with debris or materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt, cement, mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
10. No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
11. Suitable face masks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
12. Hoisting machines and tackles used in the work, including their attachments, anchorage and supports shall be in perfect condition.
13. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

**Fire Safety:**

1. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
2. Only ISI marked 3 pin plug and other appliances and equipment shall be used.
3. Electrical power cables / wires used shall not have any joints and shall be properly rated.
4. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
5. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire Officers / Personnel, work shall be started.
6. Two buckets of water and sand shall be kept in an easily accessible area on the site.
7. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
8. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
9. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10 feet from Ground level.
10. None of the fire extinguishers shall be removed/shifted from its designated location.
11. Power supply shall be switched off from the mains when equipment is not in use.
12. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
13. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
14. Battery operated emergency light / torches shall be provided by the contractor to the workmen while working beyond office hours.

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**Appendix Hereinbefore Referred To**

1.	Defects liability period	12 months from the date of issue of virtual completion certificate.
2.	Period of final measurement	30 days from the date of completion of the work.
3.	Date of commencement	Immediately on award of work / issue of the Bank's work order.
4.	Terms of Payment	As per clause 24 of the General Instructions to Tenderers.
5.	Date of completion	60 days from the date of work order / intimation from the Bank
6.	Liquidated damages	0.25% of estimated cost per week.
7.	Minimum value of work for Interim Certificate	Only Final bill
8.	Retention Percentage	Nil
9.	Estimated total security deposit	Nil
10.	Installment to be refunded after virtual completion and satisfactory completion of DLP	Nil
11.	Period of honoring final certificate	One month
12.	Interest for delayed payment	Three percent per annum

Place:

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Date:

### **Technical Specifications and Scope of Work**

1. The works mentioned are in relation to the '**Electrical Works in Relation to the Renovation of Flats 15 and 21 at the Officers' Quarters, Reserve Bank of India, Kochi**'. The same shall be undertaken taking into account to all the relevant technical specifications and standards prevalent, including those mentioned below.
2. The relevant layout drawings for the mentioned flats at the Bank's Officers' Quarters (OQ) may be found in the subsequent sections of this tender documents.
3. The wiring shall be done using 1100V grade PVC insulated FRLSH multi-stranded copper conductor wire in suitable size (min. 20 mm. dia.) ISI marked medium duty PVC conduit, with all required accessories like bends, tees, junction boxes, etc., in concealed / partly concealed / partly surface / surface manner, making good with cement plaster of suitable thickness and merging with adjoining area at all required places. The surface shall be finished by skilled persons for getting a smooth and merging surface finish. The existing concealed conduit, if in good condition, may be used in wiring as advised by the Bank's Engineer.
4. All supply and installation work shall be carried out as per specification and in accordance with the construction drawings and shall conform to requirements called for in the Indian Electricity Rules 1956 with its latest amendment(s), Indian Electricity Act(s) with its (their) latest amendment(s) and all relevant codes and practices issued by the Bureau of Indian Standard as amended up to date. The work shall also comply with the provisions of the general or local set of legislatures and regulations of any local or other statutory authority which may be applicable. The Contractor for electrical work must possess valid Electrical contractor's License endorsed by the Licensing Board, Directorate of Electricity of concerned State Government for the type of work he shall execute.
  - a. The works executed, and the rates quoted as per BoQ shall be inclusive of the following aspects.
  - b. The circuit wiring from DB to switch board shall be done with 2x2.5sq.mm. + 1x1.5sq.mm. wire.
  - c. The circuit wiring from switch board to fittings (lights, ceiling fans, exhaust fans, calling bell points, etc.) shall be done using 3x1.5 sq.mm wire.
  - d. The load on each lighting (5A - 6A) circuit shall not be more than 800 watts / 8 points.
  - e. The load on each power (15A-16A) circuit shall not be more than 2000 watts / 2 points.
  - f. Separate MCB and power circuit wiring from DB shall be done for each point in the case of individual lighting circuit (8 points / 800 watts) individual 16A power circuit (2 points / 2000 watts) / 1 no. of AC point / 1 no. of geyser point / any other item if specially mentioned.
  - g. Insulated or covered earthing conductors wherever used, shall have green insulation braiding or covering as appropriate. Under no circumstances shall the colour green be used for other than earthing conductor. In addition, wherever required, cables of different colours shall be used, laid as per the following system.
    - Red or any colour (other than black or green)- For phase or switch wire
    - Black- For Neutral
    - Green- For earth

- h. Wall chasing / cutting for concealing pipes etc. shall be done using machine only.
  - i. Wall chasing / cutting more than 50 mm wide shall be finished with chicken mesh for avoiding crack in the plastering.
  - j. Modular type switches / sockets / step type 2 module fan regulators in concealed, factory fabricated GI modular box and mounting plate of required sizes, of approved make, concealed in wall, as per standard and as directed.
  - k. Ceiling rose / connector / angle batten holder in junction boxes, using mounting plate / hylam sheet / round block as required, of approved make, concealed in wall, as per standard and as directed.
  - l. The connections for fittings also shall be made with connectors and flexible wires available with the fitting, if any, or otherwise using flexible wires of suitable rating, as per standard and as directed.
  - m. While providing points for connecting wall fans / kitchen chimney units, etc., the socket and switch shall be placed in separate boxes installed at different locations, socket near the equipment location, and switch at a suitable easily accessible location nearby.
5. Apart from other factors mentioned, the rates quoted shall also include for;
- a. All labour, materials, tools, and construction equipment required for fabricating and fixing of above stated items.
  - b. Scaffolding including erection and removal.
  - c. Making good of all damaged civil work, if any.
  - d. Necessary modification of pre-laid conduit including supply and fixing of metal / PVC conduits and accessories, chase cutting.
- etc., as required to complete the work.
6. All the works shall be carried out as per the latest and relevant BIS code.

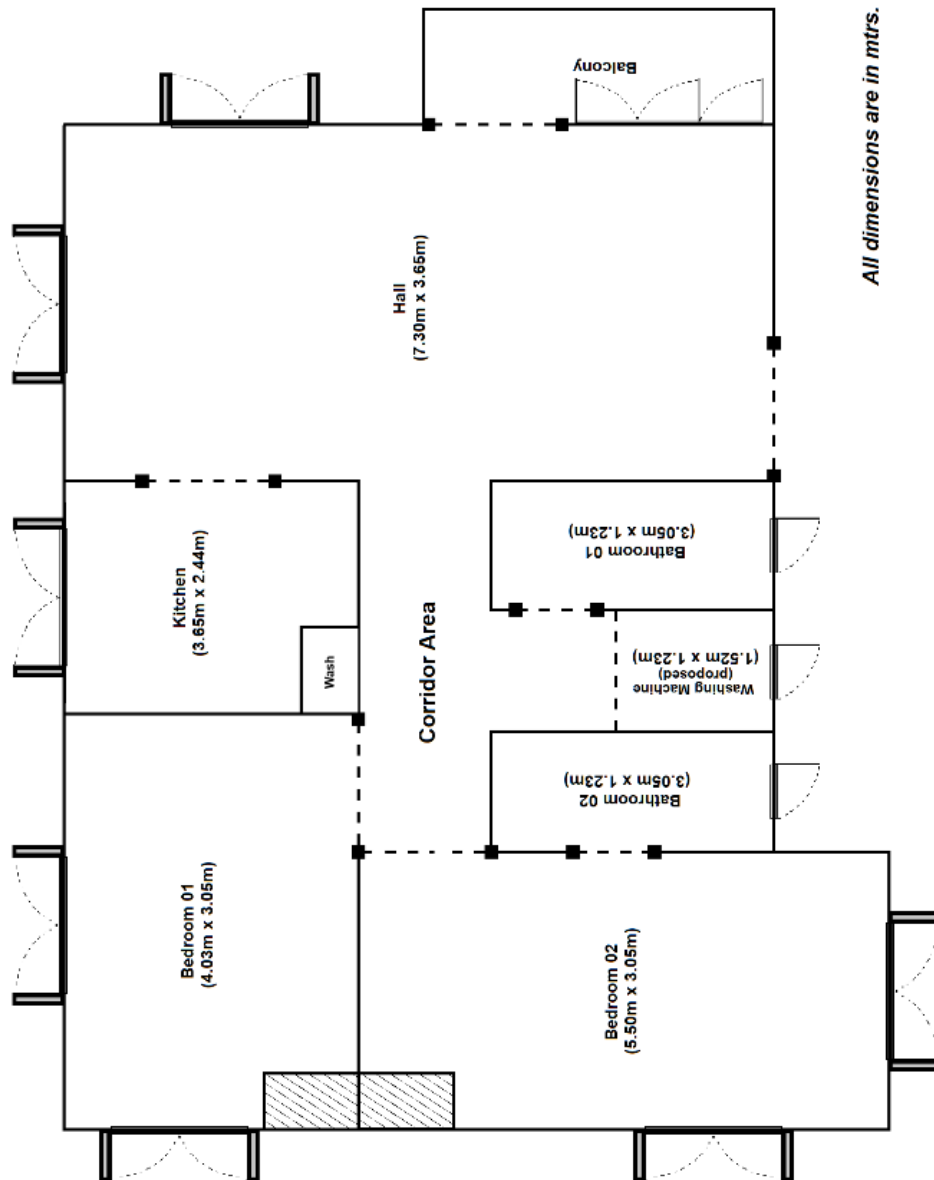
Place:

Signature and Seal of The Contractor

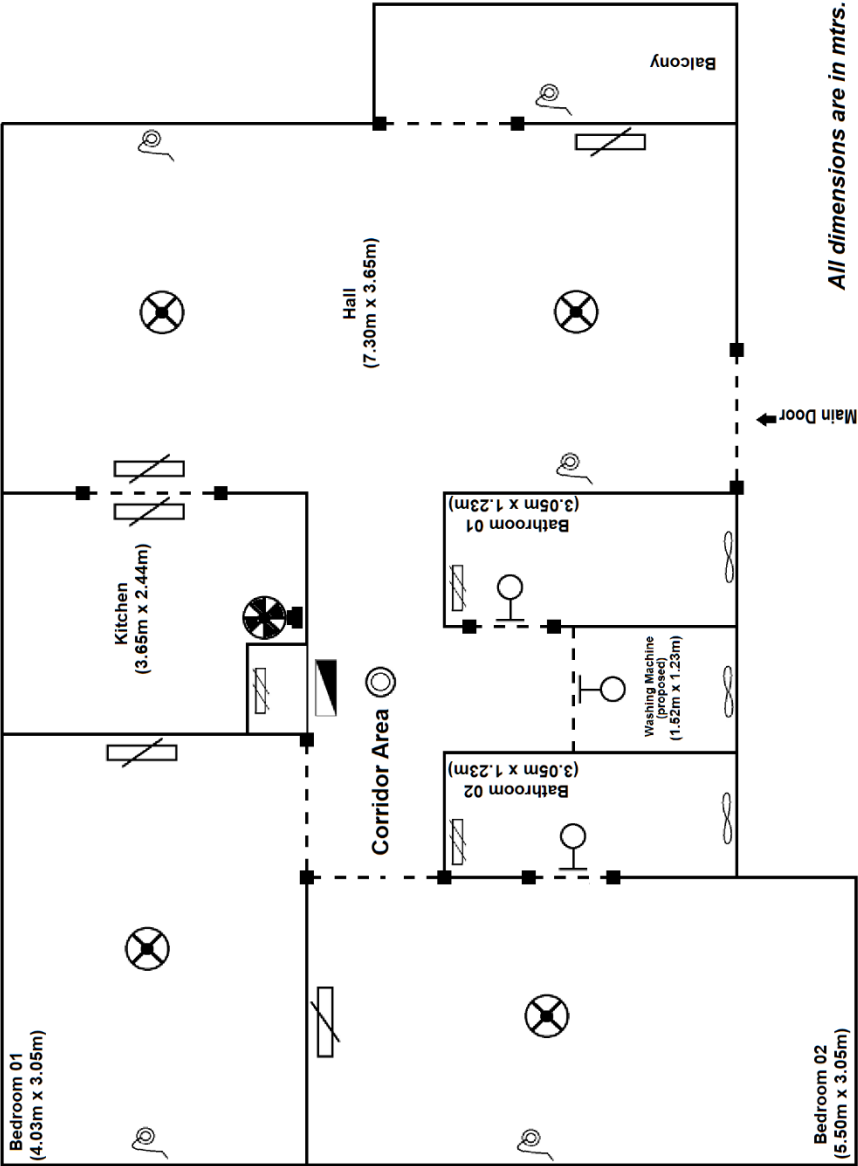
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## Technical Drawings- Flats 15 and 21, Officers' Quarters, RBI, Kochi

**Layout- Flat 15 / 21, OQ, RBI, Kochi**



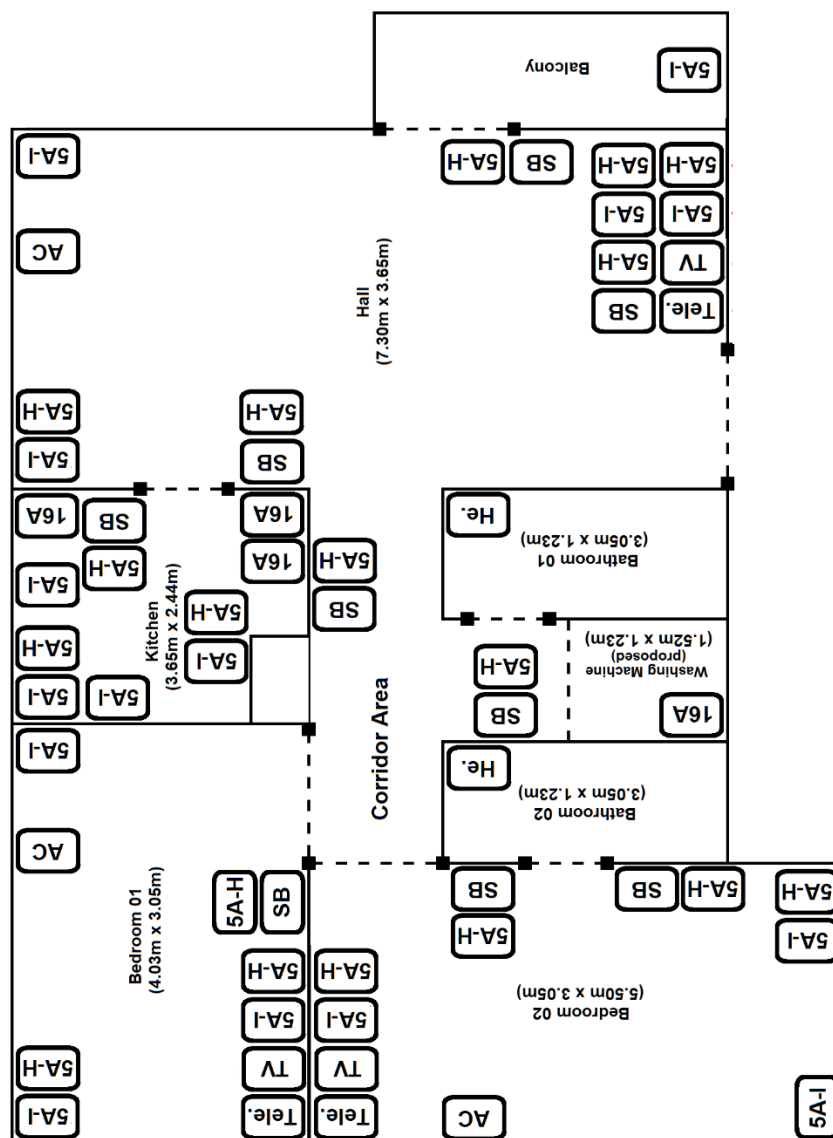
**Fittings- Flat 15 / 21, OQ, RBI, Kochi**



All dimensions are in mtrs.

Symbol	Description
	Main DB (3-ph.)
	4ft. LED
	2ft. LED
	LED Bracket Fitting
	9W LED
	10W Ceiling LED
	BLDC Ceiling Fan
	Wall Fan
	Modular Ex. Fan
	Switch Board

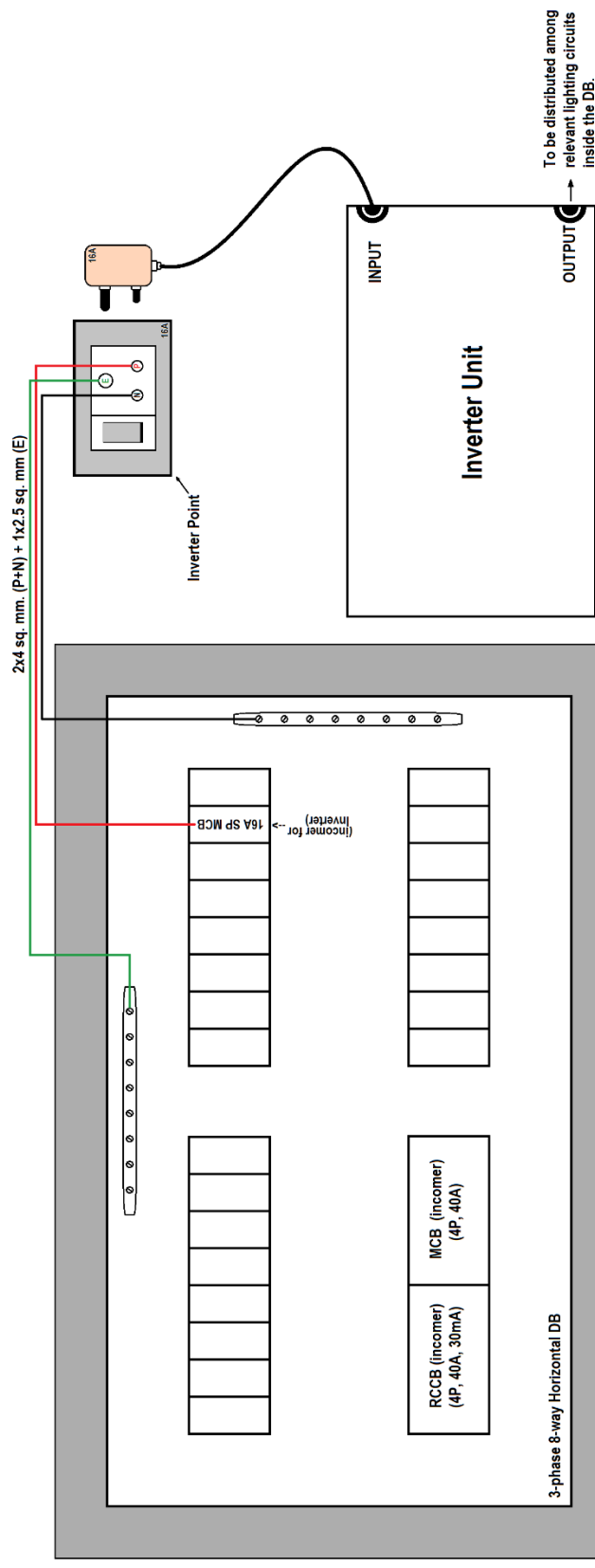
## Points- Flat 15 / 21, OQ, RBI, Kochi



All dimensions are in mtrs.

Symbol	Description
SB	Switch Board
5A-I	5A Ind. Point
5A-H	5A Half Point
16A	16A Point
AC	AC Point
He.	Heater Point
TV	TV Point
Tele.	Tele. Point

## Inverter Wiring Connection



**List of Approved Make of Materials**

Item	Approved Make
FRLSH PVC insulated multi stranded copper wire	FRLSH (Flame Retardant Low Smoke) rated Finolex / Polycab / RR-Kabel
IS certified PVC conduits	Precision / Modis / or equivalent, approved by the Bank.
Bends, fixtures, etc.	IS certified make approved by the Bank.
Switches, sockets etc. with accessories.	Modular type Anchor Penta
DB, RCCB, SPMCB etc.	Legrand / Lauritz Knudsen / Siemens (with approval of the Bank)
Coaxial / Telephone cable	Finolex / Polycab / RR-Kabel / D-link / or equivalent, approved by the Bank.
48" / 1200mm BLDC Ceiling fans	Atomberg / Orient / Crompton / Havells / or equivalent, approved by the Bank.
16" / 400mm BLDC Wall Mounted fans	Atomberg / Orient / Crompton / Havells / Bajaj / or equivalent, approved by the Bank.
16" / 400mm Wall Mounted fans	Orient / Crompton / Havells / Bajaj / or equivalent, approved by the Bank.
6" / 8" / 10" / 12" Exhaust fan	Crompton / Orient / Luker / Almonard / or equivalent, approved by the Bank.
4' / 2' LED Fittings	Philip / Crompton / Luker / or equivalent, approved by the Bank.
Other LED Fittings and LED Bulbs.	Philip / Crompton / Luker / or equivalent, approved by the Bank.
Pumps and Motors	Kirloskar / Crompton / or equivalent, approved by the Bank.

**Note:**

- a) Apart from the above noted approved brands, any other equivalent brand may be used only with the approval of the Bank.
- b) The Contractor shall produce samples of 2-3 makes as the case may be for the Bank's approval, before using the same in the works.
- c) The materials approved by the Bank shall only be used in the work.

Place:

Signature and Seal of The Contractor

Date:



**भारतीय रिज़र्व बैंक**  
**RESERVE BANK OF INDIA**

[www.rbi.org.in](http://www.rbi.org.in)

**Electrical Works in Relation to the Renovation of Flats 15 and 21 at Officers' Quarters,  
Reserve Bank of India, Kochi**

**Unpriced Bill of Quantities**

Sl. No.	Description	Qty. Flat 15	Qty. Flat 21	Total Qty.	Unit	Rate (incl. GST)	Amount (incl. GST)
1	The wiring and provision of the following done as per relevant standards, technical specifications, scope of work, etc. mentioned in the tender document.						
1.1	Exhaust fan point / one light / ceiling fan point controlled by one 6A, modular type switch, but with wiring taken through existing concealed conduit in wall / ceiling, (wiring shall be done from DB to switch / switch board- 2x2.5 sq. mm. + 1x1.5 sq. mm. copper conductor PVC insulated FRLSH wire, and from switch to light / fan point- 3x1.5 sq. mm. copper conductor PVC insulated FRLSH wire) completed as per standards and as directed.	24	24	48	nos.		
1.2	Calling bell point, complete with approved make bell, modular type bell push switch, but with wiring taken through existing concealed conduit in wall / ceiling, completed as per standards and as directed.	1	1	2	nos.		
1.3	6A independent switch-socket point wired using 2x2.5 sq. mm. + 1x1.5 sq. mm. copper conductor PVC insulated	15	15	30	nos.		

	FRLSH wire with 1no. 6A modular type switch and 1no. 2/3 and pin socket, but with wiring taken through existing concealed conduit in wall / ceiling, completed as per standards and as directed.						
1.4	6A half point (switch-socket point) wired using 6A modular type switch and 1no. 2/3 and pin socket on existing switch board with modular plate, completed as per standards and as directed.	17	15	32	nos.		
1.5	16A independent switch-socket point wired using 2x2.5 sq. mm. + 1x1.5 sq. mm. copper conductor PVC insulated FRLSH wire with 1no. 16A modular type switch and 1no. 2/3 and pin socket, but with wiring taken through existing concealed conduit in wall / ceiling, completed as per standards and as directed.	4	4	8	nos.		
1.6	AC point wired using 2x4.0 sq. mm. + 1x2.5 sq. mm. copper conductor PVC insulated FRLSH wire with 6 pin, 16A modular type MCB / switch, socket etc., completed as per standards and as directed.	3	3	6	nos.		
1.7	Geyser Point wired using 2x2.5 sq. mm. + 1x1.5 sq. mm. copper conductor PVC insulated FRLSH wire with 6 pin, 16A modular type socket controlled by 16A indicator type switch separately housed in concealed manner completed as per standards and as directed.	2	2	4	nos.		
2	Supply and fixing of 2M step type electronic regulators (100W) for ceiling fans on the switch boards.	4	4	8	nos.		
3	Supply and providing TV cable point with coaxial TV cable	3	3	6	nos.		

	inside suitable size ISI mark rigid PVC conduit extended up to the flat's existing cable entry point as directed, with required accessories like bends, tees, junction boxes etc., in concealed manner. The rate shall include for providing modular type TV socket fixed on 2M / suitable size GI box concealed in wall, providing dummy plates, if required, new coaxial TV cable through the laid conduit (from inside room to flat's existing cable entry point as directed), ensuring termination the line at both end points.						
4	Supply and providing telephone point using 2 pair 0.5mm. telephone cable in suitable size ISI mark rigid PVC conduit extended up to the flat's existing cable entry point as directed, with required accessories like bends, tees, junction boxes etc., in concealed manner. The rate shall include for providing modular type telephone socket fixed on 2M / suitable size GI box concealed in wall, providing dummy plates, if required, new telephone cable through the laid conduit (from inside room to flat's existing cable entry point as directed), ensuring termination the line at both end points.	1	1	2	nos.		
5	Supply and providing looped / parallel telephone point using 2 pair 0.5mm. telephone cable in suitable size ISI mark rigid PVC conduit extended up to the desired location from one of the flat's existing telephone points, with required accessories like bends, tees, junction boxes etc., in concealed manner. The rate	2	2	4	nos.		

	shall include for providing modular type telephone socket fixed on 2M / suitable size GI box concealed in wall, providing dummy plates, if required, new telephone cable through the laid conduit, ensuring termination the line at both end points (parallel connection).						
6	Inverter point wiring including supply switch and socket (16A rated, inside suitable size module box and plate) installed nearby DB, wiring done using 4 sq. mm. runs for phase and neutral, and 2.5 sq. mm. runs for earth connection. The rate shall include for supply, installation, and connection of 1 no. of 20A SP MCB in the existing DB at the site for using as incomer for connection for the inverter point.	1	1	2	nos.		
7	Re- wiring / re-connection, testing and re-commissioning of existing 8-way, 3 phase (TPN) DB at site, including all existing outgoing MCBs, proper segregation and connection of new circuits to the MCBs, etc, completed using all required accessories, fittings, and spares as per relevant standards and as directed. The rates shall include the supply, installation, testing and commissioning of 1 no. of 4P, 40A, 30mA sensitivity, RCCB (incomer), and 1 no. of 4P, 40A, MCB (incomer) in the same DB.	1	1	2	nos.		
8	Supply installation testing and commission of following light fittings / ceiling fans / exhaust fans with all hardware materials required for installation						
8.1	4ft. LED Tube light fitting (20~24W)	5	5	10	nos.		

8.2	2ft. LED Mirror light fitting (~10W)	1	1	2	nos.		
8.3	LED Bulb (9W) in suitable angle batten holders	3	3	6	nos.		
8.4	LED Round Surface Fitting (10W~15W)	1	1	2	nos.		
8.5	LED Wall Bracket Light Fitting (10W~25W)	5	5	10	nos.		
8.6	BLDC Ceiling Fan (without remote, 1200mm)	4	4	8	nos.		
8.7	Modular type PVC Exhaust Fan with louvers (150mm)	3	3	6	nos.		
8.8	BLDC Wall Fan (400mm) (kitchen)	1	1	2	nos.		
9	Charges for removal of existing wiring / enclosure boxes / switch boxes / light fittings etc	-	-	1	lot		
	<b>Total (incl. of GST) (A)</b>						
10	Buy back of old wiring, conduits, old fittings, ceiling fans, LED / light fittings, exhaust fans, etc. including GST (B)	-	-	1	lot		
	<b>Net Amount (A) – (B)</b>						

Place:

Signature and Seal of The Contractor

Date: