



**आमंत्रण सूचना निविदा (एनआईटी)**  
**सिक्का बैग और नोट बॉक्स की हैंडलिंग के लिए मजदूरों/मजदूरों की आपूर्ति के लिए ई-निविदा**

**(ई-निविदा संख्या: आरबीआई/चंडीगढ़ क्षेत्रीय कार्यालय/निर्गम/2/24-25/ईटी/74)**

भारतीय रिज़र्व बैंक (आरबीआई) चंडीगढ़ एमएसटीसी पोर्टल के माध्यम से प्रतिष्ठित, अनुभवी, लाइसेंस प्राप्त श्रम ठेकेदारों से सिक्का बैग और मुद्रा नोट बॉक्स की हैंडलिंग के लिए पर्याप्त संख्या में वयस्क और सक्षम श्रमिकों/मजदूरों की आपूर्ति के लिए - सिक्के के बैग और करेंसी नोट बॉक्स की लोडिंग, अनलोडिंग, वजन, कार्टिंग और स्टैकिंग के लिए और आरबीआई चंडीगढ़ के परिसर में या रेलवे स्टेशनों/हवाई अड्डों या किसी अन्य परिसर में काम की विविध आकस्मिक मदों के लिए ई-निविदा आमंत्रित करता है।

2. अनुबंध एक बार में 01 अक्टूबर 2024 से 31 मार्च 2026 तक के लिए वैध होगा, जिसे बैंक द्वारा अपनी राय पर एक वर्ष की आगे की अवधि के लिए नियम और शर्तों में किसी भी बदलाव के साथ/बिना किसी बदलाव के बढ़ाया जा सकता है, जो संविदात्मक नियमों और शर्तों के संतोषजनक प्रदर्शन के अधीन है। विस्तृत निविदा सूचना के साथ ई-निविदा एमएसटीसी की साइट <https://www.mstcecommerce.com/eprocn/> और भारतीय रिज़र्व बैंक की वेबसाइट पर <https://www.rbi.org.in> पर निविदाएं मेनू के अंतर्गत उपलब्ध है। सभी इच्छुक बोलीदाताओं को ई-निविदा प्रक्रिया में भाग लेने के लिए उपर्युक्त वेबसाइट के माध्यम से एमएसटीसी के साथ खुद को पंजीकृत करना होगा। कार्य की अनुमानित लागत लगभग 80 लाख रुपये है, हालांकि, वास्तविक राशि भिन्न हो सकती है।

3. ई-निविदा प्रक्रिया की अनुसूची निम्नानुसार है:

ई-निविदा अनुसूची	निर्धारित दिनांक
MSTC वेबसाइट पर ई-निविदा देखने की दिनांक	14.06.2024 (शुक्रवार, दोपहर 12:00 बजे से)
बोली प्रारम्भ करने की दिनांक	05.07.2024 (शुक्रवार, दोपहर 12:00 बजे से)
बोलीपूर्व ऑफलाइन बैठक (यदि आवश्यक हुई)	12.07.2024 (शुक्रवार, दोपहर 03:00 बजे)
अग्रिम धन जमा (EMD) प्रस्तुत करने की अंतिम दिनांक	24.07.2024 (बुधवार, दोपहर 02:00 बजे तक)
बोली बंद करने की दिनांक	24.07.2024 (बुधवार, दोपहर 02:00 बजे)
भाग-I को खोलने की दिनांक तथा समय (तकनीकी बोली)	24.07.2024 (बुधवार, दोपहर 03:00 बजे)
भाग-II को खोलने की दिनांक तथा समय (मूल्य बोली)	बाद में सूचित किया जाएगा

बैंक सबसे कम निविदा स्वीकार करने के लिए बाध्य नहीं है और पूर्ण या आंशिक रूप से किसी भी निविदा को स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक किसी भी या सभी बोलियों को स्वीकार या अस्वीकार करने या बिना कोई कारण बताए ई-निविदा रद्द करने का अधिकार सुरक्षित रखता है।

**नोट:** सभी निविदाकर्ता कृपया नोट करें कि ई-निविदा में कोई भी संशोधन/शुद्धिपत्र, यदि भविष्य में जारी किया जाता है, तो केवल आरबीआई और एमएसटीसी वेबसाइट पर अधिसूचित किया जाएगा जैसा कि ऊपर दिया गया है और समाचार पत्र में प्रकाशित नहीं किया जाएगा।

14.06.2024

**क्षेत्रीय निदेशक**  
**भारतीय रिज़र्व बैंक, चंडीगढ़**



**Reserve Bank of India  
Issue Department  
Chandigarh**

**E-tender for Supply of sufficient number of Adult and Able bodied Labourers/  
Mazdoors for handling of Coin bags and Note boxes**

**E-tender No.: RBI/Chandigarh Regional Office/Issue/2/24-25/ET/74**

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

## DISCLAIMER

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

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

This is **an open tender**. Those Tenderer(s) who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate.

RBI Chandigarh reserves the right not to proceed with the tender or to change the configuration of the tender, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any Tenderer expressing interest. No reimbursement of cost of any type shall be paid to persons or entities expressing interest.

RBI Chandigarh may at its discretion, assign one or more, or all items of work to the successful Tenderer, for which rates are called for.

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

RBI Chandigarh will, under no circumstances be liable to reveal the criteria adopted for the final selection of the successful tenderer to anybody.

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

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

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

The Regional Director, Reserve Bank of India, Chandigarh (RBI Chandigarh) invites competitive bids from reputed, experienced, licensed labour Contractors for Supply of Sufficient Number of Adult and Able-bodied Labourers / Mazdoors for Handling Coin Bags/Currency Note Boxes - for loading, unloading, weighing, carting and stacking of Coins Bags and Currency Note Boxes and for miscellaneous incidental items of work in the premises of the RBI Chandigarh or at Railway Stations / Airports or any other premises identified by RBI Chandigarh.

The contract shall be valid from October 01, 2024 to March 31, 2026 which can be extended by the Bank at its opinion for a further period of one year with / without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

June 14, 2024

**Regional Director**  
**RBI Chandigarh**

## Section-II

### SCHEDULE OF TENDER (SoT)

1. Two Part Tenders are invited by Reserve Bank of India (hereinafter referred to as "Bank") from eligible bidders for supply of sufficient number adult and abled labourers/ mazdoors.
2. Only those who fulfil the criteria are eligible to participate in this tender. The contract shall be valid from October 01, 2024 to March 31, 2026 which can be extended by the Bank at its opinion for a further period of one year with / without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

<b>A. E-Tender No.</b>	RBI/Chandigarh Regional Office/Issue/2/24-25/ET/74
<b>B. Mode of Tender (Online)</b>	e-Procurement (through MSTC Portal) Part I – Technical Bid and Part II – Price Bid Through <a href="https://www.mstcecommerce.com/eproc">https://www.mstcecommerce.com/eproc</a>
<b>C. Estimated value of work</b>	₹80,00,000/- (Rupees eighty lakh only) (Approx.) inclusive of GST, from October 01, 2024 to March 31, 2026
<b>D. Date on which Notice Inviting Tender (NIT) will be available to parties for download</b>	June 14, 2024 at 1200 hrs onwards
<b>E. Pre-bid meeting (Off-line)</b>	<p><b>15:00 hrs on July, 12 2024</b> Venue:– Issue Department, Reserve Bank of India, Central Vista, Chandigarh –160 017</p> <p>A pre-bid meeting will be held, for clarifying various aspects of the tender to the interested bidders, who choose to get the same resolved from an authentic source of the Bank.</p> <p>Participation in the pre-bid meeting is voluntary and all arrangements for attending the same shall be arranged by the interested bidders, if they wish to participate.</p> <p>The pre-bid meeting is only a forum for getting clarification on any provision in the entire tender from authentic/authorized Bank sources and the Bank discourages any claims for relaxing any of the terms and conditions under any circumstances.</p> <p>Disclaimer: A mere participation in the pre-bid meeting would not guarantee an award of contract and the same is subject to the terms and conditions mentioned in the tender.</p>

<b>F. Earnest Money Deposit (EMD)</b>	<p>₹ 1,60,000/- (Rupees one lakh sixty thousand only)</p> <ul style="list-style-type: none"> <li>• Account Name – NEFT Inward-RBI Chandigarh</li> <li>• Account Number – 186003001</li> <li>• IFS Code - RBIS0CGPA01</li> </ul> <p>The proof of having remitted the EMD is to be uploaded in MSTC portal. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the email ID: <a href="mailto:issuechandigarh@rbi.org.in">issuechandigarh@rbi.org.in</a></p>
<b>G. MSTC Transaction Fee</b>	<p>As applicable. Payment of Transaction fee will be through MSTC payment gateway/NEFT/RTGS in favour of MSTC Ltd.</p>
<b>H. Date of starting of e-tender for submission of online Technical Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a></b>	<p>05.07.2024 (Friday, 1200 hrs)</p>
<b>I. Date of close of online e-tender for submission of Technical bid and Price bid</b>	<p>24.07.2024 (Wednesday, till 1400 hrs)</p>
<b>J. Last date for submission of EMD</b>	<p>24.07.2024 (Wednesday, till 1400 hrs)</p>
<b>K. Date and time of opening of Part-I (i.e. Technical Bid)</b>	<p>24.07.2024 (Wednesday, 03:00 PM)</p>
<b>L. Date &amp; Time of opening of Part- II (Financial Bid)</b>	<p>Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part I (Technical Bid) is found acceptable by RBI. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid)</p>

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

**Section: III**  
**Important instructions for E-procurement**

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

Bidders are requested to read and understand the terms and conditions in the Notice Inviting Tender and subsequent Corrigendum, if any, before submitting the online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid

**A. Process of e-Tender:**

**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. This submission of bids shall be done over the internet. The Vendor should possess a valid Class III signing and encryption type digital signature certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

Vendors are required to register themselves online with <https://www.mstcecommerce.com/eproc> → Register (Filling up details and creating own user id and password) → Submit. Please follow the 'Registration Guide' available in the Registration link before proceeding.

The e-mail and Mobile number shall be OTP verified.

Vendors will receive a system generated mail confirming the registration in their email which has been provided during filling the registration form.

The Vendors shall have to subscribe to the buyers and categories in order to receive system generated mails. In order to subscribe, a vendor has to login and click on '**My Subscription**' followed by '**Add Subscription**'. On successful subscription, a system generated mail shall be forwarded to the vendor. Please follow the guide for '**Subscription**' of '**Download Guides**' available in the Dashboard before proceeding.

In case of any clarification, please contact MSTC/RBI, Chandigarh, (before the scheduled time of the e- tender).

**Contact person (RBI)**

Shri Bimal Sharma Assistant General Manager 0172-2721366	Smt. Manshul Gautam Manager 0172-2721366	Smt. Vivek Saini Assistant Manager 0172-2721366
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**Contact person (MSTC): MSTC Chandigarh**

- MSTC Help Desk: 07969066600 (For System Settings related issues)
- Mr. Keshav Arora, Deputy Manager- [cdgopn1@mstcindia.in](mailto:cdgopn1@mstcindia.in)  
Mobile -0172-2584921
- Mr. Pankaj Kumar, Deputy Manager [cdgopn2@mstcindia.in](mailto:cdgopn2@mstcindia.in)  
Ph- 0172-2584921

**1. System Requirement:**

Windows 7 or above Operating System

2. Please note that following settings are required for use of MSTC E-procurement Portal (shown below), which the portal itself guides the user to do, upon opening the page. Once the settings are done, user (Buyer/Seller/Admin) can access the portal without any issue.

**System Requirement:**

1. Windows 7 or above Operating System
2. Microsoft Edge/Chrome/Mozilla Firefox
3. Signing & encryption type class III digital signature
4. Java 1.8 or above
5. Local system admin rights
  - a. Note: do not run as “run as administrator”.
  - b. Must not ask for any username or password while installation
6. On opening url <https://www.mstcecommerce.com/eprocn/>, system will check for settings and prompt user for action to correct the settings.

## System Settings Check Status

<b>Status</b>	<b>Incorrect System Settings</b> <a href="#">Download System Settings Guide</a> <a href="#">Download Certificate</a>	
<b>Please Correct the Following Settings:</b>		
If You Do Not Have Java Installed, Please Install Java	<a href="#">Download Java</a>	
Based On The Java Version You Have Installed Please Download PKI Application	<b>Latest Version: 11</b>	<b>Installed Version:</b>
	<b>If You Have Java 32 Bit Installed</b> <a href="#">Download</a>	<b>If You Have Java 64 Bit Installed</b> <a href="#">Download</a>
If You Have Installed Both Java And Pki Application, Please Update Browser Settings	If You Are Using Google Chrome Or Edge: - Open URL <a href="https://localhost:13591/signservice/getdata">https://localhost:13591/signservice/getdata</a> And Click To Allow Connections.	
	If You Are Using Firefox: - Open URL <a href="https://localhost:13591/signservice/getdata">https://localhost:13591/signservice/getdata</a> And Add Security Exception To Allow Connections.	

7. PKI application 32 bit to be installed if you have 32 bit java installed or PKI application 64 bit to be installed if you have 64 bit java installed.
8. Once all the settings are done, the system check dialog box will disappear and user can login to the portal.

## B. Bidding in e-Tender

- a. The process involves Electronic Bidding for submission of Bid.
- b. The bidder(s) can submit their Bid through internet in MSTC Website <https://www.mstcecommerce.com/eprocn>
- c. The NIT/ Documents shall be available for download in the event catalogue available under 'Event Details' of the Event.
- d. Please follow the guides for Registration available in the link [https://www.mstcecommerce.com/eprocn/admin/registration/vendor\\_registration.jsp#step-1](https://www.mstcecommerce.com/eprocn/admin/registration/vendor_registration.jsp#step-1) and other guides 'Subscription', 'Payment', 'Bidding', 'View/ Download Reports' and ' Upload encryption public key' 'Uploading encryption public key' and 'Bidding' under 'Download Guides' available in the Dashboard before proceeding to submit bid.
- e. The bidders may upload the bidding related documents in the link 'My Documents'. The documents uploaded here shall be available for attaching with this event in the Bid Floor.
- f. In order to submit bid, a vendor has to go to 'Events' from the menu and select 'Bid Floor'. The vendor has to select the buyer 'Buyer' from the buyer list in order to view the live events list. The correct event has to be selected from the event list for participation. A vendor has to submit 'Event

wise bid details' that may consist of 'PQR'/Common Terms' / 'Document Attach'. A vendor has to save the PQR/Common Terms / attach documents by clicking the respective buttons. Once the event specific bids are saved, the status is updated in 'Event specific bid status' and the 'Item specific bid' button appears on the bid floor. Thereafter vendor has to save lot specific technical bid/ price bid. A vendor has to click button under 'Technical Cover' in order to save the technical bid for specific lots. Once the technical bid is saved, the 'Price Cover' button appears on the screen for respective lots. Once price bid is saved, the vendor has to click on 'Final Submit'. On final submission of bid, the status of the bid submission shall display 'Bid submitted' under 'Item specific bid status '. A vendor shall receive system generated mail.

**NOTE:** - The bid cannot be revised once the Final Submit button has been clicked by the bidder. However, if the bidder wishes to change his bids then he may delete the bid and re- submit the same.

- g. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
  - h. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
  - i. The e-tender floor shall remain open from the pre-announced date & time and for the duration mentioned above.
  - j. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by Buyer will form a binding contract between Buyer and the Bidder.
  - k. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
  - l. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
  - m. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
  - n. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
- (For any query, contact MSTC Help Desk: 07969066600)
  - Payment of Applicable Transaction Fee should be paid in favour of MSTC Limited through the "Transaction fee Payment" link available in your login.
  - **NOTE:** The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.
  - Bidder(s) are advised to make remittance of tender fee and EMD if any to Reserve Bank of India, Chandigarh as advised in the NIT.

- All notices and correspondence to the bidder(s) shall be sent by email only during the process, up to the finalization of tender by 'Buyer'. Hence the bidders are required to ensure that their official email ID provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSCs (Digital Signature Certificates).
- There is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the website once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the bidders only.
- No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site.
- E-Tender cannot be accessed after the due date and time mentioned in NIT.
- Bidder(s) need to deposit/submit necessary EMD and Transaction fee separately for the e-Tender. **Transaction fees is non-refundable**. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, Chandigarh after award of work. EMD of the successful bidder will be refunded after receipt of Performance Bank Guarantee for the same.
- The bidder(s) who have submitted the above fees can only submit their Technical Bids and Price Bid through internet in MSTC website <https://www.mstcecommerce.com/eprocn>

9. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
10. No deviation to the terms & conditions are allowed.
11. Buyer has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
12. The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <https://www.mstcecommerce.com/eprocn> of MSTC Ltd.
13. The bidders should upload all the documents required (if any) as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
14. The bid will be evaluated based on the filled-in Price bid formats.
15. Canvassing in any form in connection with the Tender is strictly prohibited and the bids submitted by the bidders who resort to canvassing are liable to be rejected.

**Section IV:**  
**Terms of the Contract Agreement / Draft Contract Agreement**  
**(To be finalized at the time of signing the agreement)**

**Tender Document for Supply of sufficient number of Adult and Able bodied Labourers/ Mazdoors for handling of Coin bags and Note boxes**

**Scope of work:**

The tenderer shall supply sufficient number of adult and able-bodied labourers/ mazdoors as specified in requisition for:

- i. Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI Chandigarh or any premises identified by the Bank.
- ii. Loading, unloading, stacking of full notes boxes in the premises of the RBI Chandigarh, Railway Stations/ Airports or any premises identified by the Bank.

The scope of work of this contract will not have any effect on the scope of work of the existing contract(s) of the Reserve Bank of India, Issue Department, Chandigarh Regional Office. In case(s) of any dispute regarding the scope of this contract, the decision of Regional Director, Reserve Bank of India, Chandigarh Regional Office will be final and binding on the Contractor.

**Eligibility Criteria:**

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

- i. The bidder must have at least three years' experience, ending 31st March of the previous financial year (March 31, 2024) of similar type of services to Central/ State Government/ PSUs/ Nationalized Banks/ Reputed organisations. Services rendered with list of such Central/ State/ PSUs / Nationalised Banks with duration of service shall be furnished.
- ii. The bidder must have successfully executed/completed similar services (such as loading, unloading, weighing, carting, stacking of boxes or bags provided to Central/ State Government/ PSUs/ Nationalized Banks/ Reputed organisations etc.) over the last three years i.e., the current financial year and the last three financial years: -
  - a. Three similar completed services costing not less than the amount equal to 40% (forty per cent) of the estimated cost; or
  - b. Two similar completed services costing not less than the amount equal to 50% (fifty per cent) of the estimated cost; or
  - c. One similar completed service costing not less than the amount equal to 80% (eighty per cent) of the estimated cost.
- iii. Minimum average annual turnover of at least 30% of estimated cost during the last three years, ending 31<sup>st</sup> March of the previous financial year (as on March 31, 2024), duly supported by audited financial statements.

- iv. Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank.
- v. The Contractor should possess a valid license issued by the Assistant Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulations and Abolition) Central Rules, 1971.
- vi. The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
- vii. In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the RBI Chandigarh for execution of the contract.
- viii. The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the RBI.

**Note: The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification/ eligibility.**

**Commencement / Renewal:**

- i. On receipt of intimation from the Bank of the acceptance of his / her tender, the successful tenderer shall be bound to execute and implement the contract. The successful tenderer shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.
- ii. The contract shall be valid from October 01, 2024 to March 31, 2026 which can be extended by the Bank at its opinion for a further period of one year with / without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions. Thereafter fresh bidding for the new tender for the said service may be undertaken.
- iii. When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether he is willing to renew the contract for a further period on the existing terms and conditions.

**Earnest Money Deposit:**

An EMD of 2% of the total estimated cost of work i.e., ₹ 1,60,000/- (Rupees one lakh sixty thousand only) as specified in the tender shall be collected in advance from all bidders.

**Performance Bank Guarantee (PBG):**

A Performance Bank Guarantee (PBG) for an amount equal to 5% of the contract value i.e., ₹ 4,00,000/- (Rupees four lakh only) shall be deposited within 10 days after the issue of notification of award by RBI. The PBG shall be valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor. In case of delays in submission in unavoidable circumstances, charges for the delay in submission of PBG will be recovered from the bills of contractor at Bank rate. No interest shall be payable on the amount of PBG.

### **Duties of the Contractor:**

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

- i. The Contractor shall, at all times during the Contract Period, within 12 hours from the receipt of written or verbal requisition to that effect from the General Manager / Deputy General Manager, Reserve Bank of India, Issue Department, Chandigarh Regional Office or any of his subordinate officer(s), supply as many able bodied mazdoors/labourers as may be required for handling treasure boxes/bags containing notes/coins and also for miscellaneous incidental items of work as may be specified in the requisition/notice.
- ii. The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as Public Holiday/s under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute / provision applicable in this respect.
- iii. On urgent occasions/cases the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of three hours. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area i.e., the safety-yard.
- iv. The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the PBG.
- v. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability/activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the treasure boxes/ coin bags or by reason of any act of dishonesty or fraudulent conduct on his/her part or on the part of the mazdoors or other personnel engaged by the Contractor.
- vi. The Bank shall have the right to direct the contractor not to engage the services of any mazdoor /worker who is incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the services of any workers / mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers / mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of Rs.500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and invoke the PBG.

- vii. The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/ she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager / Deputy General Manager-in-charge, Issue Department, RBI Chandigarh shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager / Deputy General Manager-in-charge, Issue Department, RBI Chandigarh determines that the amount of insurance cover is not sufficient or does not cover all the risks to which employees / mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/ Deputy General Manager-in-charge, Issue Department, RBI Chandigarh failing which the Bank may purchase insurance for the additional amount and / or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.
- viii. The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees/ officials who shall be associated with carrying out of the work subject of this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees / officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees / officials verified by the Police Department before the commencement of the contract.
- ix. The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes and Coin Bags.
- x. The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the Contractor. The maintenance of record / muster for marking the presence/ absence of contract labour shall be the responsibility of the Contractor and such record 'muster shall always be under the control of the Contractor.
- xi. The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

**Payment and Taxes:**

- i. The payment will be made on monthly basis.
- ii. The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. The prices quoted shall be exclusive of GST but inclusive of all taxes, duties, local levies, works contract tax, or any other taxes as applicable imposed by Central / State Government / Local Bodies at extant rates. If the Tenderer fails to include such taxes and



duties in the tender, no claim thereof will be entertained by the Bank afterwards. All payments to the Contractor shall be subject to the Tax Deducted at Source, at the rate/specified under the relevant laws/rules in this regard.

- iii. The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.
- iv. All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from the dues payable or becoming payable to the contractor, PBG may be invoked as last resort.
- v. In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director, Reserve Bank of India, Chandigarh shall be final and binding on both parties.

#### **Disqualification / Termination/ Penalty:**

- i. It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case the tender of the tenderer shall be liable for rejection in addition to getting blacklisted for a minimum period of one year extendable to 3 years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect. The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination.
- ii. The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination.
- iii. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labourers/ mazdoors or any breach of instructions of the contract, considered by the General Manager/ Deputy General Manager —in-Charge, Issue Department, Reserve Bank of India, Chandigarh to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-Charge in consultation with Regional Director/ Officer-in-Charge may impose a fine not exceeding Rs. 5,000 (Rupees five thousand only) on the contractor.
- iv. In all cases where the contractor has been levied a cumulative penalty of five percent of the total contract value, the extension beyond the initial period of two years may not be considered.

#### **Compliance with Statutes:**

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

- i. The bidder must ensure adherence to various statutory provisions relating to labour, taxation, workmen safety, child and women labour, employment reservations etc. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/ Income Tax/ PAN/ EPH/ESI authorities/ Indian Registration Act 1908/ Labour license etc;

- ii. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen/ labourers as per the notification published by Central Govt. / State Govt./ U.T of Chandigarh whichever is higher from time to time, besides paying all other statutory payments
- iii. The workmen / labourers should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen /labourers should be given Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen /labourers. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract. The Contractor shall maintain all records and legal documents updated as per the prevailing statute and have to produce before the management / statutory authorities as and when asked for.
- iv. The Contractor shall not supply Child Labour, which is prohibited under Child Labour Act, 1986.
- v. The wage period has to be fixed by the Contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it should be in presence of the Bank's official under his/ her signature. Alternatively, employees' bank account may be credited and bank statements indicating payments may be submitted.
- vi. The Principal Employer i.e., the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor to lapse or default on his/ her part in discharging his/ her obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.
- vii. The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 by any mazdoor or other persons deployed by him/her for execution of the contract. In case of any complaint of sexual harassment against its employees/labourer within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and he shall ensure taking proper action under the Act in respect of the said complaint. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- viii. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

- ix. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to the Bank's employee, if sexual violence by the employee of the Contractor is proved.

### **Non-Disclosure Clause:**

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/system/equipment etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same in the strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

### **Workmen Safety and Insurance**

- a. The contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works
- b. The contractor shall take out and maintain, at their own cost but on terms and conditions approved by the Bank, insurance against the risks, and for the coverage, as shall be specified in the contract.
- c. The contractor shall provide and ensure sufficient protection gears like safety shoes, hand gloves etc. are being used by their workers while carrying out works.
- d. The Bank shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties/ for inspection or otherwise
- e. The quoted rates shall not be less than the minimum wage fixed/notified by the State Government/ U.T of Chandigarh— where the service is performed and shall include all statutory obligations.
- f. The contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Bank shall not be liable for any dues for availing the services of the personnel.

The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Bank. The contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

## **Dispute Resolution Mechanism & Arbitration**

- a. If a dispute of any kind arises between the Bank and the contractor/ counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate /engage in amicable discussions.
- b. If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The award passed by the arbitrator shall be binding on the parties and shall apply to the contract.

## **Documents required**

All the bidders should include the following information and submit documents with their bids:

1. Copies of original Registration certificate documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder. Appropriate business licences/ registrations:
  - a. GST registration certificate
  - b. PAN
  - c. Copies of EPF, ESI, Labour license
2. Total monetary value of Services performed for each of the last five years.
3. Copies of work orders and experience in Services of a similar nature and size for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts.
4. Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
5. Audited financial Statements for the last three years (Copies of the Profit and Loss(P/L) statements along with Balance Sheet for the concerned period).
6. Bank Account details.
7. Authority to seek references from the Bidder's bankers.
8. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount and
9. Proposals for subcontracting components of the Services (if any) amounting to more than 10 (ten) percent of the Contract Price.

## **Scrutiny/ Evaluation:**

The tenders comprising two parts i.e., Part I on "scope of work and commercial conditions" and Part II on "Price Bid" shall be submitted through online bidding portal comprising of:

- i. The tenders, comprising of two parts, will be submitted by the tenderers. Part I comprising scope of work and commercial conditions to be submitted comprising of:
  - a. Earnest Deposit Money in the form of NEFT / RTGS / Bank draft / Pay order / Banker's cheque for ₹ 1,60,000/- (Rupees One lakh sixty thousand only). No interest shall be paid on this deposit.
  - b. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
  - c. Documentary evidences and documents required to be submitted under the tender.
  - d. Undertaking stating that the tenderer is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
  - e. **Masked Indicative Price Bid listing all the components as per Price breakup Schedule without indicating any prices.**
  - f. Any other information the tenderer wishes to furnish.
- ii. Part II comprising Price Bid of the tender to be submitted comprising of prices in Indian Rupees only with detailed break-up of price both in figures and words. No other enclosure is permitted in Part II. Change of terms and conditions and deviations, if any, found in Part II of the tender will not be considered and will be treated as null and void.
- iii. Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, who choose to be present.
- iv. The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders which do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
- v. The Tenderers are advised to visit the site/s of work(s)/ activities, viz. Railway Station and Bank premises and acquaint themselves with the site conditions before submitting bids.
- vi. Price Bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on subsequent working day.

- vii. The Bank will award the contract to the tenderer whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has offered the Bid Price reasonable to the estimated considering the values of all the component of the contract for arriving L1.
- viii. Keeping in view of sensitivity of the work, the Bank shall be at liberty not to accept the lowest bid or any tender and reserves the right to reject any or all the tenders at any stage of the tendering process, either in whole or in part, without assigning any reason.

**Section: V**

**Tender Form- Part I (Technical Bid)**

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

**PART I – SCOPE OF WORK AND COMMERCIAL CONDITIONS**

**Particulars of the Tenderer:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Information submitted by the Bidder</b>		
1.	Name of the Tenderer			
2.	Constitution of the tenderer, whether it is a Company, partnership firm or proprietary concern			
3.	Name and designations of the persons who will execute the contract			
4.	Registered address and contact address of the Company/Firm/Proprietorship concern (Tenderer)			
5.	Telephone Number (s)	Office	Residence	Mobile No. of the Designated person
6.	E-Mail Id			
7.	Fax Number			
8.	Address of the office/local representative of the Tenderer within Municipal area of Chandigarh			
9.	Experience in undertaking similar work (No. of Years)			
10.	Annual Turnover of the last three years (audited financial statements are to be attached)			
11.	Net worth as per the latest audited balance sheet as on March 31, 2024 (Copy to be attached)			

12.	Name and address of banker (bank Statements of last one year to be attached)	
13.	Permanent Account Number (Copy to be attached)	
14.	GST Number/s (Copy to be attached)	
15.	Undertaking stating that the tenderer has not been declared as wilful defaulter by any bank/financial institution and there is no criminal case against the company/person.	
16.	Details of valid license issued by the Assistant Labour Commissioner; Government of India as provided under Section 12 (1) of the contract Labour (Regulation and Abolition) Act 1970 and the Contract Labour (Regulation and Abolition), Central Rules 1971. (Copy to be attached)	

**17. Details of the institutions with which the tenderer has entered similar contracts (past or existing).** (Self-attested Documents / Certificates in support thereof may be enclosed)

Sr. No.	Name of the Institution	Address and Telephone Number (submit relevant documents)	Period of Contract	Turn Over for last 03 FYs (per annum) (Rs.) (Financial year April-March)
1)				
2)				
3)				
4)				
5)				

**18. Bank Account Details**

1.	Name and address of the bank branch	
2.	IFSC Code	



3.	Type of bank account	
4.	Account Number	
5.	Details of defaults, if any	

**19. Please tick wherever applicable**

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

**Declaration**

- a) All the information given by me/us are true and correct to the best of my/our knowledge and belief and that if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action as it may deem fit.
- b) I / We understand that our tender is liable for rejection at any stage if any information furnished by me/us is found to be incorrect / wrong and the decision of RBI in this regard will be final.
- c) I/We, hereby, declare that I/We have read and understood the instructions/guidelines and Terms and Conditions underlying the contract for "Supply of sufficient number of Adult and Able bodied Labourers/ Mazdoors for handling of Coin bags and Note boxes" issued by the Reserve Bank of India, Chandigarh and agree to abide by these instructions and conditions.
- d) The full value of the Earnest Money Deposit (EMD) shall stand forfeited without prejudice to any other remedies if I / We decline / rescind from my / our obligation or do not execute

the contract documents within seven working days from the date of issue of acceptance letter.

- e) I/We have examined the specifications relating to the works specified in the tender document and have examined the nature of works specified in the said tender and have acquired the requisite information relating thereto as affecting the tender.
- f) Upon successful award of the contract, I/We hereby declare that I/We shall submit valid police verification reports of the labourers/ mazdoors.

**Name of the Authorized Official of the Company/Firm:**

**Signature (With Seal of the Company/Firm):**

**Date:**

**Section: VI**

**(E-tender No.: RBI/Chandigarh Regional Office/Issue/2/24-25/ET/74)**

**Tender Form- Part II (Price Bid)**

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

<b>Item</b>	<b>Work</b>	<b>Approx. Quantity from October 01, 2024 to March 31, 2026 (Number of Boxes or Bags)</b>	<b>Rate per box (or) bag</b>	<b>Total Value</b>
Handling of wooden boxes	Spreading & Stacking of Fresh Note Boxes for Outward Remittance Approx. weight per box is 80-150 kgs	<b>19746</b>		
	Outward Fresh Note Remittance i.e. Removing of Fresh Note Boxes from the vault and loading them on trucks after weighment Approx. weight per box is 80-150 kgs	<b>19746</b>		
	Inward Fresh Note Remittance i.e. unloading of Fresh Note Boxes from the railway wagon/Aircraft, loading on trucks, unloading at RBI and stacking in various vaults after weighment. Approx. weight per box is 80-150 kgs	<b>19610</b>		
	Shifting of Fresh Note Boxes with in the Bank's premises Approx. weight per box is 80-150 kgs	<b>2269</b>		
Handling of corrugated / metal boxes	Inward Soiled Note Remittance i.e. unloading of soiled note boxes from truck and stacking in vaults or unloading in CVPS room after weighment.	<b>37400</b>		

	Approx. weight per box is 80-100 kgs			
	Removal of empty boxes from the vaults and loading them in trucks/ transport containers Approx. weight per box - NA	<b>35200</b>		
	Shifting of boxes containing soiled notes within Bank's premises Approx. weight per box is 80-100 kgs	<b>3000</b>		
Handling coin bags	Inward Coin Remittance i.e Unloading of Coin Bags from truck and stacking in vault. Approx. weight per bag is 7-18 kgs	<b>42337</b>		
	Outward Coin Remittance i.e. Removing the Coin Bags from stacking in the vault and loading them on truck. Approx. weight per bag is 7-18 kgs	<b>101739</b>		
	Shifting of Coin Bags within the Bank's premises Approx. weight per bag is 7-18 kgs	<b>2692</b>		
Handling of Gunny Bags	To remove the gunny bags filled with briquettes from SBS unit to a place specified by RBI at RBI Main Office Premises and Bagging, Lifting, Shifting, Storing at a place outside safety yard. Minimum weight per bag is 25 Kgs	<b>107200</b>		
<b>Total Quote excluding GST</b>				

**Note:**

1. The quoted rates should be inclusive of all taxes, but exclusive of GST.
2. The Tenderers are advised to visit the site/s of work/s / activities, viz., Bank Premises and acquaint themselves with the site conditions before tendering.

**Arriving at L1:**

The rate per box (or bag) should be quoted exclusive of GST.

The final quote is a product of the rate quoted by the bidder and the quantity provided in the tender.

Final quote = Sum of (quantity \* rate per box or bag)

**Name of the Authorized Official of the Company/Firm:**

**Signature (With Seal of the Company/Firm):**

**Date:**

## SECTION: VII

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

- i. Experience Certificates.
- ii. Total monetary value of Services performed for each of the last five years.
- iii. Copies of work orders and experience in Services of a similar nature and size for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts.
- iv. Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
- v. Audited financial statements for the last three years (Copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period).
- vi. Solvency certificate duly certified by the bank showing Positive net worth as per the latest audited balance sheet.
- vii. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
- viii. Undertaking stating that the tenderer is not a wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
- ix. Appropriate business licenses/ registrations:
  - GST registration certificate
  - PAN
  - Copies of EPF, ESI, Labour license
- x. Copies of the original Registration certificate documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder, Pollution under control certificates, Insurance certificates, Road Tax and National permits of the vehicles.
- xi. Advice of the Earnest Money Deposited to RBI, Chandigarh Account through NEFT/ Online Mode
- xii. Bank Statements for the last one year.
- xiii. Authority to seek references from the Bidder's bankers.
- xiv. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount and

- xv. Proposals for subcontracting components of the Services (if any) amounting to more than 10 (ten) percent of the Contract Price
- xvi. Copy of cancelled cheque of the bank.

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

## **Section VIII:**

### **Prohibited Practices/ Situations leading to disqualification / rejection of tenders**

1. The Bank requires that tenderers, suppliers, Contractors interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:
  - (a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:
    - i. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
    - ii. “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
    - iii. “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
    - iv. “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
  - (b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender.
  - (c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;
  - (d) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender.
  - (e) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;
2. Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for next three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.
3. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be outrightly and summarily rejected by the Bank.



4. This is an e-tender. Tenders received by post, fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
5. Tenders received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.
6. Tenders received after the due date and time shall be summarily rejected.
7. Conditional tenders shall be straightway rejected and no additional clause will be entertained.
8. No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.
9. Alternative Proposals / Time for Completion shall not be permitted.
10. The Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest as mentioned below shall be disqualified.
  - a. Tenderers in two different applications have controlling shareholders in common.
  - b. Tenderers (including their personnel) that have a business and family relationship with such members of the RBI staff who are directly or indirectly involved in the tender will not be awarded the contract.
11. In the event of the successful tenderer(s) refusing to sign the agreement and execute the contract or rescinds the contract or in any manner causes disruption of service, at any time during its validity, the EMD/PBG lying with the Bank shall be forfeited/revoked and the tenderer shall be blacklisted from participating in any tender in future.

**Section IX:  
Letter of Offer**

Date:

Place:

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

**Dear Sir,**

**E-Tender for Supply of sufficient number of Adult and Able bodied Labourers/ Mazdoors for handling of Coin bags and Note boxes**

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

**MEMORANDUM**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details of Tender</b>
1	Description of works	Supply of sufficient number of adult and able-bodied labourers / mazdoors for handling Currency Note Boxes and coin bags, including loading, unloading, weighing, carting and stacking of Coins Bags/currency note boxes, and miscellaneous incidental items of work in the premises of the RBI Chandigarh or at Railway Stations / Airports or any other premises identified by RBI Chandigarh.
2	Estimated cost / expenditure which may be incurred by RBI Chandigarh during the contract period i.e. from October 01, 2024 to March 31, 2026	₹ 80,00,000/- (Rupees eighty lakh only) The amount is indicative only and RBI Chandigarh is not under any obligation to incur expenditure equal to or exceeding the estimated cost / expenditure mentioned in this memorandum.
3	Earnest Money Deposit (EMD)	₹1,60,000/- (Rupees one lakh sixty thousand only)
4	Mode of payment	NEFT
5	Contract Period	October 01, 2024 to March 31, 2026

6	Extension of the contract	The contract may be extended by RBI Chandigarh at its discretion for a further period of one year subject to satisfactory performance, with/without any variations in terms and conditions of the original contract agreement.
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2. I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender and this period of validity can be extended for such period as may be mutually agreed upon between the Bank and me/us in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.

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

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

5. The Tender is submitted electronically within time stipulated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

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

(Signature with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

**Witnesses:**

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

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

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

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

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

Or

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

Yours faithfully,

Signature of the Contractor

## **Section: X**

### **Queries/ Clarifications**

1. A tenderer requiring any clarification of this document may raise enquiries during the pre-bid meeting which shall be held offline at RBI Chandigarh on 10.07.2024 (Wednesday, 03:00 PM). The purpose of the meeting will be to clarify issues and to answer questions that may be raised at that stage.
2. Non-attendance of the pre-Bid meeting will not be a cause for disqualification of a tenderer.
3. For clarification purposes only, the Bank's address is: Issue Department, Reserve Bank of India, Sector 17, Central Vista, Chandigarh –160 017 Contact Official e-mail ids: [issuechandigarh@rbi.org.in](mailto:issuechandigarh@rbi.org.in), [bimalsharma@rbi.org.in](mailto:bimalsharma@rbi.org.in), [manshulgautam@rbi.org.in](mailto:manshulgautam@rbi.org.in) & [viveksaini@rbi.org.in](mailto:viveksaini@rbi.org.in)

Contact number: 0172-2721366, 0172-2701398, 0172-2721366, 9479530054, 6280535840