



भारतीय रिज़र्व बैंक  
संपदा विभाग

बैंक के कार्यालय भवन में नए प्रशिक्षण हॉल के लिए ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग (डीएसआईटीसी) हेतु ई-निविदा

निविदा आमंत्रण सूचना -(एनआईटी)

निविदाकार का नाम

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पता:

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प्रस्तुत करने की अंतिम तिथि	:	Upto 14:00 Hrs of 22/02/2024
भाग-I (अर्थात तकनीकी बोली) खुलने की तिथि और समय	:	22/02/2024 at 15:00 Hrs
भाग-II मूल्य बोली : खुलने की तिथि और समय	:	मूल्य बोली की सूचना अलग से दी जाएगी।

## अस्वीकरण

भारतीय रिज़र्व बैंक, संपदा विभाग, भोपाल ने इच्छुक पार्टियों को परियोजना की पृष्ठभूमि की जानकारी देने के लिए यह दस्तावेज़ तैयार किया है। यद्यपि भारतीय रिज़र्व बैंक ने इसमें निहित जानकारी को तैयार करने में उचित सावधानी बरती है और इसे सही मानता है, तथापि न तो भारतीय रिज़र्व बैंक और न ही इसके कोई प्राधिकारी या एजेंसी और न ही उनके संबंधित कोई अधिकारी, कर्मचारी, एजेंट या सलाहकार इस दस्तावेज़ में निहित जानकारी की पूर्णता या सटीकता या इसके साथ प्रदान की जा सकने वाली किसी भी जानकारी के बारे में कोई वारंटी अथवा व्यक्त या निहित कोई व्यपदेशन देते हैं।

यह अभिप्रेत नहीं है कि जानकारी संपूर्ण है। इच्छुक पार्टियों अपनी स्वयं की पूछताछ करें और उत्तरदाताओं को लिखित रूप में पुष्टि करने की आवश्यकता होगी कि उन्होंने ऐसा कर लिया है और वे निविदा प्रस्तुत करने में केवल भारतीय रिज़र्व बैंक द्वारा प्रदान की गई जानकारी पर निर्भर नहीं हैं। जानकारी इस आधार पर प्रदान की जाती है कि यह भारतीय रिज़र्व बैंक या उसके किसी प्राधिकरण या एजेंसियों या उनके किसी संबंधित अधिकारी, कर्मचारियों, एजेंटों या सलाहकारों पर बाध्यकारी नहीं है। भारतीय रिज़र्व बैंक के पास परियोजना के साथ आगे बढ़ने या परियोजना के विन्यास को बदलने या इस दस्तावेज़ में परिलक्षित समय सारिणी को बदलने या लागू होने वाली प्रक्रिया या पद्धति को बदलने का अधिकार सुरक्षित है। यह रुचि व्यक्त करने वाले किसी भी पक्ष के साथ मामले पर आगे चर्चा करने से इनकार करने का अधिकार भी सुरक्षित रखता है।

रुचि व्यक्त करने वाले व्यक्तियों या संस्थाओं को किसी भी प्रकार की लागत की कोई प्रतिपूर्ति नहीं की जाएगी।

**भारतीय रिज़र्व बैंक, भोपाल**  
**संपदा विभाग**  
**भाग I - निविदा आमंत्रण सूचना**  
**(केवल ई-प्रोक्योरमेंट द्वारा)**  
**निविदा की अनुसूची**

नोट: यह एक खुली निविदा है हालाँकि, केवल वे बोलीदाता/विक्रेता जो नीचे उल्लिखित पूर्व-योग्यता मानदंडों के अनुसार कार्य के लिए योग्य हैं, इस निविदा में भाग लेने के लिए पात्र हैं। बोलीदाताओं को सलाह दी जाती है कि वे प्रस्तुतिकरण के दौरान निविदा के लिए अपनी पात्रता के समर्थन में दस्तावेज़ जमा करें।

a. ई-निविदा सं.	<b>RBI/Bhopal Regional Office/Estate/24/23-24/ET/522</b>
b. निविदा की प्रणाली /	ई-प्रोक्योरमेंट प्रणाली <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> के माध्यम से ऑनलाइन भाग I – तकनीकी बोली और भाग II - मूल्य बोली
c. डाउनलोड करने हेतु पार्टियों को एनआईटी उपलब्ध होने की तारीख	10/02/2024 को 12:00 बजे से 14/02/2024 को 18:00 बजे तक
d. बोली-पूर्व बैठक	15/02/2024 को 11:30 बजे पता - Estate Department, 5th Floor, Reserve Bank of India, Hoshangabad Road, Arera Hills, Bhopal
e. i) बयाना राशि ii) निविदा शुल्क	<b>Rs. 28,249/- (Last date and time for receipt of EMD at RBI Bhopal – 22.02.2024 upto 14: 00 hrs)</b> NIL
f. एमएसई (मात्र सूक्ष्म और लघु उद्यम) उद्यम पंजीकरण संख्या (उद्योग आधार ज्ञापन संख्या) वाले किसी भी श्रेणी के विक्रेताओं को बोली के समय निविदा दस्तावेजों की लागत और ईएमडी जमा करने से छूट प्रदान की गई है। ईएमडी में छूट प्राप्त करने के लिए बोलीदाताओं को निविदा दस्तावेज (भाग I) के प्रस्तुतिकरण के समय एमएसई (मात्र सूक्ष्म और लघु उद्यम) पंजीकरण प्रमाण पत्र प्रस्तुत करना होगा। ऐसा करने में विफल रहने पर बोली अयोग्य हो जाएगी।	
g. वेबसाइट <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> पर ऑनलाइन तकनीकी बोली और मूल्य बोली प्रस्तुत करने के लिए ई निविदा-शुरू होने की तिथि	16/02/2024 को 10:00 बजे से
h. तकनीकी बोली और मूल्य बोली प्रस्तुत करने के लिए ऑनलाइन ई-निविदा के बंद होने की तिथि	22/02/2024 को 14:00 बजे तक
i. भाग-I (अर्थात तकनीकी बोली) खुलने की तिथि और समय भाग-II मूल्य बोली : खुलने की तिथि और समय	22/02/2024 को 15:00 बजे मूल्य बोली की सूचना अलग से दी जाएगी।

j. PRE- QUALIFICATION CRITERIA		
i	न्यूनतम कार्य अनुभव	फर्म को मूल उपकरण निर्माता (ओईएम) या उनके अधिकृत डीलर / इंटीग्रेटर होना चाहिए, जिनके पास ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग तथा बड़े कार्यालय भवनों / वाणिज्यिक परिसरों / औद्योगिक भवनों से संबंधित कार्य क्षेत्र में न्यूनतम 5 वर्ष का अनुभव होना चाहिए।
ii	प्रत्येक पूर्ण कार्य का न्यूनतम मूल्य (योग्यता)	<p>पिछले पांच वर्षों के दौरान, या उससे पहले, <u>(The cut off date for acceptance of completed works shall be on last day previous to the month in which this tender invited)</u> व्यक्तिगत रूप से समान कार्य (ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग) को सफलतापूर्वक निष्पादित किया है, जिसकी अलग-अलग लागत निम्नानुसार है:</p> <p>क) तीन कार्य जिनमें से प्रत्येक की लागत अनुमानित लागत के 40% के बराबर राशि से कम न हो</p> <p>या</p> <p>ख) दो कार्य जिनमें से प्रत्येक की लागत अनुमानित लागत के 50% के बराबर राशि से कम न हो</p> <p>या</p> <p>ग) एक कार्य जिसकी लागत अनुमानित लागत के 80% के बराबर राशि से कम न हो।</p>
iii	टर्नओवर	मार्च, 2023 को समाप्त होने वाले पिछले तीन (03) वित्तीय वर्षों के दौरान लेखापरीक्षित वित्तीय विवरणों द्वारा समर्थित न्यूनतम वार्षिक कारोबार अनुमानित लागत का 100% होना चाहिए।
iv	शोधक्षमता प्रमाणपत्र	कार्य की अनुमानित लागत के बराबर या उससे अधिक राशि के लिए विशेष रूप से कार्य के प्रयोजन के लिए आवेदक के बैंक द्वारा जारी शोधक्षमता प्रमाणपत्र प्रस्तुत किया जाना चाहिए (अनुलग्नक - 'डी')
v	ऑफिस सेटअप	बिक्री के बाद सेवा प्रदान करने के लिए भोपालइंदौर / / अहमदाबाद / मुंबई में एक सर्विस सेट अप होना चाहिए जो-सहायक दस्तावेजों जैसे OEM के नाम पर पंजीकरण प्रमाण पत्र, बिजली बिल, लैंडलाइन बिल, किराया करार के साथ हो
k.	लेनदेन शुल्क	एमएसटीसी द्वारा सूचित किया गया है कि एमएसटीसी लिमिटेड के पक्ष में एमएसटीसी पेमेंट गेटवे/एनईएफटी/आरटीजीएस के माध्यम से भुगतान किया जाना है या मैसर्स एमएसटीसी लिमिटेड द्वारा जैसी सलाह दी गई है।

उपरोक्त सभी कागजात के साथ मुहरबद्ध सभी पृष्ठ विधिवत हस्ताक्षरित निविदा एमएसटीसी साइट पर अपलोड किया जाएगा और बैंक द्वारा इसके परीक्षण हेतु निविदा के भाग- I को खोलने के समय डाउनलोड किया जाएगा। इसके अलावा, बैंक द्वारा आगे की निविदा प्रक्रिया हेतु दस्तावेजों की मूल प्रति मांगे जाने पर ठेकेदार इसे प्रस्तुत करेगा।

## ई-प्रॉक्यूरमेंट हेतु महत्वपूर्ण अनुदेश

बोलीदाताओं से अनुरोध है कि अपनी ऑनलाइन निविदा प्रस्तुत करने से पहले निविदा संबंधी नियम एवं शर्तों को पढ़ लें।

### ई-निविदा की प्रक्रिया:

**A) पंजीकरण:** इस प्रक्रिया में एमएसटीसी ई-प्रॉक्योरमेंट पोर्टल पर विक्रेता का पंजीकरण शामिल है जो निःशुल्क है। पंजीकरण के बाद ही, विक्रेता अपनी बोलियां इलेक्ट्रॉनिक रूप से प्रस्तुत कर सकते हैं। तकनीकी बोली के साथ-साथ वाणिज्यिक बोली प्रस्तुत करने हेतु इलेक्ट्रॉनिक बोली इंटरनेट के माध्यम से की जाएगी। विक्रेता के पास श्रेणी-III हस्ताक्षर प्रकार का डिजिटल प्रमाणपत्र होना चाहिए। विक्रेताओं को बोली लगाने हेतु इंटरनेट से जुड़े पीसी की व्यवस्था करनी होगी। ऐसी व्यवस्था करने के लिए एमएसटीसी जिम्मेदार नहीं है। (डिजिटल हस्ताक्षर के बिना बोलियां रिकॉर्ड नहीं की जाएंगी)।

**विशेष नोट: तकनीकी बोली और वाणिज्यिक बोली <https://www.mstcecommerce.com/eprocn/> पर ऑनलाइन प्रस्तुत की जानी है।**

1) विक्रेताओं को एमएसटीसी वेबसाइट पर स्वयं को ऑनलाइन लिंक <https://www.mstcecommerce.com/eprocn/> पर पंजीकृत करना आवश्यक है।

2) विक्रेताओं को पंजीकरण फार्म भरने के दौरान दिए गए ईमेल पर उनके पंजीकरण की पुष्टि के संबंध में सिस्टम जनरेटेड मेल प्राप्त होगा।

किसी भी स्पष्टीकरण के मामले में, ई-निविदा के निर्धारित समय से पहले आरबीआई/एमएसटीसी से संपर्क करें :

### संपर्क व्यक्ति (आरबीआई):

1. श्रीकांत शर्मा, प्रबंधक - 0755-2519598 ([estatebhupal@rbi.org.in](mailto:estatebhupal@rbi.org.in))
2. वग्गा विश्वमूर्थी, सहायक प्रबंधक (टी-ई)- 0755-2519555 ([estatebhupal@rbi.org.in](mailto:estatebhupal@rbi.org.in))

### संपर्क व्यक्ति (एमएसटीसी लिमिटेड):

MSTC IVRS Helpdesk number: 07969066600

After system settings please download "Bidding Guide" for better understanding the bid-submission process

MSTC Bhopal Office numbers : 0755-2552241, 2593772, 2593775, 2593776 ;

Mr. Neeraj Mathur, Dy.Manager, Mob. 8871111473, Email: [bplopn4@mstcindia.in](mailto:bplopn4@mstcindia.in), [mstcbpl@mstcindia.in](mailto:mstcbpl@mstcindia.in)

### B) सिस्टम संबंधी आवश्यकताएँ:

- i. Windows 7 or above Operating System
- ii. IE-7 and above Internet browser.
- iii. Signing type digital signature
- iv. Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.

- 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> once)

2. तकनीकी वाणिज्यिक बोली बोली और मूल्य बोली को <https://www.mstcecommerce.com/eprocn/> पर ऑनलाइन प्रस्तुत करना होगा। निविदाएं निविदा में विनिर्दिष्ट तिथि और समय पर इलेक्ट्रॉनिक रूप से खोली जाएंगी।

3. निविदा में सभी प्रविष्टियां बिना किसी त्रुटि के तकनीकी और वाणिज्यिक प्रारूपों में ऑन लाइन माध्यम से दर्ज की जानी चाहिए।

### **लेनदेन शुल्क हेतु विशेष नोट:**

विक्रेता, लॉगिन में "my menu" के अंतर्गत "लेन-देन शुल्क भुगतान" लिंक का उपयोग करके लेनदेन शुल्क का भुगतान करेगा। विक्रेताओं को इवेंट ड्रॉपडाउन बॉक्स से संबंधित निविदा का चयन करना होगा। विक्रेता के पास एनईएफटी या ऑनलाइन भुगतान के माध्यम से भुगतान करने की सुविधा होगी। विक्रेता एनईएफटी का चयन करते हुए एक फॉर्म भरकर चालान जनरेट करेगा। विक्रेता चालान पर मुद्रित ब्यौरे के अनुसार इसमें कोई बदलाव किए बिना लेन-देन शुल्क की राशि जमा करेगा। ऑनलाइन भुगतान का चयन करने पर, विक्रेता को अपने क्रेडिट/डेबिट कार्ड/नेट बैंकिंग का उपयोग करके भुगतान करने का प्रावधान होगा। एक बार जब भुगतान एमएसटीसी के नामित बैंक खाते में जमा हो जाता है, तो लेनदेन शुल्क स्वतः स्वीकृत हो जाएगा और विक्रेता को एक सिस्टम जनरेटेड मेल प्राप्त होगा।

### **लेनदेन शुल्क वापस न करने योग्य है।**

लेन-देन शुल्क का भुगतान किए बिना विक्रेता को ऑनलाइन ई-निविदा का एक्सेस नहीं प्राप्त होगा।

### **नोट:**

बोलीदाताओं को सूचित किया जाता है वे उक्त के समापन से पर्याप्त समय पहले लेनदेन शुल्क जमा कर दें ताकि बोली प्रस्तुत करने के लिए पर्याप्त समय प्राप्त हो सके।

4. अपलोड की गई निविदाओं/शुद्धिपत्र की जानकारी निविदा को अंतिम रूप देने की प्रक्रिया के दौरान ईमेल द्वारा भेजी जाएगी। इसलिए विक्रेताओं को यह सुनिश्चित करने की आवश्यकता है कि उनकी कॉर्पोरेट ईमेल आई.डी. एमएसटीसी के साथ विक्रेता के पंजीकरण के समय वैध और अद्यतन किया गया हो। विक्रेताओं से भी अनुरोध है कि वे अपने डीएससी (डिजिटल सिग्नेचर सर्टिफिकेट) की वैधता सुनिश्चित करें।

5. एनआईटी में उल्लिखित नियत तारीख और समय के बाद ई-निविदा का उपयोग नहीं किया जा सकता है।

### **6. ई-निविदा में बोली लगाना:**

a) सफल बोलीदाता को काम सौंपने के समय आवश्यक ईएमडी जमा करना होगा। विक्रेता (ओं) द्वारा अपेक्षित ईएमडी-NEFT/बैंक गारंटी/डीडी केवल अनुसूचित वाणिज्यिक बैंक द्वारा जारी किया हुआ होना चाहिए। ई-निविदा में ऑनलाइन बोली लगाने हेतु निविदा शुल्क (यदि कोई हो) और लेनदेन शुल्क (यदि कोई हो) का भुगतान आवश्यक है। निविदा शुल्क और लेनदेन शुल्क वापसी न करने योग्य हैं। निविदा, जिसके साथ ईएमडी नहीं है, पर विचार नहीं किया जाएगा। ईएमडी पर कोई ब्याज देय नहीं होगा। असफल विक्रेता (विक्रेताओं) की ईएमडी निविदा आमंत्रित करने वाले प्राधिकारी द्वारा वापस कर दी जाएगी।

b) इस प्रक्रिया में तकनीकी और वाणिज्यिक बोली प्रस्तुत करने के लिए इलेक्ट्रॉनिक बोली शामिल है।

c) केवल लेन-देन शुल्क जमा करने वाले विक्रेता एमएसटीसी वेबसाइट पर इंटरनेट के माध्यम से अपनी तकनीकी बोली और वाणिज्यिक बोली प्रस्तुत कर सकते जिसकी लिंक इस प्रकार है <https://www.mstcecommerce.com/eprocn/>.

d) विक्रेता को जावा एप्लिकेशन संचालन की अनुमति देनी चाहिए। यह प्रक्रिया बिड फ्लोर खुलने के तुरंत बाद करना है। फिर उन्हें कॉमन टर्म्स/कमर्शियल स्पेसिफिकेशन भरना होगा और उसे सेव करना होगा। इसके बाद टेक्निकल बिड पर क्लिक करें। यदि इस एप्लिकेशन को रन नहीं किया जाता है, तो विक्रेता अपनी तकनीकी बोली को सेव/सबमिट नहीं कर पाएगा।

- e) तकनीकी बोली भरने के बाद, विक्रेता को अपनी तकनीकी बोली रिकॉर्ड करने के लिए 'सेव' पर क्लिक करना चाहिए। एक बार ऐसा करने के बाद, वाणिज्यिक बोली लिंक सक्रिय हो जाता है और उसे भरना होता है और फिर विक्रेता को अपनी वाणिज्यिक बोली दर्ज करने के लिए "सेव" पर क्लिक करना चाहिए। फिर एक बार तकनीकी बोली और वाणिज्यिक बोली दोनों सेव कर लिए जाने के बाद, विक्रेता अपनी बोली दर्ज करने के लिए "फाइनल सबमिशन" बटन पर क्लिक कर सकता है।
- f) विक्रेताओं को निर्देश दिया जाता है कि वे एक से अधिक दस्तावेज़ अपलोड करने के लिए अटैच डॉक बटन का उपयोग कर सकते हैं।
- g) सभी मामलों में, विक्रेता को अपनी बोली जमा करते समय डिजिटल हस्ताक्षर के साथ अपनी आईडी और पासवर्ड का उपयोग करना चाहिए।
- h) पूरी ई-निविदा प्रक्रिया के दौरान, विक्रेता एक दूसरे और अन्य सभी के लिए पूरी तरह से गुमनाम रहेंगे।
- i) ई-निविदा फ्लोर पूर्व-निर्धारित तिथि और समय से और ऊपर बताई गई अवधि तक खुली रहेगी।
- j) ई-निविदा प्रक्रिया के दौरान प्रस्तुत सभी इलेक्ट्रॉनिक बोलियां विक्रेता पर कानूनी रूप से बाध्यकारी होंगी। विक्रेता द्वारा प्रस्तावित किसी भी बोली को वैध बोली के रूप में माना जाएगा और क्रेता द्वारा उसकी स्वीकृति, आपूर्ति के निष्पादन हेतु क्रेता और विक्रेता के बीच एक बाध्यकारी अनुबंध होगी।
- k) यह अनिवार्य है कि सभी बोलियों को डिजिटल हस्ताक्षर प्रमाण पत्र के माध्यम से प्रस्तुत किया जाए अन्यथा इसे सिस्टम द्वारा स्वीकार नहीं किया जाएगा।
- l) क्रेता के पास बिना कोई कारण बताए निविदा को रद्द करने या अस्वीकार करने या स्वीकार करने या वापस लेने या पूर्ण रूप से या आंशिक रूप से विस्तारित करने का अधिकार सुरक्षित है।
- m) निविदा दस्तावेज़ के नियमों और शर्तों में कोई परिवर्तन स्वीकार्य नहीं है। किसी भी विक्रेता द्वारा ई-निविदा फ्लोर में बोली प्रस्तुत करना निविदा के नियम और शर्तों की स्वीकृति की पुष्टि करता है।
- n) इस निविदा के परिणामस्वरूप कोई भी आदेश उसमें उल्लिखित नियमों और शर्तों द्वारा शासित होगा।
- o) निविदा आमंत्रित करने वाले प्राधिकारी को यह अधिकार है कि वह बिना कोई कारण बताए इस ई-निविदा को रद्द कर सकता है या बोली (बोलियों) की प्राप्ति की नियत तारीख को बढ़ा सकता है।
- p) विक्रेताओं से अनुरोध है कि वे विक्रेता मार्गदर्शिका पढ़ें और बोली लगाने से पहले सिस्टम से परिचित होने के लिए <https://www.mstcecommerce.com/eprocn/> पर उपलब्ध वीडियो देखें।
- q) तकनीकी और वाणिज्यिक नियमों और शर्तों में किसी भी विचलन की अनुमति नहीं है

7. उपरोक्त सभी पात्रता मानदंड संबंधी दस्तावेज़ (सभी पृष्ठ विधिवत हस्ताक्षरित और मुहरबद्ध) को एमएसटीसी साइट पर अपलोड किया जाएगा और इसे बैंक द्वारा परीक्षण हेतु निविदा के भाग-1 को खोलने के समय डाउनलोड किया जाएगा। इसके अलावा, बैंक द्वारा आगे की निविदा प्रक्रिया हेतु दस्तावेज़ों की मूल प्रति मांगे जाने पर ठेकेदार इसे प्रस्तुत करेगा।

8. बैंक निविदाओं की कीमत बोली का मूल्यांकन करने से पहले उक्त रिपोर्टों का मूल्यांकन करेगा। यदि किसी निविदाकार को किसी भी समय निविदा प्रक्रिया में भाग लेने के लिए आवश्यक पात्रता नहीं पाई जाती है, तो बैंक के पास निविदा के भाग-1 को खोलने के बाद भी उसके प्रस्ताव को अस्वीकार करने का अधिकार सुरक्षित है। बैंक ऐसा करने हेतु कोई कारण बताने के लिए बाध्य नहीं है।

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

क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक  
भोपाल



**Reserve Bank of India  
Estate Department  
Bhopal**

**e-Tender NO-RBI/Bhopal Regional Office/Estate/24 /23-24/ET/522**

**Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank's office Building, Bhopal**

**Part – I  
(Techno Commercial Bid)**

**Name of Tenderer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Details with email ID:** \_\_\_\_\_

**Date and time of Pre-bid meeting** : At 11:30 AM on 15/02/2024

**Due date and time for Submission of tender** : Up to 02:00 PM on 22/02/2024

**Date of opening of Part- I of tender** : At 03:00 PM on 22/02/2024

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## Disclaimer

Reserve Bank of India (The Bank), Estate Department, Bhopal (the Bank) has prepared this tender document. The information is provided to prospective Bidders to enable them to bid for **Design, Supply, Installation, Testing and Commissioning (DSITC) of Audio Conferencing System for New Training Hall at Bank's office building** from the date specified in the contract as per the terms and conditions set out in this tender and any other terms and conditions related to such information.

This tender is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this tender is to share requirements of the Bank with all interested parties in order to enable them to submit their Bid. **While the Bank has taken due care in the preparation of the information contained herein, the Bank does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information in tender. The Bank is not responsible if no due diligence is performed by the Respondents.** The Bank reserves the right not to proceed with this 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 tender further with any respondent. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.

**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
BHOPAL**

**Notice Inviting e-Tender (NIT)**

**e-tender – Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank’s office building**

1. This is an open e-tender. However, only those bidders/vendors who are qualified for the work as per pre-qualification/eligibility criteria stipulated in the tender are eligible to participate in this tender. Bidders are advised to upload the documents in support of their eligibility for the tender during the submission. The work is estimated to cost **Rs. 14,12,472/- inclusive of all taxes** and is to be completed within a period of 30 days.

2. Eligibility Criteria:

(i) The firm should have minimum 5 years of experience in the field of undertaking similar works viz., Design, Supply, Installation, Testing and Commissioning of Audio Conferencing system and associated works for large office buildings / commercial premises / industrial houses / Government Organisations / PSU.

And

(ii) Have executed successfully similar works-Wireless or wired (DSTIC of Audio Conferencing system) during the last five years The cut off date for acceptance of completed works shall be on last day previous to the month in which this tender invited, individually costing as under:

a) Three works each costing not less than the amount equal to 40% of the estimated cost

OR

b) Two works each costing not less than the amount equal to 50% of the estimated cost

OR

c) One work costing not less than the amount equal to 80% of the estimated cost,

And

(iii) Have a minimum yearly turnover of 100 % of the estimated cost during the last 3 financial years ending March 31, 2023. Should be supported with necessary audited financial statements.

And

(iv) Should furnish Solvency certificate issued by the Applicant’s banker specifically for the purpose of the work, for an amount equal or greater than the estimated cost of the work (as per [Annexure – ‘D’](#)).

And

(v) Have a service set up in Bhopal / Indore/Ahmedabad/Mumbai region for rendering after sales service provided with supporting documents viz., registration certificate, electricity bills, Telephone (landline) bills, rental agreements.

And

(vi) Tenderers should submit copies of the detailed work order indicating scope and value of works and completion certificate for the qualifying works. Client's certificate should be in Bank's format ([Annexure – 'C'](#)).

And

(vii) Tenderers should also provide a list of completed works with all the details as per the proforma at [Annexure – 'E'](#).

For proprietorship firms change in name of its proprietor, for any reason, during last 5 years, will case to qualify the firm's experience criteria.

3. The contractor shall invariably furnish the below mentioned information in writing and upload copies of relevant documents along with Part I of the tender to satisfy the Bank about their eligibility for participating in the tendering process. Further, the contractor should submit the originals of the documents to the Bank when demanded to qualify for further tendering process.

a)	Composition of the firm	Full particulars (whether contractor is an individual or a partnership firm or a company etc.) of the composition of the firm of contractors in details should be submitted along with the name(s) of the partners, copy of the Articles of association/power of Attorney/any other relevant document.
b)	Work experience and completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience if any, of carrying out similar works for the Reserve Bank of India at any center, should also be given.
c)	Turnover	Audited financial statements for the last three financial years i.e., 2020-21 2021-22 and 2022-23, along with a certificate of Chartered Accountant indicating the turnover of these financial years.

(d)	Creditworthiness of the contractor and their turnover	The latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
(e)	Name(s) and Address (es) of the Bankers and their present contract executives.	Written information about the names and address of their bankers along with full details like names, postal addresses, e- mail IDs, telephone (land and mobile) nos. fax nos. etc. of the contract executives (i.e., the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.
(f)	Details of bank accounts	Full particulars of their bank accounts like account no., type, when opened etc., should be given.
(g)	Name(s) and address(es) of the Clients and their present contract executives.	Written information about a few of their clients along with full details, like names, postal address, e- mail IDs, telephone (landline and mobile) nos. etc. of the contract executives (i.e., the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
(h)	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual costs (s) of executed work(s), completion time stipulated in the contracts(s) and actual time taken to complete the work(s), names and full contact-details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished.

4. In the event of intending tenderer's failure to satisfy the Bank, the Bank reserves the right to refuse issuance of tender forms/documents to them.

5. A pre-bid meeting of the intending tenderers, will be held on 15/02/2024 at 11.30 AM in Estate Department, 5<sup>th</sup> Floor, Reserve Bank of India, Hoshangabad Road, Arera Hills, Bhopal. A site visit will be arranged for the bidders to acquaint them with the area of installation. All intended tenderers are advised to attend Pre- Bid meeting. In case a vendor does not attend Pre- Bid meeting, its minutes will be binding on them, and no further clarifications will be entertained. The duly filled in tender documents shall be uploaded on MSTC site till 2:00 PM on 22/02/2024

6. Tender forms can be downloaded for viewing from the website <https://www.mstcecommerce.com/eprocn/> w.e.f.10/02/2024 from 12:00 hrs to 14/02/2024 till 06:00 PM.

7. The certificates should be addressed to Regional Director, Reserve Bank of India, Estate Department, Bhopal and shall be uploaded along with the tender.

8. Part I of the tenders will be opened at 3:00 PM on 22/02/2024 in the presence of the authorized representative of the tenderers who choose to be present. Part-II (Price bid) of only those tenderers who qualify in Part I, shall be opened on a subsequent date after scrutiny of the Technical bids received by the Bank, which will be intimated to the tenderers in advance. In the event of any date indicated above being declared a Holiday, the next working day shall become the effective date for the respective purpose mentioned therein.

9. The client's certificate for qualifying work as mentioned under SI No (h) shall be accepted only when the same is signed by an official of the rank of Executive Engineer or equivalent in respect of a Government/Semi Government organization or a PSU and only when they are supported by adequate proof of payment received by the contractor for the work done by him. The client's certificate issued by the competent authority of private organizations shall also accompany Tax Deducted at Source (TDS) certificates. Applications/tenders received without the above certificates may be rejected. The Bank shall have the right to independently verify these certificates. Format for clients' report is stipulated as [Annexure 'C'](#) in Part I of the tender.

10. The Bank will evaluate the said reports before evaluation of price bid of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.

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

Regional Director  
Reserve Bank of India  
Bhopal

भारतीय रिज़र्व बैंक  
सम्पदा विभाग  
भोपाल

निविदा आमंत्रण सूचना (एनआईटी)

बैंक के कार्यालय भवन में नए प्रशिक्षण हॉल के लिए ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग (एसआईटीसी) हेतु ई-निविदा

1. यह एक खुली ई-निविदा है। तथापि, केवल वे बोलीदाता/विक्रेता जो निविदा में निर्धारित पूर्व-योग्यता मानदंड के अनुसार कार्य के लिए योग्य हैं, इस निविदा में भाग लेने के लिए पात्र हैं। बोलीदाताओं को सूचित किया जाता है कि निविदा प्रस्तुति के दौरान इससे संबंधित अपनी पात्रता के समर्थन में दस्तावेज अपलोड करें। इस कार्य पर रुपये 14,12,472/- की लागत (सभी करों सहित) आने का अनुमान है तथा इसे 30 दिनों के अंदर पूरा किया जाना है।

**2. पात्रता मानदंड:**

(i) फर्म को मूल उपकरण निर्माता (ओईएम) या उनके अधिकृत डीलर / इंटीग्रेटर होना चाहिए, जिनके पास ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग तथा बड़े कार्यालय भवनों / वाणिज्यिक परिसरों / औद्योगिक भवनों से संबंधित कार्य क्षेत्र में न्यूनतम 5 वर्ष का अनुभव होना चाहिए।

और

(ii) पिछले पांच वर्षों के दौरान, या उससे पहले, (The cut off date for acceptance of completed works shall be on last day previous to the month in which this tender invited) व्यक्तिगत रूप से समान कार्य (ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग) को सफलतापूर्वक निष्पादित किया है, जिसकी अलग-अलग लागत निम्नानुसार है:

क) तीन कार्य जिनमें से प्रत्येक की लागत अनुमानित लागत के 40% के बराबर राशि से कम न हो

या

ख) दो कार्य जिनमें से प्रत्येक की लागत अनुमानित लागत के 50% के बराबर राशि से कम न हो

या

ग) एक कार्य जिसकी लागत अनुमानित लागत के 80% के बराबर राशि से कम न हो।

और

(iii) 31 मार्च 2023 को समाप्त पिछले 3 वित्तीय वर्षों के दौरान अनुमानित लागत का 100% वार्षिक कारोबार हो।

और

(iv) कार्य की अनुमानित लागत के बराबर या उससे अधिक राशि के लिए विशेष रूप से कार्य के प्रयोजन के लिए आवेदक के बैंकर द्वारा जारी शोधक्षमता प्रमाणपत्र प्रस्तुत किया जाना चाहिए (अनुलग्नक - 'डी')।

और

(v) बिक्री के बाद सेवा प्रदान करने के लिए भोपाल / इंदौर/अहमदाबाद/ मुंबई में एक सर्विस सेट-अप होना चाहिए जो सहायक दस्तावेजों जैसे OEM के नाम पर पंजीकरण प्रमाण पत्र, बिजली बिल, लैंडलाइन बिल, किराया करार के साथ हो

और

(vi) निविदाकारों को विस्तृत कार्य आदेश की प्रतियां प्रस्तुत करनी चाहिए जिसमें कार्य का दायरा और मूल्य और अर्हक कार्यों के लिए पूर्णता प्रमाण पत्र हो। पूर्णता/ग्राहक का प्रमाणपत्र बैंक के प्रारूप (अनुलग्नक-'सी') में होना चाहिए।

और

(vii) निविदाकारों को अनुलग्नक 'ई' में दिए गए प्रोफार्मा के अनुसार सभी विवरणों के साथ पूर्ण किए गए कार्यों की सूची भी प्रदान करनी चाहिए।

3. ठेकेदार निविदा प्रक्रिया में भाग लेने के लिए अपनी पात्रता के बारे में बैंक को संतुष्ट करने के लिए नीचे उल्लिखित जानकारी लिखित रूप में प्रस्तुत करेगा और निविदा के भाग-1 के साथ संबंधित दस्तावेजों की प्रतियां अपलोड करेगा। इसके अलावा, ठेकेदार को आगे की निविदा प्रक्रिया के लिए अर्हता प्राप्त करने हेतु मांग किए जाने पर दस्तावेजों की मूल प्रति बैंक को प्रस्तुत करना चाहिए।

(a)	फर्म की संरचना	ठेकेदारों की फर्म की संरचना के पूरे विवरण (चाहे ठेकेदार एक व्यक्ति या साझेदारी फर्म या कंपनी आदि हो) में भागीदारों के नाम के साथ-साथ आर्टिकल ऑफ एसोसिएशन / पावर ऑफ एटॉर्नी / कोई अन्य संबंधित दस्तावेजों की प्रति प्रस्तुत की जानी चाहिए।
(b)	कार्य अनुभव और विनिर्दिष्ट अवधि के दौरान निर्दिष्ट मूल्य के समान कार्यों को पूरा करना	कार्य अनुभव के साक्ष्य हेतु अर्हक कार्यों के लिए विस्तृत कार्य आदेश, जिसमें निविदा प्रदान करने की तारीख, निष्पादित किए जाने वाले कार्य का मूल्य, कार्य पूरा करने के लिए दिया गया समय, आदि उल्लेखित हो, की प्रति के साथ-साथ कार्य पूर्ण होने की वास्तविक तिथि और निष्पादित कार्यों का वास्तविक मूल्य संबंधी कार्य पूर्णता प्रमाण पत्र संलग्न किए जाने चाहिए। भारतीय रिज़र्व बैंक के किसी भी केंद्र पर इस तरह के कार्य करने के पिछले अनुभव के संबंध में दस्तावेजी साक्ष्य के साथ उसका ब्योरा भी दिया जाना चाहिए।
(c)	टर्नओवर	पिछले तीन वित्तीय वर्षों अर्थात् 2020-21, 2021-22 और 2022-23 के लिए लेखापरीक्षित वित्तीय विवरण के साथ-साथ इन वित्तीय वर्षों के टर्नओवर के संबंध में चार्टर्ड अकाउंटेंट का प्रमाण पत्र।
(d)	ठेकेदार की साख और उनके टर्नओवर	ठेकेदार की साख और पिछले तीन वर्षों के टर्नओवर के साक्ष्य के रूप में चार्टर्ड एकाउंटेंट द्वारा विधिवत रूप से प्रमाणित ठेकेदार के व्यवसाय का नवीनतम अंतिम लेखा संलग्न किया जाना चाहिए।
(e)	बैंकर और उनके वर्तमान संपर्क अधिकारियों के नाम और पते	बैंकरों के नाम और पता के साथ-साथ संपर्क अधिकारियों (यथा वैसे व्यक्ति जिनसे बैंक द्वारा आवश्यकतानुसार उनके बैंकरों के कार्यालय से संपर्क किया जा सके) के पूरे ब्योरे जैसे नाम, डाक का पता, ई-मेल आईडी, टेलीफोन (लैंडलाइन और मोबाइल),

		फैक्स आदि की जानकारी लिखित रूप में प्रस्तुत की जानी चाहिए।
(f)	बैंक खातों का ब्योरा	बैंक खातों का पूर्ण विवरण जैसे खाता संख्या, प्रकार, खाता खोलने की तिथि आदि, प्रदान किया जाना चाहिए।
(g)	ग्राहकों तथा उनके वर्तमान संपर्क अधिकारियों के नाम और पता	ग्राहकों के नाम और पता के साथ-साथ संपर्क अधिकारियों (यथा वैसे व्यक्ति जिनसे बैंक द्वारा आवश्यकतानुसार उनके ग्राहकों के कार्यालय से संपर्क किया जा सके) के पूरे ब्योरे जैसे नाम, डाक का पता, ई-मेल आईडी, टेलीफोन (लैंडलाइन और मोबाइल), फैक्स आदि की जानकारी लिखित रूप में प्रस्तुत की जानी चाहिए।
(h)	पूर्ण किए गए कार्यों का ब्योरा	ग्राहक-वार कार्यों के नाम, प्रदत्त कार्य निष्पादन का वर्ष (वर्षों), प्रदत्त कार्य निष्पादन का वास्तविक लागत, अनुबंध अनुसार कार्य पूरा करने हेतु निर्धारित समय और कार्य पूरा करने में लिया गया वास्तविक समय, उन अधिकारियों/प्राधिकारियों/विभागों के नाम और पूर्ण संपर्क-विवरण, जिनके अधीन कार्यों को निष्पादित किया गया था, का ब्योरा प्रस्तुत किया जाना चाहिए।

4. इच्छुक निविदाकार द्वारा बैंक को संतोषजनक जवाब नहीं दिए जाने पर, बैंक के पास उन्हें निविदा प्रपत्र/दस्तावेज जारी करने से इंकार करने का अधिकार सुरक्षित है।

5. इच्छुक निविदाकर्ताओं की एक बोली-पूर्व बैठक 15/02/2024 को पूर्वाह्न 11.30 बजे संपदा विभाग, 5वीं मंजिल, भारतीय रिजर्व बैंक, होशंगाबाद रोड, अरेरा हिल्स, भोपाल में आयोजित की जाएगी। उन्हें इंस्टलेशन क्षेत्र से परिचित कराने के लिए कार्यस्थल दौरे की व्यवस्था की जाएगी। सभी इच्छुक निविदाकर्ताओं को बोली पूर्व बैठक में भाग लेने की सलाह दी जाती है। यदि कोई विक्रेता बोली-पूर्व बैठक में भाग नहीं लेता है, तो उक्त बैठक का कार्यवृत्त उन पर बाध्यकारी होगा, और आगे किसी स्पष्टीकरण पर विचार नहीं किया जाएगा। विधिवत भरे हुए निविदा दस्तावेज एमएसटीसी साइट पर 22/02/2024 को दोपहर 2:00 बजे तक अपलोड किए जा सकते हैं।

6. निविदा फॉर्म देखने के लिए वेबसाइट <https://www.mstcecommerce.com/eprocn/> से 10/02/2024 को दोपहर 12:00 बजे से 14/02/2024 को अपराह्न 06:00 बजे तक डाउनलोड किए जा सकते हैं।

7. प्रमाण पत्र क्षेत्रीय निदेशक, भारतीय रिजर्व बैंक, संपदा विभाग, भोपाल को संबोधित किया जाना चाहिए और निविदा के साथ अपलोड किया जाना चाहिए।

8. निविदाओं का भाग I, 22/02/2024 को अपराह्न 3:00 बजे निविदाकारों के अधिकृत प्रतिनिधि जो उपस्थित होना चाहते हैं उनकी उपस्थिति में खोला जाएगा। जो भाग -I में अर्हत प्राप्त करते हैं केवल उन्हीं निविदाकारों के भाग- II (कीमत बोली) किसी अगली तारीख को खोला जाएगा, जिसकी सूचना निविदाकारों को अग्रिम रूप से दी जाएगी।



10. क्रम संख्या (I) के तहत उल्लिखित अर्हक कार्य के लिए ग्राहक प्रमाण पत्र केवल तभी स्वीकार किया जाएगा जब उस पर कार्यकारी अभियंता या समकक्ष बैंक के अधिकारी (किसी सरकारी/अर्ध सरकारी संगठन या पीएसयू के संबंध में) द्वारा हस्ताक्षरित हो तथा वह ठेकेदार द्वारा किए गए कार्य के लिए प्राप्त भुगतान से संबंधित पर्याप्त साक्ष्य द्वारा समर्थित हो। निजी संगठनों द्वारा जारी ग्राहक प्रमाणपत्र स्रोत पर कर की कटौती (टीडीएस) प्रमाणपत्रों के साथ होना चाहिए। उपरोक्त प्रमाण पत्रों के बिना प्राप्त आवेदन/निविदाओं को अस्वीकार किया जा सकता है। बैंक के पास इन प्रमाणपत्रों को स्वतंत्र रूप से सत्यापित करने का अधिकार होगा। ग्राहक रिपोर्ट का प्रारूप निविदा के भाग-I के अनुलग्नक 'सी' में दिया गया है।

11. बैंक निविदाओं की कीमत बोली का मूल्यांकन करने से पहले उक्त रिपोर्टों का मूल्यांकन करेगा। यदि किसी निविदाकार को किसी भी समय निविदा प्रक्रिया में भाग लेने के लिए आवश्यक पात्रता नहीं पाई जाती है और/या उसके ग्राहकों और/या उसके बैंकों से प्राप्त उसकी कार्य-निष्पादन रिपोर्ट असंतोषजनक पाई जाती है, तो निविदा के भाग-I के खुलने के बाद भी बैंक के पास उसके प्रस्ताव को अस्वीकार करने का अधिकार सुरक्षित है। बैंक इस संबंध में कोई कारण बताने के लिए बाध्य नहीं है।

12. बैंक निम्नतम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी निविदा को पूर्ण या आंशिक रूप में स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना कोई कारण बताए सभी निविदाओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

**क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक  
भोपाल**

### SCHEDULE OF TENDER (SOT)

a. e-Tender Name	Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank's office
b. e-Tender no.	RBI/Bhopal Regional Office /Estate/ 24/23-24/ET/522
c. Mode of Tender	<b>e-Procurement System</b> (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> )
d. Date of NIT available to parties to download	From 12:00 Hrs of 10/02/2024 to 06:00 PM of 14/02/2024
e. Pre-Bid meeting	At 11:30 AM on 15/02/ 2024
f. Venue of Pre-Bid meeting	Estate Department, 5 <sup>th</sup> Floor, RBI, Bhopal
g. Earnest Money Deposit	<b>Rs.28,249/- (Rupees Twenty Eight Thousand two hundred forty-nine Only)</b> in the form of DD/NEFT/BG (as per <a href="#">Annexure – 'A'</a> ). DD in favour of Reserve Bank of India, Bhopal drawn on a scheduled commercial bank to be reached on or before 02:00 PM on 22/02/2024.  <b>Details for NEFT</b> Beneficiary Name: ESTATE <space> <b>Your Firm's Name</b> Beneficiary A/c No: <b>186003001</b> IFSC: <b>RBIS0BLPA01 (0 refers to Zero)</b>
h. Last date and time of receipt of EMD at RBI, Bhopal	By 2:00 PM of 22/02/2024
i. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a>	From 02:00 PM of 16/02/2024
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	Up to 2.00 PM of 22/02/2024
k. Date & time of opening of Part-I (i.e., Technical Bid) Date of opening of Part II i.e., price bid shall be informed separately	At 3.00 PM of 22/02/2024
l. Transaction Fee	As intimated by MSTC to be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

### **Important instructions for E-procurement**

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

1 **Process of e-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 Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID**

HAS TO BE SUBMITTED ON-LINE AT <https://www.mstcecommerce.com/eprocn/>

1). Vendors are required to register themselves online with <https://www.mstcecommerce.com/eprocn/> → e-Procurement → PSU/Govt depts → Select RBI Logo → Register as Vendor → Filling up details and creating own user id and password → Submit.

2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e-tender).

**Contact person (RBI, Bhopal):**

1. Shrikant Sharma, Manager – [estatebhopal@rbi.org.in](mailto:estatebhopal@rbi.org.in) – 0755-2519598
2. V.Vishwa Murthy, A.M(Elect.) – [estatebhopal@rbi.org.in](mailto:estatebhopal@rbi.org.in) –0755-2519555

**Contact person (MSTC Ltd):**

For system systems related technical assistance: MSTC IVRS Helpdesk number: 07969066600

After system settings please download "Bidding Guide" for better understanding the bid-submission process

MSTC Bhopal Office numbers: 0755-2552241, 2593772, 2593775, 2593776;

Mr. Neeraj Mathur, Dy.Manager, Mob. 8871111473,

Email: [bplopn4@mstcindia.in](mailto:bplopn4@mstcindia.in), [mstcbpl@mstcindia.in](mailto:mstcbpl@mstcindia.in)

	<p><b>B) System Requirement:</b></p> <p>i) Windows 7 or above Operating System ii) IE-7 and above Internet browser.</p> <p>iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</p> <p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <ul style="list-style-type: none"> <li>➤ Tools =&gt; Internet Options =&gt;Security =&gt; Disable protected Mode, if enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. Other Settings:</li> <li>➤ Tools =&gt; Internet Options =&gt; General =&gt; Click on Settings under “Browsing history/Delete Browsing History” =&gt; Temporary Internet Files =&gt; Activate “Every time I Visit the Webpage”.</li> </ul> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools →Internet Options→ custom level (Please run IE settings from the page <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a>)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a>. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
4	<p><b>Special Note towards Transaction fee:</b></p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p>Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee. <b>NOTE:</b> Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>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 I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p><b><u>E-tender cannot be accessed after the due date and time mentioned in NIT.</u></b></p>
7	<p>a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>b) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in website: <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> → e-procurement →PSU/Govt depts→ Login under RBI → My menu→ Auction Floor Manager→ live event →Selection of the live Event.</p>

	<p>c) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common Terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.</p> <p>d) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid &amp; Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid.</p> <p>e) Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p> <p>f) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>g) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>h) The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p> <p>i) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>k) 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.</p> <p>l) 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 &amp; conditions for the tender.</p>
	<p>Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.</p>
	<p><b><u>No deviation to the technical and commercial terms &amp; conditions are allowed.</u></b></p>
	<p>The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.</p>
	<p>Vendors are requested to read the vendor guide and see the video in the page <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> to familiarize them with the system before bidding.</p>

**Important Note**

**In the price bid due to number of words limitation of 1000 characters, complete description could not be accommodated and description given thereof is brief. Before quoting rates, all the contractors must read the complete details of each items given in the un-priced bill of quantities (BOQ) given in Part-I of the tender. For execution and rate purpose, the details given in Unpriced Bill of Quantities in Part-I of the tender will be implemented.**

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**Section I**  
**Form of Tender**

To

Ms. Rekha Chandanaveli  
The Regional Director  
Estate Department  
Reserve Bank of India  
Bhopal

Madam,

Having examined the drawings, specifications, designs and schedule of quantities relating to the works specified in the Memorandum hereinafter set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the Tender, I/we hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Conditions of Tender, Articles of Agreement, special instructions to the tenderers, general instructions to the tenderers and special conditions, conditions hereinbefore referred to, specifications, data sheet and Schedule of Quantities and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

(a)	Description of works	Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank's office building
(b)	Estimated cost (Capipal cost A)	Rs. 14,12,472/- including taxes
(c)	Mode of payment	As per clause 3.29 on page 38 of General Instructions to Contractors and Special Conditions.
(d)	Earnest Money	Rs. 28,249/-
(e)	Time allowed for completion of the work	30 days from the date of issue of work order

2. We also agree that our tender will remain valid for acceptance by the Bank for 60 days from the date of opening of Part II of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We also agree to

keep Bank guarantee towards earnest money valid during the entire period of validity of tender, as per enclosed proforma.

3. Should this Tender be accepted, I/we hereby agree to abide by and fulfill all the terms and conditions of the Tender and in the event of any default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender document together with the written acceptance of the Contract.

4. I/We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor. We have deposited a sum of Rs. 28,249/- as earnest money with Reserve Bank of India, Bhopal which amount is not to bear any interest. Should we fail to execute the contract when called upon to do so, we do hereby agree that this sum shall be forfeited by us to the Reserve Bank of India.

5. The Tender is submitted/uploaded in two parts. Part I contains all commercial terms and conditions, technical particulars and Part II contains only the price bid in the Bank's proforma.

Dated this .....day of ..... 2024.

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

\_\_\_\_\_  
(Signature of authorized signatory with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

(Certified true copy of Board Resolution or mandate or Power of Attorney of the above signatory as authorized signatory should be enclosed).

Witnesses

(1) Signature with name, address and date \_\_\_\_\_

Witness

(2) Signature with name, address and date \_\_\_\_\_



## Section II

### नियम एवं शर्तों के अधीन करार Articles of Agreement

यह करार वर्ष 2024 की \_\_\_\_\_ तारीख को भोपाल में, प्रथम पक्षकार भारतीय रिज़र्व बैंक जिसका कार्यालय होशंगाबाद रोड़, भोपाल 462011 में है (जिसे आगे बैंक कहा जाएगा) तथा द्वितीय पक्षकार मेसर्स ----- जिसका पंजीकृत कार्यालय ----- में स्थित है जिसे आगे "ठेकेदार" कहा जाएगा (के बीच किया जाता है।

ARTICLES OF AGREEMENT made the .....day of....., 2024 between the Reserve Bank of India (hereafter called "Bank/Employer") having its office at Hoshangabad Road, Bhopal - 462011 on the one part and M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ (Thereinafter called "the Contractor") on the other part.

चूंकि,

नियोक्ता, भारतीय रिज़र्व बैंक के मुख्य कार्यालय भवन, भोपाल में बैंक के कार्यालय भवन में नए प्रशिक्षण हॉल के लिए ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग (डीएसआईटीसी) (जिसे आगे उक्त कार्य कहा जाएगा) का इच्छुक है और उसने निर्धारित कार्य का वर्णन करते हुये ड्राइंग, विशिष्टताओं और परिमाणों की सूची आमंत्रित की है। तथा चूंकि उक्त विशिष्टताओं, और परिमाणों की सूची पर पार्टियों या उनकी ओर से हस्ताक्षर किए गए हैं।

WHEREAS the Employer is desirous of **Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank's office building** (hereinafter called "the said work") and has caused drawings, specifications and schedule of quantities describing the work to be done. AND WHEREAS the specifications, and the schedule of quantities have been signed by or on behalf of the parties hereto.

और चूंकि ठेकेदार निर्धारित शर्तों और विशेष परिस्थितियों में निर्धारित शर्तों के अनुसार और संविदा की परिमाणों की सूची और संशोधित शर्तों के अधीन काम करने के लिए सहमत हो गया है और अंतिम रूप से दोनों पक्षों द्वारा स्वीकृत है (जिसे आगे सामूहिक रूप से "उक्त शर्तें" कहा जाएगा), उक्त ड्राइंग में दर्शाए गए और / या उक्त विशिष्टताओं में वर्णित कार्यों और इसमें निर्धारित दरों पर परिमाणों की सूची में शामिल, राशि के बराबर या इस तरह का अन्य योग (जिसे आगे "उक्त अनुबंध राशि" कहा जाएगा) इसके लिए देय हो जाएगा।

AND WHEREAS the Contractor has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the special conditions and in the schedule of quantities and conditions of Contract as modified and finally accepted by both the parties ( all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and/or described in the said Specifications and included in the Schedule of quantities at the respective rates therein set forth, amounting to the sum as therein arrived at

or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

**अब दोनों पक्ष पारस्परिक रूप से इस पर निम्नानुसार सहमत हैं :**

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

उक्त संविदा के संबंध में भुगतान समय पर और संविदा की उक्त शर्तों के अनुसार किया जाना है, ठेकेदार उक्त शर्तों के अधीन ड्राइंग में दर्शाए गए और उक्त विशिष्टताओं तथा परिमाणों की अनुसूची में वर्णित कार्य को निष्पादित करेगा और पूरा करेगा।

In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall, upon and subject to the said conditions, execute and complete the work shown upon the said drawings and described in the said specifications and the schedule of quantities.

2.1. नियोक्ता ठेकेदार को उक्त संविदा राशि या किसी अन्य राशि का भुगतान करेगा जो उस समय और उक्त शर्तों में निर्दिष्ट तरीके से देय हो।

The Employer shall pay the Contractor the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.

2.2. उक्त शर्तों में "आर्किटेक्ट" शब्द का अर्थ क्षेत्रीय निदेशक, भारतीय रिजर्व बैंक, भोपाल है और किसी भी कारण से इस अनुबंध के प्रयोजन हेतु उनको आर्किटेक्ट नहीं होने पर, ऐसे अन्य व्यक्ति या व्यक्तियों को नियोक्ता द्वारा उक्त प्रयोजन के लिए नामित किया जाएगा, जो ऐसा व्यक्ति नहीं होगा जिस पर ठेकेदार किसी कारण से आपत्ति उठाए और नियोक्ता उसे उपर्युक्त माने, बशर्ते कि कोई व्यक्ति अथवा व्यक्तियों जिसे बाद में आर्किटेक्ट के रूप में नियुक्त किया गया हो उस समय लिखित में दिए गए किसी भी पिछले निर्णयों या अनुमोदन या निर्देश को अनदेखा या ओवररूल करने का अधिकार नहीं होगा।

The term "Architect" in the said conditions shall mean Regional Director, Reserve Bank of India, Bhopal and on his ceasing to be the architect for the purpose of this Contract for whatever reason, such other person or persons as shall be nominated for that purposes by the Employer, not being a person to whom the Contractor shall object for reasons considered to be sufficient by the Employer PROVIDED ALWAYS that no person or perhaps persons subsequently appointed to be architect under this Contract shall be entitled to disregard or overrule any previous decisions or approval or direction given or expressed in writing by the architect for the time being.

2.3. उक्त शर्तों और परिशिष्ट और उक्त कार्य के संबंध में निविदा स्वीकृति पत्र की तिथि तक नियोक्ता और ठेकेदार के बीच में हुये किसी भी पत्राचार को इस करार का हिस्सा माना जाएगा और पक्षकारों द्वारा इनका क्रमशः पालन किया जाएगा, स्वयं को उक्त शर्तों के समक्ष प्रस्तुत करेंगे और उक्त शर्तों के अनुसार करार का निष्पादन करेंगे।

The said conditions and Appendix thereto and any correspondence exchanged between the Employer and the contractor in connection with the said work till the date of letter of acceptance of their tender shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.

2.4. उक्त शर्तों और उसके परिशिष्ट को इस करार के एक भाग के रूप में माना जाएगा और इसके पक्षकार उक्त शर्तों का पालन करेंगे और शर्तों के अनुसार इस करार को निष्पादित करेंगे।

The said Conditions, Annexures and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.

2.5. मूल निविदा दस्तावेज की धारा II, III और IV तक के साथ यहां उल्लिखित ड्राइंग, करार और दस्तावेज और बैंक द्वारा उक्त प्रणाली के रखरखाव हेतु ठेकेदार को भविष्य में जारी किए जानेवाले सभी व्यापक वार्षिक रखरखाव अनुबंध कार्य आदेश इस अनुबंध का आधार रहेंगे, जो निविदा दस्तावेज में उल्लिखित उपकरणों के जीवनकाल तक मान्य रहेंगे।

The drawings, agreement and documents mentioned herein along with the Sections I, II, III, IV, V, VI, VII and VIII of the original tender document, Appendix and Annexures, work orders that would be issued by the Bank to the Contractor for the said work shall form the basis of this Contract which will be valid as mentioned in the tender document.

2.6. यह संविदा न तो एक निश्चित एकमुश्त संविदा है और न ही काम का एक हिस्सा है, लेकिन यह **बैंक के कार्यालय भवन में नए प्रशिक्षण हॉल के लिए ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग (डीएसआईटीसी) हेतु ई-निविदा** के संबंध में काम करने हेतु एक संविदा है, जिसके लिए दर अनुसूची और प्रोबेबल क्वान्टिटी या उक्त शर्तों में निहित दरों/राशि के अनुसार भुगतान किया जाएगा।

This Contract is neither a fixed lump sum contract nor a piece work but is a contract to carry out the work in respect of provision of **Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank's office building** to be paid for at the rates/amount contained in the Schedule of Rates and Probable Quantities or as provided in the Said Conditions.

2.7. ठेकेदार उक्त शर्तों में निर्धारित तरीके से सिविल कार्यों, विद्युत अधिष्ठापन, फिटिंग और अन्य सहायक कार्यों से संबंधित सभी कार्यों को पूरा करने के लिए हर उचित सुविधा को वहन करेगा और ऐसे कार्यों के पूरा होने के बाद दीवारों, फर्श आदि को हुये किसी भी नुकसान को ठीक करेगा।

The Contractor shall afford every reasonable facility for carrying out of all works relating to civil works, electrical installations, fittings and other ancillary works in the manner laid

down in the said conditions, and shall make good any damages done to walls, floors, etc., after the completion of such works.

2.8. नियोक्ता इस संविदा की अवधि के दौरान किसी भी समय कार्य के स्वरूप और ड्राइंग में कुछ जोड़कर अथवा कुछ हटाकर अथवा उसके कुछ भाग को रखकर परिवर्तन करने का स्वयं अधिकार सुरक्षित रखता है जो इस संविदा पर प्रतिकूल प्रभाव डाले बिना होगा।

The Employer reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out at any time during the currency of Contract, without prejudice to this Contract.

2.9. समय अवधि इस करार का महत्वपूर्ण भाग माना जाएगा और ठेकेदार यहाँ सहमति व्यक्त करता है कि कार्यदिश जारी होने से (30) तीस दिनों के भीतर काम को पूरा करेगा फिर भी इस तरह के फॉर्म द्वारा लिखित रूप में समय के विस्तार के प्रावधानों के अधीन (यानी समझौते के एक विलेख के माध्यम से या पत्रों / ईमेल के आदान-प्रदान के माध्यम से) जैसा कि पार्टियों द्वारा पारस्परिक रूप से तय किया जा सकता है, ऐसा न करने पर नियोक्ता उक्त शर्तों के अनुसार परिसमापन हर्जाना वसूल करने का हकदार होगा।

Time shall be considered as the essence of this Contract and the Contractor hereby agrees to complete the entire work within (30) Thirty days from the date of issue of the work order subject nevertheless to the provisions for extensions of time in writing by such form i.e. by way of a deed of agreement or by exchange of letters/email) as may be mutually decided by the parties, failing which the employer shall be entitled to recover liquidated damages as per the said conditions.

2.10. इस संविदा के तहत बैंक द्वारा सभी भुगतान केवल भारतीय रिजर्व बैंक, भोपाल में किए जाएंगे।

All payments by the Employer under this Contract will be made only at Reserve Bank of India, Bhopal.

2.11. इस करार या इससे संबंधित सभी विवाद भोपाल में उत्पन्न माने जाएंगे और इनके निर्धारण का क्षेत्राधिकार सिर्फ भोपाल में स्थित न्यायालयों को होगा।

All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Bhopal and only Courts in Bhopal shall have jurisdiction to determine the same.

2.12. यह कि इस संविदा के सभी भागों को ठेकेदार द्वारा पढ़ और पूरी तरह से समझ लिया गया है।

That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

**2.13 भुगतान शर्तें:** भुगतान की निम्नलिखित शर्तें, सांविधिक कटौती के अधीन, इस अनुबंध पर लागू होंगी:

(क) उद्धृत दर के 60% मूल्य का भुगतान आनुपातिक किस्त के आधार किया जाएगा, जो कारखाने में उपकरणों का परीक्षण और सभी सहायक वस्तुओं के साथ उनकी डिलीवरी और नियोक्ता द्वारा बैंक के इंजीनियर द्वारा साइट पर इसकी स्वीकार्यता तथा निम्नलिखित दस्तावेजों की प्रस्तुति के अधीन होगा :

(i) निविदा शर्तों के अनुसार अनुबंध और अपेक्षित बीमा पॉलिसियाँ।

(ii) ठेकेदार का इस आशय का प्रमाण पत्र कि रखरखाव सहित **ऑडियो कॉन्फ्रेंसिंग सिस्टम** की सफल डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग हेतु सभी घटक, पुर्जा, सबसिस्टम, उपभोग्य सामग्रियाँ आदि कार्यस्थल पर अच्छी स्थिति में प्राप्त की गई हैं और यदि इंस्टलेशन, कमीशनिंग और परीक्षण के दौरान कोई कमी पायी जाती है तो उक्त सामग्रियाँ बैंक को निशुल्क आपूर्ति की जाएंगी।

(ख) **ऑडियो कॉन्फ्रेंसिंग सिस्टम की डिजाइन, आपूर्ति, स्थापना, परीक्षण और कमीशनिंग** को बैंक को सौंपने और सभी कार्टन/पैकिंग सामग्री, मलबे को हटाने और दीवारों, फर्शों आदि किसी भी क्षति के लिए बैंक की संतुष्टि के बाद ठीक करने के पश्चात उद्धृत दर का शेष 40% ।

(ग) प्रत्येक ऑन-अकाउंट बिल से 5% की प्रतिधारण राशि तब तक वसूल की जाएगी जब तक कि कुल वसूली अनुबंध मूल्य का 5% न हो जाए। एक वर्ष की दोष देयता अवधि के संतोषजनक समापन के बाद प्रतिधारण धन जारी किया जाएगा।

(घ) इसके अलावा, आई.टी. सरकार के नियमों के अनुसार अधिभार, टीडीएस और कोई अन्य वैधानिक कर सभी बिलों से काट लिया जाएगा।

**Payment Terms:** The following terms of payment, subject to statutory deductions, shall be applicable to this contract:

a) 60% of the quoted rate, on pro rata basis, against satisfactory delivery of the entire system along with all other materials as indicated in the tender at site and on inspecting the same by the Bank's Engineer(s) to the satisfaction of the bank along with submission of following documents.

i. Agreement and requisite insurance policies as per tender conditions.

ii. Contractor's Certificate that all the components, parts, subsystems, consumables etc., for successful installation, commissioning and testing of the Audio Conferencing system including maintenance have been received at site in good condition and if any shortfall is noticed during installation, commissioning and testing they will be supplied free to the Bank.

b) Balance 40% of the quoted rate on satisfactory installation, testing and commissioning **of Audio Conferencing System** and handing over to the Bank and removal of all cartons/packing material, debris and after making good, to the satisfaction of the Bank of any damages done to walls, floors, etc., after completion of work.

c) The Retention money of 5% will be recovered from each on-account bill till the total recovery amounts to 5% of contract value. The Retention money will be released after satisfactory completion of the Defect Liability Period of one year.

d) Each payment is liable to deduct IT, TDS etc., as per state/central govt., tax laws.

#### 2.14 बीमा

ठेकेदार कार्य शुरू होने की निर्धारित तिथि से लेकर बैंक को **ऑडियो कॉन्फ्रेंसिंग सिस्टम** सौंपे जाने तक सभी प्रकार के जोखिमों को कवर करने के लिए सभी बीमा अपनी लागत पर लेगा, जो बैंक और ठेकेदार के संयुक्त नामे (बैंक का नाम पहले) होगा और काम शुरू करने से पहले बैंक को जमा करना होगा तथा इसमें निम्नलिखित जोखिम शामिल होंगे:

- ठेकेदार सर्व जोखिम (सीएआर) बीमा में पूर्ण अनुबंध मूल्य के लिए भंडारण, निर्माण, इन्स्टालेशन, परीक्षण और कमीशन नीति शामिल है, जिसमें आग जोखिम और निर्माता के कार्यों से कार्य स्थल तक परिवहन हेतु ट्रांजिट बीमा (वायु/जल/सड़क मार्ग आदि द्वारा), जैसा लागू हो, सम्मिलित हैं।
- कार्यस्थल पर ठेकेदार के कर्मचारियों के लिए कर्मचारी मुआवजा नीति।
- रु.2 लाख प्रति दुर्घटना की सीमा सहित कुल अनुबंध मूल्य 100% के हेतु तृतीय पक्षकार देयता नीति।

#### Insurance:

The contractor shall take all insurances at his cost to cover all kinds of risks from the date of scheduled commencement of works till handing over **Audio Conferencing System** to the Bank, in the joint names of the Bank (the Bank's name being the first), and the contractor, to be submitted to the bank before commencement of work and it shall cover the following risks:

- Contractors all risk (CAR) insurance inclusive of Storage, erection, testing and commissioning policy for the full contract value including fire risk and Transit insurance for transportation from manufacturer's works to site (by Air/Sea/Road etc.) as applicable.
- Workmen compensation policy for the employees of the contractor at site.
- Third party liability policy for 100% of contract value with a limit of ₹ 2 lakh per accident.

#### 2.15 परिनिर्धारित हर्जाना:

समय" को इस ठेके का मूल आधार समझा जाएगा, कार्य आदेश जारी होने की तारीख से 10 दिनों के भीतर कार्य शुरू किया जाएगा, अन्यथा कार्य शुरू होने तक 500/- रुपये प्रतिदिन के हिसाब से जुर्माना वसूल किया जाएगा। कार्य आदेश के दिनांक से (30) तीस दिनों के भीतर संपूर्ण कार्य समाप्त किया जाना है, जिसमें विफल होने पर निर्धारित अवधि के पश्चात स्वीकृत निविदा राशि के 0.25% प्रति सप्ताह की दर से परिनिर्धारित हर्जाना लगाया जाएगा, जिसकी ऊपरी सीमा अनुबंध राशि का 10%होगी। किसी भी खंडित अवधि के विलंब को एक सप्ताह के विलंब के रूप में माना जाएगा और तदनुसार परिनिर्धारित हरजाना लगाया जाएगा

**Liquidated Damages:** Time is the essence of the contract. The work shall be commenced within ten days from the date of issue of work order failing which a penalty of Rs. 500/- per day till the commencement of the work shall be recovered. Further, the entire work shall be completed within (30) Thirty days from the date of issue of work order, failing which liquidated damages at a rate of 0.25% of accepted tender amount per week of delay beyond the stipulated period with an upper ceiling of 10% of the contract amount, will be levied. Any broken period delay will be considered as delay of one week and accordingly liquidated damages shall be levied.

**2.16 वारंटी अवधि के दौरान कार्य का दायरा :** गारंटी अवधि के भीतर सिस्टम/सब-असेंबली में पाए जाने वाले किसी भी दोष को निविदाकर्ता द्वारा निःशुल्क सुधारा/बदला जाएगा। इस अवधि के दौरान, निर्माता द्वारा निर्धारित और पारस्परिक रूप से सहमति के अनुसार मासिक सर्विसिंग और ब्रेकडाउन कॉल, चाहे वे कितनी भी हो, निःशुल्क की जाएंगी। वारंटी और व्यापक वार्षिक रखरखाव अनुबंध अवधि के दौरान संतोषजनक सेवा प्रदान करने पर त्रैमासिक आधार पर भुगतान किया जाएगा। सर्विसिंग मासिक आधार पर होगी जिसमें कितनी भी ब्रेकडाउन कॉलें शामिल हैं।

यह एक आपातकालीन प्रणाली होने के कारण, सिस्टम में किसी भी खराबी को नीचे दिए गए सुधार समय के अनुसार ठीक किया जाएगा, जिसमें विफल होने पर दंड लगाया जाएगा।

		<b>Rectification time</b>	<b>Penalty</b>
(a)	Any fault/defects resulting in total failure of the system, form the time of intimation by telephone/email/ message.	24 hours	Rs.1,000/- per day subject to maximum of Rs.5000/- per instance.
(b)	Any defect in the independent devices, components, cables which may not result in total failure of the system form the time of intimation by telephone/email/ message.	24 hours	Rs.500/- per day subject to maximum of Rs.5000/- per instance.

## **2.17 Evaluation of Bid**

Bidders are advised to submit firm proposal to meet the RFP requirement. They have to give a presentation of the system to the Banks Official if required.

## **2.18 Technical Bid**

RBI would examine and evaluate responsive technical Bids, as per proposal submitted by the Bidders (format of technical bid selection VI) in line of Bank's requirement mentioned at section V. After evaluation of the technical bids, the short listed Bidders will be intimated about opening of financial bids.

2.19 **Financial Bid.**

(a) Financial bid will be evaluated based on Total cost of ownership (TCO) by using Net Present Value (NPV) method. Calculation of total cost of ownership shall include the following:

- I. The capital Cost)C (quoted and
- II. NPV of the rates quoted for )CAMC (comprehensive all inclusive Annual Maintenance Contract)A ( for a period of Four years after expiry of the defect liability period of one year and
- III. NPV of annual charges)R (for deputing skilled persons at Bank’s site, during a period of 5-years from the date of handing over the system to the Bank.

(a).1. For Arriving at the NPV of CAMC amount, a multiplication factor (F) will be computed as per the following parameters.

(a)	Discount Factor	8% per annum
(b)	Annual Escalation in the quoted rate per annum for AMC after completion of first year AMC	5% per annum
(c)	Period of AMC	4 years
(d)	Payment terms of AMC	Quarterly payment after satisfactory completion of the service

Total cost of Ownership, CO= (C-B)+(F\*A)

(Multiplying factor F = 3.38,)

C = Capital cost of the Audio conferance System.

A = The amount quoted for Comprehensive Annual Maintenance Contract.

B= Buy back

- (b) All vendors are requested to quote for items of the price bid independently instead of quoting as lump sum. If, in the price structure quoted by a tenderer in the financial bid, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless RBI feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- (c) If there is an error in a total price, which has been worked out through addition and / or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
- (d) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause ‘b’ and ‘c’ above.
- (e) In case of any item rate are not filled / found blank, the tender will be rejected.



- (f) If bidder have quoted lesser amount for CAMC then minimum 5% of CAMC rate will be considered bid evaluation. However actual quoted rates by bidder for CAMC will be considered for award of work.
- (g) **Renewal of Comprehensive Annual Maintenance Contract:** The service contract shall be renewed for a further additional period of at least 3 years after the initial annual service contact period of one year after one year defect liability period. While renewing the contract, the new contract amount will be arrived at based on following formula.

<b><math>A_C = A_P [(15 + 60 \times (EPI_C/EPI_P) + 25 \times (CPI_C/CPI_P))] \times 1/100</math></b>	
$A_C$	The contract amount for the current year.
$A_P$	The contract amount for the previous year.
$EPI_C$	Wholesale Price Index for Electrical Products 6 months prior to the commencement date of contract for the current year.
$EPI_P$	Wholesale Price Index for Electrical Products 6 months prior to the commencement date of contract for the previous year.
$CPI_C$	Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the current year.
$CPI_P$	Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous year.

After completion of 5 years of service (i.e., one-year DLP and 4 years AMC), the escalation in AMC prices may be continued as per the above formula and upon with mutual consent.

## 2.21 Execution of agreement

On receipt of intimation from the Bank of the acceptance of his RFP, the successful bidder shall be bound to sign the formal contract within fourteen days thereof. The cost of necessary stamp paper for execution of the agreement shall be borne by the bidder/bidder. The format of article of agreement is provided. Before completion of defect liability period, successful bidder is required to entre into agreement for comprehensive maintenance contract.

### **Defects Liability Period/guarantee**

The Defects Liability Period shall be of **one year** from the date of issue of taking over certificate / Virtual certificate.

The Bidder shall, at its own risk and cost, make good, any defects, complete any left-over work as required by the Bank.

The entire system requires 4-years onsite maintenance support excluding defect liability period.

**Scope of work during Warranty and CAMC:** Any defects in the system/sub-assemblies found within the guarantee period shall be rectified/replaced by the tenderer free of cost. During this DLP and AMC period, servicing at quarterly interval or earlier as prescribed by the manufacturer and as mutually agreed to during this period and attending to ANY NUMBER of breakdown calls, shall be carried out free-of-cost. All consumables and spares, manpower for managing hassle free function of audio conference system important training session as required will be arranged by the vendor with prior approval of the Bank and no additional cost will be paid by the Bank.

Any fault in the system shall be rectified as per the rectification time given below failing which penalty shall be applied.

		<b>Rectification time</b>	<b>Penalty</b>
(a)	Any fault/defects resulting in total failure of the system, from the time of intimation by telephone/email/ message.	24 hours	Rs.1,000/- per day subject to maximum of Rs.5000/- per instance.
(b)	Any defect in the independent devices, components, cables which may not result in total failure of the system, from the time of intimation by telephone/email/ message.	24 hours	Rs.500/- per day subject to maximum of Rs.2000/- per instance.

## 2.22. गैर प्रकटीकरण खंड

ठेकेदार बैंक के बुनियादी ढांचे प्रणालियों / उपकरणों आदि के बारे में प्रत्यक्ष या अप्रत्यक्ष रूप में किसी भी / सूचना, सामग्री तथा विवरण, जो इस करार के संबंध में अपने संविदात्मक दायित्वों का निर्वहन करने के दौरान ठेकेदार के संज्ञान में आ सकते हैं, का खुलासा तृतीय पक्ष को नहीं करेगा तथा हर समय इस कठोर विश्वास को बनाए रखेगा। ठेकेदार लागू कानून के अनुपालन तथा दायित्व का निर्वहन करने के लिए वर्तमान आवश्यकता के अतिरिक्त करार के विवरण को निजी और गोपनीय मानेगा। ठेकेदार बैंक की पूर्व लिखित सहमति के बिना किसी भी स्थान पर अथवा किसी भी व्यापार अथवा तकनीकी दस्तावेज़ में कार्य के किसी भी विवरण को प्रकाशित करना, प्रकाशित करने की अनुमति तथा खुलासा नहीं करेगा। किसी भी गोपनीय सूचना के प्रकटीकरण के परिणामस्वरूप बैंक को हुए किसी भी नुकसान की क्षतिपूर्ति ठेकेदार करेगा। उपरोक्त का पालन करने में विफल होने पर इसे ठेकेदार की ओर से करार का उल्लंघन माना जाएगा तथा बैंक नुकसान का दावा करने तथा कानूनी कदम उठाने के लिए पात्र होगा। ठेकेदार इस करार के तहत गोपनीय जानकारी के गैर प्रकटीकरण के दायित्व को पूरी तरह से सुनिश्चित करने के लिए अपने कर्मचारियों के संबंध में उचित कार्रवाई करेगा। गैर प्रकटीकरण तथा गोपनीयता के संबंध में ठेकेदार की बाध्यता, जो भी कारण हो, इस करार को समाप्त होने से बचाए रखेगी।

### **Non-disclosure clause:**

The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/equipment's etc. which may come to the profession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be publish, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The contractor

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

### 2.23. यौन उत्पीड़न खंड :

क) ठेकेदार कार्यस्थलों पर महिलाओं का यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम 2013 के प्रावधानों का पूर्ण अनुपालन करने के लिए पूरी तरह जिम्मेदार होंगे। बैंक के परिसर के भीतर अपने कर्मचारी के खिलाफ यौन उत्पीड़न की किसी भी शिकायत के मामले में शिकायत संविदाकारएजेंसी/ द्वारा गठित शिकायत समिति के समक्ष दायर की जाएगी संविदाकारएजेंसी/ उक्त शिकायत के संबंध में अधिनियम के अंतर्गत समुचित कार्रवाई सुनिश्चित करेगा।

ख) ठेकेदार के किसी पीड़ित कर्मचारी द्वारा बैंक के किसी कर्मचारी के विरुद्ध की गई यौन उत्पीड़न की किसी भी शिकायत का संज्ञान बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा लिया जाएगा।

ग) यदि घटना में संविदाकार का कोई कर्मचारी शामिल होता है तो उस स्थिति प्रदान की जानेवाली किसी भी मौद्रिक प्रतिपूर्ति के लिए संविदाकार उत्तर दायित्व होगा, उदाहरण के लिए बैंक के किसी कर्मचारी को दी जानेवाली मौद्रिक राहत यदि ठेकेदार के कर्मचारी द्वारा यौन हिंसा सिद्ध हो जाती है।

घ) कार्यस्थल पर यौन उत्पीड़न की रोक थाम और अन्य संबंधित मुद्दों पर अपने कर्मचारियों को शिक्षित करने की जिम्मेदारी संविदा कार की होगी।

ङ) ठेकेदार बैंक के परिसर में तैनात अपने कर्मचारियों की एक पूर्ण और अद्यतन सूची रखेगा, जिसे बैंक द्वारा मंगवाए जाने पर आसानी से उपलब्ध कराया जा सके।

### **Sexual harassment Clause:**

a) The contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the internal complaints committee constituted by the contractor/Agency or Local Complaints committee as the case may be and the contractor/ agency shall ensure appropriate action under the said Act in respect of the Complaint.

b) 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.

c) 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 harassment by the employee of the contractor is proved.

d) The Contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

e) The Contractor shall provide a complete and updated list of employees who are deployed within the Bank's premises.

## 2.24. अप्रत्याशित घटना :

इस करार के तहत दायित्वों को पूरा करने में किसी चूक के लिए कोई भी पार्टी जिम्मेदार नहीं मानी जाएगी, यदि चूक किसी पार्टी के नियंत्रण से परे कार्य के परिणामस्वरूप हुई हो (जैसे दैवी संकट, युद्ध की स्थिति, विद्रोह, महदूर हड़ताल, किसी सरकारी कार्य, भूकंप, तूफान, टाइफून और अन्य प्राकृतिक आपदा आदि)। प्रत्येक पक्ष इस करार के तहत निष्पादन किए जाने वाले कार्यों को जारी रखने के सभी संभव प्रयास करने के लिए सहमति व्यक्त करती है। यदि अप्रत्याशित घटनाओं के कारण कार्य निष्पादन में बाधा की अवधि 30 दिनों से अधिक हो जाती है, तो पार्टी जिसकी कार्य निष्पादन क्षमता प्रभावित नहीं हुई है, लिखित सूचना देते हुए इस करार को निरस्त कर सकती है।

### Force Majeure:

If either party is unable to perform its obligations under this Agreement due to the occurrence of an event beyond its control (such as acts of God, war like situations, riots, labor strike, government actions, earthquakes, cyclones, typhoons, and other natural calamities, etc.), that party will not be deemed to have defaulted under this Agreement. Each party agrees to use all reasonable efforts to enable performance under this Agreement to continue. If the period of non-performance due to a force majeure event exceeds 30 days, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

2.25 मैं \_\_\_\_\_ कि \_\_\_\_\_ संबंधी कार्य मुझे प्रदत्त किया गया है। मैं वचन देता/देती हूँ कि मुझे प्रदत्त कार्य को पूरा करने के लिए मेरे द्वारा लगाए जाने वाले सभी मजदूरों को सभी प्रकार की मजदूरी का वास्तविक भुगतान उस दर पर किया जाएगा जो न्यूनतम मजदूरी अधिनियम 1948 के तहत निर्धारित दर से कम नहीं होगा तथा सीएलआरए अधिनियम 1970 के प्रावधानों के अनुपालन को सुनिश्चित किया जाएगा और साथ ही ऐसे वेतन का भुगतान करने में विफलता के साथ-साथ तथा सीएलआरए अधिनियम 1970 के प्रावधानों का पालन करने में विफलता के कारण सांविधिक प्राधिकारियों द्वारा प्रिंसिपल नियोक्ता के विरुद्ध प्रारंभ की जाने वाली सभी कार्रवाइयों के लिए प्रिंसिपल नियोक्ता को क्षतिपूरित रखने का वचन देता/देती हूँ। मैं समय-समय पर सरकारी अधिकारियों/बैंक के अधिकारियों के निरीक्षण के लिए सभी आवश्यक दस्तावेज/रिकॉर्ड रखूंगा/रखूंगी और उनका रख-रखाव करूंगा/करूंगी।

I \_\_\_\_\_ that the work of \_\_\_\_\_ awarded to me. I undertake to actually pay wages to all labourers of all description to be engaged by me for completion of \_\_\_\_\_ work awarded to me at the rate which is not less than the one prescribed under Minimum Wages Act 1948 and to ensure compliance to the provisions of CLRA Act 1970 and also keep the Principle Employer indemnified against all the actions that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and for failure to comply with the provisions of CLRA Act 1970. I shall keep and maintain all necessary documents/records for inspection of Government authorities/Bank's officials from time to time.

यदि ठेकेदार एक साझेदारी फार्म अथवा व्यक्ति हो	गवाह जिनकी मौजूदगी में ऊपर उल्लिखित दिनांक और वर्ष को नियोक्ता और ठेकेदार दोनों ने इस करार को निष्पादित करने हेतु हस्ताक्षर किया है और यह डुप्लीकेट में तैयार की गई है।
If the Contractor is a partnership or an individual	IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.
यदि ठेकेदार एक कंपनी हो	गवाह जिनकी मौजूदगी में ऊपर उल्लिखित दिनांक और वर्ष को इस करार को निष्पादित करने हेतु नियोक्ता और ठेकेदार दोनों ने अपने विधिवत प्राधिकृत अधिकारियों के माध्यम से मुहर सहित हस्ताक्षर किया है तथा यह डुप्लीकेट में तैयार की गई है
If the Contractor is a company	IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates / has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

### हस्ताक्षर खण्ड

#### Signature Clause:

भारतीय रिज़र्व बैंक की ओर से निम्नलिखित द्वारा हस्ताक्षर और सुपुर्द किया गया।

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of

श्री /Shri ..... (नाम और पदनाम)/(Name and designation)

.....की उपस्थिति में/in the presence of

(1)

-----  
(नाम और पदनाम)

(Name & Designation)

संपदा विभाग

Estate Department

भारतीय रिज़र्व बैंक, भोपाल कार्यालय

Reserve Bank of India, Bhopal

**)गवाह/witness)**

(2)

-----  
(नाम और पदनाम)

(Name & Designation)

संपदा विभाग

Estate Department

द्वारा हस्ताक्षरित और सुपुर्द SIGNED AND DELIVERED BY

-----  
यदि पार्टी साझेदारी फ़र्म या एक व्यक्ति है तो सभी साझेदारों द्वारा या उन सभी की ओर से हस्ताक्षरित किया जाना चाहिए

If the party is a partnership firm or an Individual should be signed by all or on behalf of all the Partners

निम्न की उपस्थिति में In the presence of:

(1)

-----

पता/Address: -----

-----

(गवाह/Witness)

(2)

-----

पता/Address: -----

-----

(गवाह/Witness)

**Note:**

बैंक, ठेकेदार के साथ करार से पहले करार की शर्तों में संशोधन करने का अधिकार सुरक्षित रखता है ।

Bank reserves the right to modify the contents of the Articles of the Agreement before the agreement is entered with the contractor.

**Section III**  
**GENERAL INSTRUCTIONS TO CONTRACTORS & SPECIAL CONDITIONS**

Online tenders in two parts (Part-I and Part-II) are invited for “Tender for Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank’s office building”. The work is estimated to cost **Rs.14,12,472/- inclusive of all taxes** and is to be completed within the period of 30 days.

**3.1 Eligibility Criteria:**

(i) The firm having minimum 5 years of experience in the field of undertaking similar works viz., Design, Supply, Installation, Testing and Commissioning of Audio Conferencing system and associated works for large office buildings / commercial premises / industrial houses.

And

(ii) Have executed successfully similar works (DSTIC of Audio Conferencing system) during the last five years. The cut off date for acceptance of completed works shall be on last day previous to the month in which this tender invited, individually costing as under:

a) Three works each costing not less than the amount equal to 40 % of the estimated cost

OR

b) Two works each costing not less than the amount equal to 50 % of the estimated cost

OR

c) One work costing not less than the amount equal to 80 % of the estimated cost,

And

(iii) Have a minimum yearly turnover of 100 % of the estimated cost during the last 3 financial years ending March 31, 2023. Should be supported with necessary audited financial statements.

And

(iv) Should furnish Solvency certificate issued by the Applicant’s banker specifically for the purpose of the work, for an amount equal or greater than the estimated cost of the work (as per [Annexure – ‘D’](#)).

And

(v) Have a service set up in Bhopal / Indore/Ahmedabad/Mumbai region for rendering after sales service provided with supporting documents.

And

(vi) Tenderers should submit copies of the detailed work order indicating scope and value of works and completion certificate for the qualifying works. Client’s certificate should be in Bank’s format ([Annexure – ‘C’](#)).

And

(vii) Tenderers should also provide a list of completed works with all the details as per the proforma at [Annexure – ‘E’](#).

\* Similar works DSTIC of Audio Conferencing system along with associated works

Only those tenderers who qualify as above will be eligible to tender for the work. A Tender submitted by a firm which is found to be not satisfying any of the above criteria will be liable for rejection.

3.2 The tenders for the above work in two parts i.e., Part-I containing technical specifications of equipment, and the terms and conditions (Rates and amounts of items shall not appear anywhere in this part) and Part-II containing only rates of items stated in figures and amounts in figures shall be quoted/submitted in MSTC portal before 14:00 hrs. on 22/02/2024. Part-I of the tender will be opened on the same day at 15:00 hrs. **Part-II of the tender will be opened on a subsequent date under intimation to all the eligible tenderers.** All the information called for shall be complete in all respects and to be uploaded in MSTC portal with supporting documents. Information furnished on sheets other than those supplied may not be considered. However, the firms can upload only the relevant catalogues/leaflets/brochures of the manufacturers of the equipment offered. Incomplete tenders or tenders not complying with the requirement are liable for rejection. No enclosure is permitted in Part-II of the tender.

If the intending tenderer feels that any of the terms and conditions of the tender documents are not acceptable to them or they feel that additional terms and conditions are required to be incorporated, they may indicate these conditions or additional or amended conditions uploaded in a separate sheet. All other terms and conditions on which there are no observations by the intending tenderers shall be construed as acceptable to the tenderer.

- (a) Part-II of the e-Tender, containing only rates of items and amount stated in figures will be opened on a subsequent date to be intimated to the eligible Tenderers.
- (b) Tenders shall remain open to acceptance by the Bank for a period of 60 days from the date of opening Part-II of the Tender which period may be extended by mutual agreement and the Tenderer shall not cancel or withdraw the Tender during this period.
- (c) The Tender form must be filled in English. If any of the documents if missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
- (d) No advice of any change in rate or conditions after the opening of Part II of the tender will be entertained.
- (e) Each of the tender documents should be digitally signed by the authorized person or persons submitting the e tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.



- (f) The Tender submitted on behalf of a firm shall be digitally signed by who has the necessary authority on behalf of the firm to enter into the proposed contract, otherwise the tender may be rejected by the bank.
- (g) The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserve to itself to accept or reject any or all the tenders either in whole or in part, without assigning any reasons for doing so.

### 3.3 Pre-Bid Meeting

(a) A pre-tender briefing meeting of the eligible tenderers will be held at **11:30 Hrs on 15/02/2024** in Estate Department, 5<sup>th</sup> Floor, Reserve Bank of India, Bhopal to clarify any point / doubt raised by them in respect of the tender. No separate communication will be sent for this meeting.

(b) All communication regarding points requiring clarifications shall be given in writing/email to The Regional Director, Reserve Bank of India, Fifth floor, Estate Department, Hoshangabad Road ,Opposite Maida mill, Bhopal or [estatebhopal@rbi.org.in](mailto:estatebhopal@rbi.org.in) by the eligible tenderers on or before **17:00 Hrs on 14/02/2024**.

**(c) All the firms are requested to attend the pre-bid meeting in order** to get clarification on any issue related to the tender from the Bank. No request for change in date of pre-bid meeting will be entertained thereafter. If a firm don't attend pre bid meeting, no clarification in future will be entertained and Minutes of Pre-Bid meeting will be binding on them,

(d) Inclusion/submission of any deviations in the tender conditions in Part-I of the tender after pre-bid meeting is liable for rejection.

(e) The minutes of pre-bid meeting and corrigendum if any, will be hosted in the Bank's website only. The minutes and corrigendum if any, will also become the part of the tender.

### **EMD & Bank Guarantees To Be Submitted By The Tenderers**

3.4 All the tenderers shall deposit an Earnest money of **Rs. 28,249/-** by way of NEFT to Reserve Bank of India, Bhopal or by a Demand Draft drawn on any scheduled commercial bank in favour of Reserve Bank of India payable at Bhopal. Alternatively the tenderer may also furnish an irrevocable Bank Guarantee from any scheduled commercial bank for an equivalent amount towards EMD in the proforma enclosed (**Annexure – 'A'**). The Bank Guarantee submitted towards EMD shall remain valid minimum up to **Six months (i.e., up to 31/08/2024)** from the last date of submission of tenders. The proof of NEFT/DD/Bank Guarantee details should be uploaded along with technical bid and also to be sent by email ([estatebhopal@rbi.org.in](mailto:estatebhopal@rbi.org.in)) should reach this office on or before **02:00 PM on 22/02/2024**. No interest shall be paid on EMD. EMD of the successful Bidder will be retained with the Bank against Security Deposit. A tender which is not accompanied by EMD in the form as mentioned above, shall be treated as non-responsive, and will be summarily rejected by the Bank.

3.4.1 The EMD of the unsuccessful tenderers shall be returned after award of work to the successful tenderer. The EMD of the successful tenderer shall be returned after virtual

completion of work and handing over of system to the Bank along with submission of requisite Bank Guarantee towards defect liability period.

3.5 On receipt of intimation from the Bank of the acceptance of his/their tender, the successful tenderer shall be bound to implement the contract and within ten days thereof the successful tenderer shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person so tendering whether such formal agreement is or is not subsequently executed.

**3.6 Bank Guarantee towards Defect Liability Period (DLP)**

a. The tenderer shall furnish an amount equal to 5% (Five percent) of the contract value (contract value means capital cost of the equipment including taxes and excluding buyback if any) for the work in the form of Bank Guarantee (BG) from any scheduled commercial bank in the form prescribed by the Bank as per [Annexure –‘B’](#) towards security deposit for the due fulfilment of the terms and obligations of DLP. This BG for 5% contract value should be valid for a period of ONE (1) year with a claim period of additional six months.

c. **Invocation of EMD / Security Deposit / Bank Guarantee:** Bank reserves the right to enforce the EMD/Security Deposit/Bank Guarantee in case of unsatisfactory performance/service and violation of the terms, conditions of the tender during DLP set out in the tender at any time during the currency of committed period of ONE (1) year and during AMC period.

**Note:** Contract value means capital cost of equipment excluding buyback amount of old equipment.

3.7 All compensation/ penalties/ damages or other sums of money payable by the Contractor to the Bank under the terms of this Contract for completion period, DLP may be deducted from his earnest money and the security deposit if the amount so permits unless the contractor deposits such amounts in cash within ten days of issue of demand notice by the Bank.

3.8 The tenderers shall furnish full details of all such similar works carried out by them during the last 05 years, as per the Proforma included in this tender. The Bank may at its discretion will inspect one or all the works and satisfy itself about the performance of the installed equipment including the quality and reliability of the service rendered before opening Part II of the tenders. Thereafter, the Bank at its discretion will consider or reject any or all the tenders without assigning any reason thereof.

3.9 The Contractor shall carry out all the work strictly in accordance with drawings, details and instructions of the Bank's Engineer.

3.10 The rates quoted shall be firm and shall not be subjected to variations in exchange rate, rate of taxes, duties, levies or variation in labor rates. The rates shall be quoted for complete work, i.e., design, supply, installation, testing and commissioning of the equipment at site and shall include charges for all taxes, duties, levies, consumables, labor, transport, insurance for

transit, storage as also workmen compensation & 3rd party liability policies, erection etc., at the specified site till the work is finally handed over to the Bank. No concessional form for any taxes, duties and levies will be issued by the Bank. Similarly no import license will be issued by the Bank. Equipment, if required to be imported shall be arranged to be imported against the contractors own import license. All payments will be made at Bhopal and will be in Indian rupees only. The tenderers are advised **to include the GST** in the quoted amount.

3.10.1 With respect to buyback of old equipment, vendors are requested to quote rates in **positive numbers** inclusive of all taxes. No change in quoted rate will be accepted after opening of the tender.

3.11 Tenderers are advised to quote strictly as per BOQ. The schedule of quantities is based on probable quantities. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted depending upon the site conditions and requirements solely at the discretion of the Bank thus altering the aggregate value of the Contract. No claim shall be entertained on this account.

3.12 As regards make of equipment acceptable to the Bank the tenderers are advised to refer to "Section V – Technical Specification" and to the List of approved make of materials/equipment. The tenderer are advised to quote for the make out of the approved list, conforming to the specification and which is most economical. The tender shall be accompanied by leaflets/literatures giving complete technical & constructional details along with list of make of components of the equipment offered.

3.13. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the Drawings and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.

3.14 **Scope of work during Warranty and AMC:** The equipment supplied shall be guaranteed against all types of defects for at least a period of one year from the date of virtual completion and handing over of the equipment to the Bank. Any defects in the system/sub-assemblies found within the guarantee period shall be rectified/replaced by the tenderer **free of cost**. During this DLP and CAMC period, **servicing at quarterly interval or earlier** as prescribed by the manufacturer and as mutually agreed to during this period and attending to ANY NUMBER of breakdown calls, shall be carried out free-of-cost.

Any fault in the system shall be rectified as per the rectification time given below failing which penalty shall be applied.

		<b>Rectification time</b>	<b>Penalty</b>
(a)	Any fault/defects resulting in total failure of the system	24 hours	Rs.1,000/- per day subject to maximum of Rs.5000/- per instance.
(b)	Any defect in the independent devices, components, cables which may not result in total failure of the system	24 hours	Rs.500/- per day subject to maximum of Rs.5000/- per instance.

3.15 The tenderer should impart training to the Bank's staff on the system before handing over of the system without any charge to the Bank.

### **3.16 Insurance**

The contractor shall, within 10 days from the date of scheduled commencement of works, insure the works at his cost and keep them insured until the virtual completion of works against loss or damage to cover all kinds of risks, in the joint names of the Employer and the contractor (the name of the former i.e., RBI being placed first in the policy) before commencement of work. The contractor shall deposit the policy and receipts for the premium with the Employer within twenty one days from the scheduled commencement of works. It shall cover the following risks:

- Contractors all risk (CAR) insurance inclusive of Storage, erection testing and commissioning policy for the full contract value including fire risk and Transit insurance for transportation from manufacturer's works to site (by Air/Sea/Road etc. as applicable).
- Workmen compensation policy for the employees of the contractor at site.
- Third party liability policy for 100% of contract value with a limit of Rs. 2 lakh per accident.

In default of the contractor, insuring as provided above, the employer may so insure the works and may deduct the premium paid from any moneys due, penalty etc., or which may become due to the contractor without prejudice to the other rights of the Employer in respect of such default.

3.17 The tender shall be accompanied by leaflets/literatures giving complete technical & constructional details, makes of components of the equipment offered. **Tenderers are advised to visit the site of installations and acquaint themselves of the site conditions before tendering.** Tenderers should be specific and offer comments only if their system differs from the Bank's detailed specifications/ features in any manner. A write up of working of the system as a whole and the individual components shall also be enclosed. The successful tenderer, on completion of the work, shall furnish three sets of schematic and layout drawings and maintenance manuals.

3.18 Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the Contractor and it shall be reckoned from the date of work is issued. The work shall throughout the stipulated period of the Contract be proceeded with all due diligence and if the Contractor fails to complete the work within the specified period he shall be liable to pay compensation as defined in clause 4.27 of the Conditions of Contract. The tenderer shall before commencing work prepare a detailed work programme which shall be approved by the Bank's Engineer.

3.19. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing of the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for construction purposes or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

3.20. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing and with the prior consent in writing of the Employer.

3.21. The successful tenderer must co-operate with the other contractors appointed by the Employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Employer.

3.22. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with Specifications made by the Bank and also in compliance of the requirements of the local public authorities and to the requirements of the Indian Electricity Rules and no deviation on any account will be permitted.

3.23 Before dispatching the equipment to site, the equipment shall be inspected by the Bank's Engineer/s at the manufacturer's site and then cleared for shipment. The contractor shall at his own expense, offer to the Inspector all reasonable facilities as may be necessary for satisfying himself, that the equipment/execution of work is being and/or have been manufactured/executed in accordance with specifications laid down in the particular specifications attached to this tender documents. The Bank's Engineer/s shall have full and free access at any time during the execution of the contract to the Contractor's works or site in case of execution of work for the purpose aforesaid, and he may require the contractor to make arrangements for inspection or work or any part thereof or any material at his premises or at any other place specified by the Bank's Engineer/s and if the contractor has been permitted to employ the service of a sub-contractor, reserve to the Bank's Engineer a similar right.

This will however, not in any way absolve the contractor of his responsibility about proper performance of the system/components after erection & commissioning at the designated site.

**3.24 Inspector Authority to certify performance:** - The Bank's Engineer shall have the power:

a) Before any equipment or part thereof are submitted for inspection to certify that they or any portion thereof are not in accordance with the contract owing to adoption of any unsatisfactory method of manufacture.

- b) To reject any equipment or parts submitted as not being in accordance with the specification;
- c) To reject the whole of the equipment tendered for inspection, if after inspection of such portion thereof as he may in his discretion think fit, he is satisfied that the same is unsatisfactory; and
- d) To mark the rejected equipment or parts with a rejection mark so that it may easily be identified if re-submitted.

**3.25 Consequence of rejection:** If on the equipment or the equipment or its part thereof, being rejected by the Bank's Engineer the contractor fails to make satisfactory supplies or rectify the faulty work thus executed within the stipulated period of delivery/completion period, the Bank shall be at liberty to :

- i) Allow the contractor to re-submit the equipment or parts in replacement of those rejected, within a time to be specified, the contractor bearing the cost of freight if any, on such replacement without being entitled to any extra payments on that account; or
- ii) Purchase/execute or authorize the purchase/execution of quantity/work of the equipment or parts rejected or others of a similar description (when equipment or parts exactly complying with specifications are not in the opinion of the Bank which shall be final, readily available) to the contractor at his risk and cost and without affecting the contractor's liability as regards supply under the contract; or
- iii) Cancel the contract and purchase/execute or authorize the purchase/execution of the equipment or others of a similar description (when equipment or parts exactly complying with specifications are not in the opinion of the Bank, which shall be final, readily available) at the risk and cost of the contractor. In the event of action being taken under such clause (b) above or this clause the provision of delivery clause apply as far as applicable.

**3.26 Bank's Engineer decision as to rejection final:** - The Bank's Engineer 's decision as regards the rejection shall be final and binding on the contractor subject to contractor's appeal.

### **3.27 Payment Terms:**

The following terms of payment, subject to statutory deductions, shall be applicable to this contract:

- a) 60% of the quoted rate, on pro rata basis, against satisfactory delivery of the entire system along with all other materials as indicated in the tender at site and on inspecting the same by the Bank's Engineer(s) to the satisfaction of the bank along with submission of following documents.
  - i. Agreement and requisite insurance policies as per tender conditions.
  - ii. Contractor's Certificate that all the components, parts, subsystems, consumables etc., for successful installation, commissioning and testing of the Audio conferencing system including maintenance have been received at site in good condition and if any shortfall is noticed during installation, commissioning and testing they will be supplied free to the Bank.
- b) Balance 40% of the quoted rate on satisfactory completion of installation, testing and commissioning of Audio conferencing system and handing over to the Bank and removal

of all cartons/packing material, debris and after making good, to the satisfaction of the Bank of any damages done to walls, floors, etc., after completion of work.

- c) The Retention money of 5% will be recovered from each on-account bill till the total recovery amounts to 5% of contract value. The Retention money will be released after satisfactory completion of the Defect Liability Period of one year.
- d) Each payment is liable to deduct IT, TDS etc., as per state/central govt., tax laws.

**3.28 Liquidated Damages:** Time is the essence of the contract. The entire work shall be completed within 30 days from the date of issue of work order failing which liquidated damages at a rate of 0.25 % per week of delay beyond the stipulated period with an upper ceiling of 10% of the contract amount, will be levied. The successful tenderer shall submit a Bar Chart programme for completion of supply, erection & commissioning of the various components & sub-assemblies. Any broken period delay will be considered as delay of one week and accordingly liquidated damages shall be levied.

3.29 The successful tenderer shall execute an agreement with the Bank on stamped paper within ten days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

3.30 The payment for the system will be made by Bhopal Office to which the system is supplied and installed. Any dispute arising out of this contract will also be sorted out within the jurisdiction of Bhopal.

The tenderer shall furnish the name and address of the Bankers with whom they normally Bank. They shall also furnish the name and addresses of their recent clients for whom they have carried out similar works/supplies in the recent past, along with full details like the cost and capacity of the system/machine supplied, the date of the supply etc.

3.31 The Bank reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons thereof.

3.32 The Contractor shall strictly comply with the provision of safety code annexed hereto.

I/We have understood all the above-mentioned conditions and they are acceptable to me/us.

**Place:**

**Date:**

**Seal and Signature of Tenderer**

## SAFETY CODE

- 1 There shall be maintained in a readily accessible place first aid appliance including adequate supply of sterilized dressings and cotton wool.
- 2 An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
- 3 Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
- 4 No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
- 5 The excavated material shall not be placed within 1.5 metres of the edge of the trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
- 6 Every opening in the floor of building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one metre.
- 7 No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
- 8 Workers employed on mixing and handling materials such as asphalt, cement mortar, concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
- 9 Those engaged in welding works shall be provided with welder's protective eye shields and gloves.
- 10 (i) No paint containing lead or lead products shall be used except in the form of paste or readymade paints.  
  
(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint is dry rubbed and scrapped.
- 11 Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
- 12 Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
- 13 The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.
- 14 The vendor shall take all COVID-19 related measure/precautions to the workers deployed by him for the work like issuing and wearing mask at all times, sanitising hands frequently etc., as per orders issued by MHA, Government of India / the state government/ the Bank time to time.



## **FIRE SAFETY**

- i. Cutting / drilling machine and other electrically operated equipments used at site shall be plugged into correctly rated electrical outlets through RCCB of 30mA sensitivity.
- ii. Only ISI marked 3 pin plug and other appliances and equipments shall be used.
- iii. Electrical power cables/wires used shall not have any joints and shall be properly rated.
- iv. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
- v. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire officers/Personnel, work shall be started.
- vi. Two buckets of water and sand shall be kept in an easily accessible area on the site.
- vii. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
- viii. Used paint drums shall be stored in specified store only after closing them properly.
- ix. Personal protective equipments such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
- x. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10' from Ground level.
- xi. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
- xii. Both the staircase doors shall be normally kept closed.
- xiii. None of the fire extinguishers shall be removed/shifted from its designated location.
- xiv. Power supply shall be switched off from the mains when equipment is not in use.
- xv. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xvi. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xvii. Battery operated emergency light/torches shall be provided by the contractor to the workmen while working beyond office hours.

## Section- IV

### The Conditions Hereinafter Referred To

#### Interpretation clause

4.1 In construing these Conditions, the Specifications, Schedule of Quantities and Contract Agreement, the following words shall have the meanings herein assigned to them except where the subject or context otherwise required.

a) "Employer"	Shall mean the Reserve Bank of India and shall include its assigns and successors.
b) "Contractor" (in the case of partnership)  (in the case of individual)  (in the case of Company)	"Contractor" shall mean _____ and _____ trading in the name and style of _____ and having a place of business at _____ and shall include the partners for the time being of the said firm and the legal representatives of a deceased partner. "Contractor" shall mean Shri _____ trading in the name and style of _____ and shall include his heirs, successors and legal representatives. "Contractor shall mean _____ a company incorporated under _____ and having its registered office at _____ and shall include its successors and assigns.
c) "Site"	Shall mean the site of the contract works including any Buildings and erections thereon and any other land (inclusively) as aforesaid allotted by the Employer for the Contractor's use.
d) "This Contract"	Shall mean the Article of Agreement, General Instructions to Contractors and Special Conditions, The Conditions Hereinafter Referred To, the Appendix, the Schedule of Quantitates and Specifications etc., attached hereto and duly signed.
e) "Notice in writing"	Or written notice shall mean a notice in written, typed or printed or written notice characters sent (unless delivered personally otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
f) "Act of Insolvency"	Shall mean any Act of insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any Act amending such original.
g) "Net Prices"	If in arriving at the contract amount the Contractor shall have added to or deducted from the total of the items in the Tender any sum, either as a percentage or otherwise, then net price of any item in their tender shall be the sum arrived at by adding to or deducting from the

	actual figure appearing in the Tender as the price of that item a similar percentage or proportionate provided always that in determining the percentage or proportion of the sum so added or deducted by the Contractor the total amount of any Prime cost items and provisional sums of money shall be deducted from the total amount of the tender. The expression “net rates” or “net prices” when used with reference to the contract or account shall be held to mean rates or prices so arrived at.
h) “The works”	Shall mean Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank’s office building

Word importing persons include firms and corporations. Word importing the singular only also include the plural and vice-versa where the context requires.

#### **4.2 Scope of Contract**

4.2.1 The Contractor shall carry out and complete the said work in every respect in accordance with this Contract and with the directions of and to the satisfaction of the Employer. The Employer may in his absolute discretion and from time to time issue further drawings and/or written instructions, details, directions and explanations, which are hereafter collectively referred to as” Employer’s Instructions” in regard to :

- (a) The variation or modification of the design, quality or quantity of works or the addition or omission or substitution of any work.
- (b) Any discrepancy in the Drawings or between the Schedule of Quantities and/or Drawings and/or Specifications.
- (c) The removal from the site of any materials brought thereon by the Contractor and the substitution of any other material therefor.
- (d) The removal and/or re-execution of any works executed by the Contractor.
- (e) The dismissal from the works of any persons employed thereupon.
- (f) The opening up for inspection of any work covered up.
- (g) The amending and making good of any defects under Clause 28 & 29 hereof.

4.2.2 Scope of contract includes, but is not limited to, the following:

- a) The coordination, scheduling and management of work of component suppliers and subcontractors.
- b) Provide materials as specified in the technical specifications.
- c) Design, Supply, Assembly, Installation, Testing and Commissioning of all items as specified and handing over the completed audio-conferencing system to the Employer.

#### **4.3 Contractor’s Duties**

Contractor’s duties include the following:

- a) Provide and pay for labour, materials and equipment, tools, construction equipment and machinery and other facilities and services necessary for the proper execution and

completion of the specified works.

- b) Secure and pay for required permits, statutory workman's compensation insurance, fees and licenses necessary for proper execution and completion of required work.
- c) Give required notices.
- d) Promptly submit written notice to the Employer of observed variance of this Specification from legal requirements.
- e) Enforce strict discipline and good order among employees. Do not employ persons unskilled in assigned task.
- f) Shall be responsible for obtaining all the statutory approvals for completing the work.

#### **4.4 Variations to be approved by Employer**

The Contractor shall submit a statement of variations giving a quantity and rates duly supported by analysis of rates, vouchers etc. The rates on scrutiny and final acceptance by the Employer shall form a supplementary tender. The Employer shall not be liable for payment of such variations until these statements are sanctioned by it.

#### **4.5 Drawings, Schedule Of Quantities & Agreement**

The Contract shall be executed in duplicate and the Contractor shall be entitled to one executed copy for his use. Before the issue of the final certificate to the Contractor, he shall forthwith return to the Employer all Drawings and Specifications.

#### **4.6 Work sequence**

The successful Contractor shall include all costs in the tender to complete the works in the time schedule as given by him in the work schedule table. By submitting a tender, the Contractor agrees that they have reviewed the project specifications and drawings, toured the jobsite, and will complete all work in accordance with the overall time period as per the approved schedule. The scheduled time period starts from the 10<sup>th</sup> day after a notice to proceed or contract is received from the Employer. The Contractor shall provide a detailed construction schedule, in accordance with the time frame approved as per the work task schedule, prior to award of the project.

#### **4.7 Contractor's use of Estate**

The site of the work is an occupied building. Contractor's use of Estate shall be subject to following:-

- a) Confine operations at the site to areas permitted by law, ordinances, permits, Specification, and Employer's specific instructions.
- b) Do not unreasonably encumber the site with materials or equipment. Staging area shall be located as directed by the Employer.
- c) Assume full responsibility for protection and safekeeping of tools and products stored on or off Estate.
- d) Move stored products which interfere with operations of building or the operations of other trades.
- e) Obtain and pay for use of additional storage or work areas needed for operations.

#### **4.8 Contractor to provide everything necessary at his cost**

The Contractor shall provide at his cost, everything necessary for the proper execution of the works according to the intent and meaning of the Drawings, Schedule of Quantities and Specifications taken together whether the same may or may not be particularly shown or

described therein provided that the same can reasonably be inferred therefrom and if the Contractor finds any discrepancy in the Drawings or between the Drawings, Schedule of Quantities and Specifications, he shall immediately and in writing refer same to the Employer who shall decide which is to be followed. The Contractor shall provide all works under this specification in full accordance with Health and Safety Regulations.

#### **4.9 No disruption to normal office functions**

This project is to be executed in an occupied office building. It is essential that the Contractor gives special attention and priority to all matters concerning safety, protection from dust and loose materials, reduction of noise levels, protection from water and air infiltration into building, and maintenance of neat and orderly conditions in and around work areas inside and outside of building. Packaging, scrap materials and demolition debris shall be promptly removed from the building and site on a daily basis.

4.10 If the contract includes works, which will be disruptive during normal business operations, or would be dangerous to building occupants, said works shall be performed during hours as the Employer dictates. Examples of such work include, without limitation, saw cutting of concrete, jack hammering, welding, metal cutting, pouring concrete, erecting steel or hoisting equipment over occupied portions of the building ETC. The Contractor shall perform such works during Employer dictated hours and shall include all costs in its tender.

4.11 The Contractor shall keep noise levels below 75 dB during normal building hours. When it is necessary to produce noise above this level, the Contractor shall advise the Employer of such needs and times will be scheduled as directed. The Contractor shall anticipate any excessive noise generating procedures and include an allowance for it in the tender.

#### **4.12 Protection of Work and Property**

The Contractor shall install a suitable protective covering on all finished floors in areas where the works are being performed. No material handling equipment shall be permitted on or over finished floors unless said floors have been protected in a manner approved by the Employer. Any damage to building finishes caused by the Contractor shall be refinished at no additional cost to the Employer. The Contractor shall take photographs of any adjacent finishes that may be damaged during the works for a photographic record. The Contractor shall take due care for protection of the work and Employer's property.

#### **4.13 Authorities, Notices and Patents**

The Contractor shall conform to the provisions of any Act of the Legislature relating to the works, and to the regulations and bye-laws of any authority, and of electric supply and other companies and/or authorities with whose systems, the installation is proposed to be connected and shall, before making any variations from the Drawings or Specifications that may be necessitated by so conforming, give to the Employer, written notice, specifying the variation proposed to be made and the reason for making it and apply for instructions thereon. In case the Contractor shall not receive such instructions within ten days, he shall proceed with the work conforming to the provisions, regulations or bye-laws, in question, and any variation so necessitated shall be dealt with under Clause No. 4.22 & 4.26 thereof.

The Contractor shall bring to the attention of the Employer, all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority, or to any public office, all fees that may be properly chargeable in respect of the works, and lodge the receipts with the Employer.

The Contractor shall indemnify the Employer against all claims in respect of rights, and shall defend all actions arising from claims, and shall himself pay all royalties, license fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

#### **4.14 Setting out of work**

The Contractor shall set out the works and shall be reasonable for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions, and alignment of all parts thereof. If at any time any error in this respect shall appear within a period of five year from the completion of the works, the Contractor shall, if so required, at his own expense, rectify such error to the satisfaction of the Employer.

#### **4.15 Materials and workmanship to conform to the descriptions**

All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or Specifications and in accordance with the Employer's instructions, and the Contractor shall upon the request of the Employer furnish him with all invoices, accounts receipts and other vouchers to prove that the materials comply therewith. The Contractor shall at his own cost arrange for and/or carry out any test of any materials which the Employer may require.

#### **4.16 Contractor's superintendence and representative on the works**

The Contractor shall give all necessary personal superintendence during the execution of the works, and as long thereafter as the Employer may consider necessary until the expiration of the "Defects Liability Period" stated in the Appendix hereto. The Contractor shall also during the whole time the works are in progress, employ a competent representative who shall be constantly in attendance at the works while the men are at work. Any directions, explanations, instructions or notices given by the Employer to such representative shall be held to be given to the Contractor.

#### **4.17 Dismissal of Workmen**

The Contractor shall on the request of the Employer, immediately dismiss from the works, any person employed thereon by him who may, in the opinion of the Employer, be incompetent or misconduct himself and such persons shall not be again employed on the works, without the permission of the Employer.

#### **4.18 Access to Works**

The Employer and their respective representatives shall at all reasonable times have free access to the works and/or the workshops, factories or other places where materials are lying

or from which they are being obtained and the Contractor shall give every facility to the Employer and their representatives necessary for inspection and examination and test of the materials and workmanship. No person not authorised by the Employer except the representatives of public authorities shall be allowed on the works at any time.

#### **4.19 Assistant Manager (Tech)/Manager (Tech)**

The term “Assistant Manager (Tech)/Manager (Tech)” shall mean the person appointed and paid by the Employer to inspect the works, the Contractor shall afford the Assistant Manager (Tech) / Manager (Tech), every facility and assistance for inspecting the works and materials and for checking and measuring time and materials. The Assistant Manager (Tech)/Manager (Tech) shall have power to set out works or to revoke, alter, enlarge or relax any requirements of the Contract or to sanction any work, additions, alterations, deviations or omissions or any extra work whatever, except in so far as such authority may be specially conferred by a written order with the prior concurrence in writing of the Employer.

The Assistant Manager (Tech)/Manager (Tech) or any representative of the Employer shall have power to give notice to the Contractor or to his representative of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued by the Assistant Manager(Tech)/Manager (Tech) but such examination shall not in any way exonerate the Contractor from the obligation to remedy any defects which may be found to exist at any stage of the works or after the same is completed.

#### **4.20 Assignments and Sub-letting**

The whole of the works included in the Contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer, assign or under-let the Contract or any part share thereof or any interest therein without the prior written consent of the Employer, and no undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their progress.

#### **4.21 Alterations, additions, Omissions etc.**

No alteration, omission or variation shall vitiate this Contract but in case the Employer thinks proper at any time during the progress of the works to make any alterations in or additions to or omissions from the works or any alteration in the kind or quality of the materials to be used therein and shall give notice thereof in writing under his hand to the Contractor, the Contractor shall alter, add to or omit from, as the case may be, in accordance with such notice but the Contractor shall not do any work extra to or make any alterations or additions to or omissions from the works or any deviation from any of the provisions of the Contract, Stipulation, Specifications or Contract Drawings without the previous consent in writing of the Employer and the value of such extras, alterations, additions or omissions shall in all cases be determined with the prior approval in writing of the Employer in accordance with the provisions of Clause 4.26 hereof, and the same shall be added to or deducted from the Contract Amount, as the case may be, accordingly.

#### **4.22 Schedule of Quantities**

The Schedule of Quantities, unless otherwise stated, shall be deemed to have been prepared in accordance with the Standard Method of Measurement.

Any error in description or in quantity or in omission of items from the Schedule of Quantities shall not vitiate this contract but shall be rectified and the value thereof as ascertained under Clause 4.26 hereof, shall be added to, or deducted from the Contract Amount (as the case may be) provided that no rectification of errors, if any, shall be allowed in the Contractor's Schedule of Rates.

#### **4.23 Sufficiency of Schedule of Quantities**

The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the Schedule of Quantities and/or the Schedule of Rates and Prices which rates and prices shall cover all his obligations under the Contract, and all matters and things necessary for the proper completion of the works.

#### **4.24 Measurement of Works**

The Assistant Manager (Tech)/Manager (Tech) may from time to time intimate to the Contractor and the Employer that he requires the works to be measured, and the Contractor shall forthwith attend or send a qualified Agent to assist the Assistant Manager (Tech)/Manager (Tech) in taking such measurements and calculations and to furnish all particulars or to give all assistance required by any of them.

Should the Contractor not attend or neglect or omit to send such Agent, then the measurement taken by the Assistant Manager (Tech)/Manager (Tech) shall be taken to be correct measurements of the works. Such measurements shall be taken in accordance with the Mode of Measurement detailed in the Specifications.

The Contractor or his Agent may at the time of measurement take such notes and measurements as he may require.

All authorised extra works, omissions and all variations made with the prior approval in writing of the Employer shall be included in such measurements.

#### **4.25 Prices for extra etc. ascertainment of**

The Contractor may, when authorized by Employer, add to, omit from, or vary the works shown upon the drawings, or described in the Specification, or included in the Schedule of Quantities, but the Contractor shall make no addition, omission or variation without such authorization or direction. A verbal authority or direction by the Employer shall, if confirmed by him in writing within seven days, be deemed to have been given in writing

No claim for any extra shall be allowed unless it shall have been executed under provisions of Clause 4.14, 4.22 & 4.23 hereof with the concurrence of the Employer as herein mentioned. Any such extra is herein referred to as authorized extra and shall be made in accordance with the following provisions.

(a) (i) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein.

(ii) Rates for all items, wherever possible, should be derived out of the rates given in the Priced Schedule of Quantities.



(b) The net prices of the original tender shall determine the value of the items omitted, provided if omissions vary the conditions under which any remaining items of works are carried out, the prices for the same shall be valued under sub-clause (c) hereof.

(c) Where the extra works are not of similar character and/or executed under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items of works are carried out or if the amount of any omission or additions relative to the amount of the whole of the Contract works or to any part thereof shall be such that in the opinion of the Employer the net rate or price contained in the Priced Schedule of Quantities or tender or for any item of the works involves loss or expense beyond that reasonably contemplated by the Contractor or is by reason of such omission or addition rendered unreasonable or inapplicable, the Employer shall fix such other rate or price as in the circumstances he shall think reasonable and proper.

(d) Where extra work cannot be properly measured or valued, the Contractor shall be allowed day work prices at the net rates in accordance with the local day work rates and wages for the district, provided that in either case vouchers specifying the daily time and materials employed, be delivered for verification to the Employer at or before the end of the week following that in which the work has been executed plus 15% towards establishment charges, contractor's overhead and profits.

The measurement and valuation in respect of the Contract shall be completed within the "period of final measurement" stated in the Appendix, or if not stated, then defined in Clause 4.30 hereof.

#### **4.26 Unfixed materials when taken into account to be the property of the Employer**

Where in any Certificate (of which the Contractor has received payment) the Employer has included the value of any unfixed materials intended for and/or placed on or adjacent to the works, such materials shall become the property of the Employer and they shall not be removed except for use upon the works, without the written authority of the Employer. The Contractor shall be liable for any loss of or damage to such materials.

#### **4.27 Removal of improper work**

The Employer shall, during the progress of the works, have power to order in writing from time to time the removal from the works within such reasonable time or times, as may be specified in the order, of any materials which in the opinion of the Employer are not in accordance with the Specifications or the instructions of the Employer, the substitution of proper materials, and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the Drawings and Specifications or instruction, and the Contractor shall forthwith carry out such order at his own cost. In case of default on the part of the Contractor to carry out such order, the Employer shall have the power to employ and pay the other persons to carry out the same, and all expenses consequent thereon, or incidental thereto shall be borne by the Contractor, or may be deducted by the Employer from any moneys due, or that may become due, to the Contractor.

#### **4.28 Defects after virtual completion**

Any defect, shrinkage, settlement or other faults which may appear within the "Defects Liability Period" stated in the Appendix hereto, if none stated, then within DLP after the virtual completion of the works, arising in the opinion of the Employer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Employer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor, at his own cost and in case of default, the Employer may employ and pay other persons to amend and make good such defects, other faults, and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the Contractor and such damage, loss and expenses shall be recoverable from him by the Employer or may be deducted by the Employer from any moneys due or that may become due to the Contractor, or the Employer may in lieu of such amending and making good by the Contractor deduct from any money due to the Contractor a sum to be determined by the Employer equivalent to the cost of amending such work and in the event of the amount retained as Security Deposit being insufficient, recover the balance from the Contractor, together with any expenses the Employer may have incurred in connection therewith. Should any defective work have been done or material supplied by any Sub-Contractor employed on the works who has been nominated or approved by the Employer as provided in various clauses hereof, the Contractor shall be liable to make good in the same manner as if such work or material had been done or supplied by the Contractor and been subject to the provisions of this Clause and Clause 4.2 hereof. The Contractor shall remain liable under the provision of this Clause, notwithstanding the signing of any certificate or the passing of any accounts, by the Employer.

#### **4.29 Certificate of virtual completion and Defects Liability Period**

The works shall not be considered as completed until the Employer has certified in writing that they have been virtually completed. The Defects Liability Period shall commence from the date of such Certificate.

#### **4.30 Nominated Sub-Contractor**

All Specialists, Merchants, Tradesman and others executing any work of supplying and fixing any goods, for which prime cost prices or provisional sums are included in the Schedule of Quantities and/or Specifications, who may be nominated or selected by the Employer are hereby declared to be Sub-Contractors employed by the Contractor and are herein referred to as nominated Sub-Contractors.

No nominated Sub-Contractors shall be employed on or in connection with the works against whom the Contractor shall make reasonable objection or (save where the Employer and Contractor shall otherwise agree) who will not enter into Contract providing.

- (a) That the nominated Sub-Contractors shall indemnify the Contractor against the obligation in respect of the Sub-Contractor as the Contractor is under in respect of this Contract.
- (b) That the nominated Sub-Contractor shall indemnify the Contractor against claims in respect of any negligence by the Sub-Contractor, his servants or agents or any misuse by him or them of any scaffolding or other plant, the property of the Contractor or under any Workmen's Compensation Act in force.

(c) Payment shall be made to the nominated Sub-Contractor within fourteen days provided that all nominated Sub-Contractor's accounts included in previous Certificates have been duly discharged, in default whereof, the Employer may pay the same and deduct the amount thereof from any sums due to the Contractor. The exercise of this power shall not create privity of contract as between Employer and Sub-Contractor.

#### 4.31 Other persons employed by Employer

The Employer reserves the right to use the Estate and any portions of the site for the execution of any work not included in this Contract, which it may desire to have carried out by other persons, and the Contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or materials for the execution of such work. Such work shall be carried out in such manner as not to impede the progress of the works included in the Contract and the Contractor shall not be responsible for any damage or delay which may happen to or occasioned by such work.

#### 4.32 Insurance in respect of damage to person and property

The Contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated Sub-Contractor or any employee or either, whether such injury or damage arises from carelessness, accident or any other cause whatever, in any way connected with the carrying out of this Contract. This liability under this clause shall be held to include inter alia, any damage to buildings, whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and other structures and works forming the subject matter of this Contract. The contractor shall also be responsible for any damage caused to the buildings and other structures and works forming the subject matter of this Contract by frost, rain, wind or other inclemency of weather. The Contractor shall indemnify and keep indemnified the Employer and hold him harmless in respect of all and any loss and expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage, whether under any Statute or otherwise and also in respect of any award of compensation or damages consequent upon such claim. **The contractor shall, at his own expense, effect and maintain till issue of the completion certificate under this contract, with an insurance company authorized by Insurance Regulatory and Development Authority of India (IRDAI), an All Risks Policy for insurance for an amount equal to the amount of the contract including fire and earthquake risk in the joint names of the Employer and the contractor ( the name of the former being placed first in the policy) against all risks as per the standard all risk policy for contractors and deposit such policy or policies with the employer before commencing the works.** The Contractor shall reinstate all damage of every sort mentioned in this Clause, so as to do delivery of the whole of the Contract works complete and perfect in every respect and so as to make good

or otherwise satisfy all claims for damage to the property of third parties. The Contractor shall also indemnify and keep indemnified the Employer against all claims which may be made against the Employer by any person/ member of the public or other **third party** in respect of anything which may arise in respect of the works or in consequence thereof and **shall at his**

**own expense arrange to effect and maintain, until the completion of the Contract, with an Insurance company authorized by IRDAI, a policy of Insurance in the joint names of the Employer and the Contractor( the name of the former being placed first in the policy) against such risks and deposit such Policy or Policies with the Employer before commencement of the work.** The minimum limit of coverage under the policy shall be as defined elsewhere under General instructions to the tenderer. The Contractor shall also similarly indemnify the Employer against all claims which may be made upon the Employer whether under the **Workmen Compensation Act** or any other statute in force during the currency of this contract or at Common Law in respect of any employee of the Contractor or any Sub-Contractor and **shall at his own expenses effect and maintain, until the completion of the Contract, with an insurance company authorized by IRDAI, a policy of Insurance in the joint names of the Employer and the Contractor( the name of the former being placed first in the policy) against such risks and deposit such Policy or Policies with the Employer from time to time during the currency of the Contract.** In default of the contractor ensuring as provided above, the employer may so ensure and may deduct the premiums paid from any money due or which may become due to the contractor.

The Contractor shall be responsible for any liability which may be excluded from the Insurance Policies above referred to and also for all other damages to any person, animal or property arising out of and incidental to the negligent or defective carrying out of this Contract, whatever may be the reasons due to which the damage shall have been caused. He shall also indemnify and keep indemnified the Employer in respect of all and any costs, charges or expenses arising out of any claim or proceedings relating to the works and also in respect of any award of compensation or damages, arising there from. without prejudice to the other rights of the employer against contractor in respect of such default, the Employer shall be entitled to deduct from any sums payable to the Contractor the amount of any damage, compensation, costs, charges and other expenses paid by the employer and which are payable by the contractor under this clause. The contractor shall upon settlement by the insurer of any claim made against the insurer pursuant to a policy taken under this clause proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event all the money received from the insurer in respect of such damage shall be paid to the contractor and the contractor shall not be entitled to any further payments in respect of the expenditure incurred for rebuilding or repairing of the materials or goods destroyed or damaged.

The contractor, in case of re-building or reinstatement after damage shall be entitled to such extension of time for completion as the Employer may deem fit, but shall, however, not be entitled to reimbursement by the employer of any shortfall or deficiency in the amount finally paid by the insurer in settlement of any claim arising as set out herein.

4.33. Without prejudice to his liability under this clause, the contractor shall also cause all nominated sub-contractors to effect, for their respective portions of works similar policies of insurance in accordance with the provisions of this clause and shall produce or cause to produce to the employer such policies. The contractor shall not permit a nominated sub-contractor to commence work at site unless said insurance policies are submitted. In the event of failure, of the sub-contractor to take out such policy or policies of insurance before commencing the works at site, the contractor shall be responsible for any claim or damage attributable to the said sub-contractor.

#### **4.34 Date of Commencement and Completion**

The Contractor shall be allowed admittance to the site on the "Date of Commencement" stated in the Appendix hereto or such later date as may be specified by the Employer and he shall thereupon and forthwith begin the works and shall regularly proceed with and complete the same (except such painting or other decorative work as the Employer may desire to delay) on or before the "Date of Completion" stated in the Appendix subject nevertheless to the provisions for extension of time hereinafter contained.

#### **4.35 Damages for Non-completion**

If the Contractor fails to complete the works within the period stated in the Appendix Here in before referred to or within any extended time under Clause 4.37 hereof and the Employer certifies in writing that in his opinion the same ought reasonably to have been completed, the Contractor shall pay the Employer the sum named in the Appendix as "Liquidated Damages" for the period during which the said works shall so remain incomplete and the Employer may deduct such damages from any moneys due to the Contractor. The contractor hereby specifically agrees and authorizes the Employer to deduct such liquidated damages, if any, from any installment of payment becoming due and payable to the contractor in terms of this contract or from the retention money."

#### **4.36. Delay and Extension of Time**

If in the opinion of the Employer, the works be delayed (a) by force majeure or (b) by reason of any exceptionally inclement weather or (c) by reason of proceedings taken or threatened by or dispute with adjoining or neighbouring owners or public authorities arising otherwise than through the Contractor's own default or (d) by the works or delays of other Contractors or Tradesmen engaged or nominated by the Employer and not referred to in the Schedule of Quantities, and/or Specification or (e) by reason of Employer's instructions as per Clause 2 hereof or (f) by reason of civil commotion, legal combination of workmen or strike or lock-out affecting any of the building trades or (g) in consequence of the Contractor not having received in due time, necessary instructions from the Employer for which he shall have specifically applied in writing or (h) from other causes which the Employer may certify as beyond the control of Contractor or (i) in the event the value of the work exceeds the value of the Priced Schedule of Quantities owing to variation, the Employer may make a fair and reasonable extension of time for completion of the Contract works. In case of such strike or lock-out the Contractor shall nevertheless constantly use his endeavours to prevent delay and shall do all that may reasonably be required to the satisfaction of the Employer to proceed with work.

If the contractor needs an extension of time for completion of the work or if the completion of work gets delayed for any reason beyond the due date of completion stipulated in the contract, the contractor shall apply to the employer for extension of time in writing at least 7 days before the expiry of the scheduled time and while applying for extension of time, contractor shall furnish the reasons in detail and his justification along with documentary evidence (copy of relevant pages of hindrance register), if any, for delays. Only that period of extension of time as granted by the employer (on receipt of the application from the contractor

or even in absence of any such application certification as to the reasonableness of the grounds for delay) will qualify for exemption of imposition of liquidated damages. For the balance period in excess of original stipulated period and an authorized extension of time granted by the employer, the provision of liquidated damages as stated under clause 4.36 will become applicable.

Further, the contract shall remain in force even for the period beyond the due date of completion irrespective of whether the contractor has applied or not, for the grant of extension of time for completion unless the employer decides to terminate the contract. The delay for completion of work for any reason will not entail any right to the contractor to claim any revision of rates or any extra compensation for any reason.

#### **4.37 Failure by Contractor to comply with Employer's instructions**

If the Contractor after receipt of written notice from the Employer requiring compliance within ten days fails to comply with such further drawings and the Employer may employ and pay other persons to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer as a debt or may be deducted by him from any moneys due to the Contractor.

#### **4.38 Termination of Contract by the Employer**

If the Contractor being an individual or a firm commits any "act of insolvency", or shall be adjudged an insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee or the Liquidator, in such acts of insolvency or winding up, as the case may be, shall be unable, within seven days after notice to him requiring him to do so, to show the reasonable satisfaction of the Employer that he is able to carry out and fulfil the Contract and to give security therefor, if so required by the Employer.

Or if the Contractor (whether an individual, firm or Incorporated Company) shall suffer execution or other process of Court attaching property to be issued against the Contractor, Or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor,

Or shall assign or sublet this Contract without the consent in writing of the Employer first had and obtained,

Or shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder,

Or if the Employer determine that the Contractor

- (i) has abandoned the Contract, or
- (ii) has failed to commence the works, or has without any lawful excuse under those Conditions suspended the progress of the works for 10 days after receiving from the Employer notice to proceed, or
- (iii) has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or

- (iv) has failed to remove materials from the site or to pull down, and replace work for seven days after receiving written notice that the said materials or work were condemned and rejected by the Employer under these Conditions or
- (v) has neglected or failed persistently to observe and perform all or any of the acts, matters or things by the Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.

Then and in any of the said cases, the Employer may notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor, determine the Contract and liabilities of the Contractor, the whole of which shall continue in force fully as if the Contract had not been so determined, and as if the works subsequently executed had been executed by or on behalf of the Contractor and further, the Employer by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffoldings, machinery and materials lying upon the Estate or the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Contractor or other person or persons to complete the works, and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other contractor or other person or persons employed for completing and finishing or using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient, the Employer shall give a notice in writing to the Contractor to remove his surplus materials and plant, and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the Employer may sell the same by public auction, and give credit to the Contractor for the net amount realized. The Employer shall thereafter ascertain and certify in writing under his hand what (if anything) shall be due or payable to, or by the Employer, for the value of the said plant and materials so taken possession of by the Employer and the expense or loss which the Employer shall have been put to in procuring the works to be completed, and the amount, if any, owing to the Contractor and the amount which shall be so certified shall thereupon be paid by the Employer to the Contractor or by the Contractor to the Employer, as the case may be, and the decision of the Employer shall be final and conclusive between the parties.

#### **4.39. Termination of Contract by Contractor**

If payment of the amount payable by the Employer under certificate of the Bank's engineer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer or if the Employer shall repudiate the Contract, or if the works be stopped for three months under the order of the Employer or by any injunction or other order of any Court of Law, then and in any of the said cases, the Contractor shall be at liberty to determine the Contract by notice in writing to the Employer and he shall be entitled to recover from the Employer, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose of the Contract.

In arriving at the amount of such payment, the net rates contained in the Contractor's original Tender shall be followed, or where the same may not apply, valuation shall be made in accordance with Clause 4.26 hereof.

#### **4.40. Certificates and Payments**

The Contractor shall be paid by the Employer from time to time by instalments under Interim Certificate to be issued by the Bank's engineer on account of the works executed, work to the approximate value named in the Appendix as "Value of work for Interim Certificates" (or less at the reasonable discretion of the Employer) has been executed in accordance with this Contract. The Employer may, at his discretion, include in the Interim Certificate such amount as he may consider proper on account of materials delivered upon the site by the Contractor for use in the works. And when the works have been virtually completed and the Employer shall have certified in writing that they have been completed, the contractor shall be paid the balance amount by the employer in accordance with the certificate to be issued by the Bank's engineer. The Contractor shall be entitled to the release of the Bank guarantee towards Security Deposit in accordance with the Final certificate to be issued in writing by the Employer at the expiration of the period referred to as "the Defects Liability Period" in the Appendix hereto from the date of Virtual Completion or as soon after the expiration of such period as the works shall have been finally completed and defects made good according to the true intent and meaning hereof, whichever shall last happen, provided always that the issue by the Employer of any certificate during the progress of the works at or after their completion shall not relieve the Contractor from his liability under Clause 2 and 29 nor relieve the Contractor of his inability in cases of fraud, dishonesty or fraudulent concealment relating to the works or materials or to any matter dealt within the Certificate, and in case of all defects and insufficiencies in the works or materials, which a reasonable examination would not have disclosed. No Certificate shall of itself be conclusive evidence that any works or materials, to which it relates, are in accordance with the Contract neither will the Contractor have a claim for any amounts which the Employer might have certified in any interim bill and paid by the Employer and which might subsequently be discovered as not payable and in this respect the Employer's decision shall be final and binding.

The Employer shall have power to withhold any Certificate if the works or any parts thereof are not being carried out to his satisfaction.

The Employer may by any Certificate make any correction in any previous certificate which shall have been issued by him.

Payments shall be made within the period named in the Appendix as "Period for honoring Certificates" after such Certificates have been delivered to the Employer.

#### **4.41. Delayed Payment**

Any amounts payable by the Employer to the Contractor if not paid within the "Period for honouring Certificates" named in the Appendix, carry interest at the rate named in the Appendix as the "Rate of interest for delayed payment" from the date upon which such sum ought to have been paid by the Employer until the payment.

#### **4.42. Matters to be finally determined by Employer**

The decision, opinion, direction, Certificate (except for payment), with respect to all or any of the matter under Clauses 4.2, 4.9, 4.15, 4.16, 4.21, 4.25, 4.26, 4.27, 4.28, 4.29, 4.37(a,b,c,d,f), 4.38, 4.39, 4.41 hereof (which matters are herein referred to as the excepted



matters) shall be final and conclusive and binding on the parties hereto and shall be without appeal. Any other decision, opinion, direction, Certificate or valuation of the Employer or any refusal of the Employer to give any of the same shall be subject to the right of arbitration and review under Clause 4.44 hereof in the same way in all respects (including the provision as to opening the reference) as if it were a decision of the Employer.

#### **4.43. Settlement of dispute by Arbitration**

All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to and settled by the Employer who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Employer with respect to any of the excepted matters shall be final and without appeal as stated in Clause 43 hereof. But if either party be dissatisfied on any matter, except the excepted matter as above, the party may within 28 days after receiving notice of such decision give a written notice to the other party requiring that the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree a single arbitrator would be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator.

The arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

The arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings, the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators, as the case may be, shall make an award in terms of such settlement or compromise.

Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator or arbitrators, as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and party, and shall direct by whom and to whom and in what manner the same shall be borne and paid.

This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof.

The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

The venue of arbitration shall be **BHOPAL, INDIA.**

#### **4.44. Right of technical scrutiny of final bill**

The Employer shall have a right to cause a technical examination of the works and the final bill of the Contractor including all supporting vouchers, abstracts etc. to be made at the time of payment of the final bill. If as a result of this examination or otherwise, any sum is found to have been overpaid or over-certified, it shall be lawful for the Employer to recover the sum.

#### **4.45. Employer entitled to recover compensation paid to workmen**

If, for any reason, the Employer is obliged, by virtue of the provision of the Workmen's Compensation Act, 1923, or any statutory modifications or re-enactment thereof to pay compensation to a workman employed by the Contractor in execution of the works, the Employer shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to rights of the Employer under the said Act. The Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer to the Contractor under this Contract or otherwise. The Employer shall not be bound to contest any claim made against it under the said Act, except on the written request of the Contractor and upon his giving to the Employer full security to the satisfaction of the Employer for all costs for which the Employer might become liable in consequence of contesting such claim.

#### **4.46. Abandonment of Works**

If 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 any profit or advantage which he might have derived from the execution of the whole works.

#### **4.47. Return of surplus materials**

Notwithstanding anything contained to the contrary in any or all the Clauses of this Contract, where any material for the execution of the Contract is procured with the assistance of the Employer by purchases made under orders or permits or licenses issued by Government, the Contractor shall hold the said materials economically and solely for the purpose of the Contract and not dispose of them without the prior written permission of the Employer and

return it to the Employer, if required by the Employer, at the price to be determined by the Employer having due regard to the condition of the materials, the price to be determined not to exceed the purchase price thereof inclusive of sales tax, octroi and other such levies paid by the Contractor in respect thereof. In the event of breach of the aforesaid condition, the Contractor shall, in addition to being liable to action for contravention of the terms of licenses or permits and/or criminal breach of trust, be liable to the Employer for all moneys, advantages or profits resulting, or which in the usual courses would have resulted to him, by reason of such breach.

#### **4.48. Right of Employer to terminate Contract in the event of death of Contractor, if individual**

Without prejudice to any of the rights or remedies under this Contract, if the Contractor, being an individual, dies, the Employer shall have the option of terminating the Contract without incurring any liability for such termination.

#### **4.49. Accident Reports**

In the event of accidents of any kind, the Contractor shall furnish the Client with copies of all accident reports. The reports shall be sent without delay and at the same time that they are forwarded to any other parties.

#### **4.50. Marginal Notes**

The notes in the box and in the catch lines hereto and in the annexures hereto are meant only for convenience of reference and shall not in any way be taken into account in the interpretation of these presents and the annexures hereto.

### **SPECIAL CONDITIONS**

#### **4.51. Progress of Work**

Upon award, the Contractor shall reconfirm, in writing, the starting and completion schedule including equipment delivery dates based upon the information submitted in his tender form along with project schedule (including details of all the important activities involved). The contractor shall also inform the Bank in writing the details of the project team who will be responsible for planning/ execution of the work.

4.52. The Contractor shall submit, in writing, monthly reports showing current equipment delivery dates and anticipated completion dates for individual activity along with reasons, if any for deviations from the approved/ accepted schedule.

#### **4.53. Non-disclosure Clause**

The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/equipment's etc. which may come to the profession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and Confidential, except to the extent necessary to carry out the obligations under it or to comply

with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.

The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

#### **4.54 Minimum wages to the workmen:**

The contractor shall ensure that minimum wages as per statutory requirement are paid to all the workmen.

#### **4.55 Labour License:**

The contractor shall adhere to various provisions of the Contract Labour (Regulation & Abolition) Act 1970, if applicable under the said contract, and fulfil all the statutory requirements.

#### **4.56. Sexual Harassment of Women:**

a) The contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the internal complaints committee constituted by the contractor/Agency or Local Complaints committee as the case may be and the contractor/ agency shall ensure appropriate action under the said Act in respect of the Complaint.

b) 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.

c) 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 harassment by the employee of the contractor is proved.

d) The Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

e) The Contractor shall provide a complete and updated list of employees who are deployed within the Bank's premises.

**4.57 Provision of Rule 144 (xi) of the GFR 2017:** Compliance with the Rule 144 (xi) of GFR 2017 inserted vide Office Memorandum (OM) F.No.6/18/2019-PPD dated July 23, 2020 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India, the Public Procurement Orders issued in furtherance thereto, and their subsequent revisions shall be mandatory.

In this regard, Bidder shall submit a copy of Undertaking / Declaration / Certificate on their letter head duly sealed and signed by the authorized signatory in the format given at [Annexure – ‘G’](#).

If the Undertaking / Declaration / Certificate submitted by the bidder is found to be false, his/her/its tender / work order will be immediately terminated, and legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit may be initiated and the Bank may also debar the bidder from participating in the tenders invited by the Bank in future.

**4.58 Debarment of firms from Bidding:** A bidder is liable for debarment / disqualification from bidding on the following grounds:

1. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:

(i) a. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

b. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.

c. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.

d. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

e. any financial or business transactions between the bidder and any official of the procuring entity related to the tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.

f. any coercion or any threat to impair or harm directly or indirectly, any part or its property to influence the procurement process.

g. obstruction of any investigation or auditing of a procurement process.

h. making false declaration or providing false information for participation in a tender process or to secure a contract.

i. failed to disclose conflict of interest.

j. failed to disclose any previous transgressions made in respect of the provisions of sub clause (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.

2. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the tender etc.,

3. If the bidder has been convicted of an offence – (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to the public health as part of execution of a public procurement contract.

**Place:**

**Date:**

**Seal and Signature of the Bidder**

## Section V - Technical Specification

### **Scope of work:**

Reserve Bank of India, Bhopal intends to install Audio Conferencing System with a seating capacity of 60 members (15 round tables with 4 seating at each table) in its New Training Hall at the Office premises. The dimension of the room in meter 19.2 X 12.2 (Length X Width).

2. The specifications are prepared based on the available brochures on the internet of respective models of the approved makes given. Minor variation in certain values are acceptable for the approved makes and should comply with given features.

- a. Bidders have to submit their proposal in full details, like technical and physical specifications of conferencing system
- b. Block diagram of the system with interconnectivity of different peripherals
- c. The ceiling speakers are to be flush mounted in the false ceiling and as per the site requirement.
- d. The audio system should have a provision for inputting the audio from minimum 2 external sources such as laptops / video units using suitable connectors.
- e. System should have mobile signal immunity.
- f. Necessary heavy duty FRLS type conduits / trays shall be used for laying the cables above the ceiling.
- g. All the microphone units shall be wireless and have buttons for ON and OFF with LED indicator and battery display.

3. The entire system has to be inspected once in a quarter and the following works to be carried out during warranty and CAMC:

- a. Cleaning of the equipments installed and the instrument rack
- b. Testing of the microphones, speakers, control/feedback /amplifier units, for their proper functioning.
- c. Checking of the speakers and allied cables for any loosening
- d. Repair / replacement of any spares / microphone / control equipment/ cables and consumables if any, required for proper functioning of the entire system without any additional cost to the Bank.

4. The contractor shall prepare three copies of as built drawings after completion of work and shall submit along with the final bill.

5. The contractor shall arrange and provide at no extra cost factory trained engineer to technically supervise the work during execution at site and arrange a training to the Bank's staff for the safe operation of the said system. The contractor or the OEM shall provide a type written "Sequence of Operation".

6. System integrator may use any of the approved make to customise the system. The mentioned requirement is indicative, if bidders have better solution, they may discuss and offer the same. The minimum requirements of the Conferencing system are given below:

**A. Microphone:** Microphone module shall be covered with robust metal grille protecting the module from impact, rolling and pop noise and ensure clarity of sound with inbuilt high efficiency antenna.

i) Type: Handheld wireless

Display: backlit LCD indicating battery status and working channel

Button: ON/OFF or Talk / Mute

Batteries: suitable capacity removable and rechargeable batteries able to operate continuously for 6 to 8 Hrs.

ii) Type: Wireless Gooseneck with base and transmitter with built in batteries

Button: ON/OFF or Talk / Mute

When pushing the button to talk, the indicator on either the base and ring indicator on gooseneck or both shall light up indicating the system in the state of speaking. Press the button again to mute / off the system and all indicators are off.

Batteries: suitable capacity removable and rechargeable batteries able to operate continuously for 6 to 8 Hrs.

### **B. Mixer:**

Rack mountable with front panel selection controls mixer, connections at the back end with 24 / 48 bit processor with minimum of 12 input Mic / Line Rack / channels and USB interface, XLR / TRS suitable input and output connectors. The mixer shall be able to accommodate the output received from the receivers/ amplifiers and other input devices like mobile / CD/DVD etc., The mixer shall have suitable LED display / indicators for power on/ off and signal level. Each input shall have individual controls for adjusting the volume and various other effects.

Operating Voltage: 1Ph, 230VAC (+/-10%), 50Hz

THD: <0.005%

Gain: +10 to +60 dB

Signal to Noise Ratio: -110 dB/ -112 dB

Frequency Response: 15 Hz to 70 KHz, +/-1 dB

Equilization: Low+/-15 dB at 60 Hz and High +/-15 dB at 12 KHz

Phantom power: 48V DC

### **C. Feedback Suppressor:**

Rack mountable with front panel selection controls, connections at the back end with DSP to provide all the necessary processing and controls, XLR / TRS suitable input and output connectors.

Number of channels: Two or more

Input Type: Electronically balanced / unbalanced

Frequency response: 20Hz to 20kHz, +/-0.5 dB

Dynamic range: 110dB, +/-1 dB

THD : ≤0.005% @+4 dB at 1KHz

A/D D/A Conversion: 24bit

Operating power: 1Ph, 230 VAC (+/-10%), 50Hz

### **D. Amplifier:**

Rack mountable with front panel selection controls, connections at the back end suitable to operate as the requirement. The amplifier shall be able to operate at 100 V/70V output line voltage. The amplifier shall include thermal, short circuit and overload protection features.



The amplifier shall be provided with forced cooling fan and able adjust the speed according to the temperature of the heat sink.

No. of channels: Minimum of Two channels

Output power: 450 Watts per channel; class D configuration

Frequency response: 20Hz to 20kHz

Signal to Noise ratio: 80-100dB

THD:  $\leq$  0.5%, 1 KHz, 1 dB

Protection: overload and short circuit

Operating power: 1Ph, 230VAC (+/-10%), 50Hz

#### **E. Speakers:**

The speakers shall be made of metal grille, ABS baffle and ABS back cover, flush mount type making easy and secure installation. The speaker shall have inbuilt 100V / 70V transformer and allows easy parallel connection of multiple loudspeakers.

Type: Flush mount ceiling

Taping: 70V/ 100V

Frequency response: 100Hz – 20 KHz

SPL : minimum of 90-110 dB @1m avg, +/-3 dB

Colour: White powder coated

Operating power: 1Ph, 230VAC (+/-10%), 50Hz

**Place:**

**Date:**

**Seal and Signature of the Contractor**

**Technical Particulars (to be furnished by the Tenderer / Bidder)**

<b>S.No</b>	<b>Item Description</b>	<b>Make offered by the vendor</b>
1.	Receiver / Control Unit	
2.	Microphone (Handheld / Gooseneck / lavalier)	
3.	Amplifier Unit	
4.	Mixer Unit	
5.	Feedback Suppressor Unit	
6.	Ceiling Speakers	
7.	Speaker cable	
8.	Rack	
9.	PVC Conduit	

**Place:**

**Date:**

**Seal and Signature of the Contractor**

### List of Approved Makes

S.No	Item Description	Approved Make
1.	Receiver Unit	Bosch / Sennheiser / Shure / QSC / Heinrich / Audiotechnica / Mipro / EV
2.	Microphone (Handheld / Gooseneck / lavalier)	Bosch / Sennheiser / Shure / QSC / Heinrich / Mipro / Audiotechnica / EV
3.	Amplifier Unit	Bosch / Sennheiser / Shure / QSC / Heinrich / Crown/ Yamaha / EV
4.	Mixer Unit	Bosch / Sennheiser / Shure / QSC / Heinrich / Behringer/ Alesis / Yamaha / EV
5.	Feedback Suppressor Unit	Bosch / Sennheiser / Shure / QSC / Heinrich / Behringer / dBx / Soundcraft /EV
6.	Ceiling Speakers	Bosch / Sennheiser / Shure / JBL / QSC / Heinrich / EV
7.	Speaker cable	Kramer / Belden / Extron / Finolex / Polycab
8.	Rack	Rittal / NetRack / NT / Heinrich / Legrand
9.	PVC Conduit	Precision / AKG / Polycab

**Date:**

**Place:**

**Seal and Signature of the Bidder**

**Appendix Hereinbefore Referred To**

1.	Defects liability Period	12 months from the date of issue of virtual completion certificate.
2.	Period of final measurement	Two months from the date of final commissioning.
3.	Date of Commencement	Within 10 days from the date of work order
3.	Period of completion	30 days from the date of work order.
4.	Liquidated Damages	@ 0.25% of the contract value per week of delay subject to a maximum of 10% of the contract amount. Any broken period delay will be considered as delay of one week and accordingly liquidated damages shall be levied.
5.	Penalty during warranty period	₹500/- per day, if defect is not rectified within 24 hours of intimation subject to maximum of ₹5000/- per instance.
6.	Retention Percentage	5% of value of work shall be retained from each on-account bill till the recovery amounts to 5% of contract value and will be held till the end of defect liability period. No interest shall be paid on this amount.

**Seal and Signature of Contractor**

**Proforma Of Bank Guarantee In lieu of Earnest Money Deposit**

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

The Regional Director,  
Reserve Bank of India  
Estate Department,  
Bhopal

Place

Date

Dear Sir,

**“Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank’s office building” - Bank Guarantee for EARNEST MONEY DEPOSIT**

**WHEREAS**

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai and an office at Bhopal (hereinafter called the ‘Employer’) has invited tenders for the work Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank’s office building (hereinafter referred to as ‘the Work’) on the terms and conditions mentioned in the tender documents.

1. It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of ₹\_\_\_\_\_ (Rupees \_\_\_\_\_ only) as Earnest Money Deposit.
2. M/s\_\_\_\_\_, (hereinafter called as tenderer), who are our constituents intend to submit their tender for the said work and have requested us to furnish guarantee to the Employer in respect of the said sum of Rs. (Rupees \_\_\_\_\_ only).

**NOW THIS GUARANTEE WITNESSETH**

1. We \_\_\_\_\_ (Bank) do hereby agree with and undertake to the Reserve Bank of India, their Successors, Assigns that in the event of the Reserve Bank of India coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be

binding on us as well as the said Tenderer, we shall on demand by the Reserve Bank of India, pay without demur to the Reserve Bank of India, a sum of Rs . \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or any lower amount that may be demanded by the Reserve Bank of India. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs . \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).

2. We also agree to undertake to 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 the Reserve Bank of India on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the Reserve Bank of India shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the Reserve Bank of India within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to the Reserve Bank of India under this guarantee shall be independent of the agreement or agreements or other understandings between the Reserve Bank of India and the Tenderer.

This guarantee shall not be revoked by us without prior consent in writing of the Reserve Bank of India.

We hereby further agree that –

- a) Any forbearance or commission on the part of the Reserve Bank of India in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the Reserve Bank of India to the Tenderer 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 Tenderers of their obligations and in the event of

- their failure to do so, by payment by us of the sum not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only)
- b) Our liability under these presents shall not exceed the sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only)
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force upto \_\_\_\_\_ provided that if so desired by the Reserve Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein
- e) Our liability under this 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 the Reserve Bank of India alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of the Reserve Bank of India against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours' faithfully,

For and on behalf of

\_\_\_\_\_ Bank.

Authorized official.

(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).

**Proforma Of Bank Guarantee In lieu of Security Deposit**

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

To  
The Regional Director  
Reserve Bank of India  
Estate Department  
Bhopal-462011.

Dear Sir,

**Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank’s office building - Bank Guarantee for PERFORMANCE SECURITY DEPOSIT**

WHEREAS Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, (hereinafter called “the RBI”) has awarded the Contract for the captioned project (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 we are aware that an agreement has been executed between the Reserve Bank of India and the contractor and in terms of clause\_\_\_\_of the said agreement 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 Rs\_\_\_\_\_ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the 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 the RBI, a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or any lower amount that may be demanded by the 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, however, that our liability against such sum shall not exceed the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

2. We also agree to undertake to 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 the 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 the 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 the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the 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 the 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 the 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 Rs. (Rupees only).

b) Our liability under these presents shall not exceed the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

c) 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 thereunder or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force till currency of contract.

e) 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 the 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 the 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).

**CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

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 contractor employed qualified  
Engineer/Overseer during execution of work?
- 11 i) Quality of work (indicate grading) Outstanding/Very Good/Good/Satisfactory/poor  
  
ii) Amt. of work paid on reduced rates, if any.
- 12 i) Did the contractor go for arbitration?  
  
ii) If yes, total amount of claim  
  
iii) Total amount awarded
- 13 Comments on the capabilities of the contractor.
  - 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) Mobilization of manpower | Outstanding/Very Good/Good/Satisfactory/Poor |
| e) General behavior         | Outstanding/Very Good/Good/Satisfactory/Poor |

Seal and Signature of the Authorised Signatory

**Note:**

- (i) All columns should be filled in properly countersigned.
- (ii) The Client Certificates should be submitted for each of the Prequalification work/s.
- (iii) The client's certificate shall be signed by an official of the rank of Executive Engineer or equivalent in respect of a Government/Semi Government organization or a PSU and the client's certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) certificate.

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

1. Composition of the firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 years (year wise)
  - a) 2022-23
  - b) 2021-22 :
  - c) 2020-21 :
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs.\_\_\_\_\_ Lakhs.

(Signature)  
For the Bank

**Note:**

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

**Details of similar qualifying works executed during the last 5 years.**

Sr. No.	Name and address of the firm	No. of units supplied	Value of the work	Whether works completed in time or not (give date of start & and date of completion)	Completion period as per work order	Fax /phone number & contact person of the firm

(Attach sheet if required and attach TDS certificate in case of private companies)

**Signature and Seal of the tenderer**

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL**  
(On Non-Judicial Stamp Paper of appropriate value)

Know all men by these presents, We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr. / Ms. ....(Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the **Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank’s office building** including signing and submission of all documents and providing information / responses to RBI, representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**Note:**

Power of Attorney should be properly stamped and notarized Power of Attorney furnished shall be irrevocable.

Signature/(s) of the Bidder Name/(s)

Stamp/Seal of the Bidder

(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.)

**Proforma of Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India**

(To be submitted by the bidders on their letter head duly sealed and signed by the authorised signatory)

**To**  
**Regional Director**  
**Reserve Bank of India**  
**Bhopal.**

**Name of Work: Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank's office building**

I/We \_\_\_\_\_ (Name and address, including country of location of bidder) have read and understood the contents of the Office Memorandum (OM) F.No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. I/We certify that \_\_\_\_\_ (Name of the bidder)
- i. Is not from a country sharing land border with India, or
  - ii. Is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
  - iii. Is from a country sharing land border with India where Government of India has extended lines of credit, or
  - iv. Is from a country sharing land border with India where Government of India is engaged in development projects.

*(strikeout whichever of the above is not applicable)*

3. I/ We further certify that \_\_\_\_\_ (Name of the bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub-contract I/We \_\_\_\_\_ (Name of the bidder) will not sub-contract any work to a contractor



from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum/ order.

4. I/We know and understand that, if this Underaking / Declaration / Certification / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our tender / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

**Signature and name of the authorised signatory of the Bidder with stamp**

**Date:**

**Place:**

**Undertaking regarding site visit by the Tenderer in order to understand the work**

To

**The Regional Director**

**Reserve Bank of India**

**Estate Department**

**Bhopal**

Dear Sir,

**Name of the Work:** Design, Supply, Installation, Testing and Commissioning (DSITC) of Audio Conferencing System for New Training Hall at Bank's office building

We, \_\_\_\_\_, the tenderer for the above work confirm that we have visited the site and understood the proper details of the existing Audio-conferencing system working presently and also the scope of the work for the proposed system.

Yours Faithfully,

(Authorised Signatory)

Name and address of the company with seal

Date:

Place:

**Undertaking regarding declaration of debarment by public institution(s)**  
**(To be submitted by the tenderer on their letter head)**

**Name of Work:** Design, Supply, Installation, Testing and Commissioning (DSITC) of Audio Conferencing System for New Training Hall at Bank's office building.

1. I / We \_\_\_\_\_ (Name of the bidder) declares that,

a) I / We or any of our allied firm\* is / or not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on \_\_\_\_\_ (last date of submission of bid).

b) I / We or any of our allied firm\* have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution / entity in India or any other country in last three years as on \_\_\_\_\_ (last date of submission of bid).

c) We will inform the Bank in writing, in case, I / We or any of our allied firm\* is / are debarred / suspended / blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.

2. I / We \_\_\_\_\_ (Name of the bidder) declares that, I / We or any of our allied firm\* \_\_\_\_\_ (Name of the allied firm(s)) \* is / are debarred / suspended / blacklisted by \_\_\_\_\_ (Name and address of the public institution in India or any other country) and the same effective up to \_\_\_\_\_ (date). A copy of such letter is attached for your information and record.

(Seal and Signature of the bidder)

Date:

Place:

(Note: Strike out one of the above two declarations which is not applicable)

\* Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned / suspended firm and by virtue of this it has controlling voice. Further all successors firms will also be considered as allied firms.

**Mandate Form**

Dear Sir,

I / We hereby give my / our consent to accept the payments of my / our bills through online e-payment system. My Bank details are as under:-

<b>Particulars</b>	<b>Details</b>
<b>Name of Account holder</b>	
<b>Address of Beneficiary with e-mail</b>	
<b>Telephone / Mobile Nos.</b>	
<b>PAN Card No.</b>	
<b>Bank Name</b>	
<b>Branch Name &amp; Address</b>	
<b>IFSC Code</b>	
<b>Account No.</b>	
<b>Type of A/c (CA/SB/CC)</b>	
<b>Contact details of Person In-Charge of Work (Name, Mobile No and Email Id)</b>	
<b>Registered under GST Act, 2017 (Yes/ No)</b>	
<b>GSTIN</b>	
<b>Composition Taxable (Yes/ No)</b>	
<b>Registered under MSMED Act 2006 (Yes/ No)</b>	
<b>UAN No. (If Registered as MSME)</b>	

**\*NOTE:** It is mandatory to provide Cancelled Cheque and Copies of PAN Card, GST Registration Certificate and MSME Registration Certificate along with this form.

Signature  
(Seal & Name)

**NEFT Details for effecting e-payments**

Name of the Institution: Reserve Bank of India, Bhopal

Address (in full): Reserve Bank of India, Bhopal

1	Name of the Account Holder (as appearing in the Bank Account)	Reserve Bank of India, Bhopal
2	<b>Account Number</b>	<b>186003001</b>
3	Type of Account (Savings, Current etc.)	Current
4	<b>PAN Number</b>	<b>AAIFR 5286M</b>
5	Name of the Bank	RBI, Bhopal
6	Name of the Branch	RBI, Bhopal
7	Address of the Bank	RBI, Bhopal
8	<b>NEFT/IFS Code</b>	<b>RBIS0BLPA01 (0 in the code represents ZERO)</b>
9	Name of the Account	<b>RBI, NEFT, Inward Received</b>
10	GST Number	<b>23AAIFR5286M1Z0</b>

**Checklist of documents to be submitted by the Bidders**

General Checklist for the documents to be uploaded along with Part I of tender.

<b>S.No.</b>	<b>Description</b>	<b>Bidders Confirmation (Yes / No)</b>
1.	Duly seal and signed Tender Part-I	
2.	EMD for an amount of Rs.____/-	
3.	Duration of past experience – shall have minimum 5 years of experience in executing the works	
4.	Minimum Qualifying works as per Annexure – ‘E’	
5.	Audited financial statements and ITRs of last three financial years.	
6.	Client’s certificate as per Annexure – ‘C’	
7.	Solvency certificate as per Annexure – ‘D’	
8.	Power of Attorney as per Annexure – ‘F’	
9.	Proforma of Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India as per Annexure – ‘G’	
10.	Undertaking regarding site visit by the Tenderer as per Annexure – ‘H’	
11.	Undertaking regarding declaration of debarment by public institution(s) as per Annexure – ‘I’	
12.	Mandate form as per Annexure – ‘J’	
13.	Copies of TDS certificates in case of eligible works completed with private organisation.	
14.	Letter of Authorisation from OEM	
15.	GST registration certificate and PAN details	
16.	MSME Registration certificate	
17.	Technical literature of the various components and write up of the system.	

### Unpriced Bill of Quantity

**Name of the Work: Design, Supply, Installation, Testing and Commissioning (DSTIC) of Audio Conferencing System for New Training Hall at Bank's office building Bhopal.**

<b>S.No</b>	<b>Description of items</b>	<b>Qty.</b>	<b>Unit</b>
1.	<b>Receiver:</b> Supply, Installation, Testing and Commissioning of Wireless Receiver with transmitter with standard metal chassis equipped with backlit LCD screen and electronic buttons on the front panel. The LCD screen will automatically turn ON/ OFF based on working / standby mode. The system shall have a minimum of 4 channels with separate audio output and 3 switchable output gains or mix gains from all channels with just one output jack. The system should be free from all kinds of intermodulation distortion and interferences. Auto scan facility for precise and fast synchronization of the frequency with the receiver. The system shall be able to operate at single phase 230V+10% AC power supply and frequency of 50 Hz. The system shall be complete in all respects as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	05	Nos.
2.	<b>Microphone:</b> Supply, Installation, Testing and Commissioning of handheld wireless microphone with ON/ OFF button with LED indicators and battery level indicator, low susceptibility to mobile phones, able to operate with batteries (removable type). The work also includes supply of suitable capacity / type rechargeable batteries of reputed make all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	18	Nos.
3.	<b>Microphone:</b> Supply, Installation, Testing and Commissioning of Wireless Gooseneck microphone along with microphone base and battery set. The set shall have press to talk button with LED indicator, low susceptibility to mobile phones, all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	01	Nos.

S.No	Description of items	Qty.	Unit
4.	<p><b>Microphone:</b> Supply, Installation, Testing and Commissioning of lavalier microphone (collar mic) for hands free operation along with transmitter and suitable capacity / type rechargeable batteries of reputed make with ON / OFF button with LED indicators low susceptibility to mobile phones, along with rechargeable batteries all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,</p>	02	Nos.
5.	<p><b>Mixer:</b> Supply, Installation, Testing and Commissioning of rack mountable Mixer Unit of ultra-low noise with minimum 12 input mic / line. The inputs and outputs shall be XLR type connections. All the controls shall be on the front face with LED display for visual confirmation of the signal level and connections shall be on the back side for ease of operation. The mixer shall have studio-grade processor with various presets and various multi-effects. The system shall be able to operate at single phase 230V+10% AC power supply and frequency of 50 Hz and provide noise-free audio, superior transient response plus low power consumption for energy saving. all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,</p>	02	Nos.
6.	<p><b>Feedback Suppressor:</b> Supply, Installation, Testing and Commissioning of Automatic Feedback Suppression Unit able to operate on 230V <math>\pm</math> 10% single phase AC power supply and frequency of 50 Hz with dual channel input, able to select application specific filter types with XLR connections to interface with any professional audio equipment. Isolation facility to bypass problem channel 1 or 2 or both all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,</p>	1	Nos.



S.No	Description of items	Qty.	Unit
7.	<b>Amplifier:</b> Supply, Installation, Testing and Commissioning of amplifier with minimum of 2 channels inputs / outputs having 450W output power per channel at 4ohms, able to operate at single phase 230V AC $\pm 10\%$ power supply and frequency of 50 Hz with built in auto standby feature to save power consumption, overload and short circuit protection, level controls for each channel and indicators for power and fault all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	1	Nos.
8.	<b>Speakers:</b> Supply, Installation, Testing and Commissioning of flush mount round ceiling speakers of suitable capacity with metal grille and ABS baffle designed for wide frequency response, continuous program power with built in 100/70V operation allowing easy parallel connection of multiple loudspeakers, multiple power taps, suitable for excellent sound quality speaker for speech and music able to operate at single phase 230V, 50Hz AC supply all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	8	Nos.
9.	<b>Instrument Rack:</b> Supply, Installation, Testing and Commissioning of suitable size floor mounted rack fabricated out of CRCA steel, powder coated with toughened front glass door and lock and key arrangement. The rack shall be housed with exhaust fan, EMI, RFI filter power strip and earth kit etc., complete. The rack shall be easily movable using base wheels all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	01	Nos.
10.	Supply, Installation, Testing and Commissioning of patch cords, connectors, cables and accessories for looping /connecting microphones with control units using suitable FRLS PVC conduits / trays and saddling etc., complete as required during execution and as directed by the Bank's Engineer all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	01	L.S

S.No	Description of items	Qty.	Unit
11.	Supply, Installation, Testing and Commissioning of 2 core 1.5Sq.mm, speaker cable for interconnection using suitable size FRLS heavy duty PVC conduits / trays and saddling etc., complete in concealed manner as required during execution and as directed by the Bank's Engineer all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	150	Mtr
12.	<b>Battery Charger:</b> Supply, installation, testing and commissioning of battery charger suitable for the batteries supplied with microphones with built in under and over voltage protection and over charge protection, easy to plug in. The Charger shall be able to accommodate minimum of 10 microphones at a time and able to operate at 230V, 50Hz, AC supply all complete as per technical specification given in the tender. The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,	02	Nos
	<b>Total Capital Cost including GST in Rs.</b>		
13.	<b>Buyback:</b> Less rebate for dismantling and taking away the following old and existing Conferencing System including microphones, speakers, instrument rack and associated cables on as is where is basis after commissioning of new system. The rate quoted shall be inclusive of all taxes. <b>Make:</b> Heinrich	01	Set
14.	<b>Comprehensive AMC (CAMC):</b> Charges for comprehensive AMC for the complete system (Receiver unit, Mixer unit, Feedback suppressor, Amplifier, microphone, speakers, etc.) including wires and cables as specified in the tender in Rupees per annum after completion of defect liability period of one year. <b>The rate quoted shall be inclusive of all taxes, insurance, transportation etc.,</b>	01	Set

**Note: 1.** All the intending bidders are advised to visit the site of installation and acquaint themselves of the site conditions before quoting the rates.

2. As per tender clause 2.19 a tender will be evaluated on basis of -Total cost of Ownership,  
 $TCO = C + (F * A)$   
(Multiplying factor F = 3.38,)

C = Capital cost of the Audio conference System.

A = The amount quoted for Comprehensive Annual Maintenance Contract.

**Place:**

**Date:**

**Seal and Signature of the Bidder**