

# RESERVE BANK OF INDIA



RBI, Hyderabad, Issue Department

## e-TENDER FOR

Supply of Labourers/Mazdoors for handling Note Boxes and Coin Bags

### Part I (Techno-Commercial Bid)

(Containing Section I to Section VI)

### Part II (Price Bid)

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Date of Pre-Bid meeting: Venue: Issue Department, 2<sup>nd</sup> floor, Reserve Bank of India, Hyderabad at 3:30 PM on January 25, 2021

Due Date and time of Submission of e-Tender : 2:00 PM on February 08, 2021

The Regional Director, Reserve Bank of India, Hyderabad invites tenders from reputed, experienced and license holder labour contractor for supply of sufficient number of adult and able bodied labourers / mazdoors for handling coin bags and note boxes for loading , unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Hyderabad / India Government Mint, Cherlapally or any premises identified by the Bank and for loading, unloading, stacking of full note boxes in the premises of the RBI Hyderabad, Railway Stations / Airports or any premises identified by the Bank.

The period of contract will be initially for a period of one-year *w.e.f.* April 01, 2021 and may be extended by the Bank at its opinion for a further period of two years, one year each at a time with or without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

## SCHEDULE OF TENDER (SOT)

**NOTE: This is an open tender enquiry. Those bidder/vendors who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate in this tender. Bidders may check their eligibility for participation in this tender before submitting the bids.**

<b>A. Nature of work</b>	Supply of sufficient number of adult and able bodied labourers / mazdoors for handling coin bags and note boxes for loading , unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Hyderabad / India Government Mint, Cherlapally or any premises identified by the Bank and for loading, unloading, stacking of full note boxes in the premises of the RBI Hyderabad, Railway Stations / Airports or any premises identified by the Bank.
<b>B. E - Tender No.</b>	RBI/Hyderabad/Issue/8/20-21/ET/440
<b>C. Mode of Tender (Online)</b>	e-Procurement System On line Part I – Technical Bid and Part II – Price Bid Through <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a>
<b>D. Estimated value of work</b>	₹ 1,50,00,000/- (Rupees One Crore Fifty Lakh only) (Approx.) for period of 01 year from April 01, 2021 to March 31, 2022.
<b>E. Date on which NIT will be available to parties to download</b>	January 18, 2021 at 11.00 AM onwards
<b>F. Pre-Bid meeting (Off-line)</b>	January 25, 2021 at 03.30 PM Venue:– Issue Department, Reserve Bank of India, Saifabad, Hyderabad – 500 004
<b>G. Earnest Money Deposit (EMD)</b>	₹ 3,00,000/- (Rupees Three Lakh only) to be deposited in account no. 8614038 & IFSC– RBIS0NEFTHY of RBI Hyderabad (by NEFT only) on or before the date given in NIT.
<b>H. Last date of submission/deposit of EMD through NEFT</b>	On or before February 08, 2021
<b>I. Transaction Fee</b>	As applicable Payment of Transaction fee will be through MSTC payment gateway/NEFT/RTGS in favour of MSTC Ltd.
<b>J. Last date of submission of Transaction fee</b>	1 day (one working day) before the last date of closing of e-tender i.e. February 07, 2021, up to 5:00 PM.
<b>K. Date of starting of e-tender for submission of on line Techno Commercial Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a></b>	January 18, 2021 after 11.00 AM.

<b>L.</b> Date of closing of online e-tender for submission of Techno Commercial Bid & Price Bid	February 08, 2021 by 2.00 PM.
<b>M.</b> Date and time of opening of Part-I (i.e. Techno-Commercial Bid)	February 08, 2021 on or after 3.30 PM

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) and [www.rbi.org.in](http://www.rbi.org.in).

## **DISCLAIMER**

Reserve Bank of India (hereinafter referred to as “the Bank”), Issue Department, Hyderabad, has prepared this document to provide background information of work to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe 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 purpose of this document is to provide interested parties with information of work. This Bidding Document may not be appropriate for all persons, and it is not possible for neither the Bank nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors to consider the particular needs of each party who reads or uses this document. The assumptions, assessments, statements and information contained in this document may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Bidding Document and obtain independent advice from appropriate sources.

The Bank or its employees make no representation or warranty and shall have no liability to any person including any bidder under any law, statute rules or regulations or tort, principles of restitutions or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the bid and any assessment, assumption or information contained therein or deemed to form the part of this document.

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 the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

This is an open tender. Those bidder/vendors who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate.

The Bank does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders either in whole or in part without assigning any reasons whatsoever. The Bank also reserves the right not to proceed with tender or to change the configuration of the tender, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party/bidder expressing interest.

No reimbursement of cost of any type shall be paid to persons or entities expressing interest.

In view of the serious implications involved with the transport of treasure and requirement of high level coordination, the contract for all the items of work specified in the schedules of the tender application will be awarded to a single party and not to multiple agencies on a piece meal basis. The overall L1 will be decided through a method of scenario analysis by applying the rates quoted to the immediate preceding year's quantity of work of respective items.

The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.

The Bank may at its discretion, assign one or more, or all items of work to the successful tenderer, for which rates are called for.

The agreement / contract for supply of adult and able-bodied labourers / mazdoors is in the nature of a rate contract. The Bank neither promises nor assures any specific quantity of job under the contract.

The Bank will, under no circumstances be liable to reveal the criteria adopted for the selection of the Contractor to anybody.

Rates should be quoted both in figures and words in columns specified. No advice of any change in rate or conditions after the opening of the tender will be entertained.

The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.

## Important Instructions Regarding E-tender

This is an e-procurement event of Reserve Bank of India, Hyderabad. The e-procurement service provider is MSTC Limited.

Bidders are requested to read the terms & conditions of this tender and subsequent corrigendum, if any, before submitting their online tender.

<b>1.</b>	<p><b>Process of E-tender:</b></p> <p><b>A) Registration:</b> The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a PC connected with Internet. MSTC / RBI HYDERABAD is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p><b>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAVE TO BE SUBMITTED ON-LINE AT</b> <a href="https://www.mstcecommerce.com/eprochome/rbi">https://www.mstcecommerce.com/eprochome/rbi</a></p> <p>1) Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → eProcurement → PSU/Govt. depts → Select RBI Logo &gt; Register as Vendor -- Filling up details and creating own user id and password → Submit</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, vendors may contact MSTC / RBI HYDERABAD, (before the scheduled time of the e- tender).</p> <p>In case of any clarification, please contact MSTC/RBI, HYDERABAD, (before the scheduled time of the e-tender).</p> <p><b>Contact person (RBI, HYDERABAD):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 5px;">Shri. K. Suresh Kumar, AGM <a href="mailto:ksureshkumar@rbi.org.in">ksureshkumar@rbi.org.in</a> 040 – 2326 7204</td><td style="padding: 5px;">Ms. Renuka Balakrishnan, Assistant Manager <a href="mailto:rbalakrishnan1@rbi.org.in">rbalakrishnan1@rbi.org.in</a> 040 – 2326 7209, 9920801713</td></tr></table> <p><b>Contact person (MSTC): MSTC, Hyderabad</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 5px;">Ms. Suraiya R Shaik, Deputy Manager <a href="mailto:rsshaik@mstcindia.co.in">rsshaik@mstcindia.co.in</a></td><td style="padding: 5px;">Shri. B. Teja, JCA <a href="mailto:bteja@mstcindia.co.in">bteja@mstcindia.co.in</a> 06281048513</td></tr></table>	Shri. K. Suresh Kumar, AGM <a href="mailto:ksureshkumar@rbi.org.in">ksureshkumar@rbi.org.in</a> 040 – 2326 7204	Ms. Renuka Balakrishnan, Assistant Manager <a href="mailto:rbalakrishnan1@rbi.org.in">rbalakrishnan1@rbi.org.in</a> 040 – 2326 7209, 9920801713	Ms. Suraiya R Shaik, Deputy Manager <a href="mailto:rsshaik@mstcindia.co.in">rsshaik@mstcindia.co.in</a>	Shri. B. Teja, JCA <a href="mailto:bteja@mstcindia.co.in">bteja@mstcindia.co.in</a> 06281048513
Shri. K. Suresh Kumar, AGM <a href="mailto:ksureshkumar@rbi.org.in">ksureshkumar@rbi.org.in</a> 040 – 2326 7204	Ms. Renuka Balakrishnan, Assistant Manager <a href="mailto:rbalakrishnan1@rbi.org.in">rbalakrishnan1@rbi.org.in</a> 040 – 2326 7209, 9920801713				
Ms. Suraiya R Shaik, Deputy Manager <a href="mailto:rsshaik@mstcindia.co.in">rsshaik@mstcindia.co.in</a>	Shri. B. Teja, JCA <a href="mailto:bteja@mstcindia.co.in">bteja@mstcindia.co.in</a> 06281048513				

	<p>7406047869</p> <p>Google hangout ID- (for text chat)- <a href="mailto:mstceproc@gmail.com">mstceproc@gmail.com</a>  The bidders can also submit their issues vide e-mail at <a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a></p> <p><b>B) System Requirements:</b></p> <ul style="list-style-type: none"> <li>i) Windows 7 or above Operating System</li> <li>ii) For better browsing of the website, please use Internet Explorer version 10 or above</li> <li>iii) Kindly ensure that TLS 1.2 is enabled on your Internet Explorer browser to access the website.</li> <li>iv) Signing type digital signature</li> </ul> <p>Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</p> <p>To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied.</p> <p>Please check through Tools --&gt; Internet Options --&gt; Advanced tab on Internet Explorer browser.</p> <p>Tools =&gt; Internet Options =&gt; General =&gt; Click on Settings under “browsing history/ Delete Browsing History” =&gt; Temporary Internet Files =&gt; Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL Active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> once).</p>	
2	<p><b>A)</b> The Techno-Commercial Bid and the Price Bid shall have to be submitted online at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a>. All vendors fulfilling the eligibility criteria need to upload documents as indicated therein in support thereof along with the tender.</p> <p><b>B)</b> Part I Technical bid will be opened electronically on specified date and time given in the NIT. Part II Price bid will be opened electronically of only those bidder(s) whose Part I Technical Bid is found to be Techno-Commercially acceptable to RBI, HYDERABAD. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed</p>	



	<p>by them.</p> <p><b>Note:</b> The tenderers are advised to offer their best possible rates. There would generally be no negotiations. Hence, bidders may note to submit the most competitive prices while submitting the price bid. However, in case the lowest bid/rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the bid/rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>
3.	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4.	<p><b><u>Special Note towards Transaction Fee:</u></b> The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized, and the vendor shall be receiving a system generated mail.</p> <p><b>NOTE:</b> The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>Bidders are advised not to deposit cash in bank as it becomes difficult to ascertain the details of the remitter of such cash transactions. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate). Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party’s account shall not be accepted.</p> <p><b>Transaction Fee is non-refundable.</b></p> <p>In case of failure to make payment towards Transaction fee for any reason, the bidder, in term, will not have the access to online e-tender.</p>
5.	<p>Bidder(s) are advised to make remittance of EMD to Reserve Bank of India, Hyderabad as advised in the NIT.</p> <p>Vendors are advised to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. Please note that if the documents are not attached to any tender, the same cannot be</p>

	downloaded by RBI Hyderabad and it shall be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.
6.	All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by RBI, Hyderabad as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid, operational and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
7.	<p>a) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the bidders only.</p> <p>b) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website <a href="http://www.mstcecommerce.com/eprochome/rbi">http://www.mstcecommerce.com/eprochome/rbi</a> of MSTC Ltd.</p>
8.	<b>E-tender cannot be accessed after the due date and time mentioned in NIT.</b>
9.	<p><b><u>Bidding in e-tender</u></b></p> <p>a) Earnest Money Deposit for a sum of Rs.3,00,000/- (Rupees Three Lakh only) shall be submitted to the Bank in the form of Online Payment/NEFT on or before 01.00 pm of February 08, 2021.</p> <p>b) The account details for NEFT/RTGS transactions are as follows.  <b>Beneficiary Name: Reserve Bank of India, Hyderabad</b>  <b>IFSC: RBIS0NEFTHY (0 is zero)</b>  <b>Account No.: 8614038</b>  <b>Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded.</b>  <b>The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to <a href="mailto:issuehyderabad@rbi.org.in">issuehyderabad@rbi.org.in</a>.</b></p> <p>c) Bidder(s) need to deposit/submit necessary EMD and Transaction fee separately for the e-tender. A tender which is not accompanied by such EMD will not be considered. Transaction fee is non-refundable. No interest</p>

	<p>shall be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, Hyderabad immediately after award of work.</p> <p>d) The process involves Electronic Bidding for submission of Technical Bid as well as Price Bid.</p> <p>e) The bidder(s) who have submitted the above fees can only submit their Technical Bids and Price Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement → PSU /Govt. Depts → RBI Login → My menu → Auction Floor Manager → live event → Selection of the live event → Technical Bid.</p> <p>f) The bidder should allow to run java application by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run, then the bidder will not be able to save/submit his bid. (For details refer vendor guide &amp; FAQ).</p> <p>g) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Technical bid. After filling the Technical Bid, bidder 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 bidder should click on "save" to record their price bid. Then once both the Technical bid &amp; price bid has been saved, the bidder can click on the "Final Submission" button to register their bid.</p> <p><b>NOTE:</b> - After clicking the final submission two more options will show up, "Withdraw bid" and "Delete bid". If the vendor wants to withdraw its bid permanently then they should click withdraw bid link. He/she will not be able to bid again. If the vendor wants to delete the bid after final submission and resubmit the bid, then he/she should click delete bid and resubmit the same and again click final submission.</p> <p>h) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>i) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>j) The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p> <p>k) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter <b>SUPPLIER/CONTRACTOR</b>.</p> <p>l) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>m) Bank 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.</p>
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	<p>n) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms &amp; conditions for the tender.</p> <p>o) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
10.	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
11.	No deviation to the technical and commercial terms & conditions are allowed.
12.	RBI, Hyderabad has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13.	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <a href="http://www.mstcecommerce.com/eprchome/rbind">www.mstcecommerce.com/eprchome/rbind</a> of MSTC Ltd.
14.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15.	The bid will be evaluated based on the filled-in technical & commercial formats.
16.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) shall be forfeited. Punitive action including suspension, blacklisting and banning of business may also be taken against defaulting bidders.

**E-Tender for supply of Labourers/Mazdoors for handling Note Boxes and Coin Bags**

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**भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA**  
**विभाग, हैदराबाद / Issue Department, Hyderabad**

**E-Tender for supply of Labourers/Mazdoors for handling Note  
Boxes and Coin Bags**

**Part I – Technical Bid**  
**(Section I to Section VI)**

**Name of Tenderer:** Reserve Bank of India

**Address:** Saifabad, Hyderabad – 500004

**Section I**  
**Letter of Offer**

Place: \_\_\_\_\_

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

To,  
The Regional Director  
Reserve Bank of India  
Issue Department  
Saifabad  
Hyderabad – 500 004

Madam,

Having examined the specifications and schedule of Quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the nature of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the works specified in the said memorandum within the time specified, at the rates mentioned in the attached Schedule of Quantities, specifications and in accordance with all respects, in Agreement with the Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details of Tender</b>
1	Description of works	Tender for supply of sufficient number of adult and able bodied labourers / mazdoors for handling coin bags and note boxes for loading , unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Hyderabad / India Government Mint, Cherlapally or any premises identified by the Bank and for loading, unloading, stacking of full note boxes in the premises of the RBI Hyderabad, Railway Stations / Airports or any premises identified by the Bank.
2	Estimated cost / expenditure which may be incurred by the Bank during the contract period i.e. from April 01, 2021 to March 31, 2022	₹ 1,50,00,000/- (Rupees One Crore Fifty Lakh only) The amount is indicative only and the Bank is not under any obligation to incur expenditure equal to or exceeding the estimated cost / expenditure mentioned in this memorandum.

3	Earnest Money Deposit (EMD)	₹ 3,00,000/- (Rupees Three Lakh only) to be paid by way of NEFT to Reserve Bank of India, Hyderabad A/c No:8614038 IFSC: RBIS0NEFTHY (0 is zero)
4	Security Deposit	₹ 2,00,000/- (Rupees Two Lakh only) to be paid by way of NEFT to Reserve Bank of India, Hyderabad A/c No:8614038 IFSC: RBIS0NEFTHY (0 is zero)
5	Mode of payment	NEFT
6	Contract Period	One year (from April 1, 2021 to March 31, 2022)
7	Extension of the 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 and conditions of the original contract agreement or subject to the terms and conditions mutually agreed upon between the parties.

Should this Tender be accepted, I/we hereby agree to abide by and fulfil the terms, conditions and provisions of the said contract agreement annexed hereto so far as they may be applicable.

Name of the Partner of the firm or the person Authorised 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



**Section II**  
**Scope of Work**

1. The scope of work involves supply of sufficient number of adult and able bodied labourers / mazdoors for handling coin bags and note boxes for loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Hyderabad / India Government Mint, Cherlapally or any premises identified by the Bank and for loading, unloading, stacking of full note boxes in the premises of the RBI Hyderabad, Railway Stations / Airports or any other premises identified by the Bank.
2. Removal of empty wooden boxes and metal scrap from the premises of Reserve Bank of India, Hyderabad after the opening of boxes. The Bank will neither claim any scrap value nor pay any labour charges for this activity.

### Section III

#### COMMERCIAL AND SPECIAL CONDITIONS

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

The tenderer must be reputed, experienced and license holder Labour Contractor having:

- 1.1 Minimum three years of experience in undertaking similar work
- 1.2 Minimum average annual turnover of at least 25% of estimated expenditure of the contract during the last three financial years duly supported by the audited financial statements
- 1.3 Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank
- 1.4 The Contractor should possess a valid license issued by the Office of the Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulations and Abolition) Central Rules, 1971.
- 1.5 The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
- 1.6 The tenderer shall have an office / local representative within Municipal area of Hyderabad for execution of the contract.
- 1.7 The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained shall be furnished to the Bank.

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

## **2. Duties of the contractor**

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

- 2.1 The Contractor shall, at all times during the Contract Period, within twelve hours from the receipt of written or verbal requisition to that effect from the General Manager/Deputy General Manager, Reserve Bank of India, Issue Department, Hyderabad or any of his subordinate officer(s), supply as many able bodied mazdoors / labourers as may be required for handling coin bags and note boxes and also for miscellaneous incidental items of work in the Issue Department, Reserve Bank of India, Hyderabad as may be specified in the notice. Such requisition may be delivered to the contractor by means of telephone or mobile or e-mail or fax 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.
- 2.2 The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/ days 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.
- 2.3 On urgent occasions / cases, the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of three hours. The decision regarding any occasion / case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area i.e. the safety-yard.
- 2.4 The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent/permission of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the Security Deposit.
- 2.5 The contractor shall make good and reimburse to the Bank any loss or damage sustained by reason of any defect(s) caused due to inability / activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the coin bags/note boxes or by reason of any act of dishonesty or fraudulent

conduct on his / her part or on the part of mazdoors or other personnel engaged by the Contractor.

- 2.6 The Bank shall have right to direct the contractor not to engage the services of any mazdoor/worker who are incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the contractor or stop engaging the services of any workers/mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers/mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of Rs.500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and forfeit the Security Deposit.
- 2.7 The Contractor shall make suitable arrangement for taking insurance cover against the personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he / she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager, Issue Department shall have the right to call upon the contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the contractor. If the General Manager, Issue Department determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees / mazdoors are exposed having regard to the risk involved in the work of the contract employees, the purchase insurance cover for 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 General Manager, Issue Department failing which the Bank may purchase insurance for the additional amount and / or additional risks. The Bank shall recover expenses incurred in this regard by the Bank from the contractor.
- 2.8 The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees / officials who shall be associated with carrying out of the work subject to this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees / officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees / officials verified by the Police Department before the commencement of the contract.

- 2.9 The Contractor shall ensure that all the works /activities of the Bank are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Coin Bags and Notes Boxes.
- 2.10 The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the contractor. The maintenance of record / muster for marking the presence / absence of contract labour shall be the responsibility of the Contractor and such record / muster shall always be under the control of the Contractor.
- 2.11 The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

### **3. Issue and Submission of Tender**

- 3.1 E-tender document may be downloaded from website of MSTC Ltd after registration and obtaining log-in id and password.
- 3.2 Tenderers are advised to fill up all the required columns in the prescribed space provided at the portal of MSTC Ltd. All the tenderers shall abide by the rules, regulations and terms and conditions prescribed by MSTC Ltd. for e-tendering. Any change / modification from the original will purely be guided by the terms and conditions of the e-tendering methods. Non-compliance to any parameters or wrong submission of any data/information may result in rejection of the tender/bid by the system for which RBI shall not be responsible and no correspondence to that effect shall be entertained by RBI.
- 3.3 Each entry in the system need to be completed in perfect, professional and suitable manner as prescribed by MSTC Ltd.
- 3.4 All the terms and conditions relating to submission of the bid/s through e-mode / e-tendering system must be completed within stipulated time-period and all entries in the e-portal system must be made by the designated/authorised personnel of the firm/contractor. Any violation to this shall lead to cancellation of the bid systematically or automatically or electronically for which no request /claim shall be entertained.
- 3.5 The bids should be submitted only on-line through the portal of MSTC Ltd. The firms / contractors are advised to initiate action as per the information /documents available in the website of MSTC Ltd and in conformity with all the terms and conditions mentioned thereat. All necessary columns must be filled in for participating in the e-tendering of PART-I "Tender for Labour

Contracts” – Technical Bid and Part II – “Tender for Labour Contracts” – Price Bid.

- 3.6 Please note that Part II (Price Bid) of only such bidders who are found eligible after scrutiny of the Part I bids shall be opened electronically on subsequent working days, which will be intimated to all the eligible bidders through email/other mode of communication. In order to avoid any possibility of rejection of e-bids/price, all the contractors are advised to be conversant with all the terms and conditions, regulations, instructions, commands concerning the e-tendering system. RBI, Hyderabad shall not be liable for any such misunderstanding or misinterpretation on the part of the contractors leading to rejection of all and /or any / partial bids.
- 3.7 All insertions, postscripts, additions, over writings and alterations, if any, in the portal should be done in total compliance under the rules and regulations of MSTC Ltd. Failure to do so or any violation to any rules/regulations of MSTC Ltd may lead to rejection of the tenders for which no requests / claims will be entertained.
- 3.8 Tenders submitted electronically at the portal of MSTC Ltd should be complete in all respects with all required attachments / documents / self-authentication/ enclosures / Annexes.
- 3.9 All the e-bids for the said tenders should be submitted only through online at the portal of MSTC Ltd not later than 2.00 PM IST on February 08, 2021.
- 3.10 Since this is an e-tendering process, tenders sent in physical form through post or deposited in any of the Quotation Box shall not be accepted. Similarly, tenders submitted through Fax and E-mail shall not be accepted. No bids received online after expiry of the time line shall be entertained under any circumstances whatsoever.

#### **4. Scrutiny/Evaluation of tenders**

- 4.1 Part I of the Bid shall contain the un-priced tender consisting of complete scope of works and commercial condition.
- 4.2 Part I of the e-tender as submitted shall, among others, contain the following:
  - (i) Completely filled and signed Section IV along with the documentary evidence in support of information furnished.
  - (ii) Certificates, documents and evidence in support of the claims made by the tenderer relating to eligibility, conditions etc. mentioned in this tender document.
  - (iii) Documents showing availability of sufficient number of adult and able bodied labourers / mazdoors for handling coin bags and note boxes for loading , unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the

RBI, Hyderabad / India Government Mint, Cherlapally or any premises identified by the Bank and for loading, unloading, stacking of full note boxes in the premises of the RBI Hyderabad, Railway Stations / Airports or any premises identified by the Bank.

- (iv) Earnest Money Deposit (EMD) for the tender as mentioned to be deposited by way of NEFT in A/c No.8614038 of Reserve Bank of India, Hyderabad (IFSC Code- RBIS0NEFTHY) (Fifth character is "Zero")
- (v) Power of Attorney / Authorisation with the seal of the company / firm in the name of the person signing the tender documents (on completion of all formalities).
- (vi) Undertaking stating that the tenderer is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
- (vii) Any other information the tenderer wishes to furnish.

List of mandatory documents required to be submitted by the bidder is mentioned in section VI.

- 4.3 Before applying /opting for e-tender, the bidders are advised to visit the site/s of work/s / activities, viz. Bank premises, railway stations, air ports and acquaint themselves with the sites and working conditions in order to take informed decision before submission of tender.
- 4.4 The e-tenders /e-bids should comply with the terms and conditions set out in this tender document/portal and other terms and conditions determined by MSTC Ltd. No deviations shall be permitted in this regard.
- 4.5 Entire process of e-tendering shall be subjected to the rules/regulations other conditions as applicable to e-tendering and as decided by MSTC Ltd in consultation with RBI. And, the decision taken by this process shall be final and binding.
- 4.6 Part II of the e-bid containing price bid in an online page (available on the system of MSTC Ltd.) is to be submitted along with the tender.
- 4.7 This part of e-tendering shall contain prices / rates in Rupees only with detailed break-up of price as per format (Part II). No enclosure is permitted in Part II. Change of terms and conditions and technical deviations, if any, found in Part II of the tender may lead to rejection of the bid.
- 4.8 It is re-emphasised that all the firms need to get themselves abreast of the rules and regulations governing e-tendering as predetermined by MSTC Ltd. Failure to comply with either of the conditions relating to online tender process may render the tender Null and Void.

- 4.9 The tenderer must quote rates for all the items of work for each category of tender/work and no part item of work shall be left blank in the system.
- 4.10 The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.

## **5. Opening of Tenders**

- 5.1 Part I of the e-tenders will be opened on or after 3.30 PM on February 08, 2021 online by Reserve Bank of India, Hyderabad.
- 5.2 The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, condition, 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.
- 5.3 Price Bid (Part II) of only such of the tenderers who are found eligible after scrutiny of their Part I of the tenders will be processed for opening for which date and time will be intimated to all the eligible tenderers through their registered email id.
- 5.4 The Bank will award the contract to the tenderer(s) whose Bid has been determined to be substantially responsive to the conditions mentioned in the tender document and who has offered the Bid Price reasonable to the estimated considering the values of all the component of the contract for arriving at L1.
- 5.5 Tender will be evaluated on the basis of the terms & 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 scrutinising and evaluating the tenders.

## **6. Lowest Tender not necessarily to be accepted**

- 6.1 Keeping in view the sensitive nature of the work, the Bank shall be at liberty to not accept the lowest bid or any tender submitted. The Bank reserves the right to reject any or all the tenders at any stage of tendering process, either in whole or in part, without assigning any reason.
- 6.2 The tenderer, whose tender is not accepted online by the system/ software of MSTC Ltd, shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him for or in connection with his submission of online tenders, even though the Bank may elect to modify / withdraw the tender.



## **7. Commencement/Renewal**

- 7.1 On receipt of an intimation from the Bank of the acceptance of the 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 terms and conditions in tender document and the draft Contract Agreement and the Schedule of Rates.
- 7.2 The contract shall be valid for one year at a time (i.e. April 2021 to March 2022), which may 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 of the original Contract Agreement, subject to satisfactory performance of the contractual terms and conditions as agreed upon between the parties.
- 7.3 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 further period on the existing terms and conditions.

## **8. Earnest Money Deposit and Security Deposit**

- 8.1 Interested tenderers shall deposit Earnest Money of Rs. 3,00,000/- (Rupees Three Lakh Only) as mentioned at Sr. No. 3 in Memorandum under Letter of offer – Part I to be deposited by way of NEFT to A/c No.8614038 of RBI, Hyderabad (IFSC Code- RBIS0NEFTHY). If the Tenderer, after submission of the tender, demurs, resiles or deviates from his/their offer or modifies the terms and conditions thereof which are not acceptable to the Bank, EMD shall be forfeited without assigning any reasons thereof.
- 8.2 For proper performance of the obligations under the contract, within 10 days from the date of notification of award by the Bank, the successful tenderer shall furnish security deposit of Rs. 2,00,000/- (Rupees Two Lakhs Only) in favour of Reserve Bank of India, Hyderabad. It can be made by way of NEFT to A/c No. 8614038 of RBI, Hyderabad (IFSC Code – RBIS0NEFTHY) within 10 days of such intimation. No interest shall be payable on the amount of Security Deposit.
- 8.3 E-Tender quotes received without the deposit of required EMD shall be rejected.
- 8.4 In case the invitation of e-Tender be withdrawn or cancelled by the Bank, which shall have the right to do so at any time, no compensation / reimbursement shall be payable to tenderers for incurring expenditure in the process of submitting the tenders or preparation therefore or for the registration charges or other charges/fee paid by them to MSTC Ltd for getting registered.

- 8.5 In case the successful Tenderer fail to furnish the Security Deposit as prescribed under this Tender Document, EMD shall be forfeited by the Bank, without prejudice to liability of the tenderer for any further loss or damage incurred in consequence, by the Bank.

## **9. Payment and Taxes**

- 9.1 The Bank shall make payment of bills on monthly basis after the submission of bills for each consignment complete in all respects. The bills submitted by the Contractor will be paid after rounding off the final amount to the nearest Re.1/- In case of 50 paise and below, it will be ignored. The payment will be made after obtaining necessary certificates / data / information regarding completion of the work from various stakeholders and the bill/s being found to be complete in all respects. The calculation of distance travelled will be based on the distance of journey by the shortest route and in case of any dispute it will be based on the google road map or distance as per the latest atlas available in the market and the bills would be settled accordingly. The decision of the Bank in this regard shall be final and binding on the tenderer
- 9.2 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.
- 9.3 The contract price shall be all inclusive consisting of fixed charges and based on the Scope of Work also include interalia, labourers salary/uniform/food/allowances etc., Employees State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any & all other charges. The prices quoted shall be inclusive of all applicable taxes, duties, local levies, works contract tax by Central / State Government etc. as per applicable rates.
- 9.4 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.
- 9.5 All compensation or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from Security Deposit or other dues payable or becoming payable to contractor.
- 9.6 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, Hyderabad shall be final and binding upon both the parties of the contract.

## **10. Disqualification/ Termination/ Penalty**

- 10.1 It shall be treated as a serious misdemeanour 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 their selection shall lead to disqualification from the tender process. In such case, the tender of the tenderer shall be liable for rejection, in addition to be 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 shall take place with immediate effect.
- 10.2 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.
- 10.3 In the 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, considered by the General Manager/ DGM-in-Charge, Issue Department, Reserve Bank of India, Hyderabad to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-charge in consultation with Regional Director/Officer-in-charge may impose a fine not exceeding Rs. 5,000/- (Rupees Five thousand only) on the contractor.
- 10.4 In case of frequent or continued delay or in case of any breach of the contract of any of the provisions of this agreement, the Bank may terminate the contract with immediate effect by giving intimation in writing by the General Manager /Deputy General Manager-in-Charge, Issue Department with the approval of Regional Director/ Officer-in-Charge on behalf of the Reserve Bank of India whether any penalty as herein before provided for such delay or breach has been imposed or not.
- 10.5 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 by the Bank. The satisfactory or unsatisfactory performance of the contract shall be solely evaluated by the Bank and it shall be binding upon the contractor.
- 10.6 If the Contractor fails to provide services for more than 3 occasions continuously, then the Bank has right to terminate the Contract with/without giving any notice whatever may be the reason. Under such circumstances the Contractor shall have no power to claim compensation.

## **11. Compliance with Statutes:**

- 11.1 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 Bank is not responsible in any way.

- 11.2 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 Government / State Government whichever is higher from time to time, besides paying all the other statutory payments.
- 11.3 The workmen/labourers should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen/labourers 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/labourers. 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.
- 11.4 The contractor shall maintain all records and legal documents up dated as per prevailing statute and shall produce before the management / statutory authorities as and when asked for.
- 11.5 The Contractor shall not supply Child Labour, which is prohibited under Child Labour (Prohibition and Regulation) Act, 1986.
- 11.6 The wage period has to be fixed by the contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it shall be done in presence of the Bank's official under his/her signature. Alternatively, employees' bank account may be credited and bank statements indicating payment shall be submitted to the Bank.
- 11.7 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 / her (contractor's) 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.
- 11.8 The Contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 (the Act) by any mazdoor or other persons deployed by him for execution of the contract. In case of any complaint of sexual

harassment against its employees/labour/mazdoor within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and he shall ensure taking proper action under the Act in respect to the said complaint. The contractor shall be responsible for educating its employees regarding prevention of sexual harassment at work place and related issues.

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

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 its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same 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 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 employer i.e. 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 the breach of the 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.

## **13. Conflict of Interest:**

The tenderer shall not have a conflict of interest. All tenderers found to have a conflict of interest as mentioned below shall be disqualified.

- a) Tenderers in two different applications have controlling shareholders in common
- b) Tenderers (including their personnel) that have a business and family relationship with such members of the RBI staff who are directly or indirectly involved in the tender will not be awarded the contract.

## **14. Corrupt or Fraudulent Practices:**

RBI requires that the applicants under this contract observe the highest standards of ethics especially during the currency of the contract. In pursuance of this policy, RBI:

- a) Defines for the purpose of these provisions the terms set forth below as follows:
  - i) 'Corrupt practices' means the offering, giving, receiving or soliciting of anything of value to influence the action of public; and

- ii) 'Fraudulent Practices' means a misrepresentation of fact in order to influence the execution of a contract to the detriment of the employer and include collusive practice among applicants/bidders (prior to or after its submission) designed to establish bid price at artificial non-competitive level and to deprive the employer of the benefit of free and open competition.
  - iii) 'Collusive Practice' means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive level; and
  - iv) 'Coercive Practice' means harming or threatening to harm, directly or indirectly the person or their property to influence their participation in the procurement process or affect the execution of a contract.
- b) Will reject proposal for award of work if it is determined that the applicant recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.
- c) Will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/ contracts, if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in completing for, or in executing the contract.

#### **15. Risk and Cost:**

In the event of any breach by the contractor or in the event of early termination of the contract, the contractor shall be fully liable to risk and cost in addition to any other remedy whichever the Bank may have under the contract.

## Section IV

### Technical Bid Form

(to be filled, signed and uploaded on portal of MSTC Ltd.)

#### **A. General Information**

1.1	Name of the tenderer				
1.2	Whether the tenderer is a company, LLP, partnership firm or proprietary concern?				
1.3	Date of formation of partnership / Ltd. Company				
	Names of the Proprietor/ Partners/ Directors (Furnish documentary evidence such as Memorandum / Articles of Association, Partnership Deed etc. and PAN Numbers in support)				
1.4	Address (Please furnish proof of address such as Telephone Bill, Electricity Bill, Mobile Bill etc.)	Local Address at Hyderabad		Registered Address	
	Pin code				
1.5	Telephone No. (with STD code)	Office	Residence	Fax	Mobile
1.6	E-mail addresses				

#### **B. Registration Particulars (Enclose copy of Certificates)**

Sl. No.	Type of registration	Registration No.	Date of Registration
1	Income Tax – PAN (copy to be attached)		
2	Income Tax – TAN (for TDS)		
3	GST Registration No. (copy to be attached)		
4	Shops and Commercial Establishments Act		

5	License issued by the Office of the Labour Commissioner, Gol under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract labour (Regulations and Abolition) Central Rules, 1971		
6	Any other type of registration		

### C. Financial Status of the firm

1	Average Annual Turnover of the last three years (audited financial statements are to be attached)	
2	Net worth as per the latest audited balance sheet (Copy to be attached)	
3	Maximum number of labourers the tenderer can arrange at a time if demanded by the RBI. (On award of contract, the successful tenderer shall submit list of mazdoors, supervisors or other employees / officials who will be associated with carrying the work, photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers etc. The antecedents and character of all the employees shall be verified by the Police Department. (before commencement of contract)	
4	Current Account Number of the tenderer maintained with a bank	
5	Name and address of the bank and the branch where the above current account is maintained (Please submit a certificate from the bank or a cancelled cheque in support of the same)	
6	Whether any proceeding against the firm or its director/s are pending in any court? (Yes/No) <u>If yes please give details:</u>	
7	Whether the tenderer has ever been blacklisted by RBI or State / Central Govt. department; (Yes/No) (If the firm or its director/s have ever been debarred from applying or blacklisted by RBI or convicted by any Criminal Court they need not apply)	



**D. Present Contracts:**

Sl. No.	Name of the Client	Address and Phone No.	Contract Period
1			
2			

**E. Supply of labourers**

Are you in a position to supply the required number of labourers with at short notice?	
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**F. Contact details: Details for conveying requisitions for labourers**

Name	Designation	Phone Number	Mobile Number	Fax No	E-mail address

**D. Details of the Earnest Money Deposit**

<b>I</b>	NEFT Details	
<b>ii</b>	Amount (in figures and words)	
<b>iii</b>	Name of Bank	
<b>iv</b>	Name of the Branch	

**Notes**

The Tenderers are advised to visit the site/s of work/s / activities, viz. Bank premises and acquaint themselves with the site conditions before submitting the bids.

**Declaration:**

- a) I/We acknowledge that I/We have read and understood and do hereby accept all the terms and conditions mentioned in the tender document.
- b) All the information given by me/us are true and correct to the best of my/our knowledge and belief and if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action it may deem fit.
- c) 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 the RBI in this regard shall be final. I/We shall not raise any dispute regarding the decision taken by RBI in this regard.

Date :

Signature and Seal of Applicant

Name :

Designation :

## Section V

### **Draft Contract Agreement for supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes**

(To be finalised at the time of signing the agreement)

This AGREEMENT is made at Hyderabad on \_\_\_\_\_, between the Reserve Bank of India, (hereinafter referred as “the Bank/the RBI” ) having its registered office at Central Office building, Shahid Bhagat Singh Road, Fort, Mumbai – 400 001, a body corporate established under the Reserve Bank of India Act, 1934 and having its office at Saifabad, Hyderabad which expression shall include its successors and assigns on the ONE PART acting through its duly authorized official General Manager/Deputy General Manager/ Assistant General Manager, Issue Department in Issue Department, Hyderabad.

And

M/s. \_\_\_\_\_ carrying on the business as limited company/ private limited company/ partnership firm /proprietorship concern having their principal place of business at \_\_\_\_\_, (hereinafter referred as "the Contractor"), which expression shall include all partners, his legal heirs, representatives and successors on the OTHER PART.

“The Bank” and “the contractor” are each sometimes referred to herein as a “Party” and sometimes collectively referred to herein as the “Parties”

WHEREAS, the Bank has invited and the Contractor has submitted tender for supply of sufficient number of adult and able bodied labourers / mazdoors for handling coin bags and note boxes for loading , unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Hyderabad / India Government Mint, Cherlapally or any premises identified by the Bank and for loading, unloading, stacking of full note boxes in the premises of the RBI Hyderabad, Railway Stations / Airports or any premises identified by the Bank.

### **COMMENCEMENT/RENEWAL**

1. This AGREEMENT is effective and valid for a period from April 01, 2021 to March 31, 2022. The agreement can be extended/renewed by the Bank at its option, for a further period.

## **TERMINATION**

2. This Agreement may be terminated by either of the parties by giving three months' notice in writing of such termination to the other party. If the Contractor fails to carry out any of his obligations/duties in terms of this Agreement or violates any terms and conditions of this Agreement, the contract may be terminated by the Bank forthwith. In case of earlier termination, the Contractor will have no claim against the Bank.

## **INTERPRETATION OF THE TERM "GENERAL MANAGER"**

3. For the purpose of this agreement, General Manager means and includes, Deputy General Manager (DGM), General Manager and Officer-in-charge of Issue Department. In the absence of Deputy General Manager/General Manager of Issue Department, Officer-in-charge of Issue Department is empowered to exercise all powers and discharge all obligations arising out of this agreement including those specifically vested in GM. In this regard, the orders, directions, instructions etc., issued by Deputy General Manager or General Manager or Officer-in-charge of Issue Department shall have the same effect and the contractor shall comply them as if they are issued by General Manager of Issue Department.

## **SECURITY**

4. For proper performance of the contract, the contractor has to deposit a sum of Rs. 2,00,000/- (Rupees Two lakh only) as Security Deposit with the Bank which is liable to be forfeited either fully or partially depending upon the loss or damage incurred/suffered by the Bank, which will be decided by General Manager in consultation with the Regional Director. The Bank shall take into account the breach committed by contractor while arriving at damages, a copy of the calculation sheet with respect to damages shall be given to the contractor by the Bank before forfeiting the amount of security deposit partly or fully. The contractor shall not have any objection for such forfeiture. The contractor shall not raise any dispute regarding this. (not included in earlier agreement). No interest shall be payable on the said deposit amount of Security Deposit.

## **DUTIES OF CONTRACTOR**

5. The Contractor shall, at all times during the period of the contract, within twelve hours from the receipt of written or verbal notice to the effect from General Manager, Reserve Bank of India, Issue Department, Hyderabad or any of his subordinate officer(s), supply as many able bodied and adult labourers / mazdoors for handling coin bags and note boxes for loading , unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of

work in the premises of the RBI, Hyderabad / India Government Mint, Cherlapally or any premises identified by the Bank and for loading, unloading, stacking of full Note Boxes in the premises of the RBI Hyderabad, Railway Stations / Airports or any premises identified by the Bank, as may be specified in the notice at places and at the time specified in such notice. Such requisition may be delivered to the contractor by means of telephone or mobile or e-mail or fax etc. The 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 payment to the contractor by way of remuneration, compensation etc.

6. The notices so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as "Public Holiday/s" under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant Statute/Provision or Notification of the Government of India or Government of Andhra Pradesh or Government of Telangana applicable in this respect.
7. On urgent occasions /cases, certified as such by the General Manager, the Contractor shall comply with the request to provide mazdoors /labourers in sufficient numbers at short notice of three hours' in lieu of twelve hours' notice. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area i.e. the safety-yard.
8. If at any time the General Manager finds that through the default of the contractor owing to insufficiency or delay or failure or other defects in the supply of labours, the goods cannot be dispatched/received in due time, it shall be open to the General Manager to cancel the requisition and reject all the labourers supplied on the occasion and get the work done in any other manner, making the contractor liable for any extra charge involved therein, irrespective of whether a fine is imposed or not.
9. The Contractor shall make suitable arrangement for taking insurance cover against the personal injuries likely to be suffered by the labourers engaged by the contractor in connection with the contract and he should ensure that the insurance cover is kept alive during the currency of this agreement. The General Manager, Issue Department shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager, Issue Department determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees/mazdoors are exposed having regard to the risk involved in the work of the contract employees, 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 General Manager, Issue Department.

10. 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, Employees Compensation Act, 1923 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. The total premium shall be borne by the contractor. The contractor shall have a valid EPF account for making contribution for its labours. In case of any complaint regarding noncompliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Banks right to cancel the contract. The contractor shall not supply Child Labour, which is prohibited under Child Labour Act, 1986.
11. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Banks work for verification by the Bank on quarterly basis. If payment is made in cash, it should be in presence of the Banks official under his signature. Alternatively, employees' bank account may be credited and bank statements indicating payment may be submitted. The wage period has to be fixed by the contractor and it should not exceed one month. The contractor notifies to the Bank the wage period and the place and time of disbursement of wages.
12. The contractor should indemnify the Bank against any claim, prosecution or action arising out of the failure of the contractor to fulfil his obligations under the contract labour (Regulations and abolition) Act, 1970 ("the CLRA Act") and the Contract Labour (Regulations and Abolition) Central Rules 1971 ("the CLRA Rules") or under any other law. The Contractor will be required to obtain a licence from the competent authority as provided under section 12(1) of the CLRA Rules and also comply with the other requirements of the CLRA Act.
13. The contractor will be responsible for verification and identification of its workers/staff that may be utilised for the purpose of this contract and obtain necessary security passes etc. from the Bank, before entering/ moving inside Bank's premises. This will include necessary verification/certification from police/transport authorities etc. as required by the Bank during continuance of this contract. It will be responsibility of the contractor to maintain all such verification/certification in valid and current status. A copy of the police verification of its workers utilised for the purpose of this contract should be furnished to the Bank.
14. The Contractor shall supply four mazdoors for the first fifty boxes and one additional mazdoor for every subsequent twenty boxes. The Contractor shall also

furnish to the Bank a certificate regarding the number of mazdoors supplied for the quarter ended with a daily break up. It will be imperative on the part of the Contractor to have all weighing, stacking, loading, unloading and sorting of treasure boxes / coin bags done by the mazdoors in a proper, careful, expeditious and workman like manner.

15. The contractor shall not assign the contract onwards. The Contractor 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.
16. The labour supplied by the contractor shall be adult and able bodied.
17. The contractor shall carry out the work of the Bank in a proper, careful, expeditious and efficient manner. The complete works/activities should be carried out without causing any damage to the Note Boxes and Coin Bags, employees of Bank, Bank's property, goods etc., and general public or any other person present in the premises of the Bank.
18. The contractor shall maintain all records and legal documents up dated as per prevailing statute and have to produce before the Bank/statutory authorities as and when asked for.
19. 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.
20. If the contractor failed to provide services for more than three occasions continuously, then the Bank has right to terminate the contract with/without giving any notice whatever may be the reason. In such case the Transporter Contractor has no power to claim compensation.
21. 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.

### **CHARGES/PAYMENT**

22. The contractor will be paid on monthly basis after the submission of bills for each consignment complete in all respects for various items of work as per the rates given in schedules hereto Annexed attached to this Agreement. The provisions of this Agreement and the rates shown in the enclosed Schedules are effective from the first day of April, 2021. 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. In the case of the contractor undertaking any additional work other than those specified in the Schedules, the bills will be settled as per the rates agreed mutually between the parties in writing before the said additional item of work is started.

23. The rates are inclusive of all taxes, rates, cess, whether at the rate existing on the date or enhanced at any time during the contract period and any other levy including penalties, if any, charge/demanded thereon by any statutory authority.
24. The Bank will not pay the GST separately whether at the rate existing or at the rate of enhanced at any time during the contract period, to the Contractor.
25. 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.
26. Bills for labourers/lorries/trucks/van/cars etc., will be paid after rounding off the final amount to the nearest one rupee (Portion not below that amount being ignored).

### **DAMAGES**

27. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defective lorries/vans/cars etc., or by accident, fire, theft, robbery, looting of the treasure in transit or by any defective vehicle or from any incompetence, negligence of the employees of the contractor.
28. The amount of damage or loss sustained, and any fines imposed may be deducted from time to time from any sums payable to the Contractor and/or recovered from the contractor otherwise.

### **PENALTY/INDEMNITY**

29. In the event of delay by the Contractor in complying with any requisition issued by the Bank for supply of vehicles labourers/mazdoors or any breach of instructions of the contract, considered by the General Manager, Issue Department to be grave enough to attract penalty, the aforesaid General Manager in consultation with Regional Director/Officer-in-charge may impose a fine not exceeding Rs.5,000/- (Rupees Five thousand only) on the contractor for each instances.
30. In case of frequent or continued delay or in a case of any breach by the contractor of any of the provisions of this contract, the contract may be terminated by General Manager with the approval of the Regional Director forthwith whether any penalty as herein before provided for such delay or breach has been imposed or not. In



the case of earlier termination of the contract, the Bank is not liable to pay any compensation/damages to the contractor.

31. The Bank shall have right to direct the contractor not to engage the services of any mazdoor/worker who are incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the contractor or stop engaging the services of any workers/mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers/mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of Rs.500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and forfeit the Security Deposit.

**SEXUAL HARASSMENT OF WOMEN AT WORKPLACE  
(PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013**

32. The contractor shall be solely responsible for full compliance with the provisions of the Sexual harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013 (the SHW Act). In case of any complaint of sexual harassment against its employees/labourers within the premises of the Bank, the complaint will be filed before the internal Complaints Committee constituted by M/s. \_\_\_\_\_ and the Contractor shall ensure taking proper action under the SHW Act in respect to the complaint.

**NON-DISCLOSURE**

33. The contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipments etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the employer. The contractor shall indemnify the employer for any loss suffered by the employer 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.

34. The Contractor shall take all appropriate actions with respect to its employees/labourers to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.
35. The contractor's obligation with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

### **SETTLEMENT OF DISPUTES**

36. If any difference of opinion arises between the parties as to whether any liability has arisen on the Contractor; the decision of the Bank shall be final and binding on both the parties. Similarly, if the Contractor is found to be liable for any damage or loss suffered by the Bank, the quantum of such damage or loss shall be decided by the Bank and the same shall be final and binding on both the parties.
37. All disputes and differences of any kind, arising out of or in connection with this Agreement, shall be resolved by arbitration only in accordance with and subject to the provisions of Arbitration and Conciliation Act, 1996 and the arbitration shall be held in Hyderabad only. Each party shall appoint an Arbitrator.
38. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Hyderabad and only Courts in Hyderabad shall have Jurisdiction to determine the same.

### **AMENDMENT**

39. No amendment to this agreement shall be effective unless it is in writing signed by duly authorised representatives of both parties.

### **PAYMENT OF STAMP DUTY**

The Contractor shall bear the stamp duty on agreement and shall ensure that the agreement is stamped with proper duty chargeable thereon as per the prevalent local state Stamp Act. The agreement shall be executed in duplicate and the Bank shall retain the original and the contractor shall retain the duplicate.

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

FOR RESERVE BANK OF INDIA,  
HYDERABAD

FOR CONTRACTOR

Signature:

Name & Designation

Witnesses:

1. \_\_\_\_\_  
(NAME)

2. \_\_\_\_\_  
(NAME)

Signature:

Name:

Witnesses:

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

## SECTION – VI

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

1. Letter of offer (Section – I) – signed and stamped.
2. Technical bid form (Section-IV) completely filled and signed.
3. Documents related to experience of having successfully completed similar works such as self-certified copies of contract, award letters, agreements, certificates issued by the previous users etc.
4. Income tax returns of last 03 financial years (2017-18, 2018-19 and 2019-20).
5. Audited balance sheet and financial statements of last 03 financial years (2017-18, 2018-19 and 2019-20).
6. Solvency certificate duly certified by the scheduled bank showing Positive net worth as per the latest audited balance sheet. (Prescribed format attached)
7. Copies of the Permanent Account Number (PAN) and GSTN number as applicable.
8. Bank account details (Copy of cancelled cheque).
9. Undertaking stating that the tenderer is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.

**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.



**भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA**

**निगम विभाग / Issue Department**

**हैदराबाद / Hyderabad**

**FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s / Shri -----  
----- having their address at -----  
-----, a customer of our bank are/is respectable  
and can be treated as good for any engagement up to a limit of -----  
----- (Rupees -----). This certificate is  
issued without any guarantee or responsibility or any of its officers.

(Signature)  
For the bank

**Note:**

1. Bankers certificate should be on letter head of the bank, sealed in cover addressed to – The Regional Director for Andhra Pradesh and Telangana, Reserve Bank of India, Hyderabad – 500 004



**भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA**

**निगर्म विभाग / Issue Department**

**हैदराबाद / Hyderabad**

**Tender for supply of sufficient number of adult and able-bodied labourers for  
handling of coin bags and note boxes**

**Part II – Price Bid**

**Schedule:**

<b>Sr. No.</b>	<b>Item of work</b>	<b>Weighting Kgs</b>	<b>Unit</b>	<b>Rate (Rs.)</b>
1	Loading / Unloading of Note Boxes*	90-120 kg	<b>Per Box</b>	
2	Shifting of note boxes	90-120 kg	<b>Per Box</b>	
3	Loading / Unloading of Coin Bags*	10-20 kg	<b>Per Bags</b>	
4	Shifting of coin bags	10-20 kg	<b>Per Bags</b>	
5	Shifting of empty boxes	-	<b>Per Box</b>	

\* Includes weighing / removing / stacking of coins bags and notes Boxes

**Note:**

1. The quoted rates should be inclusive of all taxes.
2. The tenderers are advised to visit the site/s of work/s / activities, viz., Bank Premises and Indian Government Mint, Cherlapally and acquaint themselves with the site conditions before tendering.
3. Approximately 1.5 lakh note boxes and 5.5 lakh coin bags are expected to be handled in a year
4. L1 bidder will be treated as the lowest bidder who has quoted least for loading / unloading of note boxes and coins on weighted average basis as per the weights specified in para (3) above.