



**Empanelment of Contractors for Disposal of Briquettes of Shredded Banknotes (compressed soiled notes)/ Shreds, Ahmedabad**

Reserve Bank of India (RBI), Ahmedabad intends to prepare a panel of reputed and experienced Contractors for Disposal of Briquettes of Shredded Banknotes (compressed soiled notes)/ Shreds (Approximately 1200-1300 Tons per year) for the period July 01, 2022 to March 31, 2023. The panel is expected to remain operational for a period from July 01, 2022 to March 31, 2023 and extendable up to two more years at the discretion of Bank subject to satisfactory performance of the empanelled contractors. The Contractors who are having experience of at least 3 years in undertaking such work may apply in a closed cover addressed to the General Manager, Issue Department, Reserve Bank of India, Ahmedabad by giving details of their entity and supporting documents relating to their experience etc. so as to reach him on or before May 18, 2022 upto 15.00 hrs in a sealed envelope superscribed as “Application for Empanelment of Contractors for disposal of Briquettes of Shredded Banknotes (Compressed soiled notes) / shreds”. Application forms and other details can also be downloaded from this website Tender document.

Application form together with pre-qualification criteria may also be collected from the General Manager, Issue Department, Reserve Bank of India, Nr. Gandhi Bridge, Ahmedabad - 380014 between 10.30 am to 15.00 hrs on all working days up to May 18, 2022. Applications received after 15.00 hrs May 18, 2022 will not be accepted.

For any queries regarding the tender, please contact Reserve Bank of India, Issue Department, 2nd Floor, Nr. Gandhi Bridge, Ashram Ahmedabad 380014 or contact No: 079 - 27548209 or by way of email to [issueahmedabad@rbi.org.in](mailto:issueahmedabad@rbi.org.in).

The Bank reserves the right to accept or reject any or all the applications without assigning any reason for the same.

REGIONAL DIRECTOR



**Reserve Bank of India**  
**ISSUE DEPARTMENT**  
**AHMEDABAD**

**Empanelment of Contractors for Disposal of Briquettes of Shredded Banknotes (compressed soiled notes)/ Shreds, Ahmedabad**

Reserve Bank of India (RBI), Ahmedabad intends to prepare a panel of reputed and experienced Contractors for Disposal of Briquettes of Shredded Banknotes (compressed soiled notes)/ Shreds and other residual plastic scrap (Approximately 1200-1300 Tons per year) for the period July 01, 2022 to March 31, 2023. The panel is expected to remain operational for a period of 9 months initially from July 01, 2022 to March 31, 2023 and extendable up to two more years at the discretion of Bank subject to satisfactory performance of the empanelled contractors. The Contractors who are having experience of at least 3 years in undertaking such work may apply in a closed cover addressed to the General Manager, Issue Department, Reserve Bank of India, Ahmedabad by giving details of their entity and supporting documents relating to their experience etc. so as to reach him on or before May 18, 2022 upto 15.00 hrs in a sealed envelope superscribed as "Application for Empanelment of Contractors for disposal of Briquettes of Shredded Banknotes (Compressed soiled notes) / shreds". Application forms and other details can also be downloaded from this website Tender document.

Application form together with pre-qualification criteria may also be collected from the General Manager, Issue Department, Reserve Bank of India, Nr. Gandhi Bridge, Ahmedabad - 380014 between 10.30 am to 15.00 hrs on all working days up to May 18, 2022. Applications received after 15.00 hrs on May 18, 2022 will not be accepted.

For any queries regarding the tender, please contact Reserve Bank of India, Issue Department, 2nd Floor, Nr. Gandhi Bridge, Ashram Ahmedabad 380014 or contact No: 079 -27548209 or by way of email to [issueahmedabad@rbi.org.in](mailto:issueahmedabad@rbi.org.in).

The Bank reserves the right to accept or reject any or all the applications without assigning any reason for the same.

REGIONAL DIRECTOR

**Pre-qualification criteria:**

1. The contractors should be a sole proprietorship concern, a partnership firm registered with Registrar of Firms or a Company registered with the Registrar of Companies and should have been in existence / operation for not less than 3 years.
2. The agency should be income-tax assessee and have filed Income Tax Return for the last three assessment years.
3. The agency should be capable of lifting the briquettes at the Bank's Office with no additional cost and even at short-notice whenever necessary.
4. It is preferred that the contractor have Goods and Services Tax Identification Number (GSTIN)
5. The application shall be liable for rejection if the information furnished are found incomplete and/ or false.

**Empanelment of Contractors for Disposal of Briquettes of Shredded  
Bank notes (Compressed Soiled Notes)/ shreds**

**Table of Contents**

| <b>Item Description</b> |   |
|-------------------------|---|
| Section I               | General instructions and special conditions |
| Section II              | Details to be filled in by Tenderer.        |
| Section III             | Work Experience                             |

## Section I

### General Instructions

- 1) The application for empanelment shall be submitted in the format at Section II duly supported by the particulars / documents mentioned therein. The application not supported by the required documents as also not duly signed shall be considered as invalid and liable for rejection.
- 2) The contractors shall have a minimum experience of 3 years and executed similar contracts with Banks/ other financial Institutions.
- 3) The panel shall remain valid initially for a period of 9 months till March 31, 2023 from the date of empanelment and extendable up to two more years subject to satisfactory performance.
- 4) The price quotation will be invited (normally on yearly basis) from empanelled suppliers for disposal of briquettes of shredded banknotes (Compressed soiled notes)/ shreds. The quotation shall be submitted strictly in the form prescribed by the Bank. The price bids for the disposal of briquettes for shredded banknotes shall be sought from the contractors after their empanelment. It shall be binding on the empanelled contractors to offer their price bids whenever sought by the Bank.
- 5) On the basis of the price bids received from the empanelled contractors, the contract for disposal of briquettes of shredded banknotes shall be offered. Such contract shall be applicable for a period of one year.
- 6) Mode of Payment - The contractor awarded with the work of disposal of briquettes shall make the payment towards the proceeds of briquettes disposal by way of NEFT / Cheque against the invoice issued by the Bank.
- 7) The Bank shall not entertain any request from the contractor towards reimbursement of any expenses incurred in connection with the above contract.
- 8) It is expressly stated that the contractor or any worker/ employee/ partner/ associate, etc. of the contractor working in the Bank in connection with the above contract or otherwise, shall not claim to be the staff of Reserve Bank of India nor shall they misuse the security /identification pass issued by the bank for any unauthorized purpose within or outside RBI premises during/after the contract period. The contractor shall duly sensitise their personnel/ workers about this aspect and shall indemnify the Bank for any damages caused on account of violation of the said clause.
- 9) The contractor shall be responsible for verification and identification of the workers/ staff/ vehicles deployed for the purpose of this contract and obtain necessary security passes etc. from the Bank's officials, before entering/moving inside Bank's premises. This shall also include obtaining necessary verification/ certification from police/transport authorities etc. as required by the Bank during the period of this contract. The contractor shall maintain all such verification/ certification in current and valid status. A copy of the police verification of the workers deployed for the purpose of this contract shall be furnished to the Bank.

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

11) The contractor shall provide contact details of authorised person including the address, telephone number etc. deployed in connection with the above contract at Ahmedabad.

12) The Bank can terminate the contract after giving a notice of two months to the contractor. In case the contractor intends to terminate the contract, it shall give a notice of two months to the bank. It is binding on the firm to continue to collect the briquettes during the two months' notice period irrespective of the serving the notice of termination.

13) The name/s of empanelled contractor/s shall be delisted from the approved panel in the event of occurrence of any one or more of the events indicated below:

a) Failure to respond to the notice issued inviting tenders /quotations consecutively on two occasions.

b) Failure to execute contracts awarded.

c) The performance of the contractor/s is found to be unsatisfactory during the period of the contract.

d) Persistent violation of the important conditions of the contract such as adherence to the time schedule, delay in payment of proceeds of the briquettes disposed of etc.

e) Failure to abide by the terms and condition of empanelment, non-submission of particulars called for, observed to have furnished false particulars/ declaration/ undertaking/ information at the time of registration /empanelment.

14) The cost in respect of transportation of briquettes shall be fully borne by the contractor.

15) The contract for disposal of briquettes of shredded banknotes will be awarded on the basis of the highest quotation, H1 price per kg excluding any applicable taxes, GST and Tax Collected at source (TCS) offered by the tenderer for purchase of briquettes of shredded banknotes and also based upon credentials of the tenderers. The rate shall remain valid during the entire contract period tentatively from July 01, 2022 to March 31, 2023. The Bank reserves the right to reject any or all the tenders received without assigning any reason. The Bank's decision will be final in this regard.

16) The contractor shall pay GST and bear TCS at the applicable rates on the amount towards purchase of note briquettes. The contractor shall also bear any other applicable taxes.

17) The contract for sale of briquettes of shredded banknotes will be executed for a period of nine months from July 01, 2022 to March 31, 2023 on the terms and conditions specified in the agreement.

18) The empanelled contractors shall be required to attach to the tender for quotation a DD/ Bankers cheque for ₹ 50,000/- (Rupees Fifty thousand only) towards EMD drawn in favour of Reserve Bank of India, Ahmedabad and payable at RBI, Ahmedabad. EMD could also be remitted by way of NEFT to Account No.186003001 of RBI, Ahmedabad (IFSC Code: RBIS0AHPA01). EMD received from the unsuccessful bidders will be returned after award of contract to successful bidder. The tenders received without EMD of ₹50,000/- would be rejected. The successful bidder would be required to execute an agreement with Reserve Bank of India within a period of 7 days from the date of intimation of award of contract. The amount of ₹50,000/- shall be forfeited if the successful bidder fails to execute the contract with RBI when called to do so. The EMD amount shall not bear any interest.

19) The successful bidder will have to deposit a sum of ₹ 1,00,000/- (Rupees one lakh only) by way of NEFT in Account No.186003001 of Reserve Bank of India, Ahmedabad (IFSC Code: RBIS0AHPA01) or by way of DD/ Bankers Cheque drawn on any scheduled commercial bank in favour of Reserve Bank of India payable at Ahmedabad as security deposit or furnish a Bank Guarantee for the similar amount from scheduled commercial bank in favour of Reserve Bank of India, Ahmedabad towards fulfilment of contract which will be held by Reserve Bank of India, Ahmedabad till the validity of contract. This amount shall not bear any interest. The EMD of ₹50,000/- submitted by successful bidders shall be returned on submission of Security deposit or Bank Guarantee for ₹1,00,000/-.

20) The Bank reserves the right to disqualify any tenderer who was awarded the contract in the past but did not execute the same as per terms and conditions.

21) Non-adherence to the terms and conditions will lead to cancellation of the contract by Reserve Bank of India as well as forfeiture of the Security Deposit or the invocation of Bank Guarantee tendered by the contractor at the time of awarding the same.

22) The Contractor or his authorized representative shall be present in the Bank to supervise the work under the contract so long the work remains in progress. The contractor shall abide by all legal obligations.

23) The Contractor will be required to collect the accumulated bags of briquettes "as is where is basis" at least twice a week or as and when informed over telephone or in writing by the Bank to do so, failing which the Bank will have the right to remove them from its premises at the cost of the contractor. The expenses incurred in removing of the bags of the briquettes of shredded banknotes from the Bank's premises/briquetting area will be recovered from the contractor. The contractor will be required to pay the same immediately. In case the contractor fails to pay the same, the Bank reserves the right to adjust such expenses from the security deposit held with the Bank or by way of invocation of the bank guarantee furnished by the contractor. In addition, the Bank will have the right to impose penalty of ₹1000/- on the contractor for not performing the work as per the demand of the Bank. The contractor will be required to pay the amount immediately. However, before initiating penal action, the contractor will be given opportunity of due hearing by the competent authority (Regional Director) of the Bank. The decision of the Regional Director will be final and binding.

24) Since there would be multiple transactions involving the sale of briquettes, the contractor shall deposit a sum of ₹ 100000/- (Rupees one lakh only) as advance payment with Reserve Bank of India, Ahmedabad for which no interest would be paid. The sale value for each transaction would be adjusted from this amount at the time of lifting of the briquettes by the contractor. Further, the sale proceeds exceeding ₹ 100000/- (Rupees one lakh only) shall be paid immediately by the contractor at the time of lifting the briquettes by way of DD/Bankers Cheque/NEFT. The Contractor shall also pay ₹ 100000/- (Rupees one lakh only) as advance payment from time to time after exhaustion of the same for which no interest would be paid.

25) The contractor shall make necessary arrangements for lifting and transportation of briquettes. Further, the contractor shall bear all the expenses such as the cost of bags for filling the briquettes, labour charges for filling the briquettes into the bags, labour charges for loading/unloading of bags filled with briquettes into trucks/lorries, transportation expenses etc. The contractor shall also arrange labour for filling the briquettes into the bags during the day and also during the night whenever the night shift is in operation.

26) If awarded, the Contractor shall not assign the contract to any other firm. He shall not subpart with any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing to the contractor for rescinding the contract where upon the security deposit shall stand forfeited to the Bank or the bank guarantee shall be invoked by the Bank without prejudice to the other remedies available to the Bank against the contractor.

27) The contractor is required to submit the information about the end use of briquettes purchased from the Bank. In case, the contractor themselves are not the end users of the briquettes of shredded banknotes, then the contractor shall also furnish the names and addresses of end users and a certificate / undertaking to that effect.

28) The contractor is required to submit an affidavit that the environment will not be polluted on use of the briquettes sold to him by the Bank and use of these briquettes will be according to the provisions of the Act/Rules/Regulations of Government of India/State Government/ any other law in force at the cost of contractor.

29) The contractor shall take reasonable caution while lifting/taking/transporting the briquettes so that they do not fall on the way and do not fall into the hands of wrong/ unknown persons.

30) The contractor shall submit a list of the labourers whom he would engage for the purpose of bagging the briquettes and lifting the bags. The contractor should give their complete names and addresses along with recent passport size photographs. It is imperative on the part of the Contractor to get antecedents and character of all the labourers/driver of the truck engaged by him duly verified by the Police before the commencement of the contract and furnish a copy of the same to the Bank.

31) The Contractor shall be required to obtain a licence, if applicable, from the Office of the Assistant Labour Commissioner, Government of India, Ahmedabad as provided under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 read with section 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971 and also comply with the other requirements of the above Act or any other statute, rules, orders, Government Resolution etc. which may be in force or may be subsequently issued, promulgated or otherwise made enforceable by an appropriate authority. If licence is not applicable, then the Contractor will be required to make available an affidavit mentioning the details of number of labourers employed by them.



32) If the contractor does not obtain a license as contemplated under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 read with Section 21 of Contract Labour (Regulation and Abolition) Central Rules, 1971 or any other law as applicable, failing which he alone would be responsible for actions/ proceedings ensuring thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way be made liable to the labourers of the Contractor.

33) The contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages, or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/ statute in force in this regard during the contract period and afterwards due to any act or omission of the contractor. The contractor shall be solely responsible for liabilities, if any, in this regard.

34) The successful tenderer should ensure that he deploys only adult, well trained and competent persons who are physically & mentally fit and are not suffering from any chronic or contagious diseases, for carrying out the works.

35) The successful tenderer will be responsible and liable for the payment of wages and all other dues which the labourers are entitled to receive under the various labour laws and other statutory provisions. The payment to every workman should be done through the banking channels only. The contractor shall maintain a register of attendance, register of wages which will be sought by the Bank for verification from time to time.

36) Insurance: The successful tenderer shall take suitable insurance cover for personal injuries likely to be suffered by the labourers engaged in connection with the execution of the contract. It shall be ensured that the insurance cover is always kept in force during the currency of the contract. The Bank shall have the right to call upon the contractor to furnish the insurance policies so purchased and verify, examine and scrutinise the same to satisfy about the adequacy of the insurance cover taken by the contractor. If the Bank feels that the amount of insurance cover taken by the contractor is not sufficient or does not cover all the risks to which the labourers are exposed to having regard to the risk involved in their work, the contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the Bank, failing which the Bank may purchase insurance for the additional amount and/or additional risks. The Bank will recover the expenses incurred in this regard from the contractor.

37) The successful tenderer should provide character certificate of labourers issued by the police authorities and by their earlier employers if any, along with their complete names, permanent and local addresses and recent passport size photographs to Bank.

38) Sexual Harassment: The contractor/Agency shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment is received in the Bank against the employee/labourer of the contractor the complaint will be referred to the appropriate committee constituted under the said Act. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

39) The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the contractor during the course of discharging the contractual obligations in connection with this agreement, to any third party and shall at all the 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 indemnify the Bank for any loss suffered as a result of disclosure of any confidential information. The failure to observe the said condition shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies.

40) 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 is fully satisfied.

41) The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

42) The contractor or his employees shall obtain security pass for working in the office premises. They should adhere to all security precautions in force in the office.

43) The contractor will be liable to pay damages in case of any damage/loss caused to the Bank in any manner during the process of clearing/lifting the briquettes. With regard to the assessment of loss, the decision of the Bank shall be final.

**44) The contractor is also required to lift the shredded paper and plastic scrap along with the briquettes of shredded banknotes as and when the briquettes are being lifted.**

45) The Contractor shall furnish the local contact details such as address and telephone number to facilitate the communication by the Bank.

46) All information, correspondence/ letters shall be addressed to the General Manager, Reserve Bank of India, Issue Department, Ahmedabad or may be sent by email to [issueahmedabad@rbi.org.in](mailto:issueahmedabad@rbi.org.in).

47) All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at AHMEDABAD and only Courts in AHMEDABAD shall have jurisdiction to determine the same.

I / we hereby declare that I / we have read and understood the general instructions and special conditions of tender and accept the same.

Signature of the Tenderer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
SEAL

Place:

Date:

**Witness**

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

## Section-II

### Application for Empanelment of Contractors for disposal of Briquettes of Shredded Banknotes (Compressed soiled notes) / shreds- RBI, Ahmedabad

| Applicants Details (Mandatory information) |   |  |
|--|---|--|
| Sl. No.                                    | Particulars   |  |
| 1  | Name of entity/organisation   |  |
| 2  | Constitution of the Supplier (Ltd. Co / Partnership firm etc.) (Attested copy of Partnership Deed/Certification of incorporation to be enclosed)                                  |  |
| 3  | Year of Establishment   |  |
| 4  | Registration No./Trade Licence No. (Photocopy to be enclosed)   |  |
| 5  | Registered Office Address   |  |
| 6  | Local Address, if any (Attach self-attested copy of address proof)  |  |
| 7  | Telephone No. and E-mail of the Contact Person  |  |
| 8  | Name/s of the Proprietor/Partners/Directors with Address and Telephone Nos.   |  |
| 9  | Annual business turnover for last three years (Attested copy of balance sheet for last three years to be enclosed)  |  |
| 10   | PAN/TAN No.   |  |
| 11   | Goods and services Tax Identification Number (GSTIN)  |  |
| 12   | Latest Income Tax Return (Attested Photo copy to be enclosed)   |  |
| 13   | Name of Bank and the Branch<br>Bank account details- Account number/IFSC code/name/branch/A/C type- (For making payment through NEFT)(Certificate of the bank should be enclosed) |  |
| 14   | Are you associated with RBI in any other contract at present or in the past? If yes, give details   |  |
| 15   | Whether applicant or any person working with the applicant is a near/close relative of any staff of RBI? If yes, give details   |  |

|    |  |  |
|----|--|--|
| 16 | Details of Civil Suit/Litigation, if any, in respect of the contract executed during the last 5 years or in respect of contract being executed. If yes, please furnish the details of the contract such as employer, nature of work, contract value, work order and date with brief details of litigation  |  |
| 17 | Details of institutions with which similar contractual obligations, if any, have been entered into during the last three years with details thereof such as<br>1. Name of the Institution<br>2. Address and Telephone No.<br>3. Period of contract   |  |
| 18 | Details of trucks/containers owned by the applicant and which will be used for lifting of the briquettes of shredded banknotes such as<br>1. Make/ Model<br>2. Year<br>3. Capacity(in Tons)<br>4. Registration No.<br>5. Permit No.(Attach self-attested Photocopy)<br>6. Nature of Permit(National/State) |  |
| 19 | Name of the authorised person, contact details address, telephone number etc.at Ahmedabad  |  |
| 20 | Any other relevant information   |  |

I/We do hereby certify that the information as provided above is correct and are true in all respect. In case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection.

Signature :

Name :

Firm's Name :

Address :

(SEAL) DATE

[The Bank reserves the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of contract.]

Application shall be forwarded to:

The General Manager  
Reserve Bank of India  
Issue Department  
Nr.Gandhi Bridge  
Post Box No.1  
Ahmedabad-380014

**The signed declaration given by the Contractor/s**

1. I/we read the relevant instructions, terms and conditions and I/we understand the my/our agreement/contract entered into with Reserve Bank of India will stand invalid if any information is found false at any time in future.
2. I/we agree that the decision of Reserve Bank of India will be binding in respect of final selection of Contractor.
3. To the best of my/our knowledge the information furnished above are true.
4. I/we agree that I/we will have no objection if any verification is carried out in respect of the work done by me/us.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature

**Documents to be enclosed:**

- a. Self-attested photocopy of Address proof (Voter ID/Electricity Bill/Landline telephone bill/ Aadhar Card/ Driving License, etc.)
- b. Self-attested photocopy of PAN (mandatory) and TAN (if applicable).
- c. Self-attested photocopy of GST registration.
- d. Income Tax Return (ITR) for last three years.
- e. Bank statement/ Self-attested photocopy of front page of pass book.
- f. In case of firm/ company, a letter authorising the person to deal with the contract in the letterhead of the company.

### Section-III

#### Past Experience

The work experience of last 3 years undertaken:-

| Sr. No. | Name of the Organization | Contract/ Work | Nature of Job | Place of Work | Amount for the Work / Contract | Status of Work/Contract Complete / Incomplete | Adherence to Stipulated Time limit i.e Adhered/ not Adhered |
|---------|--------------------------|----------------|---------------|---------------|--------------------------------|---|---|
|         |                          |                |               |               |                                |   |   |
|         |                          |                |               |               |                                |   |   |
|         |                          |                |               |               |                                |   |   |
|         |                          |                |               |               |                                |   |   |
|         |                          |                |               |               |                                |   |   |
|         |                          |                |               |               |                                |   |   |
|         |                          |                |               |               |                                |   |   |

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature