



**RESERVE BANK OF INDIA  
HUMAN RESOURCE MANAGEMENT DEPARTMENT  
HOSHANGABAD ROAD  
BHOPAL – 462 011**

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

### **Engagement of Fire Staff on Bank's Premises – Tender Notice**

Reserve Bank of India, Bhopal, invites sealed tenders from reputed, experienced agencies dealing with fire fighting works to provide services of Fire Personnel (Fireman and Supervisor) on contract basis under conditions given in Part I for its premises at Hoshangabad Road, Bhopal. Interested agencies may submit their proposals in two parts, part I – Technical bid, containing terms and conditions relating to supply of fire personnel along with supportive documents and part II – Financial bid containing details of financial expenditure, sealed in separate envelopes packed together.

Tender forms (Part I and Part II) can be downloaded from the Bank's website [www.rbi.org.in](http://www.rbi.org.in) and are also available with The Assistant General Manager (Administration), Human Resource Management Department, Reserve Bank of India, Bhopal – 462 011 between 1030 hours and 1430 hours on any working day (Monday to Friday). The duly filled in tenders may be submitted in sealed envelopes superscribed **"Tender for Fire Fighting Staff"** addressed to Regional Director, Reserve Bank of India, Human Resource Management Department, Hoshangabad Road, Bhopal – 462 011 so as to reach him not later than 1400 hours on **May 29, 2015**. Tender Forms may be submitted in Reserve Bank of India, Hoshangabad Road, Bhopal on any working day between **9.45 A.M. to 5.45. P.M.** A box has been kept at the reception counter for this purpose.

Part I will be examined first. The Part-II (Financial bids) of only those tenderers who qualify in the Technical Bid (Part-I) will be opened on a subsequent date, for which the intimation would be given to the qualified tenderers. The Bank reserves the right to reject any or all tenders without assigning any reason.

## **PART-I (TECHNICAL BID)**

Technical Bid shall be super scribed as PART – I "Technical Details" and shall contain the following:

- i. Application in Format I including Annexures A to E duly filled along with documents as mentioned there in.
- ii. **Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees thirty thousand only) in the form of Demand Draft favoring Reserve Bank of India, payable at Bhopal.**
- iii. Particulars of Company/Firm (Annexure-A)
- iv. Details of previous experience (Annexure-B)
- v. Details of bankers (Annexure-C)
- vi. Bankers' certificate from Scheduled Commercial Bank ((Annexure-D)
- vii. Details of the personnel to be deployed in the Bank (Annexure-E)
- viii. All the pages of Part I, along with its annexure and enclosures should be duly signed and stamped by the Company/ Firm along with documentary evidences.

## **PART-II, FINANCIAL BID**

1. **Financial Bid** should be super scribed as **Part-II** "Financial Details" and should only contain service provider's quoted rates in the enclosed Format-II duly signed and stamped by the Company/ Firm.
  - 1.1 The quoted rates shall not be less than the one prescribed under the Minimum wages Act, 1948 as notified by the Central Government from time to time.
  - 1.2 prices should be quoted lump-sum inclusive of all expenses incurred towards deployment including all taxes, statutory charges, cesses, service tax or any other applicable tax/charges levied by the Govt. etc.
  - 1.3 **As per the service tax instructions notified by Government of India, in respect of the services provided by way of supply of manpower for any purpose the service provider has to pay 25% of the Service Tax and remaining 75% of the service tax has to be paid by the service recipient. As the contract is inclusive of all taxes the amount of 75% of the service tax payable by the service receiver will be deducted from the monthly contract price, remaining 25% will be payable by the service provider.**
  - 1.4 Details of Statutory payment/contribution to Firemen and Supervisors shall be indicated (Annexure F).
  - 1.5 Rates in figures should be quoted in the columns specified in the annexure. All alterations and deletions must be authenticated by the tenderer. Overwriting of figures by the tenderer is not permitted. Failure to comply with either of these conditions will render the tender void to the Bank's option. No advice of any change in the rate or conditions after the opening of the tender will be entertained.

## **2. Opening of Tender :-**

- 2.1 The Part-I (Technical Bids) will be opened on the same day May 29, 2015 at 3.30 P.M.** in the presence of the tenderers or their representatives who choose to be present at the time of opening of the tender. No separate intimation will be given in this regard.
- 2.2** The tender documents which do not comply with the conditions prescribed in the tender form will be summarily rejected.
- 2.3** Conditional bids will also be summarily rejected.
- 2.4** The Part-II (Financial bids) of only those tenderers who qualify in the Technical Bid (Part-I) will be opened on a subsequent date, for which the intimation would be given to the qualified tenderers.

**3. Right to accept any Tender and to reject any or all Tenders:-**

- 3.1** The Bank is not bound to accept the lowest or any tender and may at any time terminate the tendering process without assigning any reason.
- 3.2** The Bank may terminate the contract if it is found after award of the work that the contractor is black listed during last 5 years by any of the Govt. Departments/Institutions/Autonomous bodies/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- 3.3** The Bank may forfeit Earnest Money Deposit (EMD) in the event of successful bidder fails to execute the agreement within specified period.
- 3.4** The tenders which are not in consonance with Minimum Wages Act and / or any other Labour laws will be treated as invalid.
- 3.5** The Bank shall call for the client report from the organizations in which the contractor has provided similar services. If any of the client report is not found satisfactory, the tender shall be rejected outright and its Part II shall not be opened.

**4. Award of Contract:-**

- 4.1** The Bank will award the contract to the 'Tenderer ' who has been found to be 'eligible and qualified' to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.
- 4.2** The Bank will communicate to the successful bidder by letter transmitted by Registered post/ Speed post that his bid has been accepted. (Hereinafter and in the condition of contract called the "Letter of Award")
- 4.3** The successful bidder will be required to execute an agreement within a period of two weeks from the date of issue of Letter of Award.
- 4.4** The Contract shall come into full force and effect on the date of issue of the Letter of Award. The costs of stamp duties and similar charges (if any) imposed by law in connection with the Contract Agreement shall be borne by the Contractor.

- 4.5 The tender submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected.
- 4.6 The EMD of the successful bidder shall be kept as security deposit by the bank for the period of contract on which Bank shall not pay any interest.
- 4.7 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award.

## 5. ELIGIBILITY CRITERIA AND GENERAL TERMS AND CONDITIONS

Intending applicants will have to satisfy the Bank with documentary evidence in support of their possessing required eligibility and in the event of their failure to do so the Bank reserves the right to reject their application.

- 5.1 The Agency shall provide the services of 6 Fire men and 3 Fire Supervisor/Leading Fireman. Total number of Fire men and Fire Supervisor/Lead Fireman required is **09**.
- 5.2 The Agency shall deploy 2 (two) fireman and a Fire Supervisor/Leading Fireman in eight hours shift and should work round the clock in three shifts(6.00 a.m to 2.00. p.m, 2.00 p.m to 10 p.m and 10.00 p.m to 6.00 a.m) providing fire safety, manning the fire console rooms, holding and maintaining fire safety equipments like fire alarm, hydrants, wet/dry riser system, fire extinguishers, training of general staff, liaison with local fire brigade, at Reserve Bank of India, Bhopal for an initial period of 12 months as per laid down contractual obligations. Thus, at any given point of time one team of two Fire men and a Fire Supervisor shall be on duty. The contractor shall make substitute arrangements in the event of absence of any of the fire staff supplied by him within half an hour from the commencement of shift.
- 5.3 The agencies should satisfy the following minimum pre-qualification criteria for deployment of Fire Staff.
- a. The firemen must have undergone a basic course in fire fighting from a Government recognized institution.
  - b. The Supervisor/Leading Firemen should have adequate experience and qualifications in fire fighting.
  - c. Firemen deployed by the agency should **NOT** be rotated/shifted within one year of deployment.
- 5.4 The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the Reserve Bank of India, Bhopal shall accrue/arise implicitly or explicitly. It will be the responsibility of the Contractor to ensure that no liability on this count should come on the Reserve Bank of India, Bhopal in respect of workers deployed by him.

- 5.5** For performing the assigned work, the contractor shall deploy medically and physically fit persons (Firemen below 40 years). The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst the Ex-servicemen or properly trained fire men (Lead Fireman/Supervisor having 3 years fire fighting experience) of high integrity and good conduct and shall be conversant in the local language i.e. Hindi. In no circumstances, Firemen & Supervisor below 18 years of age should be employed.
- 5.6** On taking over the responsibility of work assigned, the Contractor shall formulate the mechanism and duly assigned work to its personnel in consultation with Regional Director, Reserve Bank of India, Bhopal, or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Regional Director, Reserve Bank of India, Bhopal for further streamlining their system. The contractor shall further be bound by and carry out the directions/instructions given to him by the Regional Director, Reserve Bank of India, Bhopal or the officer designated by the Regional Director in this respect from time to time.
- 5.7** In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Reserve Bank of India, Bhopal in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Reserve Bank of India, Bhopal in case any of the aforesaid acts on the part of the said person.
- 5.8** The contractor shall carefully and diligently perform the work assigned to him in consultation with Reserve Bank of India, Bhopal.
- 5.9** The contractor shall submit details, such as names, father's name, residential address, age etc. along with recent photograph of the persons deployed by him. The Agency shall provide the Fire Staff on duty with distinct uniforms and badges to identify them as Fire Staff. They should also display on their person identity card issued by the Bank.
- 5.10** The contractor shall at his own cost, take necessary insurance cover in respect of the aforesaid services rendered to Reserve Bank of India, Bhopal and shall comply with the statutory provisions of the Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and/or any other rules/regulations and/or statutes that may be applicable to them.
- 5.11** The contractor shall be liable for the payment of wages based on Minimum wages as laid down by Central Government and revision thereafter as and when these are revised by Central Government, if so applicable, to the contractor.
- 5.12** The contractor shall be required to give an undertaking on a 'Non-judicial stamp paper' of Rs. 100/- that he shall actually pay wages / dues to all the fire staff engaged by him at the rate which is not less than the one prescribed under the Minimum Wages Act, 1948 and that he shall comply with the provision of the Contract Labour (Regulation and Abolition) Act, 1970 with regard to providing the essential amenities to the office boys.

- 5.13 The contractor shall also submit a certificate every month to the above effect.
- 5.14 In case of frequent or continued delay or in a case fo any breach by the contractor of any of the provisions of this contract, the contract may be terminated by the Assistant General Manager (Administration), with the approval of the Regional Director on behalf of the Reserve Bank of India forthwith, whether any penalty as hereinbefore provided for such delay or breach has been imposed or not.
- 5.15 The contractor will be required to obtain a license form the Office of the Assistant Labour Commissioner, Government of India, Madhya Pradesh as provided under Section 12(1) of the Contract Labour (Regulations & Abolition) Act 1970 and Contract Labour (Regulations & Abolition) Cenral Rules 1971 and also comply with the other requirements of the above Act and Rules.
- 5.16 The contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the Reserve Bank of India, Bhopal indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the Reserve Bank of India, Bhopal shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the contractor's monthly Payment and Security Deposit, if any.
- 5.17 The Agency shall effect remittance of statutory payments to the appropriate authority in time, in case the Bank is called upon to make any such payments on failure of the agency to do so in time, the Agency shall indemnify and keep indemnified the Bank against any or all such losses/damage that may be occasioned to Bank in this behalf on account of the lapses, laches and breach of conditions of this agreement by the agency.
- 5.18 The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. This register shall be got countersigned on daily basis from Security Officer incharge of fire of the Bank. For Saturday/Sunday the register would be put up for counter signature on Monday and for holidays on next working day. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the Bank.
- 5.19 The contractor shall make the payment of wages, etc. to the persons so deployed by account payee cheque or through ECS/NEFT or other electronic media directly in the account of employed persons and shall on demand furnish copies of wage register/muster roll, etc. to the Reserve Bank of India, Bhopal, for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various Labour Laws, having regard to the duties of Reserve Bank of India, Bhopal in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorised made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
- 5.20 The contractor shall pay the employer's contribution with regard to Provident Fund and Employee State Insurance Fund as per the provisions of the 'Employees Provident Fund (EPF) and Miscellaneous Provisions ACT, 1952 and Employees State Insurance Act, 1948". Contractor has to

deposit the ESI & EPF contribution he has to ensure that all his employees are given Employees' State Insurance Corporation (ESIC) Card and EPF Card immediately.

- 5.21 RBI, Bhopal will deduct tax at source and all other statutory taxes/service tax/ charges etc. as applicable from time to time from the amount payable to the contractor.
- 5.22 The Agency's Fire Staff shall perform duties according to the detailed Standard Operating Procedures and Fire Orders prepared by the Security Officer of the Bank.
- 5.23 If it comes to the knowledge of the Bank that the same staff has been deployed in two consecutive duties/shifts, the Bank shall reserve the right to consider the payment.
- 5.24 The contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of Reserve Bank of India, Bhopal.
- 5.25 The contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of the Shops and Establishment Act. The contractor shall arrange to provide reliever equally qualified and competent in case of absence/leave/off etc. of the fire staff deployed. The contractor shall in all dealing with the persons in his employment should have due regards to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incurred, he shall without prejudice to any other liability pay to the Regional Director, Reserve Bank of India, Bhopal a sum as may be claimed by any person/client.
- 5.26 The contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Reserve Bank of India, Bhopal and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the Reserve Bank of India, Bhopal either explicitly or implicitly.
- 5.27 The contractor shall keep the Reserve Bank of India, Bhopal indemnified against all claims whatsoever in respect of the employees deployed by the contractor, in case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case Reserve Bank of India, Bhopal is made party and is supposed to contest the case, the Reserve Bank of India, Bhopal will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the contractor to Reserve Bank of India, Bhopal on demand. Further, the contractor shall ensure that no financial or any other liability comes on Reserve Bank of India, Bhopal in this respect of any nature whatsoever and shall keep Reserve Bank of India, Bhopal indemnified in this respect.
- 5.28 Any loss of official property of Reserve Bank of India, Bhopal due to negligence of personnel so deployed will be recoverable from the Contractor and the same shall be determined after giving due notice to the Contractor. Decision in this regard will be taken by the Competent Authority i.e. Deputy General Manager (HRMD), RBI Bhopal. However, Contractor will have the right to appeal to the Regional Director, Bhopal whose decision will be final in the matter

- 5.29 It shall be the responsibility of the contractor to take care of fire safety arrangements in the Reserve Bank of India premises and report the matter related to fire safety to the designated officer of Reserve Bank of India on immediate basis.
- 5.30** The contractor shall provide two pairs of uniform at his own cost to the persons deployed for this work and will also include fluorescent Jacket-inscribed as FIRE SAFETY at the back, Fire helmet, leather shoes, Socks, Lanyard with whistle, Jersey for winter, Rain coat/umbrella for rainy season, loaded torches and batons at all the posts and Reserve Bank of India, Bhopal shall have no liability whatsoever on this account. The uniform shall be approved by the Regional Director, Reserve Bank of India, Bhopal.
- 5.31** Any claims, dispute and or difference (including a dispute regarding the existence, validity or termination of this Agreement) arising out of, or relating to this contract including interpretation of its terms will be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Regional Director, Reserve Bank of India, Bhopal.
- 5.32 The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Regional Director, Reserve Bank of India, Bhopal shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- 5.33 The Arbitrator may give interim awards and/or directions, as may be required.
- 5.34 Subject to the aforesaid provisions of the Arbitrator & Condition Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
- 5.35 This Contract will be valid for a period of one year and during the period of agreement; the contract shall be terminated by either of the two parties to it, giving the other party three months notice in writing, of such termination. In case of termination of contract or non renewal of contract, the contractor shall continue to provide services on same terms and conditions for two months or as advised by the RBI, whichever is earlier.
- 5.36 It shall be optional with the parties to this Contract to extend it for another one year or two years on the same terms and conditions on the date of termination of this Contract at the discretion of the RBI, Bhopal and on satisfactory performance of duties and proper fulfillment of all terms and conditions of the contract.
- 5.37 The contractor shall get the antecedents of his personnel verified through Police channels and the certification reports shall be made available to Reserve Bank of India, Bhopal prior to their deployment.
- 5.38 The contractor shall execute an agreement on a stamp paper of required value for due performance of the contract within a week on award of work.



- 5.39 If the contractor fails to sign the formal agreement within a week or fails to undertake the work, the letter of intent shall be treated as cancelled.
- 5.40 The contractor shall not assign the Contract to any other person. He shall not sublet any portion of the Contract Except with the written consent of the Reserve Bank of India, Bhopal.
- 5.41 The contractor shall not charge any amount from the personnel deployed by him towards recruitment fee, etc.
- 5.42 That the contractor shall ensure that the persons so deployed do not allow any property of the Reserve Bank of India, Bhopal related to Fire Safety Equipments to be taken out of the premises without a Gate Pass signed by the designated officials of the Reserve Bank of India, Bhopal. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the contractor along with subsequent changes, if any. Assistant General Manager/ Manager (Protocol and Security), Reserve Bank of India, Bhopal shall make suitable arrangement to ensure compliance.
- 5.43 Fire men and the Supervisor/Lead Fire man provided shall be adequately trained in Fire Safety and Security measures including First Aid, emergency responses and fire fighting operations
- 5.44 No accommodation facility or medical facility will be provided by the Reserve Bank of India, Bhopal.
- 5.45 The Contractor shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure / systems / equipments etc. which may come to his possession or knowledge during the course of discharging the contractual obligations in connection with this agreement, to any third party and will at all times hold the same in strictest confidence. The Contractor will 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 will be entitled to claim damages and pursue legal remedies.
- 5.46 The Contractor / Agency shall comply with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment 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.
- 5.47 Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- 5.48 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. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- 5.49 The Bank shall not be responsible for payment of any compensation for death or injury or accident to any of the fire staff which may arise out of and in the course of their duties and employment. It is

agreed and understood that the Contractor shall alone be liable to pay such damages or compensation to such fire staff.

**6. Broad Scope of Work and Guidelines to be followed by the contractor/Fire Staff**

- i. Man the Fire Control Room round the clock.
- ii. Check all fire equipment for serviceability at laid down periodicity.
- iii. Supervise the work done under the AMC of all firefighting equipment.
- iv. Conduct periodic training of staff on fire fighting.
- v. Fight the fire at the incipient stage, and assist the fire brigade as and when they arrive.
- vi. Conduct regular fire fighting drills.
- vii. Function under the Security Officer of the Bank on all aspects of work and administration.
- viii. Assist in fire audit as and when carried out.
- ix. Regular inspection of entire premises for identifying fire hazards and removing / taking steps to protect against fire and building code violations.
- x. Check all escape routes and fire lanes daily and ensure they are free of obstacles.
- xi. Ensures that the reserve water tank of Hydrant system is full at all times.
- xii. Assist in search and rescue & salvage operation in case of an incident.
- xiii. Maintain knowledge of the latest fire-fighting equipment and techniques and to remain aware of current developments in fire services.
- xiv. The Agency shall ensure that the Fire Staff engaged on Bank's premises should abide by all the instructions as and when given by the Security Officer/s or any other officer designated by the Regional Director.
- xv. The agency shall be solely responsible for all the fire fighting arrangement in respect of the said premises.
- xvi. The Agency's Fire Staff shall obtain necessary instructions for day to day work from the Security Officer of the Bank.
- xvii. The Agency's Fire Staff shall perform duties according to the detailed Standard Operating Procedures and Fire Orders prepared by the Security Officer of the Bank.
- xviii. The Agency shall ensure that, the staff employed by them attends to their duties properly.

xix. The Fire Staff will be governed by the Bank's system to monitor their attendance.

xx. Effective and close liaison with local fire brigade establishments and daily check of Fire Hotline to the Fire Brigade.

- 7. Terms of Payment:** Bills for hiring fire staff will be paid within 10 days of submission of the bill on a monthly basis provided the bill is correct in all respects. The payment will be made against the computer generated/ printed bill which should be properly signed by authorised signatory signed with proper stamp as used by the Contractor. The bill shall, for this purpose reach this office on 1<sup>st</sup> of each month. Income Tax and other applicable taxes as per extant statutory provisions will be deducted at source at the applicable rates. The prices quoted shall be deemed to have included all taxes, custom duty, excise duty, local levies, works contract tax, Value Added Tax (VAT), service tax etc. Imposed/to be imposed by Central/State Government/ Local Bodies. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.

**Signature of TENDERER**  
**Seal**  
**Address**

(To be given on applicant's letter head)

Regional Director  
Reserve Bank of India  
Human Resource Management Department  
Hoshangabad Road  
Bhopal- 462011

Dear Sir,

**Tender/Application for Deployment of Fire Staff in the Office Building at Bhopal**

In connection with the above and in full agreement with the terms and conditions as stipulated by Reserve Bank of India, Bhopal, I/We state as under:

- a. I/ We have read and understood all the conditions mentioned in the Tender document/advertisement and will abide by the same in case the contract is awarded to me/us.
- b. I/We understand the minimum wages will be required to be paid as per the terms and conditions stipulated by the Central Government from time to time / other authorities concerned from time to time. In addition, I/We also understand that all statutory payments like EPF /ESI /Bonus /Gratuity, etc., also need to be paid as prescribed under various statutes, by me / us.
- c. In case I/We are awarded the contract, I/We is /are agreeable to deposit with Reserve Bank of India, Bhopal Rs **30,000/- as Security Deposit.**
- d. I/We also understand that the Regional Director, Reserve Bank of India, Bhopal has the right to accept or reject my/our application without assigning any reasons whatsoever and his/her decision will be binding on me/us.
- E. I/we have valid registration in respect of Employees Provident fund / Employees State Insurance / Service Tax etc., copies of the above are enclosed herewith.

Authorised Signatory  
(with Name & Seal)

**Annexure - A to Format I Basic information**  
**(Please submit along with documentary evidence)**

SI No.	Particulars of the Company/Firm	
1.	Name of the Company/firm Address and Telephone number	
2.	Type of Company whether, Proprietorship, Partnership etc. (copy of partnership deed, if applicable)	
3.	Name and address of the Proprietor/ Partners/ Directors of the Company	i) ii) iii)
4	Registration (firm, company etc.) / Registration Authority, Date	
5.	Registered office address and telephone number & email address Local Contact address/ Telephone number	
6.	Office address through which the work will be handled (together with service provider's email address)	
7.	Experience in undertaking similar services to other organizations (with documentary evidences)	Years
8.	List of similar contracts entered into by the applicant during the last 3 years (each costing Rs 4-5 lakhs or more per year per institution) from the last date of the previous month in which the tender has been invited (including orders on hand at present).	a) Number of Fire Supervisor and Fireman deployed b) Cost of deployment Per year c) The name and full address of the organization to whom the services were provided
8.	Total value of the services provided to the other organisations for the last 3 years	2012-13 Rs. lakh 2013-14 Rs. lakh 2014-15 Rs. lakh
10.	Whether deployed Fire Staff to any of the Government / Semi-Government Undertaking/s as approved service providers and if so, furnish details	
11.	Indicate if involved in any litigation	
13.	Any civil suits pending in any of the orders executed, give details	
14.	Time required to place the service, if engaged	
15.	PAN Number	

<b>16.</b>	Whether the firm/company is adhering to the Minimum Wages Act, other Provisions relating to Provident Fund deduction or any other legal provisions relating to providing of the service.	
<b>17.</b>	Whether the firm/company has the license under the contract Labour (Regulation and Abolition) Act 1970. If not, the time frame within which this license would be obtained.	
<b>18.</b>	Whether the police verification of antecedents of the staff being deployed is got done or not.	
<b>19.</b>	Whether the firm/company is registered with the PF, ESI, Service Tax remitter and the registration is currently valid. (Please enclose Copies of the above)	

Signature of the applicant with Seal

Place:

Date:

**Annexure-B to Format I Details of  
previous experience**

<b>Sl.No.</b>	<b>Nature of service rendered</b>	<b>Name, address &amp; Telephone No. of the client. (Govt./ Semi Govt. / bank / Pvt. Body</b>	<b>The name, full address &amp; Telephone No. of the officer under whom the work was carried out</b>	<b>Number of person deployed</b>	
				<b>Ex-Service men/trained person</b>	<b>Untrained person</b>

Signature of the applicant with Seal

**Annexure-C to Format I**

**Details of Banker/s (To be given on applicant's letter head)**

Name of the Bank and Branch and its complete postal Address	
Name and Job-title of the Contract Person along with his/her Telephone No(s) and Fax No.(s) etc.	
Type of Account and Account No.	
The period from which the service provider has been banking with the above mentioned banker.	
Any other information which the service provider may like to furnish about its bankers:	
IFSC code of the Branch	

Authorised Signatory

(With name & Seal)



**Annexure-D to Format I**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK (To be submitted by the Tenderer along with the Tender)**

1. Composition of the firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 years (year wise).
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with the bank.
7. Any other remarks.
8. You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs.18 to 20 lakh per annum.

(Signature) For the  
Bank

**Note:**

- i. Bankers' certificates should be on letter head of the Bank.
- ii. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**Annexure-E to Format I**

**Details of the personnel on the roll of the company and likely to be deployed in the Bank.**

<b>Sr.No.</b>	<b>Name of the prospective candidate</b>	<b>Age</b>	<b>Education qualification</b>	<b>Training in handling fire</b>

Authorised Signatory

(With name & Seal)

**Format II ( Price Details) (To be given on Applicant's**

**letter head) Deployment of Fire Staff in the Bank's premises.**

In connection with the above and in full agreement with the terms and conditions as stipulated by you I/We state as under:

<b>Services to be Provided</b>	<b>No. of persons required A</b>	<b>Rate per person per month B</b>	<b>Amount per month C (AXB)</b>
Deploying two Fireman at the Premises of the Bank in three shifts of eight hours round the Clock (24 x 7)	6		
Deploying one Fire Supervisor / Leading-Fireman at the Premises of the Bank in three shifts of eight hours round the Clock (24 x 7)	3		
Total per Month			

**Note:**

\* prices should be quoted lump-sum inclusive of all expenses incurred towards deployment including all taxes, statutory charges, cesses, service tax or any other applicable tax/charges levied by the Govt. etc. I have gone through the terms and conditions and am agreeable to them.

Authorised Signatory

(With name and seal)

**Annexure – F (Details of rate quoted in Part II)**

Description	Firemen		Supervisor	
	Per day	Per month	Per day	Per month
<b>Calculation of wages</b>				
Firemen/supervisor				
Reliever Charges				
<b>Total wages (A)</b>				
<b>Statutory Payments</b>				
Employers Contribution of PF @13.61% of				
ESI premium				
Insurance Charges				
Any other statutory Payments (specify)				
<b>Total of Statutory payments (B)</b>				
<b>Total Wages &amp; Statutory Payments C = (A+B)</b>				
<b>Other Misc. Overhead Exp.</b>				
1.				
2.				
Uniform charges				
<b>Total of other Misc. overhead exp. (D)</b>				
Applicable Taxes (E)				
<b>Contractors Profit (F)</b>				
<b>Grand Total</b>				

Total wages for six firemen = Grand Total x 6 =

Total wages of three supervisors – Grand Total x 3 =