



भारतीय रिज़र्व बैंक
15, नेताजी सुभाष रोड (5^{वीं} मंजिल)
कोलकाता - 700001

भारतीय रिज़र्व बैंक, कोलकाता उपर्युक्त कार्य के लिए पात्र सूचीबद्ध एजेंसियों से एमएसटीसी वेब पोर्टल के माध्यम से सीमित ई-निविदाएं आमंत्रित करता है।

1.	निविदा का नाम	आरबीआई@90 के तहत 03-10 अगस्त, 2024 तक अखिल भारतीय सार्वजनिक क्षेत्र फुटबॉल टूर्नामेंट के दौरान कार्यक्रमों के संचालन के लिए सीमित ई-निविदा
2.	निविदा का अनुमानित मूल्य (कर सहित)	₹40,00,000/- (केवल चालीस लाख रुपये)
3.	बैंक की वेबसाइट पर जानकारी अपलोड करना	15 जुलाई 2024
4.	निविदा प्रस्तुत करने की शुरुआत की तिथि और समय	15 जुलाई 2024, 18:00 बजे से
5.	बोली-पूर्व बैठक की तिथि और समय	16 जुलाई 2024 को 15:00 बजे (स्थान: 6 ^{वीं} मंजिल, आंगंतुक लाउंज, मानव संसाधन प्रबंध विभाग, भारतीय रिज़र्व बैंक, 15 एन. एस. रोड, कोलकाता 700001) (फ़ोन: 22308341)
6.	बोली-पूर्व बैठक के विवरण को देखने के लिए अपलोड करना	18 जुलाई 2024 को 17:00 बजे तक या उससे पहले।
7.	बयाना राशि जमा (ईएमडी)	सफल बोलीकर्ता से निविदा में निर्दिष्ट कुल संविदा राशि का 2% ईएमडी लिया जाएगा।
8.	निविदा प्रस्तुत करने के लिए समाप्ति की तिथि और समय	22 जुलाई 2024 को 15:00 बजे तक
9.	निविदा खोलने की तिथि और समय	22 जुलाई 2024 को 15:30 बजे

नोट: यह एक सीमित निविदा पूछताछ है। केवल वे बोलीदाता/एजेंसियाँ जो इवेंट मैनेजमेंट के लिए भारतीय रिज़र्व बैंक के साथ इवेंट मैनेजमेंट एजेंसियों के रूप में सूचीबद्ध हैं, इस निविदा में भाग लेने के लिए पात्र हैं। बोलीकर्ताओं को सलाह दी जाती है कि वे भाग लेने से पहले इस निविदा के लिए अपनी पात्रता के बारे में आरबीआई से जाँच कर लें।

आदेशानुसार
क्षेत्रीय निदेशक



**Reserve Bank of India
Human Resource Management Department
Kolkata**

**LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA
PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90**

Reserve Bank of India, (hereinafter referred to as RBI), Human Resource Management Department, Kolkata invites e-tender under Two – Bid system (Technical & Financial Bid) from eligible companies/ firms engaged in event management services for conducting events during the all India public sector football tournament under RBI@90. The e-Tender along with the detailed tender notice will be available at the e-Tendering portal of MSTC Ltd (<https://www.mstcecommerce.com/eproc/>) under the menu “Tenders”.

2. The schedule of e-Tender is as follows:

1)	E-tender Name	LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90
2)	E-tender no	RBI/ Kolkata Regional Office/ HRMD/4/24-25/ET/216[Event Management]
3)	Mode of E-tender	Limited Two part e-tender (Part I – Technical Bid and Part II – Price Bid)
4)	Date of NIT available to parties to download on website	18.00 Hrs, July 15, 2024
5)	Date of Pre-Bid meeting	15.00 Hrs, July 16, 2024
6)	Venue of Pre-Bid Meeting	6th Floor, Human Resource Management Department, Reserve Bank of India, 15 N.S Road, Kolkata 700001
7)	Uploading of minutes of pre-bid meeting for viewing	On or before 17:00 Hrs on July,18,2024.
8)	Estimated Cost of E-tender	₹ 40,00,000/-
9)	Date of starting of submission of E-tender	July 15, 2024 at 18.00 Hrs
10)	Details of Earnest Money Deposit (EMD)	₹80,000/- (Rs. Eighty Thousand only) To be deposited through NEFT [in the favour of Reserve Bank of India, Kolkata in the A/c No- 186003001- NEFT Inward Account, IFSC- RBIS0KLPA01 (5 th and

		10 th character is zero) mentioning Name/Company name of the vendor in the NEFT transaction remarks] or through DD in favour of RBI Kolkata
11)	Last date of submission of EMD	July 22, 2024 on or before 12:00 hrs.
12)	Date of closing of submission of E-tender (Technical Bid & Price Bid)	July 22, 2024 on or before 15:00 hrs.
13)	Date & time of opening of Part-I (Technical Bid)	July 22, 2024 at 15:30 Hrs.
14)	Date & Time of opening of Part- II (Financial Bid)	Part-II (Financial Bid) <u>of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI Kolkata</u> will be opened. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) in due course.

Place: Kolkata

Date: July 15, 2024

Regional Director
Reserve Bank of India
West Bengal and Andaman
& Nicobar Islands



RESERVE BANK OF INDIA

HUMAN RESOURCE MANAGEMENT DEPARTMENT

KOLKATA

LIMITED E-TENDERING FOR EVENT MANAGEMENT COMPANY

Name of the Firm/ Company: - _____

Address: _____

Mobile & E-mail: - _____

Last date of submission of EMD: July 22, 2024 on or before 12:00 Hrs

Last date of submission of E-Tender: July 22, 2024 on or before 15:00 Hrs

Date & time of opening of Part-I (Technical Bid): July 22, 2024 at 15:30 Hrs

Date & time of opening of Part-II (Financial Bid): Shall be intimated in due course



**Reserve Bank of India
Human Resource Management Department
Kolkata**

Notice Inviting Limited E-tender

**LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA
PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90
(details given in the e-tender document)**

Reserve Bank of India, Human Resource Management Department, Kolkata (hereinafter called “the Bank”), invites e-tender under Two – Bid system (Technical & Financial Bid) from eligible agencies/ companies/ firms engaged in event management for conducting events during the all India Public sector football tournament under RBI@90.

The e-tenderers should submit their proposal as per the instructions regarding e-tender, along with all supporting documents complete in all respects to satisfy the Bank about the eligibility as specified in the e-tender document **on or before 15:00 hrs on July 22, 2024**. The tendering process would be done through the e-Tendering portal of MSTC Ltd <https://www.mstcecommerce.com/eproc/>. All interested companies/ firms/ agencies must register themselves with MSTC Ltd through the above-mentioned website to participate in the e-tendering process. The tenderers should submit their proposal as per the instructions regarding e-tender, along with all supporting documents complete in all respects to satisfy the Bank about the eligibility as specified in the tender document **on or before 15:00 hrs on July 22, 2024**. **In case the said eligibility criteria are not fulfilled, the e-tender will be rejected.**

E-tenderers shall submit an e-tender proposal along with interest-free refundable EMD of **₹80,000/- (Rupees Eighty Thousand only)** complete in all respect as per the prescribed format. E-tenders not accompanied by EMD will be treated as incomplete and will be rejected. At any time prior to the last date for receipt of e-tender, the Bank may, for any reason, whether on its own or in response to a clarification requested by

a prospective e-tenderer, modify the e-tender document by an amendment. The amendment so made will be notified only on the Bank's website <https://www.rbi.org.in> and shall be binding on the prospective e-tenderers. In order to provide the prospective e-tenderers with reasonable time to take the amendments, if any, into account in preparing their bids, the Bank may at its discretion, extend the last date of submission of the e-tender. The e-tenderers should regularly check the Bank's website for any corrigendum / clarification regarding the e-tender. No e-tender can be modified subsequent to the last date of submission of the e-tender. No e-tender can be withdrawn in the time period between the last date for submission of e-tender and the expiry of the e-tender validity period as specified in the e-tender document. Withdrawal of the e-tender during the said interval shall result in forfeiture of the EMD submitted by the e-tenderer.

The Part-I (Technical Bid) of the e-tender will be opened on July 22, 2024 at 15:30 hrs. In the event of the day of opening of Part-I (Technical Bid) being declared a Holiday, the same will be opened on the immediate next working day at 11:00 Hrs.

The Part-II Financial Bid for only those e-tenderers will be opened who are found eligible after evaluation of Part-I of the e-tender. The Bank is not bound to accept the lowest e-tender and reserves the right to accept either in full or in part any e-tender and to reject any e-tender without assigning any reason thereof.

The e-tender document is also available on the Bank's website link - https://rbi.org.in/Scripts/BS_ViewTenders.aspx

Regional Director
Reserve Bank of India
West Bengal and
Andaman & Nicobar Islands

INDEX

Sr. No	Description	Page No
1.	Part I – Section I, Important Instructions Regarding Etender	7
2.	Schedule of E-tender	11
3.	Part I – Section II, E-tender Form	13
4.	Part I – Section III, Pre-qualification eligibility criteria	15
5.	Part I – Section IV, Scope of Work and Services	21
6.	Part I – Section V, Terms and Conditions	25
7.	Part I – Section VI, Technical Bid	33
8.	Annexure-I: Form for list of Clients / Details of previous experience	36
9.	Annexure-II: Client's Certificate Format	37
10.	Annexure-III: Banker's Certificate Format	39
11.	Annexure-IV: Undertaking / Declaration Format	40
12.	Annexure-V: Proforma of Performance Bank Guarantee	41
13.	Part-II Financial/ Price Bid	45

PART-I, SECTION-I

LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90

Important Instructions Regarding E-tender: -

This is an e-procurement event of Human Resource Management Department, Reserve Bank of India. The e-procurement service provider is MSTC Limited. You are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting your online tender.

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 Part-I Technical Bid as well as Part-II Financial Bid over the internet will be done. The Vendor should possess Class III type digital signing certificate. Vendors are to make their own arrangement for bidding from a computer connected with internet. MSTC/RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

NOTE: The Technical Bid and Financial Bid have to be submitted online only at <https://www.mstcecommerce.com/eproc/>

- 1) Vendors are required to register themselves online with <https://www.mstcecommerce.com/eproc/> → Vendor Login → Register as Vendor by filling up details and creating own user id and password → Submit. The mail/ mobile no. shall be verified by mail and mobile based OTP.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form. The vendors need to have both signing and encryption type DSCs in order to participate in the event.
- 3) In case of any clarification, please contact MSTC/RBI, Human Resource Management Department, (before the scheduled time of the e- tender).

Contact person:

- (i) Shri Kranti Kumar, MSTC , Mobile: 9174009882
- (ii) Shri Shashank Pardhikar, Human Resource Management Department, RBI e-mail: shashankpardhikar@rbi.org.in, Mobile: +91-9511711499 (10:00 AM to 6:00 PM)

SYSTEM REQUIREMENTS: -

- i) Windows XP-SP3 & above/Windows 7 Operatin System
- ii) IE-7 and above Internet browser.
- iii) Class III type digital signing certificate.
- iv) JRE 7 update 9 and above software to be downloaded and installed in the system.
 - To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied.
 - Tools => Internet Options => Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning “Enable Protected Mode”.

Other Settings:

- Tools => Internet Options => General => Click on Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.
- To enable ALL active X controls and disable ‘use pop up blocker’ under
- Tools→ Internet Options→ custom level (Please run IE settings from the page <https://www.mstcecommerce.com/eproc/> once)
- For more details, vendor may refer to the Vendor Guide and FAQ available at <https://www.mstcecommerce.com/eproc/>

B) PROCESS OF E-TENDER:

1. The Technical Bid and the Financial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eproc/> Tenders will be opened physically/ electronically on specified date and time as given in the tender.
2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.

3. Special Note Towards Transaction Fee: -

The vendors shall pay the transaction fee using “Transaction Fee Payment” link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment through NEFT. 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. Once the payment gets credited to MSTC’s designated bank account, the transaction

fee shall be auto authorized, and the vendor shall be receiving a system generated mail. Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.

NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

4. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email-id, provided is valid and updated at the time of registration with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
5. E-tender cannot be accessed after the due date and time mentioned in the Notice inviting e-tender.

6. Bidding in e-Tender: -

- a) Vendor(s) need to submit necessary Earnest Money Deposit (EMD) and Transaction fee (if any) to be eligible to bid online in the e-tender. Transaction fees is non- refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.
- b) The process involves Electronic Bidding for submission of Technical and Financial Bid.
- c) The vendor(s) who have submitted transaction fee can submit their Technical Bid and Financial Bid only through internet in MSTC website www.mstcecommerce.com → e- procurement →PSU/Govt. depts→ Login under RBI → My menu → Auction Floor Manager→ live event →Selection of the live event.
- d) 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 running, then the vendor will not be able to save / submit his Technical bid.
- e) After filling the Technical Bid, vendor should click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the vendor can click on the "Final submission" button to register their Bid.

- f) Vendors are instructed to use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.
 - g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
 - h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
 - i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
 - j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution of supply.
 - k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - l) The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
 - m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8. No deviation from the technical and financial terms & conditions are allowed.
9. The Bank reserves the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
10. Vendors are requested to read the vendor guide and see the video in the page <https://www.mstcecommerce.com/eproc/> to familiarize with the system before bidding.



**Reserve Bank of India
Human Resource Management Department
Kolkata**

SCHEDULE OF E-TENDER

**LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA
PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90**

(Details given in the e-tender document)

1) E-tender Name	LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90
2) E-tender no	RBI/ Kolkata Regional Office/ HRMD/4/24-25/ET/216[Event Management]
3) Mode of E-tender	Limited Two part e-tender (Part I – Technical Bid and Part II – Price Bid)
4) Date of NIT available to parties to download on website	18.00 Hrs, July 15, 2024
5) Date of Pre-Bid meeting	15.00 Hrs, July 16, 2024
6) Venue of Pre-Bid Meeting	6th Floor, Human Resource Management Department, Reserve Bank of India, 15 N.S Road, Kolkata 700001.
7) Uploading of minutes of pre-bid meeting for viewing	On or before 17:00 Hrs on July,18,2024.
8) Estimated Cost of E-tender	₹ 40,00,000/-
9) Date of starting of submission of E-tender	July 15, 2024 at 18.00 Hrs
10) Details of Earnest Money Deposit (EMD)	₹80,000/- (Rs. Eighty Thousand only) To be deposited through NEFT [in the favour of Reserve Bank of India, Kolkata in the A/c No- 186003001- NEFT Inward Account, IFSC- RBIS0KLPA01 (5 th and

		10 th character is zero) mentioning Name/Company name of the vendor in the NEFT transaction remarks] or through DD in favour of RBI Kolkata
11)	Last date of submission of EMD	July 22, 2024 on or before 12:00 hrs.
12)	Date of closing of submission of Etender (Technical Bid & Price Bid)	July 22, 2024 on or before 15:00 hrs.
13)	Date & time of opening of Part-I (Technical Bid)	July 22, 2024 at 15:30 Hrs.
14)	Date & Time of opening of Part- II (Financial Bid)	Part-II (Financial Bid) <u>of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI Kolkata</u> will be opened. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) in due course.

PART-I, SECTION-II

E-TENDER FORM

The Regional Director
Human Resource Management Department
Reserve Bank of India
Kolkata Regional Office
5th Floor, 15 N.S Road,
Kolkata - 700001

Dear Sir,

LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90

(Details given in the e-tender document)

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and also having acquired the requisite information relating thereto as affecting the e-tender No. RBI/ Kolkata Regional Office/ HRMD/4/24-25/ET/216[Event Management], I/We hereby offer to take up work of managing/conducting events during the all India Public sector football tournament under RBI@90

2. I/We also agree that the e-tender will remain valid for acceptance by the Bank for 90 (Ninety) days from the date of opening of the e-tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. I/We also agree to provide an Earnest Money Deposit (EMD) and Security Deposit/Performance Bank Guarantee, valid for the entire period of validity of the e-tender.
3. I/We hereby agree to abide by all terms and conditions laid down in the above e-tender document.

4. I/We state that before signing this e-tender, we have read and fully understood all the terms and conditions and instructions contained therein, and undertake myself/ourselves to abide by the said terms and conditions.
5. Should this e-tender be accepted, I/We hereby agree to abide by and fulfil the prescribed terms and conditions in so far as they may be applicable or in default thereof to pay to Reserve Bank of India (“**Bank**”) the amount specified in the said conditions, and for the said purpose I/We agree that the EMD/Security Deposit may also be forfeited.
6. I/We shall abide by the all the statutory provisions and tax liabilities as applicable.
7. I/We understand that Reserve Bank reserves the right to accept or reject any or all the e-tenders either in full or in part without assigning any reason thereof.

Dated thisday of2024

For and on behalf of M/s.....

(Signature with seal)

Name: -

Designation: -

Place:-



**Reserve Bank of India
Human Resource Management Department
Kolkata**

PART-I, SECTION-III

Human Resource Management Department, Reserve Bank of India, Kolkata Regional Office (“the Bank”) is desirous of engaging an Event Management Company for managing/conducting the events during the all India Public sector football tournament under RBI@90. The approximate value of the e-tender is Rs 40 Lakh. The estimated value can vary upward/downward. The vendor who will be awarded the contract considering the reasonableness of price will be considered as L1.

1. The contract shall commence from the date of awarding the contract by RBI.
 - i. The decision of the Bank regarding consideration of the bids shall be final and conclusive. The Bank reserves the right to reject any or all the bids and to annul the e-tendering any time without assigning any reason thereof and without thereby incurring any liability to e-tenderers.
 - ii. The Bank reserves the right to reject incomplete e-tender forms or bids where the e-tender has been left blank in any place or if information furnished is found to be misleading.
 - iii. If the performance of the e-tenderer is found to be unsatisfactory for any reason, in any organization, the Bank reserves the right to reject the bid submitted by the e-tenderer.

2. EARNEST MONEY DEPOSIT (EMD): - Earnest Money Deposit (EMD) of ₹80,000/- (Rupees Eighty Thousand only) shall be submitted by July 22, 2024 before 12:00 Hrs. The EMD amount is to be transferred via NEFT only as per the account details given above. Failure to comply with this condition will render the E-tender void and the E-tender will be rejected. The amount of EMD will be returned to all the E-tenderers after the completion of the E-tender process. No interest shall be paid on this deposit.

3. Performance Bank Guarantee(PBG) /Security Deposit: - The successful bidder shall furnish Security Deposit/PBG to the Bank. The Security Deposit will be 5% of the final contract value (rounded off to nearest thousand rupees) of the e-tender awarded to the e-tenderer. The Security Deposit should be paid before start of the work by the bidder either through NEFT or in the form of Bank Guarantee from a scheduled commercial bank as per the specified format in [AnnexureV](#). On payment of the security deposit/PBG, the agency/ contractor will be required to enter into an agreement/contract on Non-Judicial Stamp Paper of appropriate value containing inter-alia all the terms and conditions of the contract, as approved by the Bank. Failure to pay the security deposit/PBG shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the applicant shall be liable to compensate the Bank for any loss incurred by it for the same. No interest will be paid to the successful bidder for the security deposit/PBG during the period of agreement. The security deposit/ PBG shall be released to the successful bidder by the Bank after **one month** of completion of the contract period subject to the Bank being satisfied about the successful completion of the contract and no liabilities being subsisting towards the Bank from the successful bidder or its employees. In case of any unsatisfactory service by the successful bidder, the security deposit/PBG shall be discharged only after adjusting all dues and liabilities by the Bank. The Bank reserves the right to forfeit any part or the whole of the amount of the security deposit/PBG for losses/reputational risks suffered by it due to failure on the part of the successful bidder or due to termination of contract or the successful bidder becoming disqualified because of liquidation/insolvency or change of composition of the successful bidder. The decision of the Bank in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the successful bidder and the decision of the Bank shall not be questioned.

4.PRE-BID- MEETING: - **A pre-bid meeting (either in physical/or through VC subject to the convenience of all concerned) of the intending e-tenderers will be held at 15:00 Hrs on July 16, 2024 at Human Resource Management Department, 6th Floor, Visitor's Lounge Reserve Bank of India, Kolkata Regional Office, 15 N.S. Road, Kolkata 700001.** The Bank will clarify any points/ doubts raised by the bidders in respect of the e-tender during the said meeting. No separate communication

will be sent for this meeting. The e-tenderers are expected to get their all issues/doubts clarified during this meeting. However, vendors/parties willing to attend the meeting may send request to Smt.Ayesha Saikia (ayeshasaikia@rbi.org.in) **seeking clarification in advance.**

5.CANVASSING: - Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

6.PART- II, FINANCIAL BID: -

- i. Part-II Financial Bid of the e-tender should contain only the service provider's quoted rates.
- ii. The quoted rates shall comprise of two parts- (a) Base Price (including consolidated transportation cost), (b) GST and any other applicable taxes/charges.
- iii. The rates quoted in the Financial Bid shall be final and will not be enhanced under any pretext during the period of the contract.
- iv. All statutory deductions, as applicable, shall be made from the bills submitted by the successful bidder to the Bank.

7.Currency of Bid:

- i. Bid prices shall be quoted in Indian Rupees only.
- ii. The e-tenderer should ensure that all columns of the Financial Bid are duly filled, and no column is left blank. After opening of the Part-II Financial Bid, no clarifications whatsoever shall be entertained by the RBI.

8.OPENING OF E-TENDER: -

- i. Part-I Technical Bid will be opened at **15:30 Hrs. on July 22, 2024 on MSTC portal**. Bidders willing to attend the tender opening event scheduled on July 22, 2024 may intimate us in advance so that necessary arrangements for entry can be made. The bids of those e-tenderer(s) who have not complied with one or

more of the conditions prescribed in the terms and conditions of this e-tender will be summarily rejected.

- ii. **The Part-II Financial Bid of only those e-tenderers, who are found eligible after evaluation of part-1, will be opened on a subsequent date, for which intimation would be given in due course to the qualified e-tenderers.**
- iii. No deviations / conditions shall be stipulated by the e-tenderers in both Part- I Technical Bid and Part-II Financial Bid and conditional bids will be summarily rejected.
- iv. The Bank reserves the right to accept or reject any or all e-tender parts without assigning any reasons whatsoever and its decision shall be final and binding on all the parties.

9. Validity of e-tender: The e-tender along with the prices shall remain valid initially for a period of 90 days from the date of opening of Part-I, which may be further extended by agreement between the Bank and the e-tenderers. The e-tenderers shall not cancel or withdraw the e-tender during this period or change the quoted rates.

10. Other conditions:

- i. All the documents submitted should be duly certified by an authorized person of the e-tenderer.
- ii. The Bank is not bound to accept the lowest or any e-tender and may at any time terminate the e-tendering process without assigning any reason.
- iii. The Bank may terminate the contract in the event the successful bidder fails to deposit the security deposit/ furnish the Performance Bank Guarantee issued by a scheduled commercial bank for the prescribed value or fails to execute the agreement within 90 days from the issue of work order. It may also be noted that hard copy of the Performance Bank Guarantee duly signed by bank officials is to be submitted to the Bank.
- iv. The Bank will communicate to the successful bidder through letter transmitted by registered post/ speed post/by hand/E-mail that his/ its bid has been accepted . The successful bidder will be required to execute an agreement within a period of three (3) days from the date of issue of work order.
- v. The Contract between the Bank and the successful bidder shall come into full force and effect on the date of issue of the work order. The cost of stamp duties

and similar charges (if any) imposed by law in connection with the Agreement shall be borne by the Contractor. The EMD of the successful bidder shall be refunded, without any interest, by the Bank once the successful bidder deposits the Security Deposit/ submits Performance Bank Guarantee and executes contract agreement with Bank. EMD of the unsuccessful bidders will be returned after the award of the contract without any interest. EMD shall be forfeited if the bidder withdraws his bid during the e-tender bid evaluation process. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of the Security Deposit /Bank Guarantee submitted by the bidder.

11. General information and conditions regarding the captioned e-tender

- i. Before submitting the e-tender, the bidders may go through the terms and conditions of this e-tender document based on which the work will be awarded by the Bank and contract is required to be executed by the successful bidder. The bidders may satisfy themselves as to the eligibility and evaluation (Technical bid and Financial bid) criteria prescribed herein. It may also be noted that the terms and conditions specified herein are not exhaustive and the same shall not restrain the Bank from imposing or requiring the bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this e-tender.
- ii. Falsification/suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after the award of work and during the currency of the contract.
- iii. In case of partnership firms, the e-tender submitted on behalf of a firm should be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract, failing which the e-tender shall be rejected.
- iv. Each Bidder (each member in the case of partnership firm/

joint venture/ consortium) or any associate is required to confirm and declare with his / their bid that no agent, middleman or any intermediary will be engaged to provide any services, or any other item or work related to the award and performance of this contract. If the Bank subsequently finds the same to the contrary, it reserves the right to declare the bidder as non-compliant and declare any contract if already awarded to the bidder to be null and void.

- v. E-tenderers shall not have any conflict of interest. E-tenderers found to have a conflict of interest as mentioned below will be disqualified from the e-tendering process:

- a E-tenderers submitting two different applications and having controlling shareholders in common.

- b The E-tenderers (including their personnel and sub-contractors) who have a family relationship with such members of the Bank who are directly or indirectly involved in the contract.

- vi. In case of any clarification required with respect to the e-tender document, he / she shall seek the same in writing from the Bank not later than the date mentioned in the Schedule of E-tender. Any such clarification, given by the Bank together with details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidders and the Bank shall be carried out in writing. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the e-tender document issued by the Bank, no written or oral communication, presentation or explanation by any employee of the Bank shall be taken to bind or fetter the Bank under the contract.



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
RESERVE BANK OF INDIA
KOLKATA REGIONAL OFFICE**

PART-I, SECTION-IV

SCOPE AND SERVICES OF THE CONTRACT

The scope of work mentioned herewith is only indicative.

Reserve Bank of India entered 90th year of its existence on April 01, 2024. To commemorate this year, the Bank is planning to host an All India Public Sector Football Tournament at Kolkata tentatively from August 03-10, 2024. It is expected that 10-11 teams from various Public Sector Undertakings will participate in the tournament. In this regard, the Bank has already booked the National Center of Excellence, All India Football Federation ground at Newtown, Kolkata for the tournament from August 03-10,2024.

The Event Management Agency engaged by the Bank shall be responsible for the venue arrangements and guest management only for the opening and closing ceremony on August 03 & 10, 2024 respectively. The scope of work mentioned herewith is only indicative and will include but not limit to these:

1) Technical Requirements

i. LED screens

The EMA shall provide one large LED screen which shall be installed well in advance to the event for both opening and closing ceremonies. The Screen should be of highest quality and best in class technology. Live streaming of the event should be displayed on the LED screen where dais occupants can view the cultural performance/Football match.

ii. Audio and Light System

For both opening and closing ceremonies, arrangements may be provided such as PA system, lights for the stage, etc., For closing ceremony, EMA may provide confitee blast, cold pyro etc.

iii. Generators

The EMA shall arrange for silent environment friendly generators (including the junction box, automatic changeover, earthing and extra cables, diesel for the days of the opening and closing ceremony, having ability to generate enough power to run the entire venue during event if needed. Necessary license requirements also to be arranged by Event Manager.

2) Requirement of stage, podium, chairs and tables

It is expected that 15-20 dignitaries would be on stage for the opening and closing ceremony. Accordingly, the arrangements shall include fans, water proof shed, mist fans, lighting and other arrangements. Also, an elevated platform to be provided for the performances during the cultural events. The EMAs shall arrange for good quality chairs and matching centre tables for the dignitaries along with flower décor in front of the stage. The EMA shall also arrange for one high quality, sturdy and good looking podiums to be placed on stage before the event. EMA may dismantle the arrangements after the opening ceremony and shall install the same as required during the closing ceremony.

3) Branding

The EMA shall design, print and install banners, backdrops, standees, etc. as required by the Bank, at venue of football stadium like entrance arch, stage backdrop etc., Prototype or design for the same shall be provided to the Bank for prior approval.

4) Agenda and theme Designing, Printing:

The EMA shall design the theme of the tournament using licensed software only and the designer shall be experienced, creative and shall provide timely service.

5) Security

- i. The event is expected to be attended by senior government dignitaries. The EMA shall coordinate with local police authorities and appropriate security and government agencies for security arrangements be made for the tournament.
- ii. On basis of mutual agreement between the Bank and EMA, the EMA shall arrange for installation of security infrastructure at the venue as per the instructions received from the Bank/government authorities. All such

infrastructure shall be installed well in advance to the event and shall be removed post completion of event.

- iii. Adequate number of persons for crowd management of around 400-500 people.

6) Permissions/NOCs

The EMA shall secure necessary permission and NOCs from all concerned authorities (Govt. of India, Govt. of West Bengal etc.) and other stakeholders, for the conduct of the events such as PPL, IPRS, Novex, RMPL, Fire Noc, Local Police Permission, PWD License, etc. The Bank shall extend all reasonable cooperation to the EMA in respect of applications required to be filed. However, the EMA shall be responsible for liaising and coordinating with the authorities and other stakeholders, to obtain necessary permission as required above. All the licenses need to be taken in advance.

7) Opening Ceremony

Arrangements to be made during opening ceremony

- i. Welcoming of teams, dignitaries and chief guests preferably with traditional scarf and tilak
- ii. Background performance with Dhak/Dhol while welcoming the guests. Dhak/Dhol performance shall also be performed during the goals scored in the exhibition match/half time.
- iii. Provision for inaugural lamp lighting along with necessary décor.
- iv. Cultural performance before the exhibition match (15-20 minutes)

8) Closing Ceremony

Arrangements to be made for closing ceremony to be held in a Hotel.

- i. Background performance with Dhak/Dhol during the final match (at Ground)
- ii. Cultural Performance (15-20 mins) to be held in a hotel before prize distribution ceremony.
- iii. Proper setup for prize distribution ceremony at the hotel.
- iv. Suitable lighting while awarding of trophy/prizes
- v. Low noise celebratory fireworks during prize distribution (Cold pyros, Confitee blast)

9) Post event

The EMA shall hand over the venue after dismantling and cleaning of the premises to the concerned ground authorities/Hotel authorities after completion and remove all the setup and materials (including branding) post completion of event.

10) Miscellaneous

- i. Decoration in stage including flower arrangements and screens wherever required as desired by the Bank needs to be arranged by the Event Manager.
- ii. The EMA shall procure sufficient insurance policy such as Contractors' all risk policy, third party liability, Workmen compensation, Fire Risk etc. from a reputed insurance company. The EMA is advised to procure insurance for meeting liabilities at its own expense. For any loss of property/life during event preparation and the event itself, shall be borne entirely by the EMA and the Bank will not be responsible for any claims.
- iii. There could be some last-minute changes in requirements as requirements are dynamic in nature. Since this event is of national prestige and importance, the EMA shall always maintain redundancies and alternate plan of execution.

11) Other manpower requirements

The EMA shall appoint a dedicated venue manager/ single point of contact for the Bank who shall be responsible for managing the entire event and shall coordinate with all relevant agencies.

- i. The EMA shall deploy technical teams consisting of professionals who possess both technical knowledge and experience for overseeing and conduct of such events.
- ii. The EMA shall have a dedicated team which shall coordinate with the Bank to understand its requirement.



PART-I, SECTION-V

TERMS AND CONDITIONS

1. **Period of Contract:** - The contract shall commence from the date of awarding the contract by RBI. In the event of the successful bidder not rendering the service during the notice period, the Bank will have the right to forfeit their Security Deposit, without prejudice to other remedies available to the Bank. The Bank reserves the right to shift the consignment to another vendor immediately upon termination.
2. **RATES:** - The final prices quoted shall be deemed to have included all taxes, excise duty, local levies, works contract tax etc. including GST imposed / to be imposed by Central / State Government/ Local Bodies. If the bidder fails to include such taxes and duties in the e-tender, no claim thereof will be entertained by the Bank afterwards. Any variation (upward) in Government levies/ GST (as per the rates applicable) which has been included as part of the price will be borne by the Bank. In case of any variation (downward) in Government levies/ GST (as per the rates applicable) which has been included as part of the price, the benefit will be passed to the Bank and adjusted in the payment milestones.
3. **Client's Certificate:** - A Client's Certificate specified in [Annexure-II](#) as per pre-qualification eligibility criteria is to be uploaded along with the application (**not required**).
4. **Banker's Certificate:** - A Banker's Certificate specified in [Annexure-III](#) as per pre-qualification eligibility criteria is to be uploaded along with the application (**not required**).
5. **Statutory Requirements:**
 - i. The vendor shall bear all the taxes, as levied by the Central or State Government.

- ii. The vendor shall not engage minors for providing services to the Bank.
- iii. The Bank shall be entitled to recover from the vendor or deduct from the bills or any amount due from the Bank to the vendor, any amount that the Bank may be compelled to pay, under law, on account of any default by or negligence of the vendor or his employees or agents.

6. The Banks reserves the right to conduct quality audit checks of the materials used by the vendor while carrying out the said work, on a periodical basis, with or without prior notice.

7. The vendor shall fully indemnify the Bank and keep indemnified, defend and hold good the Bank, its directors, officers, employees and agents against losses, damages or claims for any default by the vendor or any of his/ its representatives or breach committed by the vendor or their service personnel on account of misconduct, omission and negligence by the vendor or his service personnel, regarding any of the provisions of the applicable laws, regulations and the rules framed thereunder during the period of contract. Even though the vendor shall be solely liable for settlement of any claim made by any person due to the non-observance by him/ it of any of the provisions of the enactments cited, the Bank reserves its rights to settle directly any amount due by the vendor as mentioned above and to recover such amounts from any of the amounts payable by the Bank to the vendor or in the absence of the same as debt due to the Bank by the vendor.

8. The vendor shall, whenever required by the Bank or authorities authorized under the statutes, produce for inspection, all forms, registers and other records required to be maintained under various statutes.

9. The Bank will not make any separate payment towards the expenses incurred by the vendor for complying with the above or any of the statutory provisions regarding their employees.

10. The agency / contractor shall not transfer or assign the contract or any part thereof to any third person/agency / contractor / organization without the prior written approval of the Bank.

11. The terms and conditions specified herein are not exhaustive in nature and the same shall not restrain the Bank from imposing or requiring the bidder to agree upon such further terms and conditions at the time of executing the agreement with the successful

bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this e-tender. Stamp paper agreement shall be executed in duplicate, and the Bank shall retain the original and the successful bidder shall retain the duplicate.

12. Risk and Cost Clause: - Notwithstanding anything contained in any other clause, RBI reserves the right to terminate the contract due to any failure on the part of the vendor in

discharging his/ its obligations under the contract or in the event of his/ its becoming insolvent or going into liquidation. The decision of the RBI in this regard shall be final and binding on the vendor.

13. In the event of any failure on the part of the vendor, RBI shall have the right, without any prejudice, to get the work done through any other alternate contractor / firm / company/ agency at the risk and cost of the vendor. The additional cost and loss, if any incurred by RBI, will be recovered from the vendor.

14. Force Majeure Clause:- If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons of any war, hostility, acts of public enmity, civil commotion, sabotage, fire, floods, any other natural calamity, explosion, epidemics, pandemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event, duly endorsed by the appropriate authorities in the country states that the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 30 days, the Bank may at its option, terminate the contract or a part of it.

15. Abandonment of Works :- At any time after acceptance of the tender, the Employer shall, for any reasons whatsoever, not require the whole or any part of the works to be carried out, the employer shall give notice in writing to the Contractor who shall have no claim to any payment of compensation or otherwise whatsoever on account of advantage which he might have derived from the execution of the whole works.

16. Payment to the Vendor: - The vendor shall raise the bill on completion of every assignment for payment with supporting documents. Vendor shall pay their entitled wages to its employees. The payment of wages shall not be linked to the payment of

the bill by the Bank and the Bank shall not be liable in this regard in any manner whatsoever.

17. Non-disclosure clause: - The vendor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipments etc., which may come to the possession or knowledge of the agency / contractor during the course of discharging its contractual obligations in connection with this contract, to any third party and shall at all times hold the same in strictest confidence. The agency / contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws, and shall not disclose the details of the venue, the event and the scheme or plan of the arrangements being executed to anyone other than, on need-to-know basis, to the persons employed by it for carrying out its obligations under the contract being executed in furtherance to this e-tender. The agency / 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 agency / 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 agency / contractor and the Bank shall be entitled to claim damages and pursue legal remedies for the same. The agency / contractor shall ensure that the persons engaged by it for the work are made aware of the non- disclosure requirement and the agency / contractor shall be liable for any breach committed by its employees or persons engaged by it. The NON-DISCLOSURE Clause signed by the agency / contractor in connection with this tender will survive for indefinite duration, notwithstanding termination of the contract between the agency / contractor and the Bank.

18. Sexual Harassment of Women at Workplace:-

The contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the workplace, the complaint will be filed before the Internal Complaints Committee constituted by the contractor/Agency and the contractor. Any complaint of sexual

harassment from any aggrieved employee of the Service Provider against any employee of the Bank or any employee of any other firm working in the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee or other firm's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues

19. Right to Disqualify for failure to execute the work: - The e-tenderer undertakes that it fulfills all the requirements of the e-tender document and is in a position to execute the work immediately upon signing of the contract with the Bank. It is agreed by the e-tenderer that mere receipt of in- principle approval does not guarantee award of work and that the work will be finally awarded upon satisfaction of the Bank that the e-tenderer is/will be in a position to meet the requirements of the e-tender. In the event of the successful bidder failing to commence the work upon award of the contract, the Bank reserves the right to withdraw the in-principle approval and forfeit the EMD amount furnished by the bidder. The bidder shall also be liable to all risk and cost, including those specified in the foregoing paragraphs of this e-tender. The Bank reserves its right to debar such defaulting agency / contractor/ company/ firm from participating in any future e-tender in the Bank for a period of three years.

20. Termination Of Agreement:-

- a) Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this tender or any subsequent agreement forthwith by written notice without assigning any reason and without payment of any compensation, if
 - i. in the opinion of the Bank (which shall not be called in question by the vendor and shall be binding on the vendor), the vendor fails or refuses to discharge its obligations under the tender to the Bank's satisfaction and/ or
 - ii. the vendor commits a breach of any terms and conditions of this tender or subsequent agreement.
- b. In the event of termination for any reason whatsoever, as stated above the vendor or persons employed by it shall not be entitled for any sum or sums whatsoever

from the Bank by way of compensation, damages or otherwise. The security deposit/ bank guarantee deposited by the vendor shall also be forfeited by the Bank.

- c. On termination of the contract or on expiry of the contract, the vendor shall vacate the premises of the Bank and shall hand over or return all the articles /materials/property pertaining to the Bank.
- d. During the notice period for termination of the contract, in the situation contemplated above, the vendor shall continue discharging its services as before till the expiry of notice period. In case of non-delivery / non-rendering of its services during the notice period, the Bank will have the right to forfeit the security deposit/ bank guarantee deposited by the vendor with the Bank. It shall be the duty of the vendor to remove all the persons deployed by him on termination of the contract on any grounds whatsoever and to ensure that no person create any disruption / hindrance / problem of any nature to the Bank.

21. Liquidated Damages: - For deficiency in services and serious inconvenience caused to the Bank and its officials, the vendor shall be liable to pay liquidated damages up to 0.25% of the estimated cost of tender. In case of dispute in this regard, an appeal may be made to the Regional Director, Human Resource Management Department, Kolkata Regional Office whose decision shall be final in the matter. However, the Bank additionally reserves the right to impose liquidated damages up to 10% of the contract amount such as damage to property at the venue, disclosure of meeting/conference related information etc. In the event of liquidated damages reaching 10% of the contract amount, the Bank reserves its right to terminate the contract and the E-tenderer shall be liable to risk and cost.

22. The contract shall be deemed to end in any of the following contingencies: -

(i) On the expiry of the contract period or termination of the agreement

Or

(ii) On assigning the contract or any part thereof or any benefit or interest therein or thereunder by the vendor to any third party or for sub- letting the whole or a part of the contract to any third party against the terms and conditions of the e-tender.

Or

- (iii) On the vendor being declared insolvent by the competent Court of Law. Or
- (iv) For any reason whatsoever, the vendor becomes disentitled in law to perform its obligations under this agreement.

Or

- (v) For any variation in the ownership/partnership or management of the vendor or his/ its business without prior intimation in writing to the Bank for such variation and acknowledgement from the Bank of receipt of the said intimation.

23. In the event of exigencies arising due to the death, infirmity, insolvency of the contractor or for any other reason or circumstances, liabilities thereof of the contract shall be borne by the following on such terms and conditions, as the Bank may think proper, namely:

- i) Legal heirs in case of sole proprietor
- ii) The next Directors / Partners in the case of company or firm as the case may be.

The Bank may revoke the contract and shall reserve the right to settle the matter according to the circumstances of the case as it may think proper.

24. Execution of agreement: -

- i) The terms and conditions and scope of works and services to be rendered by the successful bidder and special conditions hereinbefore referred to, shall be the basis and part and parcel of the agreement to be entered with the successful bidder.
- ii) On receipt of intimation from the Bank regarding acceptance of the e-tender, the successful bidder shall be bound to implement the Contract from the date specified therein. The successful bidder shall sign an agreement in Kolkata in accordance with the extant provisions. The successful bidder shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the laws in force in West Bengal. Any pecuniary liability incurred by the Bank either as additional stamp duty, penalty or due to inadequacy or inappropriateness of the stamp duty paid by the successful bidder shall devolve on the successful bidder and the Bank shall be entitled to recover the amount from the security deposit or from the bills raised by the successful bidder or in any other lawful manner. Where the security deposit is utilized for the said

purpose, the successful bidder shall immediately make good the utilized amount. Failure to do so may amount to breach of a material term in the agreement and consequences thereof shall follow.

- iii) The written acceptance by the Bank of an e-tender, by issue of 'Letter of Award' shall in itself not constitute a binding agreement between the Bank and the person

so bidding unless a contract is subsequently executed.

- iv) RBI reserves the right to assess the capacity and capability of the parties for qualification. The Bank also reserves the right to accept or reject any / all the etenders or any part thereof at any stage of process without assigning any reason thereof. The Bank has no obligation to accept the lowest quoted e-tender. RBI's decision in this regard shall be final and binding.

- v) The agreement between the Bank and successful bidder shall be executed in duplicate, and the Bank shall retain the original copy and the Vendor shall retain the duplicate copy.

23. LICENSING AND REGISTRATION: -

The Vendor shall comply with all licensing requirements and requirements of law with regard to the establishment of the vendors' nature of business.

24. Dispute Resolution: - The Bank and the vendor shall make every effort to resolve amicably, by direct informal negotiations, in case of any disagreement or dispute arising between them in connection with the contract, its interpretation, or on the payment to be made thereunder or anything in relation to or arising out of this contract. Any unresolved disputes shall be subject to the jurisdiction of courts in Kolkata.



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
RESERVE BANK OF INDIA
KOLKATA REGIONAL OFFICE**

**PART-I, SECTION-VI
TECHNICAL BID**

(To be read and filled in relevance to E-tendering process)

Sr. No	Particulars	Details
1.	Name of the company/ proprietorship/firm -	
	i) Address and telephone number of Registered Office.	
	ii) Address of the office through which work with RBI would be handled.	
2.	Type of Organization – (Whether company/proprietorship/firm) and date of establishment.	
3.	Name of the Proprietor/ Partners/ Directors of the organization	
4.	Date of Incorporation/ constitution	
5.	Registration No. of the agency/ contractor.	
6.	PAN No. of agency / contractor (with Documentary evidence)	
7.	GST registration number of the agency / contractor. (With documentary evidence)	
8.	Details of the EMD (Earnest Money Deposit)	

	₹ 80,000/- (Rupees Eighty Thousand only) deposited by the agency / e-tenderer: -	
	UTR No	
	Date of Transactions	
	Name of the bank branch with IFSC code	
9.	Undertaking on the letter head of the agency / contractor as specified in Annexure-IV	
10.	Bankers Details of the Company/ Firm/ Agency along with the account number, account type, IFSC code of the bankers along with full details like names, postal address and e-mail/ telephone number (Landline and Mobile Numbers).	
11.	Any other relevant Information regarding the Company/ Firm/ Agency	

Note – The details of document to be uploaded to the MSTC Portal with the e-tender are as below: -

- i. Registration Certificate of the Company/ Firm/ Agency as applicable.
- ii. PAN No. of Company/ Firm/ Agency.
- iii. **GST** registration number of the Company/ Firm/ Agency.
- iv. Undertaking / Declaration on the letter head of the Company/ Firm/ Agency as per [Annexure-IV](#).
- v. Any other document/s

(The Bank reserves the right to call for proof/verify the information furnished by the e-tenderer).

Declaration by the bidder:

I/We before signing this e-tender have read and understood all the above terms and conditions contained herein and undertake myself / ourselves to abide by them in case the above- mentioned contract is executed to me/us. I/We understand that the Bank reserve the right to accept or reject any or all the e-tender either in full or in part without assigning any reason thereof.

Dated this ____ day of _____ 2024.

For and on behalf of M/s.....

Signature with seal)

Name: -

Place:-

Annexure I

LIST OF CLIENTS/ DETAILS OF PREVIOUS EXPERIENCE: - (Not Required)

Sr. No.	Name and address of the client. Govt./Semi Govt./Bank/Pvt. Body)	The name, full address and Telephone no.of the officer under whom the work was carried out	Nature of service rendered, from to (period)	Number of persons deployed	Remarks

(Note: - Please attach a certificate from minimum of three such clients)

CLIENTS' CERTIFICATE REG, PERFORMANCE OF VENDOR
(On Client's letter Head) - (Not Required)

Signature of the Reporting Officer * with seal & signature of the Reporting Officer*

Name & address of the Client

Details of Works executed by Shri/M/s

1. Name of work with brief particulars
2. Agreement No. and date
3. Agreement amount
4. Date of Commencement of work
5. Stipulated date of completion
6. Actual date of completion
7. Details of compensation levied for delay (indicate amount) if any
8. Gross amount of the work completed and paid
9. Name and address of the authority under whom works executed
10. Whether the vendor employed qualified Engineer/Overseer during execution of work
11. i) Quality of work (indicate grading)
ii) Amt. of work paid on reduced rates, if any
12. i) Did the vendor go for arbitration?
ii) If yes, total amount of claim
iii) Total amount awarded
13. Comments on the capabilities of the vendor

- a) Technical proficiency : Outstanding/Very Good/Good/Satisfactory/poor
- b) Financial soundness : Outstanding/Very Good/Good/Satisfactory/poor
- c) Mobilization of adequate T&P : Outstanding/Very Good/Good/Satisfactory/poor
- d) General behavior : Outstanding/Very Good/Good/Satisfactory/poor

Signature of the Reporting Officer*
with Office seal

- (i) All columns should be filled properly.
- (ii) The Clients Certificates should be submitted in a sealed cover addressed to Regional Director, Human Resource Management Department, Reserve Bank of India, Kolkata Regional Office, 5th Floor, 15 N.S. Road, Kolkata 700001 for each of the Prequalification works/s.

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED COMMERCIAL BANK (Not Required)

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 issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

Note:

1. Bankers' certificate 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.

FORMAT OF UNDERTAKING/ DECLARATION

Certificate for acceptance of terms and conditions

I/we confirm of having read and understood the above stated terms and conditions as given in the e-tender document.

Further, the facts stated above by us in the e-tender application is true to the best of my/ our knowledge.

I / We declare that there is no case / charge under investigation / enquiry / trial against the agency / Company/ Firm.

I / We have not been banned and de-listed by any Government Department /Financial Institution

/ have not been convicted by any Court of Law/ have no case pending before the court of law/ Police authorities for the last 10 years.

Signature

(Authorized Signatory)

Company/agency / contractor /firm's Seal

Place:

Date:

Annexure V

PROFORMA OF PERFORMANCE BANK GUARANTEE

(On Non-Judicial Stamp Paper of appropriate value purchased in the name of the issuing bank)

Place: _____

Date: _____

The Regional Director
Human Resource Management Department
Reserve Bank of India
5th Floor, Kolkata Regional Office,
15 N.S. Road, Kolkata-700001

Dear Sir,

**E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA PUBLIC
SECTOR FOOTBALL TOURNAMENT UNDER RBI@90**

(details given in the e-tender document)

WHEREAS Reserve Bank of India, having its Kolkata Regional Office at 15 N.S. Road, Kolkata, (hereinafter called "the RBI") has awarded the contract for the captioned work (hereinafter called the "Contract") to M/s _____ (Name of the Contractor) (hereinafter called "the said Contractor" which expression shall include its successors and assigns). AND whereas the contractor is bound by the said contract to submit to RBI a Performance Security for a total amount of ₹ _____/- (**Rupees _____ only**) (Amount in figures and words) for the due fulfilment by the said contractor of the terms and conditions contained in the contract.

We _____ (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s _____, the Contractor, do hereby undertake to pay to the RBI an amount not exceeding ₹. _____ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

We _____(Name of the Bank) do hereby agree with and undertake to RBI, their successors, assignees that in the event of RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said contractor; we shall on demand by the RBI, pay without demur to RBI a sum of ₹ _____/- (**Rupees _____ only**) (Amount in figures and words) or any lower amount that may be demanded by RBI.

Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the contractor under the said Contract, provided, that our liability against such sum shall not exceed the sum of ₹ _____/- (**Rupees _____ only**) (Amount in figures and words).

2. We also agree to undertake and confirm that the sum not exceeding Rs.....(Rupees only) as aforesaid shall be paid by us without any demur or protest, merely on demand from RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to RBI under this guarantee shall be independent of the agreement or agreements or other understandings between RBI and the contractor.

4. This guarantee shall not be revoked by us without prior consent in writing of the RBI. We hereby further agree that –

a) Any forbearance or commission on the part of RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said contract and/or hereunder or granting of any time or showing of any indulgence by RBI to the contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the contractor of their obligations and in the event of their failure to do so, by payment by us of the

sum not exceeding ₹ _____/- (**Rupees _____ only**) (Amount in figures and words).

b) Our liability under these presents shall not exceed the sum ₹ _____/- (**Rupees _____ only**) (Amount in figures and words). Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations there under or by dissolution or change in the constitution of our said constituents.

c) This guarantee shall remain in force up to (60 days beyond the Defect liability period) provided that if so desired by RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

d) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the or on the day when our said constituents comply with their obligations, as to which a certificate in writing by RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within or any extended period, all the rights of RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

In witness whereof, I/We of the Bank have signed and sealed this guarantee on the day of

_____ (Month) (Year) being herewith duly authorized.

**For and on behalf of_(Name of the Bank) Signature of authorized
Bank official**

Name:

Designation

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named
in the

presence of:

Witness 1

Signature

Name

Address

(NB: This guarantee will require stamp duty as applicable in the state, where it is
executed and shall be signed by the official whose signature and authority shall be
verified).



**Human Resource Management Department,
Kolkata Regional Office
Reserve Bank of India**

PART-II, FINANCIAL/ PRICE BID

**LIMITED E-TENDERING FOR CONDUCT OF EVENTS DURING THE ALL INDIA
PUBLIC SECTOR FOOTBALL TOURNAMENT UNDER RBI@90**

(details given in the e-tender document)

INSTRUCTIONS AND CONDITIONS: -

- 1) The bidder should ensure to compliance with local laws, works contract tax, etc. except GST imposed/to be imposed by Central/State Government/ Local Bodies and the contractor shall pay the said taxes to the government and the Bank will not entertain any claim thereof for reimbursement of the same to the contractor. If the contractor fails to include such taxes and duties in the bill, no claim thereof will be entertained by the Bank afterwards.
- 2) The Bank would establish the reasonableness of the rates in relation to the estimated rates, prevailing market rates, economic indices of the raw material/ labour and other input costs etc., Accordingly, the Bank may, at its discretion, ask any bidder to furnish the break up and rationale based on which the quoted rates have been arrived. Abnormally low quotes which does not commensurate with market rates will not be considered.
- 3) I/We agree that the Financial Bid is liable to be rejected if any of the above rates and percentage are found not to be in compliance with the respective statutory laws.
- 4) I/We have gone through the terms and conditions of the e-tender and is agreeable to them.

TABLE-I

S. No.	Description	Consolidated value of items mentioned in indicative list provided in Section-I Part-IV including upward/downward variation*	GST		Total
			SGST	CGST	
1.	Event Management Services to be provided during conducting events under the all India Public sector football tournament under RBI@90 from August 03-10, 2024 inclusive of transportation and any other related expenses.				

Place:**Signature and seal of the agency****Date:****(Name of Authorized signatory)**