



Selection of Vendors for Scientific Preservation of Paper Records at the RBI Archives, College of Agricultural Banking Reserve Bank of India University Road, Pune – 411016

College of Agricultural Banking, Reserve Bank of India Archives, Pune invites e-Tender for selection of vendors for Scientific Preservation of Paper Records at the RBI Archives, College of Agricultural Banking, Pune. The tendering would be done through the e-Tendering portal of MSTC Ltd (<http://mstcecommerce.com/eprochome/rbi>). All the eligible firms / contractors must register themselves with MSTC Ltd through the above-mentioned website to participate in the tendering process. The Schedule of e-Tender is as follows:

a. e-Tender Name	Scientific Preservation of Paper Records at the RBI Archives, College of Agricultural Banking, Pune.
b. e-Tender no	RBI/CAB Pune//26/21-22/ET/26
c. Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
d. Date of NIT available to parties to download	July 12, 2021 after 02.00PM
e. Earnest Money Deposit	Rs 15,000 (Rs. Fifteen thousand only) through NEFT - details as below along with the Part I / Technical – Commercial Bid. IFSC Code – RBIS0PUPA01 A/c number – 86140389
f. Last date of submission of EMD	August 2, 2021 up to 02.00 PM
g. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	July 12, 2021 after 02.00 PM
h. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	August 2, 2021 up to 14.00 Hrs
i. Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Date & Time of opening of Part- II (i.e. Price Bid)	August 2, 2021 at 15.00 Hrs. Date and time of opening of price bid will be informed separately to all the eligible bidders later.
j. Transaction Fee	Rs.1,180/- to be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

Please note that there is no tender fees to download the tender document from Portal.

Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their candidature.

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

Principal
College of Agricultural Banking, Pune



**COLLEGE OF AGRICULTURAL BANKING
RESERVE BANK OF INDIA ARCHIVES
RESERVE BANK OF INDIA, UNIVERSITY ROAD, PUNE- 411 016**

Notice inviting e-Tender

Selection of Vendors for Scientific Preservation of Paper Records at the RBI Archives, College of Agricultural Banking Reserve Bank of India University Road, Pune – 411016

1. Online Tenders by **E-Tendering** process are invited for the above mentioned work at RBI Archives, College of Agricultural Banking, Reserve Bank of India (the Bank) Pune. The work is estimated to cost **₹ 7.5 lakhs per annum**.
2. All the Pre-Qualification papers should be uploaded on MSTC site. Same will be downloaded after bid opening date for examination by the Bank.
3. Online tenders will be available for view /download to all bidders from **01:00 PM of 12.07.2021**. The Successful Bidders who do not comply with the pre-qualification criteria will not be considered for opening of their tender Part-II.
4. Tender forms can be downloaded from the website www.mstcecommerce.com w.e.f. 12.07.2021 from 01:00 PM. The duly filled in tender documents shall be uploaded on MSTC site till **02.00 PM on 02.08.2021**.
5. **Part -I** of the tender will be opened on-line at **03:00 PM on 02.08.2021** in the presence of the authorized representative of the tenderers who choose to be present. **Part-II (Price bid)** of the eligible tenderer shall be opened on a subsequent date which will be intimated to the tenderers in advance.
6. The bidders / tenderers have to submit / upload relevant documents.
7. After examination of the Part I and related documents, if any of the tenderer is not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing and their financial bid will not be opened. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.
8. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.

Place: Pune
Date: July 12, 2021

Principal
College of Agricultural Banking

SCHEDULE OF TENDER (SOT)

a. e-Tender no.	RBI/CAB Pune//26.21-22/ET/26
b. Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through (www.mstcecommerce.com/eprochome/rbi)
c. Date of NIT available to parties to download	12.7.2021from 01:00 PM.
d. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	12.07.2021at 02:00 PM.
e. Last date of submitting e-tender for Techno-Commercial Bid & Price Bid	02.08.2021at 2:00 PM
f. Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately	02.08.2021 at 03:00 PM
Transaction Fee	As applicable (inclusive of GST @18%) Payment of transaction fees through MSTC payment gateway/ NEFT/RTGS in favor of MSTC Ltd. Or as advised by M/s. MSTC Ltd.
Estimated cost of work	Rs. 7,50,000/- per annum.

Important instructions for E-procurement

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

1	<p>Process of E-tender :</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govtdepts → Select RBI Logo- >Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e- tender).</p> <p>Contact person (RBI): Dr. Sarvesh Singh, Chemist :7757041874, 020 25582352(o) rbiarchives@rbi.org.in</p> <p><i>Contact person (MSTC Ltd):</i></p> <ol style="list-style-type: none">1. Shri Sushil Nale, Asst. Manager – sushil@mstcindia.co.in Mobile- 099877584302. Ms Archana, Asst. Manager- archana@mstcindia.co.in Mobile- 099906736983. Ms. Rupali Pandey, Executive- rpandey@mstcindia.co.in Ph- 022 228862684. Shri Tejas V, Executive tejasv@mstcindia.co.in Ph-022 22822789 Google hangout ID- (for text chat)- mstceproc@gmail.com5. Technical support staff – 022-22870471 <p>B) System Requirement:</p> <ol style="list-style-type: none">i) Windows 7 or above Operating Systemii) IE-7 and above Internet browser.
---	--

	<p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <p>□ Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. □ Other Settings:</p> <p>Tools => Internet Options => General => Click On Settings under “browsing history/Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial formats without any ambiguity.</p>
4	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><u>NOTE</u></p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required</p>

	to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	E-tender cannot be accessed after the due date and time mentioned in NIT.
7	<p>Bidding in e-tender :</p> <p>a) Vendor(s) need to submit necessary EMD, and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govtdepts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common Terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to Save/submit his Technical bid.</p> <p>e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or</p>

	<p>extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome/rbi to familiarize them with the system before bidding.



**College of Agricultural Banking
Reserve Bank of India Archives
Reserve Bank of India,
University Road, Pune – 411 016**

**Selection of Vendors for Scientific Preservation of Paper Records at the RBI
Archives, College of Agricultural Banking Reserve Bank of India, University
Road, Pune - 411016**

Name of the Agency

Address:

Landline and Mobile Number

Last date for submission of tender : August 2, 2021 up to 14:00 hrs

Disclaimer

The College of Agricultural Banking (CAB), Reserve Bank of India Archives, Reserve Bank of India, Pune (the Bank) has prepared this tender document. The information is provided to prospective Bidders to enable them to bid for scientific preservation of paper records in the Reserve Bank of India Archives, College of Agricultural Banking (CAB), Reserve Bank of India (RBI), Pune from the date specified in the contract as per the terms and conditions set out in this tender and any other terms and conditions related to such information.

This tender is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this tender is to share requirements of the Bank with all interested parties in order to enable them to submit their Bid. **While the Bank has taken due care in the preparation of the information contained herein, the Bank does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information given in the tender. The Bank is not responsible if no due diligence is performed by the Respondents.** The Bank reserves the right not to proceed with this tender, 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 tender further with any respondent. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.

In case of any discrepancy / difference in interpretation in the tenders issued in English and Hindi, the particulars specified in the Tender issued in English will prevail.

IMPORATANT DATES

Sr. No.	Description	Date	Time
1.	Start date of issue of tender document	July 12, 2021	13:00 hrs.
2.	Date of Uploading the tender document in RBI website	July 12, 2021	14:00 hrs.
3.	Last date for submission of tender	August 2, 2021	14:00 hrs.
4.	Date of opening Part – I - Technical Bid.	August 2, 2021	15.00 hrs.
5.	Date of opening of Part –II- Commercial Bid.	To be intimated separately to the eligible bidders after evaluation of Part – I - Technical Bid.	

Contact Person for any queries :

Dr. Sarvesh Singh
Chemist
Reserve Bank of India Archives
College of Agricultural Banking
Reserve Bank of India
University Road
Pune-411 016
PH : 020 25582352
Mobile : 7757041874
Email : rbiarchives@rbi.org.in

FORM OF APPLIATION

**Principal
College of Agricultural Banking
Reserve Bank of India
University Road
Pune- 411016**

Dear Sir / Madam,

Selection of vendors for Scientific Preservation of Paper Records in the Reserve Bank of India Archives, CAB, RBI, University Road Pune - 411016.

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and also having acquired the requisite information relating thereto as affecting the contract, I/We hereby offer to take up the work for Scientific Preservation of Paper Records at the Reserve Bank of India Archives, College of Agricultural Banking, Reserve Bank of India, University Road, Pune-411016, at the rates mentioned in the attached schedule and in accordance with the terms and conditions of contract attached here to.

2. Should this contract be accepted, I/We hereby agree to fulfill the terms and conditions of the contract and work as per the rate accepted by the Bank.

Name and Signature of the Bidder /
Authorized Representative

Landline/Mobile No:

Date:

Place:

Part – I

1. Scope of Work

The Bank invites sealed tenders in two bid formats for scientific preservation of paper records available at the RBI Archives, Pune from vendors having experience of paper / document preservation in reputed Archives or Library or other similar institutions. The scope of work includes:-

- i) Putting page number and accession number on each page of the document and files to be repaired.
- ii) Digital Photography of brittle and fragile, cello and brown tapes and Paper patched documents
- iii) Cleaning, flattening, resizing and punching of documents; removal of metal pins or clips; pasting or mending of documents with small size handmade or tissue paper.
- iv) Scientific preservation & repair of files / records which will include full pasting of individual documents / sheets or pages in files / registers depending upon their brittleness, with acid free handmade paper / tissue paper or equivalent.
- v) De-acidification of paper records, when required with aqueous and non-aqueous process.
- vi) Application of ink fixer on documents where ever applicable.
- vii) Preparation of chemical solution for ink-fixing, de-acidification, stain removal & cmc paste;
- viii) Removal of cello or brown tapes, paper patches and stains.
- ix) Stitching / tagging of documents in new acid free handmade docket covers or cotton lace files.
- x) To compress the repaired file into the Dab Machine.
- xi) Writing of complete nomenclature on the repaired files or docket covers.

2. General Terms and Conditions

2.1 The bidders are advised to study the tender document carefully. The bidder may, if desired, visit the RBI Archives to understand the nature of work expected before submission of tender. Submission of the tender shall be deemed to have been done after careful study and examination of all instructions, terms & conditions given in the tender document. The files / registers etc. to be repaired are available for viewing during 10:00 hrs. to 16:00 hrs. in the Bank (RBI Archives, Pune) on all working days before the last date of submission of tender.

2.2 Decision of the Bank in respect of evaluation of tender and /or award of work will be final and binding.

2.3 The Bank will provide handmade paper, tissue paper, treated adhesive (CMC paste), and required chemical (ink fixer) etc. for the preservation work.

2.4 All records should be required to be repaired within the premises of RBI Archives. **The bidders who are unable to perform the job in Bank's (RBIA) premises need not apply. No books / papers / documents can be taken out of the Bank (RBIA).**

2.5 The decision whether a repairing is major / minor vests with the Bank.

2.6 The successful bidder will have to deploy experienced supervisor. He / she can be technical expert for carrying out the repairing and conservation work by himself / herself or executing the given work by guiding the personnel deployed by the bidder.

2.7 Rate of minor repair or major repair may be quoted separately on per page / per file basis.

- 2.8 The employees of the successful bidder deployed in RBI Archives have to follow security rules and regulations while working in the Bank's premises.
- 2.9 The job work has to be done at the designated location at the RBI Archives premises between 09:45 hrs. to 17:15 hrs. on all working days (Monday to Friday).
- 2.10 The job work will be given in lots. The next lot will be given on satisfactory completion of the previous lot. Non-adherence of time schedule as prescribed by RBI Archives from time to time and non-fulfillment of the terms and conditions may lead to cancellation of the contract.
- 2.11 Weightage will be given for the rates quoted in **Part - II** as indicated against various items in the list. The marks for commercial bid will be decided based on rates quoted multiplied by the weightage allocated for each item.
- 2.12 The Bank will have the complete discretion and right to allocate the work to more than one vendor at the lowest quoted rate under the following circumstances:
- a) The cancellation of work order of the lowest bidder as per the condition specified above and / or.
 - b) In case the lowest bidder is unable to handle the volume of work then part of the work may be assigned to another vendor at the lowest quoted rate.
- 2.13 The bidder shall bear all costs associated with the preparation and submission of the tender.
- 2.14 The bidder shall not be permitted to subcontract any part of its obligations under the contract.

2.15 The contract shall remain valid up to one year from the date of commencement of work subject to periodical review of performance.

2.16 The Bank reserves the right to accept or reject any tender without assigning any reason thereof and is not bound to accept the lowest tender or any tender.

2.17 The Bank may assign other preservation related work like binding work, if any, to the successful bidder based on the mutually agreed rate.

3. Eligibility / Pre-qualification Criteria

The bidder should satisfy the following conditions and should enclose the required documents in support of their eligibility while submitting the bid. In the event of their failure to do so the Bank reserves the right to reject their tender.

3.1 Experience: The bidder should have minimum 3 years' experience for having provided similar services at establishments like Government or Private Archives, Reputed Libraries, Academic / Research Institutions etc. Applicant should furnish documentary evidences like client list(s) showing the details of work carried out by them during the last three years. The list shall include details such as name of the client, value of work executed, date of commencement and completion of work, reasons for delay, if any etc. Copy of work order received during the last three years ending in March 2021 and its completion certificate along with copy of TDS certificate issued by the customers should be attached in Part - I of the tender. The Bank may, at its discretion, verify from the clients about services rendered by the bidder.

3.2 Turnover: Minimum average turnover of Rs. 3 lakhs (three lakhs) per annum for the last 03 financial years ending March 31, 2021.

3.3 Registration: The bidders must have GST Registration and PAN etc. Copies of relevant documents by the respective authority should be attached in Part-I of the tender.

4. Submission of Tender

4.1 Tender forms can be downloaded from the website www.mstcecommerce.com w.e.f.12.07.2021 from 01:00 PM. The duly filled in tender documents shall be uploaded on MSTC site till **02.00 PM on August 02, 2021**.

4.2 The Part - I of the bid will be opened on August 2, 2021 at 15.00 hrs at the College of Agricultural Banking, RBI, Pune in the presence of the willing or available representative of the bidders. During scrutiny of documents submitted in Part - I, if any of the applicant is found not to meet the required pre-qualification/ criteria or to have submitted false / incorrect information, his / her application will be liable for rejection.

4.3 After scrutiny of the Part - I - Technical Bid, the Part - II - Commercial Bid of the eligible bidders (who fulfill the specified pre-qualification criteria) will be opened in the presence of the willing or available representative of the eligible bidders. The date of opening of the Part-II - Commercial Bid shall be intimated separately to the eligible bidders by e-mail.

4.4 For work carried out for Government / Public Sector companies, the client certificate should be signed by a Senior Officer of the Government / Public Sector undertaking. For work carried out for private companies, copy of TDS has to be submitted along with the client certificate in support of the contract amount. The Bank reserves the right to independently verify the client's/ Banker's reports.

5. Earnest Money Deposit (EMD)

- i) All bidders will have to deposit an EMD amounting to Rs.15,000/- (Rupees fifteen thousand only) to be remitted through **NEFT** (Details given as per

[Annex-V](#)). The details of transaction should be enclosed along with the Tender Document. Failure to comply with this condition will render the tender void.

- ii) EMD of the successful bidder will be retained by the Bank as Security Deposit till the successful bidder furnishes a Performance Bank Guarantee. EMD will be forfeited if the successful bidder fails to execute the required agreement for the tendered work. EMD of the bidder whose bid are not accepted will be refunded once the contract has been awarded. The EMD amount will not bear any interest.

6. Penalty

If there is a case of negligence on the job work causing deliberate damage to the documents etc. by the staff deployed by the successful bidder, a fine of Rs.500/- per occasion will be deducted from the bill payable by the Bank for the month and the Bank will have right to cancel the contract immediately.

7. Payment Terms

- a. No advance payment will be made for the work undertaken by the bidder. The bill needs to be submitted on monthly basis.
- b. Bill should be submitted after completion of the work on monthly basis. The work should be completed satisfactorily in all respect.
- c. Payment will be credited to the bidder's Bank account after necessary scrutiny of work done subject to fulfillment of the terms and conditions of the tender. There will be no cash payment.
- d. All applicable taxes will be deducted, as per Government rules and regulations from the payment due to the bidder.
- e. The successful bidder will have to provide his account details such as name, account number, bank name, address, IFSC code for settlement of bill.

8. **Alterations in the Bid Application**

Rates should be quoted in figures and words in the columns specified for the purpose in Part - II. Erasures and alterations in the tender document must be authenticated under full signatures of the bidders. No erasures, alterations, overwriting in Commercial Bid (quotation) will be accepted and it will make the bid liable for rejection. Failure to comply with any of these conditions will render the bid void at the Bank's option. No request whatsoever, especially about change in rate specifications after opening of commercial bids will be entertained.

9. **Validity of the Tender**

The Tenders shall remain valid for acceptance by the Bank for a period of 90 days from the date of opening of the tender. The bidders shall not cancel or withdraw the application during this period. Validity of the tender for the successful bidder shall be for one year from commencement of work.

10. **Charges to include statutory levies**

The quoted service charge shall be inclusive of labour charges, material costs and service charges as well as any other taxes/duties/levies whether existing or future, levied by the Central or State Government or Local Authority, as applicable, for which no separate claim shall be made. **Goods and Services Tax will be payable separately.**

11. **Agreement for Contract**

On receipt of intimation regarding acceptance of the tender, the successful bidder shall have to execute an agreement (to be written in Hindi and English) with the Bank to undertake the job of Scientific Preservation of Paper records based on the Terms and Conditions given in this tender.

12. Evaluation of Bids

For various types of works covered in the tender, weights have been assigned based on their normal volume in the past. Accordingly, work which is higher in volume and value terms have been assigned higher weights. For evaluation of bids, amounts quoted for various types of works will be multiplied by concerned weights and the resultant amounts added together to arrive at the amount of the bid for the purpose of comparison

13. Stamp Duty

The successful bidder shall bear the cost of stamp duty for execution of the agreement pursuant to award of the contract. The agreement shall be executed in duplicate and the Bank shall retain the original agreement and the bidder shall retain its duplicate copy.

14. Police Verification Report

The bidder shall obtain Police Verification Report on character and antecedents of its personnel and other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in Bank's Premises.

15. Renewal of the Contract

The work of scientific preservation of records shall be awarded to the successful bidder from the date of award till March 31, 2022. The contract may be renewed thereafter for a further period of two years, one year at a time up to March 31, 2024, based on the satisfactory performance of the vendor and on same terms and conditions of this tender subject to changes and revisions in statutory requirements.

16. Insurance

The successful bidder shall take “all risk policy” for the contract value and workmen compensation policy for the workers engaged in the work. The successful bidder shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability in firms all risk policy shall be minimum Rs. 2 lakh per person for any one accident or occurrence and 5.00 lakh in respect of damage to property for any one accident or occurrence.

Note: These policies shall be valid during the period the successful bidder provides the services mentioned in the contract to the Bank. If the bidder does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the bidder.

17. Termination for Insolvency

The Bank may at any time terminate the Contract by giving written notice to the bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which the Bank is or will be entitled to take or seek.

18. Amendments to the Tender Document

At any time prior to the deadline for the submission of Bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective bidder, modify the tender by an amendment. The said amendment in the form of the addendum / corrigendum will be displayed on Bank’s website (www.mstcecommerce.com) along with the original tender.

19. **Non-Disclosure**

The successful bidder 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 successful bidder during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The bidder shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The bidder 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 successful bidder shall indemnify the Bank for any loss suffered by it 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 successful bidder and the Bank shall be entitled to claim damages and pursue legal remedies. The successful bidder 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 successful bidder's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

20. **Force Majeure**

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, war, flood, earthquake, strikes, lockouts, fire, epidemics, riots, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party effected thereby shall give notice in writing to the other party. Such notices are to be given within 15 days of occurrence / cessation of the event concerned. If the force majeure conditions

continue beyond 30 days the parties shall mutually decide about the future course of action.

21. Abiding by the Provisions of Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.

- i) The successful bidder shall be solely responsible for full compliance with the provisions of the '**Sexual Harassment for Women at Work Place (Prevention, Prohibition & 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 successful bidder and the successful bidder shall ensure appropriate action under the said Act in respect of the complaint.
- ii) Any complaint of sexual harassment from any aggrieved employee of the successful bidder against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- iii) The successful bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the successful bidder, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the successful bidder is proved.
- iv) The successful bidder shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues. The successful Bidder shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

Date :

**Name and Signature of the Bidder /
Authorised Representative**

Place:

Annex-I**List of Documents to be attached by the Vendor in Part -I**

Bidders are requested to enclose the following documents in the order as given below for examining their qualification/suitability. Opening of their Part-II Commercial Bid will be subject to satisfying the prescribed eligibility criteria.

Sr. No.	Document	Submitted (√)	Not Submitted (√)
1.	Composition of firm in detail (whether a Sole Proprietorship, Partnership firm or a company) should be submitted along with name(s) and address (es) of the Partners/Memorandum and Articles of Association/Power of Attorney/Board Resolution with documentary proof. (Basic information about the vendor as per Form given at Annex-II)		
2.	Declaration of Experience (Format as per Annex III)		
3.	Work experience / client certificate (copies of work orders and testimonials of satisfactory service from clients for executing similar works for Establishments like Govt. Offices, Institutions of repute, hotels etc. Minimum Experience of 03 years in executing similar works. (Format as per Annex IV)		
4.	Clients list showing details of work carried out during last three years.		
5.	Minimum average turnover of Rs.3/- lakh per annum for the last 03 years ending March 31, 2021. Documentary proof (Balance Sheet, P and L Account, IT Returns).		

6.	GST Registration No. and Certificate.		
7.	PAN Copy		
8.	Work completion certificate as applicable		
9.	Other relevant certificates (if submitted) please mention the name of the certificate		

Name & Signature of the Bidder / Authorized Representative
(With seal)

Date:

Place:

**College of Agricultural Banking****Reserve Bank of India, Pune**

(Format of Application)

**TENDER FOR SELECTION OF VENDORS FOR SCIENTIFIC PRESERVATION OF
PAPER RECORDS**

Basic Information about the Bidder	
Trade	Estimated cost per year
Scientific Preservation of Paper Records	Rs.7.5 lakh per annum. (The amount may increase or decrease at the sole discretion of the Bank).

1	Name of the Organization / Applicant	
2	Address of the Organization / Applicant	
3	Type of organization (whether Proprietorship, Partnership / Pvt. Ltd. / Ltd. or Body Corporate. Copies Partnership Deed / Articles / Memorandum of Association as the case may be to be attached.	
4	Name(s) of Proprietor / Partners / Directors in the Organization	i) ii) iii)

5	<p>Details of Registration (Firm, Company etc.): Registering Authority, Date, Number etc.</p> <p>Please, enclose copy of the related Certificate(s) / GST Registration certificate/ PAN /other licenses or certificates.</p>	
6	<p>Experience in the respective field of work Please enclose supporting documents.</p>	Years
7	<p>Year Wise Turnover of the organization for last 3 years. (Please enclose audited financial statements)</p>	<p>2018-19</p> <p>2019-20</p> <p>2020-21</p>
8	<p>a) Registered office address, Telephone/Cell phone No & Email id</p> <p>b) Office address through which the work will be handled</p> <p>c) Details of the Contact Person (All fields are Mandatory)</p> <p>1. Name</p> <p>2. Designation</p> <p>3. Cell phone / Landline</p> <p>4. E-mail</p>	<p>Tel No:</p> <p>Cell phone No:</p> <p>E-mail ID:</p>
9	<p>Whether working with any Government / Semi-Government Organizations / Undertakings as approved contractors and if so, furnish details.</p>	
10	<p>Indicate if involved in any litigation, or any</p>	

	civil suits pending in any of the works executed during last 5 years / being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
11	Declaration by the Bidder that he / she or his / her agency has not been blacklisted by any Government / Undertaking / Agency in India or abroad.	
12	Number of supplementary sheets attached for Part-I	

Name & Signature of the Bidder / Authorized Representative
(With seal)

Date :

Place:

Declaration of Experience

**Previous Work Experiences of the Bidder during the last three years to
be submitted along with supporting Documents / Certificates.**

The details of previous work experience and work experience at any office of the Reserve Bank of India may be separately provided in the following format. In case the work was terminated before completion of job, reason may be given. Use separate sheet if required.

Sr No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone No. of the client (Govt./Semi Govt./Pvt. Body)	Contract Amount	Completion Period	
					Stipulated	Actual
(1)	(2)	(3)	(4)	(5)	(7)	(8)

Name & Signature of the Bidder / Authorised Representative

Date:

Place:

Seal

Annex – IV

**Client's Certificate Regarding Performance of the Bidder
(on Client's Letterhead)**

Principal
College of Agricultural Banking
Reserve Bank of India
University Road
Pune- 411016

Dear Sir / Madam,

Client's Certificate Regarding Performance of -----

All columns should be filled in properly. Please tick one of the multiple options given at Sl. No. 11 (i) and Sl. No. 13 of this form.

1.	Name of work with brief particulars	
2.	Agreement No.& date	
3.	Agreement amount	
4.	Date of commencement of work	
5.	Stipulated date of completion	
6.	Actual date of completion	
7.	Details of penalty / liquidated damages levied for delay (indicate amount) if any	
8.	Gross amount of the work completed and paid **	
9.	Name & address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer/overseer during execution of work?	
11.	i) Quality of work (indicate grading)	Outstanding / Very Good / Good / Satisfactory / Poor
	ii) Amount of work paid on reduced rates, if any	
12.	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount of claim	

	iii) Total amount awarded	
13.	Comments on the capabilities of the contractor	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial Soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) Mobilization of adequate T & P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of Manpower	Outstanding / Very Good / Good / Satisfactory / Poor

Date:

Name & Signature of the Reporting Officer*
(with seal)

Place:

***Officer of the rank of Senior Officer or equivalent.**

**** Supported by adequate proof of payments received by the contractor for the work done by them.**

Client's report issued by Pvt. Organization shall also accompany TDS Certificates.

(Reports is to be sent on client's official letter head by the Client or submitted by the applicant to CAB, RBI, in sealed cover and to be addressed to the empanelment authority).

Annex – V

Details of the Bank Account for effecting E-payments for EMD

Name of the Institution: College of Agricultural Banking, Reserve Bank of India, Pune.

Address (in full): College of Agricultural Banking, Reserve Bank of India, University Road, Shivajinagar,
Pune – 411 016.

1.	Name of the Account Holder (as appearing in the Bank Account)	College of Agricultural Banking, Reserve Bank of India, Pune
2.	Account Number	8614038
3.	Type of Account (Savings, Current etc.)	Current
4.	PAN Number	AAIFR5286M
5.	NEFT / IFS Code	RBIS0PUPA01 (0 in the code represents ZERO)
6.	GST Number	27AAIFR5286M1ZG

PART- II - Commercial Bid

Tender for Selection of Vendors for Scientific Preservation of Paper Records at the RBI Archives, College of Agricultural Banking, RBI, University Road, Pune - 411 016.

I, authorized representative of the Company / Proprietor hereby quote the rates inclusive of all incidental expenses and taxes for the following job at the College of Agricultural Banking, RBI Archives, Reserve Bank of India, University Road, Pune.

Item wise Rates for Job Work

Sr. No.	Description of the Work	Weightage	Rate
1.	Putting page number and accession number on each document in a file. (Rate per Sheet)	10%	Rs: (Rate per sheet) In words:
2.	Digital Photography: Brittle and fragile, Cello and Brown Tapes and Paper patched documents (Rate per Sheet)	10%	Rs: (Rate per sheet) In words:
3.	Minor Repair of documents: The work will include: Cleaning, flattening, resizing and punching of documents; removal of metal pins or clips; pasting or mending of documents with small size handmade or tissue paper. (Rate per sheet)	10%	Rs: (Rate per sheet) In words:
4.	Major Repair: Scientific restoration of documents. The work will include de-acidification of documents; ink fixing; preparation of chemical solution for ink-fixing, de-	20%	Rs: (Rate per sheet) In words:

	acidification & cmc paste; removal of cello or brown tapes, paper patches and stains. (Rate per sheet).		
5.	Full pasting and tissue repair of documents (Paper size up to Legal / Full Scape) (Rate per sheet).	20%	Rs. (Rate per sheet) In words:
6.	Full pasting and tissue repair of documents (Paper size A3 and more) (Rate per sheet).	20%	Rs. (Rate per sheet) In words:
7.	Changing of docket cover: Cost of changing docket cover of each file with contents and nomenclature writing (copying file details) on the docket cover. (Rate per file)	10%	Rate per file Rs: In words:

I/We undertake to abide by the Terms and Conditions as laid down in the Tender document of the College of Agricultural Banking, Reserve Bank of India, Pune and follow the instructions given by the authorized officer nominated by the Principal, College of Agricultural Banking, Reserve Bank of India, Pune in executing the job work.

Signature

Name :

Designation:

Name of the Firm / Agency

Tel. No.

E-mail:

Cell Phone No.....

Date:

Place:

SEAL of the Firm/Company

Note:

1. The applicant should quote the rates in figures as well as in words in the Commercial Bid.
2. The amount quoted should be inclusive of all taxes / charges / levies. GST will be paid separately.
3. **The Bank will provide handmade paper, tissue paper, treated adhesive (CMC paste), and required chemical (ink fixer) etc. for conservation of records as mentioned under General Terms and Conditions of the tender in Part-I.** Work space and electricity will be provided within the RBI Archives Premises.
4. **Separate weightage has been assigned to each service item given in Part II. The evaluation of Commercial Bid will be based on the rates quoted multiplied by the weightage assigned for each item.**
