



Transport of empty wooden boxes for the year 2021-22

The Regional Director (Tamil Nadu & Union Territory of Puducherry), Reserve Bank of India, Chennai invites e-Tender from reputed and experienced contractors to transport empty wooden boxes from the Main Office Building Premises, Reserve Bank of India, Fort Glacis, 16 Rajaji Salai, Chennai 600 001 to various Currency chests in the state of Tamil Nadu and Union Territory of Puducherry for the period of twelve months from April 01, 2021 to March 31, 2022.

2. The e-Tender along with the detailed tender notice is available at MSTC website <https://www.mstcecommerce.com/eprochome/rbi> and the website of the Bank at <https://www.rbi.org.in> under the menu 'Tenders'.

3. All interested bidders must register themselves with MSTC through the above referred website to participate in the e-Tendering process. The schedule for the e-Tendering process is as under:

e-Tender No.	RBI/CHENNAI/HRMD/62/20-21/ET/613
Description of Work	Transport of empty wooden boxes for the year 2021-22
Estimated Cost for 12 months	₹ 13 Lakh (Rupees thirteen Lakh only)
Earnest Money Deposit(EMD)	₹ 26,000/- (Rupees Twenty Six Thousand only)
Date of NIT (Notice Inviting Tender) available to parties for download	10:00 Hrs. of February 26, 2021 onwards.
Last Date of submission of EMD	17:00 Hrs. of March 17, 2021
Date of Starting of e-Tender for submission of price Bid	10:00 Hrs. on, February 26, 2021
Date of closing of online e-tender for submission of techno-commercial bid & price bid	17:00 Hrs. on March 17, 2021
Date of opening of Part-I (techno-commercial bid)	15:00 Hrs. on March 18, 2021
Date of opening of Part-II (price bid)	Part II (Price Bid) of the tender shall be opened thereafter on the same day or else Part II (Price Bid) shall be opened on a subsequent date which shall be intimated to the bidders.
Transaction fee	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED.

4. 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.

**The Regional Director
Reserve Bank of India
Chennai**

RESERVE BANK OF INDIA
Issue Department, Chennai - 600 001

Part I

RBI/CHENNAI/HRMD/62/20-21/ET/613

Transportation of Empty Wooden Boxes

DISCLAIMER

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

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by RBI 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 or to change the configuration of the Contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

SCHEDULE OF TENDER (SOT)

a. e-Tender no	RBI/CHENNAI/HRMD/62/20-21/ET/613
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	10.00 AM on February 26, 2021
d. Estimated Value of the Tender	Rs.13,00,000/- per annum
e. Earnest Money Deposit	₹ 26,000/- from each bidder
f. Last date of submission of EMD.	5:00 PM on March 17 2021
g. Pre-Bid Meeting	NA
h. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	10:00 AM on February 26, 2021
i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	5:00 PM on March 17, 2021
j. Date & time of opening of Tender	Part I of the tender will be opened at 3:00 PM on March 18, 2021 Opening date of Part II will be indicated separately.
k. Transaction Fee	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway /NEFT/RTGS in favour of MSTC LIMITED

IMPORTANT INSTRUCTIONS FOR E-PROCUREMENT

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

Process of E-tender:

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 PC connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAVE TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprchome/rbi

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*.

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, vendors may contact RBI/MSTC, (before the scheduled time of the e-tender).

Contact person (MSTC Ltd):

1. Shri. Shanmugam - 9176397264
2. Shri. V Ganesh Moorthy – 9176616410

Google hangout ID- (for text chat) - mstceproc@gmail.com

Contact person (RBI):

1. Shri. C. Ramesh Mob: 94446 62653 Email: cramesh@rbi.org.in	2. R. Rathakrishnan Mob: 7824018089 Email: rathakrishnan@rbi.org.in
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B) System Requirements:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in the signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.

Other Settings:

- Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

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)

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.

All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

Special Note towards Transaction fee:

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. **Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without making the payment towards transaction fee.

NOTE

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.

Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their Email ID 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).

E-tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-tender:

- a) **Earnest Money Deposit** for a sum of ₹ 26,000/- shall be remitted to Bank Account of Reserve Bank of India on or before 5:00 PM on March 17, 2021. The account details for NEFT/RTGS transactions are as follows.

Beneficiary Name: RBI CHENNAI
IFSC: RBIS0CNPA01
Account No: 186003001

Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded.

The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to issuechennai@rbi.org.in.

EMD may also be submitted in the form of Bank Guarantee ([Annexure II](#)) at the Issue Department, Reserve Bank of India, Chennai - 01. A tender which is not accompanied by such EMD will not be considered.

No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority in due course.

- b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- 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.
- d) The vendor should have 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, they should click on the Technical bid. If this JAVA application does not run, then the vendor will not be able to save/submit his Technical bid.
- e) After filling the Technical Bid, vendors have to click 'save' for recording the same. Once the Commercial Bid link becomes active and the details are filled up, vendors have to click on "save" to record the Commercial bid. After both the Technical bid & Commercial bid have been saved, vendor has to click on the "Final submission" button to register the bids
- f) Vendors are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendors are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.
- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

- 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.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

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. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. 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 reasons thereof.

Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprchome to familiarize them with the system before bidding.

Vendors are requested to quote rates without GST on works contract. No change in quoted rates will be accepted.

FORM OF TENDER

Place.....

Date.....

To
 Shri S M N Swamy
 Regional Director for Tamil Nadu & Union Territory of Puducherry
 Issue Department
 Reserve Bank of India
 Fort Glacis, 16, Rajaji Salai
 Chennai – 600 001.

Dear Sir,

Having read the Terms and Conditions and the work 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 work specified in the said memorandum for the period of work specified at the rates mentioned in the attached [Annexure I](#), and in accordance, in all respects, with the Terms and Conditions of Tender/Contract and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of work:	Transportation of empty wooden boxes from Reserve Bank of India, Chennai to various currency chests in the state of Tamil Nadu and Union Territory of Puducherry.
(b)	Period of work	April 01, 2021 to March 31, 2022
(c)	Estimated value of tender	₹13 lakhs per annum
(d)	Earnest Money	₹26,000/- from each bidder

- v) Should this tender be accepted, I/we hereby agree to abide by and fulfil the terms and provisions of the said conditions of the 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.

vi) Our Bankers are: (Full Address)

(i)	
(ii)	

4. Names of Partners of our firm are:

(i)	
(ii)	

Name of the Partner of the firm Authorized to sign	
or	
Name of person having Power of Attorney to sign the Contract (Certified copy of the Power of Attorney should be attached).	

Yours faithfully,

Signature of Contractor

Signature and Addresses of Witnesses:

S.No	Signature	Address
(i)		
(ii)		

Format of AGREEMENT

This Agreement is made at Chennai on the day of 1st April 2021 between the Reserve Bank of India, a Corporation established under the Reserve Bank of India Act, 1934 having its Regional office at Fort Glacis, 16, Rajaji Salai, Chennai 600 001, (hereinafter referred to as 'the Bank', which expression shall include its successors and assigns) represented by its General Manager in Issue Department (which expression shall include its successors and assigns). on the ONE PART.

M/s having its office of business at represented by (hereinafter referred to as 'the Contractor' which expression shall include his heirs, legal representatives, successors and assigns) on the OTHER PART.

TERMS AND CONDITIONS

- 1) This Agreement shall be effective and valid for a period of one year from April 01, 2021 to March 31, 2022 and may be extended for a further period of two year or part thereof if consented by both parties to do so at the same terms and conditions.

DUTIES OF CONTRACTOR

- 2) **The Contractor shall have registered for GST.**
- 3) The Contractor shall arrange to supply empty wooden boxes to the Currency Chests located within the State of Tamil Nadu and Union Territory of Puducherry or any other places as may be directed by the General Manager within 24 hours of receipt of the written or verbal notice from the General Manager.
- 4) The Contractor shall not lift / transport the empty wooden boxes on Saturdays/ Sundays and on other public holidays declared under the Negotiable Instruments Act, 1881.
- 5) The Contractor shall not enter into any sub contract with anybody else for lifting and transport of empty wooden note boxes to currency chests.

- 6) The Contractor shall not sell the empty wooden boxes lifted from the Bank to outsiders.
- 7) The Contractor shall employ his own labour/workers to remove, load/unload the empty wooden boxes at his own cost and will make his own arrangements regarding transport and incidental matters including obtaining permission etc., from Government/Local/other concerned authorities.
- 8) The representatives/workmen/agents etc., employed by the Contractor shall obtain security passes from the concerned authority to enter into the Bank's premises. All security precautions in force in the Bank's premises shall be strictly adhered to by them. The contractor shall comply with all the formalities and procedures such as obtaining and showing gate pass etc when the empty wooden boxes are lifted and taken out from the Bank's premises.
- 9) The Contractor shall submit to the Bank the names and addresses of the labourers to be employed by him for doing the aforesaid works including the driver and cleaner along with the photograph and a certificate from the Police Authorities for having verified the antecedents of the labourers including driver and cleaner.
- 10) The Contractor shall make suitable arrangements for taking insurance cover against personal injuries likely to be suffered by the employees engaged by him in connection with the contract and shall ensure that the insurance cover is kept alive during the current agreement.
- 11) The Contractor shall ensure to that the relevant provisions of the Contract Labour (Regulation & Abolition) Act, 1970, the Minimum Wages Act etc., are duly complied with by him and ensure that the same labourers are not engaged continuously during the current agreement.
- 12) The Contractor or his labourers shall not undertake any work at the Bank's premises except lifting and transporting of empty wooden boxes to the currency chests.
- 13) The Contractor or their employees, agents, workers etc employed by the Contractor shall not cause any nuisance or annoyance to the Bank or its employees and shall not carry or store any hazardous goods while on the premises of the Bank.

- 14) The Contactor shall be the principal employer of the workers employed by him for the purpose of this Agreement and shall alone be responsible for payment of wages to the workers as per rules and regulations etc.
- 15) The Contractor shall comply with the rules and regulations as regards the licence, minimum wages etc under the relevant State /Central Governments Acts.
- 16) The Bank shall verify at its discretion from the Police authorities and obtain for its record a certificate from them on the antecedents of the Contractor.

PAYMENT /CHARGES

- 17)The Contractor shall be paid on monthly basis, the transportation charges as per the rate specified in the schedule to this agreement after rounding off the final amount to the nearest one Rupee (portion below 50 paise being ignored).
- 18)The Contractor is liable to pay his portion of the Service Tax etc, if any, to the authorities concerned and Bank will not be responsible for any lapses on his part.

DAMAGES

- 19)The Contactor shall make good to the Bank any loss or damage caused deliberately or otherwise to the property of the Bank by the labourers employed by him.
- 20)The amount of damage or loss sustained and any penalty/fine imposed by the Bank would be deducted from time to time from the amount payable to the Contractor.

TERMINATION

- 21)This Agreement shall be terminated by either of the two parties by giving proper notice in writing of such termination to the other party. While the Bank can terminate the contract by giving one month's notice to the Contractor, the Contractor shall have to give three months' notice before deciding to terminate the contract with the Bank. If the contractor fails to carry out any of his obligations/ duties in terms of this Agreement or violates any terms and conditions of this Agreement, the contract may be terminated by the Bank forthwith. In case of such earlier termination, the contractor shall have no claim against the Bank. However, the Contractor shall be liable to pay the dues, if any, payable to the Bank under the provisions of this agreement.

PENALTY

22) If for any reason the Contractor fails to lift the wooden boxes, and deliver the same to the Currency Chests as directed by the Bank, the Bank shall levy a penalty of Rs.500/- per day for each such day of delay. If the Contractor fails to lift and deliver the wooden boxes to the Currency Chests, the Bank at its discretion would make alternate arrangements for the same in any other manner as it may deem fit, without any notice to the Contractor, and the Contractor shall be liable for the extra charges incurred by the Bank on this account and the amount of damages/fine thus imposed on the Contractor would be deducted from time to time from the amount payable to the Contractor.

SETTLEMENT OF DISPUTE

- 1) In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Bank shall be final and binding on both the parties and in the event of such liabilities being found to have arisen, the decision of the Bank as to the amount of damage or loss sustained shall be final and binding.
- 2) This agreement shall be executed in duplicate; the original shall be kept with the Bank and the duplicate with the Contractor.
- 3) The agreement will be in bilingual. In case of any dispute the English version will prevail.

Non-Disclosure Clause

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's 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 works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall

be treated as breach of contract on the part of the Contractor and the 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 of confidentiality will survive the expiry or termination of this agreement for whatever reason.

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE:

1. **The Contractor** shall be solely responsible for full compliance with the provision of the sexual **Harassment of women at Work place** (Prevention, Prohibition and Redressal) act, 2013 ("the act"). In case of any complaint of sexual harassment against its Employee within the premises of Reserve Bank of Indian (Chennai Office), the Complaint will be filed before the internal Complaint Committee Constituted. **The Contractor** shall ensure appropriate action under the said act in respect to the complaint.

2. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee Constituted by the Bank.

3. 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, If sexual Violence by the Employee of the Contractor is proved.

4. The Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

IN WITNESS WHEREOF the parties have signed these presents and have caused their common seal to be affixed to this presents and duplicate thereof, the day and year first herein above written.

For Reserve Bank of India

For Contractor

In the presence of:

Witnesses

1)

1)

2)

2)

GENERAL INSTRUCTIONS TO THE CONTRACTORS

e-Tenders comprising duly filled in details should be uploaded in MSTC website under RBI Portal for the work of Transportation of empty wooden boxes not later than 5:00 PM on March 17, 2021.

1. Part I of the tender will be opened at 3:00 PM on March 18, 2021.
2. Digital Signatures may be used to submit the tender in token of his/their acquainted himself/themselves with the General Conditions of Contract, etc. as laid down.
3. If any of the document is missing, the tender may be considered invalid by the Bank at its discretion. No advice of any change in rate or conditions after the opening of the tender will be entertained.
4. **Earnest Money Deposit** for a sum of ₹ **26,000/-** shall be remitted to Bank Account of Reserve Bank of India on or before 5:00 PM on March 17, 2021. The account details for NEFT/RTGS transactions are as follows.

Beneficiary Name: RBI CHENNAI

IFSC: RBIS0CNPA01

Account No: 186003001

Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded.

The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to issuechennai@rbi.org.in.

EMD can also be submitted in the form of Bank Guarantee ([Annexure II](#)) at the Issue Department, Reserve Bank of India, Chennai - 01. A tender which is not accompanied by such EMD will not be considered.

5. The Earnest Money Deposit of ₹ 26,000/- paid by the successful tenderer shall be held by the Reserve Bank of India as security for the execution and due fulfilment of the contract. No interest shall be paid on the said deposit.
6. The Reserve Bank of India does not bind itself to accept, the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. The Earnest Money will be refunded to the tenderer if his tender is not accepted but without any interest. Under no circumstance Earnest Money Deposit will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque.
7. All compensation or other sums of money payable by the Contractor to the Employer under the terms of this Contract may be deducted from the security

deposit if the amount so permits and the Contractor shall, unless such deposit has become otherwise payable, within ten days after such deduction make good in cash the amount so deducted.

8. 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 security deposit shall stand forfeited to the Employer.
9. 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 a tender and for entering into a contract and must examine the drawings and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto.
10. The security deposit of the successful tenderer will be forfeited if he fails to comply with any of the conditions of the Contract.
11. Contractor to inform himself that "The Contractor shall be deemed to have carefully examined the work and site conditions including labour, the general and special conditions, the specifications, schedules and drawings and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard, he will be given necessary information available with the department but without any guarantee about its accuracy."

I/We hereby declare that I/we have read and understood the above instructions for guidance of tenderers.

Date:

Signature of tenderer with seal.

Place:

Name and Address:

ELIGIBILITY and SPECIAL CONDITIONS

1. Constitution and eligibility of the tenderer/s for applying for the work/s through e-tendering system

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

- 1.1. Minimum experience of having successfully completed similar works with a respected organisation / unit /company / entity during last 05 years ending last day of month previous to the one in which the applications through e-tendering have been invited.
- 1.2. Minimum average annual turnover of at least 25% of estimated expenditure of the contract during the last three financial years duly supported by the audited financial statements;
- 1.3. Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank.
- 1.4. The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
- 1.5. The tenderer shall have an office within Corporation limits of Chennai for execution of the contract for:
 - a) signing of all the documents; and
 - b) supply of required number of vehicles for carrying out the work described in this tender.
- 1.6. The tender shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained shall be furnished to the Bank.

Note: The tenderer shall submit documentary evidences in support of their claims of possessing the required qualification / eligibility criteria. Please note that for being eligible to participate in the e-tendering process, all the prospective tenderers are required to complete all the formalities prescribed by MSTC Ltd and also obtain necessary log-in id/password and knowledge for placing the bids in the system/portal. The System will not allow any person/firm to log-in at the portal of MSTC Ltd and view the tender document/other conditions without authentic log-id and password. Further, an e-tender / e-bid submitted without necessary approvals / supporting documents or by an entity who is found to be not satisfying any of the above criteria, will be rejected by the system and no request or claims for reconsideration will be entertained. Decision of MSTC Ltd. in this regard shall be final.

- 2 The tenderers are advised to inspect the site and acquaint themselves the scope of work before quoting their rates.
- 3 The tenderer may please note that, the work has to be carried out in the normal working hours. Therefore, entire work involved shall be carried out with least disturbance.

- 4 The Contractor should have valid Labour License from Labour commissioner if the number of labourers engaged is 20 or more.
- 5 The Contractor shall have the addresses and photographs of their workmen being engaged by them for the said work. Workmen will be allowed inside the premises only on producing the authorization/entry permit issued by the contractor & also have to subject themselves to the security restrictions imposed by the Bank. Only the contractor himself/ themselves shall be held responsible for conduct of his/ their workers/ labourers.
- 6 The Contractor shall make their own arrangements for storing of their materials at site at directed place by the Bank.
- 7 The successful tenderer shall also be responsible for safety & security of their materials & also for ensuring fire prevention steps at all the times in working premises including their part of work.
- 8 **The intending tenderer can obtain any clarifications regarding the tender, specifications etc. from Issue Department, Chennai.**

Date:

Signature of Contractor with Seal:

Place:

Name and Address with Contact Nos.:

Terms and Conditions attached hereto and duly signed.

(e) Notice in writing

Or written notice shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered.

(f) Works

Shall mean **Transportation of empty wooden boxes**

Part II

Annexure I

Price Bid Application for
Transportation of Empty Wooden Boxes
For the period
April 01, 2021 to March 31, 2022

Sl.No.	Description of work	Distance in Kms	No. of Boxes	Amount in Rs.
1.	From RBI (Mini Truck)	Within Chennai	up to 50	
2.	From RBI (6T Truck)	50 – 200 Kms	up to 75	
3.	From RBI (8T Truck)	50 – 200 Kms	up to 125	
4.	From RBI (6T Truck)	Beyond 200 Kms	up to 75	
5.	From RBI (8T Truck)	Beyond 200 Kms	up to 125	
6.	From RBI (6T Truck)	Outside Tamilnadu	up to 75	
7.	From RBI (8T Truck)	Outside Tamilnadu	up to 125	

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT/ BID SECURITY

(On Non-Judicial Stamp Paper of appropriate value)

Place: _____

Date: _____

The Regional Director

Dear Sir,

Name of Work:

.....

Ref.: NIT/Advt.No.

Date

WHEREAS

The Reserve Bank of India, having its Regional Office at Fort Glacis, 16 Rajaji Salai, Chennai 600 001, (hereinafter called the „RBI“) has invited tenders for the captioned work (Hereinafter called “the said tender”) on the terms and conditions mentioned in the said tender documents.

It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of Rs. (Rupees _____ only) as Earnest Money Deposit (EMD).

M/s. (Name of the Tenderer/Bidder) _____, (hereinafter called as “the Tenderer/ Bidder”), who are our Clients/Constituents intend to submit their tender/ Bid for the said work and have requested us to furnish Bank Guarantee to RBI in respect of the said sum of Rs. _____ (Rupees _____ only) in respect of EMD.

NOW THIS GUARANTEE WITNESSETH

1. We (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. _____ (Rupees _____ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____ (Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. (Rupees only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Tenderer.

This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

- a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Tenderer or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. (Rupees _____ only).
- b) Our liability under these presents shall not exceed the sum of Rs. _____ (Rupees _____ only).
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force up to (six months from the last date of receipt of tender) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _____ or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of _____
 Authorised Official (with seal)

Bank.

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).