



**E-tender for supply of sufficient number of fully covered closed container trucks/vehicles for transportation of banknotes, Chandigarh**

**NOTICE INVITING TENDER (NIT)**

**e-Tender No.: RBI/Chandigarh/Issue/19/22-23/ET/574**

Reserve Bank of India (RBI), Chandigarh invites e-Tender through MSTC for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes from RBI, Chandigarh to various currency chests and other places in the States of Punjab, Haryana, Himachal Pradesh & U.T. Chandigarh and vice versa. The period of contract will be initially for one year i.e., from April 01, 2023 to March 31, 2024 and extendable for 2 more years (for one year at once) on satisfactory performance & mutual agreement. The e-Tender along with the detailed tender notice is available at MSTC site <https://www.mstcecommerce.com/eprochome/rbi> and the website of the RBI at <https://www.rbi.org.in> under the menu "Tenders".

2. All interested bidders must register themselves with MSTC through the above referred website to participate in the e-Tendering process.
3. The estimated cost of the work is ₹41 lakh (approx.) for one year (April 01, 2023 to March 31, 2024), however, the actual amount may vary.
4. The schedule for the e-Tendering process is as under:

<b>e-Tender Schedule</b>	<b>Schedule Date</b>
e-Tender view date at MSTC website	18.01.2023 (Wednesday, 12:00 PM onwards)
Start Bid Date	07.02.2023 (Tuesday, 12:00 PM onwards)
Offline Pre-Bid Meeting, if required	14.02.2023 (Tuesday, 03:00 PM)
Last date of submission of EMD	27.02.2023 (Monday, till 12:00 PM)
Close Bid Date	27.02.2023 (Monday, till 02:00 PM)
Date & Time of opening of Part-I (Technical Bid)	27.02.2023 (Monday, 04:00 PM)
Date & time of opening of Part-II (Price Bid)	To be informed subsequently

5. The Bank is not bound to accept the lowest tender and reserves the right to accept any tender either in full or in part. The Bank reserves the right to accept or reject any or all bids or cancel the e-tender without assigning any reason thereof.

**Note:** All the tenderers may please note that any amendments / corrigendum to the e-Tender, if issued in future, will only be notified on the RBI and MSTC Website as given above and will not be published in the newspaper.

January 18, 2023

**Regional Director  
Chandigarh**



**Reserve Bank of India  
Issue Department  
Chandigarh**

**E-tender for supply of sufficient number of fully covered closed container  
trucks/vehicles for transportation of banknotes**

**RBI/Chandigarh/Issue/19/22-23/ET/574**

**Reserve Bank of India  
Issue Department  
Central Vista, Sector 17  
Chandigarh -160 017  
India**

**DISCLAIMER**

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

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by the Bank in submitting the Tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, or to alter the time table reflected in this document or to change the process/ procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

## 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 :**

- 1 **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 Price Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors have to make their own arrangement for bidding from a P.C. connected with Internet. MSTC or RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE:** THE TECHNICAL BID AND THE PRICE BID HAS TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi)

- a) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU/Govtdepts → Select RBI Logo → Register as Vendor -- Filling up details and creating own user id and password → Submit.
- b) 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).

### ➤ **Contact person (RBI):**

Smt Nisha Assistant General Manager 0172-2721366	Shri Abhishek Dave Assistant Manager 0172-2701398
--	---

### ➤ **Contact person (MSTC Ltd):**

Shri. Sushil Nale, Asst. Manager- <a href="mailto:sushil@mstcindia.co.in">sushil@mstcindia.co.in</a> Mobile -09987758430 Ms. Archana, Asst. Manager- <a href="mailto:archana@mstcindia.co.in">archana@mstcindia.co.in</a> Mobile – 09990673698 Ms. Rupali Pandey, Executive- <a href="mailto:rpandey@mstcindia.co.in">rpandey@mstcindia.co.in</a> Ph.- 022-22886268 Shri. Tejas V, Executive <a href="mailto:tejasv@mstcindia.co.in">tejasv@mstcindia.co.in</a> Ph- 022-22822789
---

### **B) System Requirement:**

- a) Windows 7 or above Operating System  
b) IE-7 and above Internet browser.  
c) Signing type digital signature  
d) 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](http://www.mstcecommerce.com) once)

- 2 The Techno-commercial Bid and the Price Bid shall have to be submitted online at [www.mstcecommerce.com/eprchome/rbi](http://www.mstcecommerce.com/eprchome/rbi). Tenders will be opened electronically on specified date and time as given in the Tender.
- 3 All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 4 **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.
- 5 Information about tenders /corrigendum shall be uploaded on the Bank’s website/ MSTC portal only, during the process till finalization of tender.
- 6 E-tender cannot be accessed after the due date and time mentioned in NIT.
- 7 Bidding in e-tender :
  - a) Vendor(s) need to submit necessary Earnest Money Deposit (EMD), Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and 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.
  - b) The process involves Electronic Bidding for submission of Technical and Price Bid.
  - c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Price Bid through internet in MSTC website [www.mstcecommerce.com](http://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 allow running enApple 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.
  - e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Price bid. Then once both the Technical bid & Price bid has been saved, the vendor can click on the "Final submission" button to register their bid
  - f) Vendors are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
  - g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
  - 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.
  - 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.
- 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/eprchome](http://www.mstcecommerce.com/eprchome) to familiarize themselves with the system before bidding.

<b>TABLE OF CONTENTS</b>	
<b>Description</b>	<b>Page No.</b>
Disclaimer	2
Important instructions for E-procurement	3-5
Table of Contents	6
Section I: Notice Inviting Tender (NIT)	7-8
Section II: Instructions to Bidders (ITB)	9-17
Section III: Terms and Conditions of the Contract	18-25
Section IV: Tender Form – Part-I (Technical Bid)	26-31
Section V: Tender Form– Part II (Price Bid)	32-33
Section VI: List of Documents to be submitted with Technical Bid	34
Section VII: Evaluation of Part-I (Technical Bid)	35-36



**Reserve Bank of India  
Issue Department  
Chandigarh**

**Section-I**

**NOTICE INVITING TENDER (NIT)  
(Only through e-procurement)**

**SCHEDULE OF TENDER (SOT)**

1. Two Part Tenders are invited by Reserve Bank of India (hereinafter referred to as "Bank") from eligible bidders for supply of sufficient number of fully covered closed container trucks/vehicles with particular specifications for transportation of banknotes.

2. Only those who fulfil the qualification criteria are eligible to participate in this tender. The selected bidder/s shall supply sufficient number of fully covered closed container trucks/vehicles for transportation of banknotes for a period of one year i.e., from April 1, 2023 to March 31, 2024, which can be extended up to a further period of two years, one year each at a time, without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

a.	e-Tender No.	<b>RBI/Chandigarh/Issue/19/22-23/ET/574</b>
b.	Mode of Tender	e-Procurement System on MSTC e-commerce site <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> (Online Part I - Technical Bid and Part II – Price Bid)
c.	Estimated Value of the Work  Transaction Fee  Earnest Money Deposit (2% of the tender value)	₹41,00,000/- (approx.)  As applicable on MSTC portal  ₹82,000/- (Rupees Eighty-Two Thousand only) - Account Name – NEFT Inward-RBI Chandigarh - Account Number – 186003001 - IFS Code - RBIS0CGPA01
d.	Date of NIT available to parties to download	January 18, 2023, 12:00 PM onwards





e.	Date of uploading tender document on RBI website	January 18, 2023 (Wednesday)
f.	Date of Starting of e-Tender for submission of online Technical Bid and Financial Bid at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a>	February 07, 2023, 12:00 PM onwards
g.	Schedule of off-line Pre-bid Meeting, if required	03:00 PM on February 14, 2023 (Tuesday) Issue Department Reserve Bank of India Central Vista, Sector 17 Chandigarh – 160 017
h.	Last date of submission of EMD	February 27, 2023 till 12:00 PM
i.	Date of closing of online e-tender for submission of Technical Bid and Price Bid	February 27, 2023 till 02:00 PM
j.	Time of opening of Technical Bid	February 27, 2023 at 04:00 PM
k.	Time of opening of Price Bid	To be conveyed later to the eligible tenderers.

3. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein. Tender document can be downloaded from [www.mstcecommerce.com](http://www.mstcecommerce.com). Any amendment(s)/corrigendum/clarifications with respect to this tender shall be uploaded on the website/e-portal only. The tenderer should regularly check the above website/e-portal for any amendment/ corrigendum/ clarification on the above website.

4. The services specified above have to be provided by the successful bidder/s to Reserve Bank of India, Issue Department, Chandigarh.



## Section II:

### Instructions to Bidders

<b>A. General</b>	
<b>1.Scope of Tender</b>	<p><b>1.1</b> E-Tenders are invited by Reserve Bank of India (hereinafter referred to as “Bank”), Chandigarh from eligible bidders The tenderer shall supply sufficient number of fully covered closed container trucks/vehicles having metallic body of sufficient thickness, preferably bullet / tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS), CCTV Surveillance System, Wireless Mobile Communication System with hooter and Fire Extinguisher for the transportation of banknotes packed in boxes from</p> <p>a) Railway Station/ Airport in Chandigarh/SAS Nagar/ Jammu/ New Delhi/ any other place or any other office of the Bank to Bank’s office at Chandigarh.</p> <p>b) Bank’s office at Chandigarh to Currency Chests of various banks in Punjab, Haryana, Himachal Pradesh and U.T. of Chandigarh.</p> <p>c) Bank’s office at Chandigarh to Railway Station/ Airport in Chandigarh/SAS Nagar/ Jammu/ New Delhi/ any other place in Punjab, Haryana, Himachal Pradesh and U.T. of Chandigarh or any other office of the Bank.</p> <p>Remittance may be sent to more than one destination at a time. The tenderer may be required to lift soiled notes from the currency chests on return journey. The tenderer shall carry out movement / transportation of Note Boxes in a single convoy.</p>
<b>2. Prohibited Practices</b>	<p><b>2.1</b> The Bank requires that tenderers, suppliers, contractors, interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:</p> <p><b>(a)</b> defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:</p> <p>(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;</p> <p>(ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>(iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any</p>



	<p>party or the property of the party to influence improperly the actions of a party; and</p> <p>(iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</p> <p>(b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender in question;</p> <p>(c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;</p>
<p><b>3. Eligibility Criteria</b></p>	<p><b>3.1</b> The tenderers must be experienced, resourceful, financially sound and licensed entity (company/partnership/proprietary firm, etc.) having:</p> <ul style="list-style-type: none"> <li>i. Minimum five years of experience in undertaking similar work.</li> <li>ii. Minimum average annual turnover of at least 25% of estimated expenditure of the contract during the last three financial years supported by audited financial statements.</li> <li>iii. Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank.</li> <li>iv. Minimum number of 5 fully covered closed trucks/ vehicles having metallic body of sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS), CCTV Surveillance System, Wireless Mobile Communication System with hooter and Fire Extinguisher, having minimum capacity of 9 metric tonnes of weight of note boxes. The minimum storage capacity shall be 70 note boxes of average size being approx. 82*71*32 cm, weighing between 80-150 kg per box, depending upon the denomination.</li> <li>v. The tenderer shall have Permanent Account Number (PAN) and Goods and Service Tax Identification Number (GSTIN), as applicable to discharge the duties.</li> <li>vi. In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the Bank within 30 days from the date of commencement of the contract.</li> </ul>



	<p>vii. The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank.</p> <p><b>Note:</b> The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification/eligibility.</p>
<b>4. Amendment of Tender Document</b>	<p><b>4.1</b> At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website (<a href="http://www.rbi.org.in">www.rbi.org.in</a>) /e-portal. Any amendments / corrigendum issued shall be an integral part of this document.</p> <p><b>4.2</b> To give prospective tenderers reasonable time in which to take any/all amendments/corrigendum into account in preparing their Tenders, the Bank may, at its discretion, extend the deadline for the submission of Tenders.</p>
<b>B. Preparation of Tenders</b>	
<b>5. Cost of Tendering</b>	<p><b>5.1</b> The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.</p>
<b>6. Documents comprising the Tender</b>	<p><b>6.1</b> The Tender shall comprise the following:</p> <p>Section I: Notice Inviting Tender (NIT)</p> <p>Section II: Instructions to Bidders (ITB)</p> <p>Section III: Terms and Conditions of the Contract</p> <p>Section IV: Tender Form – Part-I (Technical Bid)</p> <p>Section V: Tender Form – Part-II (Price Bid)</p> <p>Section VI: List of Documents to be submitted with Technical Bid</p> <p>Section VII: Evaluation of Part-I (Technical Bid)</p>
<b>7. Letter of Tender</b>	<p><b>7.1</b> The tenderer shall submit the Tender using the digital signature Class III via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.</p>
<b>8. Documents establishing the qualifications of the Tenderer</b>	<p><b>8.1</b> To establish its qualifications to perform the Contract in accordance with Section II (Para 3), the tenderer shall submit all relevant documents/records/information while submitting the Tender.</p>
<b>9. Period of validity of Tenders</b>	<p><b>9.1</b> The Tender validity period shall be 90 days from the last date of the submission of tender.</p> <p><b>9.2</b> In exceptional circumstances, prior to the expiration of the Tender validity period, the Bank may request tenderers to</p>



	extend the period of validity of their Tenders. The request and the responses shall be made in writing.
<b>10. EMD as Tender Security</b>	<p><b>10.1</b> Tenderers need to submit necessary EMD and transaction fees to be eligible to bid online in the e- tender. Transaction fees is 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>10.2</b> Earnest Money Deposit of ₹82,000/- (Rupees Eighty-Two Thousand only) to be made to the Reserve Bank of India, Chandigarh through NEFT/ Online Mode. The Account and other details for transferring the EMD amount through NEFT/ Online Mode are as under:</p> <p><b>Account Name – NEFT Inward-RBI Chandigarh</b>  <b>Account Number – 186003001</b>  <b>IFS Code - RBIS0CGPA01</b></p>
<b>C. Submission and Opening of Tenders</b>	
<b>11. Submission, Sealing and Marking of tenders</b>	<p><b>11.1</b> Tenderers submitting Tenders electronically shall follow the electronic e-tendering submission procedures specified in the instructions regarding E-Tender.</p> <p><b>11.2</b> The tenderers may submit their Technical Bid in the prescribed format (Part-I) along with the copies of all the necessary documents, as per the list of documents given in Section VI and Price Bid (competitive rates) in the prescribed format (Part-II). E-Tender with all information shall be submitted on or before the prescribed time on the last date.</p> <p><b>11.3</b> If desired/prescribed information is not submitted, the Bank will assume no responsibility for rejection of Tender.</p>
<b>12. Deadline for Submission of Tenders</b>	<p><b>12.1</b> Tenders must be filled online through e-tendering process mentioned in this document, not later than the date and time indicated in this document.</p> <p><b>12.2</b> The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.</p>
<b>13. Late Tenders</b>	<b>13.1</b> No Tender submission after the deadline shall be allowed on the e-portal.
<b>14. Tender Opening</b>	<b>14.1</b> The Bank shall open the Tender electronically on the notified date.
<b>D. Examination of Tenders</b>	
<b>15. Confidentiality</b>	<b>15.1</b> Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers.



<b>16. Clarification of Tenders</b>	<p><b>16.1</b> To assist in the examination, evaluation, comparison of the Tenders and qualification of the tenderers, the Bank may, at its discretion, ask any tenderer for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the Tenders.</p> <p><b>16.2</b> If a tenderer does not provide clarifications of its Tender by the date and time set in the Bank's request for clarification, its Tender shall be rejected.</p>
<b>E. Tender Evaluation and Comparison</b>	
<b>17. Qualification of the Tenderer</b>	<p><b>17.1</b> The Bank shall determine to its satisfaction whether the selected tenderer meets the qualifying criteria in accordance with Section II (Para 3).</p>
<b>18. Scrutiny/ Evaluation of Tenders</b>	<p><b>18.1</b> The tenders comprising two parts i.e., Part I on "<b>scope of work and commercial conditions</b>" and Part II on "<b>Price Bid</b>" shall be submitted separately through E- Tendering Portal.</p> <p>i. Part I on <b>scope of work and commercial conditions</b> to be submitted along with the followings:</p> <ul style="list-style-type: none"><li>a. Earnest Money Deposit through NEFT/ Online Mode for an amount of ₹82,000/- (Rupees Eighty-Two Thousand only). No interest shall be paid on this deposit.</li><li>b. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.</li><li>c. Documentary evidences and documents required to be submitted under the Tender.</li><li>d. Undertaking stating that the tenderer is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.</li><li>e. The copy of Section III and IV duly signed and stamped on each page, of the tender document shall be uploaded on the MSTC portal along with other requisite documents mentioned in Section V.</li><li>f. Any other information the tenderer wishes to furnish.</li></ul> <p>ii. Part II comprising "<b>Price Bid</b>" of the tender to be submitted separately comprising of prices in Indian Rupees only, with detailed break-up of price in the specified format given in <b>Section-V</b> both in figures and words. No other</p>



	<p>enclosure is permitted in <b>Part II</b>. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever. The rates quoted should be inclusive of all taxes, cess or duties, other levies applicable, if any.</p> <p><b>iii.</b> Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, who choose to be present.</p> <p><b>iv.</b> The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.</p> <p><b>v.</b> Price bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on the date mentioned in this document.</p> <p><b>vi.</b> The Bank will award the contract to the tenderer(s) whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has/have offered the Bid Price reasonable to the estimated considering the values of all the component of the contract for arriving L1.</p> <p><b>vii.</b> Tenders will be evaluated on the basis of the terms &amp; conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.</p> <p><b>viii.</b> Keeping in view the sensitivity of the work, the Bank shall be at liberty not to accept the lowest bid or any tender and shall reserve the right to reject any or all the tenders at any stage of the tendering process, either in whole or in part, without assigning any reason.</p>
<p><b>19. Bank's Right to accept any tender and to reject any or all tenders</b></p>	<p><b>19.1</b> The Bank reserves the right to accept or reject any tender and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further the conditional bids shall be rejected out rightly.</p>
<p><b>F. Award of Contract</b></p>	
<p><b>20. Period of Contract</b></p>	<p><b>20.1</b> The award of contract shall be valid for a period of one year i.e., from (April 01, 2023 to March 31, 2024), which can be</p>



	<p>extended up to a further period of two years, one year each at a time, without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.</p> <p><b>20.2</b> On receipt of the intimation from the Bank of the acceptance of his/ her tender, the successful tenderer shall be bound to implement the contract. The successful tenderer shall sign an agreement within a week in accordance with the terms and conditions of the agreements, specified in Section III, and the schedule of rates, finally arrived at.</p>
--	---

**Other Important Instructions:**

**A. General Conditions:**

- i Bank is not responsible for the completeness of the Tender Document.
- ii In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the Tender.
- iii The tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document. Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.

**B. Situations leading to disqualification / rejection of tenders**

- i Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for a period of minimum one year extendable up to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.
- ii All the tenders should be complete in all respects with all attachments / enclosures / annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out rightly and summarily rejected by the Bank.
- iii Tenders received by fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
- iv Bid proposals received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.
- v Tenders received after the due date and time shall be summarily rejected.
- vi Conditional tenders shall be straightway rejected, and no additional clause will be entertained.
- vii No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.





viii Alternative Proposals / Time for Completion shall not be permitted.

### **C. Dispute Resolution**

- i It is to be duly noted that in case of any/all disputes on terms and condition of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously).
- ii All disputes and differences of any kind under the agreement shall be referred to the sole arbitrator i.e., Regional Director, RBI, Chandigarh or his authorized representative and his/her decision, in writing, shall be final and binding on the Service Provider. However, for any dispute/issue, not settled through arbitration, the legal jurisdiction shall be Chandigarh only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

### **D. Force Majeure**

- i. Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

### **E. Disclaimer**

- i. Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.
- ii. The Bank reserves the right to modify, amend or supplement this document including all formats and Annexures.
- iii. While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

### **F. Confidentiality Statement**

- i. The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.
- ii. The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.



- iii. This Tender Document does not purport to contain all the information each tenderer may require.
- iv. This tender document may not be appropriate for all persons, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.
- v. Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.
- vi. The Bank and employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.
- vii. This document and the information provided therein are confidential and intended solely for the use of the Tenderer(s).

I/We hereby declare that I/We have read and understood the above instructions and undertake to abide by the same.

Date:

Name and Signature of the Authorized person:  
(With seal of the Company/firm)



### **Section III:**

#### **Terms and Conditions of the Contract for supply of sufficient number of fully covered closed container trucks/vehicles for the transportation of banknotes**

##### **1. Scope of work:**

The tenderer shall supply sufficient number of fully covered closed container trucks/vehicles having metallic body of sufficient thickness, preferably bullet / tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS), CCTV Surveillance System, Wireless Mobile Communication System with hooter and Fire Extinguisher for the transportation of banknotes packed in boxes from:

- a) Railway Station/ Airport in Chandigarh/SAS Nagar/ Jammu/ New Delhi/ any other place or any other office of the Bank to Bank's office at Chandigarh.
- b) Bank's office at Chandigarh to Currency Chests of various banks in Punjab, Haryana, Himachal Pradesh and U.T. of Chandigarh.
- c) Bank's office at Chandigarh to Railway Station/ Airport in Chandigarh/SAS Nagar/ Jammu/ New Delhi/ any other place in Punjab, Haryana, Himachal Pradesh and U.T. of Chandigarh or any other office of the Bank.

Remittance may be sent to more than one destination at a time. The tenderer may be required to lift soiled notes from the currency chests on return journey. The tenderer shall carry out movement / transportation of Note Boxes in a single convoy.

##### **2. Commencement / Renewal:**

- i. On receipt of intimation from the Bank of the acceptance of his / their tender, the successful tenderer(s) shall be bound to execute and implement the contract. The successful tenderer(s) shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.
- ii. In the event of successful tenderer(s) refusing to sign the agreement and execute the contract or rescind the contract or in any matter causes disruption of service, at any time during its validity, the EMD/security deposit lying with the Bank shall be forfeited and the tenderer(s) shall be blacklisted from participating in any tender in future.
- iii. The contract shall be valid for one year (i.e., April 01, 2023 – March 31, 2024) at a time which can be extended by the Bank at its opinion for a further period of two years, one year each at a time with/ without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.
- iv. When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether he/she is willing to renew the contract for a further period.

##### **3. Security:**

- i. For the proper performance of the obligations under the contract, within 10 days after the issue of notification of award by the Bank, the successful tenderer(s) shall furnish security



deposit of an amount of 5% of total estimated expenditure of the contract, i.e., ₹2,05,000/- in this case, in favor of Reserve Bank of India, Chandigarh. No interest shall be payable on the amount of the Security Deposit.

#### **4. Duties of the contractor:**

It shall remain the contractor's responsibility to successfully execute the contract till the completion of validity period. In case the contractor fails to deliver the assigned work, his/her Security Deposit shall be forfeited. Further, the contractor has to indemnify the Bank from any type of loss due to any negligence on his/her part and for which the Bank is not responsible.

- i. The contractor shall, at all times during the contract period, within 12 hours from the receipt of written or verbal requisition from the Bank, supply adequate number of vehicles for transportation of banknotes packed in boxes. Such requisition may be delivered to the contractor by means of telephone or mobile phone or e-mail etc. The requisition notice may be cancelled by the Bank by issuing another notice, orally or in writing not less than three hours before the time fixed for transport of note boxes. In such case the Bank shall not make any payment to the contractor by way of remuneration compensation etc.
- ii. In urgent cases, requisition with three hours' notice in lieu of twelve hours' notice, may be made by the Bank and shall be complied with accordingly by the contractor.
- iii. The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on a day(s) declared as Public Holiday(s) under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute / provision applicable in this respect.
- iv. The contractor shall not, in any circumstances, transport goods or any other item pertaining/belonging to any other person in the vehicles carrying the consignment of the Bank.
- v. The container trucks carrying remittances may be required to halt enroute after sunset in the nearest Police Station or District Police Head Quarters or any other place directed by the Police Authorities or by the Bank. Night halt charges (after 11:00 PM) shall be paid in such cases and the same may be quoted by the tenderer in the Price Bid II of the tender.
- vi. The tenderer shall be required to obtain necessary route permits and pay all relevant taxes on his/ her own.
- vii. The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the Security Deposit.
- viii. In case of any breakdown of vehicle, the contractor shall be able to provide services of crane/ stand-by/ alternate vehicle of similar specifications in quick time so that the remittance of the treasure is not delayed.
- ix. The contractor shall ensure that the vehicles are having valid permission issued by RTO concerned, Registration papers, valid permits, PUC certificate, Fitness Certificate, tax paid up to date, Insurance cover, etc. to the vehicles. The drivers of the trucks must have valid driving license. The contractor will indemnify and keep the Bank indemnified against any loss, costs, charges and expenses incurred or suffered by the Bank on account of lack of said permit, license, certificates, etc.
- x. The drivers and employees deployed by the contractor to handle the vehicles should not be from another organization/firm.



- x. The Bank shall have the right to inspect or arrange inspection of the vehicles deployed by the contractor for the work at any time and declare any vehicle/ equipment unsafe and ask for its immediate withdrawal from the operation. The contractor shall ensure prompt/ immediate compliance of the same.
- xi. The work of the Bank should be carried out in a proper, careful, expeditious and efficient manner. The complete works/activities should be carried out without causing any damage to the note boxes, Bank's employees or officers, Bank's property, goods etc. and general public or any other person present in the premises of the Bank. The tenderer shall be required to work in close co-ordination with the contractor who will supply labourers/ mazdoors.
- xii. The vehicles supplied by the contractor shall be of less than ten years old during the entire period of the contract and must be roadworthy and in good condition. These vehicles shall either be owned or leased by the contractors. In case of leased vehicles, the lease of vehicles shall not expire during the contract.
- xiii. The contractor shall make good and reimburse to the Bank any loss or damage sustained by reason of accident, fire, theft, robbery, looting of the treasure, in transit or by any defective vehicle or from any incompetence, negligence of the employees of contractor.
- xiv. The weight and dimensions of packed note weighs 80 kg to 150 kg boxes depending up on denomination of notes. The vehicles when fully loaded with banknotes should not exceed the permissible Gross Vehicle Weight. The minimum load capacity of the truck should be 9 MT. Load capacity of the truck will be calculated as Gross Vehicle Weight less unladen weight of the vehicle. Overloading of Trucks shall not be permitted. If any disruption or delay in transportation of Banknotes or loss of man-hours of the Bank employees or officers is caused due to overloading, the Bank shall have the right to impose penalty of an amount not exceeding ₹10,000 (Rupees Ten thousand only) on each such occasion.
- xv. The Contractor shall issue Photo Identity Cards to all personnel like supervisors, drivers and cleaners/helpers etc. who may be associated with the discharge of the work/s subject of this agreement. The Contractor shall employ only such personnel whose Police Verification of character and antecedents has been carried out not earlier than one year. Documentary evidence of such verification shall be furnished to the Bank before deploying personnel for working for / entering into the premises of the Bank. Police verification certificates should be submitted once in a year at the beginning of the contract year.
- xvi. The Contractor shall, if necessary and directed by the Bank, appoint a supervisor to supervise his employees who are deployed by him to carry out the work under this contract. The responsibility to control, administer, personnel / employee of the Contractor deployed for the work under this contract and to maintain order amongst them shall vest with the Contractor. The Contractor shall ensure that his employees / personnel do not create any disorder, indiscipline or obstruction in the operations of the Bank by either disrupting/ obstructing the work under this contract or other work/ operations of the Bank whether being carried out by Bank's employees/ officers or employees/personnel of other contractors doing the work of the Bank.
- xvii. Driving of vehicles loaded with Note Boxes by a driver/person in an intoxicated/ inebriate condition is strictly prohibited. In case of any such incident coming to the notice of the Bank, the Bank shall have the right to immediately revoke this contract and forfeit the Security Deposit. If the Bank is made a party in any case instituted as a result of an accident caused by a driver driving vehicle negligently or in an intoxicated state, the Contractor shall defend



- the Bank at his own cost failing which the Bank shall recover from the Contractor the cost incurred by it in defending itself.
- xix. Keeping in view, the sensitive nature of the work it is required that the Bank is in a position to always communicate with the Contractor. The Contractor shall have sufficient means of communication to enable the Bank to have continuous communication with him. At the minimum, the Contractor shall have one telephone (Landline), one mobile number and one e-mail address which should be operational and attended to all the time. The Contractor shall put adequate arrangements in place to immediately respond to a request, requisition and instructions issued to him over any one or more of the above means of communication. The Contractor shall immediately notify the Bank of any change in the numbers / e-mail address. In case of any temporary disruption in any of the above means of communication, the Contractor shall put alternate arrangements in place immediately to keep the communication link always functional. Failure to establish and maintain any of the above means of communication or making alternate arrangement in case of any disruption may lead to imposition of a liquidated damages of ₹500/- (Rupees Five Hundred only) per day for every non- functional channel of communication. If at any time Bank is not in a position to communicate with the Contractor due to disruption in all the means of communication or otherwise the Bank may use registered post and the communication shall be treated as complete on submission of the same to the Post Office by the Bank.
- xx. Remittance can be carried at any time of the day/ night as instructed by the Bank and the Contractor shall not be entitled to any additional payment or remuneration and compensation in respect thereof.

## **5. Payment and Taxes:**

The payment will be made on monthly basis after the submission of bills for each consignment complete in all respects. The payment will be made after deduction of applicable taxes.

- i. Bills will be paid after rounding off the final amount to the nearest ₹1/- portion (not below 50 paise being rounded off to ₹1 and those below that amount be ignored). All the bills payable to the Contractor will be subjected to the Tax Deducted at Source, at the rate/s specified under the relevant laws/rules in this regard. Payments of the bills will be made through electronic mode only.
- ii. The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor.
- iii. The contract price/rate shall be all inclusive consisting of fixed & operating charges and based on the Scope of Work, vehicle being supplied and also include inter-alia, Drivers including other workmen's salary/uniform/food/allowances etc, Employees' State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any, parking charges, toll gate fees & all other levies/charges.
- iv. No detention charges or compensation charges will be payable for delay in commencement of the work or cancellation of the work order issued to the Contractor due to any reason at



- Bank's premises or any other place of work indicated in this contract after the containers/trucks have already been made available at the scheduled place and time respectively.
- v. The distance/s of the destination Currency Chests, Reserve Bank of India offices etc. shall be reckoned by verifying the starting/ending meter reading of treasure vehicle, duly signed by the Police personnel/Potdar with the reference distance maintained with us.
  - vi. The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.
  - vii. All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from Security Deposit/ Bills furnished by contractor or other dues payable or becoming payable to the contractor.
  - viii. In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/ Officer-in-Charge, Reserve Bank of India, Chandigarh shall be final and binding on both parties.

#### **6. Disqualification/ Termination/ Penalty:**

- i. It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case, the tender of the tenderer shall be liable for rejection in addition to being blacklisted for a period of minimum one year extendable to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.
- ii. The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination. If the contractor elects to terminate the agreement/contract without proper notice of three months, then the Bank shall have the right to forfeit the Security Deposit with the Bank. Besides, the contractor will also be prohibited from taking part in any tender issued by Issue Department of Chandigarh Office for a period of minimum one year extendable to three years.
- iii. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of vehicles or any breach of instructions of the contract, as considered by the Bank, a fine/penalty of ₹10,000 (Rupees Ten thousand only) may be imposed on the contractor for each instance.
- iv. The Contractor shall ensure that his employees/ personnel do not misbehave, quarrel or fight with Bank's employees or officers or employees/ personnel employed by other Contractors engaged by the Bank or damage property of the Bank or vehicles of the Bank or its officers/employees parked inside the Bank premises. If the Bank comes to a conclusion that the Contractor had failed to control his employees / personnel, the Bank may impose a liquidated damages of ₹10,000/- (Rupees Ten Thousand Only) for each such instance. The Contractor shall also be liable to compensate the persons who suffer any injury as a result of misbehavior by his employees or personnel. The Bank may also direct the Contractor not to engage any person/s who had misbehaved, quarreled or injured any employee / officer of the Bank or any employee / personnel employed by another Contractor or damaged the property of the Bank. Failure to obey such direction of the Bank shall entitle the Bank to impose a liquidated damages of ₹10,000/- (Rupees Ten Thousand Only) for each such



- instance specified in such direction. The said liquidated damages shall be in addition to the actual loss suffered by the Bank to its properties.
- v. The Contractor should ensure that the drivers employed by him for carrying out the work under this contract are not addicted to alcohol or other intoxicating substances. If it is found that a driver/s has/have caused accident due to negligence or rash driving or driving under the influence of alcohol or any other intoxicant, the Bank may impose liquidated damages of ₹10,000/- (Rupees Ten Thousand Only) on each occasion. If such incidents are repeated three times the Bank shall have the right to immediately revoke this contract and forfeit the Security Deposit.
  - vi. In case of frequent or continued delay or in case of any breach by the Contractor of any of the provisions of this agreement, the Bank may terminate the contract with immediate effect by giving intimation in writing through the General Manager/ Deputy General Manager, Issue Department with the approval of the Regional Director/ Office-in-Charge on behalf of Reserve Bank of India, whether any penalty as herein before provided for such delay or breach has been imposed or not.
  - vii. Continuation of the contract shall be primarily depending upon the performance of the contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.
  - viii. If the Contractor fails to provide services on more than three occasions continuously, then the Bank has the right to terminate the Contract with/ without giving any notice whatever may be the reason. In this case the transporter has no right to claim compensation.
  - ix. The amount of demurrage charge paid to Railways due to deficiency in service of the Contractor, damage or loss sustained by the Bank and any liquidated damages imposed on the Bank or expenses which the Bank may be required to bear in defending itself in any proceeding/s initiated by or before any court, statutory, administrative or municipal authorities shall be recovered by the Bank from the Security Deposit / Performance Bank Guarantee / Bills.

#### **7. Compliance with Statutes:**

The contractor(s) shall abide by all relevant laws in force in the country and state(s) concerned. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible.

- i. The contractor shall abide by the provisions of the Motor Vehicle Acts and the rules of the states in force in the states concerned.
- ii. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.
- iii. The workmen should be paid the minimum wages under the Minimum Wages Act, 1948 & the updated rules made thereunder. Besides, the workmen should be given Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen's compensation Act, 1923. The total premium shall be borne by





the contractor. The contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.

- iv. The Contractor shall maintain all records and legal documents updated as per prevailing statute and have to produce before the management / statutory authorities as and when asked for.
- v. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for Bank's work for the Bank's verification on monthly basis along with bills raised. If payment is made in cash, it should be done in presence of the Bank's official under his signature. Alternatively, employees' bank account may be credited and bank statements indicating payment should be submitted.
- vi. The Principal Employer i.e., the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor to lapse or default on his part in discharging his obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.
- vii. The Contractor shall not engage in Child Labour, which is prohibited under Child Labour Act, 1986.

#### **8. Non - Disclosure Clause:**

The Contractor shall not disclose directly or indirectly any information, date, material and details of the Bank's infrastructure / systems / equipment / practices etc., which may come to the possession or knowledge of the contractor during the course of discharging contractual obligation 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 obligation under it or to comply with applicable laws. The contractor 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 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 Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

#### **9. Conflict of Interest:**

The contract is liable to be terminated if it is found that the Contractor (including his/her employees) has a business and family relationship with any members of the Bank staff who are directly or indirectly involved in placement of work order under the contract.



## 10. Bank's Information Security Policy

Contractor and its employees have to follow the guidelines issued by the Bank from time to time under the Bank's Information Security Policy.

## 11. Sexual harassment of women at workplace

- a) The Contractor /Agency shall be solely responsible for full compliance with the provisions of the " Sexual Harassment of the women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any sexual harassment complaint against its employee within the premises of the Bank, the complaint will be filed before the internal complaints committee constituted by the contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect to the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of the Regional Complains Committee constituted by the Bank.
- c) 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.
- d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- e) The contractor shall provide a complete and updated list of employees who are deployed within the Bank's premises.

I/We hereby declare that I/We have read and understood the above instructions and undertake to abide by the same.

Date:

Name and Signature of the Authorized person:

(With seal of the Company/firm)

**FORM OF TENDER**

Date:

Place:

The Regional Director  
Reserve Bank of India  
Issue Department  
Central Vista, Sector 17  
Chandigarh - 160017

**Dear Sir,****e-Tender for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes**

I/We have carefully examined the scope of work and services specified in the memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the works and services in the Memorandum for the time specified in accordance with the scope of work, specifications and instructions in writing referred to in Terms and Conditions of the contract and instructions to the tenderers and other important conditions and with such other materials as are provided for, and in all other respects, in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

a	Description	Supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes from Reserve Bank of India, Chandigarh to currency chests located at different places in the states of Punjab, Haryana, Himachal Pradesh and U.T. Chandigarh and other Issue offices of Reserve Bank of India (RBI).
b	Estimated cost / expenditure which may be incurred by the Bank during the year (FY 2023-24)	<b>₹41,00,000/- (Rupees Forty-One lakhs only)</b> The amount is indicative only & the Bank is not under any obligation to incur expenditure equal to or exceeding the estimated cost/expenditure mentioned in this memorandum.
c	Earnest Money Deposit	₹82,000/- (Rupees Eighty-Two Thousand only) to be paid through NEFT/ Online Mode to Reserve Bank of India, Chandigarh.
d	Security Deposit	₹2,05,000/- (Rupees Two Lakh Five Thousand only) to be paid through NEFT/ Online Mode to Reserve Bank of India, Chandigarh.
e	Contract Period	One Year (from April 01, 2023 to March 31, 2024)
f	Extension of contract	The contract may be extended by the Bank at its discretion for a further period of two years, one year each at a time without any variations in terms & conditions of the original contract agreement or subject to the terms & conditions mutually agreed upon between the parties.



2. I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender and this period of validity can be extended for such period as may be mutually agreed upon between the Bank and me/us in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.

3. If this tender is accepted, I/we hereby agree to abide by and fulfil all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successor, or assignees or nominees in Office such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the tender.

4. I/we understand that Reserve Bank of India reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason thereof.

5. The Tender is submitted electronically within time stipulated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

For and on behalf of M/s \_\_\_\_\_

(Signature with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

(Certified true copy of the Power of Attorney of the above signatory should be enclosed in case of company/firm).

Witnesses

(1) Signature with \_\_\_\_\_

Name, address and date \_\_\_\_\_

(2) Signature with \_\_\_\_\_

Name, address and date \_\_\_\_\_

Name of the Partner of the firm or the person Authorized to sign

Or

Name of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney authorizing the above signatory should be enclosed). Failure to enclose the same shall lead to rejection of the Bid.

Yours faithfully,

Signature of the contractor



## PART I – SCOPE OF WORK AND COMMERCIAL CONDITIONS

### Technical Bid Form

**(Note- To be filled and uploaded in the e-tendering portal)**

#### 1. Particulars of the Tenderer

i.	Name of the Tenderer				
ii.	Whether the tenderer is a/an individual/company/partnership firm/Limited Liability Partnership (LLP)/Proprietary) (Furnish self-attested certificate/documentary proof)				
iii.	Date of Birth in case of individual proprietorship				
iv.	Date of formation/incorporation of Partnership/LLP/Company. (Furnish self-attested documentary evidence like Memorandum / Articles of Association, Partnership Deed etc.)				
v.	PAN				
vi.	GSTIN with documentary evidence				
vii.	Name (s) of the Proprietor/Partners/Directors of the organization (Furnish self-attested copies of the documents)				
vii	Postal Address	Present Address		Permanent/ Regd. Office Address	
	Pin code				
	Address & contact details of the local representative				
ix	Telephone no. (with STD code)	Office	Residence	Fax	Mobile
	Please furnish proof of address such as Telephone bill, electricity bill, mobile bills, etc.				
	Website (if any)				
x	Name and contact details (mobile no. and email id) of the authorized person who will execute the contract				



xi	Whether holding National Permit – If yes, submit self-attested copy of documentary evidence	
xii	Annual Turnover in ₹ Lakh during the last three financial years in similar business:  (submit self-attested copies of audited financial statements for last three financial years)	2019- 2020 (Assessment Year 2020-21)  2020-21 (Assessment Year 2021-22)  2021-22 (Assessment Year 2022-23)

## 2. Bank Account Details

1.	Name and address of the bank branch	
2.	IFSC Code	
3.	Type of bank account	
4.	Account Number	
5.	Details of defaults, if any	

## 3. Details of Minimum 5 Bullion Van/Closed trucks held by the Tenderer

Parameters	Truck (1)	Truck (2)	Truck (3)	Truck (4)	Truck (5)
<b>Registration No.</b>					
<b>Make</b>					
<b>Mode Year</b>					
<b>Capacity in Metric Tons @</b>					
<b>National Permit No.</b>					
<b>National Permit Expiry Date</b>					
<b>Fitness Certificate Expiry Date</b>					
<b>Whether bullion van/ closed truck is having metallic covers and lock arrangements</b>					
<b>Date of Expiry of Insurance</b>					

@ (Gross Vehicle Weight less Unladen Weight of Vehicle)



#### 4. Details of the institutions with which the tenderer has entered into similar contracts during the last three years

(Self-attested copies of work order, Experience certificate/Completion certificate in support thereof may be furnished).

Name of the office / Company	Address & Telephone Nos.	Period of contract	Turnover (per annum in ₹ lakhs)

#### 5. Details of the Earnest Money Deposit (EMD)

NEFT Amount (in ₹)	Remittance Details	Date

#### 6. Please tick wherever applicable

Whether the tenderer has ever been blacklisted by RBI or State/Central Government Department or any Bank? <i>(If the firm or its director/s have been debarred from applying or blacklisted by RBI or convicted by any criminal court, they need not apply)</i>	Yes/No
Whether any proceeding against the firm or its proprietor/partners/director/s are pending in any court? <i>If Yes, then give details (A separate sheet may be attached)</i>	Yes/No
Are the terms and conditions of the tender acceptable to the tenderer?	Yes/No
Whether any of the applicant's relative/s is/are employed in the Reserve Bank of India? <i>If Yes, please give details</i>	Yes/No
Whether the tenderer has an office in within the municipal limits of Chandigarh, Panchkula and SAS Nagar?	Yes/No



## Declaration

- (a) All the information given by me/us are true and correct to the best of my/our knowledge and belief and that if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action as it may deem fit.
- (b) I / We understand that our tender is liable for rejection at any stage if any information furnished by me/us is found to be incorrect / wrong and the decision of RBI in this regard will be final.
- (c) I/We, hereby, declare that I/We have read and understood the instructions/guidelines and Terms and Conditions underlying the contract for “supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes” issued by the Reserve Bank of India, Chandigarh and agree to abide by these instructions and conditions.
- (d) The full value of the Earnest Money Deposit (EMD) shall stand forfeited without prejudice to any other remedies if I / We decline / rescind from my / our obligation or do not execute the contract documents within seven working days from the date of issue of acceptance letter.
- (e) I/We have examined the specifications relating to the works specified in the tender document and have examined the nature of works specified in the said tender and have acquired the requisite information relating thereto as affecting the tender.
- (f) Upon successful award of the contract, I/We hereby declare that I/We shall submit valid police verification reports of the drivers along with their driving licenses.
- (g) Also, upon successful award of the contract, I will comply with the eligibility criteria of equipping the container trucks/ vehicles with wireless mobile communication system along with hooter and high-resolution CCTV coverage for both passenger and cargo compartment.

Date:

Name & Signature of the Authorized Person  
(With seal of the Company / Firm)





**Section V**

**PART II - PRICE BID**

**e-Tender for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes**

**Schedule of Rates (April 1, 2023 to March 31, 2024)**

*(to be filled in the MSTC e-tendering Portal only)*

Sr. No.	Items (A)	Unit	Qty (B)	Rate (C)		Amount (B x C)
				In figures	In words	
1.	<b>Plain area rate per kilometer</b> (except for local areas as mentioned in Sr. No. 4 below) for supply of trucks as detailed in para 3 (iv) Section II of the Tender Document (to be quoted in Rupees per kilometer) <b>(minimum charges of 50 kms will be paid)</b>	Km	43200			
2.	<b>Hilly area rate per kilometer</b> for supply of trucks as detailed in para 3 (iv) Section II of the Tender Document (to be quoted in Rupees per kilometer) <b>(minimum charges of 50 kms will be paid)</b>	Km	4320			
3.	Night Halt charges in case the container carrying the remittances is required to halt en-route after sunset in the nearest Police Station or District Police Head Quarters or any other place directed by the Police Authorities or by the Bank (to be quoted in Rupee per night/ vehicle or container)	Number of nights	78			
4.	Fixed charges for local area remittances per vehicle per day (within the municipal limits of Chandigarh, Panchkula and SAS Nagar) for supply of trucks as detailed in para 3 (iv) Section II of the Tender Document. (to be quoted as a lump sum amount in Rupees)	Number of days	160			
		<b>Total Amount</b>				



Note:

- (i) Quantity mentioned at (B) above is only indicative quantity for the purpose of calculation to arrive at lowest rate tendered (L1). Actual quantity of work undertaken during the contract period shall vary.
- (ii) The prices quoted shall be all inclusive consisting of fixed & operating charges and based on the Scope of Work, vehicle being supplied and also include inter alia, drivers including other workmen's salary/uniform/food/allowances etc., Employees' State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any, taxes & levies, parking charges, toll gate fees & all other charges but shall be **exclusive of GST**.
- (iii) The rates for local remittances may be quoted for per container per day basis in lump sum.
- (iv) Rates for container of minimum 9.0 metric tonnes capacity should be quoted.
- (v) TDS wherever applicable will be deducted as per prevailing rate.
- (vi) No additional condition/ deviation will be accepted

I/We agree that items of work as mentioned above for which rates have been quoted are grouped activity and are in the nature of composite items involving different stages for completion. Any claim for extra stages under the described work will not be entertained by the Bank.

***(Proforma of Price Bid placed above is for your reference only. Price Bid to be filled in the MSTC e-tendering Portal Only)***

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Name ( \_\_\_\_\_ )

(With rubber stamp/seal of the firm/ company)



## **SECTION VI**

### **List of the Documents to be submitted with the Technical Bid**

- i. Experience Certificates.
- ii. Audited financial statements for the last three years.
- iii. Solvency certificate duly certified by the bank showing Positive net worth as per the latest audited balance sheet.
- iv. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
- v. Undertaking stating that the tenderer is not a wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
- vi. Copies of PAN and GSTIN.
- vii. Copies of the Registration certificates, Pollution under control certificates, Insurance certificates, Road Tax and National permits of the vehicles.
- viii. Section II, III, IV and V shall be signed, stamped and uploaded on MSTC portal.
- ix. Advice of the Earnest Money Deposited to RBI, Chandigarh Account through NEFT/ Online Mode
- x. Bank Statements for the last one year.
- xi. Copy of cancelled cheque of the bank.

**Note: All the above documents should be submitted/uploaded by the Tenderer along with the Technical Bid while submitting the Bids through E-Tender portal. In case of non-submission of any of the above document by the tenderer, the tender will be treated as disqualified in Part-I at the sole discretion of the Bank.**



**Evaluation of Part-I (Technical Bid)**

**Qualifying Criteria**

The eligibility criteria set earlier in this document must be fulfilled for consideration of technical bid. In addition, the following criteria will also be considered.

<b>S. No.</b>	<b>Parameters of Technical Evaluation</b>	<b>Whether fulfilling the parameter/ Submitted the Necessary Documents (Yes/No)</b>	<b>Whether eligible to qualify Part-I of the Tender</b>	<b>Remarks</b>
1.	Minimum five years of experience in undertaking similar works	Yes	Yes	
		No	No	
2.	Minimum average annual turnover of at least 25% of estimated expenditure of the contract during the last three years – to be supported by audited financial statements	Yes	Yes	
		No	No	
3.	Positive net worth – whether Solvency certificate duly certified by the bank is attached	Yes	Yes	
		No	No	
4.	Whether the tenderer has ever been blacklisted by RBI or State/central Government Department?	Yes	Yes	
		No	No	
5.	Whether any proceeding against the firm or its director/s are pending in any court?	Yes	Yes	
		No	No	
6.	Are the terms and conditions of the contract given in Section-III of the tender document are acceptable to the tenderer? If yes, a copy of the same, duly signed on each page, should be	Yes	No	
		No	Yes	



	submitted.			
7.	Whether the Earnest Money Deposit of ₹82,000/- has been made to the Bank by the tenderer? If yes, NEFT details to be given.	Yes	No	
		No	Yes	
8.	Whether the vehicles are meeting all the required criteria as per para 3 (iv) of Section II of the Tender Document?	Yes	Yes	
		No	No	
9.	Does the tenderer own minimum five number of 9MT minimum capacity closed vehicles?	Yes	Yes	
		No	No	

Only those tenders fulfilling the above evaluation criteria will qualify in Part-I of the tender and will be eligible for Part-II i.e., Financial Bid. However, the Bank reserves the right to relax any norm under its sole discretion, but applicable to all.