



**Reserve Bank of India**  
**Human Resource Management Department**  
**Regional Office, Ahmedabad**

**Corrigendum - E-Tender for Installation and Maintenance of Coffee/Tea Vending Machine for supply of Coffee/Tea in the Bank's Premises**

**E-Tender No: [RBI/Ahmedabad/HRMD/84/20-21/ET/808](#)**

Reserve Bank of India, Ahmedabad has floated an e-tender for Installation and Maintenance of Coffee/Tea Vending Machine for supply of Coffee/Tea in the Bank's Premises vide e-tender No: RBI/Ahmedabad/HRMD/84/20-21/ET/808 on the RBI Website / MSTC portal on June 24, 2021.

2. In this connection, it is notified that to provide clarity and better understanding on evaluation of technical bids and terms of payment, the following sections have been added in the tender document.

- a) [Evaluation/ Selection Criteria](#)
- b) [Terms of Payment](#)

3. Further, a revised format of financial bid ([Annex II](#)) has been devised to give clarity of submission of price bid for each item. The revised format of financial bid ([Annex II](#)) will replace the existing format in e-tender document.

4. In view of the issuance of the corrigendum and to offer enough timeframe to prospective bidders to better understand the information provided in the e-tender and to bid in an objective manner, it has been decided to extend the last date for submission of the e-tender by eight (08) days and revised schedule of activities are as mentioned below.

Activity	Time/Date
Last date for deposit of EMD	July 21, 2021
Date and time of closing of e-tender	01:00 PM on July 22, 2021
Date and time of opening of Part-I (Technical Bid)	03:00 PM on July 22, 2021
Technical evaluation of applications by committee including site visits	July 23, 2021 – August 06, 2021
Date and time of opening of Part-II (Financial Bid)	To be conveyed subsequently through email to all such agencies who qualified our technical evaluation.

5. The corrigendum shall form part of the Tender Documents. Duly signed and stamped copies of the same have to be uploaded by the bidders along with the Tender. Any bid received without sign and stamp is liable to be rejected.
6. Bidders, who have already submitted their bids, may revise the same, if they desire so, by deleting their existing bid and uploading fresh bid on MSTC portal as per timeline. For any clarification, officials of RBI / MSTC may be contacted as per contact details specified in tender document.
7. All other terms and conditions mentioned in the e-tender shall remain unchanged.

**Date: July 08, 2021**

**Regional Director  
Reserve Bank of India  
Regional Office  
Ahmedabad**

## **Evaluation / Selection Criteria**

### **Technical Bid Evaluation:**

- a) The tenderers shall furnish information for Technical Evaluation as per Format of Technical Bid (Annex- I of tender document).
- b) Supporting documents for the various items indicated in the format of technical bid should be submitted for Technical evaluation.
- c) The Bank shall scrutinize the information and documents submitted by the tenderer vis-à-vis eligibility criteria and evaluate the feedback from bankers, existing clients as also the findings from site visit to take decision regarding qualification in Technical Evaluation.

### **Site Evaluation:**

- a) The members of the Evaluation Committee shall conduct site visits to assess the quality and other aspects of the existing contracts of bidders as per the criteria in the undermentioned table.

A list of such places i.e. complete address details of clients in Ahmedabad/Gandhinagar along with contact details of the contact person should be provided.

<b>Technical Evaluation during Site Visits</b>	
<b>Sr No</b>	<b>Criteria</b>
1	Quality of consumables
2	Cleanliness and hygiene
3	Staff- Turnout, Appearance, Hygiene, Manners, Ease of doing tasks, etc.
4	Conditions and facilities in the machines
5	Taste of Tea and Coffee

- b) The tenderers who are declared successful in Technical Evaluation including Site Evaluation will qualify for Financial Evaluation.

### **Financial Bid Evaluation:**

- a) Such tenderers who qualify in Technical and Site Visit Evaluation will be considered for opening of Financial Bids and the lowest bidder will be awarded the contract provided the bid is in line with the prescribed terms and conditions.

## **Terms of Payment**

The agency shall raise the bill, in duplicate, along with the following documents in respect of the persons deployed and submit the same to The Assistant Manager, Allotment (OLDR/VOF/THH), in the second week of the subsequent month or earlier, but only after electronic disbursement of salary/wages to deployed manpower.

- i. Current month invoice Copy
- ii. Current month acquaintance (wage) register duly signed by the individual contract labourers
- iii. Current month attendance register
- iv. Current month ESI remittance challan with consolidated breakup details
- v. Current month EPF remittance challan, as applicable, with consolidated breakup details
- vi. Periodical returns submitted to Labour Commissioner, Shram Suvidha Portal, EPFO & ESIC within 07 days of filing.

As far as possible, the payment shall be released within two weeks from the date of submission of bills complete in all respects.

2. The claims in bills regarding taxes and GST, if applicable, shall be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of Bank.

3. During the course of the contract, only increase beyond 5% in the minimum wages as announced by the Central Government will be borne by the Bank, subject to producing documents for disbursing the increased wages. All other charges (other than statutory levies) will remain fixed during the duration of the contract.

4. All the payments shall be released through electronic mode only viz. NEFT/RTGS for which necessary mandate shall be submitted to the Bank.

5. Any objection regarding the payment received by the tenderer may be brought to the notice of the Bank within 10 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.

## Format II (Financial bid)

**Note: The rates have to be filled online in the MSTC portal. Kindly do not upload this document.**

<b>TENDER FOR INSTALLATION AND MAINTENANCE OF MINIMUM SEVEN COFFEE/TEA VENDING MACHINES AND FOR SUPPLY OF COFFEE/TEA IN THE BANK'S PREMISES USING FRESH MILK AND COFFEE BEANS.</b>				
<b>Items (Premium Quality)</b>	<b>Description</b>	<b>Quantity* (cups) (A)</b>	<b>Rate Per Cup (B)</b>	<b>Total (AxB)</b>
Tea	Assam	2000		
Tea – Flavoured	Masala, Ginger, Cardamom	7000		
Tea – Green Tea	Regular	700		
Coffee (Arabica)	70% Coffee Arabica blend	4500		
Herbal Green Tea	Concoction/ decoction made from ingredients recommended by Ministry of Ayush viz; Tulsi (Basil), Dalchini (Cinnamon), Kalimirch (Black pepper), Sunthi (Dry Ginger) etc.	2000		
Cost of Cups	Biodegradable cups	15000		
Cost of Stirrers	Biodegradable stirrers	15000		
<b>Total (Exclusive of GST)</b>				
Manpower Charges	As per the rates notified by Government of India, Ministry of Labour & Employment based on the actual number of working days during the month. <b>(Kindly do not quote State Government rates).</b>	<b>Total 7 manpower (Extant Daily Basic Wage Rate ₹645 + VDA ₹122) + applicable statutory contributions like PF, ESI, Bonus, etc.</b>		
<b>Grand Total (Exclusive of GST)</b>				

\*The quantity mentioned above is the indicative monthly average consumption, actual may vary based on taste and demand.

**Note**

- Prices quoted are inclusive of all ingredients i.e. fresh milk, sugar and sugar sachet etc.
- Beverage should consist minimum 45% of fresh milk of reputed brand with min 3.5% fat.
- Quantity of beverages should be of 100ML & to be served in minimum 120ML premium quality biodegradable paper cups.
- Sugar and sugar sachets should be of reputed brands.
- All personnel must be paid at least Minimum wages as fixed by Central Government, from time to time. Kindly do not quote rates notified by State Government.