



**Reserve Bank of India
Issue Department
Bengaluru**

Empanelment of Scrap Vendors

Reserve Bank of India, Bengaluru intends to prepare a panel of vendors for Sale of empty wooden boxes, steel strappings (Good and Rusted), Plastic Scrap, Dead wood Planks of Currency note packing boxes (Good and Damaged) from the RBI premises and repair of wooden boxes (service contract). The panel will be valid from April 01, 2021 to March 31, 2024.

Application form can be obtained from the General Manager, Issue Department, Reserve Bank of India, 10/3/8 Nrupthunga Road, Bengaluru, Karnataka-560001 from January 11, 2021, during office working hours from 10.00 A.M. to 5.00 P.M up to February 01, 2021, or may be downloaded from the RBI website (www.rbi.org.in under the menu "Tenders"). Last date for downloading of application form is February 01, 2021.

Duly completed application forms super-scribed "Application for empanelment of vendors for lifting of wooden, steel straps, plastic waste and repair of wooden boxes" may be submitted in sealed covers to the Regional Director, Reserve Bank of India, 10/3/8 Nrupthunga Road, Bengaluru, Karnataka-560001, not later than 5:00 PM on February 01, 2021.

Tenders will be opened on February 02, 2021, at 03:00 pm in the presence of the tenderers or their authorized representatives, who choose to be present. The Bank is not bound to accept the highest or any other tender and reserves the right to reject any or all applications/quotations without assigning any reason there for.

For any queries, please contact Records Section, Issue Department, Reserve Bank of India, at 080-22180108/ 22180111.

January 10, 2021

Regional Director
RBI, Bengaluru



RESERVE BANK OF INDIA
Issue Department
Bengaluru

Empanelment of Scrap Vendors

RESERVE BANK OF INDIA
Issue Department
10/3/8, Nruputhunga Road
Bengaluru-560001
INDIA

DISCLAIMER:

Reserve Bank of India (the Bank), Issue Department, Bengaluru has prepared this document to give background information on the contract/ empanelment to the interested parties. While the Bank has taken due care in the preparation of the information contained herein and believes it to be in order, neither the Bank 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 the Bank in submitting the 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/empanelment or to change the configuration of the contract/empanelment, to alter the time table reflected in this document or to change the process/ 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.

Empanelment of Scrap Vendors
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Section I

General Instructions

- 1) The tenderer must use only the forms issued by the Bank to fill in the rates. The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender will be considered invalid by the Bank at its discretion.
- 2) All information, correspondence/letters shall be addressed to 'The General Manager, Issue Department, Reserve Bank of India, Bengaluru'.
- 3) The panel shall remain valid for a period for three years from April 01, 2021 to March 31, 2024. The contract with H1 bidder (L1 in case of service contract) will be valid for 1-year i.e. till March 31, 2022 and will be renewed annually for further two years subject to satisfactory performance by the vendor.
- 4) The eligibility criteria for vendors is as mentioned in the application form.
- 5) It will be the contractor's responsibility to meet all contractual/legal/welfare, etc. requirements of the staff employed by them, casual or otherwise, and Bank's name should not be used for such measures.
- 6) The Bank will make no payment of any kind, towards any other expenditure incurred by the contractor at any point of time, during the contract period.
- 7) It is expressly stated that any worker/employee/partner/associate, etc. of the contractor coming and working within the Bank for the purposes of this contract or otherwise, shall not claim to be staff of Reserve Bank of India, nor misuse the security pass/identification issued to him/her for any unauthorized purpose within or outside RBI premises during/after the contract period. The Contractor shall educate their personnel/workers about this aspect and shall indemnify the Bank, in case any loss is caused to the Bank, because of violation of this clause.

8) The Contractor will be responsible for verification and identification of the workers/staff/vehicles, that may be utilized for this contract and obtain necessary security passes, etc. from the Bank, before entering/moving inside Bank's premises. This will include necessary verification/certification from police/transport authorities, etc. as required by the Bank during continuance of this contract. It will be his responsibility to maintain all such verification/certification in valid and current status. A copy of the police verification record/certificate of the workers utilized for this contract should be furnished to the Bank.

9) The Contractor shall abide by all labour laws, particularly the Contract Labour (Regulation and Abolition) Act, 1970, the Minimum Wages Act, 1948, the Payment of Wages Act, 1936, and Rules of various States in force in the concerned States. The Contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.

10) 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, by any employee or persons deployed by him for execution of the contract.

11) All disputes arising out of, or in any way connected with this agreement shall be deemed to have arisen in Bengaluru and only Courts in Bengaluru shall have jurisdiction to determine the same.

12) The Bank can terminate the contract after giving a notice of two months to the contractor. If the agency likes to terminate the contract, it should give the Bank a notice of two months. It is binding on the agency to continue the contracted activity during the two months' notice period, irrespective of the source of the notice of termination.

13) The payment amount will be given in advance by Cash/ NEFT by the contractor.

14) The contractor will pay the applicable TCS/GST on the total sales price.

- 15) This contracted work will be carried out at the time convenient to the Bank/ as specified by the Bank.
- 16) It will be binding on the empaneled contractors to offer their price bids whenever sought by the bank.
- 17) Separate price bid is sought for each of the items mentioned therein.
- 18) Earnest Money Deposit (EMD) as applicable to individual items (as mentioned below) by demand draft be submitted along with the tender form, in favour of Reserve Bank of India, Bengaluru, drawn on any scheduled bank, payable at Bengaluru. No interest shall be payable on the earnest money. EMD of the successful bidder will be retained as Security deposit and EMD of unsuccessful tenderers will be returned without interest. EMD of the successful bidder will be forfeited in case of failure to take delivery of articles once a week /to carry out the activity as advised by us from time to time.

Sr. No	Article	Amount of Earnest Money Deposit (in Rs.)
1	Sale of Empty wooden boxes	5000.00
2	Steel strappings	3000.00
3	Plastic scrap	1000.00
4	Wooden planks	5000.00
5	Repairs to wooden Boxes (Service Contract)	5000.00

Following conditions will apply on the contract:

- a) In case of default by the contractor in performing the activity as per the agreed terms the security deposit would be forfeited and notwithstanding that the period indicated above has not expired, the agreement to sell the articles to the defaulting parties shall be terminated by giving 15 days' notice in writing to the party, and Reserve Bank of India shall be entitled to sell the articles to such other parties as it may deem fit thereafter.

- b) The security deposit made with Reserve Bank shall not carry any interest and will be refunded on the successful completion of the period of contract.
- c) The Contractor shall not further assign the contract. He shall not sublet the contract or any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve notice in writing on the contractor rescinding the contract, whereupon the security deposit shall stand forfeited to the Bank, without prejudice to other remedies available to the Bank against the Contractor.
- d) The contractor shall have to submit a list of members of staff/helpers whom he would engage when the contract is finalised and should give their full names/complete addresses and recent passport size photographs and police clearance certificates.
- e) Consolidated rates should be quoted, which should be inclusive of all charges.

19) The contracts will be awarded to the successful bidders who have quoted the highest rates for all the items mentioned in Annexure, except item No 7 i.e repair of wooden boxes. Repairs to wooden boxes will be a service contract and will be awarded to the lowest bidder.

20) The names of enlisted contractors shall be removed from the approved list of contractors in the event of occurrence of any one or more situations on their part as detailed below:

- a) Fails to respond to the call notice inviting tenders /quotations consecutively on two occasions. In this regard, the office will be contacting the contractor at their addresses and/or telephone numbers mentioned in Section II.
- b) Fails to execute contracts awarded to the satisfaction of the Bank.
- c) Whose performance is not found satisfactory in the contract awarded.
- d) Persistently violates any important conditions of the contract like maintaining time schedule, and business dealing, etc.
- e) Failure to abide by the conditions of registration /empanelment or is found to have given false particulars at the time of registration /empanelment.

21) Special Conditions:**Special conditions for contract for Sale of Empty Wooden Boxes:**

- i. Empty wooden boxes available for sale are currency packing boxes received from press or banks.
- ii. All unused wooden boxes have to be taken within one day of getting the order/intimation from the Bank.
- iii. The Contractor shall pay the amount to the Bank in advance by Cash/ NEFT.
- iv. The Contractor should employ their own people to lift the wooden boxes from Cash Handling areas inside the bank and transport the same to outside the Bank's premises/storage yard at frequent intervals. Cost of transport will be borne by the contractor himself. No expenses will be borne by Reserve Bank in this regard.
- v. The Contractor will not store, temporarily or otherwise, the boxes collected, in RBI premises.

Special conditions for contract for Sale of Steel Strappings (Good and Rusted):

- i. Steel Strappings available for sale are strappings from the banknote packing boxes received from press or banks.
- ii. All steel strappings must be taken within one day of getting the order/intimation from the Bank.
- iii. The Contractor should employ their own people to lift the steel strappings from Cash Handling areas inside the bank and transport the same to outside the Bank's premises/storage yard at frequent intervals. Cost of transport will be borne by the contractor. No expenses will be borne by Reserve bank in this regard.
- iv. The Contractor will not store, temporarily or otherwise, the strappings collected, in RBI premises.
- v. The contractor will ensure that the premises will be kept clean after lifting of the steel strappings without dumping unwanted items.

Special conditions for contract for Sale of Dead Wood Planks of Bank Note**Packing Boxes (Good and Damaged):**

- i. Wooden planks available for sale are wooden planks broken from the banknote packing boxes received from press or banks.
- ii. All wooden planks must be taken within one day of getting the order/intimation from the Bank.
- vi. The Contractor should employ their own people to transport the same from Cash Handling area inside the Bank to outside the Bank's premises/storage yard at frequent intervals. Cost of transport will be borne by the contractor. No expenses will be borne by Reserve bank in this regard.
- iii. The Contractor will not store, temporarily or otherwise, the planks collected, in RBI premises.

Special conditions for contract for Sale of Plastic Scrap:

- i. Plastic scrap available for sale are plastic bags/ straps and other plastic scrap from the banknote and coins packing received from press/mint or banks.
- ii. All plastic scrap must be taken within one day of getting the order/intimation from the Bank.
- iii. The Contractor should employ their own people to lift the plastic scrap from Cash Handling areas and transport the same to outside the Bank's premises/storage yard at frequent intervals. Cost of transport will be borne by the contractor. No expenses will be borne by Reserve bank in this regard.
- iv. The Contractor will not store, temporarily or otherwise, the plastic scrap collected, in RBI premises.

Special conditions for repair of wooden boxes:

- i. The Contract is a service contract for doing repairs to currency note packing boxes for reuse by the banks.
- ii. The contractor/ his representative will be available in the Bank's premises daily to ensure continuous supply of boxes to the banks.

- iii. The contractor should employ his own representatives to lift the wooden boxes and other packaging item from the Cash Handling areas inside the Bank to the storage yard. The repairs to the wooden boxes must be done only (outside the cash handling area) in the storage yard. Usable wooden boxes after repairing must be arranged neatly in the storage yard.
- iv. The wooden boxes, which can't be reused, may be converted into planks and arranged neatly in the storage yard.

22) The disposal of scrap items listed in [Annex-I](#) should be integrated and coordinated in such a way to ensure smooth functioning of the system and that there is no accumulation of these articles at RBI premises.

23) The Contractor's representative will keep the storage yard in a neat and tidy condition and the articles will be transported without making the premises untidy.

24) The materials required for taking out the scrap like bags, rope etc., will be supplied by the contractor to their representatives undertaking the job. The Bank will not supply any material for this purpose.

Guidelines for filling up the Offline Quotation form:

25) The quotation form is to be filled in English/Hindi and all entries must be made in hand and written in ink along with the covering letter.

26) Rates should be quoted both in words and figures in columns specified. Alterations made while filling the quotations must be attested by initials of the tenderer. Overwriting the figures is not permitted; failure to comply with either of these conditions will render the quotation void at the Bank's option. No request for change in rate or conditions after the opening of the quotation will be entertained.

27) Each of the quotations should be signed by the persons submitting the quotation in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions, etc., as laid down. Quotations not so signed will be rejected.

Section II

Applicant's details (Mandatory Information)

Sl. No.	Description	Information	
1	Name of the Applicant/Firm		
2	Constitution of firm (Individual/Sole Prop./Partnership, etc.)		
3	Nationality		
4	Address (enclose copy of proof)	Regd. Office	
		Head office	
5	Telephone numbers	Landline no.	
		Mobile no.	
		Fax no.	
		email	
6	Other details (enclose copies)	PAN	
		GSTIN	
		Trade License no.	
		TAN, if any	
7	Bank account details (enclose bank statement/copy of pass book)	Account no.	
		IFSC	
		Type of A/c	
		Bank Name	
		Branch Address	
8	Is any person working with the applicant a near relative of any official of Reserve Bank of India? If yes, give details.		
9	Any litigation/civil suits against the firm		

Signature of the applicant with stamp

1	Previous work experience, if any	If Yes, Please provide details of institutions with which similar contractual obligations have been entered into. <i>(Attach separate sheet giving details of such institution (s), address, contract no., period of work, certificate from the institution will be preferred)</i>
2	Undertaking	I/we hereby declare that I/we have read and understood the general instructions and special conditions for applicant. I/we certify that the information furnished is true to the best of my/our knowledge. I/we also understand that if any of the information is found to be false at any stage, I/we are liable to be deregistered with the panel of approved contractors/blacklisted for doing any business with the Bank subject to any monetary penalties deemed fit and appropriate by the Bank.

Documents to be enclosed:

- a. Self-attested photocopy of Address proof (Voter ID/Electricity Bill/Landline telephone bill/ Aadhar Card/ Driving License, etc.)
- b. Self-attested photocopy of PAN (mandatory) and TAN (if applicable).
- c. Self-attested photocopy of GST registration (if applicable).
- d. Self-attested photocopy of trade license (if applicable).
- e. Bank statement/ Self-attested photocopy of front page of pass book.

Signature of the applicant with stamp

Section -III Quotation Form

Empanelment application for removal of Unserviceable articles from Bank's premises

Last date of submission: February 01, 2021 before 5.00 p.m.

Application in duplicate to be addressed to:

General Manager

Reserve Bank of India

Issue Department

10/3/8, Nrupathunga Road,

Bangalore-560 001

In response to your call for quotation dated January 10, 2021, I/We submit that I/We have read and understood the instructions and the terms & conditions in this regard.

I/We do hereby submit our quotation as follows:

Sr No	Name of the unserviceable article	Quantity	Rate
1)	Empty wooden boxes	Per box	
2)	Repairs to damaged wooden boxes*	Per box	
3)	Steel strapping (good)	Per kg	
4)	Steel strapping (Rusted)	Per kg	
5)	Dead wood planks of bank note packing boxes (good quality)	Per kg	
6)	Dead wood planks of bank note packing boxes (damaged quality)	Per kg	
7)	Plastic scrap	Per kg	

*A service contract will be awarded for repairs to wooden boxes to the lowest bidder.

I/We agree to all the terms and conditions of the quotation.

Signature.....

Telephone No.....

Mobile telephone No.....

Name... ..

E-mail

Address.....

Place:

Date:

Seal of the applicant

Annexure I**List of Scrap Items:**

Sr. No	Scrap Items.
1	Empty wooden boxes
2	Steel Strappings (Good)
3	Steel Strappings (Rusted)
4	Dead wood planks of bank note packing boxes (good quality)
5	Dead wood planks of bank note packing boxes (damaged quality)
6	Plastic Scrap
7	Repairs of Wooden boxes*

*A service contract will be awarded for repairs to wooden boxes to the lowest bidder