



भारतीय रिज़र्व बैंक / Reserve Bank of India  
संपदा विभाग / Estate Department  
चंडीगढ़ / Chandigarh

**ई-निविदा सूचना**

**सेक्टर 17 ए स्थित भारतीय रिज़र्व बैंक मुख्य कार्यालय भवन तथा सेक्टर 16 ए, 44 बी तथा 30 ए चंडीगढ़ की आवासीय कॉलोनियों में कीट नियंत्रण उपचार कार्य के लिए वार्षिक अनुरक्षण अनुबंध**

सेक्टर 17 ए स्थित भारतीय रिज़र्व बैंक मुख्य कार्यालय भवन तथा सेक्टर 16 ए, 44 बी तथा 30 ए चंडीगढ़ की आवासीय कॉलोनियों में कीट नियंत्रण उपचार कार्य के लिए वार्षिक अनुरक्षण अनुबंध के कार्य के लिए भारतीय रिज़र्व बैंक, चंडीगढ़, पात्र और इच्छुक फर्मों से ई-निविदाएं आमंत्रित करता है। कार्य की अनुमानित लागत ₹8.37 लाख मात्र (12 माह हेतु) (जी. एस. टी. सहित) है। यह अनुबंध प्रारंभ में 01 जुलाई, 2026 से 31 मार्च, 2027 तक 9 महीने की अवधि के लिए किया जाएगा और यदि बैंक द्वारा ठेकेदार की सेवाएं संतोषजनक पाई जाती हैं, तो बैंक के विवेक पर इसे आगे की अवधि (अवधियों) अधिकतम 2 (दो) वर्षों के लिए बढ़ाया/नवीनीकृत किया जा सकता है।

2. यह एक सीमित ई-निविदा है। केवल वे फर्म जो संपदा विभाग, भारतीय रिज़र्व बैंक, लखनऊ एवं कानपुर कार्यालय में शीर्षकित कार्य (Pest Control) हेतु श्रेणी III में (₹ 5-10 लाख) तक के कार्यों के लिए सूचीबद्ध हैं तथा MSTC पोर्टल पर पंजीकृत हैं, ई-निविदा प्रक्रिया में भाग ले सकेंगी। निविदा दस्तावेज़ वेबसाइट [www.rbi.org.in](http://www.rbi.org.in) पर डाउनलोड के लिए उपलब्ध हैं।

3. ई-निविदा दो भागों में ऑनलाइन प्रस्तुत की जाएगी। ई-निविदा के भाग-I में प्रस्तावित कार्य के लिए बैंक की मानक तकनीकी और वाणिज्यिक शर्तें होंगी, जिन पर निविदाकर्ता को सहमत होना होगा। ई-निविदा के भाग-II में बैंक की मात्राओं की अनुसूची निर्धारित की गयी है और निविदाकर्ता द्वारा मूल्य बोली ऑनलाइन प्रस्तुत की जाएगी।

4. पात्रता मानदंड को पूरा करने वाली फर्मों को कार्य के आवंटन के लिए विचार किए जाने हेतु **19 जून 2026 को पूर्वाह्न 11:00** बजे तक या उससे पहले सभी आवश्यक दस्तावेजों को <https://www.mstcecommerce.com/eprocn> पर अपलोड करना होगा।

5. ई-निविदा के भाग-I को **19 जून 2026 को पूर्वाह्न 11:30 बजे** MSTC Portal पर खोला जायेगा। ई-निविदा की समय-सारणी निम्न अनुसार है:

क	ई-निविदा सं.	RBI/Chandigarh Regional Office/Estate/5/26-27/ET/123
ख	निविदा प्रणाली	ई-प्रापण प्रणाली (ऑनलाइन <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> पर भाग-I तकनीकी-वाणिज्यिक बोली तथा भाग-II मूल्य बोली)
ग	अनुमानित लागत	₹8.37 लाख मात्र (रुपए आठ लाख सैंतीस हजार मात्र) (जी. एस.टी. सहित)
घ	ई-निविदा दस्तावेज़ बैंक की वेबसाइट से डाउनलोड करने की प्रारम्भिक तिथि	29 मई 2026 को साँय 05:00 बजे से

ड़	<a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> पर ई-निविदा (ऑनलाइट तकनीकी-वाणिज्यिक बोली और मूल्य बोली) प्रारंभ होने की तारीख	29 मई 2026 को साँय 05:00 बजे से
च	बोली पूर्व बैठक की तिथि एवं समय	08 जून 2026 को पूर्वाह्न 11:00 बजे स्थान: संपदा विभाग, तृतीय तल, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, सेंट्रल विस्टा, सेक्टर-17, चंडीगढ़
छ	बयाना राशि (केवल NEFT/DD के माध्यम से)	<b>₹16,740/-</b> (रुपए सोलह हज़ार सात सौ चालीस मात्र)  लाभार्थी का नाम - भारतीय रिज़र्व बैंक IFSC Code: RBIS0CGPA01 (पंचवा तथा दसवां अंक शून्य है) खाता सं.: 186003001  <b>हालाँकि, निविदा प्रक्रिया में भाग लेने वाले सभी माइक्रो एंड स्माल एंटरप्राइज़ (MSE) को बयाना राशि के भुगतान से छूट है। बयाना राशि पर कोई भी ब्याज़ नहीं दिया जाएगा।</b>
ज	बयाना राशि जमा करने की अंतिम तिथि	<b>18 जून 2026</b>
झ	ई-निविदा (तकनीकी-वाणिज्यिक बोली एवं मूल्य बोली) बंद होने की तिथि	19 जून 2026 को पूर्वाह्न 11:00 बजे तक
ञ	ई-निविदा का भाग I (अर्थात तकनीकी-वाणिज्यिक बोली) खोलने की तारीख	19 जून 2026 को पूर्वाह्न 11:30 बजे यदि बोलीदाताओं द्वारा कोई विचलन प्रस्तुत नहीं किया गया तो भाग II उसी दिन खोला जाएगा। अन्यथा भाग II किसी अन्य तिथि पर खोला जाएगा जिसकी सूचना बोलीदाताओं को ईमेल के माध्यम से दी जाएगी।
ट	अंतरण फीस	अंतरण फीस का भुगतान एमएसटीसी भुगतान गेटवे / एनईएफटी माध्यम से एमएसटीसी लिमिटेड के पक्ष में किया जाएगा।

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

यह नोटिस केवल सूचना के लिए प्रकाशित किया जा रहा है और इस सीमित निविदा में बोली लगाने के लिए यह खुला आमंत्रण नहीं है। इस निविदा में भागीदारी केवल आमंत्रण द्वारा है और चयनित खरीद इकाई के सूचीबद्ध ठेकेदारों तक सीमित है। अनचाहे प्रस्तावों को अनदेखा किया जा सकता है। हालाँकि, जो ठेकेदार भविष्य में ऐसी निविदाओं में भाग लेना चाहते हैं, वे प्रक्रिया के अनुसार भारतीय रिज़र्व बैंक के पास नामांकन के लिए आवेदन कर सकते हैं।

कृते/-  
क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक, चंडीगढ़



भारतीय रिज़र्व बैंक / Reserve Bank of India  
सम्पदा विभाग / Estate Department  
चंडीगढ़ / Chandigarh

सेक्टर 17 ए स्थित भारतीय रिज़र्व बैंक मुख्य कार्यालय भवन तथा सेक्टर 16 ए, 44 बी तथा 30 ए चंडीगढ़ की आवासीय कॉलोनियों में कीट नियंत्रण उपचार कार्य के लिए वार्षिक अनुरक्षण अनुबंध हेतु ई-निविदा

**Tender for Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh**

**RBI/Chandigarh Regional Office/Estate/5/26-27/ET/123**

**भाग-I (तकनीकी-वाणिज्यिक बोली) / Part-I (Techno-Commercial Bid)**

बोलीदाता का नाम : .....

पता: .....

दूरभाष सं: .....

ई-मेल: .....

बोली पूर्व बैठक की तिथि, समय एवं स्थान:	<b>08 जून 2026</b> को पूर्वाह्न 11:00 बजे स्थान: सम्पदा विभाग, तृतीय तल, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, चंडीगढ़, सेंट्रल विस्टा, सैक्टर - 17, चंडीगढ़
बोली प्रस्तुत करने की अंतिम तिथि:	<b>19 जून 2026</b> को पूर्वाह्न 11:00 बजे तक
निविदा का भाग-I अर्थात तकनीकी-वाणिज्यिक बोली खोलने की तिथि:	<b>19 जून 2026</b> को पूर्वाह्न 11:30 बजे

**Note: This is an-e tender. Hence, signed & scanned Part I must be uploaded to MSTC website. Part II/price bid excel must be uploaded on the MSTC Portal separately.**

**Bidder/Contractor/Tenderer means those who are participating in the tendering process. Successful bidder/contractor/Tenders mean who quote Lowest rates after evaluating the Part I and Part II of tender.**

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## अस्वीकरण / DISCLAIMER

भारतीय रिज़र्व बैंक, सम्पदा विभाग, चंडीगढ़ ने इच्छुक पक्षों को कार्य की पृष्ठभूमि की जानकारी देने के लिए यह दस्तावेज़ तैयार किया है। जबकि भारतीय रिज़र्व बैंक ने इसमें निहित जानकारी को तैयार करने में उचित सावधानी बरती है और इसे सटीक मानते हैं, न तो भारतीय रिज़र्व बैंक और न ही इसके किसी भी प्राधिकरण या एजेंसियों और न ही उनके संबन्धित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों में से कोई भी इस दस्तावेज़ में निहित जानकारी की पूर्णता या सटीकता के संबंध में कोई वारंटी या नुमाइंदगी, व्यक्त या निहित प्रदान करता है।

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

इस दस्तावेज़ का प्रयोजन सम्पूर्ण जानकारी प्रदान करने का नहीं है। इच्छुक पार्टियों से अपनी स्वयं की पूछताछ करना अपेक्षित है। इस ई-निविदा के प्रत्यर्थी को अपनी स्वयं की पूछताछ करने की आवश्यकता है और उन्हें केवल खाली ई-निविदा दस्तावेज़ों / फार्मों में निहित जानकारी पर भरोसा नहीं करना चाहिए। यदि उत्तरदाताओं द्वारा सम्यक उद्यम का पालन नहीं किया जाता है तो भारतीय रिज़र्व बैंक ज़िम्मेदार नहीं होगा।

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. Respondents to this e-tender are required to make their own inquiries and they should not rely solely on the information contained in the blank e-tender documents / forms. The Reserve Bank of India is not responsible if no due diligence is performed by the Respondents.

यह जानकारी इस आधार पर प्रदान की जाती है कि यह भारतीय रिज़र्व बैंक या इसके किसी भी प्राधिकरण या एजेंसियों या उनके संबन्धित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों पर बाध्यकारी नहीं है।

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भारतीय रिज़र्व बैंक परियोजना के साथ आगे बढ़ने या परियोजना के विन्यास को बदलने, इस दस्तावेज़ में परिलक्षित समय सारिणी को बदलने या लागू होने वाली प्रक्रिया को बदलने का अधिकार सुरक्षित रखता है। यह रूचि व्यक्त करने वाले किसी भी पक्ष के साथ मामले पर आगे चर्चा करने से इनकार करने का अधिकार भी सुरक्षित रखता है। रूचि व्यक्त करने वाले व्यक्तियों या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति का भुगतान नहीं किया जाएगा।

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

**Name of work: Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises  
located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh**

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संपदा विभाग / Estate Department  
चंडीगढ़ / Chandigarh

**ई-निविदा सूचना**

**सेक्टर 17 ए स्थित भारतीय रिज़र्व बैंक मुख्य कार्यालय भवन तथा सेक्टर 16 ए, 44 बी तथा 30 ए चंडीगढ़ की आवासीय कॉलोनियों में कीट नियंत्रण उपचार कार्य के लिए वार्षिक अनुरक्षण अनुबंध**

सेक्टर 17 ए स्थित भारतीय रिज़र्व बैंक मुख्य कार्यालय भवन तथा सेक्टर 16 ए, 44 बी तथा 30 ए चंडीगढ़ की आवासीय कॉलोनियों में कीट नियंत्रण उपचार कार्य के लिए वार्षिक अनुरक्षण अनुबंध के कार्य के लिए भारतीय रिज़र्व बैंक, चंडीगढ़, पात्र और इच्छुक फर्मों से ई-निविदाएं आमंत्रित करता है। कार्य की अनुमानित लागत ₹8.37 लाख मात्र (12 माह हेतु) (जी० एस० टी० सहित) है। यह अनुबंध प्रारंभ में 01 जुलाई, 2026 से 31 मार्च, 2027 तक 9 महीने की अवधि के लिए किया जाएगा और यदि बैंक द्वारा ठेकेदार की सेवाएं संतोषजनक पाई जाती हैं, तो बैंक के विवेक पर इसे आगे की अवधि (अवधियों) अधिकतम 2 (दो) वर्षों के लिए बढ़ाया/नवीनीकृत किया जा सकता है।

2. यह एक सीमित ई-निविदा है। केवल वे फर्म जो संपदा विभाग, भारतीय रिज़र्व बैंक, लखनऊ एवं कानपुर कार्यालय में शीर्षांकित कार्य (Pest Control) हेतु श्रेणी III में (₹ 5-10 लाख) तक के कार्यों के लिए सूचीबद्ध हैं तथा MSTC पोर्टल पर पंजीकृत हैं, ई-निविदा प्रक्रिया में भाग ले सकेंगी। निविदा दस्तावेज़ वेबसाइट [www.rbi.org.in](http://www.rbi.org.in) पर डाउनलोड के लिए उपलब्ध हैं।

3. ई-निविदा दो भागों में ऑनलाइन प्रस्तुत की जाएगी। ई-निविदा के भाग- I में प्रस्तावित कार्य के लिए बैंक की मानक तकनीकी और वाणिज्यिक शर्तें होंगी, जिन पर निविदाकर्ता को सहमत होना होगा। ई-निविदा के भाग- II में बैंक की मात्राओं की अनुसूची निर्धारित की गयी है और निविदाकर्ता द्वारा मूल्य बोली ऑनलाइन प्रस्तुत की जाएगी।

4. पात्रता मानदंड को पूरा करने वाली फर्मों को कार्य के आवंटन के लिए विचार किए जाने हेतु **19 जून 2026 को पूर्वाह्न 11:00 बजे तक** या उससे पहले सभी आवश्यक दस्तावेजों को <https://www.mstcecommerce.com/eprocn> पर अपलोड करना होगा।

5. ई-निविदा के भाग-I को **19 जून 2026 को पूर्वाह्न 11:30 बजे** MSTC Portal पर खोला जायेगा। ई-निविदा की समय-सारणी निम्न अनुसार है:

क	ई-निविदा सं.	RBI/Chandigarh Regional Office/Estate/5/26-27/ET/123
ख	निविदा प्रणाली	ई-प्रापण प्रणाली (ऑनलाइन <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> पर भाग- I तकनीकी-वाणिज्यिक बोली तथा भाग-II मूल्य बोली)
ग	अनुमानित लागत	₹8.37 लाख मात्र (रुपए आठ लाख सैंतीस हजार मात्र) (जी. एस.टी. सहित)
घ	ई-निविदा दस्तावेज़ बैंक की वेबसाइट से डाउनलोड करने की प्रारम्भिक तिथि	29 मई 2026 को साँय 05:00 बजे से

ड़	<a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> पर ई-निविदा (ऑनलाइट तकनीकी-वाणिज्यिक बोली और मूल्य बोली) प्रारंभ होने की तारीख	29 मई 2026 को साँय 05:00 बजे से
च	बोली पूर्व बैठक की तिथि एवं समय	08 जून 2026 को पूर्वाह्न 11:00 बजे स्थान: संपदा विभाग, तृतीय तल, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, सेंट्रल विस्टा, सेक्टर-17, चंडीगढ़
छ	बयाना राशि (केवल NEFT/DD के माध्यम से)	<b>₹16,740/-</b> (रुपए सोलह हज़ार सात सौ चालीस मात्र)  लाभार्थी का नाम -भारतीय रिज़र्व बैंक IFSC Code: RBIS0CGPA01 (पंचवा तथा दसवां अंक शून्य है) खाता सं.: 186003001  <b>हालाँकि, निविदा प्रक्रिया में भाग लेने वाले सभी माइक्रो एंड स्माल एंटरप्राइज़ (MSE) को बयाना राशि के भुगतान से छूट है। बयाना राशि पर कोई भी ब्याज़ नहीं दिया जाएगा।</b>
ज	बयाना राशि जमा करने की अंतिम तिथि	<b>18 जून 2026</b>
झ	ई-निविदा (तकनीकी-वाणिज्यिक बोली एवं मूल्य बोली) बंद होने की तिथि	19 जून 2026 को पूर्वाह्न 11:00 बजे तक
ञ	ई-निविदा का भाग । (अर्थात् तकनीकी-वाणिज्यिक बोली खोलने की तारीख)	19 जून 2026 को पूर्वाह्न 11:30 बजे यदि बोलीदाताओं द्वारा कोई विचलन प्रस्तुत नहीं किया गया तो भाग ॥ उसी दिन खोला जाएगा। अन्यथा भाग ॥ किसी अन्य तिथि पर खोला जाएगा जिसकी सूचना बोलीदाताओं को ईमेल के माध्यम से दी जाएगी।
ट	अंतरण फीस	अंतरण फीस का भुगतान एमएसटीसी भुगतान गेटवे / एनईएफटी माध्यम से एमएसटीसी लिमिटेड के पक्ष में किया जाएगा।

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

यह नोटिस केवल सूचना के लिए प्रकाशित किया जा रहा है और इस सीमित निविदा में बोली लगाने के लिए यह खुला आमंत्रण नहीं है। इस निविदा में भागीदारी केवल आमंत्रण द्वारा है और चयनित खरीद इकाई के सूचीबद्ध ठेकेदारों तक सीमित है। अनचाहे प्रस्तावों को अनदेखा किया जा सकता है। हालांकि, जो ठेकेदार भविष्य में ऐसी निविदाओं में भाग लेना चाहते हैं, वे प्रक्रिया के अनुसार भारतीय रिज़र्व बैंक के पास नामांकन के लिए आवेदन कर सकते हैं।

कृते/-  
क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक, चंडीगढ़



भारतीय रिज़र्व बैंक / Reserve Bank of India  
संपदा विभाग / Estate Department  
चंडीगढ़ / Chandigarh

**E-Tender Notice**

**Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh**

Reserve Bank of India, Chandigarh invites E-Tender from eligible and willing firms for undertaking "Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh". The work is estimated to cost approx. **₹8.37 lakh** for 12 months including all taxes. The contract shall be initially awarded for a period of 09 months with effect from July 01, 2026 to March 31, 2027 and may be extended / renewed for further period(s) but not exceeding the 02 (two) years at the discretion of the Bank, if the Services of the contractor is found to be satisfactory by the Bank.

2. It is a **limited e tender**. Only those interested and eligible firms, which are empaneled for Captioned work under trade Pest Control under Category III (₹ 5-10 Lakh) in **Estate Department, Reserve Bank of India, Lucknow**, and **Kanpur Office** and are registered on MSTC portal will be able to take part in the tender process. The tender document is available on website [www.rbi.org.in](http://www.rbi.org.in) for download.

3. E-Tender shall be submitted online in two parts. Part-I of the e-tender will contain the Bank's standard technical and commercial conditions for the proposed work, which must be agreed to by the tenderers. Part-II of the e-tender will contain the Bank's schedule of quantities and tenderer's price bid to be submitted online.

4. The firms fulfilling the eligibility criteria should upload all the required documents at <https://www.mstcecommerce.com/eprocn> on or before **June 19, 2026, 11:00 AM** for consideration for the award of work.

5. Part-I of the e-tender will be opened on **June 19, 2026 at 11:30 AM** on MSTC website. The timeline of the e-tender is as follow:

A	E-Tender no	<b>RBI/Chandigarh Regional Office/Estate/5/26-27/ET/123</b>
B	Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through MSTC portal ( <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> ))
C	Estimated cost	₹8.37 Lakh (Rupees Eight Lakh Thirty Seven Thousand only) (Including GST)
D	Date of availability of E-Tender Document for download on RBI website	May 29, 2026 from 05:00 PM

E	Starting Date of E-Tender for submission of Part-I (Techno-Commercial Bid) and Part-II (Price Bid) at <a href="https://www.mstcecommerce.com/e-procn">https://www.mstcecommerce.com/e-procn</a>	May 29, 2026 from 05:00 PM
F	Date and time of pre-bid meeting	June 08, 2026 at 11:00 AM Venue: Estate Department, 3 <sup>rd</sup> Floor, Main Office Building, Reserve Bank of India, Central Vista, Sector-17, Chandigarh
G	Earnest Money Deposit (Only through NEFT/DD)	<b>₹16,740/- (Rupees Sixteen Thousand Seven Hundred Forty Only)</b> <b>Beneficiary Name-</b> Reserve Bank of India <b>IFSC:</b> RBIS0CGPA01 (5th and 10th being zero) <b>Account No:</b> 186003001  <b>Note: Kindly mention your name/ company name in the NEFT Transaction remarks.</b>  However, all MSEs (Micro and Small Enterprises) having Udyam Registration Number (Udyog Aadhar Memorandum Number) participating in tendering process are exempted from payment of Earnest Money Deposit. No interest will be paid on EMD.
H	Last date to deposit EMD	June 18, 2026
I	Closing Date of e-tender for submission of Techno-Commercial Bid & Price Bid	June 19, 2026 till 11:00 AM
J	Date & time of opening of Part I (Techno-Commercial Bid)	June 19, 2026 at 11:30 AM Part II will be opened on same day if no deviation is submitted by bidders. Otherwise, the Part II will be opened on any other date which will be communicated to bidders through email.
K	Transaction Fee	Payment of transaction fee through MSTC payment gateway / NEFT in favor of MSTC Ltd

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

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with RBI as per procedure.

-Sd-  
Regional Director  
Reserve Bank of India, Chandigarh

## Letter of Offer

Place:

Date:

Regional Director  
Reserve Bank of India  
Estate Department  
Sector 17,  
Chandigarh-160017

Dear Sir,

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

### MEMORANDUM

(a)	Name of work	:	<b>Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B &amp; Sector 30A Colony, Chandigarh</b>
(b)	Estimated cost of the work	:	<b>₹8.37 Lakh</b> for 12 months including all tax
(c)	Earnest Money Deposit (EMD)	:	₹16,740/- However, all MSEs (Micro and Small Enterprises) having Udyam Registration Number (Udyog Aadhar Memorandum Number) participating in tendering process are exempted from payment of Earnest Money Deposit. No interest will be paid on EMD.
(d)	Validity of the contract / contract period:	:	The contract shall be initially awarded for a period of 09 months with effect from July 01, 2026 to March 31, 2027 and may be extended / renewed for further period(s) but not exceeding the 02 (two) years at the discretion of the Bank,

			if the Services of the contractor is found to be satisfactory by the Bank.
(e)	Performance Guarantee	:	Performance Bank Guarantee shall be 5% of the Contract Value (refer para 11 of section IV)
(f)	Penalty		Please refer para 12 of Section IV

2. I / We undertake to deposit a sum of ₹16,740/- (Rupees Sixteen thousand Seven hundred Forty only) as Earnest Money Deposit (EMD) with the Reserve Bank of India at the time of submitting the e-Tender documents which amount is not to bear any interest. Should I / we fail to execute the contract when called upon to do so, I / we do hereby agree that this sum shall be forfeited by the Reserve Bank of India. I / We also agree to keep the Bank Guarantee towards Performance Guarantee valid during the entire period of contract.

3. 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 (Techno – commercial bid) of the tender and this period of validity may be extended for such period as may be mutually agreed between the Bank and me / us in writing.

4. Should this tender be accepted, I / We hereby agree to abide by and fulfil all the terms and conditions of the tender so far as they may be applicable and in default thereof, to forfeit and pay to the Reserve Bank of India such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.

5. I / We understand that Reserve Bank of India reserve the right to accept or reject any or all of the tenders either in whole or in part, without assigning any reason thereof.

6. The tender is submitted in two parts. Part - I (Techno – Commercial Bid) containing all commercial terms & conditions, technical particulars, Earnest Money Deposit (EMD) and Part II (Price – Bid) containing only the price bid in the Bank’s proforma.

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

8. Our Bankers are:

i)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ii)  
 \_\_\_\_\_  
 \_\_\_\_\_

9. The names of proprietor /partners of our firm are:

i) \_\_\_\_\_

ii) \_\_\_\_\_

Name of the partner of the firm

Authorised to sign. \_\_\_\_\_

OR

Name of person having Power of

Attorney to sign the Contract

(Certified copy of the Power

of Attorney should be attached). \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
Signature of Contractor.

[Note: If the party is a proprietary firm or an individual, it should be signed by the proprietor or the individual. If the party is a partnership firm it should be signed by all or on behalf of all the partners. If the party is a private limited firm/ Incorporate Company the COMMON SEAL of the firm is to be affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on \_\_\_\_\_ (Copy of the resolution should be attached). If the Contractor signs under common seal, the signature clause should tally with the sealing clause in the Articles of Association]

Witnesses:

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

Address \_\_\_\_\_

\_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

## Section I Important instructions regarding e-tender

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

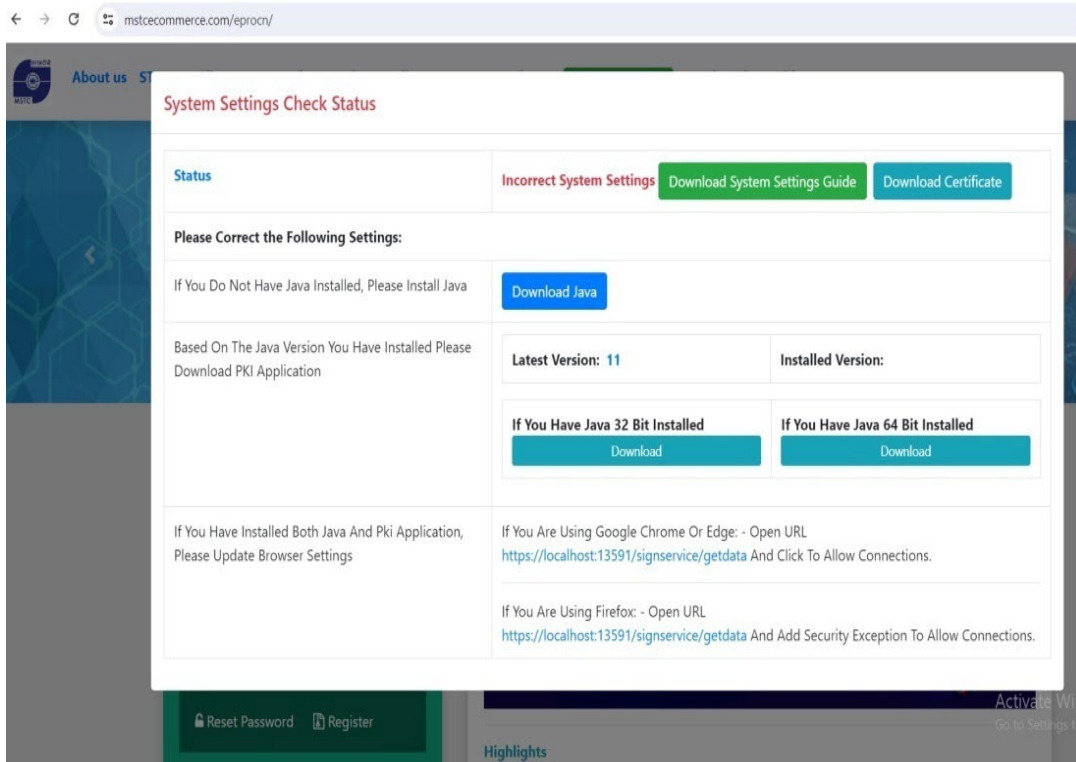
You are requested to read and understand the Notice Inviting E-Tender and subsequent Corrigendum, if any, before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1.	<p>Process of E-Tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal. 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 (Chandigarh) 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 <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a></p> <p>1). Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-Procurement → New Common Portal → 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 (Chandigarh) (before the scheduled time of the e-tender).</p> <p>Contact details:</p> <p><b>a)</b> Contact person (MSTC Ltd.) for Vendors regarding System Settings/Bidding related issues etc:</p> <p>(i) HO Central Help Desk: Phone Number :07969066600 <a href="mailto:helpdeskho@mstcindia.in">helpdeskho@mstcindia.in</a> (Please mention "HO Helpdesk" as subject while sending emails) Availability 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.</p> <p>ii) Mr Pankaj Kumar, Deputy Manager, Email - <a href="mailto:cdgopn2@mstcindia.in">cdgopn2@mstcindia.in</a>; M. No.- 7229068247. iii) Mr Ashish Kumar, Manager, Email - <a href="mailto:cdgopn5@mstcindia.in">cdgopn5@mstcindia.in</a>, M. No.- 7230022882.</p> <p><b>b)</b> Contact person at RBI (RO/TE)</p> <p>Contact person (RBI):</p> <p>i) Sh. Pushkar Pahwa (Asst. General Manager): (<a href="mailto:pushkarpahwa@rbi.org.in">pushkarpahwa@rbi.org.in</a>) ii) Sh. Nakul Nagde (Manager Tech. Civil) +91-98295-89139, (<a href="mailto:nakulnagde@rbi.org.in">nakulnagde@rbi.org.in</a>)</p>
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B) System Requirement:

i) Signing and Encryption type class-III Digital Signature.

For details, vendor may refer to the DOWNLOAD SYSTEM SETTING GUIDE available <https://www.mstcecommerce.com/eprocn/>.



2. (A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT.  
(B) If no deviation is observed in the tender submitted by the bidder, then Part II i.e., Financial Bid will be opened on the same day, else, the Financial Bid will be opened on a later date, intimation of which will be given to the bidders via email later  
Note:  
The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable considering the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.
3. All the entries in the e-tender should be entered in online Technical & Commercial Formats without any ambiguity.
4. Special Note towards Transaction fee: The vendors shall pay the transaction fee using "Transaction Fee Payment" Link against the specific tender in the "Bid Floor"/through the "Pay Transaction fee" in "Event catalogue" through their login. Service Provider / Contractor / Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Service Provider / Contractor / Vendor shall generate a challan by filling up a form. Service Provider / Contractor / Vendor shall remit the transaction fee amount as per

	<p>the details printed on the challan without making change in the same. On selecting Online Payment, Service Provider / Contractor / 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.</p> <p>Transaction fee is non-refundable. A vendor will not have the access to online e-tender without payment of the transaction fee.</p> <p>NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p> <p>Vendors are advised not to deposit cash in bank as it becomes difficult to ascertain the details of the remitter from such cash transactions.</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted.</p> <p>In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.</p>
5.	<p>Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI (Chandigarh) and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.</p>
6.	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of e-Tender by RBI (Chandigarh) 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 with MSTC (i.e., Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7.	<p>(i) Please note that there is no provision to take out the list of parties downloading the e-tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of e-Tender opening to ensure that they have not missed any corrigendum uploaded against the said e-Tender after downloading the e-Tender document. The responsibility of downloading the related corrigenda, if any, will be of the bidders only.</p> <p>(ii) 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 <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> of MSTC Ltd.</p>
8.	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9.	<p>Bidding in E-tender:</p> <p>a) Bidder(s) need to submit necessary EMD, e-tender fees (If any) and Transaction fee separately for the e-tender. Transaction fees if any are non-refundable. No interest will be paid on EMD.</p>

b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website.

Please Note: The vendor after successful remittance of the transaction fees and EMD details, will get the attach documents and common terms tab enabled in their login. Post successful completion of this step, the vendors will be allowed to save the lot specific terms and submit their price bid against the lot through the portal or download and upload the excel file for submitting price bids, as the case may be. In case the attach documents and/or saving common terms step is unsuccessful, the tabs for saving lot specific terms and submitting price bid would be disabled. The status of whether the same is successful/pending would be displayed in the bid status button.

c) 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 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 "Delete bid" option would be shown. If the vendor wants to delete the bid after final submission and re submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

d) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

e) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.

f) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

g) 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 Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter SUPPLIER / CONTRACTOR.

h) It is mandatory that all the bids are submitted with class III signing and encryption type of digital signature certificate otherwise the same will not be accepted by the system.

i) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

	<p>j) No deviation of the terms and conditions of the e-Tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms &amp; conditions for the e-Tender.</p> <p>k) 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.</p> <p>l) All the above Eligibility criteria papers duly signed and sealed on all pages shall be uploaded on MSTC site and same will be downloaded at the time of opening Part-I of tender for examination by the Bank. Further, the contractor should submit the original of the documents to the Bank when demanded for further tendering process.</p> <p>m) The Bank will evaluate the said reports before evaluation of price bid of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so</p> <p>n) The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.</p>
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 (Chandigarh) 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 e-Tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> 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 (if deposited) of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

Regional Director  
Reserve Bank of India  
Chandigarh

**Section -II**  
**Scope of work**

1. **Description of Work:**

This work is for providing services of Fogging treatment, Pest control, Gel baiting, Rodent treatment, Reptile treatment etc. to eliminate / alleviate / control pests / insects like ants, centi/millipedes, cockroaches, moths, house flies, silverfish, lizards, mosquitoes, rodents, snakes, other general / common pests etc., at Main Office Premises of Reserve Bank of India, Sector 17, Chandigarh and three Residential colonies viz. Officer's Quarters Sector-16A, Staff and Officers Quarter Sector-30A and Officer's Quarters Sector-44B.

2. **Duty hour:**

The visiting hours for operation shall be during daytime i.e., **09:30 am to 05:30 pm. However, the timings can be modified as per the discretion of Caretaker / Officials from Estate Department.** 24 hour activated mobile phone facility should be available with the contractor and its manpower.

3. **Area of work:**

- **Closed areas of the Bank's Main Office premises and three residential colonies** which includes Bank's Main Office Building, Annex buildings, Substation, DG Set rooms, Cooperative Society, Residential flats with single rooms / double rooms, gymnasium, dispensary, community hall, welfare office, caretaker's office, pump room, water tank, VOF, THH flats, Medical flats, Security Guard posts, Porta cabin and any covered area under any roof within the boundary walls of the premises.
- **Open areas of the Bank's premises and three residential colonies** which includes all area excluding closed areas.

4. **Pesticide Regulations in India:**

The Insecticides Act, 1968 and Insecticides Rules, 1971 regulate the import, registration process, manufacture, sale, transport, distribution, and use of insecticides (pesticides) with a view to prevent risk to human beings or animals and for all connected matters, throughout India. All insecticides (pesticides) have to necessarily undergo the registration process with the Central Insecticides Board & Registration Committee (CIB & RC) before they can be made available for use or sale. Thus, technically all insecticides (pesticides) in India are those substances that are listed on the "Schedule" of the Insecticides Act, 1968. The Registration Certificate mandates that a label be put on the packaging, which clearly indicates the nature of the insecticide (Agricultural or Household use), composition, active ingredient, target pest(s), recommended dosage, caution sign and safety precautions. **Therefore, a pesticide labelled for agriculture should not be used in a household.**

## 5. Materials:

All the pesticides, insecticides, rodent repellents, reptile repellents, gel baiting other required materials and equipment will be provided by the contractor. The Central Insecticides Board and Registration Committee scrutinizes and periodically reviews all pesticides and their usage - some are banned from registration itself. Sometimes a pesticide can be banned even after registration when it causes serious environmental and public health concerns. Some pesticides are meant for "Restricted Use" which means that they can be used only for prescribed purposes and by authorized personnel by obtaining the appropriate Government license.

## 6. **Areas of operations:**

Main Office Premises of Reserve Bank of India, Sector 17, Chandigarh and three Residential colonies viz. Officer's Quarters Sector-16A, Staff and Officers Quarter Sector-30A and Officer's Quarters Sector-44B.

Details of the properties are given below:

- i. Main Office Premises– Total area: 3.674 acres
- ii. Officers' Quarters at Sector-16A - Total area: 0.447 acres
- iii. Staff and Officers Quarter Sector-30A - Total area: 9.73 acres
- iv. Officer's Quarters Sector-44B - Total area: 2.74 acres

A tentative table regarding the details of the above premises is provided below:

<b>Sr No</b>	<b>Name of the Premises</b>	<b>Description</b>	<b>Area in Sq. meter (SQM)/Sq.ft (Approximate)</b>
1.	Bank's Main Office Building and Annex Building	a. Basement Area including Vaults, SBS Area AHU Room, Safety Yard, Store Rooms, ITBP barack, Parking Area, Stationery room, AC Plant control Room, washrooms etc. b. Ground Floor including Vaults, Record rooms, Enquiry Counters, ITBP Control and dining room and Barack, banking Hall, Issue Department, Cash	Total Built-Area of Main Office Building- 17987 SQM

		<p>Department OLDR and Staff canteen and Kitchen, Dispensary, Association Offices, Creche, Credit Society, Substation, UPS Rooms, Transformer Rooms, Fire Fighting room, Sports Room, Garages Lift Lobbies, Washrooms etc.</p> <p>c. First Floor includes CVPS, Departments, Library, Senior Officers' Chambers, CCTV rooms, Stores tea pantry, Washrooms etc.</p> <p>d. Second Floor includes Departments, Senior Officers' Chambers, Conference rooms, Switch Rooms, washrooms, Stores tea pantry, Washrooms etc.</p> <p>e. Third Floor includes RD Secretariate, Departments, Senior Officers' Chambers, Conference rooms, Server Rooms, Switch Rooms, washrooms, Stores tea pantry, Washrooms etc.</p> <p>f. Fourth Floor Includes Departments, Senior Officers' Chambers, Conference rooms, Switch Rooms, washrooms, Stores tea pantry, Washrooms etc.</p> <p>g. Fifth Floor Includes Executive Area , Dining area, Boards room, Departments, Auditorium, Conference rooms, Stores tea pantry, Washrooms etc.</p> <p><b>Other Areas</b></p> <ul style="list-style-type: none"> <li>i. Watch Towers</li> <li>ii. Security Guard Cabins</li> <li>iii. Reception</li> <li>iv. Outer areas viz. gardens, landscaping, fountains etc.</li> <li>v. Cooling Towers,</li> <li>vi. Fire and Pump Rooms</li> <li>vii. Manhole Chambers</li> <li>viii. Garbage Areas</li> <li>ix. Sewagepipes, waste pipes, drainage,</li> <li>x. manhole covers, inspection chambers, ducts</li> </ul>	
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2	Officers' Quarters at Sector-16A	<p>a. Grade D/E/F Flat – 06 nos.</p> <p>b. Executive Visiting Officer's Flat (VOF) – 02 nos.</p> <p>c. Backyard and front yard area in each flat.</p> <p>d. Guard Post</p>	Built Up Area for flats ranging from 1700-2100 sqft
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		e. Sewage pipes, waste pipes, drainage, manhole covers, inspection chambers, etc.	
3	Staff and Officers Quarter Sector-30A	<p>a. Grade B and Above flats – 16 Nos</p> <p>b. Grade A flats – 12 Nos.</p> <p>c. Class III Flats – 185 nos. (Including CT Office , JE Office- VOFs, SRAs, THH, Medical Flats, Welfare Office etc. )</p> <p>d. Class IV Flats – 103 nos</p>	<p>a. Built Up Area for flats 1650 sqft</p> <p>b. Built Up Area for flats 1070 sqft</p> <p>c. Built Up Area for flats ranging from 780-830 sqft</p> <p>d. Built Up Area for flats ranging from 428-556 sqft</p>
4	Officer's Quarters Sector-44B	<p>a. Grade B/C flats – 40 Nos (Including CT Office , Dispensary, VOFs, GYM etc)</p> <p>b. Grade A flats – 48 Nos. (Including Medical Flat, Welfare Office etc. )</p> <p>c. Pump Room, Caretaker office, Dispensary, Guard room (02 nos.), Welfare Office, wash rooms etc.</p> <p>d. Sewage pipes, waste pipes, drainage, manhole covers, inspection chambers, etc.</p>	<p>a. Built Up Area for flats 1240 sqft</p> <p>b. Built Up Area for flats 940 sqft</p>

**However, the contractor is advised to kindly visit all the Premises and take clarifications regarding the serviceable area before quoting the rates. The contractor will be bound to undertake the work at the rates quoted for the area which is not indicated explicitly in the tender.**

- Please note that frequency of services (as mentioned in Part II of the document) may increase/decrease as per Bank's requirement and payment would be made as per actuals. The rate quoted for each item remains same during the period of contract.
- If the treatment is not found effective additional treatment at no extra cost will have to be carried out until the pest control measures are successfully executed.
- Special treatment against termites shall be carried out if, required by the Bank and advised in writing, which will be paid separately.

### **7. Other Terms and conditions of technical work**

1. Pest Management is an integrated approach to tackling a pest problem, which includes control (either physical or chemical) and prevention. The professional pest manager needs to have knowledge and skills, along with the latest products and equipment, in order to provide effective solutions to customers. Knowledge of local and international Regulatory, Hygiene & Safety Standards and conforming to these, forms an integral part of every pest manager's responsibility.
2. Safety is key when using various pesticides / other products. Ensure that the workers wear appropriate protective clothing, rubber gloves, face masks, follow the directions on the label of any product, follow the instructions of the qualified pest management Supervisor and ventilate the room when using strong chemicals. Use biocides safely. Always read the label and product information before use.
3. If treatment is not found effective, additional treatment at no extra cost will have to be carried out. The Job-card as per [Annexure - A](#) should be filled and signed by the Occupant of the flats / end user Caretaker / Bank's Security Officers, as the case may be, and should be enclosed with the bills for making payments. **Please note that the payment would be made as per actuals based on acknowledgement of respective officials.**
4. The Bank has the right to utilize the services as and when required beyond the stipulated frequency. In case of same, the cost for services beyond the stipulated frequency will be reimbursed by the Bank as per quoted rates for the said services.
5. The contractor has to provide distinct uniforms to his employees or agents different from the Bank's employees. The uniform should have "PEST-CONTROLLER" / "PEST-MANAGEMENT SUPERVISOR" / "Name of the company (as applicable)" stitched or embroidered on the jacket/shirt and also logo of the contractor's firm/company and shall be kept neat, tidy and in a wearable condition.

6. The contractor shall furnish bio data along with the copy of Govt. approved ID- card, recent passport size photograph, mobile no. etc. of the person deployed for the work in the residential colonies. In case of absence of regular worker, the alternate person be authorized by the contractor to carry out the maintenance work in the office / residential colonies with the contractor's signature duly authenticated. The Contractor will be required to work after obtaining necessary entry pass issued by the competent authority as appointed by the employer. All such staff should have photo identify cards with address, duly signed by the authorized signatory of the Contractor.
7. The contractor shall depute Technician/Supervisor / Operator of proven capability. Contractor will be held responsible for any mischief / damages that may take place in the working / occupied Residential colonies on account of workmen's negligence.
8. Bank will not accept any liability for any mishap / accident for all the staff deputed by the Firm while working in the Bank's office / residential colonies. Proper insurance cover for all the labours posted for the work shall be obtained and copy submitted to the Banks for record.
9. Bank's decision shall be final and binding on the contractor in all matter of dispute arising on the work.
10. The cost of following items of work should also be included in the quoted rates:
  - a. Providing of all essential tools to his staff for undertaking operation.
  - b. Providing of all safety equipments, material to his staff.
  - c. Providing Mobile phone facility to his staff / supervisor undertaking operation.
  - d. Provide necessary training to his staff on quality, safety & technology.
11. Attending personal household works / personal calls of residents / allottee will not be considered part of the contract.
12. The successful bidder shall submit to the Bank the photographs, ID, address proof and phone numbers/contact numbers of the workers to be deployed by him to work in the Bank's premises.
13. Details of the work to be carried out is as follows:

**i. Integrated Pest Management Services:**

Pests covered:

- a. Crawling insect pests such as cockroaches, bed bugs, ants, silverfish, carpet beetles, bugs etc.
- b. Wood borers wherever and whenever seen.
- c. Termites wherever seen by chemical spray method.
- d. Drainage flies, fruit flies, honeybees, mosquitoes, flesh flies, wasps, hoppers, etc. by chemical spray and chemical misting.

- e. Non-insect pests such as spiders, mites, ticks, lizards etc.
- f. The treatment required for controlling/route out bed bugs, if observed, at any places mentioned in the above location should be treated by successful tenderer, and the cost for the same will be not eligible for extra payment.

Treatment Method:

- a. Chemical spray method for crawling insect pests, termites, drainage flies, fruit flies, honeybees, mosquitoes, flesh flies, wasps, hoppers, wood borers, etc.
- b. Use of residual spray, misting and contact insecticides as per site requirement.
- c. Gel baiting for cockroaches and ants using odorless, non-staining, and non-repellent gels.
- d. Application inside cupboards, drawers, electrical panels, pantry areas, and other sensitive indoor locations.
- e. Periodic monitoring and re-application as required.

**ii. Integrated Rodent Management Service:**

Rodent covered:

All types of rodents

Areas covered:

All internal and external areas.

Treatment Method:

- a. Extensive trapping in internal areas (wherever required) at Main Office Premises and at three residential colonies.
- b. RB cakes/ cages for rodent control.
- c. Placement of baits in bait stations / baiting in external areas.
- d. Conduct a thorough inspection to assess the rodent infestation.
- e. Identify entry points and nesting areas.
- f. Develop a customized rodent control plan based on inspection findings. Implementing appropriate rodent control strategies, including baiting, trapping and exclusion methods.
- g. Control of rats and mice using bait stations, glue boards, and traps.
- h. Placement of tamper-proof bait stations in basements, stores, parking areas, and external boundaries.
- i. Regular monitoring, replenishment, and safe disposal of dead rodents.

iii. **Fogging Treatment:**

Pests covered:

Mosquito, Flies.

Areas covered:

All internal common areas including lift shaft, machine room, staircase, lift lobby and external areas including Garden area.

Treatment Method:

- a. Spraying using necessary power equipment to achieve effective Control on mosquito by using combination of various approved chemicals mixed in proportions within approved proportion.
- b. Larva treatment in the drainage, chambers, gully traps around pumps with power equipment for spraying.
- c. Fogging for mosquitoes and flying insects in open areas, lawns, drains, garbage areas, basements, and external periphery.
- d. ULV/thermal fogging during evening hours.
- e. Coordination with site-in-charge to avoid inconvenience to occupants.

iv. **Reptile Treatment:**

Reptile covered:

Snakes, etc.

Areas covered:

All internal common areas including lift shaft, machine room, staircase, lift lobby and external areas including Garden area.

Treatment Method:

- a. Preventive reptile control using herbal/chemical repellents.
- b. Sealing advisory for entry points and habitat reduction guidance
- c. Emergency response support in case of reptile sightings.

v. **Chemicals and Consumables (Indicative List):**

- a. The contractor shall provide all the pesticides, insecticides, rodent repellents, reptile repellent other required materials and equipment. A pesticide labelled for agriculture should not be used in a household. The Central Insecticides Board and Registration Committee scrutinize and periodically review all pesticides and their usage – some are banned from registration itself. Sometimes a pesticide can be banned even after registration when it causes serious environmental and public

health concerns. Some pesticides are meant for "Restricted Use" which means that they can be used only for prescribed purposes and by authorized personnel by obtaining the appropriate Government license.

- b. The contractor should only use chemicals approved by Central Insecticide Board, GOI.
- c. At no point of time any chemical or part of it will be kept in the Office or Residential premises. In case Bank is not satisfied with the quality of the material used, the same should be changed/ replaced immediately by contractor.
- d. All chemicals must be Government approved, safe for humans, pets, and the environment.

Note:

- At no point of time any chemical or part of it will be kept in the Office or Residential premises. In case Bank is not satisfied with the quality of the chemical used, the same should be changed/ replaced immediately by contractor.

**vi. Manpower & Equipment**

- Trained pest control technicians with valid certificates.
- Equipment: Hand sprayers, power sprayers, ULV fogging machines (Giant), bait stations, PPE kit.

**vii. Health, Safety & Compliance**

Compliance with Insecticides Act, 1968 and local municipal regulations.

- Technicians must wear PPE at all times.
- No banned or highly toxic chemicals permitted.
- Safe disposal of waste and dead rodents.

**8. Work related instructions.**

- a) The workmen will not be allowed to stay within the premises during night.
- b) The Contractor shall submit the addresses, personal details and photographs of their workmen being engaged by them for the said work to the Bank for obtaining Entry passes. Workmen will be allowed inside the premises only on producing the photo passes issued by the Bank. The contractor, his staff and the labour will have to comply with the security regulations of the Bank.
- c) The water required for the work or workmen can be availed from the available source at premise free of cost. The Contractor has to make his own arrangements to take the supply

to the requisite position.

- d) The electric power required for the work can also be similarly drawn from the supply available at premise free of cost. The Contractor has to make his own arrangements to take the supply to the requisite position.
- e) The intending tenderer can obtain any clarifications regarding the tender conditions, specifications, scope etc. if any, from the Estate Department, Reserve Bank of India, Chandigarh on any Bank's working day.
- f) The Bidder may please note that, the work has to be carried out during the daytime or as per the Bank's instructions in occupied residential colonies during normal working hours/ restricted hours without causing any inconvenience to the other occupants. Contractor shall take into account the above facts while quoting the rates. The work involved shall be carried out with the least disturbance to the other occupants of the colony and also simultaneous cleaning has to be done by the contractor.
- g) Permission, if any, required from the local bodies shall be obtained by the Contractor and any expenditure incurred will be borne by contractor.
- h) The entire materials for the work shall be brought to the working area through the available passage only during specified time of working hours, as per instructions of Bank's Engineer/ Officer.
- i) Neat housekeeping at all times is the responsibility of the contractor. The debris / dust or any waste generated out of the work due to discharge of duties under this tender shall be cleaned as frequently as required and shall be stored at the specified place inside the Bank's Premises, as per the instructions of the Bank's Engineer/ Officer. The contractor shall be solely responsible for any penal action/ penalties levied by Municipal authorities for violation of their rules/ regulations in this regard.
- j) The Bidder should note that he should execute his part of work without causing any damage to any part of the building and also without disturbing the existing occupants. Any damage so caused shall be made good at the cost & risk of the bidder.
- k) The bidder should note that the tender scope of work and other documents describing parameters of maintenance work are only indicative in nature. It is expected that the bidder should understand the intent of the tender document and provide for materials, workmanship appropriately so as to deliver the service of high standards. Bank reserves the right to insist on

selection of chemicals, workmanship, which they consider are appropriate and suitable for the intended use. The contractor is not eligible to claim extra on this account. No claim from the contractor at a later date will be entertained for his failure to understand this condition. The decision of the Bank in respect of the quality of chemical, type of work, workmanship, etc., shall be final and binding on the contractor.

- l) The contractor should obtain valid licenses, registered membership of IPCA whichever necessary at its own cost.
- m) If any material is procured by the successful bidder, it shall be his responsibility to ensure the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working premises including their part of the work.
- n) Before quoting the rates, the contractor should inspect the site and understand the nature and the scope of the works.

The bidders shall quote their rates taking in to account all the above instructions and conditions of the contract.

**Annexure – A**

**Proforma of Job card for the Month - \_\_\_\_\_**

**Name of the premise- \_\_\_\_\_**

<b>Sl. No.</b>	<b>Date</b>	<b>Particulars of activity/ operation</b>	<b>Area of operation (Flat/Premises etc.)</b>	<b>Acknowledgement ^</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					
5.					
6.					

**Signature & Seal of the Contractor:**

**Date:**

**^Acknowledgement:**

- Department Admin/ Vault Custodian- in case of Departments/ Vaults in Main Office Building.
- Residents- in case of occupied flats in colonies (flat wise)
- Caretaker of the concerned premise- in case of common areas of office/ colonies and vacant flats in colonies (flat wise).

**Section III**  
**Articles of Agreement**

ARTICLES OF AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ between the Reserve Bank of India, Chandigarh (hereafter called "Employer") of the one part and \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous of carrying out the **Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh** and has prepared Schedule of Quantities showing and describing the work to be done.

AND WHEREAS the specifications, the Schedule of Quantities and drawings have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon the subject to the Conditions set forth herein and to the Conditions set forth in the Special Conditions, Scope of work and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said scope of work and/or described in the said specification and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there-under (hereinafter referred to as 'the said Contract Amount')

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

1. The Bank has its premises at sector 30A, Sector 44B, Sector 16A and Sector 17A, Chandigarh [hereinafter referred to as "the said premises"].
2. This contract will be with effect from July 01, 2026 and will remain in force up to March 31, 2027 and the same may be annually renewed for a further period not exceeding 02 (two) years at the sole discretion of the Bank, subject to mutual consent of the both parties, provided satisfactory services were rendered by the Contractor. As per the terms and conditions the renewal of the contract may be done immediately after expiry of the previous contract period, on an annual basis with effect from April 01 to March 31 or part thereof, on the same terms and conditions, with applicable escalation / reduction based on CPI and WPI indices (as per clause 31 of section V of tender document) 6 months prior to the date of the commencement of the contract for the current year compared to the previous year, as decided by the Bank (***CPI of Industrial labour and WPI for Pesticides and other Agrochemical products under Manufacture of Chemicals and Chemical products will be considered***). The decision of the Bank in this regard shall be final and binding on the contractor. The terms and conditions contained in this tender document and any clarifications (Corrigendum / Addendum) issued in connection with this tender shall be treated as part of this contract and shall be binding on both the parties.

3. The contract amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is inclusive of manpower and materials etc. and shall be payable on Quarterly basis subject to submission of bill / invoice by the contractor, along with the documents stipulated herein. The payment thereon will be made after the same is duly certified by the Bank's authorized officials to the effect that the services have been provided satisfactorily, subject to statutory deductions and deductions as per terms and conditions stipulated in this tender document.
4. The Bank is desirous of providing pesticides services at Sector 17A Main Office Building, 16A, 44B & Sector 30A Colony flat's and in common area as per schedule and frequency.
5. The Bank shall pay the Contractor the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
6. The contractor shall use good quality of materials as specified in B/Q.
7. The contractor shall at the agreed rate and the given schedule carry out the pesticides work within the stipulated period.
8. If at any time the treatment is not found satisfactory the contractor will have to dispense the pest control treatment again without charging any additional payment.
9. The contract amount also includes GST, Insurance Charges and any other taxes and duties or other levies, whether existing or levied in future by the Central Government or the State Government or any local authority.
10. The firm will use in pesticides spray chemical permitted and approved by Central Insecticides Board and Registration Committee (CIBRC) and the Food Safety and Standards Authority of India (FSSAI) / environmental friendly chemical emulsions as per manufacturer's specifications for general pest control
11. The said Conditions and Scope of work thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.
12. This Contract is neither a fixed Lump sum Contract nor a Piece of work Contract but is a Contract to carry out **Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh** for the complete work to be paid for according to actual measured quantities at the rates contained in the Schedule of Rates and Probable quantities or as provided in the said Conditions.

13. The Contractor shall afford every reasonable facility for the carrying out of all works relating to works and other ancillary works in the manner laid down in the said Conditions, and shall make good any damages done to walls, floors etc. after the completion of such works.
14. The Employer reserves to itself the right of altering nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
15. The Contractor shall obtain necessary instructions for the above works from the caretakers/P&SO, designated/authorized officer of the Bank. The contractor shall ensure that the staff appointed by them attends to their duties properly.
16. I / We ----- (Name of the Proprietor / Partnership Firm/ Company), that **Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh** has been awarded to me / us. I / We undertake to actually pay wages to each employee / workmen to be deployed by me / us for completion of the said work as under this Annual Service Contract awarded to me / us at the rates which are not less than the one prescribed under the Code of Minimum wages, 2019 and to ensure compliance with the essential amenities as to be provided as per the provisions under the Contract Labour under OSHWC Code, 2020 and also keep the Principle Bank indemnified against all the actions that may be initiated against the Principle Employer by any Statutory Authorities for her / his / their failure to pay such wages and provide the essential amenities to the workmen / employee.
17. Contractor shall pay frequent and surprise visits to the said premises to ensure proper performance of duties by their staff.
18. The personnel deployed by the contractor for the above work shall be the employees of the contractor for all purposes and intent under the labour and welfare laws in force from time to time, including contract labour legislations. RBI specifically excludes its answerability in any form in this regard and contractor specifically agrees to such exclusion
19. Bank may at its discretion, terminate the contract giving one month's notice if services provided are not found to be satisfactory. Failure to abide by the statutory requirements may lead to termination of the contract. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at **Chandigarh** and only Courts in **Chandigarh** shall have jurisdiction to determine the same.
20. The contractor shall deposit a security/ PBG of Rs..... With the Bank which is refundable on termination/expiry of the contract. No interest will be paid on the security deposit.
21. The contractor shall ensure compliance with local laws including labor laws, etc. in respect of the maintenance service and staff employed. .
22. Nothing contained herein shall be considered as creating tenancy demise or license in respect of the said premises in favour of the contractor or his employees. As the arrangement is on cost basis, the contractor and his personnel will not be eligible for any benefits like PF, Gratuity, other benefits, etc., available to the Bank staff.

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

24. The Contractor shall indemnify and keep indemnified the RESERVE BANK OF INDIA against:

- i) Any claim arising out of third-party loss/ damage to life or property caused by/during execution of the work.
- ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.
- iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI, regulations etc

25. Insurance Clause: The contractor shall take necessary insurance covers (Workmen Compensation Policy & Third-Party Liability Policy) with RBI as the first name, at their cost, before commencement of the work.

26. The Contractor shall in respect of labour employed by him or his sub-contractor comply with or cause to be complied with the Bidder Labour Regulation in regard to all matters provided therein. The Contractor shall comply with the provisions of all relevant laws in connection with the work and any other law relating thereto and rules made there under from time to time as may be applicable viz.

- i. Code on Wages, 2019
- ii. Industrial Relations Code, 2020
- iii. Code on Social Security, 2020
- iv. Occupational Safety, Health and Working Conditions Code, 2020 (OSHC Code, 2020)
- v. Employer's Liability Act, 1938.
- vi. Child Labour (Prohibition and Regulation) Act, 1986.
- vii. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- viii Workmen compensation
- ix. and/or any other act / law as applicable

**27. Sexual Harassment Clause:**

- a) The Contractor / Agency shall comply with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employees within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect of the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the Contractor is proved.

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

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

**29. Termination of Agreement:**

Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith without assigning any reason and without payment of any compensation, if in the opinion of the Bank (which shall not be called in question by the Contractor and shall be binding on the Contractor) the Contractor fails or refuses to implement this agreement to the Bank's satisfaction, or

i. If any attachment order of property issued by the court, against the Contractor

**And/or**

ii. If the Contractor sublet this contract without the consent of the Bank

**And/or**

iii. If the contractor has abandoned the contract.

**And/or**

iv. The Contractor commits a breach of any terms and conditions of this agreement.

**And/or**

v. The Contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of Contractor.

**And/or**

vi. If the Contractor has failed to commence the work, within 14 days of issue of work order by the Bank

**And/or**

vii. There is any variation in the ownership/partnership or management of the Contractor or his business without the prior approval in writing of the Bank to such variation.

**And/or**

viii. If the Contractor has failed to remove materials from the site within seven days of order from the Bank.

**30. Arbitration:**

All disputes and differences of any kind if required to be referred to Arbitration whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after its completion and whether before or after the termination or abandonment or breach of the contract) shall be resolved as per the terms and conditions given in the Tender Document. Any dispute shall be subject to the jurisdiction of the Hon'ble High Court at Chandigarh only.

If the contractor is a Partnership or an Individual/Proprietor

IN WITNESS WHEREOF The Bank and the Contractor have set their respective hands to these presents and two duplicate hereof the day and year first hereinabove written.

If the contractor is a Company

IN WITNESS WHEREOF The Bank has set its hand to these presents through its duly authorised official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicate/has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

**Signature Clause**

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of Shri ..... (Name and Designation)

..... in the presence of

(1)

.....  
(Name & Designation)  
Estate Department  
Reserve Bank of India, Chandigarh

(Witness)

(2)

.....  
(Name & Designation)  
Estate Department  
Reserve Bank of India, Chandigarh

(Witness)

SIGNED AND DELIVERED BY  
1).....  
Address

If the party is a partnership firm or any individual should be signed by all or on behalf of all the partners.

.....

.....

2)

.....

Address

.....

.....

Witnesses

THE COMMON SEAL of  
Was hereunto affixed pursuant to  
the resolutions passed  
By its Board of Directors at the  
meeting held on

If the Contractor signs under its common Seal the signature clause should tally with their sealing clause in the Articles of Associations.

.....

.....

.....

.....

In the presence of

( 1 )  
.....

) The Contractor is signing by the hand of power of attorney whether a company or individual.

....

( 2 )  
.....

) The Contractor is signing by the hand of power of attorney whether a company or individual.

Directors who have signed these presents in taken thereof in the presence of

(1) .....

.....

(2) .....

.....

SIGNED AND DELIVERED BY the  
Contractor by the hand Of  
Shri

.....

and duly constituted attorney.

## Section IV-

### General Instructions to Tenderers and General Terms & Conditions

1. E-Tenders “for work **Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh**” should be applied in two parts.
2. Tenderers should clearly indicate on each copy of the tender under their full signature whether it is original or duplicate copy. No tender will be applied after 11:00 hrs on June 19, 2026 under any circumstances whatsoever.
3. **The tender comprising of single part.**  
In the tender form, commercial terms and conditions, technical aspects of the tender such as equipment data sheet, tests and inspections, makes of materials, technical description, etc. and Schedule of quantity containing price bid in single envelope tender document. Tender shall not contain any covering letter with terms and conditions, conditional discount or rates/amounts for any additional items of work. It shall contain only Tender Documents as supplied by the Bank with the rate and amount column duly filled in.
4. E-Tender shall be opened at 11:30 hrs. on June 19, 2026 at e-tendering website of MSTC ([www.mstcecommerce.com](http://www.mstcecommerce.com)). Tenders shall remain valid for acceptance by the Bank for a period of three months from the date of opening of the **tender** which may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.
5. **The tenderer must apply at MSTC e-tendering website ([www.mstcecommerce.com](http://www.mstcecommerce.com)).** Any addition /alteration in the text of the tender form made by the tenderer shall not be valid and shall be treated as null and void.
6. The tender form must be filled in English or Hindi. If any of the documents is missing or unsigned, the Bank in its discretion may consider the tender invalid.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted; failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or of conditions after the opening of the tender will be entertained.

8. Each of the tender documents should be signed by the person or persons submitting the tender and is taken at his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
9. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the Bank may reject the tender.

**10. All bidder need to submit EMD of Rs. 16,740/- through NEFT/DD only (to A/c No. 186003001, IFSC-RBIS0CGPA01 of Reserve Bank of India, Chandigarh)**

{Intimate/ forward the transaction details to [estatecharo@rbi.org.in](mailto:estatecharo@rbi.org.in)}. If bidder is fails to submit the EMD, tender may cancel, and firm may be delisted from further tendering process. EMD should be interest free and shall be returned to unsuccessful bidders after awarding the work and EMD of L1 bidder/ successful bidder will be returned submission of Performance Bank Guarantee in prescribed format. However, all MSEs (Micro and Small Enterprises) having Udyam Registration Number (Udyog Aadhar Memorandum Number) participating in tendering process are exempted from payment of Earnest Money Deposit. No interest will be paid on EMD.

**11. Performance Bank Guarantee:** On award of contract, the Successful Bidder shall be bound to implement the contract and within 14 days thereof deposit irrevocable **Performance Bank Guarantee (@ 5% of the contract value)** in prescribed format (see [Annexure IV](#)) or **amount equivalent to PBG through online mode (NEFT), or alternative mechanism like withholding of an amount equivalent to PBG amount from vendor's bill, with explicit written consent of vendor, till submission of PBG / completion of contractual obligations may also be considered, including charges / interest amount as detailed below in sub-para (a).** The amount received through online mode / withheld from vendor's, with explicit written consent of the vendor in lieu of PBG shall be parked in Security Deposit Account. The contractor shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of tender will constitute a binding contract between the Reserve Bank of India and the person so tendering, whether such formal agreement is or is not subsequently executed. This Performance Bank Guarantee (PBG) shall be initially valid for a period of contract duration plus three (3) months and shall be suitably extended in case of extension of contract period. Such Performance Bank Guarantee (PBG) should be submitted to the Bank within 14 days of the issue of work order or before start of the work whichever is earliest and it will be returned after completion of contract period.

In case of delays in submission of unavoidable circumstances, charge for delay in submission of Performance Bank Guarantee shall be recovered from the bills of the contractor at Bank rate.

## 12. Penalty:

The contractor must abide by all the instructions given in the tender (specified operations/pest control treatment) or communicated by the Bank's Engineer/ Officer / Caretaker / Estate-in -Charge, failure to do so, the employer on being satisfied that the contractor has not followed due diligence in such matter can deduct an amount as mentioned below per instance as penalty until such adherence is made good by the contractor. However, maximum deduction on this account shall not exceed **10% of the contract value.**

Sr. No.	Type of deficiency/ irregularity	Penalty
1.	Quality of the services, chemicals, equipment used if found not satisfactory by the Bank.	Rs.750/- per instance and other action as the Bank may deem fit.
2.	Non wearing of Uniforms and Identity Cards by workers deployed at Bank and three residential colonies	Rs.300/- per instance and other action as the Bank may deem fit.
3.	Delay in addressing the complaints lodged by the residents of the colonies/ any officials of the Bank beyond 24 hrs from the time of lodgement of the complaint	Rs.400/- per instance and other action as the Bank may deem fit.
4.	In case Staff while working not wearing masks, gloves, safety equipment etc.	Rs.700/- per instance and other action as the Bank may deem fit.
5.	If the sample of compositions, chemicals used by the vendor is not found as per the standards approved by Competent Authorities	Rs.1500/- per instance and other action as the Bank may deem fit.
6.	Requisite number of services (frequency) as mandated by the Bank are not carried out.	Rs.500/- per instance and other action as the Bank may deem fit.
7.	Any other deficiency/ irregularity which is of relevance given the nature/scope of the contract	Rs.500/- per instance and other action as the Bank may deem fit.

- Further, in case of deficiency in services causing serious inconvenience to the Bank and its officials, the Bank reserves the right to impose a suitable penalty in addition to mentioned above as deemed fit however maximum deduction on this account (Total Penalty) shall not exceed **10% of the contract value.**
- If the total amount of penalty reaches to 10% of the contract value; the Bank reserves the right to initiate proceedings for termination of the contract or blacklisting of such tenderer over and above imposing

penalty at detailed above.

- Bank may consider waiving of penalty only after getting a request from the contractor within 15 days from imposition of penalty and it is satisfied that the reasons cited by the contractor are genuine and found to be beyond its control only after getting the approval from the Competent Authority of the Bank. The Bank's decision in this regard shall be final.
- The penalty amount(s) imposed on the Contractor shall be adjusted from the bills payable to the Contractor if the amount so permits or from the Security Deposit/ Bank Guarantee held by the bank, as decided by the Bank.

13. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.

14. The Reserve Bank of India reserves the right to sub-divide the work mentioned in the tender, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. The Reserve Bank of India also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same. In this context, the rates quoted for each item must be self-supporting and relevant.

15. **Contract Agreement:** On receipt of intimation from the Bank of the acceptance of his/her tender, the successful tenderer shall be bound to sign the formal contract and within fourteen days thereof, the successful tenderer shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person/firm so tendering whether such formal agreement is or is not subsequently executed. The cost of necessary stamp paper for execution of the agreement shall be borne by the successful tenderer.

16. **The Contractor shall not assign the Contract:** He shall not sublet any portion of the Contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the contractor rescinding the Contract whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the contractor.

17. The Contractor shall carry out all the work strictly in accordance with Drawings, details, specifications, instructions of Bank's designated/authorized officer. If in the opinion of the Bank's designated/authorized officer, changes have to be made in the design and with the prior approval in writing of the Employer they desire, the Contractor to carry out the same without any extra charge. The Bank's decision in such cases shall be final and shall not be open to arbitration.
18. A Schedule of probable quantities in respect of each work and specifications accompany these special conditions. The Schedule of probable quantities is liable to alterations by omissions, deductions or addition at the discretion of the Bank. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the items should be totaled in order to show the aggregate value of the entire tender.
19. The tenderer must obtain for himself, on his own responsibility and at his own expenses, all the information which may be necessary for the purpose for making a tender and for entering into a contract and must examine the Drawings and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters appertaining thereto.
- 20.(a) The rates quoted in the tender shall include all charges for supply, installation (assembly), testing, packing, handling and transport (loading and unloading) for all supplies. The rates shall include storage, watch and ward, temporary structures, lighting at night, tools and tackles, labour and other services for erection and commissioning works.
- (b) The rates shall also be firm and shall not be subject to exchange variations, labour condition, fluctuations in railway freights or any conditions whatsoever. Tenderers must include in their rates, GST and any other tax and duty or other levy levied by the Central Government or any State Government or local authority, if applicable. No claim in respect of any tax, duty or levy whether existing or future shall be entertained by the Employer.
21. **Prices of extras etc and ascertainment:**
- a) The contractor may, when authorized and shall, when directed in writing by the Employer add to, omit from or vary the works shown upon the drawings, or described in the Specification, or included in the Schedule of Quantities, but the Contractor shall make no addition, omission or variation without such authorization or direction. A verbal authority or direction by the Employer shall if, confirmed in writing within seven days, be deemed to have

been given in writing. No claim for an extra shall be allowed unless it is executed with the written approval of the Employer. Any such extra is herein referred to as 'Authorized extra' and payment shall be made in accordance with the following provisions;

i) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein. Rates for all items wherever possible shall be derived out of the rates given in the Priced Schedule of Quantities.

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

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

iv) Where extra work cannot be properly measured or measured or valued the Contractor shall be allowed day work prices as the net rates stated in the tender or the Priced Schedule of Quantities if not so stated, then in accordance with the local day work rates and wages for the district provided that in either case vouchers specifying the daily time (and if required by the Employer, the workmen's names) and materials employed be delivered for verification to the Employer or his representative at or before the end of the week following that in which the work has been executed. It is further clarified that for all such authorized extra items where rates cannot be derived from tender, the contractor shall submit rates supported by rate analysis worked on the 'actual cost basis', plus 15% towards establishment charges, contractor's overheads and profit. Such items will not be eligible for escalation.

b) The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. However, during the actual

execution of work if the quantities of any of the items of work exceeds by more than 25 % of the tender quantities, the quantities of such items executed, by the authority of Bank's designated/authorized officer , in excess of 25% of the tender quantity shall be considered as an extra item of work for which the contractors shall submit fresh rates supported by rate analysis worked on the actual cost basis plus 15% towards establishment charges, contractor's over heads and profit. The rates for all such items of work, being current ones, will not be eligible for price adjustments due to increase or decrease in prices of materials and labour rates as per escalation formula, if any given in the tender. If any of the items of work is omitted from the accepted tender at the sole discretion of the Bank, the contractor shall not be entitled to any claim on this account.

22. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though these items are not included in the quantities and rates. The Employer will issue schedule of instructions in respect of such additional items and their quantities in writing.

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

24. **Materials to conform to specifications** - Tests on Materials, work etc.

i) All materials and workmanship shall, so far as procurable, conform strictly to requirements in accordance with the schedule of quantities and instructions of Bank's designated/authorized officer s and the contractor shall, upon the request of the Bank's designated/authorized officer, furnish proof to his satisfaction that they so conform and if required shall also furnish all invoices, accounts, receipts and other vouchers for this purpose.

ii) The contractor shall place orders for all materials required in time and in any case not later than the dates fixed in the approved programme. Wherein the matter of procurement of such materials as are collected or the distribution of which are regulated by Government, Central or Local, or by any other Central/State Authority, the employer is obliged to issue any certificate or sign applications for license or permit, by virtue of orders of such Government or authority or by custom or practice, it shall be the sole responsibility of the contractor to arrange for all the formalities to be completed in time and follow up the matter with the concerned authorities and the installations according to the approved program , and the employer will not assume

any responsibility for delays in this regard nor for the payment of fines, penalties, demurrage and so forth due to the contractor not taking timely action in the process of procurement. The contractor shall not raise any plea, quoting delays in the completion of the formalities or of delays by the authorities concerned for any compensation whatsoever.

iii). However, the contractor shall, before he place orders for supply, furnish to the Bank's designated/authorized officer at his own expense, samples of materials including patented products and those under specific makes, proposed to be used in the works, well in time, notwithstanding prior approval by Bank's designated/authorized officer/Employer of such products and makes; such prior approval shall not constitute a waiver of the rule regarding approval of samples. In all cases when makers/manufacturers have test certificates for their goods/articles/ products/ processes/equipment, copies of such test certificates shall be produced by the contractor along the samples.

iv). The Bank's designated/authorized officer will, within two weeks of the date of supply of samples or within such further period, as it may depending upon each case, require to intimate to contractor whether the samples are approved by him or not. If samples are not approved, the contractor shall forthwith arrange to supply to the Bank's designated/authorized officer for his approval, fresh samples complying with the specifications.

v). The approved samples, bearing distinct marks of identification of such approval, shall be displayed by the contractor, at his own expense, prominently at the site, during the entire construction period, and for one month after the date of virtual completion of the work, for inspection/ verification by the Bank's designated/authorized officer/Employer, without any charge accruing to him (contractor) the approved samples remaining in the safe custody of the contractor till they are so handed over to the employer.

vi). The contractor shall indemnify the employer or any agent servant or employee of the employer against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties or other charges which may be payable in respect of any article or material or part thereof included in the contract. In the event of any claims being made or action being brought against the employer in respect of any such matter as aforesaid, the contractor shall immediately be notified thereof. Provided that such indemnity shall not apply when such infringement has taken place in complying with specified direction issued by the employer or the Bank's designated/authorized officer in connection with the contract, but the contractor shall pay any royalties or other charges payable in respect of any such use, the amount so paid being reimbursed to the

contractor only if the use was the result of any specifications issued after conclusion of the contract.

vii). The Bank's designated/authorized officer shall be entitled to have tests carried out on the work or its parts or material accessories, either during its progress or on competition, where and when deemed necessary or on any materials to be incorporated in the work/installation supplied by the contractor or otherwise, notwithstanding that the work or its parts or accessories or the said materials have been accepted and passed/passed for incorporation.

viii). The scope of the clause regarding test will cover not only materials/articles of everyday use and of ordinary description but also patented products and those under specific makes, notwithstanding that satisfactory test certificates from makers/manufacturers have been produced in accordance with sub clause-iii above.

ix). The contractor shall also arrange for necessary field tests to be carried out in the case of materials/articles of everyday use and of ordinary description regularly under the directions and in the presence of the Bank's designated/authorized officer /Employer's representative to determine the suitability of such items for use in the work.

x). The contractor shall maintain at the site comprehensive registers, posted up to date, showing the nature of the materials/articles/goods, their identification marks, dates and the results of all tests. Such registers shall be got countersigned by the representative of the Bank's designated/authorized officer/Employer at site and extracts from registers shall regularly be posted to the Bank's designated/authorized officer and the Employer. The form of registers shall be mutually settled.

xi). The methods of sampling, the nature and extent of the tests to be carried out and their interpretation shall be in accordance with the provisions of relevant BIS codes unless otherwise provided in this contract. The names of the laboratories or test houses, (where tests are to be done outside the site), in which the tests are to be carried out shall be got approved by the Bank's designated/authorized officer.

25. The successful tenderer shall carry out of each item of the work given in the Schedule of Quantities and get the same approved from Bank's designated/authorized officer before going for full execution of the work given in the order. Any minor modifications/changes suggested by the Bank's designated/authorized officer should be affected without any extra cost.

26. Payment shall be made based on the progress of work and on completed items of work on actual site measurement.

27. The basic prices are ex – godown inclusive of GST and all other duties levied by the Government or any public body. The contractor shall consider factors such as transport, handling, loading and unloading etc while quoting the rates for such items.
28. The contractor should quote rates in the Schedule of Quantities considering all the conditions mentioned above and elsewhere in the tender.
29. The successful tenderer may please note that, the Bank will deduct the amount on account of the income tax including surcharge etc., if any, from bills as per the orders of State / Central Government. The bank will also make necessary deductions on account of other taxes and statutory provisions.
30. The Employer or any of his authorized representatives shall have the power to reject and/or refuse any materials of doubtful quality and workmanship
31. **Defective Materials:** Any defects or faults in the materials supplied and in the work done by the contractor which may appear during execution of the work or within twelve months shall, upon the discretion of the Bank's designated/authorized officer be replaced or set right by the Contractor at his own cost within seven days of receiving such directions. The Bank reserves the right to get the work executed/examined by other Government or Private Agency and the directions of such agency shall also be binding on the Contractor.
32. **Approval of Samples:** Contractor shall have to produce a sample of each item for the approval of the Bank's designated/authorized officer, which does not mean that the Contractor is relieved of his obligations about the specifications and other stipulations in the contract. No separate payment will be made to the Contractor for this.
33. The work shall be carried out in such a manner that there shall be minimum disruption to residents of the colony and working of the office. A programme shall be drawn in consultation with the Bank's designated/authorized officer for this purpose.
34. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct,

workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. No claim shall be entertained on this account. The contractor shall bring to the notice of the Employer in case of any extra items not mentioned in the schedule of quantities during the course of the work and shall only carry out the same on written approval from the Bank's designated/authorized officer.

35. Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the Contractor and it shall be reckoned from the 14th day after written order to commence the work is issued. The work shall throughout the stipulated period of the contract, be proceeded with all due diligence. If the contractor fails to complete the work within the specified period he shall be liable to pay compensation as defined in the conditions of contract. The tenderer shall before commencing work, prepare a detailed work program which shall be approved by the Employer.
36. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the specifications and also in compliance of the requirement of the legal public authorities and no deviation on any account will be permitted.
37. The successful tenderer should make with own arrangements to obtain all materials required for the work.
38. The Contractor shall strictly comply with the provision of safety and fire safety code annexed hereto.
39. The security deposit of the successful tenderer will be forfeited if he fails to comply with any of the conditions of the contract.
40. **Engagement of Contract Labor:** The contractor shall obtain a licence as contemplated for Contract Labour under OSHWC Code, 2020 or any other law, as applicable, failing which he alone would be responsible for actions/proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way made liable to the laborer's engaged by the contractor.  
The principal employer shall ensure the presence of his authorized representative at the place and time of disbursement of wages by the contractor to workmen and it shall be the duty of the

contractor to ensure the disbursement of wages in the presence of such authorized representative. The authorized representative of the principal employer shall record under his signature a certificate at the end of the Register of Wages to the (Register of Wages-cum-Muster Roll) as the case may be, in the following form:

“Certified that the amount shown in column No... has been paid to the workman concerned in my presence on ....at....”

**41. All relevant Statutory Laws to be complied by the Contractor:**

The Contractor shall comply with the provisions of all relevant laws in connection with the work as may be applicable viz.

- i. Code on Wages, 2019
- ii. Industrial Relations Code, 2020
- iii. Code on Social Security, 2020
- iv. Occupational Safety, Health and Working Conditions Code, 2020 (OSHWC Code, 2020)
- v. Employer's Liability Act, 1938.
- vi. Child Labour (Prohibition and Regulation) Act, 1986.
- vii. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- viii. Maternity Benefit Act 1961
- ix. and/or any other act / law as applicable

**42. The Sexual Harassment of women at work place:**

The Contractor / Agency shall comply with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

**a** Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

b. 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 violence by the employee of the contractor is proved.

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

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

**44. Police verification of all workmen / staff, Supervisors / Officials for deployed by the contractor at Bank's premises:**

The contractor shall ensure that the workers employed have not been convicted by a court of law/ do not have criminal record or criminal proceeding against them. Full bio-data, including passport size photograph, of each employee/ labourer employed for the job shall be submitted to the Bank. The successful tenderer shall submit the necessary Police Verification Certificate of each worker deployed at Bank's premises from Local Police Authorities about his antecedents/identity records. The contractor shall provide the police clearance certificate for all the contract staff before employing them in the Bank's premises. Further, renewed Police clearance certificates for all contract staff shall be obtained and submitted to the Bank on annual basis.

45. The contractor shall wholly and solely responsible for full compliance of the provisions under all labour laws as applicable on date. The provisions of the Contract Labour under 'The OSHWC Code, 2020 or any modification thereof or any other law relating thereto of having bearing on the performance of the works hereunder and rules there under from time to time, the contractors assumes liability and hereby agrees and undertakes to indemnify and hold harmless the bank from every expenses, liability payment by reason of the application or violation of such laws, rules or regulations existing or to be introduced at a future date during the currency of the agreement.

The minimum wages of Central Govt., will be applicable. The Contactor shall ensure the compliance regarding the same. In case of non-compliance of minimum wages under Code of Wages, 2019, the bank may terminate the contract.

The contractor shall pay the employer's contribution with regard to provident fund and employees' state insurance fund as per the provisions of the employees' Provident fund and employees' state insurance under Code on Social Security, 2020

**I/We hereby declare that I/we have read and understood the above instructions, terms and conditions for the guidance of tenderers.**

Place:

Date:

Signature of Tenderer \_\_\_\_\_

Address \_\_\_\_\_



otherwise, then net price of any item in their tender shall be the sum arrived at by adding to or deducting from the actual figures appearing in the Tender as the price of that the item a similar percentage or proportionate sum provided always that in determining the percentage or proportion of the sum so added or deducted by the Contractor the total amount of the any Prime Cost items and provisional sums of money shall be deducted from the total amount of the tender. The expression "net rates" or "net prices" when used with reference to the contract or account shall be held to mean rates or prices so arrived at.

- h) "The works" Shall mean **Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh.**

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

2. **Scope of Contract:** The contractor shall carry out and complete the said work in every respect in accordance with this contract and with the directions of and to the satisfaction of the Bank's designated/authorized officer. The Bank's designated/authorized officer may in his absolute discretion and from time to time issue further written instructions, details, direction and explanations which are hereafter collectively referred to as "Bank's designated/authorized officer 's instruction in regard to":

- a) The variations or modifications of the design, quality or works or the addition or omission or substitutions of any work.
- b) Any discrepancy in the Drawing or between the Schedule of Quantities and/or Drawing and/or specifications.
- c) The removal from the site of any materials brought thereon by the contractor and the substitution of any other material therefor.
- d) The removal and/or re-execution of any works executed by the contractor.
- e) The dismissal from the works of any persons employed thereupon.
- f) The opening up for inspections of any work covered up.

The contractor shall forthwith comply with and duly execute any work comprised in such Bank's designated/authorized officer's instructions provided always that verbal

instructions, directions and explanations given to the Contractor or his representative upon the works by the Bank's designated/authorized officer shall, if involving a variation, be confirmed in writing by the Contractor within seven days, such shall be deemed to be Employer's instructions within the scope of the Contract.

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

3. The Contract shall be executed in duplicate and the Employer and the Contractor shall be entitled to one executed copy each for his use.
4. The Contractor shall provide at his cost everything necessary for the proper execution of the works according to the intent and meaning of the, Schedule of Quantities and specifications taken together, whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred therefrom, and if the Contractor finds any discrepancy in the Schedule of quantities and Specifications, he shall immediately and in writing refer the same to the Bank's designated/authorized officer , who shall decide which is to be followed.
5. **Authorities, notices and patents:** The Contractor shall conform to the provisions of any Act of the Legislature relating to the works, and to the regulations and bye-laws of any authority, and of any water, electricity supply and other companies and/or authorities with whose system the structure is proposed to be connected, and shall, before making any variations from the Drawings or Specifications that may be necessitated by so conforming, give to the architect written notice, specifying the variation proposed to be made and the reason for making it and apply for instructions thereon. In case the Contractor shall not within ten days receive such instructions he shall proceed with the work conforming to the provisions, regulations, or bye-laws in question, and any variation so necessitated shall be dealt with under clause 12 hereof.

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

The Contractor shall indemnify the Employer against all claims in respect of patent rights and shall defend all actions arising from such claims and shall himself pay all

royalties, license fees, damages cost and charges of all and every sort that may be legally incurred in respect thereof.

6. **Setting out of work**: The contractor shall set out the works and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions levels, dimensions and alignment of all parts thereof. If at any time any error in this respect shall appear during the progress of the works or within a period of one year from the completion of the works, the Contractor shall, if so required, at his own expense rectify such error to the satisfaction of the Bank's designated/authorized officer.
7. **Materials and Workmanship to conform to description**: All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or specifications and in accordance with the contract and the Contractor shall furnish to the Employer with all invoices, accounts, receipts and other vouchers to prove that the materials comply therewith. The Contractor shall at his own cost arrange for and/or carry out any test of any materials.
8. **Contractor's superintendence and representative on the works**: The Contractor shall give all necessary personal superintendence during the execution of the works and so long thereafter as the Employer may consider necessary. The contractor shall, also during the whole time the works are in progress employ a competent representative who shall be constantly in attendance at the works while the men are to work. Any directions, explanations, instructions or notice given by the Bank's designated/authorized officer to such representative shall be held to be given to the Contractor.
9. **Dismissal of workmen**: The Contractor shall on the request of the Bank's designated/authorized officer immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank's designated/authorized officer, be incompetent or misconduct himself and such persons shall not be again employed on the works without the permission of the Bank's designated/authorized officer.
10. **Access to works**: The Employer, shall at all reasonable times, have free access to the works and/or to the workshops, factories or other places where materials are lying or from which they are being obtained and the Contractor shall give every facility to the Employer necessary for Inspections and examination and test of the materials and workmanship. No person authorized by the Employer except the representatives of public authorities shall be allowed on the works at any time.

11. **Bank's designated/authorized officer:** The term "Bank's designated/authorized officer" shall mean the person appointed and paid by the Employer to inspect the works. The Contractor shall afford the Bank's designated/authorized officer every facility and assistance for inspecting the works and materials and for checking and measuring time and materials.

The Bank's designated/authorized officer, or the Employer shall have power to give notice to the Contractor or to his representative of non-approval or any work or materials and such work shall be suspended or the use of such materials shall be discontinued. The work will from time to time be examined by the Bank's designated/authorized officer but such examination shall not in any way exonerate the Contractor from the obligation to remedy any defects, which may be found to exist at any stage of the works or after the same is completed. Subject to the limitations of this clause the Contractor shall take instructions only from the Bank's designated/authorized officer.

12. No alteration, omission or variation shall vitiate this contract but in case the Bank's designated/authorized officer thinks proper at any time during the progress of the works to make any alterations in, or addition to, or omissions from the works or any alteration in the kind of quality of the materials to be used therein and shall give notice thereof in writing under his hand to the Contractor, the Contractor shall alter, add to, or omit from, as the case may be, in accordance with such notice, but the contractor shall not do any work extra to or make any alterations or additions to or omissions from the works or any deviation from any of the provisions of the Contract. Stipulations, specifications without the previous consent in writing of the Employer and the value of such extras alterations, additions or omission shall, in all cases, be determined by the Employer in accordance with the provisions of Clause 21 of Section IV hereof, and the same shall be added to, or deducted from the Contract Amount, as the case may be accordingly.

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

Any error in description or in quantity or in omission of items from the schedule of quantities shall not vitiate this contract but shall be rectified and the value thereof, as ascertained under Clause 21 of Section IV hereof, shall be added to, or deducted from the Contract Amount (as the case may be) provided that no rectification of errors, if any, shall be allowed in the Contractor's schedule of rates.

14. **Sufficiency of Schedule of Quantities:** The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the Schedule of Quantities and/or the schedule of rates and prices which rates and prices shall cover all his obligations under the contract, and all matters and things necessary for the proper completion of the works.
15. **Unfixed materials when taken into account to be the property of the Employer**  
Where in any certificates (of which the Contractor has received payment) the Bank's designated/authorized officer has included the value of any unfixed materials included for and/or placed on or adjacent to the works such materials shall become the property of the Employer and they shall not be removed except for use upon the works, without the written authority of the Employer. The Contractor shall be liable for any loss of, or damage to, such materials.
16. **Removal of improper work:** The Employer shall, during the progress of the works, have power to order in writing from time to time the removal from the works within such reasonable time or times as may be specified in the order of any materials which in the opinion of the Bank's designated/authorized officer are not in accordance with the Specifications, the substitutions of proper materials, and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the scope of work, specifications or instructions and the contractor shall forthwith carry out such order at his own cost. In case of default on the part of Contractor to carry out such order, the Employer shall have the power to employ any pay other persons to carry out the same; and all expenses consequent thereon, or incidental thereto, shall be borne by the Contractor, or may be deducted by the Employer from any moneys due, or that may become due, to the Contractor.
17. **Completion certificate:** The works shall not be considered as completed until the Bank's designated/authorized officer has certified in writing that they have been virtually completed.
18. **Terms of Payment:** The payment for the works to be executed under this contract shall be made on Quarterly basis through NEFT on receipt of bill from the contractor and no variation in the mode of payment will be acceptable to the Reserve Bank of India. The amount payable will be on actuals / pro-rata basis subject to satisfactory service, net of any recoveries for deficiency in services, imposed as per the provisions of this contract. The bill should be submitted as per GST format. Copy of supporting documents such as Documentary evidence indicating the payment made towards

PF/ESI, if applicable, duly signed by caretaker, for a particular month duly certified by the firm to be submitted along with bill for payment:

19. **Delayed Payment:** Any amounts payable by the Bank to the Contractor in pursuance of submission of any bill by the contractor for this work and provided the bill submitted by the contractor is found to be in order (i.e., the bill is found to be arithmetically accurate and as per the agreed rates and submitted along with all the necessary documents as stipulated above) shall, if not paid within the 45 working days in case of quarterly bills, carry interest at the rate of interest of provident fund. However, it may be noted that no interest shall be paid by the Bank under any circumstances if the delay in payment of bills is caused due to non-submission of the all the necessary supporting documents along with bill by the contractor or non-responsiveness of contractor in case any clarification is

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

No nominated sub-contractors shall be employed on or in connection with the works against the Contractor shall make reasonable objection are (save where the Architect and the Contractor shall otherwise agree) who will not enter into contract providing.

- (a) That the nominated sub-contractor shall indemnify the contractor against the same obligation in respect of the sub-contract as the contractor is under in respect of this contract.
- (b) That the nominated sub-contractor shall indemnify the contractor against claims in respect of any negligence by the sub-contractors his servants or agents or any misuse by him or them or any scaffolding or other plant, the property of the Contractor or under any Workmen's Compensation Act in force.
- (c) Payment shall be made to the nominated sub-contractor within fourteen days of his receipt of the Employer's Certificate provided that before any Certificate is issued the Contractor shall upon request furnish to the Bank proof that all nominated sub-contractors accounts included in previous certificates have been duly discharged; in default whereof the Employer may pay the same upon a Certificate of the Bank and deduct the amount thereof from any sums due to the Contractor. The exercise of this power shall not create private of contract as between Employer and Sub-Contractor.

21. **Other persons employed by Employer:** The Employer reserves the right to use premises and any portion of the site for the execution of any work not included in this Contract which it may desire to have carried out by other persons, and the Contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or material for the execution of such work except by special arrangement with the Employer. Such work shall be carried out in such manner as not to impede the progress of the works included in the Contract and the Contractor shall not be responsible for any damage or delay which may happen to or occasioned by such work.

22. **Insurances:** The Contractor shall be responsible for all injury or damage to persons, animals or things and for all damage to property which may arise from any factor omission on the part of the Contractor. Thus, the contractor needs to undertake the following insurance policies, in the joint names of the Employer i.e., Reserve Bank of India and the Contractor with the name of the former (RBI) being placed first in the policy, mandatorily before commencement of the work.

a. Workmen Compensation Policy (WCP) for all workmen on gross wages deployed at site.

b. Third Party Liability Policy as per following details:

(i) For injury to persons – Rs 2 Lakh per person per accident

(ii) For damage to property – Rs 5 Lakh per accident

Subject to overall ceiling as per extant Insurance guidelines.

**Note:**

- These policies shall be valid till the completion of the work. If the contractor does not provide these policies (within 14 days of issue of work order or before commencement of the work, whichever is earlier). Also, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor.

- The Contractor shall be responsible for any liability which may not be covered by the insurance policies referred to above and also for all other damages to any person, animal or defective carrying out of this contract, whatever, may be the reasons due to which the damage shall have been caused.

- The Contractor shall also indemnify and keep indemnified the Employer against all and any costs, charges or expenses arising out of any claim or proceedings relating to the works and also in respect of any award of damage or compensation arising there from.

23. **Delay and extension of time:** If in the opinion of the Employer the works be delayed(a) by force major or (b) by reason of any exceptionally inclement weather or c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring owners or public authorities arising otherwise than through contractor's own default or (d) by the works or delays of other contractor or Tradesmen engaged or nominated by the Employer and not referred to in the schedule of quantities and/or specifications or (e) by reasons of Bank's designated/authorized officer instruction (f) by reason of civil commotion, local combination of workmen or strike or lockout affecting any of the building trades or (g) in consequence of the Contractor not having received in due time necessary instructions from the Bank for which he shall have specifically applied in writing or (h) from other causes which the Bank may certify as beyond the control of contractor or (l) in the event, the value of the work exceed the value of the Priced Schedule of Quantities owing to variation, the Bank may make a fair and reasonable extension of time for completion shall as soon as may be given written notice thereof to the bank but the Contractor shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably has required to the satisfaction of Bank to proceed with work.
24. **Contractor's failure to comply with Employers instruction:** If the Contractor after receipt of written notice from the Employer requiring compliance within 10 days fails to comply with such further drawings and/or Bank's instructions the Employer may employ and pay other persons to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer as a debt or may be deducted by him from any moneys due to the Contractor.
25. **Termination of Contract by Contractor:** If this payment of the amount payable by the Employer under Certificate of the Bank's designated/authorized officer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issue of any such Certificate, or if the Employer shall repudiate the Contract, or if the works be stopped for three months under the order of the Architect or the Employer or by any injunction or order of any court of Law, then and in any of the said cases the Contractor shall be in liberty to determine the Contract by notice in writing to the Employer, and he shall be entitled to recover from the Employer, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose or the Contract.

26. **Settlement of disputes by Arbitration:** All disputes and differences of any kind whatever arising out of or in connection with the Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state his decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the excepted matters shall be final and without appeal. But if either the Employer or the Contractor be dissatisfied on a matter, question of dispute of any kind except any of the excepted matters then and in any such case either party (the Employer or the Contractor) may within 28 days after receiving notice of such decision give a written notice to the other party requiring the matters in dispute be arbitrated upon such written notice shall specify the matters which are in dispute or difference of which such written notice has been given and no order shall be and is hereby referred to the Arbitration and final decision of an arbitrator to be agreed upon and appointed by both the parties or, in case of disagreement as to the appointment of a single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall before taking upon themselves the burden or reference appoint an Umpire.

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

The Arbitrator or Arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, as the case may be, shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof, with the Arbitrator or Arbitrators as the case may be.

Upon every of any such reference, the cost of an incidental to the reference and Award respectively shall be in the discretion of the Arbitrator or Arbitrators, as the case may be who may determine the amount thereof, or direct the same to be taxed as between attorney and client or as between party and party, and shall direct by whom and to whom and in what matter the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act (latest amendment) or any statutory modification thereof. The Award of the

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

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

**Employer entitled to cover compensation paid to workmen**

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

**29. Abandonment of works**

If at any time after the acceptance of the tender, the Employer shall for any reasons whatsoever not requires the whole or any part of the works to be carried out, the Bank shall give notice in writing to the Contractor who shall have no claim to any payment of compensation or other-wise whatsoever on account of any profit or advantage which he might have derived from the execution of the whole works.

**30. Right of employer to terminate contract in the event of death of Contractor or individual**

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

**31. Renewal of the Contract:**

- a) The contract can be considered for further renewal on mutually agreed terms and conditions subject to the satisfactory services rendered by the successful bidder and if the Bank so desires.
- b) The service contract shall be valid initially up to 31st March 2027 and it may be further renewed for Two years (One year at a time) subject to satisfactory performance (FY:2027-28 and FY:2028-29).
- c) On renewal of contract, the revision of rates may be done on the basis of cost escalation and the maximum permissible increase in the rates which will be based on CPI and WPI indices. The decision of the Bank in this regard shall be final and binding.

The percentage increase in cost shall be calculated by using formula:

$AC = AP \{(30 \times WPIc/WPIp) + (70 \times CPIc/CPIp)\} \times 1/100$
--

where, AP and AC are present price and revised price, respectively WPIc and WPIp are Wholesale Price Index for pesticides/chemicals for all India for 6 months prior to the commencement date of contract for the current year & previous year, respectively. CPIc and CPIp are Consumer Price Index for Industrial workers for all India for 6 months prior to the commencement date of contract for the current year & previous year, respectively.

However, if any party wants to withdraw from the renewal of contract, either party should give a notice period of three (03) months to the other party before termination of the contract on mutual consideration.

**I/We hereby declare that I/we have read and understood the above instructions, terms and conditions for the guidance of tenderers.**

Place:

Date:

Signature of Tenderer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

## **SPECIAL CONDITIONS**

1. The work shall be carried out at Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony.
3. The workmen will not be allowed to stay within the premises beyond working hours.
4. The water required for the work or workmen can be availed from the available source at site free of cost. The Contractor has to make his own arrangements to take the supply to the requisite position.
5. The electric power required for the work can also be similarly drawn from the supply available at site free of cost. The Contractor has to make his own arrangements to take the supply to the requisite position.
6. Permission, if any, required from the local bodies shall be obtained by the Contractor at his cost.
7. The authorized officials of the Bank shall be entitled to inspect the material/fabrication at anytime in the works of the contractor, if they so desire and the vendor shall provide all reasonable facilities to do so.
9. The intending tenderer can obtain any clarifications regarding the tender provisions/specifications etc. if any from Estate Department, 3<sup>rd</sup> floor, Reserve Bank of India, Estate Department, Sector 17, Chandigarh on any working day of the Bank.
10. The tenderer may please note that the work is to be executed in office premises and residential colony of the Bank and as such the entire work involved shall be carried out with least disturbance to the residents of the colony and working of the office.
11. The entire materials for the work shall be brought to the working area through the contractor without any disturbance to the residents of the colony and working of the office by using staircase only.
12. The debris/dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the Bank's designated/authorized officer and make the entire premises Clear/clean on a day to day basis including staircase, passages affected/used by the labourers in the above site to the satisfaction of the Bank's designated/authorized officer s at no extra cost. The entire debris/waste material shall be taken out of the Bank's premises and should not be dumped anywhere in and around the

Bank's premises. The contractors are solely responsible if any debris is noticed by the Municipal Corporation authorities and penalty levied.

13. The tenderer may please note that the work in question has to be carried out in the occupied colony premises and office working hours and as such the work shall be carried out with least disturbance to the residents of the colony and office working hours by advance planning, proper sequence of work in consultation with the Bank's designated/authorized officers. The work may have to be done after normal working hours and during night time and on holidays. The work will have to be completed within the stipulated time frame and no extra charges will be paid under any circumstances for the late working hours. It shall be ensured that all the works in the proposed work are completed in the earliest possible time. The entire work shall be carried out with proper planning with least disturbance to the residents of the colony and office working. It shall also be ensured that day to day cleaning of the site where work is taken up and common area is ensured without fail. Any other damages caused inside the building shall be repaired/ rectified at Contractor's cost. The said work is to be taken up in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh are on Ground/first/II/III floor which are connected by staircase. The rates shall be accordingly quoted for each item considering the above factors.

14. The tenderer is advised to inspect the proposed site of work to understand the scope of work.

15. The work has to be done in proper coordination with the Assistant Caretaker/P&SO/ Bank's designated/authorized officer of the colony/bank premises and other contractors engaged by the Bank.

16. The successful tenderer will be advised to execute sample of the tender items in one each of the for Bank's approval. Remaining work shall be carried out only after successful completion of this sample and Bank's approval.

17. Extreme care should be taken to see that the existing structures/fittings/ finishes are not damaged/ defaced. Any damages caused during the execution of the work shall be made good at the cost and responsibility of the contractor.

18. The tenderer shall use only approved materials as specifically stated in the Schedule of Quantities/Approved list of materials. The Bank will be at liberty to choose any brand of materials from the approved brand names in the list. Samples of any materials should be got approved before proceeding with bulk purchase.

19. Program should be submitted before commencement of work so as to enable the Bank to intimate other agencies in advance for smooth working and better progress and the time schedule should be strictly adhered to.

20. Contractor shall procure the required materials before commencement of work in given site and the Contractor shall make their own arrangements for storing of their materials at site.

21. The successful tender shall also be responsible for safety & security of their materials & also for ensuring fire prevention steps at all the times in working premises including their part of work.

22. The Contractor should have valid Labour License from Labour commissioner wherever the number of laborer's engaged is 20 or more and the contractor shall abide by and fulfill all requirements laid down under the contract labour (Regulation and Abolition) Act, 1970.

23. The contractor shall employ a qualified site supervisor on a regular basis to supervise day-to-day works at site. Such a person shall be capable of following the instructions of the Bank's designated/authorized officer and execute the works as per the specifications laid down in the Tender.

24. The contractor shall abide by and fulfill all the requirement of Acts, in respect of EPF & ESI, etc.

Place

Signature of tenderer

Name & Address

Date

## **Safety Code**

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all work that cannot safely be done from ground floor.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench, whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing; minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris of materials as to render it unsafe.
8. Workers employed on mixing and handling material shall be provided with protective footwear and rubber hand-gloves.
9. Suitable face masks shall be supplied for use by the workers when the pest control is applied in the form of spray.
10. Hoisting machines and tackle used in the works, including their attachments, anchorage and support shall be in perfect condition.
11. The ropes used in hoisting or lowering material or a means of suspension shall be of durable quality and adequate strength and free from defects.

## **FIRE SAFETY CODE**

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

Place:

Date:

Signature, Name and address of the Tenderer

## Annexure I

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

**Regional Director  
Reserve Bank of India  
Chandigarh**

**Name of Work: Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh**

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 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 and / or debarring us from participating in tenders invited by the Bank in future.

**Date:**  
**Place:**

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

**Undertaking regarding declaration of debarment by public institution(s)**

**(To be submitted by the tenderer on their letter head)**

**Name of Work: Annual Maintenance Contract for Pest Control Treatment Work in Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh**

1. I / We \_\_\_\_\_ (Name of the bidder) declares that,
- a) I / We or any of our allied firm\* is / or not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on \_\_\_\_\_ (last date of submission of bid).
- b) I / We or any of our allied firm\* have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution / entity in India or any other country in last three years as on \_\_\_\_\_ (last date of submission of bid).
- c) We will inform the Bank in writing, in case, I / We or any of our allied firm\* is / are debarred / suspended / blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.

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

(Seal and Signature of the bidder)

Date:

Place:

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

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

**Proforma for Indemnifying the Employer against non-compliance to Contract  
labour Rules / Regulations  
(To be submitted by the tenderer on their letter head)**

**To  
The Regional Director  
Reserve Bank of India  
Estate Department  
Chandigarh- 160017**

Dear Sir,

**Name of Work: Annual Maintenance Contract for Pest Control Treatment Work in  
Bank's Premises located at Sector 17A MOB, 16A, 44B & Sector 30A Colony,  
Chandigarh**

We, M/s ..... (Name of contractor), hereby undertake that we shall comply with all the statutory rules / regulations with regard to the employment of contract labour and their payment. We also hereby fully indemnify and keep indemnified the Employer, i.e., Reserve Bank of India, against payments to be made to the contract labour and for the observance of the laws in this regard without prejudice to our right to claim indemnity from our sub-contractors.

Yours faithfully,

For \_\_\_\_\_  
Authorised Signatory  
Name and address of the bidder  
Sign & seal of the bidder  
Date:  
Place:

**PROFORMA OF BANK GUARANTEE for PERFORMANCE SECURITY DEPOSIT/  
Retention Money**

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

Place : \_\_\_\_\_

Date : \_\_\_\_\_

The Regional Director

Reserve Bank of India,

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Name of the work** \_\_\_\_\_ -

**Bank Guarantee For PERFORMANCE SECURITY DEPOSIT/ Retention Money**

WHEREAS

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, (hereinafter called "the RBI") has awarded the Contract for the captioned project (hereinafter called the "Contract") to M/s \_\_\_\_\_ (Name of the Contractor) (hereinafter called "the said Contractor" which expression shall include its successors and assigns).

AND Whereas the Contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of ₹. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (Amount in figures and words) for the due fulfilment by the said contractor of the terms and conditions contained in the contract. We, \_\_\_\_\_ (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s \_\_\_\_\_, the contractor, do hereby undertake to pay to the RBI an amount not exceeding Rs \_\_\_\_\_ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We \_\_\_ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ \_ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of Rs. \_ (Rupees \_\_\_\_\_ only).

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

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

4. This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

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

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

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

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

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

In witness whereof I/We of the Bank have signed and sealed this guarantee on the ---  
----- day of ----- (Month) (Year) being herewith duly authorized.

For and on behalf of \_\_\_\_\_ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation

Stamp/ Seal of the Bank

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

Witness 1

Signature .....

Name .....

Address .....

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



भारतीय रिज़र्व बैंक / Reserve Bank of India  
सम्पदा विभाग / Estate Department  
चंडीगढ़ / Chandigarh

सेक्टर 17 ए स्थित भारतीय रिज़र्व बैंक मुख्य कार्यालय भवन तथा सेक्टर 16 ए, 44 बी तथा 30 ए चंडीगढ़ की आवासीय कॉलोनियों में कीट नियंत्रण उपचार कार्य के लिए वार्षिक अनुरक्षण अनुबंध हेतु ई-निविदा

Tender for Annual Maintenance Contract for  
Pest Control Treatment Work in Bank's Premises located at  
Sector 17A MOB, 16A, 44B & Sector 30A Colony, Chandigarh

RBI/Chandigarh Regional Office/Estate/5/26-27/ET/123

भाग-II (मूल्य बोली) / Part-II (Price Bid)

बोलीदाता का नाम : .....  
पता: .....  
दूरभाष सं: .....  
ई-मेल: .....

बोली पूर्व बैठक की तिथि, समय एवं स्थान:	<b>08 जून 2026</b> को पूर्वाह्न 11:00 बजे <b>स्थान:</b> सम्पदा विभाग, तृतीय तल, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, चंडीगढ़, सेंट्रल विस्टा, सैक्टर - 17, चंडीगढ़
बोली प्रस्तुत करने की अंतिम तिथि:	<b>19 जून 2026</b> को पूर्वाह्न 11:00 बजे तक
निविदा का भाग-I अर्थात तकनीकी-वाणिज्यिक बोली खोलने की तिथि:	<b>19 जून 2026</b> को पूर्वाह्न 11:30 बजे

<b>Sr. no.</b>	<b>Description of Items</b>	<b>Location</b>	<b>Frequency (A)</b>	<b>Rate per Job (B)</b>	<b>Frequency (No of Job/Year) (C)</b>	<b>Total (B*C)</b>
1	Pest and Rodent control Main Office Building - Monthly	MOB	Monthly		<b>12.00</b>	
2	Pest & Rodent control Lounge and Canteen - daily excluding Sunday and Bank Holiday		daily		<b>313.00</b>	
3	Gel treatment for cockroaches inside kitchen & Lounge canteen- bi-monthly		Bi-Monthly		<b>6.00</b>	
4	Anti-mosquito Treatment in external areas and parking, stair cases in MOB -Monthly (Feb-July)		Monthly		<b>6.00</b>	
5	Anti-mosquito Treatment in external areas and parking, stair cases in MOB - Weekly (Aug- January)		Weekly		<b>26.00</b>	
6	Pest control in Grade B/C flats and Gel treatment for cockroaches inside kitchen Grade B & C flats in sector 30A- quarterly	Sector 30A	Quarterly		<b>64.00</b>	
7	Pest control in Grade A flats and Gel treatment for cockroaches inside kitchen Grade A flats in sector 30A- quarterly		Quarterly		<b>48.00</b>	

8	Pest control in Class III flats and Gel treatment for cockroaches inside kitchen in sector 30A		Quarterly		<b>740.00</b>	
9	Pest control in Class IV flats and Gel treatment for cockroaches inside kitchen Class IV flats in sector 30A- quarterly		Quarterly		<b>412.00</b>	
10	Anti-mosquito tratment in internal & external common areas, stait cases ACT office etc Sec 30A- Monthly (Feb-July)		Monthly		<b>6.00</b>	
11	Anti-mosquito tratment in internal & external common areas, stait cases ACT office etc Sec 30A Weekly (Aug-January)		Weekly		<b>26.00</b>	
12	Pest & Rodent control in external and internal areas, D/E/F, VOF flats and Gel treatment for coackroaches in side kitchen Grade D/E/F and VOF -Sector 16a Quarterly	Sector 16A	Quarterly		<b>32.00</b>	
13	Pest & rodent control Treatment in security post, pump room, other common areas etc Sector 16A quarterly		Quarterly		<b>4.00</b>	

14	Anti-mosquito treatment Sector 16 A external common areas -- Monthly (Feb-July)		Monthly		<b>6.00</b>	
15	Anti-mosquito treatment Sector 16 A external common areas -- Weekly (Aug-January)		Weekly		<b>26.00</b>	
16	Pest & Rodent control in external and internal areas of Grade B & C flats and Gel treatment for cockroaches inside kitchen Grade B/C flats - Sec 44B Quarterly	Sector 44B	Quarterly		<b>160.00</b>	
17	Pest & Rodent control in external and internal areas of Grade A flats and Gel treatment for cockroaches in side kitchen Grade A flats - Sec 44B Quarterly- Quoted Rate shall be for each flat		Quarterly		<b>192.00</b>	
18	Pest & rodent control Treatment in security post, pump room, other common areas etc sector 44B, Quarterly		Quarterly		<b>4.00</b>	
19	Anti-mosquito treatment Sector 44B A external common areas -- Monthly (Feb-July)		Monthly		<b>6.00</b>	

20	Anti-mosquito treatment Sector 44B external common areas -- Weekly (Aug-January)		Weekly		<b>26.00</b>	
	<b>Total</b>					