



भारतीय रिजर्व बैंक  
शिष्टाचार एवं सुरक्षा स्थापना  
नागपुर  
ई-निविदा आमंत्रण सूचना  
(केवल ई-खरीद के माध्यम से)

नागपुर में भारतीय रिजर्व बैंक के कार्यालय भवनों में हैंडलरों के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए वार्षिक सेवा अनुबंध हेतु पूर्व-योग्यता मानदंडों को पूरा करने वाली पात्र फर्म/ठेकेदारों से दो भागों (भाग I - तकनीकी-वाणिज्यिक बोली और भाग II - मूल्य बोली) में ई-निविदा आमंत्रित किया जाता है। संविदा की प्रारम्भिक अवधि 31 मार्च 2025 तक होगी जिसे संतोषजनक प्रदर्शन होने की स्थिति में अधिकतम दो वर्षों के लिये, एक बार में अधिकतम एक वर्ष के लिए या बैंक द्वारा निर्धारित अन्य अवधि / मापदंडों के लिये विस्तारित किया जा सकता है।

निविदा की अनुसूची

क्रमसं	मर्दें	विवरण
1	ई-निविदा सं	RBI/Nagpur Regional Office/Others/2/23-24/ET/357
2	निविदा का तरीका	एमएसटीसी वेबसाइट पर केवल ई-प्रोक्योरमेंट सिस्टम (ऑनलाइन भाग I - तकनीकी-वाणिज्यिक बोली और भाग II - मूल्यबोली) के माध्यम से लिंक- <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a>
3	कार्य का नाम	बैंक के नागपुर स्थित कार्यालय भवनों हैंडलरों के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए वार्षिक सेवा अनुबंध
4	अनुमानित लागत	लगभग ₹24,50,000/- (चौबीस लाख पचास हजार रुपये मात्र) प्रतिवर्ष सभी करों सहित
5	i) बयाना राशि जमा	₹49,000/- (उनचास हजार रुपये मात्र)

		<p>(1) एनईएफटी के माध्यम से आरबीआई खाता संख्या. 8714295, आईएफएससी कोड: RBIS0NGPA01 (5वा और 10वा अंक शून्य है), अथवा</p> <p>(2) भारतीय रिजर्व बैंक, नागपुर के पक्ष में डिमांड ड्राफ्ट,</p> <p>अथवा</p> <p>(3) बैंक के मानक प्रोफार्मा) अनुबंध -IV) में अनुसूचित बैंक द्वारा जारी एक अपरिवर्तनीय बैंक गारंटी</p>
	ii) निविदा शुल्क	शून्य
6	लेनदेन शुल्क	एमएसटीसी लिमिटेड के पक्ष में या मेसर्स एमएसटीसी लि. के सूचना के अनुसार एमएसटीसी पेमेंट गेटवे /एनईएफटी/आरटीजीएस के माध्यम से संविदा के कुल अनुमानित लागत के 0.05% + जीएसटी @18%
7	निष्पादन गारंटी	उद्धृत राशि का 5% (सफल बोलीदाता द्वारा प्रस्तुत किया जाना है)
8	पार्टियों के लिए डाउनलोड करने के लिए एनआईटी उपलब्ध होने की तिथि	10 जनवरी 2024 को 1200 बजे से
9	प्री-बिड बैठक (ऑनलाइन)	<p>07 फरवरी 2024 को 1030 बजे (सिस्को वेबएक्स के माध्यम से),</p> <p>प्री-बिड बैठक में भाग लेने के इच्छुक पक्ष वेबएक्स लिंक के लिए <a href="mailto:saurabhverma1@rbi.org.in">saurabhverma1@rbi.org.in</a> या <a href="mailto:avinashkumar@rbi.org.in">avinashkumar@rbi.org.in</a> पर ईमेल के माध्यम से अनुरोध कर सकते हैं। वेबएक्स लिंक दिनांक 31 जनवरी 2024 को अथवा उसके बाद प्रदान किया जाएगा।</p>
10	ऑनलाइन तकनीकी-वाणिज्यिक बोली जमा करने के लिए ई-निविदा शुरू होने की तिथि	09 फरवरी 2024 को 1200 बजे से
11	ब्याना राशि (EMD) जमा करने की अंतिम तिथि	20 फरवरी 2024 को 1100 बजे तक
12	तकनीकी-वाणिज्यिक बोली जमा करने के लिए	20 फरवरी 2024 को 1200 बजे तक

	ऑनलाइन ई-निविदा बंद होने की तिथि	
13	भाग I : (तकनीकी वाणिज्यिक बोली) खोलने की तारीख व समय	20 फरवरी 2024 को 1630 बजे
	भाग II : (वित्तीय बोली) खोलने की तारीख व समय	भाग-II अर्थात् वित्तीय बोली खोलने की तिथि की सूचना भाग-I में सभी पात्र बोलीदाताओं को ई-मेल द्वारा अलग से दी जाएगी।
14	निविदा की वैधता	निविदा के भाग-I के खुलने की तिथि से तीन माह तक

**नोट:** निविदाकर्ता कृपया ध्यान दें कि निविदा में कोई भी संशोधन/शुद्धिपत्र, यदि भविष्य में जारी किया जाता है, केवल आरबीआई की वेबसाइट पर अधिसूचित किया जाएगा और समाचार पत्र में प्रकाशित नहीं किया जाएगा।

**क्षेत्रीय निदेशक**  
**भारतीय रिजर्व बैंक**  
**नागपुर**



**भारतीय रिजर्व बैंक  
RESERVE BANK OF INDIA**

**शिष्टाचार एवं सुरक्षा स्थापना  
PROTOCOL & SECURITY ESTABLISHMENT**

**नागपुर  
NAGPUR**

**ई-निविदा**

**बैंक के नागपुर स्थित कार्यालय भवनों हैंडलरों के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए वार्षिक सेवा अनुबंध**

**E-Tender for  
Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur**

भारतीय रिजर्व बैंक, नागपुर पूर्व-योग्यता मानदंडों को पूरा करने वाली पात्र फर्मो/ठेकेदारों से नागपुर में बैंक के कार्यालय भवनों में वार्षिक सेवा अनुबंध के तहत हैंडलरों के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए दो भागों (भाग 1 - तकनीकी-वाणिज्यिक बोली और भाग 2- मूल्य बोली) में ई-निविदा आमंत्रित करता है। संविदा की प्रारम्भिक अवधि 31 मार्च 2025 तक होगी जिसे संतोषजनक प्रदर्शन होने की स्थिति में अधिकतम दो वर्षों के लिये, एक बार में अधिकतम एक वर्ष के लिए या बैंक द्वारा निर्धारित अन्य अवधि के लिये विस्तारित किया जा सकता है।

Reserve Bank of India, Nagpur invites e-tender in two parts (Part I – Techno- commercial Bid & Part II – Price Bid) for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings under Annual Service Contract from eligible firms/contractors fulfilling the pre-qualification criteria. The contract will be initially valid up to March 31, 2025 and will be extendable for a maximum of two more years, one year at a time, subject to satisfactory performance, or other periods or parameters as the Bank may decide.

<b>कार्य की अनुमानित लागत Estimated cost of the work</b>	<b>बयाना राशि जमा Earnest Money Deposit</b>
<b>₹24,50,000/- (inclusive of GST 18%)</b>	<b>₹49,000/- (2% of estimated cost)</b>



ई-निविदा जमा करने की अंतिम तिथि **20 फरवरी 2024 को 12:00 बजे तक** है। अधिक जानकारी के लिए कृपया वेबसाइट <https://www.rbi.org.in> पर "निविदा" अनुभाग पर जाएं और निविदा अपलोड करने के लिए कृपया एमएसटीसी वेबसाइट <https://www.mstcecommerce.com> पर जाएं और पंजीकरण करें। कृपया यह भी नोट करें कि आगे के परिशिष्ट/ शुद्धिपत्र को केवल भारतीय रिजर्व बैंक की वेबसाइट पर प्रकाशित किया जाएगा।

The last date for submission of e-tender is **February 20, 2024 up to 12:00 hrs.** For further details please visit "Tender" section at website <https://www.rbi.org.in> and for uploading the tender please visit and register on MSTC website at <https://www.mstcecommerce.com>. Please also note that further Addendum/ Corrigendum will only be published on RBI website.

**स्थान/ Place:** नागपुर/ Nagpur

**दिनांक/ Date:** 10 जनवरी 2024 / January 10, 2024

द्वितीय निदेशक / Regional Director  
भारतीय रिजर्व बैंक / Reserve Bank of India  
नागपुर / Nagpur

सामाग्री का सारांश / Summary of Contents

खंड Section	विवरण / Description	पृष्ठ सं. Page No.
	अस्वीकरण Disclaimer	5
A	ई- निविदा आमंत्रण सूचना Notice Inviting Tender	6-9
B	प्रस्ताव का पत्र Letter of Offer	10-12
	भाग - I तकनीकी-वाणिज्यिक बोली Part – I Techno-commercial Bid	13
C	व्याख्या खंड Interpretation Clause	14-15
D	ई- निविदा के संबंध में महत्वपूर्ण निर्देश Important Instructions for E-procurement	16-22
E	ई-निविदा में भाग लेने के लिए पात्रता मानदंड Eligibility Criteria for participating in the e-Tender	23-29
F	बोली मूल्यांकन मानदंड Bid Evaluation Criteria	30-32
G	करार की शर्तें Articles of Agreement	33-42
H	निविदाकर्ताओं के लिए सामान्य निर्देश और अनुबंध की विशेष शर्तें General Instructions to contractors and Special Conditions	43-58
I	सुरक्षा संहिता Safety Code	59
J	वाणिज्यिक शर्तों की चेकलिस्ट Check List of Commercial Conditions	60-61
Annex-I	पिछले 5 वर्षों के दौरान किए गए समान योग्यता वाले कार्यों का विवरण Details of Similar Qualifying Works Executed During the Last 5 Years	62
Annex-II	मूलभूत जानकारी Details of Bidder	63



खंड Section	विवरण / Description	पृष्ठ सं. Page No.
Annex-III	निष्पादन सुरक्षा जमा के लिए बैंक गारंटी का प्रपत्र Proforma of Bank Guarantee for Performance Security Deposit	64-66
Annex-IV	बयाना राशि जमा / बोली सुरक्षा के लिए बैंक गारंटी का प्रपत्र Proforma of Bank Guarantee for Earnest Money Deposit/ Bid Security	67-68
Annex-V	ठेकेदार / फर्म के प्रदर्शन के बारे में ग्राहक का प्रमाण पत्र Client's Certificate Regarding Performance of Contractor/Firm	69-70
Annex-VI	बैंकरों का विवरण Details of Bankers	71
Annex-VII	बैंकर सर्टिफिकेट (सॉल्वेंसी) का फॉर्म Form of Bankers' Certificate (Solvency)	72
Annex-VIII	निविदाकर्ता द्वारा उनके लेटरहेड मे जमा किए जाने वाला शपथपत्र Undertaking to be submitted by the tenderer on their letterhead	73
Annex-IX	बायो- डाटा फॉर्म Bio- Data Form	74
Annex-X	MSTC पोर्टल पर भाग -1 के साथ अपलोड किए जाने वाले दस्तावेजों की चेकलिस्ट Checklist for Documents to be uploaded on MSTC Portal along with Part 1	75-77
	भाग - II मूल्य बोली Part – II Price Bid	78-79



## अस्वीकरण / DISCLAIMER

भारतीय रिजर्व बैंक, शिष्टाचार एवं सुरक्षा स्थापना, नागपुर ने इच्छुक पार्टियों को 'कार्य' की जानकारी देने के लिए यह निविदा दस्तावेज तैयार किया है। जबकि भारतीय रिजर्व बैंक ने इसमें निहित जानकारी को तैयार करने में उचित सावधानी बरती है और इसे सही मानता है, न तो भारतीय रिजर्व बैंक और न ही इसके किसी भी प्राधिकरण/ एजेंसी/ उनके संबंधित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों ने इस दस्तावेज में निहित जानकारी की पूर्णता या सटीकता या इसके साथ प्रदान की जाने वाली किसी भी जानकारी के बारे में कोई वारंटी या इस बारे में कोई प्रतिनिधित्व, व्यक्त या निहित, प्रदान की है।

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

जानकारी संपूर्ण नहीं मानी जाये। इच्छुक पार्टियाँ अपनी स्वयं की पूछताछ करने के लिये स्वतंत्र हैं और उन्हें लिखित रूप में पुष्टि करने की आवश्यकता होगी कि उन्होंने ऐसा किया है, और वे केवल भारतीय रिजर्व बैंक द्वारा निविदा दस्तावेज में प्रदान की गई जानकारी पर भरोसा नहीं करते हैं। यह जानकारी इस आधार पर प्रदान की जाती है कि यह भारतीय रिजर्व बैंक या उसके किसी प्राधिकरण या एजेंसियों या उनके किसी संबंधित अधिकारी, कर्मचारियों, एजेंटों या सलाहकारों पर गैर-बाध्यकारी है।

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

इस 'कार्य' को आगे नहीं बढ़ाने या 'कार्य' के तरीके को बदलने, इस दस्तावेज में दिखाई गई समय-सारिणी में परिवर्तन करने या लागू होने वाली प्रक्रिया या प्रक्रिया को बदलने का अधिकार भारतीय रिजर्व बैंक सुरक्षित रखता है। यह रुचि व्यक्त करने वाले किसी भी पक्ष के साथ इस मामले पर आगे चर्चा करने से इनकार करने का अधिकार भी सुरक्षित रखता है। रुचि व्यक्त करने वाले व्यक्तियों या संस्थाओं को किसी भी प्रकार की लागत की कोई प्रतिपूर्ति नहीं की जाएगी।

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



भारतीय रिजर्व बैंक  
RESERVE BANK OF INDIA

शिष्टाचार एवं सुरक्षा स्थापना  
PROTOCOL & SECURITY ESTABLISHMENT

नागपुर  
NAGPUR

ई- निविदा आमंत्रण सूचना / NOTICE INVITING TENDER (NIT)  
(केवल ई-खरीद के माध्यम से / Only through e-procurement)

नागपुर में भारतीय रिजर्व बैंक के कार्यालय भवनों में हैंडलरों के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए वार्षिक सेवा अनुबंध हेतु पूर्व-योग्यता मानदंडों को पूरा करने वाली पात्र फर्म/ ठेकेदारों से दो भागों (भाग I - तकनीकी-वाणिज्यिक बोली और भाग II - मूल्य बोली) में ई-निविदा आमंत्रित किया जाता है। संविदा की प्रारम्भिक अवधि 31 मार्च 2025 तक होगी जिसे संतोषजनक प्रदर्शन होने की स्थिति में अधिकतम दो वर्षों के लिये, एक बार में अधिकतम एक वर्ष के लिए या बैंक द्वारा निर्धारित अन्य अवधि / मापदंडों के लिये विस्तारित किया जा सकता है।

Reserve Bank of India, Nagpur invites e-tender in two parts (Part I – Techno- commercial Bid & Part II – Price Bid) for Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings from eligible firms/contractors fulfilling the pre-qualification criteria. The contract will be initially valid up to March 31, 2025 and will be extendable for a maximum of two more years, one year at a time, subject to satisfactory performance, or other periods/ parameters as the Bank may decide.

निविदा की अनुसूची / SCHEDULE OF TENDER (SOT)

क्रमसं S. N.	मद्दें Item	विवरण Details
1	ई-निविदा सं / E-Tender no.	RBI/Nagpur Regional Office/Others/2/23-24/ET/357
2	निविदा का तरीका / Mode of Tender	एमएसटीसी वेबसाइट पर केवल ई-प्रोक्योरमेंट सिस्टम (ऑनलाइन भाग I - तकनीकी-वाणिज्यिक बोली और भाग II – मूल्यबोली) के माध्यम से

		At MSTC website through e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid) only Link/ लिंक- <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a>
3	कार्य का नाम / Name of Work:	बैंक के नागपुर स्थित कार्यालय भवनों हैंडलरों के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए वार्षिक सेवा अनुबंध  Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur
4	अनुमानित लागत / Estimated Cost	लगभग ₹24,50,000/- (चौबीस लाख पचास हजार रुपये मात्र ) प्रतिवर्ष सभी करों सहित  Approximately ₹24,50,000/- (Rupees Twenty Four Lakh Fifty Thousand Only) per annum inclusive of all applicable taxes
5	i) बयाना राशि जमा / Earnest Money Deposit (EMD)	₹49,000/- (उनचास हजार रुपये मात्र) ₹49,000/- (Rupees Forty Nine Thousand Only) By  (1) एनईएफटी के माध्यम से आरबीआई खाता संख्या. 8714295, आईएफएससी कोड: RBIS0NGPA01 (5वा और 10वा अंक शून्य है), NEFT, RBI A/c No.8714295, IFSC Code: RBIS0NGPA01 (5 <sup>th</sup> & 10 <sup>th</sup> digit is zero), अथवा / or (2) भारतीय रिजर्व बैंक, नागपुर के पक्ष में डिमांड ड्राफ्ट, DD in favour of Reserve Bank of India, payable at Nagpur, अथवा / or (3) बैंक के मानक प्रोफार्मा (अनुबंध- IV) में अनुसूचित बैंक द्वारा जारी एक अपरिवर्तनीय बैंक गारंटी An irrevocable Bank Guarantee issued by a scheduled bank in the Bank's standard proforma ( <a href="#">Annexure-IV</a> )
	ii) Tender Fees / निविदा शुल्क	शून्य / Nil
6	लेनदेन शुल्क / Transaction Fee	एमएसटीसी लिमिटेड के पक्ष में या मेसर्स एमएसटीसी लि. के सूचना के अनुसार एमएसटीसी पेमेंट गेटवे /एनईएफटी/आरटीजीएस के माध्यम से संविदा के कुल अनुमानित लागत के 0.05% + जीएसटी @18%

		0.05% of total estimate cost of estimated cost plus GST @18% to be paid through MSTC Payment gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd
7	निष्पादन गारंटी / Performance Guarantee	उद्धृत राशि का 5% 5% of the quoted amount  (सफल बोलीदाता द्वारा प्रस्तुत किया जाना है / to be submitted by the successful bidder)
8	पार्टियों के लिए डाउनलोड करने के लिए एनआईटी उपलब्ध होने की तिथि  Date of Notice Inviting Tender (NIT) available to parties to download	10 जनवरी 2024 को 1200 बजे से January 10, 2024, 1200 Hrs. onwards
9	प्री-बिड बैठक (ऑनलाइन) Pre-Bid Meeting (On-line)	07 फरवरी 2024 को 1030 बजे (सिस्को वेबएक्स के माध्यम से), February 07, 2024 at 10.30 Hrs. (Through CISCO WebEx),  प्री-बिड बैठक में भाग लेने के इच्छुक पक्ष वेबएक्स लिंक के लिए <a href="mailto:saurabhverma1@rbi.org.in">saurabhverma1@rbi.org.in</a> या <a href="mailto:avinashkumar@rbi.org.in">avinashkumar@rbi.org.in</a> पर ईमेल के माध्यम से अनुरोध कर सकते हैं। वेबएक्स लिंक दिनांक 31 जनवरी 2024 को अथवा उसके बाद प्रदान किया जाएगा।  Parties interested to participate in pre-bid meeting may request for the WebEx link via email to <a href="mailto:saurabhverma1@rbi.org.in">saurabhverma1@rbi.org.in</a> or <a href="mailto:amitabhks@rbi.org.in">amitabhks@rbi.org.in</a> . WebEx link will be provided on or after January 31, 2024
10	ऑनलाइन तकनीकी-वाणिज्यिक बोली जमा करने के लिए ई-निविदा शुरू होने की तिथि  Date of starting of e-Tender for submission of online Techno-Commercial Bid	09 फरवरी 2024 को 1200 बजे से February 09, 2024 at 1200 Hrs. onwards
11	बयान राशि (EMD) जमा करने की अंतिम तिथि  Last date of submission of EMD.	20 फरवरी 2024 को 1100 बजे तक February 20, 2024 up to 1100 Hrs.

12	तकनीकी-वाणिज्यिक बोली जमा करने के लिए ऑनलाइन ई-निविदा बंद होने की तिथि Date of closing of online e-tender for submission of Techno-Commercial Bid	20 फरवरी 2024 को 1200 बजे तक February 20, 2024 up to 1200 Hrs.
13	भाग I : (तकनीकी वाणिज्यिक बोली) खोलने की तारीख व समय Date & time of opening of Part-I: Techno-Commercial Bid	20 फरवरी 2024 को 1630 बजे February 20, 2024 at 1630 Hrs.
	भाग II : (वित्तीय बोली) खोलने की तारीख व समय Date & time of opening of Part-II: Price Bid	भाग-II अर्थात् वित्तीय बोली खोलने की तिथि की सूचना भाग-I में सभी पात्र बोलीदाताओं को ई-मेल द्वारा अलग से दी जाएगी। Date of opening of Part - II i.e., price bid shall be informed separately to all the eligible bidders in Part-I by e-Mail
14	निविदा की वैधता Validity of the tender	निविदा के भाग-I के खुलने की तिथि से तीन माह तक Three months from the date of opening of the PART- I of the Tender

**नोट:** निविदाकर्ता कृपया ध्यान दें कि निविदा में कोई भी संशोधन/शुद्धिपत्र, यदि भविष्य में जारी किया जाता है, केवल आरबीआई की वेबसाइट पर अधिसूचित किया जाएगा और समाचार पत्र में प्रकाशित नहीं किया जाएगा।

**Note:** Tenderers may please note that any amendments / corrigendum to the Tender, if issued in future, will only be notified on the website of RBI and will not be published in the newspaper.

**क्षेत्रीय निदेशक / Regional Director  
भारतीय रिजर्व बैंक / Reserve Bank of India  
नागपुर / Nagpur**

## Section-B

### प्रस्ताव का पत्र / LETTER OF OFFER

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

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

Shri Sachin Y Shende

Regional Director, Reserve Bank of India

Nagpur-440001.

Sir,

Having examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached price bid and in accordance in all respects with the specifications and instructions in writing referred to in the Articles of Agreement, General Conditions of the Tender, Schedule of Quantities and Terms & Conditions of Contract with such services and materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

#### **Memorandum**

(a)	Description of work	Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur
(b)	Estimated cost	Approximately ₹24,50,000/- (Rupees Twenty Four Lakh Fifty Thousand Only)
(c)	Earnest Money Deposit (EMD)	₹49,000/- (Rupees Forty Nine Thousand Only) (bears no interest)
(d)	Validity of Contract	Initially up to March 31, 2025 (to be renewed for a maximum period of two years based on satisfactory performance).

(e)	Performance Guarantee	5% of the contract value (to be provided in the form of Bank Guarantee by the successful Agency)
-----	--------------------------	---

2. We undertake to deposit a sum of ₹ 49,000/- (Rupees Forty Nine Thousand Only) as Earnest Money with the Reserve Bank of India at the time of submitting the e-Tender documents which amount is not to bear any interest. Should we fail to execute the contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India. We also agree to keep the Bank Guarantee towards performance guarantee valid during the entire period of tender.

3. 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 us in writing.

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

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

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

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

8. Our bankers are (full address):

i)	
ii)	

9. The names of partners of our firm are:

i)	
ii)	

Name of the partner of the firm  
authorized to sign

OR

Name of person having power of  
Attorney to sign the Contract  
(certified true copy of the Power of  
Attorney should be attached)

Yours faithfully,

Signature of Contractor

Signatures and addresses of witnesses:

	<b>Signature</b>	<b>Address</b>
(i)		
(ii)		



भारतीय रिजर्व बैंक  
RESERVE BANK OF INDIA

शिष्टाचार एवं सुरक्षा स्थापना  
PROTOCOL & SECURITY ESTABLISHMENT

नागपुर  
NAGPUR

(केवल ई-खरीद के माध्यम से / Only through e-procurement)

भाग-I / PART-I

बैंक के नागपुर स्थित कार्यालय भवनों हैंडलरों के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए वार्षिक सेवा अनुबंध

Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur

निविदाकर्ता का नाम/ Name of Tenderer: -----

पता / Address -----

लैंडलाइन / Landline-----

मोबाइल नं. / Mobile no. -----

ईमेल आईडी / Email id-----

वेबसाइट एड्रेस, यदि हो / Website address if any -----

जमा करने के लिए अंतिम तिथी और समय Last date & time for Submission	20 फरवरी 2024 को 1200 बजे तक February 20, 2024 up to 1200 Hrs.
बोली पूर्व बैठक Pre-Bid meeting	07 फरवरी 2024 को 1030 बजे February 07, 2024 at 10.30 Hrs.
बोली की वैधता Validity of the tender	निविदा के भाग- I के खुलने की तिथि से तीन माह तक Three months from the date of opening of the PART- I of the Tender
निविदा फॉर्म का शुल्क Cost of Application form/ Tender	शून्य Nil



## Section-C

### The Conditions Hereinafter Referred To Interpretation Clause

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

(a)	“Bank”	Shall mean The Reserve Bank of India and shall include its assigns and successors.
(b)	“Contractor” (in the case of a partnership)	“Contractor” shall mean Firm trading in the name and style of providing services of Sniffer dogs with handlers having a place of business at Nagpur, Maharashtra and shall include the partners for the time being of the said firm and the legal representatives of a deceased partner.
	(in the case of individual)	“Contractor” shall mean Shri _____ trading in the name and style of providing services of Sniffer dogs with handlers and shall include his heirs, successors and legal representatives.
	(in the case of Company)	“Contractor” shall mean Company, a company incorporated under Companies Act, 2013 or under any previous company law and shall include its successors and assigns.
(c)	“Site”	Shall mean the site of the Contract Works including common peripheral area thereon and any other land (inclusively) as aforesaid allotted by the Bank for the Contractor’s use.
(d)	“This Contract”	Shall mean the Articles of Agreement, the Special Conditions, the Conditions, the Appendix, the Schedule of Quantities and Specifications, etc. attached hereto and duly signed.
(e)	“Tender”	E-Tender being followed by <a href="https://www.mstcecommerce.com">https://www.mstcecommerce.com</a>
(f)	“Bank’s Officer/Caretaker”	The term “Bank’s Officer/Caretaker” shall mean the person appointed and paid by the Bank to inspect the works. The Contractor shall afford the Bank’s Officer/Caretaker every facility and assistance for inspecting the works. Neither the Bank’s Officer/Caretaker nor any representative of the Bank shall have power to set out works or to revoke, alter, enlarge or relax any requirements of the Contract, or to sanction any day work, additions, alterations, deviations, or omissions, or any extra work whatever, except in so far as such authority may be specifically conferred by a written order of the Bank’s Officer with the prior concurrence in writing of the Bank. The Bank’s Officer/Caretaker or any representative of the Bank shall have power to give notice to the Contractor or his representative of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued.



(g)	"Notice in writing"	written notice shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address to have been received when in the ordinary course of post it would have been delivered.
(h)	"Act of Insolvency"	Shall mean any Act of Insolvency as defined by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any Act amending such original.
(i)	"The works"	Shall mean the <b>Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur</b> as provided herein.



## Section-D

### **ई-निविदा के संबंध में महत्वपूर्ण निर्देश / Important Instructions Regarding E-tender**

बोली प्रस्तुत करने वाले लोगों से अनुरोध है कि वे अपनी ऑनलाइन निविदा प्रस्तुत करने से पहले इस निविदा के नियम और शर्तों को पढ़ लें।

Bidders are requested to read the important instruction on e-tendering process as given below and the Terms & Conditions of this tender given in subsequent pages before submitting your online tender.

#### 1 ई-निविदा की प्रक्रिया / Process of E-tender:

##### **A) पंजीकरण / Registration:**

इस प्रक्रिया में एमएसटीसी ई-प्रॉक्युर्मेंट पोर्टल में वेंडर का पंजीकरण शामिल है जो निःशुल्क है। पंजीकरण के बाद ही वेंडर अपनी बोली इलेक्ट्रानिक रूप से प्रस्तुत कर सकता है/ सकते हैं। तकनीकी बोली और वाणिज्यिक बोली की प्रस्तुति के लिए बोली इंटरनेट पर लगाई जाएगी। वेंडर के पास क्लास III साइनिंग और एन्क्रिप्शन टाइप डिजिटल सिग्नेचर सर्टिफिकेट होना चाहिए। वेंडरों को इंटरनेट से जुड़े पीसी से बोली लगाने के लिए स्वयं व्यवस्था करनी होगी। एमएसटीसी ऐसी व्यवस्था करने के लिए जिम्मेदार नहीं है। (इलेक्ट्रानिक सिग्नेचर के बिना बोली को रिकार्ड नहीं किया जाएगा।)

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing and encryption type digital signature certificate. Vendors are to make their own arrangement for bidding from a personal computer/laptop connected with Internet. MSTC is not responsible for making such arrangement. (*Bids will not be recorded without Digital Signature*).

विशेष नोट: तकनीकी और वाणिज्यिक बोली [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) पर ऑनलाइन प्रस्तुत की जानी है।

**Special Note: The Technical Bid and The Commercial Bid Has to Be Submitted On-Line At [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn)**

i) विक्रेताओं के लिए स्वयं को नीचे दी गई प्रक्रिया/ लिंक के द्वारा ऑनलाइन पंजीकरण करना आवश्यक है।

[mstcecommerce.com](http://mstcecommerce.com) → e-Procurement → New Common Portal → Register as Vendor → Filling up details and creating own user id and password → Submit  
Vendors are required to register themselves online following the below given process/ link.

[mstcecommerce.com](http://mstcecommerce.com) → e-Procurement → New Common Portal → Register as Vendor → Filling up details and creating own user id and password → Submit.

ii). वेंडरों को उनके रजिस्ट्रेशन फार्म भरते समय दिए गए ई-मेल आईडी पर उनके पंजीकरण की पुष्टि करने वाला एक सिस्टम जेनरेटेड मेल मिलेगा। किसी स्पष्टीकरण के लिए भारतीय रिज़र्व बैंक/ एमएसटीसी से (ई-निविदा के लिए निर्धारित समय से पहले) संपर्क करें।



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

#### संपर्क व्यक्ति (भारतीय रिजर्व बैंक) / Contact person (RBI):

i)	श्री सौरभ वर्मा, सहायक प्रबंधक Mr. Saurabh Verma (AM)	<a href="mailto:saurabhverma1@rbi.org.in">saurabhverma1@rbi.org.in</a> Ph- 0712-2806307, 08871019574
ii)	श्री अमिताभ श्रीवास्तव, (सहायक प्रबंधक, सुरक्षा) Shri Amitabh Srivastava (AM, Security)	<a href="mailto:amitabhks@rbi.org.in">amitabhks@rbi.org.in</a> Ph- 0712-2806425, 09918889945

#### संपर्क व्यक्ति (एमएसटीसी लि.) / Contact person (MSTC Ltd):

i)	सुश्री लिस्बेथ डायस, वरिष्ठ प्रबंधक Ms. Lisbeth Dias, Sr. Manager	<a href="mailto:lpaadickan@mstcindia.co.in">lpaadickan@mstcindia.co.in</a> Ph- 07122550075, 09820158988
ii)	श्री सुशील नाले, उप प्रबंधक Mr. Sushil Nale, Dy. Manager	<a href="mailto:sushil@mstcindia.co.in">sushil@mstcindia.co.in</a> Ph- 022-22883501 Extn: 31, 09987758430
iii)	सुश्री दिव्येंदु पॉल, उप प्रबंधक Ms. Divyendu Paul, Dy. Manager	<a href="mailto:dpaul@mstcindia.co.in">dpaul@mstcindia.co.in</a> Ph- 022-22823767 09831992269
iv)	सुश्री रूपाली पांडे, उप प्रबंधक Ms. Rupali Pandey, Dy. Manager	<a href="mailto:rpandey@mstcindia.co.in">rpandey@mstcindia.co.in</a> Ph- 022 22886268 Extn: 13, 9458704037
v)	श्री तन्मय सरकार, उप प्रबंधक Mr. Tanmay Sarkar, Dy. Manager	<a href="mailto:tsarkar@mstcindia.co.in">tsarkar@mstcindia.co.in</a> Ph-022 22886268, 08349894664
एमएसटीसी सहायता केंद्र MSTC Help Desk	प्रधान कार्यालय/ Head Office	07969066600
	पंजीकरण/ Registration	022-22829565
	ई-प्रोक्योरमेंट / e- procurement	022-22870471/ 22886266
	अन्य सहायता/ Other assistance	022-22886261/ 22886265/ 22885567
	ईमेल/ email	<a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a> , <a href="mailto:mstcwro@mstcindia.co.in">mstcwro@mstcindia.co.in</a> , <a href="mailto:helpdeskwro@mstcindia.in">helpdeskwro@mstcindia.in</a> (कृपया ईमेल भेजते समय विषय के रूप में "हेल्पडेस्क" का उल्लेख करें/ Kindly mention "Helpdesk" in email Subject)

नोट- सभी तकनीकी मुद्दों के लिए सभी कार्य दिवसों पर सुबह 10 बजे से शाम 5 बजे तक संपर्क किया जा सकता है।

Note- For all technical issues, you may contact the above from 10 am to 5 pm on all working days.



**B) सिस्टम आवश्यकता / System Requirement:**

- i) विंडोज 7 या उससे ऊपर ऑपरेटिंग सिस्टम  
Windows 7 or above Operating System
- ii) नवीनतम गूगल क्रोम, मोजिला या माइक्रोसॉफ्ट एज इंटरनेट ब्राउज़र  
Latest Google Chrome, Mozilla or Microsoft Edge Internet browser.
- iii) वैध क्लास-III हस्ताक्षर और इनक्रिप्शन दोनों प्रकार के डिजिटल प्रमाणपत्र  
Valid Class-III Digital Signature both Signing & Encryption type Certificate
- iv) सिस्टम में डाउनलोड और स्थापित करने के लिए नवीनतम अद्यतन Java Runtime Environment (JRE) 1.8 (विंडोज x86 ऑफलाइन) सॉफ्टवेयर  
Latest updated Java Runtime Environment (JRE) 1.8 (Windows x86 Offline) software to be downloaded and installed in the system.

2	<p>एमएसटीसी ई-प्रोक्योरमेंट पोर्टल का उपयोग करने के लिए आवश्यक सिस्टम सेटिंग्स को लागू करने के लिए, कृपया एमएसटीसी द्वारा प्रदान की गई <a href="#">सिस्टम सेटिंग्स गाइड</a> का संदर्भ लेते हुए पीकेआई एप्लिकेशन इंस्टॉल करें।</p> <p>To apply the required system settings for using MSTC e-procurement portal, kindly install PKI application while referring to the <a href="#">system settings guide</a> provided by MSTC.</p>
3	<p>तकनीकी-वाणिज्यिक बोली और मूल्य बोली <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a> पर ऑनलाइन जमा करना होगा। निविदा में दिए गए अनुसार निर्दिष्ट तिथि और समय पर निविदाएं इलेक्ट्रॉनिक रूप से खोली जाएंगी।</p> <p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a>. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
4	<p>निविदा में सभी प्रविष्टियों को बिना किसी अस्पष्टता के ऑनलाइन तकनीकी और वाणिज्यिक प्रारूपों में दर्ज किया जाना चाहिए।</p> <p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
5	<p><b>लेन-देन शुल्क के प्रति विशेष नोट / Special Note towards Transaction fee:</b></p> <p>लेनदेन शुल्क ई-निविदा प्रक्रिया में भाग लेने के लिए अपने पोर्टल का उपयोग करने के लिए एमएसटीसी द्वारा लगाया जाने वाला पोर्टल उपयोग शुल्क है।</p> <p>Transaction fees is the portal usage charges levied by the MSTC for using their portal for participating in the e-tendering process.</p>



विक्रेता लॉगिन में "मेरा मेनू" के तहत "लेनदेन शुल्क भुगतान" लिंक का उपयोग करके लेनदेन शुल्क का भुगतान करेंगे। विक्रेताओं को इवेंट ड्रॉपडाउन बॉक्स से विशेष निविदा का चयन करना होगा। विक्रेता के पास एनईएफटी या ऑनलाइन भुगतान के माध्यम से भुगतान करने की सुविधा होगी। एनईएफटी का चयन करने पर, विक्रेता एक फॉर्म भरकर चालान उत्पन्न करेगा। विक्रेता चालान पर मुद्रित विवरण के अनुसार लेनदेन शुल्क राशि को बिना किसी बदलाव के भेज देगा। ऑनलाइन भुगतान का चयन करने पर, विक्रेता को अपने क्रेडिट / डेबिट कार्ड / नेट बैंकिंग का उपयोग करके भुगतान करने का प्रावधान होगा। एक बार जब भुगतान एमएसटीसी के नामित बैंक खाते में जमा हो जाता है, तो लेनदेन शुल्क स्वतः अधिकृत होगा और विक्रेता को सिस्टम जनित मेल प्राप्त होगा।

The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

लेन-देन शुल्क गैर-वापसी योग्य है। लेन-देन शुल्क के भुगतान के बिना एक विक्रेता के पास ऑनलाइन ई-निविदा तक पहुंच नहीं होगी।

Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.

नोट: बोलीदाताओं को सलाह दी जाती है कि वे घटना के समापन समय से पहले लेनदेन शुल्क को अच्छी तरह से जमा करें ताकि बोली जमा करने के लिए खुद को पर्याप्त समय मिल सके।

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

6	अपलोड की गई निविदाओं/शुद्धिपत्रों के बारे में सूचना निविदा को अंतिम रूप दिए जाने तक प्रक्रिया के दौरान ही ईमेल द्वारा भेजी जाएगी। इसलिए विक्रेताओं को यह सुनिश्चित करने की आवश्यकता है कि एमएसटीसी के साथ विक्रेता के पंजीकरण के समय प्रदान किया गया उनका कॉर्पोरेट ईमेल आईडी वैध और अपडेट किया गया है। विक्रेताओं से यह भी अनुरोध किया जाता है कि वे अपने डीएससी (डिजिटल हस्ताक्षर प्रमाण पत्र) की वैधता सुनिश्चित करें। Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
7	एनआईटी में उल्लिखित नियत तिथि और समय के बाद ई-निविदा तक नहीं पहुंचा जा सकता है। E-tender cannot be accessed after the due date and time mentioned in NIT



8 ई-निविदा में बोली / Bidding in e-tender :

a) विक्रेताओं को ई-निविदा में ऑनलाइन बोली लगाने के लिए पात्र होने के लिए आवश्यक ईएमडी, निविदा शुल्क और लेनदेन शुल्क (यदि कोई हो) जमा करने की आवश्यकता है। निविदा शुल्क और लेनदेन शुल्क गैर-वापसी योग्य हैं। ईएमडी पर कोई ब्याज नहीं दिया जाएगा। असफल विक्रेता (ओं) का ईएमडी निविदा आमंत्रित करने वाले प्राधिकरण द्वारा वापस कर दिया जाएगा।

Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.

b) इस प्रक्रिया में तकनीकी और वाणिज्यिक बोली प्रस्तुत करने के लिए इलेक्ट्रॉनिक बोली शामिल है। The process involves Electronic Bidding for submission of Technical and Commercial Bid.

c) जिन विक्रेताओं ने लेनदेन शुल्क जमा किया है, केवल वे एमएसटीसी ई-प्रोक्योरमेंट वेबसाइट [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → New Common Portal → Login → My menu → Auction Floor Manager → live event → Selection of the live event में इंटरनेट के माध्यम से अपनी तकनीकी बोली और वाणिज्यिक बोली जमा कर सकते हैं।

The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → New Common Portal → Login → My menu → Auction Floor Manager → live event → Selection of the live event

d) विक्रेता को जावा एप्लिकेशन चलाने की अनुमति देनी चाहिए। यह अभ्यास बोली तल खोलने के तुरंत बाद किया जाना है। फिर उन्हें सामान्य शर्तों / वाणिज्यिक विनिर्देशों को भरना होगा और उसी को सहेजना होगा। उसके बाद टेक्निकल बिड पर क्लिक करें। यदि यह आवेदन नहीं चलता है, तो विक्रेता अपनी तकनीकी बोली को सहेजने / जमा करने में सक्षम नहीं होगा।

The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application does not run, the vendor will not be able to save/submit his Technical bid.

e) तकनीकी बोली भरने के बाद, विक्रेता को अपनी तकनीकी बोली रिकॉर्ड करने के लिए 'सहेजें' पर क्लिक करना चाहिए। एक बार ऐसा करने के बाद, वाणिज्यिक बोली लिंक सक्रिय हो जाता है। इसे भरना होगा और विक्रेता को अपनी वाणिज्यिक बोली रिकॉर्ड करने के लिए "सहेजें" पर क्लिक करना चाहिए। एक बार तकनीकी बोली और वाणिज्यिक बोली दोनों सहेजे जाने के बाद, विक्रेता अपनी बोली पंजीकृत करने के लिए "अंतिम सबमिशन" बटन पर क्लिक कर सकता है।

After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active. The same has to be filled and vendor should click on "save" to record their Commercial bid. Once both Technical bid & Commercial bid have been saved, the vendor can click on the "Final submission" button to register their bid



f) विक्रेताओं को दस्तावेज अपलोड करने के लिए डॉक बटन का उपयोग करने का निर्देश दिया जाता है। एकाधिक दस्तावेज़ अपलोड किए जा सकते हैं।

Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.

g) सभी मामलों में, विक्रेता को अपनी बोली जमा करते समय डिजिटल हस्ताक्षर के साथ अपनी आईडी और पासवर्ड का उपयोग करना चाहिए।

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

h) पूरी ई-टेंडर प्रक्रिया के दौरान, विक्रेता एक-दूसरे के लिए और हर किसी के लिए पूरी तरह से गुमनाम रहेंगे।

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

i) ई-टेंडर फ्लोर पूर्व-घोषित तिथि और समय से और ऊपर उल्लिखित अवधि के लिए खुला रहेगा। The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

j) ई-निविदा प्रक्रिया के दौरान प्रस्तुत सभी इलेक्ट्रॉनिक बोलियां विक्रेता पर कानूनी रूप से बाध्यकारी होंगी। एक बोली को उस विक्रेता द्वारा पेश की गई वैध बोली के रूप में माना जाएगा और खरीदार द्वारा इसे स्वीकार करने से आपूर्ति के निष्पादन के लिए खरीदार और विक्रेता के बीच एक बाध्यकारी अनुबंध होगा।

All electronic bids submitted during the e-tender process shall be legally binding on the vendor. A bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between the Buyer and the Vendor for execution of supply.

k) यह अनिवार्य है कि सभी बोलियां डिजिटल हस्ताक्षर प्रमाण पत्र के साथ प्रस्तुत की जाएं अन्यथा सिस्टम द्वारा इसे स्वीकार नहीं किया जाएगा।

It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.

l) खरीदार बिना कोई कारण बताए निविदा को रद्द करने/ अस्वीकार करने / स्वीकार करने / वापस लेने / विस्तारित करने का अधिकार सुरक्षित रखता है।

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

m) निविदा दस्तावेज के नियमों और शर्तों में कोई विचलन स्वीकार्य नहीं है। किसी भी विक्रेता द्वारा ई-निविदा मंजिल में बोली प्रस्तुत करना निविदा के लिए नियमों और शर्तों की स्वीकृति की पुष्टि करता है।

No deviation in the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.



9	इस निविदा से उत्पन्न कोई भी आदेश उसमें उल्लिखित नियमों और शर्तों द्वारा शासित किया जाएगा। Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
10	तकनीकी और वाणिज्यिक नियमों और शर्तों में कोई विचलन की अनुमति नहीं है। No deviation in the technical and commercial terms & conditions are allowed.
11	निविदा आमंत्रित करने वाले प्राधिकारी को इस ई-निविदा को रद्द करने या बिना कोई कारण बताए बोली प्राप्त करने की नियत तिथि बढ़ाने का अधिकार है। The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
12	विक्रेताओं से अनुरोध है कि वे विक्रेता गाइड पढ़ें और बोली लगाने से पहले सिस्टम से परिचित होने के लिए <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a> पृष्ठ में वीडियो देखें। Vendors are requested to read the VENDOR GUIDE and see the video in the page <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a> to familiarize themselves with the system before bidding.



## Section-E

### **ई-निविदा में भाग लेने के लिए पात्रता मानदंड / Eligibility Criteria for participating in the e-Tender**

1. Reserve Bank of India, Nagpur invites e-Tender in two parts for Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur at an estimated cost of approximately Rs. 24.5 Lakhs inclusive of all taxes.
2. Only Company/Firm/Agency who fulfill the following per-qualification criteria are eligible to apply:
  - A. having experience in field of providing services of Sniffer Dogs with Handlers for at least five years (The applicant should have undertaken at least one similar work on or before December 31, 2018) and have executed similar work during previous five years (Work orders and work completion certificates submitted in support of work executed must be issued on or after January 01, 2019) as follows:-
    - i. At least 3 works of value not less than ₹9,80,000 per annum  
Or,
    - ii. At least 2 works of value not less than ₹12,25,000 per annum  
Or,
    - iii. At least one work of value costing not less than ₹19,60,000 per annum.
  - B. Annual turnover for the last 3 years (Income Tax Year) i.e. 2020-21, 2021-22 & 2022-23 (Audited balance sheet duly certified by a Chartered Accountant or turn over certificate from a CA along with copies of ITRs shall be submitted) should not be less than ₹ 24.5 lakh.
  - C. Must be solvent/ financially sound for carrying out the contract for works estimated to cost ₹ 24.5 Lakhs.

All contractors fulfilling these criteria may apply for membership of MSTC entering web- portal as indicated in Section I of the tender and submit the documentary proof in the captioned criteria at the time of uploading of tender document.

3. The intended contractors should invariably furnish, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the tendering process along with the tender form.



क्रं. S. No.	जानकारी Information	जमा किए जाने वाले दस्तावेज Documents to be submitted
(a)	Composition of the firm	<p>Full particulars in format prescribed under <a href="#">Annexure-II</a> (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partners copy of the Articles of Association/ Power of Attorney/ Attorney/ another relevant document.</p> <p>In case of a company, the certificate of registration, Memorandum and Articles of Association of the company and other relevant documents and particulars of all the directors and responsible officials are required to be submitted. In case of a partnership firm, the partnership deed, power of attorney, if any and particulars of all the partners constituting the firm; and in case of an Agency or Proprietorship, the particulars of the individual/individuals involved therein along with the name(s) and address (es)' etc are required to be submitted.</p> <p>Registration Certificate of the Establishment issued by the relevant authority, Copies of E.P.F. Registration Certificate and E.S.I Registration Certificate and applicable tax registrations, viz., PAN, TAN, GST, etc. should be submitted.</p>
(b)	Work experience and completion of similar work of specified value during the specified period.	<p>The Applicant should submit documentary evidence in support of minimum experience of 05 years of carrying out similar work (The applicant should have undertaken at least one similar work on or before December 31, 2018. Accordingly, Work orders issued before December 31, 2018 must be submitted in support of adequate work experience).</p> <p>Documentary evidence for having successfully completed qualifying works (of value as indicated under 2.A.i, 2.A.ii or 2.A.iii above and of similar nature) during last 05 years.</p>



		<p>Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work completion experience.</p> <p>The details along with documentary evidence of previous experience, if any, of carrying out Works for the Reserve Bank of India at any center, should also be given.</p> <p>Bank reserves the right to verify work experience claims made by bidder by nominating its representative for site visit.</p>
(c)	Details of the completed work	<p>The client-wise names of work(s), year(s) of works execution of work (s), awarded and actual cost(s) of executed work(s), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in format prescribed under <a href="#">Annexure-I</a>.</p>
(d)	Client Certificates	<p>Tenderers are informed that they have to submit Client certificates in format as prescribed under <a href="#">(Annexure V)</a> for each of the Prequalification work/s</p> <p>Work orders and work completion certificates submitted towards qualifying works to fulfil the eligibility criteria of having completed minimum values of work as per para 3(b) above have to be necessarily supported with Client certificates.</p> <p>Client certificate will be accepted only when it is Signed by an official of the rank of Officer or the rank of Executive Engineer or equivalent in case of Govt./Semi-Govt., organisations or a PSU and is supported by adequate proof of payments received by the contractor for the work done by them.</p> <p>Client's report issued by private organization shall be accompanied by TDS Certificates.</p>



		<p>All columns should be filled in properly countersigned. Client certificate should be on letter head of the Client with signature of Authorized person.</p> <p>Applications/tenders received without certificates specified in the specified format will be rejected and Bank reserves the right to verify the submitted certificates independently. The Bank also reserves the right obtain reports on the past performance of the tenderer from his clients.</p>
(e)	Name(s) and address (es) of the clients and their present contact executives	Written information about the names and addresses of their clients along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
(f)	Credit worthiness of the contractor and their turnover during the specified period.	Copies of the Income Tax Clearance Certificates/ Income Tax Assessment Orders/ Income Tax Returns along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
(g)	Name(s) and address (es) of the bankers and their present contact executives	Written Information about the names and addresses of their bankers along with full details like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished in format prescribed under <a href="#">Annexure-VI</a> .
(h)	Details of the bank accounts	Full particulars of their bank accounts, like account no., type, when opened etc., should be given.
(i)	Banker certificate (Solvency)	Should submit solvency certificate in format prescribed under <a href="#">Annexure-VII</a> issued by applicant's Banker specifically for the purpose of this work, for a minimum amount of ₹ 24,50,000/-. Solvency certificate issued by any Scheduled Bank is



		acceptable.  The Bank reserves the right to obtain reports on the past performance/ solvency of the tenderer from his bankers.
(j)	Legal/ Approvals statutory	Tenderers should furnish an undertaking declaring that they have obtained all the required legal/statutory approvals for carrying out this business at Nagpur along with all relevant valid documents.
(k)	Conviction in a court of law/ Debarment by any Public Institution(s)/ Pending Civil Suits	<p>The tenderer shall have to submit an Undertaking in format prescribed under <a href="#">Annexure-VIII</a> declaring that they have not been convicted in a Court of Law. This shall include declaration of having been debarred/ suspended / blacklisted by any public institution/ entity in India or any other country on any grounds. The tenderer shall provide details if any civil suit is pending in any of the works executed.</p> <p>Concealment of facts and subsequent detections may lead to annulment of the contract / rejection of the bid forthwith.</p>

4. In the exceptional cases such as merger, acquisition, takeover etc., the intending tenderer may submit all the relevant documents for seeking any exemption/ deviation that it requests the Bank to consider. The Bank is not bound to accept such requests and reserves its right to allow or reject such exemptions/ deviations. The Bank's decision in this regard shall be final.
5. Intending tenderers need to upload relevant documents supporting their eligibility criteria and scanned copy of Earnest Money Deposit (NEFT statement/ Bank Guarantee/ Demand draft) along with Techno-commercial bid (Part-I) of the tender.
6. Earnest Money Deposit (EMD) of ₹ 49,000/- (Rupees Forty Nine Thousand Only) shall be deposited through
  - a) NEFT in favour of Reserve Bank of India, Nagpur in the A/c 8714295 & IFSC – RBIS0NGPA01 before 1100 Hrs on February 20, 2024,  
or
  - b) in the form of an irrevocable Bank Guarantee issued by a scheduled bank in the Bank's standard proforma ([Annexure-IV](#)). The Bank Guarantee (from Scheduled Commercial Bank) submitted towards Earnest Money deposit has to be valid atleast for the validity period of the tender plus additional 45 days (i.e., till July 03, 2024). In such case, the Bank Guarantee should be submitted to the Bank physically before 1100 Hrs on February 20, 2024,  
or



- c) in form of Demand Draft. In such case, the Demand Draft should be submitted to the Bank physically before 1100 Hrs on February 20, 2024.

Under no circumstances, EMD will be accepted in the form of fixed deposits of the bank, cheque or cash. The tenders not accompanied by the Earnest Money Deposit as prescribed in the tender, shall be treated as Non Bona Fide tender and shall not be considered for acceptance.

7. In the event of intending tenderers failure to satisfy the Bank with regard to the above requirements, Bank reserves the right to reject his offer even after opening of Part-I of the tender and Part-II of the rejected tender will not be opened.
8. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers' report are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. In such case, Part-II of the rejected tender will not be opened and EMD deposited by the concerned tenderer shall be returned. The Bank is not bound to assign any reason for doing so.
9. A bidder is liable for debarment/disqualification from bidding on the following grounds:
  - A. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:
    - i.
      - a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
      - b) any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
      - c) any collusion bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
      - d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
      - e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
      - f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
      - g) obstruction of any investigation or auditing of a procurement process.
      - h) making false declaration or providing false information for participation in a tender process or to secure a contract;
    - ii. failed to disclose conflict of interest.
    - iii. failed to disclose any previous transgressions made in respect of the provisions of sub- clause 9 (A) (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.



- B. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the tender etc.
- C. If the bidder has been convicted of an offence- (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

I/We hereby declare that I/we have read and understood the schedule of Eligibility Criteria and also have read and understood all the above conditions and the same shall remain binding upon me/us.

Signature of tenderer with seal

Address:

Date:



## Section-F

### बोली मूल्यांकन मानदंड / Bid Evaluation Criteria

#### 1. Techno- Commercial Bid (Part- I) Evaluation

- a. The technical bids shall be evaluated based on the available documents submitted by the bidder on MSTC.
- b. Bank may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders.
- c. Failure on the part of the bidder to provide such clarification/information/document within the stipulated time, may entail cancellation of the bid of such bidder.
- d. Any clarification submitted by a bidder that is not in response to a request by the Bank shall not be considered.
- e. The Client's request for clarification and the response shall be in writing through post or email.

#### 10.2 Price Bid (Part- II) Evaluation

- a. The evaluation of the price bid will be considered of only those bidders who meet the eligibility criteria as mentioned in "Eligibility Criteria for participating in the tender" of tender document and provide documentary proof on MSTC in respect of the same.
- b. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Bank may, at its discretion, ask any bidder for a clarification of its bid.
- c. The clarification so called, should be given with detailed price analysis containing the cost of cost of uniform of Dog Handlers, training and testing of Sniffer Dogs and Dog Handlers, Medical tests, treatment and vaccination of Sniffer Dogs and Handlers, contractor's profit & overhead, Workmen compensation policy, Contractors all risk policy, Bonus payment to dog handlers (if applicable), transportation, loading and unloading, freight charges, transit insurance and other administrative charges required to complete the work) and all taxes, duty or other levy levied by Central Government or any State Government or local authority if applicable and should be supported with quotations received from the suppliers/ providers of the above-mentioned goods and services.
- d. On scrutiny of the clarification so submitted, if the rates quoted by the tenderer are found not workable/ feasible, the Bank reserves its right to summarily reject such tender.
- e. Failure on the part of the bidder to provide such clarification within the stipulated time, may entail cancellation of the bid of such bidder.
- f. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered.
- g. The Client's request for clarification and the response shall be in writing through post or email.
- h. Price Bids shall be evaluated based on the rates quoted in MSTC portal.



- i. No deviation will be allowed on the fixed rates already mentioned by the Bank in the tender. Tenders having quoted rates below the prescribed minimum wages rates shall be summarily rejected and will not be evaluated for the purpose of ascertaining L1 tenderer.
- j. No request for any change in rate or conditions after the opening of the part II tender will be entertained.
- k. In case two or more tenderers become the lowest, for the purpose of selection of successful bidder, the tenderers becoming lowest bidders will be evaluated on the basis of following criteria:

**Criteria 1- Past Experience (in field of providing services of Sniffer Dogs with Handlers)**

Evaluation will be done based on certificate of Registration and the oldest work order / agreement pertaining to providing services of Sniffer Dogs with Handlers submitted by the bidder along with Part-I of the tender)

5-10 years	10 Marks
10-15 years	15 Marks
15-20 years	20 Marks
> 20 years	25 Marks

**Criteria 2- Average Turnover of Previous Three Financial Years**

Evaluation will be done based on Turnover certificates, ITRs, Profit & Loss and Balance statement for the last 3 financial year duly certified by a Chartered Accountant submitted by the bidder along with Part- I of the tender)

24.5 Lakh - 1 Crore	10 Marks
1 Crore - 5 Crore	15 Marks
5 Crore - 10 Crore	20 Marks
> 10 Crore	25 Marks

**Criteria 3- Amount of Manpower on Rolls**

Bidders will be required to provide this information along with latest EPF/ ESIC statement in support of their claim whenever asked for)

04- 10	10 Marks
11- 25	15 Marks



26- 50	20 Marks
> 50	25 Marks

**Criteria 4- Number of Similar works in hand**

Bidders will be required to provide this information along with work order/agreement, TDS certificates and Bank statement showing receipt of payment against the claimed work, whenever asked for)

1-3	10 Marks
4-5	15 Marks
6-10	20 Marks
> 10	25 Marks

Upon evaluation of the lowest bidders based on the above criteria, the bidder with the highest marks will be declared successful in the tender process. However, Bank's decision in this regard will be final and it shall not be open to arbitration.

- I. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself, the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- m. The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Part – I (Technical Bid), which period may be further extended by mutual agreement in writing by the Tenderer and the Tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.
- n. In case the Tenderer withdraws the bid during the validity period, the EMD furnished by the Tenderer shall be forfeited by the Bank.

I/We hereby declare that I/we have read and understood the Bid Evaluation Criteria and also have read and understood all the above conditions and the same shall remain binding upon me/us.

Signature of tenderer with seal

Address:

Date:



## Section-G

### करार की शर्तें / Articles of Agreement

**(Bank reserves the right to further modify/revise/change the content of the agreement)**

यह करार नागपुर में वर्ष दो हजार चौबीस के .....महीने के .....दिन एक भाग के रूप में भारतीय रिजर्व बैंक, केंद्रीय कार्यालय फोर्ट, मुम्बई में तथा एक कार्यालय नागपुर में है, जो श्री सचिन वाय. शेंडे, क्षेत्रीय निदेशक, भारतीय रिजर्व बैंक, नागपुर- 440001 द्वारा प्रतिनिधित्व है (जिसे इसके बाद "बैंक" कहा गया है) तथा दूसरे भाग के रूप में ..... (प्रोपराइटर/ पार्टनर्शिप फर्म/ कम्पनी का नाम), जो कि कम्पनी अधिनियम के प्रावधानों के तहत निगमित है और जिसके पंजीकृत कार्यालय का पता ..... है, जिसका प्रतिनिधित्व ..... (इसके बाद "ठेकेदार" कहा गया है) के द्वारा किया जा रहा है, जो अपने निदेशक मंडल द्वारा यह करार संपादित करने के लिए प्राधिकृत है के बीच निष्पादित किया गया है।

This AGREEMENT is made at Nagpur on this \_\_\_\_\_ day of \_\_\_\_\_, Two Thousand Twenty Four between Reserve Bank of India, a statutory body established under the RBI Act, 1934, having its Central Office at Fort, Mumbai, and one of its Offices at Nagpur, represented by its authorized officer Shri Sachin Y Shende, Regional Director, Reserve Bank of India, Nagpur-440001. (hereinafter called "the Bank") on the one part and \_\_\_\_\_ (proprietorship/partnership firm/ Company), incorporated under the provisions of the Companies Act (in case of a Company) and having its registered office at \_\_\_\_\_ (hereinafter called "the Contractor") represented by Shri \_\_\_\_\_ who is authorized to enter this agreement by its Board of Directors on the other part.

जबकि बैंक "नागपुर में भारतीय रिजर्व बैंक के कार्यालय भवनों (मुख्य और अतिरिक्त कार्यालय भवन) में हैंडलरों के साथ खोजी श्वान की सेवाएं उपलब्ध करवाने के वार्षिक सेवा अनुबंध" के लिए एक ठेकेदार नियोजित करने के लिए इच्छुक है और संबंधित कार्य की आवश्यकताओं और निर्देशों का निर्धारण बैंक के प्रबंधक के द्वारा या उसके निर्देशों के अधीन कर लिया गया है।

AND WHEREAS the Bank has intention of engaging a contractor for Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings (MOB and AOB) of Reserve Bank of India, Nagpur has caused requirements and specifications describing the works to be done to be prepared by or under the direction of Bank's Manager.

तथा जबकि बैंक ने पात्र ठेकेदारों से "नागपुर में बैंक के कार्यालय भवनों (मुख्य और अतिरिक्त कार्यालय भवन) में हैंडलरों के साथ खोजी श्वान की सेवाएं उपलब्ध करवाने के वार्षिक सेवा अनुबंध" के कार्य, जैसा कि निविदा के साथ संलग्न कार्य का दायरा और अन्य दस्तावेज में दर्शाया गया था, के लिये निविदा आमंत्रित किये थे।

AND WHEREAS the Bank had called for tenders from eligible contractors for the work of Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings (MOB and AOB) at Nagpur as indicated in the scope of work and other documents attached to the tender.

तथा जबकि, तथाकथित शर्तों को एतद द्वारा दोनों पक्षों द्वारा अथवा उनकी ओर से हस्ताक्षरित किया गया है।  
AND WHEREAS the said conditions have been signed by or on behalf of the parties hereto.

तथा जबकि ठेकेदार इसमें उल्लिखित "नियम और शर्तें", "निविदाकर्ताओं को सामान्य निर्देश और अनुबंध की



विशेष शर्तें, “कार्य का दायरा” और बाकि सभी शर्तें (इसके बाद समग्र रूप से “उल्लिखित शर्तें” कहा गया है) को पालन करने और इसके अधीन रहने पर सहमत है तथा उक्त मात्राओं की सूची में उल्लिखित कार्यों के लिए निर्धारित दरों पर भुगतान के लिए देय (अब इसे “अनुबंध राशि” कहा जाएगा) राशि पर उक्त कार्यों का निष्पादन करने के लिए सहमत है।

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth herein, and to the General Instructions to Tenderers' and Special Conditions of the Contract, Terms and Conditions of Contract, Scope of Work and Schedule of Quantities set forth in the tender document, (all of which are collectively hereinafter referred to as “the said Conditions”) the works shown upon in the said Schedule of Quantities at the respective rate therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as “the said Contract Amount”).

### A.अब निम्नानुसार सहमति बनी है:-

#### NOW IT IS HEREBY AGREED AS FOLLOWS

1. यह करार \_\_\_\_\_ से प्रभावी होगा और 31 मार्च, 2025 तक लागू रहेगा और दोनों पक्षों की आपसी सहमति के अनुसार ठेकेदार द्वारा प्रदान की गई संतोषजनक सेवाओं के अनुसार वार्षिक रूप से दो और वर्षों तक बढ़ाया जा सकता है, के, , जब तक कि इसे इसके अधीन शर्तों के अनुसार समाप्त नहीं किया जाता है। अनुबंध का नवीनीकरण अनुबंध की अवधि समाप्त होने के बाद, वार्षिक आधार पर, समान नियमों और शर्तों पर किया जा सकता है। निविदा दस्तावेज में निहित सभी नियम और शर्तें और इस संदर्भ में जारी किये गये कोई स्पष्टीकरण (शुद्धिपत्र) इस करार के भाग माने जायेंगे और सभी पक्षों पर लागू होंगे। जब भी न्यूनतम मजदूरी अधिनियम, 1948 के प्रावधानों के तहत मुख्य आयुक्त (केंद्र सरकार) द्वारा वॉच एंड वार्ड के लिये नियुक्त श्रमिकों को देय न्यूनतम मजदूरी में बढ़ोतरी की अधिसूचना जारी की जायेगी, नवीन मजदूरी दरों के अनुसार अनुबंध मूल्य में वृद्धि/ बढ़ोतरी की जायेगी। अनुबंध का नवीनीकरण अनुबंध अवधि की समाप्ति के बाद वार्षिक आधार पर समान नियम एवं शर्तों पर किया जा सकता है। अनुबंध के वार्षिक नवीनीकरण के दौरान, कुत्ते के भोजन, दवा आदि सहित 04 खोजी कुत्तों को उपलब्ध कराने के लिए सामग्री घटक शुल्क के साथ-साथ सेवा शुल्क को सीपीआई मुद्रास्फीति में वृद्धि के आधार पर बढ़ाया जा सकता है।

This agreement will come into effect from \_\_\_\_\_ and will remain in force up to March 31, 2025 and annually extendable up to two more years, subject to mutual consent of both parties, satisfactory services rendered by the Contractor, unless it is terminated as per the terms hereinafter contained. The renewal of the contract can be done after the expiry of the contract period, on an annual basis, on the same terms and conditions. The terms and conditions contained in the tender document and any clarifications (corrigenda) issued shall be treated as part and parcel of this agreement and shall be binding on the parties. Whenever the notification regarding increase in minimum wages payable to for employees employed in Watch and ward (without arms) duties is issued by Chief Commissioner (Central Government) under the provision of Minimum Wages Act 1948, escalation/increase will be given in the contract value as per the revised minimum wages. The renewal of the contract can be done after the expiry of the contract period, on an annual basis, on the same terms and conditions. During Annual renewal of the contract, the material component charges for providing 04 Sniffer Dogs including Dog's food, medicine etc. as well as Service Charges may be escalated/ increased on the basis of increase in CPI inflation.



2. ₹ \_\_\_\_\_ (रुपये मात्र) का प्रभार श्रमशक्ति, हैंडलरों की वर्दी और खोजी श्वानों के भोजन व दवाई आदि के लिये प्रयुक्त सामग्रियों के सहित होगा और इसका भुगतान मासिक आधार पर बिल/ चालान जमा करने पर किया जायेगा। सेवाएं संतोषजनक रूप से प्रदान किए जाने की पुष्टि पर बैंक के अधिकारियों द्वारा विधिवत प्रमाणित किए जाने के बाद इस प्रभार का भुगतान किया जाएगा, जिस पर वैधानिक कटौतियाँ लागू होंगी।

The charges of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) will be inclusive of manpower and materials required for uniform articles to the handlers employed, food and medicines for Sniffer dogs etc. and shall be payable on monthly basis subject to submission of bill/invoice. The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the services have been provided satisfactorily, subject to statutory deductions.

3. बैंक ठेकेदार को उक्त अनुबंध राशि अथवा अन्य ऐसी देय राशि का भुगतान उल्लिखित शर्तों में दर्शाए संख्या और तरीके के आधार पर करेगा।

The Bank shall pay the Contractor the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.

4. यह प्रभार अपरिवर्तनीय हैं और श्रमिकों की स्थिति, विनिमय में बदलाव या ऐसी किसी अन्य परिस्थितियों में परिवर्तित नहीं होगी।

The charges are firm and not subject to labour conditions, exchange variations or any other condition whatsoever.

5. उपर्युक्त प्रभार में जीएसटी, बीमा प्रभार और अन्य कर, शुल्क या अन्य लेवी समाहित हैं, भले ही वह वर्तमान में लागू हों अथवा भविष्य में केंद्र सरकार, राज्य सरकार अथवा किसी स्थानीय प्राधिकरण द्वारा वसूले जाएँ।

The above charges also include GST, Insurance Charges and any other tax and duty or other levy, whether existing or levied in future by the Central Government or the State Government or any local authority.

6. ठेकेदार नियमित आधार पर कार्य के दायरे और अनुबंध के नियम एवं शर्तों के अनुसार सेवाएं प्रदान करने के लिये जिम्मेदार रहेगा।

The contractor shall be responsible for providing services on regular basis as per the scope of work and terms and conditions of the contract.

7. उल्लिखित शर्तों में “बैंक के प्रबंधक/ प्रबंधक/ प्रभारी प्रबंधक” का तात्पर्य ऐसे अधिकारी अथवा बैंक के किसी अन्य उत्तराधिकारी से होगा जिसे बैंक द्वारा इस प्रयोजन के लिए नामित किया जायेगा और वह “बैंक के प्रबंधक/ प्रबंधक/ प्रभारी प्रबंधक” के रूप में कार्य करेगा।

The term “Bank's Manager/Manager/Manager-in-Charge” in the said Conditions shall mean the officer entrusted or any other successor of the Bank nominated by the Bank for that purpose will function as “Bank's Manager/Manager/Manager-in-Charge”.

8. भारतीय रिज़र्व बैंक कार्यों के पर्यवेक्षण के लिए प्रशासन और व्यवस्था बैंक के कर्मचारियों के माध्यम से करेगा, जिसमें बिलों का प्रमाणीकरण, भुगतान, अनुबंध के विभिन्न नियमों और शर्तों का क्रियान्वयन, कार्यों का निष्पादन, कार्य की गुणवत्ता, सामग्रियों की गुणवत्ता, और अनुबंध की प्रगति और समाप्ति शामिल होंगे।

The Reserve Bank of India will administer and arrange for supervision of works through the Bank's staff including certification of bills, making payments and implementation of



various terms, conditions and stipulations of the contract, execution of the work, quality of work.

**9. उल्लिखित शर्तों को इस करार की संरचना के भाग के रूप में पढ़ा और माना जाएगा, और अब दोनों पक्ष इनका पालन और उल्लिखित शर्तों के पूरा करने के लिए प्रस्तुत रहेंगे और उसमें निहित शर्तों के अपने हिस्से का पालन करेंगे।**

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

**10. इसमें वर्णित सभी आयोजनायें, करार और दस्तावेज इस अनुबंध की संरचना का आधार बनेंगे।**

The plans, agreement and documents mentioned herein shall form the basis of this Contract.

**11. इस करार के अंतर्गत बैंक द्वारा किए जाने वाले सभी भुगतान केवल नागपुर में ही किए जायेंगे।**

All payments by the Bank under this Contract will be made only at Nagpur.

**12. इस करार से उत्पन्न होने वाले और किसी भी प्रकार से इससे सम्बंधित सभी विवादों को नागपुर में उत्पन्न होना माना जायेगा और इसका निर्धारण सिर्फ नागपुर के न्यायालयों के अधिकार क्षेत्र में होगा।**

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

**13. यह कि इस अनुबंध के विभिन्न भागों को ठेकेदार द्वारा पढ़ा गया है और पूरी तरह से समझ लिया गया है। बैंक के प्रबंधक से जब तक लिखित निर्देश नहीं दिए जाते, तब तक ठेकेदार निविदाओं में उल्लिखित मात्राओं से अधिक मात्रा के लिए भुगतान का हकदार नहीं होगा।**

That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from the Bank's Manager.

**14. अप्रकटीकरण खंड –** इस करार के संबंध में दायित्वों के निर्वाहन के क्रम में ठेकेदार प्रत्यक्ष या अप्रत्यक्ष रूप से कोई सूचना, सामग्री और बैंक की आधारभूत संरचना/ सिस्टम/ उपकरणों आदि जानकारी किसी तीसरे पक्ष के साथ साझा नहीं करेगा और वह इस गोपनीयता का हमेशा कड़ाई से पालन करेगा। संविदा के दायित्वों का निर्वाह करने के लिए या लागू कानूनों के पालन के लिए आवश्यक बातों को छोड़कर ठेकेदार संविदा के ब्योरों को निजी और गोपनीय मानेगा। ठेकेदार बैंक के पूर्व लिखित अनुमति के बिना किसी भी औद्योगिक या तकनीकी पेपर में प्रकाशित, प्रकाशित करने के लिए अनुमति या कार्य के किसी ब्योरे की जानकारी साझा नहीं करेगा। ठेकेदार बैंक को किसी भी गोपनीय जानकारी के साझा होने से हुई हानि की क्षतिपूर्ति करेगा। ऐसा नहीं कर पाने को ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और बैंक क्षतिपूर्ति का दावा करने और कानूनों उपाय लेने का हकदार होगा। ठेकेदार अपने कर्मचारियों के संबंध में सभी उचित उपाय करेगा ताकि यह सुनिश्चित किया जा सके कि करार के अंतर्गत गोपनीय जानकारी के नॉन-डिस्क्लोज़र के संबंध में दायित्वों का पूर्णतः संतोषजनक रूप से पालन हो रहा है। नॉन डिस्क्लोज़र और गोपनीयता के संबंध में ठेकेदार के दायित्व किसी भी कारण से इस करार की समाप्ति के बाद भी लागू रहेंगे।

**Non-Disclosure Clause:** The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's etc.,



which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. 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 employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason."

15. मुझे ----- (प्रोपराइटर/ पार्टनर्शिप फर्म/ कम्पनी का नाम) को नागपुर में बैंक के कार्यालय भवनों (मुख्य और अतिरिक्त कार्यालय भवन) में हैंडलरों के साथ खोजी श्वान की सेवाएं उपलब्ध करवाने के वार्षिक सेवा अनुबंध अवार्ड किया गया है, मैं वचन देता हूं कि इस कार्य के लिए मेरे द्वारा नियोजित सभी स्टाफ को सौंपे गए उक्त कार्य को पूरा करने के संबंध में उस दर से मजदूरी का भुगतान करूँगा जो न्यूनतम मजदूरी अधिनियम 1948 में निर्धारित दर से कम नहीं होगा और सीएलआरए अधिनियम 1970 के तहत निर्धारित आवश्यक सुविधाओं को प्रदान करने संबंधी अनुपालन सुनिश्चित करूँगा। साथ ही, यदि उक्त दर पर मजदूरी या आवश्यक सुविधाएं उपलब्ध कराने में विफल होने पर सांविधिक प्राधिकारियों द्वारा मुख्य नियोक्ता के विरुद्ध कार्रवाई पहल की जाती है तो उन सभी कार्रवाइयों के लिए मैं मुख्य नियोक्ता की प्रतिपूर्ति करूँगा।

I ----- (Name of proprietorship/partnership firm/ Company), that the Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings (MOB and AOB) at Nagpur at Nagpur has been awarded to me, I undertake to actually pay wages to each staff to be engaged by me for completion of the said work awarded to me at the rate which is not less than the one prescribed under the Minimum Wages ACT 1948 and to ensure compliance of essential amenities as provided under the CLRA Act 1970 and also keep the Principle Employer indemnified against all the actions that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

16. महिलाओं का कार्यस्थल पर लैंगिक उत्पीड़न (निवारण, प्रतिषेध और प्रतितोष) अधिनियम, 2013 के अंतर्गत अनुपालन

Compliance under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

क) "महिलाओं का कार्यस्थल पर लैंगिक उत्पीड़न (निवारण, प्रतिषेध और प्रतितोष) अधिनियम, 2013" के पूर्ण अनुपालन के लिए ठेकेदार / एजेंसी ही जिम्मेदार होंगे। बैंक परिसर में उनके कर्मचारियों के विरुद्ध लैंगिक उत्पीड़न की शिकायत आने की स्थिति में, ऐसे मामलों को ठेकेदार / एजेंसी द्वारा गठित आंतरिक शिकायत समिति में दर्ज किया जाएगा और ठेकेदार / एजेंसी यह सुनिश्चित करेंगे कि इन शिकायतों के संबंध में उक्त अधिनियम के अंतर्गत उपयुक्त कार्रवाई की जाती है।



The Contractor / 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 employees within the premises of the bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Contractor and the Contractor / Contractor shall ensure appropriate action under the said Act in respect of the complaints.

ख) ठेकेदार की किसी कर्मचारी द्वारा बैंक के किसी कर्मचारी के विरुद्ध लैंगिक उत्पीड़न की शिकायत की जाती है तो उसका निपटान बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा किया जाएगा।

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

ग) यदि ठेकेदार के किसी कर्मचारी द्वारा बैंक की किसी कर्मचारी के विरुद्ध लैंगिक उत्पीड़न सिद्ध हो जाता है तो पीड़ित कर्मचारी को दिए जाने वाले मौद्रिक मुआवजे का भुगतान ठेकेदार द्वारा किया जाएगा।

The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Contractor is proved.

घ) यह ठेकेदार का दायित्व होगा कि वह कार्यस्थल पर लैंगिक उत्पीड़न की रोकथाम और संबंधित मामलों से अपने कर्मचारियों को शिक्षित करें।

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

ङ) ठेकेदार द्वारा बैंक परिसर में नियोजित किए गए सभी कर्मचारियों की पूर्ण और अद्यतन सूची ठेकेदार द्वारा उपलब्ध कराई जाएगी।

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

बैंक और ठेकेदार निम्न साक्षी की  
उपस्थिति में प्रस्तुत दस्तावेज पर दो  
अनुलिपियों में उपर्युक्त उल्लिखित दिन  
और वर्ष पर हस्ताक्षरित

बैंक निम्न साक्षी की उपस्थिति में प्रस्तुत  
दस्तावेज पर अपने अधिकृत अधिकारी  
के माध्यम से और ठेकेदार इन दस्तावेजों

यदि ठेकेदार साझेदार या व्यक्ति  
है

यदि ठेकेदार कंपनी है



पर अपनी सामान्य मुहर लगाकर<sup>1</sup>  
उपर्युक्त उल्लिखित दिन और वर्ष पर<sup>2</sup>  
हस्ताक्षरित

### हस्ताक्षर खंड

निम्न के हाथों भारतीय रिजर्व बैंक द्वारा हस्ताक्षरित और सुपुर्द

श्री .....  
.....

(नाम और पदनाम)

..... की उपस्थिति में

(1)

पता

(2)

पता

### साक्षी

द्वारा हस्ताक्षरित और सुपुर्द

.....

1) .....

पता .....

2) .....

यदि पक्ष साझीदारी फर्म या  
व्यक्ति है, सभी द्वारा या सभी  
साझेदारों के पक्ष में हस्ताक्षर  
किए जाने हैं।



पता .....

तारीख को आयोजित बैठक  
में निदेशक मंडल द्वारा पारित संकल्प के  
अनुरूप एतद्वारा कॉमन मुहर लगाया  
गया

की उपस्थिति में

1 ( )

2 ( )

की उपस्थिति में जिन निदेशकों द्वारा  
हस्ताक्षरित

(1) .....

(2) .....

निम्न के हाथों ठेकेदार द्वारा हस्ताक्षरित  
और सुपुर्द

श्री .....

एवं विधिवत संगठित ऑटर्नी

यदि ठेकेदार अपने कॉमन मुहर  
के नीचे हस्ताक्षर करता है,  
हस्ताक्षर खंड उनके समझौता  
ज्ञापन के मुहर खंड से मेल  
करना चाहिए।

ठेकेदार पॉवर ऑफ ऑटर्नी के  
द्वारा हस्ताक्षर कर रहा है चाहे  
वह कंपनी हो या व्यक्ति

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

If the contractor is a partnership  
or an individual.

IN WITNESS WHEREOF the Bank has set its  
hands to these presents through its duly  
authorized official and the Contractor has

If the contractor is a company.



caused its common seal to be affixed hereunto and the said duplicate/ has caused these presents and the said two duplicate here of to be executed on its behalf, the day and year first hereinabove written.

Signature Clause

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

*(Name and designation)*

In the presence of

(1)

Address

(2)

Address

Witness

SIGNED AND DELIVERED by  
In the presence of  
(1)

Address

(2)

Address

Witness

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



THE COMMON SEAL OF

Was hereunto affixed pursuant to the  
resolutions passed by its Board of Directors  
at the meeting held on  
\_\_\_\_\_ in the presence of

(1)

(2)

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

(1)

(2)

SIGNED AND DELIVERED BY the  
Contractor by the hand of Shri  
\_\_\_\_\_ and  
duly constituted attorney.

If the Contractor signs under its  
common seal, the signature  
clause should tally with the  
sealing clause in the Articles of  
Association.

If the Contractor is signing by  
hand of power of Attorney,  
whether a company or  
individual.



## SECTION – H

### General Instructions to Contractors and Special Conditions of the Contract

1. E-Tenders are invited for **Annual Maintenance Contract for Providing Sniffer Dogs Services at Bank's Main Office Building and Additional Office Building, RBI Nagpur**. The estimated cost of the work is around **Rs. 24.5 lakh** and the scope of work will include
  - (i) The Agency shall provide well trained 02 Sniffer Dogs and 02 handlers each at MOB and AOB, preferably Labradors as per the duty schedule given by the Bank.
  - (ii) At any given point of time, 01 Dog shall be on duty and other Dog shall be available in the dog Kennel provided within the office premises.
  - (iii) The Agency shall make available the services of well-trained handlers capable to observe subtle change in the behavior of the dog along with the sniffer dogs. The handlers should be highly disciplined and decent mannered, and their antecedents should have been verified by the police authorities.
  - (iv) It shall be the responsibility of the Agency to provide food and water to the dogs and meals/Tiffin/coffee to the dog handlers.
  - (v) The sniffer dogs should be trained to detect all kinds of explosives e.g. RDX, TNT, gunpowder, PEK (the list is not exhaustive) and their proficiency should be explicitly determined and checked at the initial deployment as well as at regular intervals thereafter with mock drills and realistic surprise checks by the vendor agency. The Agency shall maintain record of such training and shall produce the same for inspection by P&S officials whenever asked for. The agency shall provide inert explosive sample kits on site for regular training of sniffer dogs.
  - (vi) Before deploying sniffer dogs and handlers at RBI, the agency will get the efficiency testing done both for sniffer dogs and handlers from law enforcement agency or training facility of any of the law enforcement agencies, certifying that sniffer dog and handles are fit and well trained in all respect for performing duties as sniffer dogs and handlers. The certificate may specifically mention preparedness level on obedience and sniffing ability of dog.
  - (vii) The dogs should be within the age of eight years & should be subjected to physical fitness & olfactory sensors tests by veterinary doctors & a certificate to that effect shall be furnished to the Bank at an interval of every 06 months.
  - (viii) The Agency shall submit medical certificates for the dogs as well as handlers before they are pressed into service and also on annual basis stating that they do not suffer from any illness which will hamper their efficient functioning and the dogs are immunized as per norms/schedule. Agency shall also maintain on site medical card for each dog with details of vaccination and periodic medical checkup.



- (ix) Primary task of sniffer dogs will be to sanitize office building and vehicles entering office premises. The Bank's Security Guards, whenever available, will assist the handlers for carrying out sanitization of the premises.
- (x) Dog Handlers deployed by the Agency should be well disciplined and should not consume alcohol or smoke or abuse drugs during working hours and while in Bank's premises.
- (xi) If the dog or the handler is unable to attend duty due to sickness/ill health, the Agency shall provide suitable substitute having the same capability and competence. If the agency fails to make services of a Sniffer dog with handler available, proportionate amount of hiring charges both for sniffer dog and handler shall be recovered on pro-rata basis from the hiring charges payable to the agency or by invoking PBG.
- (xii) If the handler posted at the premises goes on leave, the Agency should provide suitable reliever well in time.
- (xiii) The handlers shall be properly dressed in company/agency uniform with shoes. They should also wear Visitor Pass issued by the Bank on person. The contractor shall provide two pairs of uniform at his own cost to the persons deployed for this work every year. Uniform shall include
  - a. Half Sleeve Shirt with Inscription "Sniffer Dog Handler" and logo of the contractor
  - b. Full Pants,
  - c. Safety shoes,
  - d. Socks,
  - e. Jersey/ sweater for winter with Inscription "Sniffer Dog Handler" and logo of the contractor and
  - f. Raincoat/ umbrella for rainy season
- (xiv) Reserve Bank of India, Nagpur shall have no liability whatsoever on this account. The uniform shall be approved by the Bank.
- (xv) The dogs should be available for duty as and when required by the Bank. The Bank shall, if felt necessary utilize the dogs for sanitization of any of the Bank's premises. The Bank shall make every effort to make arrangements for taking the dogs to such other premises. In case the Bank is not able to make transport arrangement, the Agency shall utilize any suitable mode of transport.
- (xvi) The Bank shall not be responsible for any injury or accident that may take place during the period of contract and will not be liable for paying any compensation for injury to the dogs and handlers.
- (xvii) The Bank shall not be liable for any type of compensation to any individual in case of any harm caused to them by the dogs deployed by Agency. The Agency shall be solely responsible for any such act of the dogs which may cause harm to human beings.



- (xvii) The Agency shall furnish the certificate of registration/license of the firm from the competent Government authorities. The Agency shall ensure compliance with all the laws relating to animal safety and prevention of cruelty to animals.
- (xviii) The grooming of the dogs and maintenance/cleaning of kennel and cleaning of the litter, if any in the Bank's premises on daily basis will be the responsibility of the Agency
- (xix) Medical emergency support for the dogs / handlers will be provided by the Agency.
- (xx) The dogs and handlers should undergo refresher training at an interval of every 06 months. The objective behind the program is to pep up the skills of the canines and rectify their deficiencies.
- (xxi) The agency shall issue company identity cards to Dog Handlers deployed at Bank.
- (xxii) The contractor shall ensure that the dog handlers employed by him do their work faithfully and fittingly. Supervisor appointed by the contractors shall conduct surprise visits on a regular basis inside the premises to ensure that the staff are working properly.
- (xxiii) The contractor shall ensure that the dog handlers employed have not been convicted by a court of law/ do not have criminal record or criminal proceeding against them. Full bio data, including passport size photograph of each employee/ labour employed for the job inside the office premises shall be submitted to the Bank. It shall be the duty of the contractor to arrange for police verification of all dog handlers employed by him. The contractor shall provide the police clearance certificate for all the contract staff before employing them in the Bank's premises. Further, renewed Police clearance certificates for all contract staff shall be obtained and submitted to the Bank on annual basis.
- (xxiv) Contractor shall, at least once in a month and/ or as and when called, in person visit the designated officer (Protocol & Security) at the Main Office Building for better coordination and / or performance review.
- (xxv) As far as the payment of wages of the employees/ labours appointed is concerned, the contractor will have to comply with the provisions of the Central Minimum Wages Act and other statutory obligations (i.e. the Provident Fund, Employee State Insurance Corporation etc.) and submit proof of payment (photocopy of bank pass book of the handlers with respect to the payment of salary and documents reflecting their provident fund, ESIC premium deposit) to the Bank every month.
- (xxvi) The Agency shall submit the bill on monthly basis without fail. After scrutinizing the Bills and if found in place, the bill will be cleared through by NEFT.
- (xxvii) The rates shall remain firm during the contract and the Agency shall not seek for any kind of increase in the agreed charges during the contract period. Whenever the notification regarding increase in minimum wages payable to for employees employed in Watch and ward (without arms) duties is issued by



Chief Commissioner (Central Government) under the provision of Minimum Wages Act 1948, escalation/increase will be given in the contract value as per the revised minimum wages. The renewal of the contract can be done after the expiry of the contract period, on an annual basis, on the same terms and conditions. During Annual renewal of the contract, the material component charges for providing 04 Sniffer Dogs including Dog's food, medicine etc. as well as Service Charges may be escalated/ increased on the basis of increase in CPI inflation.

- (xxviii) In case services rendered by the Agency are found to be unsatisfactory, a written notice shall be issued and the amount, on proportionate basis will deducted from of bill.
- (xxix) The Bank reserves the right to cancel the contract at any time before the due date if the services rendered are not found to be satisfactory by giving one month's notice. The decision of the Bank in this regard shall be final and binding on the contractor and no correspondence /compensation claim shall be entertained by the Bank in this regard.
- (xxx) Dog handlers if deployed on National Holidays shall be compensated appropriately by Agency and the charges/expenditure for the same are to be borne by the Agency. The same may be accounted for during submission of price bid.
- (xxxi) Work/job to be undertaken by the Agency through employment of dog handlers is not of permanent nature.
- (xxxii) The contractor shall ensure adherence to all government laid guidelines and legal procedures while removing any dog handler from service.

## 2. **Tender Documents:**

Tender in prescribed form shall be submitted in two parts i.e., Part-I and Part-II.

A. **Part - I of the tender, Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur** shall be submitted containing the following:

- a. The Tender Document (including all its corrigendum, addendum etc.) issued by the Bank – duly stamped and signed
- b. Power of Attorney/ authorization with the seal of the company/ firm in the name of the person signing the tender documents.
- c. Any other technical information the tenderer wishes to furnish.
- d. The Bank discourages the stipulation of any additional conditions by the tenderer. However, in case the tenderer wishes to include any condition/ clarification/ covering letter, while tendering for the work, he will have to submit the same along with the Part - I.



- B. **Part - II** of the tender will contain no conditions but only the Price Bid in the Schedule of Quantities titled Annual Maintenance Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur. The prices indicated in Part-II of the tender are in Indian Rupees only.
- C. Only those proprietorship firms/partnership firms/companies with requisite years of experience in related trades are eligible to participate in e-Tendering.
- D. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion. No documents will be accepted after opening Part-I (Technical Bid).
- E. Each of the Tender documents shall be signed by the person or persons submitting the tender in token of his/ their having acquainted himself/ themselves with the Instructions to tenderers, General Conditions of Contract, General Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
- F. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise, the tender will be rejected by the Bank.

**G. Rates:**

- a. Rates shall be quoted in figures in columns specified in MSTC portal. If rate for any item is not mentioned in the tender therein, the tender will be rejected. No advice whatsoever especially on any change in rate, specifications or conditions after opening of the tender will be entertained.
- b. The rates shall also be firm and be valid for the entire duration of the contract and / or extension thereof and shall not be subject to exchange variations, labour conditions or any conditions whatsoever.
- c. The rates quoted in the tender shall include wages and allowances paid to the dog handlers by the contractor over and above the rates specified under the minimum wages, cost of uniform of Dog Handlers, training and testing of Sniffer Dogs and Dog Handlers, Medical tests, treatment and vaccination of Sniffer Dogs and Handlers, contractor's profit & overhead, Workmen compensation policy, Contractors all risk policy, Bonus payment to dog handlers (if applicable), transportation, loading and unloading, freight charges, transit insurance and other administrative charges and all taxes, duty or other levy levied by Central Government or any State Government or local authority if applicable other than Good and Service Tax) if applicable. No claim in respect of any tax (apart from Goods and service tax), duty or levy whether existing or future shall be entertained by the Bank.
- d. The Bank reserves the right to adjust arithmetical or other errors in the tender in accordance with the general arithmetic rules.



- H. **Tender Format:** The tenderer shall use only the price bid format uploaded by the Bank in MSTC portal to fill in the rates. Price bid submitted in any other form shall not be valid and shall be treated as null and void.
- I. **Information gathering & Site Inspection:** The tenderers may obtain for himself at his own responsibility and at their own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract, inspect the site of the work.
- J. **Job Work on Lump sum Basis:** The Contractor shall note that unless otherwise stated, the tender is strictly on Job Work on Lump sum Basis and his/her attention is drawn to the fact that rates for each and every Job should be correct, workable and self-supporting. The quantities in the Part-II of tender approximately indicates the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. Claim in such case shall be entertained on pro rata basis. Attention is drawn to the fact that rates quoted for medicines and food of sniffer dogs should be workable and self-supporting.
- K. **Disqualification - Missing & Unsigned documents:** The tender form (including all the annexures) must be filled in English or in Hindi. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.

3. **Last Date:** No tender will be received after Feb 20, 2024 at 12:00Hrs under any circumstances whatsoever.

**4. Opening of Tender:**

- a) Part-I of the tenders will be opened online on MSTC Portal at **16:30Hrs. on** February 20, 2024. (If this day falls to be a holiday, tenders will be opened on the next working day of the Bank)
- b) It is not incumbent on the Bank to accept any additional condition given by the tenderer; the tenderers shall withdraw all his conditions which are not acceptable to the Bank.
- c) The Bank reserves the right to reject offer even after opening Part – I or Part-I as well as Part – II of the tender.
- d) Part-II of the tender will be opened on a subsequent date, which will be intimated to the eligible tenderers in advance.

5. **Validity of Tender:** The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Part-I, which period may be further extended by mutual agreement in writing by the Tenderer. The Tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.

6. **Right to Accept or Reject:** The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders either in whole or in part without assigning any reasons for doing so. 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 and has a right to modify/ withdraw the tender.



7. **Signing of Contract Agreement:** On receipt of intimation from the Bank the acceptance of his/ their tender, the successful tenderer shall be bound to sign the formal Contract agreement within fourteen days, in accordance with the draft agreement and the Schedule of Conditions, but written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the Person so tendering, whether such formal agreement is or is not subsequently executed within the stipulated period of Fourteen days. Unless the contract agreement is signed, no payment shall be entertained by the Bank. The agreement shall be executed in duplicate. One copy will remain in the custody of the Bank and the second set of copy will remain in the custody of contractor. The agreement shall be made on necessary stamp paper (having worth equal to applicable stamp duty in the state of Maharashtra) and the cost of necessary stamp duty on both the documents shall be borne solely by the contractor.
8. **Duration of Contract & Review:** The initial duration of contract is only up to March 31, 2025. The contract can be continued if the performance is found satisfactory. Quarterly review will be taken on the performance of the contractor. If within the first three months the work is found unsatisfactory, the contract can be terminated by giving 07 days' notice.
9. **Earnest Money and Performance Guarantee during contract period.**
  - a) Tenderers shall pay as Earnest Money a sum of ₹ 49,000/- by NEFT drawn in favor of the Reserve Bank of India, Nagpur. Under no circumstances EMD will be accepted in the form of fixed deposits of the bank or cheque. On award of contract, EMD of the successful tenderer/bidder shall be transferred to security deposit. The EMD/ security deposit shall be released without any interest to the contractor after receiving Bank Guarantee for Retention Money and performance bank guarantee.
  - b) **Retention Money/Security Deposit:** The successful tenderer shall furnish an amount equal to 5% (five percent) of the contract value in the form of an irrevocable Bank Guarantee issued from any scheduled Bank in the format prescribed under [Annex III](#) (which will be submitted along with letter of acceptance) towards security deposit for the due fulfilment of the contract. The earnest money deposit submitted by successful tenderer shall be returned within one month of award of work post submission of the Performance Bank Guarantee. The Bank Guarantee towards security deposit shall be valid for the entire contract period plus an additional claim period of at least six months after completion of the contract.
  - c) **Deductions from EMD/Security Deposit:** All compensation or other sums of money payable by the contractor to the Bank under the terms of this Contract may be deducted from his earnest money and the security deposit if the amount so permits, and Contractor shall, unless such deposit as become otherwise payable, within ten days after such deduction make good the amount so deducted.
  - d) **Performance (Bank) Guarantee:** In addition to the EMD and retention money described above, the successful tenderer, within a period of 14 days from the date of



award of work by the Bank, shall submit a Performance (Bank) Guarantee (to be arranged by the contractor at his own cost) obtained from any of the nationalized/scheduled bank, in the format prescribed by the Bank for an amount equivalent to 5% of the contract value. This is to ensure adherence to complete the work and its execution:

- i. Strictly as per the specifications and instructions as stipulated in the tender.
- ii. With best quality workmanship.
- e) The above-noted Performance Guarantee shall be valid up to the satisfactory completion of the work in all respects and shall have to be renewed by the contractor up to extended completion time, if any. In case, the contractor fails to comply with any of the above conditions, the Bank will be at liberty to invoke the Guarantee based on the certificate issued by the Bank's Security Officer. The Guarantee shall be released after issue of completion certificate.

**10. Terms of Payment:** The payment for the works to be executed under this contract shall be made on a monthly basis through NEFT on receipt of bill from the contractor and no variation in the mode of payment will be acceptable to the Reserve Bank of India. The amount payable will be on actuals/ pro-rata basis subject to satisfactory service, net of any recoveries for deficiency in services, imposed as per the provisions of this contract. The bill should be submitted as per GST format. Copy of following documents for a particular month duly certified by the firm to be submitted along with bill for payment:

- i. Certified copy of attendance registers of dog handlers.
- ii. Report of work done signed by the security officer
- iii. Bank statement showing payment of minimum wages (**payment to labour / workmen shall be paid directly to their bank account**).
- iv. Documentary evidence indicating the payment made towards PF/ESI, if applicable.
- v. Any other logbooks/ document as directed by Protocol & Security Dept.

It may be noted that the contractor will first make the payment of wages to the dog handlers and then submit the Bill for reimbursement of the same along with the proof of remittance of wages to the dog handlers. No advance payment will be made to the contractor under any circumstances.

**11. Extra Work:** No claim for any extra work shall be allowed unless it has been executed with the concurrence of the Bank. Any such extra work as authorized shall be made in accordance with the following provisions.

- i. The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under



similar conditions as the work priced therein.

- ii. Rates for all items, wherever possible, should be derived out of the rates given in the Price Bid (Part-II of Tender).

**12. Delayed Payment:** Any amounts payable by the Bank to the Contractor in pursuance of submission of any bill by the contractor for this work and provided the bill submitted by the contractor is found to be in order (i.e., the bill is found to be arithmetically accurate and as per the agreed rates and submitted along with all the necessary documents as stipulated in clause 10 above) shall, if not paid within the 30 working days in case of monthly bills and within three months in case of final bill, carry interest at the rate of interest of provident fund. However, it may be noted that no interest shall be paid by the Bank under any circumstances if the delay in payment of bills is caused due to non-submission of the above-mentioned documents by the contractor or non-responsiveness of contractor in case any clarification is sought by the Bank in respect of the invoice or the work mentioned thereunder.

**13. GST Liability:** All the statutory deductions (including TDS under GST) will be deducted at source. Tenderer should have GST registration number. The rates quoted online in MSTC portal shall be excluding GST. GST will be calculated extra on total monthly charges to arrive at the contract cost and will be paid as applicable on actual basis. The monthly invoice submitted by the contractor shall include GST levied by the Central Government and State Government at the prevailing rate for various items. It is mandatory for contractor to disclose the breakup of his portion of tax liability while submitting the claims for payment i.e. taxable value and applicable taxes in prescribed bill format/schedule issued by GST council for composite or supply of goods and services as applicable in the cases. The Bank is not responsible for payment of GST for the service rendered by the contractor. It is the responsibility of the contractor to pay GST to the tax authority.

**14. Taxes:** The prices quoted shall be deemed to have included all taxes(except GST), custom duty, excise duty, local levies, works contract tax, Value Added Tax (VAT), service tax etc. imposed by Central/State Government/ Local Bodies. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, income tax will be deducted at source (TDS) and a certificate for the same will be issued to the contractor.

**15. Escalation Clause:** Whenever the notification regarding increase in minimum wages payable to for employees employed in Watch and ward (without arms) duties is issued by Chief Commissioner (Central Government) under the provision of Minimum Wages Act 1948, escalation/increase will be given in the contract value as per the revised minimum wages. During Annual renewal of the contract, the material component charges for providing 04 Sniffer Dogs including Dog's food, medicine etc. as well as Service Charges may be escalated/ increased on the basis of increase in CPI inflation.

**16. Payment by Contractor to Contract Workers (Dog Handlers):**



- i. Tenderer is advised to ensure payment of wage to all employee including dog handlers only through bank account.
- ii. The Bank shall be at liberty to call upon the tenderer to submit the evidence in respect of complying with this condition at Bank's discretion.
- iii. The contractor will have to comply with the provisions of the Minimum Wages Act and other statutory obligations (i.e. the Employees Provident Fund, Employee State Insurance Corporation etc.) and submit proof of payment in respect of the same to the Bank. (This should include bank account details regarding payment of Employees Provident Fund, ESIC premium and wages).
- iv. Dog handlers if deployed on National Holidays shall be compensated appropriately by Agency and the charges/expenditure for the same are to be borne by the Agency. The same may be accounted for during submission of price bid.

## 17. Insurance

- a) The successful tenderer shall take "all risk (CAR) policy" for the contract value, "third party / public liability " for the contract in the joint names of the Bank and the Contractor (name of the former being placed first in the policy) and "workmen compensation policy" for the dog handlers engaged in the work (Name and location of the work must be mentioned clearly in the insurance policy). The Minimum cover under third party / public liability shall be for a minimum of Rs.2.00 lakh per accident, for up to 5 accidents during execution of work. The Minimum cover under (Workmen Compensation Policy) shall be in accordance with the minimum wages paid to the workman deployed for the fulfilment of the contract.
- b) The contractor shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work. The contractor shall be responsible for all injury to persons, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated employees, whether such injury or damage arise from carelessness, accident or any other case whatsoever in any way connected with the carrying out of the contract. This clause shall be held to include, inter-alia, any damage to buildings, whether immediately adjacent or otherwise and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and works forming the subject of this contract, by frost or other inclemency of weather. The contractor shall indemnify the bank and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of Government of India or otherwise and also in respect of any award of compensation or damages consequent upon such claims.



**Note:** These policies shall be valid till the completion of the work. If the contractor does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor or by revoking PBG.

**18. Liability of damages to Bank's property:** The firm awarded the contract will be fully liable for any damages suffered to the premises or to any person or any occupant or resident directly or indirectly by the activity provided by the firm. Any damage to the Bank's property caused by the contractor will have to be made good by the contractor at his cost failing which the same will be deducted from the amount payable to the contractor.

**19. Liquidated damages/ penalty:** will be levied in following manner:

- a. In case of the requisite number of services for the duration of time as mandated on daily basis are not made available, Bank shall recover Damages on Pro-rata basis in respect of deficiency in number of services provided/ work executed and/or deficiency in duration of service (in hours).
- b. Further, in case of deficiency in services causing serious inconvenience to the Bank and its officials, the Bank reserves the right to impose a suitable penalty as deemed fit.
- c. Liquidated damages/ penalty so imposed shall be subject to a maximum of 10% of contract value and shall be recovered from the contractor's monthly Payment or by revoking PBG.

**20. Right to Terminate Contract:** The Bank reserves the right to cancel the contract at any time before the due date if the services rendered are not found to be satisfactory by giving one month's notice. The decision of the Bank in this regard shall be final and binding on the contractor and no correspondence/ compensation claim shall be entertained by the Bank in this regard.

**21. Indemnity and Liability towards contract staff:** The contractor will be solely responsible for the risk involved during discharge of duties by the dog handlers. The Bank accepts no liability towards dog handlers deployed by the contractor.

**22. Nature of Work:** Work/job to be undertaken by the contractor through employment of dog handlers is not of permanent nature.

**23. Contract Labour License:** Necessary contract license for deploying contract labour (as per prevailing contract labour Act 1970) shall be obtained from the central labour authorities if applicable.

**24. Conduct of Contract Workers:** The contractor will take responsibility for the conduct and good behavior of the dog handlers and if any complaint is received against any of the employees/ workers, the contractor shall arrange for his/ her immediate removal and replacement from the Bank's premises.



**25. Antecedent and Police Verification of Contract Staff:** The contractor shall ensure that the dog handlers employed have not been convicted by a court of law/ do not have criminal record or criminal proceeding against them. Full bio-data, including passport size photograph, of each dog handler employed for the job shall be submitted to the Bank. Police verification of each dog handler will be provided by the contractor to the Bank before deploying them at Bank's premises. Further, the contractor shall ensure renewal of the police clearance certificates at annual basis and the renewed police verification/ clearance certificate shall be submitted to the Bank annually without fail. The contractor shall also ensure adherence to all government laid guidelines and legal procedures while removing any such staff from service.

**26. Compliance under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:** The contractor /Agency 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 employees within the premises of the bank, the complaint will be filled before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaints. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues. The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

**27. Settlement of Disputes by Arbitration:**

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



nominate one more person to act as third arbitrator or umpire.

- b) The arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.
- c) The arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.
- d) Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be at the discretion of the arbitrator or arbitrators as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and shall direct by whom and to whom and in what manner the same shall be borne and paid
- e) This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Bank and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

## 28. Compliance of the requirements of the Minimum Wages Act / Rules and Contract Labour (R & A) Act / Rules and other Laws/Rules/Notification as applicable

- a) The contractor shall be responsible to get himself registered under the Contract Labour (Regulation and Abolition) Act, 1970 / the Contract Labour (Regulation and Abolition) Central Rules, 1971 and other relevant laws, whenever it is required. The Contractor shall follow all the relevant provisions of the Contract Labour (R & A) Act, 1970 and Contract Labour (R & A) Central Rules, 1971, ensure to maintain all the records as prescribed there under and by the Office of the Labour Commissioner (Central).
- b) The Contractor shall be responsible to make payment to their workmen strictly in accordance with the provisions of the Minimum Wages Act, 1948 and



Minimum Wages (Central) Rules 1950 and the Notifications issued there under by the Government of India from time to time. The contractor shall maintain the relevant records with regard to minimum wages as required under the Minimum Wages Act / Rules / Notifications issued by the Government of India from time to time.

- c) The Contractor shall maintain all the documents, Registers and records as required under the Contract Labour (R & A) Act, 1970 / the Contract Labour (R & A) Central Rules, 1971, Minimum Wages Act, 1948 and Minimum Wages (Central) Rules 1950, and the relevant labour and general laws/Rules and Notifications and make the same available for inspection by the Bank or its officials and the Official of Labour Commissioner (Central) or any other statutory authority conferred with such powers under the respective Laws/Rules.
- d) The Contractor shall be responsible to ascertain any changes made applicable in the rates of minimum wages by the Government of India vide their Notification issued from time to time and shall implement the said changes and make payment of wages to their workmen accordingly with immediate effect and maintain all the records updated in this regard and keep the Bank posted with the said development producing the necessary documentary proof without delay.
- e) Under the CLRA Act including those with regard to payment of wages and providing essential amenities etc., it is necessary for the contractor in addition to the terms and conditions of the contract which also contains provisions for payment of wages and providing essential amenities as per the CLRA Act so agreed to an undertaking should be given on a Non Judicial Stamp paper of applicable value before award of work to the effect that if the particular job /work/project is awarded to him, he undertakes to actually pay wages to all the laborers of all descriptions to be engage by him for completion of that particular job/ work /project, at the rate which is not less than the one prescribed under the Minimum Wages Act 1948 and to ensure compliance of essential amenities as provided under the CLRA Act and also keep the Principle Employer Indemnified against all the action that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.
- f) Before release of its payment a contractor has to submit a certificate that he has actually paid all the dues of all the labours of all descriptions engage by him for completion of the warded job/ work/ project at the rate which is not less than the one prescribe under the Minimum Wages Act 1948 and he has complied with the provisions of CLRA Act with regard to providing the essential amenities to the contract labour. The veracity of such certificate may be verified by the Assistant Manager/ Manager (Non-Technical) nominated by the Principle Employer as his/ her representative and duly authorised to be present at the time of disbursement



of wages by various contractors.

- g) The Contractor shall be responsible for due observation, compliance and implementation of the entire statutory conditions and requirements of labour laws as applicable to his workmen such as Industrial Disputes Act, Payment of P.F., ESI Act, Workmen's compensations Act, Bonus Act (if applicable) etc. and all Government Liabilities at his/her own cost.
- h) The Contractor shall be responsible for compliance of all the legal requirements as per the prevailing labour laws and other Laws / Rules / Regulations as the case may be and the Bank shall not, in any manner be responsible for any act, omission or commission on part of the Contractor and no claim in this respect will lie against the Bank or his representatives.
- i) The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency, for those dog handlers deployed by the Contractor to execute the contract work in the Bank, must be provided by the selected Contractor/Agency to the Bank every month along with the claim bill, failing which the claim bill shall not be settled.

**29. Non-Disclosure:** 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 obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason

**30. Subletting of contract:** The Contractor shall make all arrangements for carrying out the work as per the schedule of quantities, the Bank will not provide any kind of assistance in the form of men/ material. The Contractor shall not assign or not sublet any portion of the contract to any third party except with the written consent of the Bank and no undertaking shall relieve the Contractor from the full and entire responsibility of the contract or from activity superintendence of the works during their process. In case of breach of these conditions, the Bank may serve a notice in writing on the Contractor rescinding the contract



whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the Contractor.

31. **Cooperation with other agencies:** The successful tenderer must co-operate with contractor(s) engaged by the Bank for other work so that the work shall proceed smoothly without any delay and to the satisfaction of the Bank.

32. **Bank's Property:** Should any treasure, fossils, minerals or works of art of antediluvian interest be found during or while carrying out the works, the contractor shall give immediate notice of any such discovery and shall make over such finds to the Bank. Contractor shall hand over the same to RBI and that contractor shall not claim any right title interest for the same.

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

I/We hereby declare that I/we have read and understood the above instructions to the contractors.

Signature of tenderer with seal

Address:

Date:



## SECTION – I

### Safety Code

1.	First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2.	An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization
3.	Dog handlers employed shall be provided with protective footwear, hand gloves and facemasks.
4.	The contractor shall provide all the safety gadgets to the dog handlers for carrying out the work as per statutory norms.
5.	During the work execution necessary fire safety measures shall also be taken
6.	The vendor shall take all COVID-19 related measure/precautions to the dog handlers deployed by him for the work like issuing and wearing mask at all times, sanitizing hands frequently etc., as per orders issued by MHA, Government of India/ the state government/ the Bank time to time.

I/We hereby declare that I/we have read and understood all the above conditions and the same shall remain binding upon me/us in case the work is entrusted to me/us..

Signature of tenderer with seal

Address:

Date:



## SECTION – J

वाणिज्यिक शर्तों की चेकलिस्ट / Check List of Commercial Conditions

क्रं Sr. No.	विवरण Description	बैंक की शर्त Bank's terms	क्या निविदाकर्ता को स्वीकार्य है (हाँ अथवा नहीं) Whether acceptable to the tenderer (YES or NO)
1.	बोली की वैधता Bid Validity	निविदा के भाग- । खोलने से तीन माह की अवधि तक 3 months from the date of opening of Part-I of the tender	
2.	बयाना जमा राशि Earnest Money Deposit (EMD)	एनईएफटी/ डिमांड ड्राफ्ट/ बैंक गारंटी के रूप में ₹ 49,000/- (उनचास हजार रुपये मात्र) ₹ 49,000/- (Rupees Forty Nine Thousand Only) in form of NEFT/ Demand Draft/ Bank Guarantee.	
3.	प्रतिधारण धन (प्रतिभूति जमा) Retention Money (Security Deposit)	पूरी अनुबंध अवधि के लिए अनुबंध लागत का 5% बैंक गारंटी के रूप में (केवल सफल बोलीदाता के लिए) 5% of the contract cost for the entire contract duration, in form of Bank Guarantee in the format prescribed under <a href="#">Annex III</a> (only for the successful bidder)	
4.	निष्पादन गारंटी Performance Guarantee	ईएमडी और सिक्योरिटी डिपॉजिट के अलावा पूरी अनुबंध अवधि के लिए अनुबंध लागत का 5% बैंक गारंटी के रूप में (केवल सफल बोलीदाता के लिए) 5% of the contract cost for entire contract duration, in addition to EMD and Security Deposit, in form of Bank Guarantee (only for the successful bidder)	
5.	दरें Prices	मजदूरी का संशोधन भारत सरकार द्वारा संशोधित मूल न्यूनतम मजदूरी दर के अनुसार हर छह महीने में किया जाएगा। अनुबंध के पूरे कार्यकाल के दौरान उद्धृत लाभ / सेवा शुल्क में कोई बदलाव की अनुमति नहीं दी जाएगी The revision of the wages shall be done	



		every six months in accordance with the revision in minimum wage rates if any, by Government of India. No change in quoted profit/ service charge will be allowed during the entire tenure of the contract	
6	दंड Penalty	खंड H – “अनुबंध के नियम और शर्तें” के क्लॉज़ 19 के अनुसार In terms of clause 19 of Section H- “General Instructions to contractors and Special Conditions”	
7	ठेके की समाप्ति/ निर्धारण Termination/ Determination of contract	खंड H – “अनुबंध के नियम और शर्तें” के क्लॉज़ 20 के अनुसार In terms of clause 20 of Section H- “General Instructions to contractors and Special Conditions”	
8	भुगतान की शर्तें Terms of payment	निर्धारित दस्तावेजों को जमा करने पर मासिक आधार पर भुगतान किया जाएगा। Payment shall be made on Monthly basis on submission of prescribed documents.	
9	बीमा Insurance	खंड H – “अनुबंध के नियम और शर्तें” के क्लॉज़ 17 के अनुसार In terms of clause 17 of Section H- “General Instructions to contractors and Special Conditions”	

I/We hereby declare that I/we have read and understood all the above conditions and the same shall remain binding upon me/us in case the work is entrusted to me/us.

Signature of tenderer with seal

Address:

Date:

**Annexure-I**  
**LIST OF SIMILAR WORKS**  
**(Previous Experience)**

**Details of Similar Qualifying Works Executed by the Firm/Agency during the last 5 Years**

*Note: Attach sheet if required. The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided in the above format*

Signature of Applicant (with seal)

**Annexure-II****DETAILS OF BIDDER**

(to be submitted along with supporting documents)

<b>S. No.</b>	<b>Particulars of the Company/ Firm</b>	
1	Name and full address of the firm	
2	Registered Office with full address, Telephone No., Fax Nos., E-mail address, website URL	
3	Type of Company whether, Proprietorship, partnership etc.	
4	Name and address of the Proprietor/ Partners/Directors of the company	
5	Registration (Firm, company etc.)/Registration Authority, Date, Number etc.	
6	Income Tax Registration number (PAN)	
7	Goods and Services Tax Identification Number (GSTIN)	
8	Provident Fund Registration Number	
9	ESIC Registration Number	
10	Whether tenderer holding a License under Section12 (1) of Contract Labour(R&A) Act 1970 read with section 21 of Contract Labour Act 1971. If so, furnish the details of license no. etc. and enclose a copy	
11	Date of ISO -9001 Certificate & Its validity period if applicable.	
12	Name and addresses and designation of the person who will represent the agency while dealing with the Bank (attach letter of authority)	
13	Experience in undertaking similar services to other organizations	_____ years
14	Total value of the services provided to the other organization for the last 3 years.	2020-21 ₹ 2021-22 ₹ 2022-23 ₹
15	Whether financially sound to undertake services (Furnish audited balance sheet for last 3 years)	2020-21 ₹ 2021-22 ₹ 2022-23 ₹
16	Indicate if involved in any litigation	
17	Any civil suits pending in any of the orders executed, give details	

Place:

Date:

Signature with seal of the Bidder



### Annexure-III

#### **Proforma for 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 General Manager Office-In-charge  
Reserve Bank of India  
Civil Lines, Dr. Raghavendra Rao Road  
Nagpur- 440001.

Dear Madam,

In consideration of your agreeing to accept the security deposit of (Rs \_\_\_\_\_ only) furnishable to you by M/s \_\_\_\_\_ (hereinafter referred to as "the Contractor") in terms of their contract with you for "**Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur**" as per their Tender dated \_\_\_\_\_ and your Special 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 Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) 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 the said sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) 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 \_\_\_\_\_ 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 Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) 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 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 uncancelled 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 previous 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 Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities thereunder, 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

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



#### Annexure-IV

#### Proforma of Bank Guarantee for Earnest Money Deposit/ Bid Security

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

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

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

To:

The Regional Director  
Reserve Bank of India  
Civil Lines, Dr Raghavendra Road  
Nagpur- 440001.

Dear Madam,

Name of Work: **Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Buildings at Nagpur**

Ref.: NIT/ Advt.No. date

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai (hereinafter called the „RBI“) has invited tenders for the captioned work (hereinafter called “the said tender”) on the terms and conditions mentioned in the said tender documents.

It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of ₹ ..... (Rupees ..... only) as Earnest Money Deposit (EMD).

M/s. (Name of the Tenderer/Bidder) \_\_\_\_\_, (hereinafter called as “the Tenderer/ Bidder”), who are our Clients/Constituents intend to submit their tender/ Bid for the said work and have requested us to furnish Bank Guarantee to RBI in respect of the said sum of ₹ \_\_\_\_\_ (Rupees only) in respect of EMD.

NOW THIS GUARANTEE WITNESSETH

1. We \_\_\_\_\_ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer; we shall on demand by the RBI, pay without demur to the RBI, a sum of ₹----- (Rupees only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the



Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of ₹ ----- (Rupees only).

2. We also agree to undertake to and confirm that the sum not exceeding ₹----- (Rupees only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the RBI forthwith upon receipt of the notice as aforesaid.

3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Tenderer. This guarantee shall not be revoked by us without prior consent in writing of the RBI. We hereby further agree that –

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

b) Our liability under these presents shall not exceed the sum of ₹ ----- (Rupees only).

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

d) This guarantee shall remain in force up to (six months from the last date of receipt of tender) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

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

Yours faithfully,

For and on behalf of ----- Bank.

Authorised Official (with seal)

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

**Annexure-V****CLIENT's CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR****Name & Address of The Client:****Details of Works Executed by Shri/ M/s -.....**

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid**	
9	Name & address of the authority under whom works executed	
10	i) Quality of work (indicate grading)  ii) Amount of work paid on reduced rates, if any	Outstanding / Very Good / Good / Satisfactory / Poor
11	i) Did the contractor go for arbitration?  ii) If yes, total amount of claim  iii) Total amount awarded	
12	Comments on the capabilities of the Contractor  a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor



	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor
	e) General behavior	Outstanding / Very Good / Good / Satisfactory / Poor

Signature of the client with Seal

Note:

- i) All columns should be filled in properly countersigned.
- ii) The Client Certificates should be submitted for each of the Prequalification work/s
- iii) Signed by an official of the rank of Officer or the rank of Executive Engineer or equivalent in case of Govt./Semi-Govt., organisations or a PSU.
- iv) Supported by adequate proof of payments received by the contractor for the work done by them.
- v) Client's report issued by private organization shall be accompanied by TDS Certificates
- vi) All columns should be filled in properly countersigned. Client certificate should be on letter head of the Client with signature of Authorized person.



### Annexure-VI

### DETAILS OF BANKERS

Details of our Banker/s are:

	Banker 1	Banker 2
Name of the Banker		
Name of the Branch and its complete Postal Address		
Name and Job –title of the Contact Person along with his/her Telephone No. (s). and Fax No(s) etc.		
Type of Account and Account No.		
Whether Credit facility/ Overdraft facility enjoyed by the contractor.		
The period from which the contractor has been banking with the Banker		
Any other information which the contractor may like to furnish about its Bankers:		

Authorized Signatory (With name)



### Annexure-VII

#### FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

1. Composition of the firm (whether Partnership/ Private Limited/Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 financial years (year wise).
  - i) 2022-2023,
  - ii) 2021-2022,
  - iii) 2020-2021
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs 24.5 Lakhs.

(Signature)

For the Bank

#### Note:

- Bankers' certificates should be on letter head of the Bank, addressed to Regional Director, Reserve Bank of India, Nagpur
- In case of partnership firm, certificate should include names of all partners as recorded with the Bank



### Annexure- VIII

#### Undertaking to be submitted by the tenderer on their letterhead

Name of Work: .....

1. I/We ..... (Name of the bidder) declare that

- a) My/ Our track records are clean. I/ we or any of our allied firm\* have not been involved in any illegal activities/ financial frauds. I/We have not been convicted in a Court of Law on any grounds. There is no such case with the Police/ Court/ Regulatory authorities against me/ us.
- b) I/ We or any of our allied firm\* have not been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
- c) I/ We or any of our allied firm\* is/ are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on ..... (Last date of submission of bid).

or

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

- d) I/ We or any of our allied firm\* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on .....(Last date of submission of bid).
- e) I/We will inform the Bank in writing, in case, I/we or any of our allied firm\* is/are debarred / suspended / blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.
- f) I/ We have not rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract.
- g) The details of all disputes I/ we had with my/ our clients and the current status thereof are attached for your information and record.

(seal and signature of the bidder)

Date

Place

(Note: strike out which is not applicable)

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



**Annexure- IX**  
**बायो- डाटा फॉर्म / Bio- Data Form**

(to be submitted in letter head of the successful contractor for each Dog Handler employed)

नाम / Name	
पिता का नाम / Father's Name	
जन्म तिथी / Date of Birth	
लिंग / Gender	
शैक्षणिक योग्यता / Educational Qualification	
वर्तमान पता / Current Address	
स्थाई पता / Permanent Address	
मोबाईल नं. / Mobile No.	
आधार नं. / Aadhaar No.	
पैन नं. / PAN No.	
बैंक खाता विवरण / Bank Account Details	खाता संख्या/ Account No.- आई.एफ.एस.सी. कोड/ IFSC Code-
पी.एफ. (यू.ए.एन.) संख्या / PF (UAN) No.	
ई.एस.आई.सी. (आई.पी.) नं. / ESIC (IP) No.	
भूतपूर्व सैनिक/ Ex-Serviceman	(हाँ Yes / नहीं No)
शारीरिक मापदंड / Body Parameters	ऊँचाई/ Height- ....., वजन/ Weight- ....., नज़र/ Eye sight- (बायाँ/Left) .....(दायाँ/ Right).....
नमूना हस्ताक्षर अथवा अंगूठे का निशान/ Specimen Signature or Thumb impression	

स्व-सत्यापित पास्पोर्ट  
साइज़ फोटो लगायें  
Affix Self-attested  
Passport size  
photograph

ऊपर दर्शाये गये विवरण मेरे द्वारा जाँच लिये गये हैं और उपयुक्त दस्तावेजों के साथ समर्पित हैं।

The above details are verified by me and are supported with suitable documents.

ऑफिशियल सील के साथ हस्ताक्षर / Signature with official seal-

अधिकारी का नाम / Name of Official-

पदनाम / Designation-

स्थान / Place-

दिनांक / Date-

इस बायो-डाटा फॉर्म के साथ आधार कार्ड अथवा किसी अन्य उपयुक्त फोटो आईडी कार्ड की प्रति लगानी आवश्यक है  
It is mandatory to submit Photocopy of Aadhaar Card or any other suitable Photo ID Card with this bio-data form.

**Annexure-X****MSTC पोर्टल पर निविदा के भाग -1 के साथ अपलोड किए जाने वाले दस्तावेजों की चेकलिस्ट**  
**Checklist for documents to be uploaded on MSTC portal along with Part-1 of Tender**

Sr. No.	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason/ undertaking for non-applicability
1.	Tender Document issued by the Bank – duly filled, stamped and signed (including all Annexures, Minutes of pre-bid meeting and corrigendum if any)	
2.	Power of Attorney/ authorization with the seal of the company/ firm in the name of the person signing the tender documents	
3.	Copy of NEFT Receipt/ Bank Guarantee/ Demand Draft as evidence of remitting EMD amount of ₹ 49,000/-	
4.	Certificate of incorporation and Memorandum and Articles of Association / partnership deed/ other relevant certificate of registration for commencement of business	
5.	Particulars of tenderer (in format prescribed under <a href="#">Annexure- II</a> ) along with particulars of all the directors and responsible officials/ partners/ individual/individuals involved	
6.	Copy of PAN Card & other related Income Tax documents	
7.	Copy of GST Registration Certificate	
8.	Copy of MSMED Registration Certificate, if any	
9.	Copy of EPF Registration	
10.	Copy of ESIC Registration	
11.	Copy of License under Section12 (1) of Contract Labour (R&A) Act 1970 read with section 21 of Contract Labour Act 1971	
12.	Work Orders and completion certificates in support of experience of more than 5 years in carrying out similar works	
13.	Details of similar qualifying works completed in last 5 years along with contact details of clients (in format	



Sr. No.	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason/ undertaking for non-applicability
	prescribed under <a href="#">Annexure- I</a> )	
14.	Work Orders for all similar qualifying works completed in last 5 years	
15.	Client's Certificates (in format prescribed under <a href="#">Annexure V</a> ) from different clients in letterhead of the client and signed by authorized signatory for all similar qualifying works completed in last 5 years	
16.	Copy of TDS Certificates as a proof of payment for all client certificates issued by private organizations	
17.	Completion certificates for all similar qualifying works completed in last 5 years	
18.	Work Orders for previous experience, if any, of carrying out Works for the Reserve Bank of India at any center	
19.	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for the last 3 years	
20.	Copies of the Income Tax Clearance Certificates/ Income Tax Assessment Orders/ Income Tax Returns for last 3 years	
21.	Details of Bank Accounts along with Contact details of Banker(s) (in format prescribed under <a href="#">Annexure VI</a> )	
22.	Banker's Certificate in letter head of the Bank and signed by authorized signatory (in format prescribed under <a href="#">Annexure VII</a> )	
23.	Undertaking of having all the required legal/ statutory approvals for carrying out this business at Nagpur	
24.	Undertaking of not having convicted in a Court of Law and declaration regarding debarment/ suspension / blacklisting by any public institute on any grounds (in format prescribed under <a href="#">Annexure VIII</a> )	
25.	Particulars of all Civil suits pending, if any	
26.	List of deviations, if any, in commercial terms and conditions	



Sr. No.	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason/ undertaking for non-applicability
27.	List of deviation, if any, in technical specifications	
28.	Other relevant documents, if any 1. .... 2. .... 3. .... 4. .... 5. ....	

Place:

Date:

Signature of the tenderer with seal



**PART-II**  
**PRICE BID**

(This is for illustrative purpose only, the Price Bid should not be submitted with Part I –Technical Bid. It should be submitted online in MSTC Portal)

**Price Bid Format: (to be filled by bidder online)**

<b>Minimum Wages of the sniffer dog handlers as per Central Minimum Wages per Annum</b> (Fixed, as per calculations shown below)	₹12,88,260/- (A)
<b>Charges for providing 04 Sniffer Dogs including Dog's Food, Medicine etc. per annum in INR</b> (excluding GST)	(B)
<b>Quoted Annual Service Charge in INR</b> (excluding GST but inclusive of wages and allowances paid to the dog handlers by the contractor over and above the rates specified under the minimum wages, cost of uniform of Dog Handlers, training and testing of Sniffer Dogs and Dog Handlers, Medical tests, treatment and vaccination of Sniffer Dogs and Handlers, contractor's profit & overhead, Workmen compensation policy, Contractors all risk policy, Third Party Liability Insurance, Bonus payment to dog handlers (if applicable), transportation, loading and unloading, freight charges, transit insurance and other administrative charges and all taxes, duty or other levy levied by Central Government or any State Government or local authority if applicable other than Good and Service Tax (GST))	(C)
<b>Total Charges per Annum</b>	(D) = (A) + (B) + (C)
GST @ 18% on Total Charges per Annum	(E) = 18% of (D)
<b>Total Contract Value per Annum</b>	(F) = (D) + (E)

**Computation of Wages of the sniffer dog handlers as per Central Minimum Wages:**

S.No.	Description	Rates	Total Amount per annum
I.1	Minimum Wages (Basic + VDA for Central Govt Area A)*	₹915 x 26 x 12 days	₹ 2,85,480
I.2	EPF Contribution @ 12% of wages	@ 12% on I.1	₹ 34,257.60
I.3	EDLI Contribution @ 0.5% on max ₹ 15,000	₹75 x 12 months	₹ 900
I.4	EPF Administrative Charges @ 0.5% of wages	@ 0.5% on I.1	₹ 1,427.40



I.5	ESIC Contribution @ 3.25% of wages	NA for monthly wages > ₹ 21,000/-	₹ 0
I.6	Total wages plus EPF and ESI per dog handler per Annum	I.1 + I.2 + I.3 + I.4 + I.5	₹ 3,22,065
I.7	No. of Dog Handlers		4
I.8	<b>Total Wages per annum for 04 Dog Handlers</b>	<b>I.6 x I.7</b>	<b>₹ 12,88,260 (A)</b>

\* As there is no separate classification of Sniffer Dogs Handlers in Minimum wages notification issued by Central government, the minimum wages notified for employees employed in Watch and Ward duties (without arms) as per order F. No. 1/ 8(6)/ 2023-LS-II dated September 26, 2023 has been considered for arriving at Total Wages per annum for 04 Dog Handlers

**Note:**

1. The payment of minimum wages and any future revision in this Fixed cost by the Bank (and accordingly, in contract cost) will be based on the minimum wages as notified by the Ministry of Labour and Employment for Sniffer Dog Handlers (and in case of no separate classification of Sniffer Dog Handlers in such notification, the minimum wages notified for employees employed in Watch and Ward duties (without arms) will be considered for this purpose).
2. The Rates of EPF, ESIC and EDLI Contribution and EPF Administrative charges indicated above are as per the extant government guidelines and the same is used to derive the Fixed amount. In the event of revision/ change in any of the above rates by the government, the Fixed amount and accordingly, the contract cost will be recalculated and revised accordingly.

I/We hereby declare that I/we have read and understood the schedule of quantities and contents of Part II of the tender and also have read and understood all the above conditions and the same shall remain binding upon me/us in case the work is entrusted to me/us.

Signature of tenderer with seal

Address:

Date: