



ई-निविदा सूचना - भारतीय रिज़र्व बैंक, नई दिल्ली से श्रेडिड करेंसी नोट ब्रिकेट /श्रेड का निस्तारण

भारतीय रिज़र्व बैंक, नई दिल्ली, श्रेडिड करेंसी नोट ब्रिकेट/श्रेड के निस्तारण के लिए दो बोली प्रणाली (तकनीकी बोली और मूल्य बोली) के तहत ई- निविदा आमंत्रित करता है। अनुबंध की अवधि प्रारंभ में कार्य सौंपने की तिथि से एक वर्ष के लिए होगी, जिसे संतोषजनक प्रदर्शन और आपसी समझौते पर अगले दो वर्ष के लिए (एक बार में अधिकतम एक वर्ष के लिए) लिए बढ़ाया जा सकता है। ई-निविदा के साथ विस्तृत टेंडर नोटिस और सामान्य निर्देश MSTC साइट <https://www.mstcecommerce.com/eprocn/> और RBI की वेबसाइट <https://www.rbi.org.in> पर "टेंडर्स" मेनू के तहत उपलब्ध है।

- सभी इच्छुक टेंडरकर्ताओं को ई- निविदा प्रक्रिया में भाग लेने के लिए MSTC पोर्टल पर पंजीकरण कराना होगा।
- कार्य की अनुमानित लागत लगभग ₹80.20 लाख प्रति वर्ष है, हालाँकि वास्तविक राशि इससे भिन्न हो सकती है।
- ई-निविदा प्रक्रिया की अनुसूची निम्नानुसार है:

क	ई-निविदा संख्या	RBI/Delhi Regional Office/Issue/2/25-26/ET/1113[Disposal of shredded notes]
ख	देखने के लिए MSTC वेबसाइट पर ई-निविदा की उपलब्धता	27-03-2026 को 11:00 बजे
ग	आफ़लाइन बोली पूर्व बैठक (स्वैच्छिक)	24-04-2026 को 11:00 बजे
घ	ऑनलाइन ई-निविदा भरने हेतु प्रारम्भ तिथि	27-04-2026 को 15:00 बजे से
ङ	ऑनलाइन ई.एम.डी भरने हेतु अंतिम तिथि तथा समय	07-05-2026 को दोपहर 12:30 बजे तक
च	ऑनलाइन ई-निविदा भरने हेतु अंतिम तिथि तथा समय	07-05-2026 को 14:00 बजे तक
छ	पार्ट-1 (तकनीकी बोली) खोलने की तिथि	07-05-2026 को 15:00 बजे

5. ई-निविदा का भाग-1। उसी दिन या बैंक द्वारा सूचित बाद की किसी तारीख को केवल उन निविदाकर्ताओं का खोला जाएगा जिन्हें निविदा के भाग-1 की जांच के बाद पात्र पाया जाएगा। बैंक, कोई भी कारण बताए बिना किसी भी या सभी ई-निविदाओं को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित रखता है।

नोट: सभी निविदाकर्ताओं को यह ध्यान रखना होगा कि भविष्य में इस ई-निविदा के संबंध में जारी किए गए कोई संशोधन / सुधार, केवल RBI और MSTC की वेबसाइट पर अधिसूचित किये जाएंगे और इसकी कोई सूचना समाचार पत्र में अलग से प्रकाशित नहीं की जाएगी।

स्थान: नई दिल्ली
दिनांक: 27 मार्च 2026

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक, नई दिल्ली



E-Tender Notice - Lifting and Disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi

Reserve Bank of India, New Delhi invites E-Tender under two bid system (Technical Bid and Price Bid) for lifting and disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi. The period of contract will be initially for one year starting from date of award of work and extendable for further period of two years, with maximum one year at a time based on satisfactory performance of the contractor and mutual agreement. The E-Tender along with the detailed tender notice and general instructions is available at MSTC site <https://www.mstcecommerce.com/eproc/> and the website of the RBI at <https://www.rbi.org.in> under the menu "Tenders".

2. All interested tenderers must register themselves on MSTC Portal to participate in the E-Tendering process.
3. The estimated cost of the work is ₹80.20 Lakhs per annum (approx.), however the actual amount may vary based on actual work executed.
4. The schedule for the E-Tendering process is as under:

A	E-Tender Number	RBI/Delhi Regional Office/Issue/2/25-26/ET/1113[Disposal of briquettes]
B	E-Tender view date at MSTC website	27-03-2026 at 11.00 hrs
C	Off-line Pre-Bid Meeting (optional)	24-04-2026 at 11.00 hrs
D	Start date of submission of E-Tender	27-04-2026 at 15:00 hrs
E	Last date and time of submission of EMD	07-05-2026 upto 12:30 hrs
F	Last date and time of submission of E-Tender	07-05-2026 upto 14:00 hrs
G	Date and time of opening of Part-I (Technical Bid)	07-05-2026 at 15:00 hrs

5. The Part-II i.e., price bid will be opened on the same day or at later date as intimated by the Bank in respect of only those contractors/bidders who satisfy eligibility criteria stipulated in Part-I. The Bank reserves the right to accept or reject any or all bids without assigning any reasons thereof.

Note: All the tenderers may please note that any amendments/corrigendum to the E-Tender, if issued in future, will only be notified on the RBI and MSTC Website as given above and will not be published in newspaper.

**Regional Director
Reserve Bank of India, New Delhi**

Place: New Delhi
Date: March 27, 2026



**Reserve Bank of India
Issue Department
6, Sansad Marg, New Delhi-110001**

**Part – I
(Scope of works and Commercial conditions)**

**E-Tender for Lifting and disposal of shredded currency notes briquettes/
shreds at Reserve Bank of India, New Delhi**

Name of Bidder:

Postal Address with Pin code:

Phone /Fax / Mobile No.:

Email Address:

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**RESERVE BANK OF INDIA
ISSUE DEPARTMENT
NEW DELHI
NOTICE INVITING TENDER (NIT)**

(Only through e-procurement)

Reserve Bank of India, New Delhi Office (hereinafter called “the Bank”), invites E-tenders under Two – Bid system (Technical & Price Bid) for “**lifting and disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi**” from the reputed and capable contractors. The period of contract will be initially for one year starting from date of award of work and extendable for further period of two years, with maximum one year at a time subject to satisfactory performance of the contractual terms and conditions and also subject to annual review by the Bank based on the performance of the service provider/s.

For the above work, the tenderers should submit their proposal, as per the ‘Important instructions regarding E-Tender’, along with all supporting documents complete in all respect on or before **May 07, 2026 at 14:00 hrs.** Tenderers shall submit tender proposal along with refundable Earnest Money Deposit (EMD) of **₹ 1,60,400/-** complete in all respect as per the prescribed format. The technical bids will be opened electronically on **May 07, 2026 at 15:00 hrs.** In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in and www.mstcecommerce.com/eprocn. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / MSTC e-portal only. The tenderer should regularly check the above website / MSTC e-portal for any Amendment / Corrigendum / Clarification on the above website.

Regional Director
Reserve Bank of India
6, Sansad Marg,
New Delhi – 110001

DISCLAIMER

Reserve Bank of India, New Delhi (hereinafter referred to as “the Bank”) has prepared this document to give background information on “e-Tender for lifting and disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi” to the interested bidders. While the Bank has taken due care in the preparation of information contained herein and believe it to be accurate, neither the Bank nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested bidders are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by the Bank in submitting the tender for Disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi. The information is provided on the basis that it is non-binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents, or advisors and the Bank reserves the right not to proceed with the work or to change the configuration of the work, to alter the timetable / schedule reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any bidder submitting the tender. No reimbursement of cost of any type will be paid to person(s) or bidder(s) submitting this tender for “Disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi”. In case of conflict of meanings between Hindi and English versions of the document, interpretation of English version will prevail.

SCHEDULE OF TENDER (SOT)

1	Description of works	Lifting and disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi.
2	Mode of Tender	e-Procurement System (Online Part I – Techno-Commercial Bid and Part II – Price Bid through www.mstcecommerce.com/eprocn of MSTC Ltd.
3	Execution of scope of works	At the quoted rates for one year with effect from the date of award of work
4	E-Tender No	RBI/Delhi Regional Office/Issue/2/25-26/ET/1113[Disposal of briquettes]
5	Date of NIT available to parties to download	March 27,2026 at 11: 00 hrs
6	<p>i) Estimated annual Cost of Work (including GST)</p> <p>ii) Earnest Money Deposit (EMD)</p> <p>iii) Transaction Fee</p> <p><u>Important Note:</u> Please note that vendors will have the access to online e- tender only after receipt of Transaction fee by NEFT in favour of MSTC Limited, Kolkata.</p>	<p>₹80.20 Lakhs including GST</p> <p>₹1,60,400/- to be deposited preferably through NEFT in favor of Reserve Bank of India, New Delhi in the A/c 06869229999 & IFSC – RBIS0NDPA01</p> <p>Transaction fee of ₹4,010/- is to be paid using MSTC's online payment gateway available in vendor's login. Fee can be made either through challan or using online payment mode through net banking.</p>

7	Last date of submission of Earnest Money Deposit (EMD) through NEFT	May 07,2026 upto 12:30 hrs EMD submitted through NEFT should reach us before 12:30 hrs on May 07, 2026 .
8	Security Deposit	5% of the contract value including GST within 7 days of award of work, to be kept with the Reserve Bank of India in the form of irrevocable Bank Guarantee issued by a Scheduled Commercial Bank as per format given in Annex-II
9	Schedule of off-line pre-bid meeting (optional)	April 24,2026 at 11:00 hrs Venue: Reserve Bank of India, Conference Room, Issue Department, New Delhi
10	Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eproc	April 27, 2026 at 15:00 hrs
11	Date of closing of online e- tender for submission of Techno-Commercial Bid & Price Bid.	May 07, 2026 upto 14:00 hrs
12	Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	May 07, 2026 at 15:00 hrs
13	Date & time of opening of Part-II (Price Bid)	Part-II i.e. Price Bid will be opened in respect of only those Tenderers whose Part-I i.e. Techno-Commercial Bid is found to be acceptable by the Bank. Such tenderer(s) shall be intimated the date of opening of Part- II Price Bid, through valid Email confirmed by them.

Important Instructions Regarding E-tender

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

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

1.	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/RBI, NEW DELHI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprocn</p> <p>1) Vendors are required to register themselves online with www.mstcecommerce.com/eprocn. Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.</p> <p>In case of any clarification, please contact MSTC/RBI, NEW DELHI, (before the scheduled time of the e- tender).</p>
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Contact person (MSTC) (North Regional Office – Delhi):

- (i) Ms. ARCHANA, MANAGER, MSTC Ltd., NRO
Mobile- 9990673698
Email- nroopn10@mstcindia.in
- (ii) Mrs. RUPALI PANDEY, DEPUTY MANAGER, MSTC Ltd., NRO
Mobile – 9458704037,
Email – nroopn11@mstcindia.in
- (iii) Mr. MANOJ PANDEY, DEPUTY MANAGER, MSTC Ltd., NRO
Mobile – 9727700986,
Email - nroopn8@mstcindia.in

Address	Mail ID	Contact
30/31A Jeevan Vikas Building, 1st Floor, Asaf Ali Road (opp. Hamdard), New Delhi - 110 002	mstcnro@mstcindia.in	(011) 23212357, (011) 23215163, (011) 23217850

Contact person (RBI New Delhi):

Issue Department

- 1. Mr. Parimal K. Chaudhary, Assistant General Manager
- 2. Ms. Rashim Kundel, Manager

Phone: 011-23452323

B) System Requirement:

- i) Windows 7 and above Operating System
- ii) IE-9 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 8 update 161 and above software to be downloaded and installed in the system (File Name- Windows X86 Offline)

To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level

For more details, vendor may refer to the **IE Tab Settings Guide, Edge Browser and IE Tab in System Settings** and **FAQ** available at www.mstcecommerce.com/eprocn/

2.	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
3.	<p><u>Special Note towards Transaction fee:</u></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 with 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. Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee. 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>
4.	<p>Bidder(s) are advised to make remittance of tender fee and EMD if any to Reserve Bank of India, New Delhi as advised in the NIT. Vendors are instructed to use Attach Documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB. Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. Please note that if the documents are not attached to any tender or cannot be downloaded by RBI New Delhi, the same will be deemed that the vendor has not submitted the documents. For further assistance please refer to FAQ available at www.mstcecommerce.com/eproc.</p>
5.	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by RBI, NEW DELHI as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid and updated at the stage of registration of vendor</p>

	with MSTC (i.e., Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6.	<p>(i) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders shall keep themselves abreast with any change and see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be of the bidders only.</p> <p>No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer(s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eprocn of MSTC Ltd.</p>
7.	E-tender cannot be accessed after the due date and time mentioned in NIT.
8.	<p><u>Bidding in e-tender</u></p> <p>a) Bidder(s) need to submit necessary EMD, Tender fees (IF ANY) and Transaction fees separately for the e-tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, NEW DELHI immediately after award of work.</p> <p>b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.</p> <p>c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in Vendor Login option available at MSTC website www.mstcecommerce.com/eprocn</p> <p>d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run, then the bidder will not be able to save/submit his bid (for details refer vendor guide & FAQ).</p>

- e) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid
- NOTE:-** After clicking the final submission two more options will show up, "Withdraw bid" and "Delete bid". If the vendor wants to withdraw its bid permanently then they should click withdraw bid link. He/she will not be able to bid again. If the vendor wants to delete the bid after final submission and resubmit the bid, then he/she should click delete bid and resubmit the same and again click final submission
- f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Bank will form a binding contract between Bank and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter **SUPPLIER/CONTRACTOR**.
- j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- k) Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.

	m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
10.	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
11.	No deviation to the technical and commercial terms & conditions are allowed.
12.	RBI, NEW DELHI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13.	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprocn of MSTC Ltd.
14.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15.	The bid will be evaluated based on the filled-in technical & commercial formats.
16.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders by the Bank.

(Section I to VI)

Section I - Form of Tender

Place _____

Date _____

The Regional Director
Reserve Bank of India,
6, Sansad Marg,
New Delhi

Dear Sir,

We have carefully examined the specifications, general instructions and special conditions relating to the works specified in the memorandum hereinafter set out and having visited and examined the site/s 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 Part II (Price Bid) and in accordance in all respects with specifications and instructions in writing referred to in articles of agreement, general instructions to the tenderer(s) and special conditions by and in all other respects, in accordance with such conditions in so far as they may be applicable.

Dated this _____ day of _____ 2026.

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

MEMORANDUM

(a)	Description of works	Lifting and disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi
(b)	Estimated cost (Per Annum)	₹80.20 Lakhs including GST
(c)	Earnest Money	₹1,60,400/-
(d)	Mode of deposit of Earnest Money	₹1,60,400/- to be deposited through NEFT in favour of Reserve Bank of India, New Delhi in the <u>A/c 06869229999 & IFSC – RBIS0NDPA01</u>
(e)	Execution of works	At the quoted rates for one year with effect from the date of award of work.

2. I / we also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part-I of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and me / us in writing.
3. Should this Tender be accepted, I / we or my/our successors, or assignees or nominees hereby agree to abide by and fulfil all the Terms and Conditions of the Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender 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.

5. The Tender is submitted through e-tendering process in two parts, i.e., Part I and Part II. Part I contains all commercial terms and conditions and technical particulars and Part II contains only the price bid in the Bank's proforma.

Dated this _____ day of _____ 2026.

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

Date _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with _____

Name, address and date _____

(2) Signature with _____

Name, address and date _____

Section II

General Instructions to Contractors and Special Conditions of Contract

(To be read in relevance to e-tendering process only)

2.1 Eligibility for the tenderer

	Eligibility Criteria	Requirement	Documents to be submitted
a)	Composition of the firm/ organization:	<p>The bidder can be Sole Proprietorship/ Partnership firm /Private Limited Company/ Limited Company or Co-operative Body etc. Details of Registration of the firm / organization, Name of Registering Authority, Date and Registration number, etc. shall be furnished.</p> <p>Joint Ventures are not allowed</p>	<p>Tenderer should fill up information in Format 1 annexed hereto and submit along with the following supporting documents.</p> <p>(i) Copy of registration certificate/ Memorandum/ Articles of Association/ Certificate of Incorporation/ Partnership Deed/ other relevant document/s</p> <p>(ii) Power of Attorney in Annexure III (On Non-Judicial Stamp Paper of ₹100/-).</p> <p>(iii) PAN No</p> <p>(iv) GSTIN No.</p>
b)	Past experience	<p>The bidder must be experienced, resourceful, financially sound and licensed entity (company/ partnership/ proprietary firm, etc.) having minimum 3 years of experience of executing similar works during last three years ending last day of the month previous to the one in which tender is invited.</p>	<p>(i) Bidder should fill up the information in Format 2 annexed hereto indicating client-wise names of similar work(s) where he has rendered such services in the past along with work order and should submit along with the documentary evidence as proof of minimum three years of experience of completed similar work/s viz. copies of detailed work order/s indicating date of award, Contract amount, time given for completing the work, etc. and the corresponding completion certificate(s)</p>

			<p>indicating actual date of completion and actual value of executed similar work/s issued by the client(s). For works executed for government /public sector companies and copies of work order, work completion certificate along with Tax Deducted at Source (TDS) certificate(s) issued by the client(s) for works executed.</p> <p>(ii)The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any other office should also be given.</p>
c)	Minimum value of each completed work (qualifying)	<p>Experience of having successfully completed similar services during last 3 years ending last day of the month previous to the one of which the tender is invited should be either of the following:</p> <p>a) Three similar completed services each costing not less than the amount equal to 40% (forty per cent) of the estimated cost (i.e., Each individual completed similar service under an individual contract should not be less than ₹ 32,08,000/-); or</p> <p>b) Two similar completed services each costing not less than the amount equal to 50% (fifty per cent) of the estimated cost (i.e., Each individual completed similar service under</p>	<p>Tenderer should fill up the information in Format 3 annexed hereto and submit along with the following documents as proof of having successfully completed similar work/s.</p> <p>(i) Copies of detailed work order/s for qualifying works indicating date of award, Contract amount, time given for completing the work, etc. and the corresponding completion certificate(s) indicating actual date of completion and actual value of executed similar work/s issued by the client(s) in case of works executed for government /public sector companies and copies of work order, work completion certificate along with Tax Deducted at Source</p>

		<p>an individual contract should not be less than ₹ 40,10,000/-); or</p> <p>c) One similar service costing not less than the amount equal to 80% (eighty per cent) of the estimated cost (i.e., Each individual completed similar service under an individual contract should not be less than ₹ 64,16,000/-).</p>	<p>(TDS) certificate(s) issued by the client(s) in case of works executed for private companies.</p> <p>(ii) Client certificate/s for each of the qualifying work as per the Format 3A annexed hereto. It is necessary for the bidders to have a satisfactory performance with its previous and existing clients. If the bidder has been rated as unsatisfactory or poor on any of the parameters mentioned in the client certificate by the clients concerned, the Bank reserves the right to treat such bids as being non-compliant with the eligibility condition and may reject such bids.</p> <p>Also, if the bidder has served at any office of RBI in the past or provided service at any office of RBI, it is mandatory for the bidder to submit client certificate from that Regional Office/ Training Establishment/ Central Office Department.</p>
d)	Annual Financial turnover	<p>Minimum average annual turnover of at least 100% of estimated cost of the contract i.e., ₹ 80,20,000/- during each of the last three financial years, ending 31st March of the previous financial year (i.e., March 31, 2025), duly supported by audited financial statements and supported by copies of Income Tax Returns for the last three financial years viz. 2022-23, 2023-24 and</p>	<p>The bidder should fill up the information in <u>Format 4</u> annexed hereto and be certified by Chartered Accountant to be submitted along with the following documents:</p> <p>(i) Copies of Audited financial statements/ accounts of the business of the bidder duly certified by a Chartered Accountant indicating the turnover for the number of financial years as referred to in</p>

		2024-25.	<u>Format 4.</u> (ii) Copies of the Income Tax Returns for the last three financial years viz. 2022-23, 2023-24 and 2024-25.
e)	Solvency	Solvency Certificate issued by the tenderer's bankers specifically for this work for an amount equivalent to the estimated cost of the present work, indicating financial soundness of the tenderer. The date of the solvency certificate should not be earlier than the date of this tender. Bidder should also submit details of their banker.	(i) The bidder should furnish a solvency certificate issued by the bidder's banker specifically issued for this work not prior to the date of issue of tender in <u>Format 5.</u> (ii) Bidder should submit details of their Banker in <u>Format 5A.</u>
f)	The tenderer should have Office/local representative within NCT of Delhi.	The tenderer is required to submit documentary evidence in this regard.	Documents Required: - i. Valid proof of address of Local office / representative address within NCT of Delhi. ii. Name, address & contact details of the representative. iii. Any one of the following of the representative Aadhar Card/ Pan Card/ Driving Licence/ Voter card as ID Proof.

Notes:

1. "Similar Services" will mean work related to:
 - (a) Lifting of briquettes of shredded currency notes at office(s) of RBI, OR
 - (b) Disposal of paper waste and/ or wooden scrap for other offices of RBI / Central / State Government/ PSUs / Nationalized Banks / Reputed Organizations, OR
 - (c) Particle Board Manufacturers
2. The tenderers shall ensure fulfillment of all other terms and conditions indicated in this tender document. The decision of Reserve Bank of India, New Delhi on whether the past work experience of any tenderer qualifies as work of similar nature or not as necessitated under Eligibility Criteria given in the tender document shall be final and

binding on all the tenderers.

3. The tenders shall be valid for acceptance by the bank for a period of 90 days from the date of opening of tender Part-I and shall be extended by such period as may be mutually agreed to.

4. The tenderers shall submit documentary evidence in support of their claims of possessing the required eligibility criteria. Further, if the quality of the services rendered by the bidder is found unsatisfactory or the claims of possessing the required eligibility criteria is found to be fabricated/ false, based on feedback reports received from other offices of RBI/ other organizations where the bidder has provided services or Client reports or otherwise, it shall constitute ground for disqualification/ rejection of their bid and their price bid will not be opened.

5. Bids received without the supporting documentary proofs specified certificates shall be liable for rejection and the Bank shall have the right to verify/ cause verification of authenticity of the said documents whenever felt necessary.

6. The application shall be liable for rejection if the information furnished are found incomplete and or false.

7. Bank reserves its right to obtain the performance reports from the clients for the qualifying work/s, Banker/s report of the Bidders directly, if so desired. The Bank on its own may also conduct an inspection of their work eligible/qualifying works referred by the Bidder in their bid.

8. The bid submitted by a bidder who is found to be not satisfying the eligibility criteria will be disqualified from further processing of the tender. Bids containing false and /or incomplete information are liable for rejection / debarment from future tender etc.

9. The tenderer should give name and addresses of the clients where he has rendered such services in the past along with work order and Client Report as per format given in the "**Format 3A**". Copies of audited financial statements and copies of partnership deed/MOA and Certificate of incorporation, as may be applicable, of the tenderer are required to be submitted to the Bank.

2.2 Issue and Submission of Tender: -

Tender for “**Lifting and disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, New Delhi**” shall be uploaded through **MSTC website** strictly in accordance with the procedures prescribed in “**Important Instructions Regarding E-tender**” of this document & will remain open to the tenderer for participation before May 07, 2026 at 14:00 hrs under any circumstances whatsoever.

2.3 Part I – Technical & Commercial/Scope of works and Commercial conditions

a. Estimated cost of work is **₹80.20 Lakhs** per annum, however the actual amount may vary based on the rates quoted by the tenderers and actual work executed.

b. Part-I shall contain the unpriced tender consisting of scope of works as specified, specifications of item of works, documents and commercial terms and conditions etc. Earnest Money shall be submitted through NEFT.

c. Part-I of the tender as submitted shall contain the following unless otherwise stated separately in this document:

- (i) Earnest Money Deposit (EMD) to be deposited through NEFT in favor of Reserve Bank of India, New Delhi in the A/c 06869229999 & IFSC – RBIS0NDPA01 on or before the date and time given in NIT. The tendered shall submit documentary evidence of EMD deposited/ scanned copy of NEFT transaction.
- (ii) Power of Attorney/authorization with the seal of the company/firm etc. in the name of the person signing the tender documents.
- (iii) Any other technical information the tenderer wishes to furnish.
- (iv) Bank Guarantee equal to five percent of the contract value including GST as per format given in Annex-II towards security deposit to be submitted by successful tenderer within 7 days from the date of award of work. In the event of increase in the quantity of briquettes to be lifted by the contractor or otherwise during the period of the contract, the Bank reserves the right to seek additional bank guarantee equal to five percent of the differential amount. The contractor shall be bound to provide Bank Guarantee of additional amount, as and when demanded by the bank, accordingly within seven days and shall also be bound to lift the

additional quantity of briquettes generated during the contract period.

d. The tenderers are advised to visit the site and get acquainted themselves of the site conditions before tendering.

e. The tenderers are advised to submit the tender strictly based on the General Conditions of the Contract and scope of works as specified in the tender documents, and not to stipulate any deviations. If acceptance of the terms and conditions given in the tender documents has any price implications, the same should be considered and included in the quoted price. Tender containing deviations from the terms and conditions is liable to be rejected.

f. All information, correspondence letters shall be addressed to the Regional Director, Issue Department, Reserve Bank of India,6, Sansad Marg, New Delhi-110001.

2.4 Opening of Tender:

The Bank shall open the tender electronically on the notified date.

2.5 Pre-Bid Meeting

A pre-tender briefing meeting of the intending tenderers will be held on **April 24,2026 at 11:00 hrs** at Reserve Bank of India, Ground Floor, Issue Department, New Delhi to clarify any point/doubt raised by them in respect of the tender. No separate communication will be sent for this meeting. It is recommended that all participating tenderers attend the Pre-Bid meeting in their own interest.

2.6 (i) Validity of Tender

The tender shall be valid for acceptance by the bank for a period of 90 days from the date of opening of Part -I of tender and shall be extended by such period as may be mutually agreed to. In case of withdrawal of tender by the tenderer during the period, the Bank may forfeit the Earnest Money Deposit. The rates quoted by the tenderer shall remain firm during the period of contract i.e. from date of award of work. The period of contract will be initially for one year starting from date of award of work and extendable for further period of two years, with maximum one year at a time with/without any variation in the

terms and conditions, subject to satisfactory performance of the contractor.

(ii) Evaluation/Criteria – Award of contract

(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the Notice Inviting Tender (NIT). Bidder(s) can witness electronic opening of bid.

(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by RBI, NEW DELHI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid e-mail confirmed by them.

(C) The tenderers are advised to offer their best possible rates. There would be no negotiations hence please submit your most competitive prices while submitting the price bid. In case the highest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the highest bidder and if the rate is still considered low, the Bank reserves its right to initiate fresh tender process to protect the interest of the Bank.

(D) The bidder quoting the highest rate will be H1 (Highest Bidder) and will be considered as the successful bidder for award of contract. In case of two or more tenderers becoming highest, i.e., quoting the same amount, then higher rate on already quoted amount shall be obtained in sealed envelope from such tenderers and highest among the quoted rates will be considered as H-1(Highest Bidder). If the revised tendered amount of two or more bidders received in the revised offers is again found to be equal, then the firm with the highest annual turnover in FY 2024-25 shall be considered for the award of contract.

2.7 Highest Tender Not Necessarily to Be Accepted

2.7.1 The Bank is not bound to accept the highest or any other tender and reserves the right to reject any or all the tenders, either in whole or in part, without assigning any reason.

2.7.2 The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may decide to modify/withdraw the tender.

2.8 Earnest money & security deposit

2.8.1 Interested tenderers shall pay as Earnest Money Deposit (EMD), a sum of ₹1,60,400/- to be deposited through NEFT on or before the date given in NIT. If the Tenderer, after submission of the tender, deviates from his/their offer or modifies the terms and conditions thereof, such tenders shall be liable to be cancelled and the EMD shall be liable to be forfeited. Bank will not pay any interest on EMD

2.8.2 EMD submitted through NEFT should reach us before 12:30 hrs on May 07, 2026.

2.8.3 Any tender without depositing the EMD is liable to be rejected.

2.8.4 Earnest Money deposit of all tenderers other than successful tenderer shall be refunded on expiry of bid validity (including extended validity) or on award of work to the successful tenderer whichever is earlier.

2.8.5 The EMD of successful tenderer shall stand discharged on production of a Bank Guarantee towards Security Deposit within 7 days of award of work in the enclosed format (Annex II) or on non-acceptance of tender, but not earlier than the expiry date of the period for which the tender is kept valid or till the award of the contract whichever is earlier.

2.8.6 Should the Invitation to Tender be withdrawn or cancelled by the Bank, (which shall have the right to do so at any time), the EMD will be discharged.

2.8.7 Should the successful Tenderer fail to furnish the Security Deposit, the EMD submitted by the tenderer shall be forfeited without prejudice to his being liable for any further loss or damage incurred in consequence, by the Bank.

2.9 Commencement / Renewal:

(i) On receipt of intimation from the Bank of the acceptance of his / their tender(s), the successful tenderer shall:

(a) submit the Security Deposit equal to five percent of the contract value including GST within 7 days of award of work with the Reserve Bank of India in the form of irrevocable Bank Guarantee issued by a Scheduled Commercial Bank for equivalent amount as per format given in [Annex-II](#) with a claim period of six months from the expiry of the contract.

(b) execute, implement the contract and sign an agreement on a non-judicial stamp paper with the bank within a week in accordance with the conditions in tender

document and schedule of rates. The cost of stamp paper will be borne by the successful tenderer.

(ii) The period of contract will be initially for one year starting from date of award of work and extendable for further period of two years, with maximum one year at a time with/without any variation in the terms and conditions, subject to satisfactory performance of the contractor.

(iii) When the period of the contract is about to expire, the matter of extension of the contract shall be examined by the Bank. The Contractor shall provide in writing to the Bank, three months before the expiry of the existing contract, whether he is willing to renew the contract for a further period of one year on the existing terms and conditions.

(iv) In case of a decrease in charges solicited by the contractor for renewing the contract, the Bank may examine the reasonableness of the decrease solicited and may, at its opinion, undertake negotiation with the contractor regarding the decrease solicited.

(v) The successful tenderer will have to submit a list of labourers/ drivers whom he would engage when the contract is finalized and should furnish their complete names and addresses along with a recent passport size photograph and attested photocopy of aadhar card/driving license, applicable insurance and police verification done before the commencement of the contract.

2.10 Duties of the Contractor:

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

- (i) The tenderer shall be required to obtain necessary permits and pay all relevant taxes on his own.
- (ii) The Contractor shall not assign the contract onwards. He shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the Security

Deposit.

- (iii) The Contractor shall ensure that the vehicles used for the work are having valid permission issued by RTO concerned, Registration papers, permit, PUC certificate, Fitness Certificate, tax paid up to date, Insurance cover to the vehicles. The drivers must have valid driving license. The Contractor will indemnify and keep the Bank indemnified against any loss, costs, charges and expenses incurred or suffered by the Bank on account of lack of said permit, license, certificates, etc.
- (iv) The contractor will adhere to the relevant provisions of IS Policy of the Bank.

2.11 Terms of contract and payment

2.11.1 The Contractor shall submit a valid Labor license in accordance with section 47 read with Section 119 (1) of Occupational Safety, Health and Working Conditions (OSH) Code, 2020 and also comply with the other requirements of the above Code (as amended from time to time) which inter-alia include payment of minimum wages, statutory dues etc and also comply with all applicable labor laws of the country. The contractor will indemnify and keep the bank indemnified for any violation of cost of lifting, labor, transportation, statutory dues for fulfillment of all statutory obligations, bonus, overhead costs, profit margin, all taxes, levies etc.

2.11.2 Other terms and conditions of contract:

- (i) RBI will be bound by the section 55 of Occupational Safety, Health and Working Conditions (OSH) Code, 2020.
- (ii) The Contractor shall maintain all types of record/ registers in respect of the contract labor employed by the Contractor.
- (iii) It is obligatory on the part of the Contractor to pay wages which should not be less than minimum wages as prescribed by the appropriate authority under Minimum Code on Wages, 2019 to his contract labor, retrenchment compensation, notice pay, gratuity and bonus as payable and the Contractor is liable to provide all welfare measures to the contract labor as required under the Code & Rules.
- (iv) It shall be the duty of the Contractor to keep documentary evidence of compliance of above-mentioned requirements of the Occupational Safety, Health and Working Conditions Code, 2020 and other requirements of the said Act. RBI shall have the

right to call for such document for inspection or verification and it shall be the duty of the Contractor to provide the same as and when asked by the RBI.

- (v) 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 worker within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/ and the Contractor/ shall ensure appropriate action under the said Act in respect to the complaint”. Any complaint of sexual harassment from any aggrieved worker of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. Any complaint of sexual harassment from any aggrieved employee of the Bank against any worker of the Contractor shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the worker of the Contractor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the Contractor is proved. The Contractor shall be responsible for educating its workers about prevention of sexual harassment at workplace and related issues.

2.11.3 All compensation or other sums of money payable by the Contractor to the Bank under the terms and conditions of this Contract shall be deducted from the EMD/SD if the amount so permits and the Contractor shall, unless such deposit has become otherwise payable, within ten days after such deduction make good in cash the amount so deducted.

2.11.4 The period of contract will be initially for one year starting from date of award of work and extendable for further period of two years, with maximum one year at a time with/without any variation in terms and conditions of the contract agreement and subject to satisfactory performance of the contract terms.

2.11.5 The time is of essence for operations to be entrusted to the Contractor. Therefore, the Contractor should supply sufficient and adequate number of vehicles at such notice as may be specified by the Bank to ensure lifting of all the briquettes/shreds regularly on daily basis. The contractor has to ensure that no briquettes/shreds/briquette bag are left at the time of lifting in the office premises.

2.11.6 The Contractor shall make payments for the briquettes/ shreds received and taken away by him from the Bank on the same day or the next day through NEFT.

2.11.7 The Bank reserves the right to recover/enforce recovery of any underpayment detected after payment is made by the vendor as a result of post-receipt audit or technical examination or by any other means. All compensations or other sums of money payable by the Contractor to the Bank under the terms of the contract shall be deducted from Security Deposit. The Contractor shall keep the Bank indemnified in this regard.

2.11.8 In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director, Reserve Bank of India, New Delhi shall be final and binding on both parties. For all types of litigations arising under the Contract, the Courts in Delhi will have exclusive jurisdiction.

2.12 Taxes

The prices quoted shall be deemed to have **excluded** GST imposed by Central/State Government / Local Bodies etc. but shall be deemed to have included all other charges such as cost of lifting, labor, transportation, statutory dues for fulfillment of all statutory obligations, bonus, overhead costs, profit margin, all other taxes, levies etc. or any other cost. The contractor shall not claim any other expense and Bank will not accept any change in quoted rate. **The Tax/GST will be applicable over and above the bid amount submitted by the vendor.** As per Indian laws, applicable taxes will be deducted at source and a certificate for the same will be issued to the Contractor.

2.13 Insurance

(a) The Contractor shall take following Insurance Policies with effect from the date on or before the start of work at site.

- i. Contractor's All Risk Policy (CAR Policy) for the full Contract Value, including Fire Risk.
- ii. Employees' Compensation Policy for all employees deployed at site.
- iii. Third Party Liability Policy - either through a separate policy or within CAR policy and having description as per the following details:

1. For injury to persons – Rs 5 Lakh per person per accident.
2. For damage to property – Rs 2 Lakh per accident with a ceiling of Rs 25 Lakh per

annum.

(b) All insurance policies shall be taken in the joint names of the RBI, New Delhi and the Contractor (name of the RBI, New Delhi being placed first in the policy) against such risks and furnish such policies to the Bank before commencement of work (within 14 days of award of work). For employees' compensation, the umbrella policy taken by the Contractor will not be acceptable.

(c) The insurance policies must remain valid for the initial period of Contract and extendable up to two more years in case of renewal of Contract by the Bank.

(d) If the Contractor fails to take/renew insurance policies, the Bank shall arrange for the same under written notice to the Contractor and recover the insurance premia from the Contractor or deduct the amount from performance bank guarantee submitted by the contractor.

(e) If the Contractor does not take these policies, the Bank reserves the right to recover the cost of loss or damage together with penalty at the discretion of the Bank, from the Contractor.

(f) Copy of the insurance policy is to be submitted to the before commencement of work, failing which the Bank reserves the right to terminate the Contract.

(g) The Bank shall not be responsible for any injury, accident, disability or loss of life to the Contractor or to any of its personnel that may take place while on duty or otherwise. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the Contractor.

(h) The Contractor shall be liable for any damage caused to the Bank or its premises or any part thereof or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence of the Contractor or his/her employees or agents.

2.14 Rights of the Bank

2.14.1 The Bank reserves the right to extend the period of tender availability and / or the date of opening of the bids.

2.14.2 The Bank reserves the right to accept or reject any / all applications or bid(s) or annul the process of qualification without any liability or assigning any reason thereof.

2.14.3 The bidder quoting the highest rate will be H1 (Highest Bidder) and will be considered as the successful bidder for award of contract. In case of two or more

tenderers becoming highest, i.e., quoting the same amount, then higher rate on already quoted amount shall be obtained in sealed envelope from such tenderers and highest among the quoted rates will be considered as H-1(Highest Bidder). If the revised tendered amount of two or more bidders received in the revised offers is again found to be equal, then the firm with the highest annual turnover in previous financial year shall be considered for the award of contract.

2.14.4 The terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this Tender.

2.14.5 The Contractor or its agents / workers / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Bank shall render itself liable for penalty and/or termination of the agreement forthwith without any notice or any compensation in lieu thereof.

2.14.6 Without prejudice to above, the Agreement can be terminated with a notice of three months on either side, during the Agreement period.

2.15 Dispute Resolution

2.15.1 It is to be duly noted that in case of any / all disputes on terms and condition of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously).

2.15.2 If a dispute of any kind arises between the Bank and the contractor/counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate/engage in amicable discussions.

2.15.3 If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The award

passed by the arbitrator shall be binding on the parties and shall apply to the contract.

2.15.4 Jurisdiction and Governing Law: The agreement shall be subject to the jurisdiction of the courts at Delhi. The agreement is governed by the laws of India.

2.16 Force Majeure

2.16.1 Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control [including ,without limitation, any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)] provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

2.17 Disqualification/ Termination/ Penalty:

2.17.1 It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case the tender of the tenderer shall be liable for rejection in addition to being blacklisted for next 3 years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.

2.17.2 The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination.

2.17.3 If the Contractor fails to lift the Briquettes on daily basis, the Bank will levy a penalty of Rs. 5000/- per day as liquidated damages. The bank will be at liberty to dispose of the briquettes/ shreds in the manner as it may deem fit and cancel the contract including forfeiting of Contractor's security deposit for non-performance of the contract.

2.17.4 In event of any delay by the Contractor in complying with any requisition issued by the Bank for disposal of shredded currency notes briquettes/ shreds or any breach of

instructions of the contract, considered by the General Manager, Issue Department, Reserve Bank of India, New Delhi to be of serious nature, the aforesaid General Manager in consultation with Regional Director, New Delhi Office, on behalf of Reserve Bank of India, may **impose a penalty not exceeding Rs. 10,000 (Rupees Ten thousand only)** on the Contractor for each instance as liquidated damages.

2.17.5 In case of frequent or continued delay or in case of any breach by the Contractor of any of the provisions of the agreement, the Bank may terminate the contract with immediate effect by giving intimation in writing by the General Manager / Deputy General Manager-in-charge, Issue Department with the approval of the Regional Director on behalf of the Reserve Bank of India whether any penalty as herein before provided for such delay or breach has been imposed or not.

2.17.6 Continuation of the contract shall be primarily depending upon the performance of the Contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing. The contractor shall however continue to discharge the contractual obligation during the notice period unless dispensed with such obligations by the Bank.

2.17.7 If the Contractor fail to provide services for more than 3 occasions continuously, then the Bank has right to terminate the Contract with/ without giving any notice whatever may be the reason and the Contractor shall not be entitled to claim any compensation. The security deposit/ PBG will be forfeited in such case.

2.18 Compliance with Statutes:

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

The Contractor shall comply with the provisions of all relevant laws in connection with the work as may be applicable viz. Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security 2020, Occupational Safety, Health and Working Conditions Code, 2020 (OSHC Code 2020), Child Labour (Prohibition and Regulation) Act, 1986, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and/or any other act / law as applicable. The total premium shall be borne by the

Contractor. The Contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill or recovered through the Performance Bank Guarantee without prejudice to the Bank's right to cancel the contract. In the event that any applicable law or act is amended, modified, substituted, or superseded by subsequent legislation, the amended, modified, substituted, or superseded provisions shall be deemed to apply in lieu of the existing provisions.

2.18.1 The Contractor shall maintain and keep all records and legal documents updated as per prevailing statute and have to produce before the management / statutory authorities of the Bank as and when asked for.

2.19 Confidentiality Statement and Non-Disclosure Clause:

2.20.1 The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

2.20.2 The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each tenderer may require.

2.20.3 This tender document may not be appropriate for all persons, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.

2.20.4 Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.

2.20.5 The Bank and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.

2.20.6 This document and the information provided therein are confidential and intended

solely for the use of the Tenderer(s).

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

2.20.8 Upon expiry or termination of the contract, the Contractor shall return to the Bank all confidential information including original or copies thereof, that has been shared with or come in the possession of the Contractor. The obligation under this clause (clause 2.20) shall survive even after expiry/termination of the contract.

2.21 Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India:

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

In this regard bidder shall submit a copy of undertaking/Declaration/Certificate on their letterhead duly sealed and signed by the authorized signatory as per the format given in (Annex-III A). If the Undertaking/Declaration/Certificate submitted by the bidder is found

to be false, work order will be immediately terminated and legal action in accordance with law including forfeiting of Earnest Money Deposit/Security Deposit may be initiated and the Bank may also debar the bidder from participating in the tenders invited by the bank in future.

I / we hereby declare that I / we have read and understood all the above instructions for the guidance of tenderers and contents of the standard agreement and accept the same.

Signature of the Tenderer

Address _____

SEAL

Witness

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

Section-III Scope of works

Objective:

Lifting and disposal of shredded currency note briquettes/ shreds in large quantities on "As Is Where Is Basis". The contractor shall provide sufficient number of labourers during entire working hours/ days of the briquetting machine. The labourers shall collect the briquettes in suitable gunny bags of approximately 50 Kgs capacity, lift the briquettes from Briquetting Collection Room using electric or manual trolleys as advised by the bank and weigh the briquettes bags in the presence of an officer of the Bank and stack the briquettes bags on a daily basis in earmarked Briquette Storage Room in safety yard for onward lifting and transportation. Weighing scale shall be provided by the Bank. The briquette bags so collected and kept after weighing in the earmarked Briquette Storage Room shall subsequently be loaded on the truck on daily basis and taken away. The contractor should ensure movement of briquettes bags at frequent intervals from Briquetting Collection Room throughout the day (atleast every hour) to Briquette Storage Room in the safety yard so that bags are not accumulated in Briquetting Collection Room. The labourers should ensure that the Briquette Collection Room, Briquette Storage Room and safety yard are kept clean, neat and organized. In no case, the briquette bags or trolleys with briquette bags should be kept in vault corridors.

The work includes providing sufficient number of good quality Gunny bags (appropriate to lift 50 kilograms of briquettes per gunny bag) and make arrangements for transportation of shredded currency note briquettes/ shreds at his own cost.

Details of scope of work:

3.1 The Contractor shall submit a list of the labourers which should not exceed 19 (nineteen) in number, whom he would engage for the purpose of lifting of the briquettes and should give their complete names and addresses along with recent passport size photographs. It is imperative on the part of the Contractor to get antecedents and character of all the labourers engaged by him verified by the Police before the commencement of the contract. The Contractor shall be liable for all consequences if the

number of labourers engaged by him is more than 19 (nineteen).

3.2 The Contractor shall lift the Briquettes/ shreds regularly on daily basis from designated place of the main office building of the Bank, clean the area and must not allow any accumulation. The Contractor shall ensure that after lifting of the briquettes on daily basis, no briquettes bag is left for lifting in cash area. The Contractor shall also make arrangement for sufficient number of gunny bags at his own cost. Gunny bags must be neat and clean and should be of good quality and appropriate to lift 50 kilograms of briquettes per gunny bag.

3.3 The Contractor shall have to make independent arrangements for transportation of briquette bags at his own cost. The contractor will deploy his own truck for lifting of the briquettes and shall not use the trucks of the other vendors which come to RBI for remittance purpose. The vehicles used by Contractor for transportation should be covered by insurance, with all taxes paid and with valid permits. The driver deployed should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the responsibility of the Contractor. Antecedents of drivers/helpers must be police verified.

3.4 The Bank shall have the liberty to cancel the agreement at any time without assigning any reason. If the Contractor fails to carry out any of his obligations/duties, in terms of the Agreement or violates any general instructions and special conditions, the contract may be terminated by the Bank forthwith without any notice and the Security Deposit shall be forfeited.

3.5 The Contractor shall make payments for the briquettes/ shreds received and taken away by him from the Bank on the same day or on the next day through NEFT.

3.6 The briquettes shall be weighed accurately in the presence of an officer of the Bank.

3.7 The briquettes shall be disposed/used in eco-friendly way and the Contractor shall be required to furnish a certificate/undertaking to this effect.

3.8 (i) “In consideration of the environmental impact of the ingredients embedded in banknote paper substrate such as security threads and fibres, security inks and other chemicals used in banknote printing and with a view to move up the sustainability value chain for disposal of soiled banknotes, the Reserve Bank has been exploring sustainable and eco-friendly solutions for disposal of the banknote shreds/briquettes.

(iii) One of such sustainable options is re-usage of the soiled banknote shreds for fabricating certain long-lasting materials such as board panels, materials for interior design, particle board furniture and acoustic applications.

(iv) In this regard, Reserve Bank had commissioned a study ‘Evaluation of Suitability of Banknote Briquettes Replacement with Wood Particles to Manufacture Particle Boards’, by Institute of Wood Science and Technology (IWST), an autonomous body under the Ministry of Environment, Forest and Climate Change, Government of India. The study established that particle boards created with a certain percentage of currency briquette particles would conform to the technical requirements of particle board.

(v) Since the above study established that banknote shreds can be used to supplement the raw material for manufacturing of particle boards and for ensuring eco-friendly application of the Shredded Currency Note briquettes, “Particle Board Manufacturers”, shall also be considered as prospective bidders for procuring/lifting of briquettes for the purpose of utilising these briquettes as raw material in manufacturing of particle boards.”

3.9 While transporting the briquettes to the destination, Contractor shall ensure that no briquettes fall by the wayside or come into possession of wrong/unintended persons. In case, the Contractors themselves are not the end users of the briquettes, then the Contractors shall also furnish the names and addresses of end users.

3.10 That any tax/VAT imposed by the Central/ State Government/ local authorities, on the disposal of shredded note briquettes/ shreds by the Bank shall be borne by the Contractor.

3.11 That the Contractor shall make good, indemnify and reimburse to Bank any damage or loss sustained by reason of any inefficiency, incompetence, negligence or defect or delay in carrying the items or by reason of any act of dishonesty or fraudulent conduct on his part or the workers engaged by him. The assessment of such loss by the Bank shall be final and after due notice to the Contractor he has to make good the loss.

3.12 It is expressly stated that any worker/employee/partner/associate etc. of the Contractor coming and working within the Bank for the purposes of this contract or otherwise, shall not claim to be staff of Reserve Bank of India nor misuse the security pass/identification issued to him/her for any unauthorized purpose within or outside Bank premises during/after the contract period. The Contractor shall educate his personnel/workers about this aspect and shall indemnify the Bank, in case any loss is caused to the Bank, because of violation of this clause.

3.13 The period of contract will be initially for one year starting from date of award of work and extendable for further period of two years, with maximum one year at a time which can be extended by the Bank at its option with the consent of the Contractor, subject to satisfactory performance of the contract in Bank's opinion.

Signature of the Tenderer

Address _____

SEAL

Witness

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

**SECTION IV
PART-I-TECHNICAL BID**

BID FORM

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

Sr. No	Particulars	Information submitted by the Bidder		
1.	Name of the Tenderer			
2.	Whether the tenderer is a company, partnership firm or proprietary concern			
3.	Name and designations of the persons who are authorized to execute the contract.			
4.	Registered address and contact address of the Company/ Partnership/Firm/Proprietorship Concern			
5.	Telephone Number (s)	Office	Residence	Mobile
6.	E-mail ID			
7.	Fax Number			
8.	Address of the Office/Local representative of the Tenderer within NCT of Delhi			

9.	Experience in undertaking similar work (No. of years) (Client Certificates are to be attached)	
10.	Bank A/c Details:- Name of the Bank Branch Address Nature of Account Account Number IFSC Code	
11.	Permanent Account Number (To be attached)	
12.	GSTIN (To be attached)	

13. Details of the institutions with which the tenderer has entered into similar contracts (Documents / Certificates in support thereof may be enclosed)

Sr. No.	Name of the Institution	Address and Telephone Number (Submit Relevant document)	Period of Contract	Actual value of work done in the institution

14.(a) Whether the tenderer has been blacklisted by RBI or State / Central Government Department/ Private institutions as on April 27, 2026 i.e 1st day of submission of bid? - Yes / No

(b) Whether any proceeding against the firm or its director/s are pending in any court?- Yes /No

If Yes, then give details (A separate sheet may be attached)

**15. Are the terms and conditions of the contract acceptable to the tenderer?
- Yes/No**

If Yes, a copy of the terms and conditions of the contract, given in Section-II and Section III of this tender document, duly signed on each page, should be submitted with the tender.

16. Details of Earnest Money deposited through NEFT

NEFT Details: IFS Code - RBIS0NDPA01 ('0' is Zero at both places) A/c No. 06869229999 (Earnest money deposit received A/c)

- a. Amount: _____
- b. Transaction No. _____
- c. Date: _____
- d. Issued by Name of bank branch/address: _____

17. Declaration

a. All the information given by me/us are true and correct to the best of my/our knowledge and belief and if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action it may deem fit.

b. I/we understand that our tender is liable for rejection at any stage if any information furnished by me/us is found to be incorrect/wrong and the decision of the RBI in this regard will be final.

**Name of the Authorized Official of the Company/Partnership/Firm/
Proprietary Concern:**

**Signature (With Seal of the Company/Partnership/Firm/ Proprietary Concern):
Date:**

Witness:

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

Section V

DRAFT ARTICLE OF AGREEMENT

(To be entered with successful Tenderer)

THIS AGREEMENT, made at New Delhi on this _____ of _____, between the Reserve Bank of India, a Body Corporate established under the Reserve Bank of India Act, 1934 hereinafter referred to as the "Bank" and represented by the General Manager, Issue Department, Reserve Bank of India, New Delhi (which expression shall include his/her successors in office) of the ONE PART and _____ (Name of the Contractor) carrying on business as sole Proprietor/Partner/Director of M/s. _____ having its principal place of business at _____ hereinafter referred to as the "Contractor" (which expression shall include his heirs, legal representatives, successors) of the OTHER PART.

WHEREAS, the Contractor has tendered for Disposal of shredded currency note briquettes/ shreds for one year from date of award of work (both days inclusive) at the rates and on the terms specified in the tender dated _____ read with the schedules thereto annexed.

AND WHEREAS, the Bank has accepted such tender and it has been agreed by and between parties to enter into this Agreement.

NOW IT IS MUTUALLY agreed and declared as follows:

1. The Contractor shall submit a list of the labourers which shall not exceed 19 (nineteen) in number, whom he would engage for the purpose of lifting of the briquettes and should give their complete names and addresses along with recent passport size photographs. It is imperative on the part of the Contractor to get antecedents and character of all the labourers engaged by him verified by the Police before the commencement of the contract. The Contractor shall be liable for all consequences if the number of labourers engaged by him is more than 19 (nineteen).

2. The Contractor shall lift the Briquettes/ shreds regularly on daily basis from designated place of the main office building of the Bank, clean the area and must not allow any accumulation. The Contractor shall also make arrangement for sufficient number of gunny bags at his own cost. Gunny bags must be of good quality and suitable to lift 50 kilograms of briquettes per gunny bag. The scope of works as mentioned in para 3.1 to para 3.13 of Section-III of the Tender Document will form part and parcel of this agreement.
3. The Contractor shall have to make arrangements for transportation at his own cost. The vehicles used by Contractor for transportation should be covered by insurance, with all taxes paid and with valid permits. The driver deployed should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the responsibility of the Contractor. Antecedents of drivers/helpers must be police verified. Police Verification of all the labourers engaged shall be the responsibility of the Contractor and the Police Verification report shall be submitted to the Bank by the Contractor.
4. The Contractor shall deposit an amount xx within 7 days of award of work with the Reserve Bank of India as security deposit. No interest shall be payable on the said deposit.
5. The Bank shall have the liberty to cancel the agreement at any time without assigning any reason. If the Contractor fails to carry out any of his obligations/duties, in terms of the Agreement or violates any general instructions and special conditions or violation of any of the terms and conditions of this agreement, the contract may be terminated by the Bank forthwith without any notice. If the Contractor fails to lift the Briquettes daily, the Bank will be at liberty to dispose of the briquettes/ shreds in the manner as it may deem fit and cancel the contract including forfeiting of Contractor's security deposit for non-performance of the contract. In addition, the Bank may also levy a penalty of Rs. 5000/- per day as liquidated damages, if the Contractor fails to lift the Briquettes on daily basis.
6. In event of any delay by the Contractor in complying with any requisition issued by the Bank for disposal of shredded currency notes briquettes/ shreds or any breach of instructions of the contract, considered by the General Manager, Issue

Department, Reserve Bank of India, New Delhi to be of serious nature, the aforesaid General Manager in consultation with Regional Director, New Delhi Office, on behalf of Reserve Bank of India, may levy a penalty not exceeding Rs. 10,000 (Rupees Ten Thousand only) on the Contractor for each instance as liquidated damages.

7. The Contractor shall make payments on the same day or the next day through NEFT for the briquettes/ shreds received and taken away by him from the Bank.
8. The briquettes shall be weighed in the presence of an officer of the Bank. The briquettes shall be disposed/used in eco-friendly way and the Contractor shall be required to furnish a certificate/undertaking to this effect.
9. While transporting the briquettes to the destination, Contractor shall ensure that no briquette/s falls by the wayside or come into possession of wrong/unintended persons. In case, the Contractors themselves are not the end users of the briquettes, then the Contractors shall also furnish the names and addresses of end users.
10. That any tax/VAT/GST imposed by the Central/ State Government/ local authorities, on the disposal of shredded note briquettes/ shreds by the Bank shall be borne by the Contractor.
11. That the Contractor shall make good, indemnify and reimburse to Bank any damage or loss sustained by reason of any inefficiency, incompetence, negligence or defect or delay in carrying the items or by reason of any act of dishonesty or fraudulent conduct on his part or the staff engaged by him. The assessment of such loss by the Bank shall be final and after due notice to the Contractor he has to make good the loss.
12. It is expressly stated that any worker/employee/partner/associate etc. of the Contractor coming and working within the Bank for the purposes of this contract or otherwise, shall not claim to be staff of Reserve Bank of India nor misuse the security pass/identification issued to him/her for any unauthorized purpose within or outside Bank premises during/after the contract period. The Contractor shall educate his

personnel/workers about this aspect and shall indemnify the Bank, in case any loss is caused to the Bank, because of violation of this clause.

13. The period of contract will be initially for one year starting from date of award of work which can be extended by the Bank at its option with the consent of the Contractor, for further period of two years with maximum one year at a time subject to satisfactory performance of the contract in Bank's opinion.
14. In the event of dispute as to whether any liability has arisen hereunder, the decision of the Regional Director, Reserve Bank of India, New Delhi, shall be final and binding on both the parties.
15. If a dispute of any kind arises between the Bank and the contractor/counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate/engage in amicable discussions.
16. If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The arbitration proceedings shall be conducted through 'fast track procedure' laid down in Section 29B of the Arbitration and Conciliation Act, 1996, as amended from time to time. The award of the arbitrator so appointed shall be final and binding.
17. The agreement shall be subject to the jurisdiction of the courts at Delhi. The agreement is governed by the laws of India.
18. (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 worker within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/ and the Contractor/ shall ensure appropriate action under the said Act in respect to the complaint".

- (b) Any complaint of sexual harassment from any aggrieved worker of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. Any complaint of sexual harassment from any aggrieved employee of the Bank against any worker of the Contractor 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, 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.
19. The contractor shall comply with all the provisions of Code on Wages,2019, Code on Social Security,2020 and the Occupational Safety, Health and Working Conditions Code,2020 and/or any other act / law as applicable. In case of any complaint regarding non- compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.
20. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the employer. The Contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its workers to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied.

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

21. All the terms and conditions as mentioned in the Tender Notice dated _____/Tender No _____ and subsequent corrigendums issued, if any, shall be read and construed as part and parcel of this agreement and the parties hereto shall strictly abide by and submit themselves to the said terms and conditions indicated therein.

22. In witness whereas the Parties hereto have set their respective hands to these presents on the day, another year hereinabove written.

I / we hereby declare that I / we have read and understood the general instructions and special conditions for tender dated _____ and also the contents of the agreement and accept the same.

Signature of the Tenderer _____

Address _____

SEAL

Place:

Date:

Witness:

1. Signature:

2. Signature

Name:

Name:

Address:

Address

Schedule A
Check List of Documents to be uploaded

Sr. No.	Description	Bidder's Confirmation
1.	Duly signed Tender Part-I (Section I to VI) and Part-II	
2.	Duly filled Schedule A, B, C, D, E, F	
3.	Documentary evidence of EMD paid (scanned copy of NEFT transaction) to be attached)	
4.	Self-attested photocopy of PAN (mandatory) and GST registration (mandatory)	
5.	Bank statement/self-attested photocopy of front page of pass book	
6.	Power of Attorney	
7.	<u>Annex III</u>	
8.	Audited Financial Statements of last 3 years and ITR	
9.	Work Order and Client Certificates	

**Schedule B
Organizational Details**

Name of the tenderer				
Whether individual proprietorship, partnership or limited company				
Date of formation of partnership / Ltd. Company				
Postal Address	Local Address		Permanent / Regd. Office Address	
Pin code				
Telephone No. (with STD code)	Office	Residence	Fax	Mobile
E-mail				

Place:

Date:

Signature of bidder (with seal)

**Schedule C
Registration Details**

Sl. No.	Type of registration	Registration No.	Date of Registration
1	Income Tax – PAN		
2	Income Tax – TAN (for TDS)		
3	GST Number		
4	Shops and Commercial Establishments Act		
5	PF/EPF		
6	Any other type of registration		
7	Whether the provisions of contract Labour (Regulation & Abolition) Act, 1970, Contract Labour (Regulation & Abolition*) Central Rules, 1971 and any other legal provisions are applicable to your firm?		
8	Whether you are holding a License under Section 12(1) of Contract Labour (R&A) Act 1970/71, if so, the details of license number etc. may be furnished.		
9	ESIC Registration details		

I/We hereby declare that I/we have read and understood the above conditions.

Place:

Date:

Signature of bidder (with seal)

Schedule D
List of Clients

(For whom similar work was undertaken in the last 5 years)

Sr No	Details	Client (1)	Client (2)	Client (3)
1.	Name			
2.	Address			
3.	Email Id			
4.	Contact No			
5.	Brief details of the work			
6.	Date of award of contract (Please attach Letter of Award of Contract)			
7.	Certificate from Client (To be attach as per "Annex" of Section V)			

Place:

Date:

Signature of bidder (with seal)

Schedule E
Details of Banker(s)

Sr. No.	Particulars	Details
1.	Address	
2.	Contact Person	
3.	Email Id	
4.	Telephone Number	
5.	Fax Number	

Place

Date:

Signature of bidder (with seal)

Format 1 Basic Information

a)	Name of the Company/firm	
b)	Details of registration of the firm: whether Sole Proprietorship/ Partnership firm /Private Limited/ Limited or Co-operative Body etc.	
c)	Name and address of the Proprietor/Partners/ Directors of the Company	
d)	Registered Address of the Company/firm	
e)	Address for correspondence	
f)	Contact Person	
g)	Designation	
h)	Mobile no.	
i)	FAX/Tele-fax	
j)	e-mail id	
k)	GST Registration details and no.	
l)	Labour License Details	
m)	EPFO Registration No.	
n)	ESIC Registration no.	
o)	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Bank's proposed work	
p)	Was the bidder ever required to suspend the eligible works for a period of more than six months continuously after commencement? If yes, then furnish the reasons thereof.	
q)	Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded works before their completion? If so, give name of the work and reasons for abandonment.	

r)	Has the bidder or any constituent partner in case of partnership firm has been debarred /black-listed for competing in any organization during last three years ending the date on which the bid is submitted by the bidder? If so, give details	
s)	Has the bidder or any constituent partner in case of partnership firm, ever been convicted?	
t)	Whether the bidder is involved in frequent civil suit /litigations in the Contracts being executed now. If yes, please furnish the details.	

Sl no	Name of the work and Employer	Nature of work	Work order No and Date	Present stage of work	Value of Contract	Brief details of litigation
1.	2.	3.	4.	5.	6.	7.

Date:

Authorized Signatory (With Name/Designation and Seal)

Attach supporting documents.

Date

Authorized Signatory (With Name/Designation and Seal)

(The work/s costing equal or above the minimum value specified in eligibility criteria)

Date

Authorized Signatory (With Name/Designation and Seal)

**Format 3A: CLIENT's CERTIFICATE REGARDING PERFORMANCE OF THEIR
CONTRACTOR (On Client's Letter Head)**

Name and address of the Client :

Details of Works executed by Shri /M/s :

S. No.	Name of Work	
1	Brief particulars of the work	
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 _____staff /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 behaviour	Outstanding/ Very Good/ Good/ Satisfactory/ Poor
	f) After sales Service	Outstanding/ Very Good/ Good/ Satisfactory/ Poor

Date

Authorized Signatory (With Name/Designation and Seal)

Format 4: FINANCIAL STATUS

Sr.no.	Details	Financial Year		
		April 1, 2022, to March 31, 2023 ₹ in lakh	April 1, 2023, to March 31, 2024 ₹ in lakh	April 1, 2024, to March 31, 2025 ₹ in lakh
1	Annual financial turnover certified by Chartered Accountant.			
2	Income Tax returns for the year			

Note:

Statement shall be supported by copies of audited financial statements/ accounts of the business of the Tenderer duly certified by a Chartered Accountant the Income Tax Returns for the years viz. 2022-23, 2023-24, 2024-25.

Date

Authorized Signatory (With Name/Designation and Seal)

Format 5
SOLVENCY CERTIFICATE FROM A SCHEDULED BANK
(On Bankers' Letter Head)

REF NO:.....

To,
The Regional Director, Reserve Bank of India,
_____ Department, 6, Sansad Marg,
New Delhi - 110001

Date:

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

This certificate is issued at the specific request of the customer.

For the bank with Name, Designation and Seal

Note:

1. Bankers' certificates should be on letter head of the bank, addressed to Regional Director, Reserve Bank of India, _____ Department, 6, Sansad Marg, New Delhi - 110001.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank
3. The date of solvency certificate should not be prior to the date of issue of the tender and should be specifically issued for this work.

Format 5A: Details of Bidder's Banker

1	Name and full Address of the Banker	
2	Name of contact executives, Email ID, contact numbers (land line and mobile), Fax number etc.	
3	Type of Account and Account No.	
4	The period from which the service provider has been banking with the Banker	
5	Any other information which the service provider may like to furnish about its Bankers	
6	IFSC code of the Branch	

Date

Authorized Signatory (With Name/Designation and Seal)

ANNEX I

NEFT Details for effecting e-payments

Name of the Institution: Reserve Bank of India, New Delhi

Address (in full):6 Sansad Marg, RBI New Delhi 110001

1	Name of the Account Holder (as appearing in the Bank Account)	Reserve Bank of India, New Delhi
2	Account Number	06869229999
3	Type of Account (Savings, Current etc.)	Current
4	PAN Number	AAIFR5286M
5	Name of the Bank	RBI, New Delhi
6	Name of the Branch	RBI, New Delhi
7	Address of the Bank	RBI, New Delhi
8	NEFT/IFS Code	RBIS0NDPA01 (0 in the code represents ZERO)
9	Name of the Account	RBI, NEFT, Inward Received
10	GSTIN	07AAIFR5286M1ZI

ANNEX II

Proforma of Bank Guarantee for Security Deposit

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

No. _____ Date _____

To:

The Regional Director
Reserve Bank of India
6, Sansad Marg
New Delhi- 110001

Dear Sir

In consideration of your agreeing to accept the Security Deposit of -----
----- within 7 days of award of work to be furnished by you
to _____ (hereinafter referred to as "the Contractor") in
terms of their contract with you for lifting and disposal of shredded currency notes
briquettes/ shreds at Reserve Bank of India, New Delhi as per their Tender dated ___ and
your conditions of Contract and other tender documents relating thereto subject to the
conditions and alterations mutually agreed upon the set forth or referred to in your
Contract dated _____ in the form of guarantee from us in the manner hereinafter
contained, we ___ (Name of the Bank) do hereby covenant and agree with you as follows:

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of ----- against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding

in total than the said sum of -----
---as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.

2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the Contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.
4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any -

indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of -----
-----as aforesaid.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.
7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.
8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the Contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.
9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, e-mail or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.
10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing un-cancelled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
11. This guarantee shall not be affected by any change in the constitution of the Contractor or us nor shall it be affected by any change in your constitution or by

any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.
13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your prior consent in writing.
14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and Contractor or any other person.
15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to ----- . Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry of the guarantee period, including extensions if any, of this guarantee period, all your rights under the shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.
16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above named bank)

For & on behalf of
(Banker's Name & Seal)

BRANCH MANAGER
(Banker's Seal)

Address _____

Annexure III - Format for Power of Attorney for Authorized Signatory

(On Non-Judicial Stamp Paper of ₹100/-)

To,
The Regional Director
Reserve Bank of India
New Delhi

Dear Sir/Madam,

..... (Name of work)

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 captioned Project, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (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.

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder Note:

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

Annex III A

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
6, Sansad Marg
New Delhi-110001

Name of Work: Disposal of Shredded Currency Note Briquette/shreds at
Reserve Bank of India, New Delhi, Main 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 Undertaking / 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 authorized signatory of the Bidder with stamp Date:

Place:

Annexure III B

Undertaking regarding declaration of debarment by public institution(s)
(To be submitted by the bidder on their letterhead)

Name of Work : Providing _____

Sir,

1. I/We (Name of the bidder) declare that
 - a) I/ We or any of our allied firm* or any of our partners/directors is/ are not debarred / suspended / blacklisted by any public institution / entity in India or any other country during last three years ending the date on which the bid is submitted by the bidder.
 - b) I/ We or any of our allied firm* or any of our partners/directors 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* or any of our partners/directors 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) declare that I/we or our allied firm*(Name of the allied firm(s)) or our partners/directors (Name of the partner / director) is/ are debarred / suspended / blacklisted by(Name and address of public institution in India or any other country) and the same is 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 a controlling voice. Further all successor firms will also be considered as allied firms.

Annexure IIIC
Format for Undertaking on Legal Actions / Litigation / Arbitration by the Bidder
[On the Letter head of the Bidder]

Date:

The Regional Director, Reserve Bank of India,
__ Department, 6, Sansad Marg,
New Delhi - 110001

Ref: Providing_____

Sir,

1. I/We (Name of the bidder) declare that no legal action(s) have been / is being taken against us for any cause in any legal jurisdiction.

2. Further, we also declare that no cases of civil lawsuits / litigation / arbitration etc. have been initiated in any in any of our executed projects.

3. Further, we also declare that the following civil lawsuits / litigation / arbitration cases were/are initiated in our executed projects:

..... (detail of the project and type of action etc.)

.....

Signature and name of the authorized signatory of the Bidder with Rubber Stamp

Date:

Place:



**Reserve Bank of
India Issue
Department New
Delhi**

PART- II (Price Bid)

**E-Tender for Lifting and Disposal of
Shredded currency note briquettes/ shreds
at Reserve Bank of India, New Delhi**

Part-II (Price Bid)

Disposal of shredded currency note briquettes/ shreds

ITEM NO.	DESCRIPTION	Unit of measurement	Rate in Rupees (INR only) up to two decimal places (excluding GST)
1	Lifting and disposal of shredded currency note briquettes/ shreds at Reserve Bank of India, new Delhi on "As is Where is Basis" from Bank's premises. The work includes providing labourers for regularly collecting/lifting of the briquettes and packing in gunny bags, procuring sufficient number of good quality Gunny bags (appropriate to lift 50 kilograms of briquettes per gunny bag) and making arrangements for transportation of shredded currency note briquettes at his own cost, as laid out in scope of work indicated in Part-I of the tender document.	Per Kilogram	

Notes to Price Bid: -

1. The Tenderers are advised to visit the site/s of work/s / activities, viz. Bank premises and acquaint themselves with the site conditions before submission of tender. The cost of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to all the premises and is aware of the operational and site conditions prior to the submission of the tender documents.
2. This part shall contain price in **Indian Rupees only** and shall be opened for only those tenderers who fulfill the minimum eligibility criteria and have a satisfactory track record of providing similar services at other RBI Offices or other organizations. Change of terms and conditions and technical deviations, if any, found in any part of the tender will not be considered and such tender will be treated as null and void. Date and time

for opening of Part -II shall be informed separately through e-mail provided by the tenderer.

3. Rates should be quoted in **Indian Rupees only**. No request for any change in rate or conditions after the opening of the part II tender will be entertained.
4. The rates quoted shall be firm and binding without any **reduction in rates** whatsoever till the entire Contract period.
5. If the rate and amount do not tally with respect to the bill of quantities, then the amount arrived on the basis of quoted rates shall only be acceptable and in case of variation of rates in the original and duplicate, the higher of the two rates will be considered for arriving at the total amount for that item.
6. Validity of the quoted rates will be 3 months from the date of opening of Part-I of tenders.
7. The Payment shall be made by the Contractor to the bank on daily basis or the next day for the weight of the briquettes/shreds lifted.
8. Any tax/duty/levy imposed by Government/local authorities on Disposal of Shredded Currency Note briquettes/ shreds shall be borne by the Contractor.
9. Rate quoted shall be in force for the period of the agreement.
10. Purely to illustrate the scope of work, it is clarified that the quantity in a year can vary from 1100 -1300 tonnes. Activities/quantity/scope of works mentioned above are indicative only as per past experience and may vary in the future works. The said Activities/quantity/scope of works mentioned above will not be considered as basis for payments. Payments will be received on the actual work done basis only.
11. Rates shall be deemed to be including all charges such as cost of lifting, labor, transportation, statutory dues for fulfillment of all statutory obligations, bonus, overhead costs, profit margin, all taxes, levies etc or any other cost. The contractor shall not claim any other expense and Bank will not accept any change in quoted rate.
12. Rate shall be quoted in Rupee per Kg of currency note briquette/shreds up to two decimal places. The quoted rate shall be **excluding GST** and all other taxes. GST shall be added separately as per the applicable rate to arrive at final rate per Kg to be paid by the contractor to the Bank.