



ई-निविदा सूचना- श्रेडिड करेंसी नोट ब्रिकेट/श्रेड का निस्तारण

भारतीय रिज़र्व बैंक, नई दिल्ली, श्रेडिड करेंसी नोट ब्रिकेट/श्रेड के निस्तारण के लिए दो बोली प्रणाली (तकनीकी बोली और मूल्य बोली) के तहत ई-निविदा आमंत्रित करता है। अनुबंध की अवधि प्रारंभ में एक वर्ष के लिए होगी, अर्थात्, 01 अप्रैल 2025 से 31 मार्च 2026 तक, जिसे संतोषजनक प्रदर्शन और आपसी समझौते पर अगले दो वर्ष के लिए (एक बार में केवल एक वर्ष के लिए) लिए बढ़ाया जा सकता है। ई-निविदा के साथ विस्तृत टेंडर नोटिस और सामान्य निर्देश MSTC साइट <https://www.mstcecommerce.com/eprocn/> और RBI की वेबसाइट <https://www.rbi.org.in> पर "टेंडर्स" मेनू के तहत उपलब्ध है।

- सभी इच्छुक टेंडरकर्ताओं को ई-निविदा प्रक्रिया में भाग लेने के लिए MSTC पोर्टल पर पंजीकरण कराना होगा।
- कार्य की अनुमानित लागत लगभग ₹81.02 लाख प्रति वर्ष है, हालाँकि वास्तविक राशि इससे भिन्न हो सकती है।
- ई-निविदा प्रक्रिया की अनुसूची निम्नानुसार है:

क	ई-निविदा संख्या	RBI/Delhi Regional Office/Issue/2/24-25/ET/926[Disposal of shredded notes]
ख	देखने के लिए MSTC वेबसाइट पर ई-निविदा की उपलब्धता	13-02-2025 को 11.00 बजे से
ग	आफ़लाइन बोली पूर्व बैठक (स्वैच्छिक)	07-03-2025 को 13:30 बजे
घ	ऑनलाइन ई-निविदा भरने हेतु प्रारम्भ तिथि	10-03-2025 को 11:00 बजे से
ङ	ऑनलाइन ई.एम.डी भरने हेतु अंतिम तिथि तथा समय	20-03-2025 को दोपहर 12:00 बजे तक
च	ऑनलाइन ई-निविदा भरने हेतु अंतिम तिथि तथा समय	20-03-2025 को 14:00 बजे तक
छ	पार्ट-1 (तकनीकी बोली) खोलने की तिथि	20-03-2025 को 14:30 बजे

5. ई-निविदा का भाग-11 उसी दिन या बैंक द्वारा सूचित बाद की किसी तारीख को केवल उन निविदाकर्ताओं का खोला जाएगा जिन्हें निविदा के भाग-1 की जांच के बाद पात्र पाया जाएगा। बैंक, कोई भी कारण बताए बिना किसी भी या सभी ई-निविदाओं को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित रखता है।

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

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक, नई दिल्ली

स्थान: नई दिल्ली
दिनांक: 13 फरवरी, 2025



PART – I (Scope of works and Commercial conditions)

Reserve Bank of India

Issue Department

New Delhi

E-Tender for

**Disposal of
shredded currency notes briquettes/
shreds**

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

(Only through e-procurement)

Reserve Bank of India, New Delhi Office (hereinafter called “the Bank”), invites E-tenders under Two – Bid system (Technical & Price Bid) for “**Disposal of shredded currency note briquettes/ shreds**” from the reputed and capable contractors. The contract shall be for a period of 12 months (**April 01, 2025 to March 31, 2026**) which can be extended by the Bank for a further period of two years, one year each at a time with/without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions and also subject to annual review by the Bank based on the performance of the service provider/s.

For the above work, the tenderers should submit their proposal, as per the ‘Important instructions regarding E-Tender’, along with all supporting documents complete in all respect on or before **March 20, 2025 at 14:00 hrs**. Tenderers shall submit tender proposal along with refundable Earnest Money Deposit (EMD) of **₹1,62,040/-**, complete in all respect as per the prescribed format. The technical bids will be opened electronically on **March 20, 2025 at 14:30 hrs**. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

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

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

SCHEDULE OF TENDER (SOT)

1	Description of works	Disposal of shredded currency note briquettes/ shreds.
2	Mode of Tender	e-Procurement System (Online Part I – Techno-Commercial Bid and Part II – Price Bid through www.mstcecommerce.com/eprocn of MSTC Ltd.)
3	Execution of scope of works	12 months (at the quoted rates with effect from April 01, 2025)
4	E-Tender No	RBI/Delhi Regional Office/Issue/2/24-25/ET/926[Disposal of shredded notes]
5	Date of NIT available to parties to download	February 13, 2025 at 11: 00 hrs
6	i) Estimated Cost of Work (Per annum) ii) Earnest Money Deposit (EMD)	81.02 Lakhs a) ₹1,62,040/- to be deposited through NEFT in favour of Reserve Bank of India, New Delhi in the A/c 186003001 & IFSC – RBIS0NDPA01 b) EMD may also be submitted in the form of Demand Draft/ Banker’s Cheque or Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India. Transaction fee of ₹4,780.18/- is to be paid using MSTC’s online payment gateway available in vendor’s login. Fee can be made

	<p>iii) Transaction Fee</p> <p><u>Important Note:</u></p> <p>Please note that vendors will have the access to online e-tender only after receipt of Transaction fee by NEFT in favour of MSTC Limited, Kolkata.</p>	<p>either through challan or using online payment mode through net banking.</p>
7	<p>Last date of submission of Earnest Money Deposit (EMD) through NEFT/Demand Draft/ Banker's Cheque or Bank Guarantee.</p>	<p>March 20, 2025 at 12:00 hrs</p> <p>a) EMD submitted through NEFT should reach us before 12:00 hrs on March 20, 2025.</p> <p>b) In case the EMD is submitted through Demand Draft/ Banker's Cheque or Bank Guarantee, the original instrument should be sent to us sufficiently in advance to reach us before 12:00 hrs on March 20, 2025. A scanned copy of the physical instrument should also be sent to us through email id issuenedelhi@rbi.org.in before 12:00 hrs on March 20, 2025. In case the physical EMD instrument (Demand Draft/ Banker's Cheque or Bank Guarantee) is not received by us or the scanned copy of Demand Draft/ Banker's Cheque or Bank Guarantee towards EMD is not received by us before 12:00 hrs on March 20, 2025, the tender shall be considered to be rejected.</p>

8	Security Deposit	₹4,05,100/- within 7 days of award of work, to be kept with the Reserve Bank of India in the form of irrevocable Bank Guarantee issued by a Scheduled Commercial Bank as per format given in Annex-II
9	Schedule of off-line pre-bid meeting (optional)	March 07, 2025 at 13:30 hrs
10	Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/epron	March 10, 2025 at 11:00 hrs
11	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	March 20, 2025 at 14:00 hrs
12	Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	March 20, 2025 at 14:30 hrs
13	Date & time of opening of Part-II (Price Bid)	Part-II i.e. Price Bid will be opened in respect of only those Tenderers whose Part- I i.e. Techno-Commercial Bid is found to be acceptable by the Bank. Such tenderer(s) shall be intimated the date of opening of Part- II Price Bid, through valid Email confirmed by them.

Important Instructions Regarding E-tender

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

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

1.	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/RBI, NEW DELHI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprocn</p> <p>1) Vendors are required to register themselves online with www.mstcecommerce.com/eprocn. Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.</p> <p>In case of any clarification, please contact MSTC/RBI, NEW DELHI, (before the scheduled time of the e- tender).</p>
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	<p>Contact person (MSTC):</p> <p>1) Shri Setu Dutt Sharma, DM, Mob no: +91-7878055855, Email id- sdsharma@mstcindia.co.in</p> <p>Contact person (RBI New Delhi):</p> <p>Issue Department</p> <p>1. Shashank Shekhar, Manager 2. Nikitha V, Manager</p> <p>Phone: 011-23452323</p> <p>B) System Requirement:</p> <p>i) Windows 7 and above Operating System</p> <p>ii) IE-9 and above Internet browser.</p> <p>iii) Signing type digital signature</p> <p>iv) JRE 8 update 161 and above software to be downloaded and installed in the system (File Name- Windows X86 Offline)</p> <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level</p> <p>For more details, vendor may refer to the IE Tab Settings Guide, Edge Browser and IE Tab in System Settings and FAQ available at www.mstcecommerce.com/eprocn/</p>
2.	<p>Evaluation/Criteria – Award of contract</p> <p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the Notice Inviting Tender (NIT). Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by RBI,</p>

	<p>NEW DELHI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid e-mail confirmed by them.</p> <p>(C) 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. In case the highest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the highest bidder and if the rate is still considered low, the Bank reserves its right to initiate fresh tender process to protect the interest of the Bank.</p> <p>(D) Highest among the quoted rates will be considered H-1(Highest Bidder) and work will be awarded to them. In case of two or more tenderers becoming highest, i.e., quoting the same amount, then higher rate on already quoted amount shall be obtained in sealed envelope from such tenderers and highest among the quoted rates will be considered as H-1(Highest Bidder).</p>
3.	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4.	<p><u>Special Note towards Transaction fee:</u></p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan with making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail. Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee. Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>

5.	<p>Bidder(s) are advised to make remittance of tender fee and EMD if any to Reserve Bank of India, New Delhi as advised in the NIT. Vendors are instructed to use Attach Documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. Please note that if the documents are not attached to any tender or cannot be downloaded by RBI New Delhi, the same will be deemed that the vendor has not submitted the documents. For further assistance please refer to FAQ available at www.mstcecommerce.com/eproc.</p>
6.	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by RBI, NEW DELHI as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid and updated at the stage of registration of vendor 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 tender document from the web site mentioned in NIT. As such, bidders shall keep themselves abreast with any change and see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be of the bidders only.</p> <p>No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eproc of MSTC Ltd.</p>
8.	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9.	<p><u>Bidding in e-tender</u></p> <p>a) Bidder(s) need to submit necessary EMD, Tender fees (IF ANY) and Transaction fees separately for the e-tender. Tender fees and Transaction fees are non-</p>

refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, NEW DELHI immediately after award of work.

- b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in Vendor Login option available at MSTC website www.mstcecommerce.com/eproc
- d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run, then the bidder will not be able to save/submit his bid (for details refer vendor guide & FAQ).
- e) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid
NOTE:- After clicking the final submission two more options will show up, "Withdraw bid" and "Delete bid". If the vendor wants to withdraw its bid permanently then they should click withdraw bid link. He/she will not be able to bid again. If the vendor wants to delete the bid after final submission and resubmit the bid, then he/she should click delete bid and resubmit the same and again click final submission
- f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Bank will form a binding contract between

	<p>Bank and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter SUPPLIER/CONTRACTOR.</p> <p>j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>k) Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <p>m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</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, NEW DELHI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprocn of MSTC Ltd.
14.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical & commercial formats.
16.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders by the Bank.

(Section I to VI)

Section I - Form of Tender

Place _____

Date _____

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

Dear Sir,

We have carefully examined the specifications, general instructions and special conditions relating to the works specified in the memorandum hereinafter set out and having visited and examined the site/s of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I / we hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the Part II (Price Bid) and in accordance in all respects with specifications and instructions in writing referred to in articles of agreement, general instructions to the tenderer(s) and special conditions by and in all other respects, in accordance with such conditions in so far as they may be applicable.

Dated this _____ day of _____ 2025.

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

MEMORANDUM

(a)	Description of works	Disposal of shredded currency note briquettes/ shreds
(b)	Estimated cost (Per Annum)	81.02 Lakhs
(c)	Earnest Money	₹ 1,62,040/-
(d)	Mode of deposit of Earnest Money	a) ₹ 1,62,040/- to be deposited through NEFT in favour of Reserve Bank of India, New Delhi in the A/c 186003001 & IFSC – RBIS0NDPA01 b) EMD may also be submitted in the form of Demand Draft/ Banker's Cheque or Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India.
(e)	Execution of works	12 Months (at the quoted rates with effect from April 01, 2025 to March 31, 2026).

2. I / we also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part-I of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and me / us in writing.
3. Should this Tender be accepted, I / we or my/our successors, or assignees or nominees hereby agree to abide by and fulfil all the Terms and Conditions of the Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.
4. I / we understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor.

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

Dated this _____ day of _____ 2025.

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

Date _____

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

Witnesses

(1) Signature with _____

Name, address and date _____

(2) Signature with _____

Name, address and date _____

Section II

General Instructions to Contractors and Special Conditions of Contract

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

2.1 Eligibility for the tenderer

	Eligibility Criteria	Documents to be submitted
a)	Past experience	Should have minimum 5 years of experience of executing similar services (during last 5 years ending last day of month previous to the one of which applications are invited)
b)	Minimum value of each completed work (qualifying)	<p>Experience of having successfully completed similar services during last 5 years ending last day of month previous to the one of which applications are invited should be either of the following:</p> <p>a) Three similar completed services each costing not less than the amount equal to 40% (forty per cent) of the estimated cost (i.e., Each individual completed similar service under an individual contract should not be less than ₹32,40,800/-); or</p> <p>b) Two similar completed services each costing not less than the amount equal to 50% (fifty per cent) of the estimated cost (i.e., Each individual completed similar service under an individual contract should</p>

		not be less than ₹ 40,51,000/-); or c) One similar service costing not less than the amount equal to 80% (eighty per cent) of the estimated cost (i.e., Each individual completed similar service under an individual contract should not be less than ₹ 64,81,600/-)
c)	Yearly turnover	Minimum average annual turnover of at least 100% of estimated cost of the contract i.e., ₹ 81,02,000/- during each of the last three financial years, ending 31 st March of the previous financial year (i.e., March 31, 2024), duly supported by audited financial statements.
d)	The bidder should be a company/partnership firm/proprietorship concern.	i. PAN No ii. GSTIN No. iii. CA certified Audited Balance Sheets or ITR for last 3 years.
e)	Solvency	Solvency Certificate issued by the tenderer's bankers specifically for this work for an amount equivalent to the estimated cost of the present work, indicating financial soundness of the tenderer.
f)	Acceptance of terms and conditions	Signed and authorized document as per the format given in Section-III

g)	The tenderer should have Office/local representative within NCT of Delhi	Documents Required: - <ul style="list-style-type: none"> i. Name, address & contact details of the representative. ii. Any one of the following of the representative Aadhar Card/ Pan Card/ Driving Licence/ Voter card as ID Proof. iii. Work Order and Client Certificate performance as per format given in the "Annex" of Section -VI in this regard may be submitted showing satisfactory performance.
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- i. The application shall be liable for rejection if the information furnished are found incomplete and or false.
- ii. The Tenders shall be valid for acceptance by the bank for a period of 90 days from the date of opening of tender Part-I and shall be extended by such period as may be mutually agreed to.

Notes:

1. "Similar Services" will mean work related to lifting of paper waste and/ or plastic waste for Central/State Government/PSUs/ Nationalized Banks/Reputed Organizations. The decision of Reserve Bank of India, New Delhi on whether the past work experience of any tenderer qualifies as work of similar nature or not as necessitated under Eligibility Criteria given in the tender document shall be final and binding on all the tenderers.

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

3. The tenderer should give name and addresses of the parties where he has rendered

such services in the past along with work order and Client Report as per format given in the “[Annex](#)” of **Section-VI**. Copies of audited financial statements and copies of partnership deed/MOA and Certificate of incorporation, as may be applicable, of the tenderer are required to be submitted to the Bank.

2.2 Issue and Submission of Tender: -

Tender for “**Disposal of shredded currency note briquettes/ shreds**” shall be uploaded through **MSTC website** strictly in accordance to the procedures prescribed in “**Important Instructions Regarding E-tender**” of this document & will remain open to the tenderer for participation before **March 20, 2025 at 14:00 hrs** under any circumstances whatsoever.

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

a. Estimated cost of work is **₹ 81.02 Lakhs** per annum, however the actual amount may vary.

b. Part-I shall contain the unpriced tender consisting of scope of works as specified, specifications of item of works, documents and commercial terms and conditions etc. Earnest Money shall be submitted through NEFT/Demand Draft/ Banker’s Cheque or Bank Guarantee.

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

- (i) Earnest Money Deposit (EMD) to be deposited through NEFT in favor of Reserve Bank of India, New Delhi in the A/c 186003001 & IFSC – RBIS0NDPA01 on or before the date and time given in NIT. EMD may also be submitted in the form of Demand Draft/ Banker’s Cheque or Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India.
- (ii) Power of Attorney/authorization with the seal of the company/firm etc. in the name of the person signing the tender documents.

- (iii) Any other technical information the tenderer wishes to furnish.
- (iv) Bank Guarantee as per format given in [Annex-II](#) towards security deposit to be submitted by successful tenderer within 7 days from the date of award of work. In the event of increase in the quantity of briquettes to be lifted by the contractor or otherwise during the period of the contract, the Bank reserves the right to increase the amount of Bank Guarantee. The contractor shall be bound to provide Bank Guarantee of additional amount, accordingly within seven days.

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

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

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

2.3 (b) Part II – Price Bid

(a) The Tenderers are advised to visit the site/s of work/s / activities, viz. Bank premises and acquaint themselves with the site conditions before submission of tender.

(b) This part shall contain prices in **Indian Rupees only** and shall be opened for only those tenderers who fulfill the minimum eligibility criteria and have a satisfactory track record of providing similar services at other RBI Offices or other organizations. Change of terms and conditions and technical deviations, if any, found in Part II of the tender will not be considered and such tender will be treated as null and void. Date and time for opening of Part -II shall be informed separately through e-mail provided by the tenderer.

(c) Rates should be quoted in **Indian Rupees only**. No request for any change in rate or conditions after the opening of the part II tender will be entertained.

(d) The rates quoted shall be firm and binding without any **reduction in rates** whatsoever till the entire Contract period.

(e) For any item, if the rate and amount do not tally with respect to the bill of quantities, then the amount arrived on the basis of quoted rates shall only be acceptable and in case of variation of rates in the original and duplicate, the higher of the two rates will be considered for arriving at the total amount for that item.

2.4 Opening of Tender:

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

2.5 Pre-Bid Meeting

A pre-tender briefing meeting of the intending tenderers will be held on **March 07, 2025 at 13:30 hrs** at Conference Room, Issue Department, RBI, New Delhi to clarify any point/doubt raised by them in respect of the tender. No separate communication will be sent for this meeting. It is recommended that all participating tenderers attend the Pre-Bid meeting in their own interest.

2.6 Validity of Tender

The tender shall be valid for acceptance by the bank for a period of 90 days from the date of opening of Part -I of tender and shall be extended by such period as may be mutually agreed to. In case of withdrawal of tender by the tenderer during the period, the Bank may forfeit the Earnest Money Deposit. The rates quoted by the tenderer shall remain firm during the period of contract i.e. April 01, 2025 to March 31, 2026. Contract shall be valid for 12 months at a time (i.e., 1st April, 2025 –31st March, 2026) which can be extended by the Bank at its discretion for a further period of two years, one year each at a time with/without any variation in the terms and conditions, subject to satisfactory performance of the contractor.

2.7 Highest Tender Not Necessarily to Be Accepted

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

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

2.8 Earnest money & security deposit

2.8.1 Interested tenderers shall pay as Earnest Money Deposit(EMD), a sum of ₹ **1,62,040/-** to be deposited through NEFT/Demand Draft/ Banker's Cheque or Bank Guarantee on or before the date given in NIT. If the Tenderer, after submission of the tender, deviates from his/their offer or modifies the terms and conditions thereof, such tenders shall be liable to be cancelled and the EMD shall be liable to be forfeited. Bank will not pay any interest on EMD

2.8.2 EMD submitted through NEFT should reach us before 12:00 hrs on March 20, 2025. In case the EMD is submitted through Demand Draft/ Banker's Cheque or Bank Guarantee, the original instrument should be sent to us sufficiently in advance to reach us before 12:00 hrs on March 20, 2025. A scanned copy of the physical instrument should also be sent to us through email id issuenedelhi@rbi.org.in before 12:00 hrs on March 20, 2025. In case the physical EMD instrument (Demand Draft/ Banker's Cheque or Bank Guarantee) is not received by us or the scanned copy of Demand Draft/ Banker's Cheque or Bank Guarantee towards EMD is not received by us before 12:00 hrs on March 20, 2025, the tender shall be considered to be rejected.

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

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

2.8.5 The EMD of successful tenderer shall stand discharged on production of a Bank Guarantee towards Security Deposit within 7 days of award of work in the enclosed format ([Annex II](#)) or on non-acceptance of tender, but not earlier than the expiry date of the

period for which the tender is kept valid or till the award of the contract whichever is earlier.

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

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

2.9 Commencement / Renewal:

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

(a) submit the Security Deposit of ₹ 4,05,100/- within 7 days of award of work with the Reserve Bank of India in the form of irrevocable Bank Guarantee issued by a Scheduled Commercial Bank for equivalent amount as per format given in [Annex-II](#) with a claim period of six months from the expiry of the contract.

(b) execute, implement the contract and sign an agreement on a non-judicial stamp paper with the bank within a week in accordance with the conditions in tender document and schedule of rates. The cost of stamp paper will be borne by the successful tenderer.

(ii) Contract shall be valid for 12 months at a time (i.e., 1st April, 2025 –31st March, 2026) which can be extended by the Bank at its discretion for a further period of two years, one year each at a time with/without any variation in the terms and conditions, subject to satisfactory performance of the contractor.

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

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

(v) The successful tenderer will have to submit a list of labourers/drivers whom he would

engage when the contract is finalized and should furnish their complete names and addresses along with a recent passport size photograph and attested photocopy of his aadhar card/driving license, applicable insurance and police verification done before the commencement of the contract.

2.10 Duties of the Contractor:

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

- (i) The tenderer shall be required to obtain necessary permits and pay all relevant taxes on his own.
- (ii) The Contractor shall not assign the contract onwards. He shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the Security Deposit.
- (iii) The Contractor shall ensure that the vehicles used for the work are having valid permission issued by RTO concerned, Registration papers, permit, PUC certificate, Fitness Certificate, tax paid up to date, Insurance cover to the vehicles. The drivers must have valid driving license. The Contractor will indemnify and keep the Bank indemnified against any loss, costs, charges and expenses incurred or suffered by the Bank on account of lack of said permit, license, certificates, etc.
- (iv) The contractor will adhere to the relevant provisions of IS Policy of the Bank.

2.11 Terms of contract and payment

2.11.1 The Contractor shall submit a valid Labor license from the Office of the Assistant Labor Commissioner, Government of India, New Delhi, as provided under Section 12 (1) of the Contract Labor (Regulation and Abolition) Act, 1970 and the Contract Labor (Regulations and Abolition) Central Rules, 1971 and also comply with the other requirements of the above Act/Rules (as amended from time to time) which inter-alia include payment of minimum wages, statutory dues etc and also comply with all applicable labor laws of the country. The contractor will indemnify and keep the bank

indemnified for any violation of cost of lifting, labor, transportation, statutory dues for fulfillment of all statutory obligations, bonus, overhead costs, profit margin, all taxes, levies etc.

2.11.2 Other terms and conditions of contract:

- (i) In terms of section 21 (4) of the Contract Labour (Regulation & Abolition) Act, 1970, if the Contractor fails to make payment of wages within the prescribed period or makes short payment, RBI would make payment of wages in full or the unpaid balance due, as the case may be, to the contract labor employed by the Contractor and recover the amount so paid from the Contractor either by deduction from any amount payable to the Contractor under any contract or from the Security Deposit.
- (ii) The Contractor shall maintain all types of record/ registers in respect of the contract labor employed by the Contractor.
- (iii) It is obligatory on the part of the Contractor to pay wages which should not be less than minimum wages as prescribed by the appropriate authority under Minimum Wages Act, to his contract labor, retrenchment compensation, notice pay, gratuity and bonus as payable and the Contractor is liable to provide all welfare measures to the contract labor as required under the Act & Rules.
- (iv) It shall be the duty of the Contractor to keep documentary evidence of compliance of above-mentioned requirements of Contract Labor Act/Rules and other requirements of the said Act. RBI shall have the right to call for such document for inspection or verification and it shall be the duty of the Contractor to provide the same as and when asked by the RBI.
- (v) The Contractor/ shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its worker within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/ and the Contractor/ shall ensure appropriate action under the said Act in respect to the complaint”. Any complaint of sexual harassment from any aggrieved worker of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. Any complaint of sexual harassment from any aggrieved employee of the Bank against any worker of the

Contractor shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the worker of the Contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Contractor is proved. The Contractor shall be responsible for educating its workers about prevention of sexual harassment at workplace and related issues.

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

2.11.4 The contract period shall be 12 months (i.e., 1st April, 2025 –31st March, 2026) so that the contract period is commensurate with the Financial Year of the Bank which can be extended by the Bank at its discretion for further period of two years, one year each at a time with/without any variation in terms and conditions of the contract agreement and subject to satisfactory performance of the contract terms.

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

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

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

2.11.8 In the event of any dispute as to whether any liability has arisen hereunder, the

decision of the Regional Director, Reserve Bank of India, New Delhi shall be final and binding on both parties. For all types of litigations arising under the Contract, the Courts in Delhi will have exclusive jurisdiction.

2.12 Taxes

The prices quoted shall be deemed to have **excluded** all taxes, duties, local levies, works contract tax, Value Added Tax (VAT), GST imposed by Central/State Government / Local Bodies etc. **The Tax/GST will be applicable over and above the bid amount submitted by the vendor.** As per Indian laws, applicable taxes will be deducted at source and a certificate for the same will be issued to the Contractor.

2.13 Insurance

The Contractor shall take all insurances at his cost to cover all kinds of risks covering the following risks: Workmen compensation policy for the employees of the Contractor. These policies shall be valid for the accepted contract period. If the Contractor does not provide these policies, the RBI reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the Contractor. The insurance policy submitted by the vendor may reflect the name of RBI and the name of the above work for which the insurance was taken.

2.14 Rights of the Bank

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

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

2.14.3 In case of two or more tenderers becoming Highest, i.e., quoting the same amount, Bank reserves the right to obtain discount on already quoted amount in sealed envelope from such tenderers and highest among the quoted rates will be considered as H-1.

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

under this Tender.

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

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

2.15 Dispute Resolution

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

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

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

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

2.16 Force Majeure

2.16.1 Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control [including ,without limitation, any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots

in any region, network failure, terrorist attack, war (declared and undeclared)] provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

2.17. Disclaimer

2.17.1 Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.

2.17.2 The Bank reserves the right to modify, amend or supplement this document including all formats and Annexures. All such modifications shall be notified by the way of a Corrigendum published on RBI website as well as MSTC portal. It is in the interest of the tenderer to check the RBI website and MSTC portal frequently.

2.17.3 While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

2.18 Disqualification/ Termination/ Penalty:

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

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

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

2.18.4 In event of any delay by the Contractor in complying with any requisition issued by the Bank for disposal of shredded currency notes briquettes/ shreds or any breach of instructions of the contract, considered by the General Manager, Issue Department, Reserve Bank of India, New Delhi to be of serious nature, the aforesaid General Manager in consultation with Regional Director, New Delhi Office, on behalf of Reserve Bank of India, may **impose a penalty not exceeding Rs. 10,000 (Rupees ten thousand only)** on the Contractor for each instance as liquidated damages.

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

2.18.6 Continuation of the contract shall be primarily depending upon the performance of the Contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.

2.18.7 If the Contractor fail to provide services for more than 3 occasions continuously, then the Bank has right to terminate the Contract with/ without giving any notice whatever may be the reason and the Contractor shall not be entitled to claim any compensation.

2.19 Compliance with Statutes:

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

2.19.1 The workmen should be paid by the Contractor the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder. Besides, the workmen should be given by the Contractor the Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the Contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen's Compensation Act, 1923. The total premium shall be borne by the Contractor. The Contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract. The Contractor shall abide by all the statutory provisions of the Contract Labour (Regulation & Abolition) Act, 1970.

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

2.21 Confidentiality Statement and Non-Disclosure Clause:

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

2.20.2 The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.

2.20.3 This Tender Document does not purport to contain all the information each tenderer may require.

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

2.20.5 Each tenderer should conduct its own investigations and analysis and should

check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.

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

2.20.7 This document and the information provided therein are confidential and intended solely for the use of the Tenderer(s).

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

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

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

Compliance with the Rule 144(xi) of GFR 2017 inserted vide Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020 by Public Procurement Division, Department

of Expenditure, Ministry of Finance, Government of India, the Public Procurement Orders issued in furtherance thereto, and their subsequent revision shall be mandatory.

In this regard bidder shall submit a copy of undertaking/Declaration/Certificate on their letterhead duly sealed and signed by the authorized signatory as per the format given in ([Annex-III](#)). If the Undertaking/Declaration/Certificate submitted by the bidder is found to be false, work order will be immediately terminated and legal action in accordance with law including forfeiting of Earnest Money Deposit/Security Deposit may be initiated and the Bank may also debar the bidder from participating in the tenders invited by the bank in future.

Signature of the Tenderer

Address _____

SEAL

Witness

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

Section-III

Scope of works

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

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

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

3.4 The Bank shall have the liberty to cancel the agreement at any time without assigning any reason. If the Contractor fails to carry out any of his obligations/duties, in terms of the Agreement or violates any general instructions and special conditions, the

contract may be terminated by the Bank forthwith without any notice and the Security Deposit shall be forfeited.

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

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

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

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

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

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

3.11 It is expressly stated that any worker/employee/partner/associate etc. of the Contractor coming and working within the Bank for the purposes of this contract or otherwise, shall not claim to be staff of Reserve Bank of India nor misuse the security pass/identification issued to him/her for any unauthorized purpose within or outside Bank premises

during/after the contract period. The Contractor shall educate his personnel/workers about this aspect and shall indemnify the Bank, in case any loss is caused to the Bank, because of violation of this clause.

3.12 The contract period shall be for a period of 12 months with effect from **April 01, 2025** which can be extended by the Bank at its option with the consent of the Contractor, for further period of two years in two stages of one year at a time subject to satisfactory performance of the contract in Bank's opinion.

Signature of the Tenderer

Address _____

SEAL

Witness

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

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

BID FORM

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

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

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

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

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

14.(a) Whether the tenderer has ever been blacklisted by RBI or State / Central Government Department/ Private institutions? - Yes / No

(If the firm or its director/s have been debarred from applying or blacklisted by RBI or convicted by any criminal court, they need not apply).

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

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

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

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

16. Details of Earnest Money deposited through NEFT/Demand Draft/ Banker's Cheque or Bank Guarantee

NEFT Details: IFS Code - RBIS0NDPA01 ('0' is Zero at both places) A/c No. 186003001 (Earnest money deposit received A/c)

- a. Amount: _____
- b. NEFT/DD/BG Reference No. _____
- c. Date: _____
- d. Issued by Name of bank branch/address: _____

17. Declaration

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

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

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

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

Witness:

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

Section V
ARTICLE OF AGREEMENT
(To be entered with successful Tenderer)

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

WHEREAS, the Contractor has tendered for Disposal of shredded currency note briquettes/ shreds for a period of 12 months from **April 01, 2025 to March 31, 2026** (both days inclusive) at the rates and on the terms specified in the tender dated _____ read with the schedules thereto annexed.

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

NOW IT IS MUTUALLY agreed and declared as follows:

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

2. The Contractor shall lift the Briquettes/ shreds regularly on daily basis from designated place of the main office building of the Bank, clean the area and must not allow any accumulation. The Contractor shall also make arrangement for sufficient number of gunny bags at his own cost. Gunny bags must be of good quality and suitable to lift 50 kilograms of briquettes per gunny bag. The scope of works as mentioned in para 3.1 to para 3.13 of Section-III of the Tender Document will form part and parcel of this agreement.
3. The Contractor shall have to make arrangements for transportation at his own cost. The vehicles used by Contractor for transportation should be covered by insurance, with all taxes paid and with valid permits. The driver deployed should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the responsibility of the Contractor. Antecedents of drivers/helpers must be police verified. Police Verification of all the labourers engaged shall be the responsibility of the Contractor and the Police Verification report shall be submitted to the Bank by the Contractor.
4. The Contractor shall deposit an amount 4,05,100/- within 7 days of award of work with the Reserve Bank of India as security deposit. No interest shall be payable on the said deposit.
5. The Bank shall have the liberty to cancel the agreement at any time without assigning any reason. If the Contractor fails to carry out any of his obligations/duties, in terms of the Agreement or violates any general instructions and special conditions or violation of any of the terms and conditions of this agreement, the contract may be terminated by the Bank forthwith without any notice. If the Contractor fails to lift the Briquettes daily, the Bank will be at liberty to dispose of the briquettes/ shreds in the manner as it may deem fit and cancel the contract including forfeiting of Contractor's security deposit for non-performance of the contract. In addition, the Bank may also levy a **penalty of Rs. 5000/- per day** as liquidated damages, if the Contractor fails to lift the Briquettes on daily basis.
6. In event of any delay by the Contractor in complying with any requisition issued by the Bank for disposal of shredded currency notes briquettes/ shreds or any breach of instructions of the contract, considered by the General Manager, Issue

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

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

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

13. The contract period shall be for a period of 12 months with effect from **April 01, 2025** which can be extended by the Bank at its option with the consent of the Contractor, for further period of two years in two stages of one year at a time subject to satisfactory performance of the contract in Bank's opinion.
14. In the event of dispute as to whether any liability has arisen hereunder, the decision of the Regional Director, Reserve Bank of India, New Delhi, shall be final and binding on both the parties.
15. If a dispute of any kind arises between the Bank and the contractor/counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate/engage in amicable discussions.
16. If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The award passed by the arbitrator shall be binding on the parties and shall apply to the contract.
17. Jurisdiction and Governing Law: The agreement shall be subject to the jurisdiction of the courts at Delhi. The agreement is governed by the laws of India.
18. (a) The Contractor/ shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its worker within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/ and the Contractor/ shall ensure appropriate action under the said Act in respect to the complaint".
(b) Any complaint of sexual harassment from any aggrieved worker of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. Any complaint of

sexual harassment from any aggrieved employee of the Bank against any worker of the Contractor shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

- (c) The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the Contractor is proved.
 - (d) The Contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
19. The workmen should be paid by the Contractor the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder. Besides, the workmen should be given by the Contractor the Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the Contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen's Compensation Act, 1923. The total premium shall be borne by the Contractor. The Contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract. The Contractor shall abide by all the statutory provisions of the Contract Labour (Regulation & Abolition) Act, 1970.
20. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the employer. The Contractor shall indemnify the Bank for any loss suffered by the

Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its workers to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

21. All the terms and conditions as mentioned in the Tender Notice dated _____/Tender No _____ shall be read and construed as part and parcel of this agreement and the parties hereto shall respectively abide by and submit themselves to the said terms and conditions.
22. In witness whereas the Parties hereto have set their respective hands to these presents on the day, another year hereinabove written.

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

Signature of the Tenderer _____

Address _____

SEAL

Place:

Date:

Witness:

1. Signature:

2. Signature

Name:

Name:

Address:

Address:

SECTION VI-Annex

CLIENT'S CERTIFICATE - PERFORMANCE OF CONTRACTOR

The Regional Director/Officer-in Charge

Reserve Bank of India

New Delhi - 110001

Dear Sir,

Client's Certificate Regarding Performance of M/s _____

i.	Name of work with brief particulars	
ii.	Agreement No.& date	
iii.	Agreement amount	
iv.	Date of commencement of work	
v.	Stipulated date of completion	
vi.	Actual date of completion	
vii.	Details of compensation levied for delay (indicate amount) if any	
viii.	Gross amount of the work completed and paid	
ix.	Name & address of the authority under whom works executed	
x.	Whether the contractor employed qualified Engineer/overseer during execution of work	
xi.	Quality of work (indicate grading)	Outstanding/Very Good/Good/Satisfactory/Poor

xii.	Amount of work paid on reduced rates, if any	
xiii.	Did the contractor go for arbitration?	
	i) If Yes, total amount claim	
	ii) Total amount awarded	
xiv.	Comments on the capabilities of the contractor	
	a) Technical Proficiency	Outstanding/Very Good/Good/Satisfactory/Poor
	b) Financial Soundness	Outstanding/Very Good/Good/Satisfactory/Poor
	c) Mobilization of adequate T & P	Outstanding/Very Good/Good/Satisfactory/Poor
	d) Mobilization of Manpower	Outstanding/Very Good/Good/Satisfactory/Poor
	e) General behaviour	Outstanding/Very Good/Good/Satisfactory/Poor

Note: All columns should be filled in properly.

Signature of the Reporting Officer with office seal

Name: -

Designation: -

Contact No: -

Schedule A
Check List of Documents to be uploaded

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

Schedule B
Organizational Details

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

Place:

Date:

Signature of bidder (with seal)

**Schedule C
Registration Details**

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

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

Place:

Date:

Signature of bidder (with seal)

Schedule D

List of Clients

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

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

Place:

Date:

Signature of bidder (with seal)

Schedule E
Details of Banker(s)

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

Place:

Date:

Signature of bidder (with seal)

Schedule F
SOLVENCY CERTIFICATE

(on Bank's Letter Head)

REF NO:.....

DATE:

To Whomsoever Concerned

This is to certify that to the best of our knowledge and information, M/s _____ (Bidders name with complete address), a customer of our bank, is respectable, and is capable of executing orders to the extent of Rs _____ (Rupees _____). M/s _____ have been our customer since _____ to date and has been granted the following limits, at present, against various facilities granted by the bank:

.....

.....

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

Yours faithfully,

(Bank Official's signature & stamp)

ANNEX I

NEFT Details for effecting e-payments

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

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

1	Name of the Account Holder (as appearing in the Bank Account)	Reserve Bank of India, New Delhi
2	Account Number	1860055001
3	Type of Account (Savings, Current etc.)	Current
4	PAN Number	AAIFR5286M
5	Name of the Bank	RBI, New Delhi
6	Name of the Branch	RBI, New Delhi
7	Address of the Bank	RBI, New Delhi
8	NEFT/IFS Code	RBIS0NDPA01 (0 in the code represents ZERO)
9	Name of the Account	RBI, NEFT, Inward Received
10	GSTIN	07AAIFR5286M1ZI

Proforma of Bank Guarantee for in lieu of Earnest Money Deposit

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

This deed of guarantee made this _____ day of _____ two thousand and _____ between _____ (Name of Banker) having its registered office at _____ (place) and one of its local offices at _____ (hereinafter referred to as the Surety), and Reserve Bank of India, a Body Corporate established under the Reserve Bank of India Act, 1934 and having its Central Office at Central Office Building, Shahid Bhagat Singh Road, Mumbai - 400 001, INDIA (hereinafter referred to as the Bank).

WHEREAS _____ (Tenderer's name hereinafter referred to as 'Tenderer'), having its office at _____ is bound to deposit with the Bank by way of earnest money ₹ 1,62,040/- (Rupees One Lakh sixty two thousand and forty only) in connection with its Tender for providing Disposal of shredded currency notes briquettes/ shreds as per the general instructions and special conditions enclosed therein.

NOW THIS WITNESSETH:

1. That the Surety in consideration of the above Tender made by the Tenderer to the Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of ₹ 1,62,040/- (Rupees One Lakh sixty-two thousand and forty only) within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.
2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.
3. The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Tenderer for Disposal of shredded currency notes briquettes/ shreds. The Banks' decision in this regard shall be final and binding.
4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.

5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to ₹ 1,62,040/- (Rupees One Lakh sixty-two thousand and forty only).
6. This guarantee shall remain in force and effective up to _____ and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.
7. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.
8. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.
9. Notwithstanding anything contained hereinabove, unless a demand or claim under this guarantee is made on the Surety in writing on or before _____, the Surety shall be discharged from all liabilities under guarantee thereafter.
10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED

(For & on behalf of the above named Bank)
Seal)

For & on behalf of (Banker's Name &

BRANCH MANAGER

(Banker's Seal)
Address

ANNEX II

Proforma of Bank Guarantee for Security Deposit

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

No. _____ Date _____

To:

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

Dear Sir

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

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

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

2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the Contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after the day of March 31, 2026 without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.
4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating

to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of -----
-----as aforesaid.

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

of and be available to and enforceable by the absorbing or amalgamated company or concern.

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

SIGNED AND DELIVERED

(For & on behalf of the above named bank)

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

BRANCH MANAGER
(Banker's Seal)

Address _____

Annex III

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

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

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

Name of Work: Disposal of Shredded Currency Note Briquette/shreds at
Reserve Bank of India, New Delhi, Main Office Building,

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

2. I/We certify that _____ (Name of the bidder)

- i. Is not from a country sharing land border with India, or
- ii. Is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
- iii. Is from a country sharing land border with India where Government of India has extended lines of credit, or
- iv. Is from a country sharing land border with India where Government of India is engaged in development projects.

(strikeout whichever of the above is not applicable)

3. I/ We further certify that _____ (Name of the bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub-contract I/We _____ (Name of the bidder) will not sub-contract any work to a contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum/ order.
4. I/We know and understand that, if this Undertaking / Declaration / Certification / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our tender / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorized signatory of the Bidder with stamp Date:

Place:



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

PART- II (Price Bid)

E-Tender for

Disposal of

Shredded currency note briquettes/ shreds

Disposal of shredded currency note briquettes/ shreds

ITEM NO.	DESCRIPTION	Unit of measurement	Rate in Rupees (INR only) up to two decimal places (excluding GST)
1	Disposal of shredded currency note briquettes/ shreds in large quantities on "As Is Where Is Basis" . The work includes providing labourers for lifting of the briquettes at our Main Office Building, sufficient number of good quality Gunny bags (appropriate to lift 50 kilograms of briquettes per gunny bag) and make arrangements for transportation of shredded currency note briquettes/ shreds at his own cost. The work also includes lifting the Briquettes/ shreds on daily basis from designated place from the main office building of the Bank, clean the area and must not allow any accumulation, as directed by the Bank.	Per Kilogram	

Notes to Price Bid: -

1. Validity of the quoted rates will be 3 months from the date of opening of Part-I of tenders.
2. The Payment shall be made by the Contractor on daily basis or the next day for the weight of the briquettes/shreds lifted.
3. Any tax/duty/levy imposed by Government/local authorities on Disposal of Shredded Currency Note briquettes/ shreds shall be borne by the Contractor.
4. Rate quoted shall be in force for the period of the agreement.
5. Purely to illustrate the scope of work, it is clarified that the quantity in a year can vary from 1100 -1300 tonnes. Activities/quantity/scope of works mentioned above are indicative only as per past experience and may vary in the future works. The said Activities/quantity/scope of works mentioned above will not be considered as basis for payments. Payments will be received on the actual work done basis only.
6. Rates shall be deemed to be including cost of lifting, labor, transportation, statutory dues for fulfillment of all statutory obligations, bonus, overhead costs, profit margin, all taxes, levies etc. Bank will not accept any change in quoted rate.
7. Rate shall be quoted in Rupee per Kg of currency note briquette/shreds up to two decimal places. The quoted rate shall be excluding GST and all other taxes. GST

shall be added separately as per the applicable rate to arrive at final rate per Kg to be paid by the contractor to the Bank.

Technical Specification: CHECK LIST (Common Terms)

1. Tender conditions: Bank shall not consider any changes in terms and conditions as laid down in the tender. Component: Agree Only
2. Date of commencement: As advised in the work order. Component: Agree Only
3. Validity of tender: **12 months (i.e., 1st April, 2025 –31st March, 2026)** and may be renewed for further two years on yearly basis on existing terms and conditions: Agree Only
4. Validity of the quoted rates: 3 months from the date of opening of Part-I of tenders.: Agree Only
5. Rate of liquidated damages:
 - (a) In the event of any delay by the Contractor in complying with any notice given as aforesaid, the Bank may at his discretion, impose a penalty not exceeding Rs.10,000/- (Rupees Ten Thousand only) for each Instance: Agree Only
 - (b) if the Contractor fails to lift the Briquettes on daily basis, the Bank may also levy a penalty of Rs. 5000/- per day as liquidated damages: Agree only
6. EMD Release: 100 % EMD of successful tenderer on production of a Bank Guarantee towards Security Deposit within 7 days of award of work in the prescribed format (as per [Annex-II](#)) or on non-acceptance of tender in case of unsuccessful tenderers, but not earlier than the expiry date of the period for which the tender is kept valid. Component: Agree Only
7. Site specific requirement, approvals of local bodies, if any to be taken by the bidder Component: Agree Only
8. Rates shall be excluding of all taxes/GST Component: Agree Only

Technical Terms

BY BIDDING IN THIS TENDER BIDDER CONFIRMS THAT HE/SHE HAS READ AND UNDERSTOOD THE TENDER DOCUMENT AND AGREES TO THE SAME.

Formula

Rate (in Rs/Unit (exclusive of all taxes/GST, duties, other charges, overheads, Contractor profits etc.).