

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

**भारतीय रिज़र्व बैंक/अहमदाबाद/HRMD/38/20-21/ET/451
RBI/Ahmedabad/HRMD/38/20-21/ET/451**

निविदा हेतु/ TENDER FOR

भारतीय रिज़र्व बैंक, अहमदाबाद में स्थित मुख्य एवं अन्य कार्यालय परिसरों हेतु प्रशिक्षित अग्निशमन कर्मचारी (अग्नि सुरक्षा सेवाएं प्रदान कराने के लिए) उपलब्ध कराने हेतु वार्षिक सेवा अनुबंध।

**Annual Service Contract for Trained firemen for providing Fire safety services
at RBI Office Premises located in Ahmedabad**

दावात्याग /DISCLAIMER

भारतीय रिज़र्व बैंक, शिष्टाचार एवं सुरक्षा कक्ष, मानव संसाधन प्रबंध विभाग, अहमदाबाद ने इच्छुक पक्षों को संविदा संबंधी पृष्ठभूमि सूचना देने के लिए इस दस्तावेज को तैयार किया है। भारतीय रिज़र्व बैंक द्वारा इस दस्तावेज के अंतर्गत अपेक्षित सावधानी के साथ सूचनाएं दी गई हैं तथा यह समझा जाता है कि सूचनाएं सही हैं; फिर भी, न तो भारतीय रिज़र्व बैंक और न ही उसका कोई प्राधिकारी या एजेंसी, न तो उससे संबंधित कोई अधिकारी, कर्मचारी, एजेंट या सलाहकार इस दस्तावेज में निहित सूचनाओं या इससे संबंधित प्रस्तुत की जाने वाली किसी सूचना की संपूर्णता या सटीकता के बारे में प्रत्यक्ष अथवा अप्रत्यक्ष रूप से किसी प्रकार की वारंटी देता और न ही उसका प्रतिनिधित्व करता है।

Reserve Bank of India, P& S Cell, HRM Department, Ahmedabad, has prepared this document to give background information on the Project 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 Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

यह सूचना व्यापक नहीं है। इच्छुक पक्षों से खुद ही पूछताछ करना अपेक्षित है तथा प्रतिवादी से अपेक्षित है कि वह उसे लिखित रूप में पुष्टि करेगा कि उन्होंने ऐसा किया है और वे निविदा प्रस्तुत करते समय केवल भारतीय रिज़र्व बैंक द्वारा निविदा में प्रदत्त सूचना पर आश्रित नहीं है। सूचना इस आधार पर प्रदान की गई है कि वह भारतीय रिज़र्व बैंक या उसके किसी प्राधिकारी या एजेंसी या उनके किसी संबंधित कार्यालय, कर्मचारी, एजेंट या सलाहकार पर बाध्यकारी नहीं होगी।

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

भारतीय रिज़र्व बैंकके पास परियोजना की प्रक्रिया प्रारंभ करने या परियोजना का स्वरूप बदलनेइस , दस्तावेज में प्रदर्शित समय सारणी में परिवर्तन करने या लागू की जाने वाली प्रक्रिया या क्रियाविधि में परिवर्तन करने का अधिकार सुरक्षित होगा। उसे इच्छा प्रकट करने वाले किसी पक्ष से इस मामले में आगे किसी प्रकार की चर्चा न करने का भी अधिकार होगा। इच्छा प्रकट करने वाले व्यक्तियों या संस्थाओं को किसी प्रकार के खर्च की प्रतिपूर्ति नहीं की जाएगी।

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शिष्टाचार एवं सुरक्षा कक्ष, भारतीय रिज़र्व बैंक, अहमदाबाद स्थित मुख्य एवं अन्य कार्यालय
परिसरों हेतु प्रशिक्षित अग्निशमन कर्मचारी (अग्नि सुरक्षा सेवाएं प्रदान करने के लिए) हेतु
ई-निविदा

Reserve Bank of India, Ahmedabad Protocol and Security Cell E-tender for
Trained Firemen (for providing Fire Safety Services) for RBI Office Premises
located at Ahmedabad

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ई-निविदा सूचना / NOTICE INVITING TENDER
(केवल ई-अधिप्राप्ति के माध्यम से / Only through e-procurement)
निविदा की अनुसूची / SCHEDULE OF TENDER

सेवा में / To,
महोदय / महोदया / Dear Sir / Madam,

भारतीय रिज़र्व बैंक, अहमदाबाद स्थित मुख्य एवं अन्य कार्यालय परिसरों हेतु प्रशिक्षित अग्निशमन कर्मचारी (अग्नि सुरक्षा सेवाएं प्रदान करने के लिए) हेतु ई-निविदा एक वर्ष की प्रारंभिक अवधि के लिए (01 अप्रैल 2021 से 31 मार्च, 2022 तक)।

E-Tender for providing Trained firemen for providing Fire safety services at RBI Office Premises located in Ahmedabad for an initial period of one year (01st April 2021 to 31st March, 2022)

भारतीय रिज़र्व बैंक, अहमदाबाद में स्थित मुख्य एवं अन्य कार्यालय परिसरों हेतु प्रशिक्षित अग्निशमन कर्मचारी (अग्नि सुरक्षा सेवाएं प्रदान करने के लिए) उपलब्ध कराने हेतु ई-निविदाएँ आमंत्रित करता है। ई-निविदा एमएसटीसी की वेबसाइट:

<https://www.mstcecommerce.com/eprhome/rbi> के माध्यम से की जाएगी। सभी योग्य एवं इच्छुक कंपनियाँ/एजेंसी/फ़र्मों को इस ई-निविदा में भाग लेने हेतु एमएसटीसी लिमिटेड की वेबसाइट पर अपना पंजीकरण करना अनिवार्य है। ई-निविदा की अनुसूची निम्नलिखित है:

Reserve Bank of India, Ahmedabad invites e-tender for “**providing Trained firemen for providing Fire safety services** at RBI Office Premises located in Ahmedabad” for an initial period of one year (01st April 2021 to 31st March, 2022) The e-tendering shall be done through the e-tendering portal of MSTC Ltd (<http://mstcecommerce.com/eprhome/rbi>). All eligible and interested companies/agencies/firms must register themselves with MSTC Ltd through the above-mentioned website to participate in the e-tendering process. The Schedule of e-tender is as follows:

ई-निविदा संख्या / E-Tender No.	RBI/Ahmedabad/HRMD/38/20-21/ET/451
a) अनुमानित लागत / Estimated cost	रू.90,00,000/- (नब्बे लाख रुपये मात्र) रू.90,00,000/- (Rupees Ninety lakhs only)
b) ई-निविदा की प्रणाली / Mode of e-tender	ई-अधिप्राप्ति प्रणालि (ऑनलाइन भाग I – तकनीकी बोली और भाग II – मूल्य बोली www.mstcecommerce.com/eprhome/rbi के माध्यम से e-Procurement System (Online Part I - Technical Bid and Part II - Price Bid through www.mstcecommerce.com/eprhome/rbi)
c) ई-निविदा का प्रकार / Type of e-tender	खुली (दो-बोली प्रणाली)/ Open (Twin Bid System)
d) ई-निविदा सूचना के वेबसाइट पर उपलब्ध	21 जनवरी, 2021 पूर्वाह्न 11:00 बजे / Jan 21, 2021 at

होने की तारीख / Date of NIT available to parties to download	11:00 AM
e) बोली-पूर्व बैठक की तिथि, समय और स्थान /Pre-bid meeting	ऑफलाइन । फरवरी 03, 2021 दोपहर 12:30 से Offline. Feb 03, 2021 at 12:30 PM स्थान: शिष्टाचार एवं सुरक्षा कक्ष, चतुर्थ तल, भारतीय रिज़र्व बैंक, गांधी ब्रिज के पास, अहमदाबाद- 380014 (गुजरात) Venue: PROTOCOL & SECURITY CELL, 4 th Floor, Reserve Bank of India, Near Gandhi Bridge, Ahmedabad- 380014 (Gujarat)
f) (i) बयाना राशि जमा करने का विवरण एएमएसटीसी वेबसाइट पर डालें एवं लेन-देन विवरण (डीडी / बैंक गारंटी की यूटीआर संख्या या स्कैन की गई प्रतियां (पीडीएफ में) भी अंतरंग/ अग्रेषित करें। ईमेलपता : securityahmedabad@rbi.org.in एवं gpvasava@rbi.org.in (ii) ई-निविदा शुल्क (i) Earnest Money Deposit (EMD) through NEFT / DD / Bank Guarantee and upload the details on the MSTC portal. Also intimate/ forward the transaction details (UTR number OR scanned copies (in PDF) of DD / Bank Guarantee) to securityahmedabad@rbi.org.in and/ or gpvasava@rbi.org.in	रु.1,80,000/- (एक लाख अस्सी हजार रुपये मात्र) एनईएफटी / नेट बैंकिंग के माध्यम से भुगतान किया गया: लाभार्थी का नाम- भारतीय रिज़र्व बैंक लाभार्थी खाता संख्या – 186003001 IFSC - RBIS0AHPA01 (5वां और 10वां अंक शून्य है) या "भारतीय रिज़र्व बैंक, अहमदाबाद" के पक्ष में डीडी या निर्दिष्ट प्रारूप में बैंक गारंटी (अनुबंध- 3 देखें)। रु.1,80,000/- (One lakh and Eighty Thousand Only) paid through NEFT/ DD / Bank Guarantee Beneficiary Name- Reserve Bank of India Beneficiary A/c No – 186003001 IFSC - RBIS0AHPA01 (5th and 10th digit is Zero) OR DD in favor of "Reserve Bank of India, Ahmedabad" OR Bank Guarantee in specified format (see Annex- 3). निविदा प्रक्रिया में भाग लेने वाले योग्य पंजीकृत MSE को वैध दस्तावेज जमा करने पर, बयाना धन जमा के भुगतान से छूट दी गई है / Eligible registered MSEs participating in the tender process are exempted from payment of Earnest Money Deposit, on submission of valid documents.
(ii) E-Tender Fees	शून्य / NIL
g) ईएमडी जमा करने की अंतिम तिथि। (डीडी / बैंकगारंटी की हार्डकॉपी (मूल रूप में) टेंडर जमा करने की अंतिम तिथि से पहले (हस्तदाती / पोस्ट / कूरियर द्वारा) प्रस्तुत की जानी चाहिए (यदि लागू हो तो) Last date of submission of EMD. (Hard copy of NEFT details/DD / Bank Guarantee (in original) must be submitted (by hand / post / courier) before or on the last date of submission of tender, if applicable)	24 फरवरी, 2021 को अपराह्न 02:00 बजे तक Feb 24, 2021 up to 02:00 PM

<p>h) ऑन-लाइन तकनीकी बोली और मूल्य बोली प्रस्तुत करने के लिए ई-टेंडर की शुरुआत की तारीख http://mstcecommerce.com/eprochome/rbi पर Date of Starting of e-tender for submission of on-line Technical Bid and price Bid at http://mstcecommerce.com/eprochome/rbi</p>	<p>फरवरी 03, 2021 को सुबह 10:00 बजे Feb 03, 2021 at 10:00 AM</p>
<p>i) तकनीकी बोली और मूल्य बोली जमा करने के लिए ऑनलाइन ई-निविदा बंद करने की तिथि। Date of closing of online e-tender for submission of Technical Bid & Price Bid.</p>	<p>24 फरवरी, 2021 को अपराह्न 02:00 बजे तक Feb 24, 2021 up to 02:00 PM</p>
<p>j) भाग-I (अर्थात तकनीकी बोली) के खुलने की तिथि और समय। भाग-II यानी मूल्य बोली खोलने की तिथि अलग से सूचित की जाएगी Date & time of opening of Part-I (i.e. Technical Bid). Date of opening of Part II i.e. price bid shall be informed separately</p>	<p>25 फरवरी, 2021 को अपराह्न 12:00 बजे Feb 25, 2021 at 12:00 PM</p>
<p>k) ई-निविदा की वैधता / Validity of the e-tender</p>	<p>टेक्नो-कमर्शियल बिड खोलने की तारीख से 90 दिन / 90 days from the date of opening of Techno-Commercial bid</p>
<p>l) लेनदेन शुल्क (गैर-वापसी योग्य) (MSTC ई-टेंडर में भाग लेने के लिए एएमएसटीसी (MSTC) ई-भुगतान गेटवे को निविदा कारों द्वारा अलग से भुगतान किया जाएगा) Transaction Fee (Non-refundable) (To be paid separately by the tenderers to MSTC vide MSTC E-Payment Gateway for participating in the e-tender)</p>	<p>₹.5,310/- (जीएसटी@18% सहित) Rs.5,310/- (Including GST@18%)</p>

2. इच्छुक निविदा कर्ता रु.1,80,000/- (एक लाख अस्सी हजार रुपये मात्र) एनईएफटी / डीडी / बैंक गारंटी के माध्यम बयाना राशि के रूप में भारतीय रिज़र्व बैंक, अहमदाबाद को भुगतान करेंगे।

Intending tenderers shall pay a sum of **₹.1,80,000/- (One lakh and Eighty Thousand Only)** as earnest money through **NEFT / DD / Bank Guarantee** to Reserve Bank of India, Ahmedabad.

3. आवेदन करने के इच्छुक आवेदकों को आवश्यक पात्रता के समर्थन में दस्तावेजी साक्ष्य प्रस्तुत करके बैंक को संतुष्ट करना होगा और ऐसा करने में उनकी विफलता की स्थिति में, बैंक को उनकी बोलियों को अस्वीकार करने का अधिकार है। ईएमडी के बिना ई-निविदा किसी भी परिस्थिति में स्वीकार नहीं की जाएगी।

Applicants intending to apply will have to satisfy the Bank by furnishing 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 bids. E-tenders without EMD will not be accepted under any circumstances.

4. बैंक न्यूनतम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी निविदा में पूर्णया आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना कोई कारण बताए सभी निविदाओं को अस्वीकार करने का अधिकार रखता है।

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.

5. भविष्य में जारी किए गए किसी भी संशोधन/ शुद्धिपत्र, यदि कोई हो, केवल RBI वेबसाइट और MSTC वेबसाइट पर अधिसूचित किया जाएगा जैसा कि ऊपर दिया गया है और अखबार में प्रकाशित नहीं किया जाएगा।

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

क्षेत्रीय निदेशक / Regional Director
भारतीय रिज़र्व बैंक / Reserve Bank of India
अहमदाबाद / Ahmedabad

Form of E-Tender

To,
Regional Director
Reserve Bank of India,
Protocol & Security Cell,
Ahmedabad

Dear Sir,

Having examined the terms, conditions and instructions contained in the bid document and as specified in memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum having acquired the requisite information relating thereto as affecting the e-tender, we hereby offer to provide providing Trained firemen for providing Fire safety services when required by the Bank specified in the said memorandum, at the rates mentioned in the attached schedule of quantities. I/We agree to abide and comply with the provisions of 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; Employees Liability Act, 1938; Employment of Children Act 1938; Maternity Benefit Act, the Payment of Gratuity Act, 1972, the Equal Remuneration Act, 1976 , the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and/or any other rules/regulations and/or statutes that may be applicable from time to time as well as the provisions of Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We shall be fully responsible for any violation of the aforesaid statutory provisions I/WE also undertake to indemnify and keep indemnified RBI and its employees against all losses and claims, damages or compensation for breach of any provisions of aforementioned Acts. I/We do hereby undertake that complete Trained firemen for providing Fire safety services of the Bank shall be ensured by our Agency, as well as any other assignment considered by the Bank. We/I agree to abide with the conditions of e-tender, the general terms and conditions, the special conditions, etc.

MEMORANDUM

E-Tender No.	RBI/Ahmedabad/HRMD/38/20-21/ET/451
Estimated cost	₹.90,00,000/- (Rupees Ninety lakhs only)
Mode of e-tender	e-Procurement System (Online Part I - Technical Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
Date of NIT available to parties to download	Jan 21, 2021 at 11:00 AM
Pre-bid meeting	Offline. Feb 03, 2021 at 12:30 PM Venue: PROTOCOL & SECURITY CELL, 4 th Floor, Reserve Bank of India, Near Gandhi Bridge, Ahmedabad- 380014 (Gujarat)
EMD through NEFT / DD / Bank Guarantee (upload the details on the MSTC portal). Also intimate / forward the transaction details (UTR number OR scanned copies (in PDF) of DD / Bank Guarantee) to securityahmedabad@rbi.org.in and/ or	₹.1,80,000/- (One Lakh and Eighty thousand only) paid through NEFT/ Net banking to A/c No.186003001, IFSC RBIS0AHPA01 OR DD in favor of "Reserve Bank of India, Ahmedabad" OR Bank Guarantee in specified format (see Annex-3).

gpvasava@rbi.org.in	
(ii) E-Tender Fees	NIL
Last date of submission of EMD. (Hard copy of DD / Bank Guarantee (in original) must be submitted (by hand / post / courier) before or on the last date of submission, if applicable)	Feb 24, 2021 at 02:00 PM
Date of Starting of e-tender for submission of on-line Technical Bid and price Bid at http://mstcecommerce.com/eprochome/rbi	Feb 03, 2021 at 10:00 AM
Date of closing of online e-tender for submission of Technical Bid & Price Bid.	Feb 24, 2021 at 02:00 PM
Date & time of opening of Part-I (i.e. Technical Bid) Date of opening of Part II i.e. price bid shall be informed separately	Feb 25, 2021 at 12.00 PM
Transaction Fee (Non-refundable) (To be paid separately by the tenderers to MSTC vide MSTC E-Payment Gateway for participating in the e-tender)	₹.5,310/- (Including GST @18%)

2. Should this e-tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. **I/We have deposited a sum of ₹.1,80,000/- (One Lakh and Eighty Thousand only) as Earnest Money** with the Reserve Bank of India, which amount is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the Reserve Bank of India.

4. I/We also understand that the Regional Director, Reserve Bank of India, Ahmedabad has the right to accept or reject my/our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.

The names of partners of our firm are:

(i)

(ii)

Name of the partner of the firm authorized to sign

OR

Name of person having power of Attorney to sign the Contract (certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Name and Signature of Tenderer/Contractor

Signatures and addresses of witnesses

	Signature	Name and Address
(i)		
(ii)		

Important Information

a.	Estimated cost of the work	₹.90,00,000/- (Ninety lakhs only)
b.	EMD@2% through NEFT / DD upload the details on the MSTC portal. Also intimate / forward the transaction details (UTR number OR scanned copies (in PDF) of DD to gpvasava@rbi.org.in and or securityahmedabad@rbi.org.in	₹.1,80,000/- (One Lakh and Eighty Thousand only) paid through NEFT/ Net Banking to A/c No.186003001, IFSC RBIS0AHPA01 OR DD in favor of “Reserve Bank of India, Ahmedabad”
c.	Performance Bank Guarantee	5% of the contract value (valid for the entire period of currency of contract.
d.	E-Tender documents can be downloaded from	www.mstcecommerce.com/eprochome/rbi
e.	Date and place of pre-bid meeting	Offline. Feb 03, 2021 at 12:30 PM Venue: PROTOCOL & SECURITY CELL, 4 th Floor, Reserve Bank of India, Near Gandhi Bridge, Ahmedabad-380014
f.	Last date and place of submission of completed Bid	Feb 24, 2021 at 02:00 PM
g.	Date & time of opening of Part I (Technical Bids)	Feb 25, 2021 at 12:00 PM
h.	Date & time of opening of Part-II (Financial Bids)	Shall be intimated to all tenderers after scrutiny of Technical bids.
i.	Commencement Date	As specified in the work order.
j.	Validity of the e-tender	90 days from the date of opening of Technical bid
k.	All disputes arising shall be subject to the jurisdiction	Ahmedabad
l.	Contact person for communication in connection with this e-tender.	Shri Gaurang P Vasava, Assistant, Mobile No.- 7096966124 Email- gpvasava@rbi.org.in Major Lalit Kant Baghel Mobile No. – 8004927585 E-mail – lkbaghel@rbi.org.in
m.	Liquidated Damages	As per Tender conditions.

Firms shall upload scanned copy of the Documents required on www.mstcecommerce.com along with the technical bid.

Date: _____

Name & Signature of tenderer

Place: _____

Contact/Mob. No.-

Important instructions for E-procurement

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

1.	<p>Process of E-Tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC /RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi</p> <p>1) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/ Govt depts → Select RBI Logo → 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, please contact RBI/MSTC, (before the scheduled time of the e-tender).</p> <p>Contact person (RBI Ahmedabad):</p> <table border="1" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">1. Major Lalit Kant Baghel E-mail – lkbaghel@rbi.org.in Mobile No. – 8004927585</td><td style="width: 50%; vertical-align: top;">2. Shri Gaurang P Vasava, Assistant, Email- gpvasava@rbi.org.in Mobile No.- 7096966124</td></tr></table> <p>Contact person (MSTC Ltd): MSTC Vadodara</p> <table border="1" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">1. Shri Anubhav Singh Assistant Manager E-mail- asingh@mstcindia.co.in Mobile No- 8130188764</td><td style="width: 50%; vertical-align: top;">2. Shri Manoj Pandey Management Trainee E-mail- mpandey@mstcindia.co.in Mobile No- 9727700986</td></tr></table> <p>B) System Requirement:</p> <p>i) Windows 7 or above Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.</p> <p>Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode". Other Settings: Tools => Internet Options => General => Click On Settings under "browsing history/ Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage". To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>	1. Major Lalit Kant Baghel E-mail – lkbaghel@rbi.org.in Mobile No. – 8004927585	2. Shri Gaurang P Vasava, Assistant, Email- gpvasava@rbi.org.in Mobile No.- 7096966124	1. Shri Anubhav Singh Assistant Manager E-mail- asingh@mstcindia.co.in Mobile No- 8130188764	2. Shri Manoj Pandey Management Trainee E-mail- mpandey@mstcindia.co.in Mobile No- 9727700986
1. Major Lalit Kant Baghel E-mail – lkbaghel@rbi.org.in Mobile No. – 8004927585	2. Shri Gaurang P Vasava, Assistant, Email- gpvasava@rbi.org.in Mobile No.- 7096966124				
1. Shri Anubhav Singh Assistant Manager E-mail- asingh@mstcindia.co.in Mobile No- 8130188764	2. Shri Manoj Pandey Management Trainee E-mail- mpandey@mstcindia.co.in Mobile No- 9727700986				

2.	The Technical Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprhome/rbi . E-tenders will be opened electronically on specified date and time as given in the E-tender.
3.	All entries in the e-tender should be entered in online Technical & Commercial Formats without any ambiguity.
4.	<p>Special Note towards Transaction fee: The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular e-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>Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>Note: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5.	Information about e-tenders /corrigendum uploaded shall be sent by email only during the process till finalization of e-tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6.	E-Tender cannot be accessed after the due date and time mentioned in NIT.
7.	<p>Bidding in e-tender:</p> <ol style="list-style-type: none"> Vendor(s) need to submit necessary documents as per eligibility criteria, EMD, e-tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. E-Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the e-tender inviting authority. The process involves Electronic Bidding for submission of Technical and Commercial Bid. The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU/Government departments. → Login under RBI→ My menu→ Auction Floor Manager→ live event →Selection of the live event. The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid. After filling the Technical Bid, vendor should click ‘save’ for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on “save” to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the “Final submission” button to register their bid. Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded. In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.

	<p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of.</p> <p>k) 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>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the e-tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the e-tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the e-tender.</p>
8.	Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
9.	No deviation to the technical and commercial terms & conditions are allowed
10	The e-tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding. For technical assistance, MSTC officials may be contacted at 8130188764 /9727700986 well in advance and bidders are advised to avoid any last minute rush. In case of any technical assistance required from MSTC, Bidders must contact MSTC at least one day prior before the e-tender closing day and get all their queries resolved.



PART I

**RESERVE BANK OF INDIA
PROTOCOL & SECURITY CELL
AHMEDABAD**

(Terms and conditions and Technical Specifications)

E-TENDER FOR PROVIDING FIRE-FIGHTING STAFF (PROVIDING FIRE SAFETY SERVICES) FOR RBI OFFICE PREMISES LOCATED IN AHMEDABAD

(Tender/Event No.RBI/Ahmedabad/HRMD/38/20-21/ET/451)

Issued to: _____

Last date for Submission : Feb 24, 2021 up to 02:00 PM

Date of Opening : Feb 25, 2021 at 12:00 PM



RESERVE BANK OF INDIA
Protocol & Security Cell
Near Gandhi Bridge
Ahmedabad

E-tender for providing Trained fire-fighting staff (for providing fire-safety services) for RBI office premises located in Ahmedabad

GENERAL INSTRUCTIONS TO BIDDERS AND TERMS & CONDITIONS

Reserve Bank of India, Ahmedabad invites e-tender for **providing Fire-fighting Staff (For providing fire safety services) for RBI Office Premises located in Ahmedabad for an initial period of one year (01st April 2021 to 31st March, 2022)** as per laid down contractual obligations. However, the contract can be extended further for a period as may be decided by Bank, subjected to satisfactory performance of the services and adherence to contractual obligations by the concerned entity

The e-tendering shall be done through the e-tendering portal of MSTC Ltd (<http://mstcecommerce.com/eprochome/rbi>). All eligible and interested companies/agencies/firms must register themselves with MSTC Ltd through the above-mentioned website to participate in the e-tendering process.

2. The Bank reserves the right to increase or decrease the number of persons to be deployed by firm/ company before awarding the work or any time during the currency of contract, if required. The Bank also reserves the right to award work to any firm/company.

3. The tenderers should satisfy the following conditions and shall enclose the following documents in Part I for examining their credentials. Opening of Part II (Price Bid) will be subject to satisfying the prescribed eligibility criteria

Eligibility Criteria:

(a)	Composition of the firm	Full particulars of the composition of the tenderer (whether the tenderer is an individual or a partnership firm or a company etc.) in detail should be submitted along with the name(s) and address (es) of the individuals/ prospectors/ directors/ partners as the case may be. A copy of the Articles of association/power of Attorney/ board resolutions (authorizing the person to sign and submit the tender on behalf of the tenderer) along with any other relevant document.
(b)	Location of Office	The tenderer should preferably have an office at Ahmedabad. Full address along with the details of a contact person should be given.

(c)	Registrations	Copy of various registrations such as PAN, GST, Employee State Insurance Act, EPF registration, Shops and establishment registration under labor laws must be submitted as documentary evidence.
(d)	Should have experience of three years in the field as on 31 March 2020. The Agency/tenderer must have experience of successfully completing similar works (Firefighting) during last 3 years ending 31 March 2020.	<p>Details of work experience shall be supported by experience certificates from the clients. The client-wise names of work(s), year(s) of execution of work(s) awarded, Date of Start and Finish of the work(s) of executed work(s), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished.</p> <p>Applicant should furnish their client reports showing the details of work carried out during the last 3 years.</p> <p>In respect of Departments other than Government Department/Public sector Undertakings apart from the experience certificate above the TDS certificates matching with the payments related to the work executed shall also be enclosed.</p> <p>The details along with documentary evidence of previous experience if any, of carrying out works for the Reserve Bank of India at any center should also be given.</p>
(e)	Experience of similar works	<p>The estimated cost of the contract is around ₹.90.00 Lacs. The agency is required to submit experience of having successfully completed similar works (providing Fire-fighting staff) during last three years ending March 31, 2020 as under (submit copies of work orders):</p> <p>(i) Three similar works (providing Fire-fighting staff) each costing not less than ₹.30,00,000/-</p> <p>or</p> <p>(ii) Two similar works (providing Fire-fighting staff) each costing not less than ₹.45,00,000/-</p> <p>or</p> <p>(iii) One similar work (providing Fire-fighting staff) costing not less than ₹.90,00,000/-</p>
(f)	Details of Bank accounts & undertaking for receiving payments through NEFT	<p>Full particulars of their Bank accounts, like account No., type, when opened, IFSC Code etc. should be given.</p> <p>Tendering firms/companies should have current account in scheduled Banks and should give an undertaking that they are ready to receive the payments through National Electronic Funds Transfer (NEFT).</p>

4. After scrutiny, if any of the tenderer is not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing.
5. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason therefore.

Name & Signature of tenderer

Reserve Bank of India
Near Gandhi Bridge, Ahmedabad
(E-Tender/Event No.RBI/Ahmedabad/HRMD/38/20-21/ET/451)
(www.rbi.org.in)

Reserve Bank of India, PROTOCOL & SECURITY CELL, Ahmedabad invites e-tenders on www.mstcecommerce.com/eprochome/rbi in two parts from eligible contractor / firm / company .Eligible contractor / firm / company needed to submit a Part I (Technical bid) and Part II (Price bid) on the mentioned portal.

1. E-TENDER Document:

- i. Tender shall consist of documents (Part I & Part II). Part I contains technical conditions (all sections and annexures) along with any schedules, addendum or corrigendum etc. issued by Reserve Bank of India for the purpose. Part II contains only Price bid. E-Tender Document / Notice Inviting Tender may be downloaded from www.mstcecommerce.com/eprochome/rbi.
- ii. Tenderers are advised to study the E-TENDER documents thoroughly.
- iii. Submission of e-tender shall be deemed to have been done after careful study and examination of the e-tender documents with full understanding of its implications.

2. Obtaining of TENDER documents:

- i. The E-Tender Document / Notice Inviting Tender may be downloaded from www.mstcecommerce.com/eprochome/rbi.
- ii. Interested parties, if they so desire, may contact the PROTOCOL & SECURITY CELL Officials on the phone /e-mail for further any clarification.

3. Pre-bid Meeting

Reserve Bank of India shall conduct an offline pre-bid meeting(s) at the time and venue mentioned in Notice Inviting Bid, to answer any queries / provide clarifications that the Tenderers may have in connection with the tender and to give them relevant information regarding the same.

4. Amendment to E-TENDER Document

- i. At any time prior to the deadline for the submission of Bids, Reserve Bank of India may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective tenderer, modify the e-tender by an amendment and same will be uploaded in the form of Corrigendum on www.mstcecommerce.com/eprochome/rbi for information of prospective bidders
- ii. In order to afford prospective tenderers reasonable time for preparing their Bids after taking into account such amendments, the Reserve Bank of India may, at its discretion, extend the deadline for the submission of Bids.

5. Preparation of Tender

a) Part I / Technical bid:

- i. All Sections and Annexures are the part of Technical bid. All the sections and annexures must be signed by the Tenderers.
- ii. Tenderer must fill all the details specified in different section and attached the leaflet /necessary documents/brochure of product etc.
- iii. EMD shall be part of Technical bid the amount of EMD is indicated in Notice Inviting Tender & important information given above.
- iv. Tenderers must submit all documents for prequalification criteria and

other documents as stated in the tender by uploading scanned copy of all documents on www.mstcecommerce.com/eprochome/rbi.

b) Part II / Price Bid:

- (i) **Currency of Bid:** Bid prices shall be quoted in Indian Rupees only. These prices should include all costs associated with the work including any out of pocket / mobilization expenses, all other logistic as mentioned in the tender, all taxes (**Inclusive of GST**), charges, levies, cess, Insurance, transportation, entry taxes,) Labour, other Govt Taxes, EPF/ESIC contribution, Minimum wages of Central Government **as applicable as per rules**.
- (ii) The price should be quoted strictly in line with the price schedule leaving no column blank whatsoever to avoid any ambiguity.
- (iii) The tenderer should ensure that all columns of the price schedule may be duly filled, and no column is left blank. After opening of the Part II/Price Bid, no clarifications whatsoever shall be entertained by the RBI.
- (iv) If any columns of the price schedule are found blank, then the tender of the respective tenderers **shall be treated as non-responsive and will be summarily rejected by the RBI and further EMD shall be forfeited.** However, Bank may also take the review in this matter as per Tender Clause, if required.
- (v) Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the e-tender must be attested by initials of the e-tenderer. Overwriting of figures is not permitted; failure to comply with either of these conditions will render the e-tender void at the Bank's option. No advice of any change in rate or of conditions after the opening of the e-tender will be entertained.
- (vi) The e-tender documents submitted/uploaded online on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the e-tender may be rejected by the Bank.
- (vii) It will be imperative on each tenderer to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the items. No request for the change of price or time schedule of delivery of items shall be entertained, on account of any local condition or factor once the offer is accepted by the Tenderer

6. Period of Validity of Bids

Bids shall remain valid for acceptance by RBI for the period indicated in the Notice Inviting Tender. This period will be further mutually extended, if required.

7. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.
8. **Each tenderer shall pay Earnest Money Deposit a sum of ₹1,80,000/- (One lakh and Eighty Thousand only) through NEFT/ DD / Bank Guarantee only**

(to A/c No. 186003001, IFSC RBIS0AHPA01 of Reserve Bank of India Ahmedabad OR in favour of “Reserve Bank of India, Ahmedabad”, as the case may be). If EMD is not paid / submitted (DD or Bank Guarantee, in original) till the last date of submission, the tender shall be treated as non-bonafide and will be rejected without further advice to the tenderer.

9. Under no circumstances Earnest Money Deposit will be accepted in the form of cash or fixed deposit receipt of Bank or Insurance Guarantee or cheque, etc.

10. **The Earnest Money Deposit shall be paid by the tenderer to the Reserve Bank of India, Ahmedabad as security for due fulfilment of the contract. No interest shall be paid on the said deposit. The Bank reserves the right to forfeit the EMD if the successful bidder fails to execute the contract. The EMD shall be forfeited in the following circumstances:**

- a. Made misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria; or
- b. Tenderer left blank the column of the Part II /Price Bid or submitted multiple Price bids.
- c. If a Tenderer withdraws his Bid during the period of Bid Validity, or
- d. The Tenderer has been blacklisted by any government contractor / firm / company, PSU and the blacklisting is still in force.
- e. In the case of the Successful Tenderer, if he fails to complete the work/start the services within the prescribed time limit.

11. On receipt of intimation from the Employer of the acceptance of his/their tender, the successful tenderer shall be bound to implement the contract and deposit **Performance Bank Guarantee(@ 5% of the contract value** and within fourteen days thereof the successful tenderer shall sign an agreement with the Bank in accordance with the General and special terms and conditions and scope of work mentioned herein but the written acceptance by the Reserve Bank of India of tender will constitute a binding contract between the Reserve Bank of India and the person so tendering, whether such formal agreement is or is not subsequently executed.

12. Procedure for Submission of Bids

It is proposed to have a **Two-Bid /Part System** for this tender

a) Part I/ Technical Bid consist of following items

- i. Part- I/ Technical Bid (all sections and annexes). Please note that prices should not be indicated in Part- I/ Technical Bid. Technical bid may be uploaded/submitted on www.mstcecommerce.com/eprochome/rbi.
- ii. Documentary proof of Pre-qualification/Tender document with signature on each page must be uploaded online on www.mstcecommerce.com/eprochome/rbi, if any.
- iii. The payment details of EMD shall be attached.

b) Part II /Price Bid

- i. Part II /Price Bid may be uploaded/submitted on

- ii. No conditional/optional quote shall be accepted.
- iii. Tenderers shall not be permitted to alter or modify their bids after receipt of their bids.
- iv. Those who have downloaded the tender are required to submit the eligibility criteria, if any.

c) Receipt of E-Tenders

The e-tender bids will be accepted till the schedule time and date as referred to in the Notice Inviting Tender. **The e-tenders received/uploaded thereafter shall not be entertained in any circumstances.**

d) Opening of Part I

The Technical bids will be opened (online) on the scheduled time and date as referred to in the Notice Inviting Tender at PROTOCOL & SECURITY CELL, RBI Ahmedabad. The tenderers or their authorized representatives may be present, if they so desire.

e) Scrutiny of Part I

- i. The Part I shall be evaluated as per the procedure indicated in tender document.
- ii. After evaluation of the Part I, the short-listed tenderers will be intimated by emails. The decision of the Bank on Part- I shall be final and shall not be open for discussion.

f) Opening of Part II /Price Bid

The Part- II of the technically selected tenderers will be opened later, and such short-listed tenderers will be intimated about the date and time accordingly. The short-listed tenderers or their authorized representatives may present, if they so desire.

13. Procedure for Bid Evaluation

- a) The Part I (Technical Bid) of tenderers will be evaluated based on the criteria furnished in [Annex 4](#) and after scrutinizing all the relevant documents as sought from them. Bids shall be evaluated based on a combination of Technical and Price bid. 70% Weightage will be given to Technical bid while 30% Weightage will be given to Price bid.
- b) Only those tenderers shall be deemed to have qualified in the Technical Bid which has scored a minimum of 40 marks out of 100, allocated on various parameters as furnished in [Annex 4](#) of this tender document.
- c) The contract shall be awarded to the bidder who secures the maximum marks after combining the marks scored in the Technical and Price evaluation as per [Annex 4](#) of the tender document. The Bank has Right to vary quantities at the time of placing Order/signing of Contract.

14. Bank's right to accept any Bid and to reject any or all Bids

- a) Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected tenderer or tenderer The Bank shall not assign any reason for rejection of any or all Bids.

- b) RBI reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract on account of the following:
- i. In case no Bid is received.
 - ii. Occurrence of any event due to which it is not possible to proceed with the selection process.
 - iii. An evidence of a possible collaboration/mischief on part of Tenderers, manipulating the competition and transparency of the selection process, any other reason, which in the opinion of the Bank necessitates the cancellation of the selection process.
 - iv. On occurrence of any such event, RBI shall notify all the Tenderers within 7 days or any reasonable time of such decision. RBI shall also promptly return the Bid Security submitted by the Tenderers within 15 days or any reasonable time of issue of such notice. RBI is not obligated to provide any reason or clarification to any tenderer on this account. Liability of the RBI under this clause is restricted to returning the Bid Security and no other reimbursements of costs/ expenses of any type shall be made by the Bank on this account.
 - v. The Bank further reserves the right to re-tender the process or get the work done by a Government contractor / firm / company or Quasi Government contractor / firm / company if the Bank is of the opinion that the bids received are not economically or otherwise feasible or not acceptable due to reasons in sub clauses (a) to (d) above.
 - vi. The Bank discourages the stipulation of any additional conditions by the tenderer.
15. The **successful tenderer/ contractor / firm / company shall not assign the Contract or any part thereof**. He shall not sublet any portion of the Contract. In case of breach of these conditions, the Bank may serve a notice in writing on the successful tenderer/contractor / firm / company rescinding the Contract whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the successful tenderer/contractor / firm / company.
16. The successful tenderer/contractor / firm / company shall carry out all the work strictly in accordance with schedule of quantities, details and instructions given by Bank's Security Officers.
17. The tenderer must obtain for himself, on his own responsibility and at his own expenses, all the information which may be necessary for the purpose for making a tender and for entering into a contract and must examine the specifications and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters appertaining thereto.
18. The successful tenderer/contractor / firm / company shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trader of the project or in commencement or completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for construction purpose or for any other reason whatsoever and the Bank/employer shall not be liable for any claim in respect thereof. The Bank/Employer does not accept liability for any sum besides the e-tender amount, subject to such variations as are provided for herein.
19. The successful tenderer/contractor / firm / company must bear in mind that all the work shall be carried out strictly in accordance with the specifications and also in

compliance of the requirement of the legal public authorities and no deviation on any account will be permitted.

20. GST, Income Tax, Trade taxes, or other tax shall be deducted as applicable.
21. The successful tenderer/contractor / firm / company shall abide by and fulfil all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under and all other relevant statutory acts (such as Minimum Wages Act etc.). If the number of labourers employed for the job is twenty or more, the successful tenderer/contractor / firm / company shall obtain the license from the Regional Labour Commissioner. The successful tenderer/contractor / firm / company shall maintain all registers/ documents as required by the Regional Labour Commissioner at site and should furnish the same to the Bank or its representative as and when required.
22. **The Quoted rate shall include the amount payable towards ESI/EPF employer contribution or any amount payable under various Acts/Laws& any other expenses/cost related to carrying out work etc.** It is obligatory for the successful tenderer/contractor / firm / company or contractor to obtain various registrations / code number for meeting out various requirements and furnish the same to the Bank before execution of the agreements. This has to be strictly carried out by successful tenderer/contractor / firm / company. The successful tenderer/contractor / firm / company shall ensure payments of Employees' State Insurance (ESI) & Employees' Provident Fund (EPF) as applicable in respect of workmen/contract labours employed by him/her/ them and submit documentary evidence (i.e. payment receipt obtained from Employees' Provident Fund Organisation (EPFO) and Employees' State Insurance Corporation (ESIC) portal while making payment) in respect of the same to the Bank, failing which the Bank shall deposit the same directly and adjust/deduct the amount from the dues payable to the successful tenderer/contractor / firm / company along with levying penalty as per the terms and conditions of the contract. No extra payment over & above quoted rates shall be made to the successful tenderer/contractor / firm / company on this account. The successful tenderer/contractor / firm / company shall be responsible to comply with all statutory provisions including for the purpose of ESI and EPF and shall indemnify the Bank and shall keep indemnified for any contravention and non-compliance of labour laws including that of EPF and ESI."

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

Name & Signature of tenderer

BROAD SCOPE OF WORK

1. The successful tenderer/contractor / firm / company /Agency shall provide Eighteen (18) trained fire personnel per day i.e. one Fire Supervisor and two Firemen in each shift at each office premises. The successful tenderer/contractor / firm / company/ Agency shall deploy Fire personnel (fire-fighting staff) in eight hours shift and should work round the clock in three shifts (6:00 AM to 2:00 PM, 2:00 PM to 10:00 PM and 10:00 PM to 6:00 AM) providing fire-fighting, fire safety, manning the fire console rooms, holding and maintaining fire safety equipment like fire alarm, fire extinguishers, hydrants, wet/dry riser system, assisting physically challenged employees/visitors, training of general staff, liaison with local fire brigade.
2. The Supervisor / Leading Fireman should have adequate experience and qualifications in fire-fighting.
3. Fire-fighting staff deployed by the agency should **NOT** be rotated / shifted from Bank within one year of deployment unless there is deficiency in services rendered by the Fire-fighting staff as per RBI's expectation or they ceases to be in the employment of the tenderer.
4. The successful tenderer/contractor / firm / company/ Agency shall ensure that a Supervisor/Leading Fireman and Two Firemen are always on duty at each Banks' office premises round the clock subject to the condition that the fire staff is not on duty for more than 8 hours continuously and fresh manpower shall be provided in each shift. The Agency shall make substitute arrangements for equally trained and qualified fire-fighting staff in the event of absence of any of the Fire staff supplied by him within half an hour from the commencement of shift.
5. The Supervisor/Fireman shall go round the Bank's premises to check fire-fighting arrangements are in place or not and their functioning before the start of their shift duty and before relieving the present fire staff on duty and at regular intervals and before finishing their shift duty. Proper handing/taking over on shift change along with records of serviceability of fire-fighting equipment shall be maintained and put up to Security Officer on a daily basis.
6. Any shortfall of man power due to illness/other reasons shall be made up by the successful tenderer/contractor / firm / company/ Agency on adhoc basis.
7. Manning of fire control room round the clock.
8. Check all fire equipment for serviceability at laid down periodicity. Responsible for all fire-fighting arrangement in respect of the said premises including Fire Alarm System, Wet Riser System, Fire Hydrants and Fire-fighting Extinguishers and other fire related equipment.

9. Ensure that the reserve water tank of Hydrant system is full at all times.
10. Supervise the work done under the AMC of all fire-fighting equipment.
11. Conduct periodic training of staff on fire-fighting.
12. Fight the fire at the incipient stage and assist the fire brigade as and when they arrive.
13. In case of fire, assist the staff and take all necessary action to extinguish the fire and evacuate the occupants of the premises/building.
14. Function under the Security Officer of the Bank on all aspects of work and administration.
 - (a) Conduct regular fire-fighting drills and assist during the Bank's disaster evacuation mock drills to include evacuation of differently abled employees using evacuation chairs.
 - (b) Assist in Fire Audit, as and when carried out.
 - (c) Regular patrolling of entire premises for identifying fire hazards and removing/taking steps to protect against fire and building code violations. Check all escape routes and fire lanes daily and ensure they are free of obstacles.
 - (d) Assist in search, rescue and salvage operation in case of an incident.
 - (e) Update knowledge of the latest fire-fighting equipment and techniques and to remain aware of current developments in fire services.
 - (f) Effective and close liaisoning with local fire brigade establishments.
 - (g) The successful tenderer/contractor / firm / company/ Agency shall be solely responsible for all the fire-fighting arrangement in respect of the Office premises.
 - (h) The successful tenderer's/contractor's / firm's / company's/ Agency's fire staff shall obtain necessary instructions for day to day work from the Security Officer of the Bank.
 - (i) The successful tenderer's/contractor's / firm's / company's/ Agency's Fire Staff shall perform duties according to the detailed Standard Operating Procedures and Fire Orders prepared by the Security Manager of the Bank.
 - (j) The successful tenderer/contractor / firm / company/ 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 Manager or any other officer designated by the Regional Director.

GENERAL TERMS & CONDITIONS

1. For performing the assigned work, the successful tenderer/contractor / firm / company/ Agency shall deploy medically and physically fit trained personnel (Firemen below 40 years of age). The successful tenderer/contractor / firm / company/ Agency shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the successful tenderer/contractor / firm / company/ Agency shall be properly trained firemen of high integrity and good conduct and shall be fully conversant in Hindi and English.
2. The successful tenderer/contractor / firm / company/ Agency shall deploy 2 (two) firemen and one Fire Supervisor/Leading Fireman in eight hours shift and should work round the clock in three shifts at each office premises of RBI at Ahmedabad.
3. The Supervisor/ Leading fireman deployed by the successful tenderer/contractor / firm / company/ Agency shall have minimum three years of experience. The personnel deployed should be above 18 years of age.
4. The Firemen deployed by the successful tenderer/contractor / firm / company/ Agency will have minimum three years' experience. The personnel deployed should be above 18 years of age.
5. The successful tenderer/contractor / firm / company/ Agency shall not transfer/change the firemen deputed during the period of the agreement without the permission of the Bank.
6. Any shortfall of manpower due to illness/other reasons will be made up by the successful tenderer/contractor / firm / company/ Agency on adhoc basis and the replacement / reliever should be having similar qualifications.
7. Police verification of each and every person deployed is necessary and mandatory. It will be the sole responsibility of the successful tenderer/contractor / firm / company/ Agency to get proper police verification done of all the fire staff prior to deployment. A certificate to this effect is to be submitted to the Bank by the successful tenderer/contractor / firm / company/ Agency that the Police verification of its staff deployed for the purpose of the contract has been completed and the same can be called by the Bank as and when required.
8. That the persons deployed by the successful tenderer/contractor / firm / company/ Agency for the services mentioned above shall be the employees of the successful tenderer/contractor / firm / company/ Agency for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the successful tenderer/contractor / firm / company/ Agency and in no case, shall a relationship of employer and employee between the said persons and the Reserve Bank of India, Ahmedabad shall accrue/arise implicitly or explicitly. It will be the responsibility of the successful tenderer/contractor / firm / company/ Agency to ensure that no liability on this count should come on Reserve Bank of India, Ahmedabad in respect of workers deployed by him.
9. The successful tenderer/contractor / firm / company/ Agency shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the all office premises of the RBI located at Ahmedabad and

ensure that no such persons shall create any disruption/hindrance/problem of any nature in the RBI, offices at Ahmedabad either explicitly or implicitly.

10. That on taking over the responsibility of work assigned, the successful tenderer/contractor / firm / company/ Agency shall formulate the mechanism for due assignment of work to its personnel in consultation with the Regional Director, Reserve Bank of India, Ahmedabad or his nominee. Subsequently, the successful tenderer/contractor / firm / company/ Agency shall review the work assigned from time to time and advise the Regional Director, Reserve Bank of India, Ahmedabad for further streamlining their system. The successful tenderer/contractor / firm / company/ Agency shall further be bound by and carryout the directions/instructions given to him by the Regional Director, Reserve Bank of India, Ahmedabad or the officer designated by the Regional Director in this regard from time to time.
11. That the Regional Director, Reserve Bank of India, Ahmedabad or any other persons authorized by the Regional Director shall be at liberty to carryout surprise check on the persons as deployed by the successful tenderer/contractor / firm / company/ Agency in order to ensure that persons deployed by him are doing their duties properly.
12. That in case any of the persons so deployed by the successful tenderer/contractor / firm / company/ Agency does not come up to the mark or does not perform their duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the successful tenderer/contractor / firm / company/ Agency shall immediately withdraw and take suitable action against such persons on the report of the Regional Director, Reserve Bank of India, Ahmedabad. Further, the successful tenderer/contractor / firm / company/ Agency shall immediately replace the particular person so deployed in case any of the aforesaid acts on the part of the said person.
13. That the successful tenderer/contractor / firm / company/ Agency shall carefully and diligently perform the work assigned to him in consultation with the Regional Director, Reserve Bank of India, Ahmedabad or his nominee or the officer designated by the Regional Director in this regard from time to time.
14. One dedicated mobile number must be provided by the successful tenderer/contractor / firm / company/ Agency at the fire control rooms at its own cost.
15. That the successful tenderer/contractor / firm / company/ Agency shall submit details, such as names, parentage, residential address, age etc. along with recent photograph of the persons deployed by him. For the purpose of proper identification of the employees of the successful tenderer/contractor / firm / company/ Agency deployed for the work, he shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.
16. That the successful tenderer/contractor / firm / company/ Agency shall be liable for the payment of wages and all other dues which they are entitled to receive under the provisions of Minimum Wages Act and other relevant statutory enactments.

17. The successful tenderer/contractor / firm / company/ Agency will raise monthly invoice on Reserve Bank of India, Ahmedabad latest by 10th of the succeeding month. The Reserve of India, Ahmedabad will deduct tax at source and all other taxes, duties as applicable from time to time from the amount payable to the successful tenderer/contractor / firm / company/ Agency.
18. That the successful tenderer/contractor / firm / company/ Agency shall comply with or cause to be complied with the notifications issued by Govt. 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 to the authorities concerned. The successful tenderer/contractor / firm / company/ Agency should pay the minimum wages stipulated by the Government of India, Ministry of Labour from time to time and submit monthly compliance certificate (with details of wages paid) on payment of minimum wages for the fire staff deployed in our premises along with next month's bill.
19. That the successful tenderer/contractor / firm / company/ Agency shall make the payment of wages etc., to the persons so deployed and shall on demand furnish copies of wage register / muster roll, etc., to the RBI, Ahmedabad for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the successful tenderer/contractor / firm / company/ Agency to ensure that he is fulfilling his commitments, towards his employees so deployed as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor must comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970 at his own cost and the rules made there under by the Government from time to time.
20. If it comes to the knowledge of the Bank that the same staff has been deployed in two consecutive shifts or is deployed elsewhere also, the Bank shall reserve the right to impose penalty as it deems fit. For deficiency in services and serious inconvenience caused to the Bank and its officials, the Bank reserves the right to impose penalty up to 10% of the estimated contract amount. In the event of penalty reaching 10% of the contract amount, the Bank reserves its right to terminate the contract and the successful tenderer/contractor / firm / company/ Agency shall be liable to risk and cost. The amount of penalty will be appropriated from Security Deposit or any other amount payable to the successful tenderer/contractor / firm / company/ Agency.
21. No accommodation facility, transport facility or medical facility will be provided by Reserve Bank of India to the persons deployed for the purpose of the contract.
22. The successful tenderer/contractor / firm / company/ Agency shall not charge any amount from the fire staff deployed by him towards recruitment fee, registration fee etc.
23. That the successful tenderer/contractor / firm / company/ Agency shall deploy his persons in such a way that they get weekly rest. The working hours / leave, for which work is taken from them, do not violate relevant provisions of Shops and Establishments Act. The successful tenderer/contractor / firm / company/ Agency shall in all dealing with the persons in his employment have due regard

- to all recognised festivals, days of rest and religious or other customs.
24. The successful tenderer/contractor / firm / company/ Agency shall comply with the applicable statutory provisions of 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; Employees Liability Act, 1938; Employment of Children Act 1938; Maternity Benefit Act, the Payment of Gratuity Act, 1972, the Equal Remuneration Act, 1976 , the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and/or any other rules/regulations and/or statutes that may be applicable to them. The successful tenderer/contractor / firm / company/ Agency shall be solely responsible for any violation of provision of the above mentioned legislative enactments or any other statutory provisions and shall further keep the RBI, Ahmedabad indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Successful tenderer/contractor / firm / company/ Agency failure to fulfil any of the obligations hereunder and / or under the said Acts, rules/ regulations/ or any bye-laws or rules framed under or any of these, the RBI, Ahmedabad shall be entitled to cover any of the such loses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the contractors monthly payment or any other amount payable to the contractor or by invoking the Bank Guarantee.
 25. In the event of the successful tenderer/contractor / firm / company/ Agency committing a default or breach of any of the provisions of the Labour Laws including the provisions of 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 incorrect, he shall without prejudice to any other liability, pay to the RBI, Ahmedabad, a sum as may be determined by Regional Director RBI, Ahmedabad. The Bank reserves right to appropriate the amount by invoking the Bank Guarantee or from any other amount payable to the successful tenderer/contractor / firm / company/ Agency.
 26. That the successful tenderer/contractor / firm / company/ Agency shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of Reserve Bank of India, Ahmedabad.
 27. The successful tenderer/contractor / firm / company/ Agency 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, Ahmedabad.
 28. That the successful tenderer/contractor / firm / company/ Agency shall at his own cost take necessary insurance cover in respect of the aforesaid services rendered to RBI, Ahmedabad. The successful tenderer/contractor / firm / company/ Agency shall take "all risk policy" for the contract value and workmen compensation policy for the workers engaged for the work. The successful

- tenderer/contractor / firm / company/ Agency shall provide a copy of the policy to the Bank on award of work.
29. 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 deployment. It is agreed and understood that the successful tenderer/contractor / firm / company/ Agency shall alone be liable to pay such damages or compensation to such fire staff.
30. The successful tenderer/contractor / firm / company/ Agency shall remove all workers deployed by him on termination of the contract or on expiry of the contract from all the office premises of the Reserve Bank of India, Ahmedabad and ensure that no such persons shall create disruption/ hindrance/ problem of any nature in the Reserve Bank of India, Ahmedabad offices either explicitly or implicitly.
31. That the successful tenderer/contractor / firm / company/ Agency shall keep the Reserve Bank of India, Ahmedabad indemnified against all claims whatsoever in respect of the employees/personnel/representatives deployed by the successful tenderer/contractor / firm / company/ Agency. In case any employee/personnel/representatives of the successful tenderer/contractor / firm / company/ Agency so deployed enters into dispute of any nature whatsoever, it will be the primary responsibility of the successful tenderer/contractor / firm / company/ Agency to contest the same. In case Reserve Bank of India, Ahmedabad is made party and is supposed to contest the case, the Reserve Bank of India, Ahmedabad will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the successful tenderer/contractor / firm / company/ Agency to Reserve Bank of India, Ahmedabad on demand. Further, the successful tenderer/contractor / firm / company/ Agency shall ensure that no financial or any other liability comes on Reserve Bank of India, Ahmedabad in this respect of any nature whatsoever and shall keep Reserve Bank of India, Ahmedabad indemnified in this respect.
32. That the successful tenderer/contractor / firm / company/ Agency shall ensure that the persons so deployed do not take any property including Fire Safety Equipment belonging to the Reserve Bank of India, Ahmedabad out of the premises without a Gate Pass signed by the designated officials of the Reserve Bank of India, Ahmedabad. 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 successful tenderer/contractor / firm / company/ Agency along with subsequent changes, if any. AGM (Protocol and Security), Reserve Bank of India, Ahmedabad shall make suitable arrangement to ensure compliance.
33. That the successful tenderer/contractor / firm / company/ Agency shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the RBI, Ahmedabad indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising from the non-compliance of the aforesaid statutory provisions. The Successful tenderer's /contractor's / firm's / company's/

Agency's failure to fulfil 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 RBI, Ahmedabad shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Successful tenderer's /contractor's / firm's / company's/ Agency's monthly payment and Security Money Deposit. The successful tenderer/contractor / firm / company/ Agency should follow standard safety procedure and equipment and ensure that none of its staff suffer any injuries. Any liability on this account will be entirely that of the Agency

34. It shall be the responsibility of the successful tenderer/contractor / firm / company/ Agency to take care of fire safety arrangements in the Reserve Bank of India, Ahmedabad premises and report the matter related to fire safety to the Manager (Security) of Reserve Bank of India, Ahmedabad immediately. It shall be the sole responsibility of the successful tenderer/contractor / firm / company/ Agency to ensure security and safety of all the property and assets, movable and immovable, related to fire safety and security of the Reserve Bank of India, Ahmedabad and if there is any loss to the Reserve Bank of India, Ahmedabad on account of dishonesty, and/or due to any lapse on the part of the successful tenderer/contractor / firm / company/ Agency or his worker/s, the successful tenderer/contractor / firm / company/ Agency shall make good on demand the loss to the Reserve Bank of India, Ahmedabad. He should also take steps, in consultation with Reserve Bank of India, Ahmedabad authorities, to register FIR with police, if required.
35. That the successful tenderer/contractor / firm / company/ Agency shall provide two pairs of distinct uniform at his own cost to the persons deployed for this work and shall include Shirt (Shirt/Jacket-inscribed as FIRE SAFETY at the back), 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, Ahmedabad shall have no liability whatsoever on this account. The uniform shall be approved by the Regional Director, Reserve Bank of India, Ahmedabad.
36. **Financial Inclusion:** The successful tenderer/contractor / firm / company/ Agency shall ensure that all the Fire staff deployed in the Bank premises is having a Saving Bank Account along with an ATM card. Payments of wages shall be paid through NEFT/ RTGS and wages must be paid up to 7th of every month.
37. **Sexual Harassment:** The successful tenderer/contractor / firm / company/ 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/personnel/representative within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the successful tenderer/contractor / firm / company/ Agency and the successful tenderer/contractor / firm / company/ Agency shall ensure appropriate action under the said Act in respect to the complaint.
38. Any complaint of sexual harassment from any aggrieved employee of the

successful tenderer/contractor / firm / company/ Agency against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

39. The successful tenderer/contractor / firm / company/ Agency shall be responsible for educating its employees/personnel/representatives about prevention of sexual harassment at work place and related issues.
40. The successful tenderer/contractor / firm / company/ Agency shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the successful tenderer/contractor / firm / company/ Agency, for instance any monetary relief to Bank's employee, if sexual misconduct by the employee of the successful tenderer/contractor / firm / company/ Agency is proved.
41. The successful tenderer/contractor / firm / company/ Agency shall ensure that none of its employee/personnel/representatives will enter or remain in the Bank's premises beyond the specified time limits unless absolutely necessary for fulfilling successful tenderer/contractor / firm / company/ Agency obligations and with permission of the Caretaker/Bank Security officials.
42. **Non-Disclosure Clause:** The successful tenderer/contractor / firm / company/ Agency 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 successful tenderer/contractor / firm / company/ Agency during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The successful tenderer/contractor / firm / company/ Agency 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 successful tenderer/contractor / firm / company/ Agency shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank/Employer. The successful tenderer/contractor / firm / company/ Agency shall indemnify the Bank/Employer for any loss suffered by the Bank/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 successful tenderer/contractor / firm / company/ Agency and the Bank/Employer shall be entitled to claim damages and pursue legal remedies. The successful tenderer/contractor / firm / company/ Agency shall take all appropriate actions with respect to its employees/personnel/representatives to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The successful tenderer/contractor / firm / company/ Agency obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.
43. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the

happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed upon, if any, or seven days, whichever is more, either party may at its option terminate the contract.

44. Termination of Contract - Without prejudice to what is contained herein above, the Bank/Employer shall at its sole and absolute discretion, be entitled to terminate the contract forthwith by written notice without assigning any reason and without payment of any compensation, if-

- a. In the opinion of the Bank/Employer (which shall not called in question by the successful tenderer/contractor / firm / company/ Agency and shall be binding on the successful tenderer/contractor / firm / company/ Agency) the successful tenderer/contractor / firm / company/ Agency fails or refuses to implement the contract to the Bank's satisfaction; and/or
- b. The successful tenderer/contractor / firm / company/ Agency commits a breach of any terms and conditions of the contract; and/or
- c. For any reason whatsoever, the successful tenderer/contractor / firm / company/ Agency becomes disentitled under any law to perform his obligation under the contract; and/or
- d. There is any variation in the ownership/partnership of the successful tenderer/contractor / firm / company/ Agency or its business without the prior permission in writing from the Bank; and/or
- e. The successful tenderer/contractor / firm / company/ Agency is adjudged an insolvent/bankrupt or a compromise is entered by it with its creditors or if distress or execution or other process is levied upon it or receiver is appointed for any part of the assets or property of the successful tenderer/contractor / firm / company/ Agency.

In the event of termination of the contract for any reason whatsoever, the successful tenderer/contractor / firm / company/ Agency or persons employed by it shall not be entitled for any sum or sums whatsoever from the Bank/Employer by way of compensation or damages.

45. Stamp Duty and other law charges- The Agency shall bear the stamp duty and/or other law charges for execution of the agreement pursuant to award of the contract. The agreement shall be executed in duplicate and the Bank shall retain the original and the Agency shall retain the duplicate.

46. Arbitration:

- (a) Any dispute and/or difference arising out of or relating to this contract will be resolved through joint discussion of the authorised representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole

Arbitrator to be appointed by the Regional Director, Reserve Bank of India, Ahmedabad.

- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The venue of arbitration shall be RBI, Ahmedabad
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Vendor shall continue to be made in terms of the contract.
- (d) All matters pertaining to this Contract shall be subjected to the jurisdiction of the courts in AHMEDABAD only.

ADDITIONAL CONDITIONS

The tenderer/contractor / firm / company/ Agency is advised to visit the site before quoting their rates to assess the quantum of work. Apart from the scope of work mentioned above, following will also be included:

Functional Requirements

1. INITIAL RESPONSE TO INCIDENTS: Tasks occurring between the receipt of an alarm and initial fire-fighting or emergency scene activities.
 - (a) Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.).
 - (b) Proceeds to assigned apparatus upon receipt of call for services.
 - (c) Dons personal protective equipment before and at emergency scenes.

2. WATCH DUTIES: Stands watch to receive incoming alarms and information, answers phones, and monitors access.
 - (a) Receives notification of alarms, multiple alarms, EMS alarms, and other significant emergencies.
 - (b) If required, notifies station personnel (over public address or through use of signals) of incoming alarms and required response (e.g., everybody goes, truck only, engine only, etc.)
 - (c) If required, Answers department and outside phone.

3. ON SCENE COMMUNICATION: Communicates at the emergency scene to ensure appropriate coordination of apparatus and personnel.
 - (a) Receives information (e.g., regarding the assignment of personnel and apparatus) from the officer in command upon arrival at the emergency scene.
 - (b) Communicates with other fire personnel at emergency scene about conditions, size up, etc.
 - (c) Relays orders from superior officers at emergency scene.

4. PUMP OPERATIONS: Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume using couplings, hoses, spanner wrenches, and other tools.
 - (a) Opens and flushes hydrant to ensure it is functional.
 - (b) Fills hose with water by hydrant pressure.
 - (c) Engages pumps.
 - (d) Monitors control panel (e.g., water temperature, oil pressure gauge, fuel gauge, hydrant pressure).
 - (e) Connects and lays supply line from supply to the apparatus.
 - (f) Notifies officer of any problems that occur while pumping.
 - (g) Shuts down pump when ordered to by officer.

5. DOCUMENTATION

The firemen employed should know how to maintain basic documents under the supervision of Fire supervisor. If required the firemen should promptly act as a runner to carry documents/ equipment related to Fire, Security and Disaster management from one person/place to other. The firemen should be conversant in Spoken English and Hindi.

6. HOSE (AND EXTINGUISHER) OPERATIONS: Stretches line or uses extinguisher to deliver water, foam, and other extinguishing agents to emergency scene.

- (a) Determines type (size) and number of lengths of hose needed for operation.
- (b) Pulls hose out of hose bed.
- (c) Determines proper nozzle and nozzle setting.
- (d) Connects hose lines to nozzles.
- (e) Connects to standpipe when necessary/appropriate.
- (f) Flakes out hose line prior to charging or during extinguishment to ensure proper operations.
- (g) Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling or listening for smoke, sound, flames, gas, vapours, etc.
- (h) Uses extinguisher to extinguish, contain and/or control incident.

7. MANUAL LADDER OPERATIONS: Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.

- (a) Determines manual ladder type and size needed at incident scene.
- (b) Determines proper placement of manual ladder at scene.
- (c) Raises and positions manual ladder at incident scene.
- (d) Anchor and secures manual ladder (i.e. tying off) at scene.
- (e) Climbs manual ladder to perform search, rescue and other operations.

8. ASSISTANCE TO PHYSICALLY HANDICAPPED EMPLOYEES/ CUSTOMERS

If required, the fireman on duty when not engaged in an Emergency situation should help and assist physically disabled staff/customers

9. FORCIBLE ENTRY (If required): Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene - using axes, halligan tools, hooks, rabbit tools, battering rams, sledge hammers, power saws and other tools.

- (a) Determines best location for forcible entry.
- (b) If required, Cuts through surfaces using power saws and other power tools.
- (c) Gains entry into structures using axes, sledge hammers, battering rams, halligan tools and other forcible entry tools.

- (d) Pries open doors in structures using pry bars, halligan tools, bolt cutters and other tools.
- (e) Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools.

10. VENTILATION: Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and aims fog stream out of window or hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.

- (a) Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
- (b) Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.
- (c) Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
- (d) Cuts open walls, roof and other structures to ventilate structure.
- (e) Uses fans for positive and negative pressure.

11. SEARCH: Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.

- (a) Determines search procedure or strategy needed to accomplish objectives.
- (b) Searches structures for seat of fire, or other hazard, and extensions.
- (c) Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.
- (d) Work together as a team/company to maintain personnel accountability.

12. RESCUE: Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, or other means of escape using rescue harnesses, ropes, backboards and other equipment. Extricates victims from vehicles, aircraft, cave-ins, collapsed buildings or other entrapments in order to save lives using shovels, torches, drills, pry bars, saws, jacks, jaws, air bags, and other equipment.

- (a) Evacuates persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
- (b) Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
- (c) Drags or carries victims from emergency scenes.
- (d) Places victims onto stretchers, backboards, baskets, etc.
- (e) Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
- (f) Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.
- (g) If required, Rescues drowning victims using life saving techniques.

13. SALVAGE: Moves and covers furniture, appliances, merchandise and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage using plastic and canvas covers, ropes, staple guns, mops, squeegees, and other tools.

- (a) Spreads salvage covers over property.
- (b) Moves furniture and other objects to protect from water or other damage.
- (c) Tears down weak and dangerous structural components (e.g., floors, walls, roofs, overhangs and stairs) using hooks, axes, saws and other tools.

14. OVERHAUL: Opens up walls and ceilings, cuts or pulls up floors and moves or turns over debris in order to check for hidden fires which could rekindle or spread using hooks, axes, saws and pitchforks.

- (a) Checks and searches open areas, walls, open structures for fire extension.
- (b) Searches for and extinguishes any hidden fires by looking, feeling or smelling for fire and smoke.
- (c) Opens ceilings, walls etc. to expose hot spots and other hazardous conditions with axes, pike pole/ceiling hook etc.
- (d) Removes and extinguishes burned or smouldering debris from buildings.

15. CLEAN UP/PICK UP: Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.

- (a) Backs lines out of structures.
- (b) Rolls and holds hoses after use and returns them to appropriate vehicle.
- (c) Determines that all hoses used during response to incident are present and accounted for.
- (d) Cleans and returns all tools, equipment, supplies and property in usable condition to appropriate vehicles.
- 5. Cleans the apparatus.

16. EMERGENCY MEDICAL CARE: Performs thorough patient evaluation and intervenes with the appropriate medical care for persons requiring medical care and/or requesting assistance with medical care.

- (a) Assess and prioritize patient according to medical and/or injury.
- (b) Intervenes with oxygen therapy or assisted ventilations, using oxygen adjuncts when appropriate.
- (c) Identifies life threatening bleeding and intervenes appropriately.
- (d) Identifies the pulse less, apnoeic patient and administers cardiopulmonary resuscitation.
- (e) Evaluates the patient's responsiveness (awake, alert and oriented vs. unresponsive) based on the patient's response to verbal and painful stimuli.
- (f) Determines whether patients need emergency or non emergent transport.
- (g) Works to maintain the patient's wellbeing, emotionally as well as physically.

- (h) Assesses the patient's vital signs using a watch, stethoscope, and sphygmomanometer.

17. EQUIPMENT MAINTENANCE: Checks, cleans and maintains personal gear and equipment including the Fire Hydrant system, extinguishers to ensure proper and safe operations.

- (a) Places turnout gear on or near apparatus.
- (b) Checks extension ladders
- (c) Checks medical equipment.
- (d) Checks the condition of generators, blowers, lights, cords and fans.
- (e) Checks hose on apparatus (proper bedding and amount).
- (f) Checks and maintains power equipment.
- (g) Checks and performs ordinary maintenance on other portable equipment (e.g., checks oil levels, greases, etc.).
- (h) Changes over equipment and supplies from one apparatus to another.

18. APPARATUS MAINTENANCE: Checks, cleans, and maintains apparatus to ensure proper and safe operation.

- (a) Performs normal daily apparatus check (e.g., oil, fuel and water levels; proper pressures and lubrications; batteries; lights; sirens; brakes; tires; etc.).
- (b) Performs normal weekly apparatus check (e.g., hydraulic fluid levels).
- (c) Checks ability of engine to pump water.
- (d) Checks engine pumper pressure.
- (e) Notifies officer of electrical or mechanical problems on apparatus.
- (f) Notify the officer of needed repairs on apparatus.
- (g) Notify the officer that apparatus needs to be kept out of service due to a mechanical problem.

19. STATION MAINTENANCE AND DUTIES: Checks, cleans, and maintains house facilities. This includes the performance of routine housekeeping chores.

- (a) Cleans apparatus bay and fire rooms.
- (b) Cleans and maintains fire room/house yard.

(Below mentioned points are only for Fire supervisor)

20. INSPECTION OF BUILDINGS AND FIRE PROTECTION DEVICES: Inspects building for fire prevention/ hazardous materials code violations or hazards on a periodic basis or during the course of their activities. Inspects, alarms, hydrants, sprinkler systems and standpipe systems for operational use.

- (a) Regularly inspects the entire premises for identifying fire hazards and removing them/ taking steps to protect against fire and building code violations.
- (b) Inspects buildings upon request of occupants/owners
- (c) Investigates buildings suspected of violating codes.
- (d) Recognizes code violations (e.g. blocked exits, improper storage of chemicals etc.).

21. PUBLIC RELATIONS: Engages in the activities which have an impact on the department's image in the staff. Such activities include providing information to the staff, providing assistance and support to staff seeking help or information and giving presentations to community groups and other members of the RBI fraternity.

- (a) Deals with distressed individuals at emergency scene.
- (b) Meets officers in the fire station, conducts tours and provides information.
- (c) Provides information to inspecting officers or staff on service runs.
- (d) Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the department.

22. TRAINING AND PROFESSIONAL DEVELOPMENT: Participates in training drills and classes to enhance job related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures. Attends lectures, seminars, courses etc. and reads external documents (e.g. professional trade publications) to remain current in the fire service.

- (a) Maintains knowledge of latest fire-fighting equipment and techniques.
- (b) Maintains basic knowledge of building structures related to fire control.
- (c) Maintains basic knowledge of chemicals and other hazardous materials.
- (d) Attends and impart routine training drills and sessions.
- (e) Gives and participates in physical fitness sessions.
- (f) Attends specialized training sessions (e.g. CPR certification, special schools, etc.)
- (g) Reviews internal fire department bulletins, memos etc. to remain aware of departmental updates.
- (h) Reads professional journals and publications (e.g. Fire Command) to be aware of current developments in the fire service and make the same available to senior officers

23. DOCUMENTATION: The fire supervisor should maintain the entire document system pertaining to Fire related matters He should be conversant in usage of computer. He should be fluent in Spoken and Written Hindi and English.

24. Such other incidental/related functions as may be necessary for fire-fighting.

I/We have read the General Information, Instructions, Scope of Work, General Terms & Conditions, special conditions, additional conditions explicitly mentioned above and accept the same to execute the contract, if awarded.

Name & Signature of tenderer

(Please sign at the bottom of all pages)

Date:

Place:

**Format I
(TECHNICAL BID)**

The Regional Director
Reserve Bank of India
Near Gandhi Bridge,
Ahmedabad

Dear Sir,

**Tender for Providing Fire-fighting Staff (For providing fire safety services) at
RBI Office Premises located at Ahmedabad.**

In response to the above and in full agreement with the terms and conditions as stipulated by Reserve Bank of India, Ahmedabad:

- a. I/ We certify that before signing this bid, I/ We have read and fully understood all the terms and conditions and instructions laid down in tender document and undertake to abide by them.
- b. I/ We understand the minimum wages will be required to be paid as per the terms and conditions stipulated by the Central Government/ other authorities concerned from time to time. In addition, I/We also understand that all statutory payments like EPF /ESI /Bonus /Gratuity, Leave, Relieving charges, uniform, etc., also need to be paid as prescribed under various statutes, by me / us.
- c. The Earnest Money Deposit of ₹1,80,000/-(Rupees one lakh eighty thousand only) is given vide enclosed Demand Draft No. _____dated _____drawn on Reserve Bank of India, Ahmedabad.
- d. On receiving the award of contract, I/We will furnish a Performance Bank Guarantee in lieu of Security Deposit of ₹4,50,000/- (Rupees four lakh fifty thousand only) which shall be valid for six months beyond the period of contract.
- e. I / We also understand that the Regional Director, Reserve Bank of India, Ahmedabad has the right to accept or reject my/ our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.
- g. I/ We have valid registration in respect of Employees Provident fund/ Employees State Insurance/ Service Tax /GST etc., copies of which are enclosed herewith.

- h. I/ We agree and undertake, if our bid is successful and accepted, to provide fire-fighting/safety services in accordance with the requirement of the Bank.
- i. I/ We also understand that the security deposit, will be forfeited by the Bank in the event of failure on my/ our part to execute the agreement within the specified time or failure on my/ our part to duly execute the work or invoke the Bank Guarantee in case of breach attributable to me/ us of the terms and conditions of the agreement.

Authorized
Signatory
(Name & Seal)

Documents to be uploaded (scan copies) and submitted along with the application:

1. Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956/2013) / Registration Certificate (in case of partnership firms)
2. Copy of the Memorandum and Articles of Association (in case of companies) / Partnership Deed (in case of partnership firms)
3. Copy of Income Tax Returns filed for last 3 years
4. Two references from organizations with which the tenderer is currently executing a similar work.
5. Copy of audited Balance Sheet for year 2017-18, 2018-19& 2019-2020.
6. EMD DD for ₹1,80, 000/ (₹One lakh and Eighty thousand only) drawn on Reserve Bank of India, Ahmedabad, representing Earnest Money Deposit.
7. The bidder must enclose the copy of terms and conditions duly signed by the authorized person(s).
8. **Experience Details:** List of similar contracts entered into by the bidder during the last 3 years (including orders on hand at present).

The following may be noted:

- 1) Only one tender per bidder will be accepted.
- 2) It may be noted that the tenders not accompanied by any one of the above documents or satisfactory explanation thereof will be liable for rejection forthwith.

Basic Information
Details/Particulars of the Fire Service Agency
(Please upload documentary evidence)

S. No	Particulars/Details to be filled in by the Company/Firm/Agency	
1.	Name of the Company/Firm	
2.	Type of Company whether, Proprietorship, Partnership etc.	
3.	Name and address of the Proprietor/ Partners/ Directors of the Company	
4.	Registration (firm, company etc.) / Registration Authority, Date Number etc.	
5.	Registered office/Business address of the firm/Agency/Company along with Telephone No., Mobile No., Fax number and E-mail, if any	
6.	Office address through which the work will be handled (together with email id of authorised official)	
7.	Experience in undertaking similar services to other organizations	
8.	Total value of the contract entered into with other organizations for the last 3 years	
9.	Furnish Balance Sheet for last 3 years	
10.	Manpower on rolls of the firm. (as on 31 Dec 2020)	

11.	Whether providing Fire services to any of the Government/Semi-Government Undertaking/s and if so, furnish details.	
12.	PAN No. (copy of PAN card issued by the Income Tax Department)	
13.	Provident Fund Registration No.	
14.	ESI Resigration Number	
15.	Licence number under Contract Labour (R&A) Act	
16.	Indicate if involved in any litigation	
17.	Any disputes (including with statutory authorities) are pending and details of the stage of proceedings	

Name & Signature of tenderer

Details of Previous Experience

Sr.No.	Nature of service rendered	Name, address & Telephone number of the client (Govt./ Semi-Govt/ Bank/others)	Name, full address & telephone number of the person concerned under whom the work was carried out.	Number of persons deployed	
				Fire Supervisor/ LFM	Firemen

Name & Signature of tenderer

Please attach supporting certificates from minimum two such clients as per [Annexure 1-F](#).

Details of Banker/s

Particulars	Banker 1	Banker 2
Name of the 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.		
Whether Credit Facility/ Overdraft Facility enjoyed by the agency.		
The period from which the agency has been Banking with the Banker.		
Any other information which the vendor may like to furnish about its Bankers: IFSC code of the Branch		

Authorized Signatory
(With name & Seal)

Place:

Date:

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

To,

Regional Director
Reserve Bank of India
Near Gandhi bridge,
Ahmedabad

This is to certify that to the best of our knowledge and information M/s./Sri.....having marginally noted address, a customer of our Bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....) .

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note:

1. Banker's certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Client's certificate regarding performance of firm/agency/company providing fire services

Name and address of the Client: -

Services Availed- period from _____ to _____

S. No	Particulars	Comments
1.	Nature of fire service availed	
2.	Agreement No. and date	
3.	Agreement amount	
4.	Since when dealing with the firm/agency/company	
5.	Number of personnel provided a. Fire Officer/Fire Supervisor b. Lead Fireman c. Firemen d. Other trained persons e. Untrained persons	
6.	Comments regarding adherence of terms and conditions of Contract	
7.	Any penalty imposed for non-adherence of terms and conditions of contract	
8.	Any other information	

Place:

Date:

Client's Official seal & Signature

Note: Reports must be submitted on the client's official letter head.

Proforma of Bank Guarantee for Security Deposit

(To be submitted on Non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

No. _____ Date _____

To:

The Regional Director
Reserve Bank of India
Ahmedabad

Madam/ Dear sir,

In consideration of your agreeing to accept the security deposit of INR ____ (INR ____ only) furnish able to you by Messrs _____ (hereinafter referred to as "the Agency") in terms of their contract with you for providing fire-fighting services to the offices of Reserve Bank of India located near Gandhi Bridge, Ahmedabad.

As per their Tender dated _____ and your Special Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated _____ in the form of guarantee from us in the manner hereinafter contained, we _____ (Name of the Bank) do hereby covenant and agree with you as follows:

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of INR _____ INR(_____ only) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Agency of any of the terms and conditions contained in the said Contract and in the event of the Agency making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of INR _____ (INR _____ only) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Agency.

2. Notwithstanding anything to the contrary, your decision as to whether the Agency has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask

you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the Agency after expiry of the relative guarantee period of the said Contract and after the Agency had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Agency or to postpone for any time or from time to time any of your rights or powers against the Agency and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Agency or any other forbearance, act or omission on your part or any indulgence by you to the Agency or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of INR _____ (INR _____ only) as aforesaid.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Agency or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Agency.

7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Agency hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the Agency from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, email or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the Agency or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.

14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and Agency or any other person.

15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to INR _____ (INR _____ only). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.

16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above named Bank)

For & on behalf of

(Banker's Name & Seal)

BRANCH MANAGER

(Banker's Seal)

Address _____

**Format II
(Price bid)**

**E-Tender for providing Fire Staff for RBI Office Premises located at
Ahmedabad**

(Part - A)

Deployment of Fire Staff:

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

S. No	Description	No of Fire Staff	Monthly rate (in Rupees) *
1	Fire Supervisor/Leading Fireman	06 (Wages for 'Skilled' workers in 'Building Operations')	
2	Fireman	12 (Wages for 'Semi-Skilled' workers in 'Building Operations')	
Grand Total			

Note

***The rates should be quoted inclusive of all expenditure on providing managerial supervisory/administrative services by all means to get the work done through deployed Fire-fighting staff.**

I /We have gone through the terms and conditions and am/are agreeable to them.

Rates quoted in Part-A must be as per cost analysis mentioned in Part B.

**Authorised signatory
(With name and seal)**

Format II (Price bid) (Part - B)

Cost analysis: Manpower Deployed: (Break up of rates)

Sr. No	Description	Fire Supervisor/ Lead Fireman (Wages for 'Skilled' workers in 'Building Operations')	Fireman (Wages for 'Semi-Skilled' workers in 'Building Operations')
1.	Basic Wages(minimum) + VDA* (Per Head) for 26 days		
2.	EPF		
3.	ESI		
4.	Weekly off/ National Holidays/ Other Holidays/ Reliever Charges		
5.	Bonus		
6.	Uniform		
7.	Total Cost Per Head/ Per Month		
8.	Service Charges #		
9.	GST (as applicable)**		
10.	Grand Total (08 Hrs per day for one Month)		

Service charge will be in terms of % per month on total per head/per month amount.

*** Minimum rates of wages (plus VDA) will be revised as per the Notification issued by the Chief Labour Commissioner (Central), Ministry of Labour & Employment from time to time i.e. 1st April and 1st October every year.**

****GST shall be reimbursed on actual on production of documentary evidence.**

Authorised signatory
(With name and seal)

BID EVALUATION PROCESS

1. Two bid system will be followed where in the technical bid and Price bid will be evaluated separately.
2. Those bidders who are found eligible will be subjected to Technical Evaluation on the Parameters indicated below. A bidder has to score minimum 40 marks to be considered Technically Qualified.
3. Technical Bid shall be given 70% weight age.
4. Price Bid of only eligible and technically qualified bids shall be evaluated.
5. Price Bid shall be given 30% Weightage.
6. The agency which obtains the maximum marks after combining the weighted Technical & Price bid shall be awarded the contract.
7. **Technical Bid Evaluation:** In the process of technical bid evaluation, each bidder will be assigned marks, out of total 100 marks, as per the following criteria:

i. Number of years in operations	Max 20 Marks
a) Up to 3 years	10 Marks
b) More than 3 years and up to 10 years	15 Marks
c) More than 10	20 Marks
ii. Location of Office	Max 20 Marks
a) Registered/ Head Office anywhere in India	10 Marks
b) Registered/ Head Office anywhere in Gujarat	15 Marks
c) Registered/ Head Office in Ahmedabad	20 Marks
iii. Turnover (Last Financial Year)	Max 20 Marks
a) Up to 90 lakhs	10 Marks
b) More than 90 lakhs and up to 2 Crore	15 Marks
c) More than 2 Crores	20 Marks
iv. Number of Manpower on Rolls	Max 20 Marks
a) Up to 50	10 Marks
b) More than 50 and up to 100	15 Marks
c) More than 100	20 Marks
v. Quality Related Marks*	Max 20 Marks (consolidated score)
a) ISO (Less than 3 years)	05 Marks
b) ISO (3-10 years)	15 Marks
c) SA 8000 / OHSAS 18001	05 Marks
*Marks will be awarded for a,b,c separately or a+c or b+c but not a+b+c	

8. The agencies have to upload and submit the following supporting documents for evaluation.
 - a) Company establishment certificate and companies first work order copy/Completion certificate/Agreement copy for proof that organization is in service contract operations.
 - b) IT return, Profit & Loss and Balance statement for the number of financial years claimed by the Agency duly certified by Chartered accountant.
 - c) Self-certified certificate for Number of Manpower on Rolls as on March 31, 2020.
 - d) Copy of ISO, SA8000, and OHSAS 18001 certificates.
9. A Bidder should mandatorily secure a minimum of 40 Marks (**i.e. 40 marks out of total 100 marks in Technical Evaluation in order to be a qualified bidder**) for being eligible for Technical Weight age and subsequently for opening of Price bids.
10. The total marks obtained by a Bidder in the technical bid shall be allocated 70% of technical weight age and the Price bids shall be allocated 30% of financial weight age, and thereby making a total of 100% weight age for the complete bidding.

Illustration – 1 (Technical Weightage)

- a) If a Bidder has secured 80 marks out of the total 100 marks in technical evaluation as per the table above, his technical evaluation value shall be: 56 i.e. (80 x 70%)
- b) The Bidder shall be required to produce self-attested copies of the relevant documents in support of the parameters at Table above, in addition to documentary evidence of other parameters, for being considered during technical evaluation.
- c) A substantially responsive bid shall be one that meets the requirements of the bidding document totally, i.e., by following the procedure as above. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected.
- d) The bidders who qualified in the technical evaluation stage shall only be called for opening of Price bids.

Financial Evaluation and determination of successful bidder:

1. The financial evaluation shall be carried out and Price bids of all the bidders shall be given weight age out of 30%.
2. The Bidder with the lowest bid price (L-1) shall be assigned full 30 marks (i.e. 30% x 100) and his total scores of the bid shall be as per illustration 2 below

Illustration – 2

- a) If Bidder at Illustration 1 is L-1 Bidder and quoted ₹100/- for being L-1, then his total value shall be 86 i.e. {56 (Technical Value) + 30(Financial Value)}
- b) The financial scores of the other bidders (i.e. L-2, L-3 and so on) shall be computed as under and as explained at Illustration – 3 below:
 $40 \times \text{Lowest Value (L-1 Price)} / \text{Quoted Value (L-2 or L-3.....)}$

Illustration – 3

- a) If Bidder at Illustration 1 is L-2 Bidder (in Price Bid) and he quoted 125, therefore 30% being weighted value, the financial scores for L-2 shall be computed as under:
 $30 \times 100 (\text{lowest prices-L1}) / 125 (\text{quoted prices-L2}) = 24 (\text{financial score})$
Therefore L-2 Bidder shall have total value of 80 (56 Technical Value + 24 Financial Value)
- b) The Bidder's rankings shall be arranged depending on the marks obtained by each of the bidders in the Technical and Financial Evaluation together.
- c) The Bidder meeting the minimum eligibility criteria and with the highest marks/rank (i.e., the total of technical evaluation marks and financial marks) will be deemed as the successful Bidder and will be considered eligible L-1 Bidder for further processing.

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