



बैंक के केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में कीट नियंत्रण सेवाएं प्रदान करने के लिए व्यापक वार्षिक रखरखाव अनुबंध हेतु ई-निविदा

निविदा की समय-सीमा (एसओटी)

1	ई-निविदा सं.	RBI/PD-Central Office Department/Others/5/23-24/ET/151
2	निविदा का माध्यम	ई-प्रोक्योरमेंट प्रणाली (www.mstcecommerce.com) के माध्यम से ऑनलाइन भाग। तकनीकी-वाणिज्यिक बोली और भाग-II मूल्य बोली)
3	अनुमानित राशि रुपये में	₹9.85 लाख
4	निविदा देखना – तिथि, समय एमएसटीसी वेब पोर्टल पर	01.11.2023 को अपराह्न 03.00 बजे
5	ईमेल द्वारा बोली-पूर्व प्रश्नों को प्रस्तुत करने की अंतिम तिथि और समय	28.11.2023 को सुबह 10.00 बजे
6	बोली पूर्व बैठक (समय एवं स्थान)	28.11.2023 को सुबह 11.30 बजे , परिसर विभाग, 5वीं मंजिल, भारतीय रिज़र्व बैंक, केंद्रीय कार्यालय, फोर्ट, मुंबई
7	बयाना जमाराशि –	₹19,700/- ईएमडी भारतीय रिज़र्व बैंक मुंबई के पक्ष में अनुसूचित बैंक के डिमांड ड्राफ्ट या इसके साथ अनुलग्नक में दिए गए प्रोफार्मा में मूल बैंक गारंटी के रूप में निविदा आमंत्रित करने वाले प्राधिकारी के कार्यालय में या एनईएफटी के माध्यम से 11.12.2023 को अपराह्न 02.00 बजे या उससे पहले जमा की जा सकती है। एनईएफटी अंतरण के लिए खाता विवरण निम्नानुसार है: लाभार्थी का नाम - भारतीय रिज़र्व बैंक आईएफएस कोड – RBIS0COD001 खाता सं. – 41861403873 अंतरण संख्या और अन्य विवरण दर्शाते हुए विप्रेषण का प्रमाण अन्य निविदा दस्तावेजों सहित बैंक के अनुमोदित ई-निविदा पोर्टल पर अपलोड किया जाए तथा इससे संबंधित सूचना ईमेल ssshenai@rbi.org.in / ravindraku@rbi.org.in पर भी 11.12.2023 को अपराह्न 02.00 बजे या उससे पहले साझा की जाए। बयाना जमा राशि के बिना प्राप्त हुई सभी निविदाएँ निरस्त की जा सकती हैं।
8	बोली आरंभ तिथि – ऑनलाइन तकनीकी-वाणिज्यिक बोली और मूल्य बोली प्रस्तुत करने के लिए www.mstcecommerce.com पर ई-निविदा के आरंभ की तिथि	28.11.2023 को अपराह्न 01.00 बजे
9	बोली बंद किए जाने की तिथि – ऑनलाइन तकनीकी-वाणिज्यिक बोली और मूल्य बोली प्रस्तुत करने के लिए ई-निविदा के बंद किए जाने की तिथि	11.12.2023 को अपराह्न 02:00 बजे
10	निविदा के भाग-I खोलने की तिथि और समय	11.12.2023 को अपराह्न 04:00 बजे
11	भाग-II मूल्य बोली खोलने की तिथि	निविदा के भाग II के पात्र बोलीदाताओं को यथासमय सूचित किया जाएगा।

नोट: फर्मों को एमएसटीसी भुगतान गेटवे को अनिवार्य अंतरण शुल्क का भुगतान एमएसटीसी लिमिटेड के पक्ष में करना होगा।

**RESERVE BANK OF INDIA
PREMISES DEPARTMENT
MUMBAI**

PART – I

E-TENDER FOR

**Comprehensive Annual Maintenance Contract for Providing Pest control services at
Bank's Central Office Building, Fort, Mumbai**

Name of Tenderer: _____

Address: _____

Pre-bid Meeting : 11:30 Hrs. on 28.11.2023

Last Date for submission : 14:00 Hrs. on 11.12.2023

Opening of Part – I : 16:00 Hrs. on 11.12.2023

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Disclaimer

Reserve Bank of India, Premises Department, Central office, Fort, Mumbai (the Bank) has prepared this document to give background information on the Contract 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.

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.

Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timetable 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 person or entities expressing interest.

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भारतीय रिज़र्व बैंक

परिसर विभाग

निविदा आमंत्रित करने की सूचना (एनआईटी)

बैंक के केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में कीट नियंत्रण सेवाएं प्रदान करने के लिए व्यापक वार्षिक रखरखाव अनुबंध के लिए ई-निविदा

भारतीय रिज़र्व बैंक, परिसर विभाग, बैंक के केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में कीट नियंत्रण सेवाएं प्रदान करने के लिए पात्र विक्रेताओं/ ठेकेदारों से ई-निविदाएं आमंत्रित करता है। निर्धारित संविदात्मक दायित्वों के अनुसार कार्य की प्रारंभिक अवधि कार्य सौंपे जाने की तारीख से एक वर्ष तक होगी। इस कार्य पर प्रति वर्ष ₹ 9.85 लाख की लागत आने का अनुमान है।

1. ऑनलाइन निविदाएं **01.11.2023 को** वेबसाइट www.mstcecommerce.com पर **15:00 बजे से** देखने/ डाउनलोड करने के लिए उपलब्ध होंगी।
2. इच्छुक निविदाकर्ताओं के साथ बोली पूर्व बैठक 28.11.2023 को 11.30 बजे 5वीं मंजिल पर, केंद्रीय कार्यालय भवन, परिसर विभाग, भारतीय रिज़र्व बैंक, मुंबई -400 001 में आयोजित की जाएगी। बोली-पूर्व बैठक में व्यक्तिगत रूप से भाग लेने वाले प्रतिनिधियों के नाम और उनके पदनाम दर्शाता हुआ एक ई-मेल 28.11.2023 को 10.00 बजे तक या उससे पहले भेजा जाना है ताकि आवश्यक प्रवेश पास जारी किए जा सकें। निविदा से संबंधित प्रश्नों को 28.11.2023 को 10.00 बजे तक या उससे पहले ईमेल द्वारा भी अग्रेषित किया जा सकता है।
3. ₹ 19,700/- की अर्नेस्ट मनी डिपॉजिट (ईएमडी) एनईएफटी या बैंक गारंटी के माध्यम से प्रेषित की जा सकती है और प्रेषण के समर्थन में दस्तावेजी साक्ष्य प्रभारी मुख्य महाप्रबंधक, परिसर विभाग, केंद्रीय कार्यालय भवन, मुंबई -400 001 को संबोधित करते हुए सीलबंद कवर जिसपर **“बैंक के केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में कीट नियंत्रण सेवाएं प्रदान करने के लिए व्यापक वार्षिक रखरखाव अनुबंध के लिए ईएमडी”** लिखा हो, में इस प्रकार प्रेषित किया जाए कि वह दिनांक 11.12.2023 को 14:00 बजे तक परिसर विभाग केंद्रीय कार्यालय तक पहुँच जाए।
4. सभी आवश्यक दस्तावेजों सहित विधिवत भरी हुई निविदा एमएसटीसी साइट पर 11.12.2023 को **14:00 बजे या** उससे पहले अपलोड किया जाना है। निविदा के भाग-I को खोलते समय इसे ही बैंक द्वारा जांच के लिए डाउनलोड किया जाएगा। निविदाकर्ताओं के उपस्थित रहने के इच्छुक अधिकृत प्रतिनिधि की उपस्थिति में निविदाओं का भाग-I **11.12.2023 को 16:00 बजे** ऑनलाइन खोला जाएगा। पात्र निविदाकारों का भाग-II (मूल्य बोली) अगली तारीख को खोला जाएगा जिसे निविदाकर्ताओं को अग्रिम रूप से सूचित किया जाएगा।
5. इस निविदा के तहत चयन विधि क्यूसीबीएस (गुणवत्ता सह लागत आधार चयन) पद्धति पर आधारित होगी। ठेका उस बोलीदाता को दिया जाएगा जिसका संयुक्त स्कोर (तकनीकी और वित्तीय स्कोर) निविदा शर्त में उल्लिखित क्यूसीबीएस पद्धति के आधार पर सभी पात्र बोलीदाताओं में सबसे अधिक है। बैंक बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

RESERVE BANK OF INDIA

Premises Department

Notice Inviting Tender (NIT)

E-Tender for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

Reserve Bank of India, Premises Department, invites e-tenders from eligible vendors/contractors **for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai**. The initial period of work will be up to one year from the date of award of work as per laid down contractual obligations. The work is estimated to cost ₹ 9.85 Lakh per Annum.

1. Online tenders will be available for viewing /download from **15:00 Hrs. on 01.11.2023** from the website www.mstcecommerce.com.
2. A pre-bid meeting with the intending Tenderers will be held on **28.11.2023 at 11.30 Hrs.** at 5th Floor, Premises Department, Central Office Building, Reserve Bank of India, Mumbai-400 001. An email, to attend the pre-bid meeting in person, indicating the name and designation of the representatives may be sent at 10:00 Hrs. on or before 28.11.2023 so that necessary entry passes may be issued. The queries related to the tender may also be forwarded by email 10:00 Hrs. on or before 28.11.2023.
3. The Earnest Money Deposit (EMD) of **₹ 19,700/-** may be remitted through NEFT or Bank Guarantee and documentary evidence in support of remittance shall be submitted in sealed cover addressed to Chief General Manager - I - C, Premises Department, Central Office Building, Mumbai-400 001 so as to reach Premises Department Central Office up to **14:00 Hrs. on 11.12.2023** superscribed as "EMD for **Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai**."
4. The duly filled in tender along-with all required documents shall be uploaded on MSTC site on or before **14:00 Hrs. on 11.12.2023**. The same will be downloaded at the time of opening part-I of tender for examination by the Bank. Part I of the tenders will be opened on-line at **16:00 Hrs. on 11.12.2023** in the presence of the authorized representative of the Tenderers who choose to be present. Part-II (Price bid) of the eligible Tenderers shall be opened on a subsequent date which will be intimated to the Tenderers in advance.
5. **Selection method under this tender will be based on QCBS (Quality cum Cost Base Selection) method.** The contract shall be awarded to the bidder whose combined score (technical and financial scores) is highest among all the eligible bidders based on the QCBS method as mentioned in the tender condition. The Bank also reserves the right to reject any or all the tenders without assigning any reason thereof.

निविदा की समय-सीमा (एसओटी)

बैंक के केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में कीट नियंत्रण सेवाएं प्रदान करने के लिए व्यापक वार्षिक रखरखाव अनुबंध हेतु ई-निविदा

1	ई-निविदा सं.	RBI/PD-Central Office Department/ Others/5/23-24/ET/151
2	निविदा का माध्यम	ई-प्रोक्योरमेंट प्रणाली (www.mstcecommerce.com) के माध्यम से ऑनलाइन भाग। तकनीकी-वाणिज्यिक बोली और भाग-II मूल्य बोली)
3	अनुमानित राशि रुपये में	₹ 9.85 लाख
4	निविदा देखना – तिथि, समय एमएसटीसी वेब पोर्टल पर	01.11.2023 को अपराह्न 03.00 बजे
5	ईमेल द्वारा बोली-पूर्व प्रश्नों को प्रस्तुत करने की अंतिम तिथि और समय	28.11.2023 को सुबह 10.00 बजे
6	बोली पूर्व बैठक(समय एवं स्थान)	28.11.2023 को सुबह 11.30 बजे, परिसर विभाग, 5वीं मंजिल, भारतीय रिज़र्व बैंक, केंद्रीय कार्यालय, फोर्ट, मुंबई
7	बयाना जमाराशि –	<p>₹ 19,700/-</p> <p>ईएमडी भारतीय रिज़र्व बैंक मुंबई के पक्ष में अनुसूचित बैंक के डिमांड ड्राफ्ट या इसके साथ अनुलग्नक में दिए गए प्रोफार्मा में मूल बैंक गारंटी के रूप में निविदा आमंत्रित करने वाले प्राधिकारी के कार्यालय में या एनईएफटी के माध्यम से 11.12.2023 को अपराह्न 02.00 बजे या उससे पहले जमा की जा सकती है। एनईएफटी अंतरण के लिए खाता विवरण निम्नानुसार है:</p> <p>लाभार्थी का नाम - भारतीय रिज़र्व बैंक</p> <p>आईएफएस कोड – RBIS0COD001</p> <p>खाता सं. – 41861403873</p> <p>अंतरण संख्या और अन्य विवरण दर्शाते हुए विप्रेषण का प्रमाण अन्य निविदा दस्तावेजों सहित बैंक के अनुमोदित ई-निविदा पोर्टल पर अपलोड किया जाए तथा इससे संबन्धित सूचना ईमेल ssshenai@rbi.org.in / ravindraku@rbi.org.in पर भी 11.12.2023 को अपराह्न 02.00 बजे या उससे पहले साझा की जाए। बयाना जमा राशि के बिना प्राप्त हुई सभी निविदाएँ निरस्त की जा सकती हैं।</p>
8	बोली आरंभ तिथि – ऑनलाइन तकनीकी-वाणिज्यिक बोली और मूल्य बोली प्रस्तुत करने के लिए www.mstcecommerce.com पर ई-निविदा के आरंभ की तिथि	28.11.2023 को अपराह्न 01.00 बजे
9	बोली बंद किए जाने की तिथि –	11.12.2023 को अपराह्न 02:00 बजे
	ऑनलाइन तकनीकी-वाणिज्यिक बोली और मूल्य बोली प्रस्तुत करने के लिए ई-निविदा के बंद किए जाने की तिथि	
9	निविदा के भाग-I खोलने की तिथि और समय	11.12.2023 को अपराह्न 04:00 बजे
10	भाग-II मूल्य बोली खोलने की तिथि	निविदा के भाग II के पात्र बोलीदाताओं को यथासमय सूचित किया जाएगा।

नोट: फर्मों को एमएसटीसी भुगतान गेटवे को अनिवार्य अंतरण शुल्क का भुगतान एमएसटीसी लिमिटेड के पक्ष में करना होगा।

SCHEDULE OF TENDER (SOT)

Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

Sr No	Details	Date/ Time
1	e-Tender no	RBI/PD-Central Office Department/ Others/5/23-24/ET/151
2	Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com)
3	Estimated Cost	Rs. 9.85 Lakhs
4	View tender – Date, Time on MSTC Web portal	01.11.2023 at 03.00 P.M.
5	Last date and time for submission of Pre-Bid queries by email	10:00 hrs. of 28.11.2023
6	Pre-Bid meeting	11:30 AM on 28.11.2023 at Premises Dept., 5th floor, Reserve Bank of India, Central Office Building, Fort, Mumbai
7	Earnest Money Deposit	<p>Rs. 19,700/- EMD in the form of Demand draft drawn in favour of Reserve Bank of India, of a Scheduled Bank or Bank Guarantee as per proforma annexed hereto shall be deposited in original at the office of tenderer inviting authority (RBI) or through NEFT on or before 02:00 PM of 11.12.2023. The account details for NEFT transactions are as under: Beneficiary Name: Reserve Bank of India IFSC : RBIS0COD001 Account No.: 41861403873 Proof of remittance indicating transaction number and other details shall be uploaded on Bank's approved e-tender portal along with other tender documents. The same also shared to email ssshenai@rbi.org.in / ravindraku@rbi.org.in on or before 02:00 PM of 11.12.2023. Any such bid received without EMD shall be treated as non bonafide and shall be rejected from participating in the tender process.</p>
8	<u>Bid Start Date</u> - Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com	01:00 PM on 28.11.2023
9	<u>Bid close Date</u> - Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	02:00 PM on 11.12.2023
10	Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	04:00 PM on 11.12.2023
11	Part-II Price Bid: Date of opening of Part II (i.e. price bid) shall be informed separately	Shall be informed separately to the contractors eligible for Part II of the tender

Note: The firms shall pay the mandated transaction fee to MSTC payment gateway in favour of MSTC LIMITED

Important instructions for E-procurement

Tenderers are required to register themselves with MSTC E commerce portal to participate in the bidding process. Tenderers are requested to read the terms & conditions of this tender before submitting your online tender.

1	<p><u>Process of E-tender :</u></p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt. depts. → Select RBI Logo- >Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e- tender).</p> <p>Contact person (RBI):-</p> <ol style="list-style-type: none">1. Ravindra Kumar, AM (ravindraku@rbi.org.in) 79762645122. Ajmal Meeraan (AM-Tech) (ajmalmeeraan@rbi.org.in) 9884318583 <p>Contact person (MSTC Ltd):</p> <ol style="list-style-type: none">1. Name: Shri Manas Mallick, Senior Manager (MSTC-WRO) Email: manas@mstcindia.co.in Mobile no.: 9831108435.2. HO Central Help Desk: Phone Number :07969066600 helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails) Availability: 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc. <p>B) System Requirement:</p> <ol style="list-style-type: none">i) Windows 7 or above Operating Systemii) IE-7 and above Internet browser.iii) Signing type digital signature
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	<p>iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</p> <p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <p><input type="checkbox"/> Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.</p> <p><input type="checkbox"/> Other Settings:</p> <p>Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online</p> <p>Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system. Generated mail. Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE</p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>

7	<p>Bidding in e-tender :</p> <p>a) 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.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>c) 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 → e-procurement → PSU/Govt depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.</p> <p>e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>f) Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p>
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	m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
8	Any order resulting from this tender shall be governed by the terms and conditions Mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.
10	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.
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

Place:

Signature and seal of the Tenderer

Date:

Name:

Address:

Email:

Mobile no.:

भाग I

निविदा फॉर्म

प्रभारी मुख्य महाप्रबन्धक,
भारतीय रिज़र्व बैंक,
परिसर विभाग,
केंद्रीय कार्यालय भवन,
मुंबई – 400001

महोदया/ महोदय ,

बैंक के केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में कीट नियंत्रण सेवाएं प्रदान करने के लिए व्यापक वार्षिक रखरखाव अनुबंध

मैंने/ हमने उक्त कार्य से संबंधित आवश्यकताओं, शर्तों और मात्रा की अनुसूची की सावधानीपूर्वक जांच की है और उक्त कार्य की साइट का दौरा करने तथा जांच करने और उससे संबंधित अपेक्षित जानकारी भी, जैसा कि निविदा में शामिल है, प्राप्त करने के बाद, मैं/ हम मात्राओं की संलग्न अनुसूची में उल्लिखित दरों पर और संलग्न निविदा और संविदा की शर्तों के अनुसार **बैंक के केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में कीट नियंत्रण सेवाएं प्रदान करने के लिए व्यापक वार्षिक रखरखाव अनुबंध** के कार्य को निष्पादित करने का प्रस्ताव रखता हूँ/ रखते हैं।

श्रमशक्ति का प्रकार	श्रेणी	श्रमशक्ति की संख्या
प्रशिक्षित टेकनीशियन	अर्ध कुशल	01

2. हम इसके लिए भी सहमत हैं कि उक्त निविदा के भाग -I के खोले जाने की तारीख से 90 दिनों तक निविदा बैंक द्वारा स्वीकार किए जाने के लिए वैध रहेगी और यह वैधता अवधि बैंक और हमारे बीच लिखित रूप में पारस्परिक सहमति पर किसी भी अवधि तक बढ़ाई जा सकती है। हम निविदा की वैधता की पूरी अवधि के दौरान ईएमडी या ईएमडी के लिए बैंक गारंटी को वैध रखने के लिए सहमत हैं।
3. निविदा स्वीकार होने पर मैं/ हम यहाँ संलग्न संविदा को उक्त शर्तों के निबंधनों एवं प्रावधानों को, जहाँ तक वे लागू होते हैं, पूरा करने और उसका पालन करने के लिए या उसमें चूक करने पर संविदा की लिखित स्वीकृति के साथ निविदा दस्तावेज में निहित शर्तों में निर्धारित राशि जब्त किये जाने और आप या आपके उत्तराधिकारी, या समनुदेशी या नामांकित व्यक्ति को अदा करने के लिए सहमत हूँ/हैं।
4. मैं ऐसा समझता हूँ/ हम ऐसा समझते हैं कि आपके पास यह अधिकार सुरक्षित है कि आप बिना कारण बताए किसी भी निविदा या सभी निविदाओं को पूर्णतः या अंशतः स्वीकार या अस्वीकार कर सकते हैं।

दिनांक ----- वर्ष के कादिन

मेसर्स..... के लिए और उनकी ओर से

(अधिकृत हस्ताक्षरकर्ता के मुहर सहित हस्ताक्षर)

नाम:-

पदनाम:-

स्थान:-

तारीख:-

(अधिकृत हस्ताक्षरकर्ता के रूप में उपर्युक्त हस्ताक्षरकर्ता के बोर्ड संकल्प या जनादेश या मुख्तारनामे की प्रमाणित प्रतिलिपि संलग्न की जानी चाहिए)

गवाह:

(1) नाम, पता तथा तारीख के साथ हस्ताक्षर

(2) नाम, पता तथा तारीख के साथ हस्ताक्षर

Form of Tender

Chief General Manager - I - C

Reserve Bank of India

Premises Department

Central Office Building

Mumbai – 400 001.

Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai.

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the works and also having acquired the requisite information relating thereto as involving the tender, I/We hereby offer to take up the **Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai** at the rates mentioned in the attached schedule of quantities and in accordance with the conditions of the tender and conditions of contract attached hereto.

We understand that the minimum number of persons required to be deployed by us shall be as below:

Type of Manpower	Category	Number of Manpower
Trained technician	Semi-skilled	01

2. We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender Part-I and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We agree to keep the EMD or Bank Guarantee towards EMD valid during the entire period of validity of tender.

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

4. I/We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason thereof.

Dated thisday of 2023.

For and on behalf of M/s

(Signature of authorized signatory with seal)

Name _____ Designation ____ Place

Date _____

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

Witness (1) Signature with name, address, and date

Witness (2) Signature with Name, address, and date

Section II

Draft Articles of Agreement

(On Non-Judicial Stamp Paper of appropriate value)

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, Premises Department, Central Office, Shahid Bhagat Singh Marg, Fort, Mumbai-400001, having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai 400001 (hereinafter called "the Employer" or "the Reserve Bank" or "the Bank") represented by..... Which expression shall unless repugnant to the context uncloses his successor in Office of the one part and _____

(hereinafter called "the Contractor" or "The firm") represented by.....which expression shall include his successors, assigns and legal representative of the other part.

WHEREAS the Employer is desirous of carrying out the work of **Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai** and has caused scope of work describing the works to be done [as detailed in Tender Documents (Part I, Part II, annexures and amendments thereof)].

AND WHEREAS the said scope of work and the Schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Bank had called for tenders from eligible contractors to provide services for **Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai** as has been indicated in the scope of work and other documents attached to the tender.

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth herein and to the Conditions set forth in the General Conditions of Contract, Special Conditions, and in the Schedule of Quantities (all of which are collectively hereinafter referred to as "the said Conditions") at the Respective rate therein set forth amounting to the sum of Rupees_____ as applicable for the period from _____ to _____ at the rate quoted in the quotation /work order / as therein arrived at of such other sum as shall become payable there under.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1.	In considerations of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work described in the said Scope of work and the Schedule of Quantities.
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2.	The Employer shall pay the Contractor the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
3.	The Reserve Bank of India shall administer and directly arrange for supervision of works, certification of bills, making payments and implementation of various terms, conditions and stipulations of the contract.
4.	The said conditions and various sections and schedules 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.
5.	The agreement and documents mentioned herein shall form the basis of this Contract.
6.	The Employer reserves to itself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
7.	The Contractor hereby agrees to commence the work soon after the site is handed over to him or from the scheduled date of commencement as provided for in the said Conditions whichever is later and to carry out the works as specified in the scope of work as per the said conditions.
8.	The work order letter No. ----- dated will form part of the agreement. Further renewal will be as Bank`s rules.
9.	All terms and conditions pertaining to AMC in the tender will also be honored by the contractor.
10.	All payments by the Employer under this Contract will be made only at Mumbai.
11.	All disputes arising out of or in any way connected with this agreement shall be settled in accordance with provisions of General Conditions of Contract and be deemed to have arisen at Mumbai and Courts in Mumbai shall have exclusive jurisdiction to determine the same.
12.	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 Engineer-in-Charge.
13.	If there is a case of dereliction/ absenteeism in the duty by the Technician deployed (refer Scope of Work–section V) a penalty of ₹ 500/- per day

	per person in addition to recovery of corresponding wages shall be imposed from the monthly bill payable to the Contractor.
14.	<p>The contractor shall comply with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 or/ and any statutory modification thereof”. The contractor shall be solely responsible in case of any complaint of sexual harassment against its employee within the premises of the Bank. The complaint will be filed before the Regional Committee constituted by the Reserve Bank of India and Bank shall ensure appropriate action under the said Act in respect of the complaint. 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 Complaint 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 employees, if sexual harassment 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.</p>
15.	<p>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.</p> <p>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.</p> <p>The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.</p>

16.	The Contractor shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions, freight embargoes etc.
17.	The Contractor shall ensure payment of minimum wages as per latest wages declared from time to time by Central Government or Maharashtra Government whichever is higher and other applicable statutory perquisites (e.g. PF, ESI, HRA, Bonus etc.) to the workmen employed by him/her/them through NEFT to their bank account/s and shall maintain a register of wages and shall issue a wage slip to every workman employed by them and obtain their signature on the wage slips.

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

If the contractor is a partnership or an individual.

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and has caused these presents to be executed on its behalf, the day and year first hereinabove written.

If the contractor is a company.

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)

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

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

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

Section - III

General instructions to Tenderer

The Bidder who fulfils the following minimum **pre-qualification criteria** shall be eligible to participate in tendering process. (Contractor shall submit Pre-Qualification Criteria documents along with Part – I of the tenders. All prospective bidders shall expedite the submission of PQC documents within the given time limit).

PRE-QUALIFICATION CRITERIA:

1.	Composition of the firm/organization	<p>Details of Registration of the firm /organisation-whether Sole Proprietorship/ Partnership firm /Private Limited/ Limited or Co-operative Body etc. - Name of Registering Authority, Date, and Registration number, etc.</p> <p>The Bidder should have valid Goods and Service Tax registration</p>	<p>Bidder should fill up information in Format 1 annexed hereto and submit along with the following supporting documents.</p> <p>(i) Copy of registration certificate. (ii) Copy of the Articles of Association/ Power of Attorney/other relevant document (iii) Copy of Goods and Service Tax registration certificate (iv) Details of registration of labour along with EPF and ESI documents if any.</p>
2.	Duration of experience	<p>Should have minimum 5 years of experience of executing similar works* (during last 5 years ending last day of month previous to the one of which applications are invited). Applicant should furnish their client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any, etc. The Applicant should submit documentary evidence in support of minimum</p>	<p>i) Bidder should fill up the information in Format 2 annexed hereto indicating client-wise names of similar work(s), awarded and actual cost(s), completion date stipulated in contract and actual date of completion date, etc. and should submit along with the documentary evidence as proof of minimum 5 years of experience of completed similar work/s * viz. copies of detailed work order/s for qualifying works indicating date of award, contract amount, time given for completing the work, etc. and the corresponding completion certificate(s) indicating actual date of</p>

		<p>experience of 5 years (<i>i.e.</i>, If the advertisement is issued in the year 2010, then the applicant should have undertaken work in 2005).</p>	<p>completion and actual value of executed similar work/s issued by the client(s) for works executed for government /public sector companies / Private Limited Companies and copies of work order, work completion certificate along with Tax Deducted at Source (TDS) certificate(s) issued by the client(s) for works executed.</p> <p>ii) Bidder should also fill up the information about similar work/s* in-progress in the Format 2A annexed hereto</p> <p>(iii)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>
3.	Minimum value of each completed work (qualifying)	<p>Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one of which applications are invited should be either of the following:</p> <p>i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.</p> <p>Or</p> <p>ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.</p>	<p>Bidder should fill up the information in Format 3 and submit following documents as proof of having successfully completed similar work/s.</p> <p>(i) Copies of detailed work order/s for qualifying works indicating date of award, contract amount, time given for completing the work, etc. and the corresponding completion certificate(s) indicating actual date of completion and actual value of executed similar work/s issued by the client(s) for works executed for government /public sector/private limited companies and copies of work order, work completion certificate along with Tax Deducted at Source (TDS)</p>

		Or iii) One similar work costing not less than the amount equal to 80% of the estimated cost.	certificate(s) issued by the client(s) for works.
4.	Annual turnover	Should have an annual turnover of amount equal to 100% of estimated cost or more during the last three consecutive financial years ending 31st March, 2023.	Bidder should fill up the information in Format 4 and should submit the following documents : (i) Copies of Audited financial statements/ accounts of the business of the bidder duly certified by a Chartered Accountant indicating the turnover for last three financial years. (ii) Copies of the Income Tax Clearance Certificates / Income Tax Assessment orders duly certified by a Chartered Accountant as a proof creditworthiness for last three financial years.
5.	Solvency	Bidder should furnish solvency certificate issued by the Applicants banker, specifically for the purpose of the work, for an amount equal to estimated cost of the work.	Bidder should submit Banker's / Solvency certificate as per Format 5 annexed hereto from their Banker.
6.	Service set up/ local office address in Mumbai.	Written information about the local service set up address, telephone number, e-mail ID of the service executive at Mumbai city and Suburban. The proof of service setup, such as local electricity bill / telephone bill / Rental Agreement etc.	

OPENING OF BIDS AND CRITERIA OF TECHNICAL AND FINANCIAL EVALUATION:

Technical Bid Evaluation:

- (i) The technical bids submitted by the bidders will be opened on the scheduled date and time for evaluation.
- (ii) Detailed scrutiny of the documents submitted along with the bid with respect to establish the fulfilment of the eligibility criteria shall be carried out.
- (iii) At this stage all those bids that qualifies or fulfil the eligibility criteria shall be shortlisted for evaluation of technical markings based on submitted documents under QCBS method.
- (iv) Further, technical bids shall be evaluated by a duly constituted Committee of the Bank with respect to the evaluation matrix given below for the purpose. The bidders or their authorized representatives may be required to meet the Committee for presentation, or any other criteria related to evaluation matrix as tabulated below. The date on which technical presentation is to be given for the Committee will be informed in due course of time to the bidders satisfying minimum pre-qualification criteria.
- (v) Minimum 60 marks (out of 100 marks) including minimum 15 marks (Out of 20) in Technical presentation is required to qualify in marking as per the details provided in Evaluation matrix table below. Financial bid shall also only be considered if bidder achieves this qualification in Evaluation matrix.
- (vi) **Technical score** shall be assigned to each shortlisted bidder (i.e. who meets initial eligibility criteria) using the following formula:

$$\text{Technical score} = 100 \times \text{Score of bidder} / \text{Total Marks}$$

Evaluation Matrix

The following parameters will be considered while assigning the Technical Scores to the bidder(s):

S. No.	Description	Maximum Marks															
1.	Experience – Office / Commercial / Non-Residential Buildings Single similar AMC pest control services for minimum continuous 12 months, which is successfully completed within last 5 years reckoned from last day of the month previous to the month in which bids are invited having largest built-up area of: <table><tr><th>S. No.</th><th>Built up Area (Sq. Ft.)</th><th>Marks</th></tr><tr><td>i</td><td>Upto 50,000</td><td>00</td></tr><tr><td>ii</td><td>More than 50000 up to 100000</td><td>04</td></tr><tr><td>iii</td><td>More than 100000 up to 125000</td><td>07</td></tr><tr><td>iv</td><td>More than 125000 Upto 150000</td><td>10</td></tr></table>	S. No.	Built up Area (Sq. Ft.)	Marks	i	Upto 50,000	00	ii	More than 50000 up to 100000	04	iii	More than 100000 up to 125000	07	iv	More than 125000 Upto 150000	10	20
S. No.	Built up Area (Sq. Ft.)	Marks															
i	Upto 50,000	00															
ii	More than 50000 up to 100000	04															
iii	More than 100000 up to 125000	07															
iv	More than 125000 Upto 150000	10															

e-tender for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

	<table> <tr> <td>v</td><td>More than 150000 Upto 175000</td><td>13</td></tr> <tr> <td>vi</td><td>More than 175000 Upto 200000</td><td>16</td></tr> <tr> <td>vii</td><td>More than 200000 Upto 250000</td><td>18</td></tr> <tr> <td>viii</td><td>More than 250000</td><td>20</td></tr> </table>	v	More than 150000 Upto 175000	13	vi	More than 175000 Upto 200000	16	vii	More than 200000 Upto 250000	18	viii	More than 250000	20	
v	More than 150000 Upto 175000	13												
vi	More than 175000 Upto 200000	16												
vii	More than 200000 Upto 250000	18												
viii	More than 250000	20												
2.	Experience of the firm (of Similar Works) - Office / Commercial / Non-Residential Buildings: Experience of carrying out similar works as follows: <ul style="list-style-type: none"> i. From 5 years up to 10 years – 06 Marks, ii. More than 10 years to 15 years – 08 Marks, iii. More than 15 years - 10 Marks 	10												
3.	<p>Similar AMC pest control services for minimum continuous 12 months, which is successfully completed within last 5 years reckoned from last day of the month previous to the month in which bids are invited having cost as follows:</p> <table> <tr> <th>S. No.</th><th>Criteria</th><th>Marks</th></tr> <tr> <td>i</td><td> Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. Or ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. Or iii) One similar work costing between 80% to 100% of the estimated cost. </td><td>6</td></tr> <tr> <td>ii</td><td>One similar work costing more than 100% and upto 150% of the estimated cost.</td><td>8</td></tr> <tr> <td>iii</td><td>One similar work costing more than 150% of the estimated cost.</td><td>10</td></tr> </table>	S. No.	Criteria	Marks	i	Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. Or ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. Or iii) One similar work costing between 80% to 100% of the estimated cost.	6	ii	One similar work costing more than 100% and upto 150% of the estimated cost.	8	iii	One similar work costing more than 150% of the estimated cost.	10	10
S. No.	Criteria	Marks												
i	Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. Or ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. Or iii) One similar work costing between 80% to 100% of the estimated cost.	6												
ii	One similar work costing more than 100% and upto 150% of the estimated cost.	8												
iii	One similar work costing more than 150% of the estimated cost.	10												
4.	Financial Capability – Having average Annual turnover during the last three consecutive financial years ending 31st March, 2023. <ul style="list-style-type: none"> i. From ₹ 9.85 lakh to ₹ 15 lakh = 06 Marks, ii. above ₹ 15 lakh to 30 lakhs = 08 Marks, iii. above ₹ 30 lakh = 10 marks Note: Bidder with turnover less than ₹ 9.85 lakh will be disqualified as per minimum eligibility criteria.	10												
5.	Bidder having valid certificate of membership issued by Indian Pest control Association (IPCA) for undertaking works pertaining to Pest control Services etc.	05												

6.	Having valid Certification of ISO 40001:2015, 45001:2008 and 9001:2015 i. One certification from the above = 05 marks ii. Two certifications from the above = 07 marks iii. All above three certifications = 10 marks	10
7	Adequacy of required organization staffing and required tools and plants (the required T&P shall be mentioned) i. Application equipment such as sprayers, fogging machine – 03 marks ii. PPE such as gloves, goggles, masks – 02 marks iii. Technicians certified in pest management course / training program conducted by IPCA / govt institute / other reputed organisation a) 2 technicians – 3 marks b) 2 to 5 technicians – 5 marks c) More than 5 technicians – 10 marks	15
8	Technical presentation: (min qualification marks 15 out of 20 marks) • Understanding of Scope of Work - 5 Marks • Approach & Methodology - 5 Marks • Proposed Solution - 5 Marks • Technical advancement - 5 marks	20
	TOTAL	100

NOTE:

- a) The above information / documents are required to be furnished by uploading copies of the relevant documents, in the attached proforma, mandatorily by all the bidders to enable the Bank to verify their eligibility for participating in the tendering process.
- b) The documents, which the bidders upload, while submitting Part I (Techno-commercial bid) of the e-tender would be scrutinised by the Bank in due course after opening of Part I (Techno-commercial bid) of the e-tender on the scheduled date. During scrutiny of these documents, the Bank may advise the bidders to submit originals of the uploaded documents or any other additional documents, if so, required by the Bank. Bank's officials may also inspect those works indicated by the bidders, in support of their experience in executing similar works.
- c) After scrutiny of the documents submitted along with Part I (Techno-commercial bid) of the tender, Part II (Price Bid) submitted by those bidders who satisfy the **pre-eligibility criteria as above** only will be considered by the Bank for opening of price bid on a subsequent day which will be communicated to the qualified bidders.
- d) Part II (Price Bid) of bidders who do not qualify would be rejected and EMD submitted by them would be refunded without any interest in due course.

Price Bid Evaluation:

Financial Score will be assigned to the technically qualified bidders as per the following:

$$\text{Financial Score} = (100 \times \text{L1 Bidder's quoted amount}) / \text{Bidder's Quoted amount}$$

Calculation of combined score: (Technical score and Financial score)

The contract shall be awarded to the bidder with highest combined score calculated using following formula:

$$\text{Combined Score} = (\text{Technical Score} \times 30\%) + (\text{Financial score} \times 70\%)$$

3.1	Tender Document:
3.1.1	Tender shall consist of this document having five Sections along with any annexures, schedules, addendum or corrigendum etc. issued by the Bank for the purpose.
3.1.2	Tenderer are advised to study all sections of tender documents thoroughly. Submission of Bid shall be deemed to have been done after careful study and examination of the tender documents with full understanding of its implications.
3.2	Amendment to tender document
3.2.1	At any time prior to the last date of the submission of Bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Tenderer, modify the tender by an amendment.
3.2.2	The said amendment in the form of the addendum/ corrigendum will be uploaded on the MSTC web portal (https://www.mstcecommerce.com). This communication shall be binding on the Tenderers. The addendum(s) issued will form part of the tender documents.
3.2.3	In order to afford prospective Tenderers reasonable time for preparing their Bids after taking into account such amendments, the Bank may, at its discretion, extend the deadline for the submission of Bids.
3.3	Submission of Earnest Money Deposit (EMD) The Earnest Money Deposit (EMD) shall be submitted in the form of Irrevocable Bank Guarantee or NEFT. The irrevocable BG / proof of payment through NEFT shall be submitted in sealed cover addressed to The Chief General Manager - I - C, Premises Department, Reserve Bank of India, Central Office, Fort, Mumbai -400001 so as to reach COBM Cell, Premises Department, Fifth Floor,

	<p>Central Office Building, Reserve Bank of India, Fort, Mumbai- 400001 up to the date and time as indicated elsewhere in this tender superscribed as “EMD for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank’s Central Office Building, Fort, Mumbai”</p> <p>Tender without EMD or with inadequate EMD shall be treated as non-responsive and will be summarily rejected by the Bank.</p> <p>EMD of the successful Tenderer shall be retained with the Bank against Security Deposit. The EMD shall be refunded after submitting Performance Bank Guarantee, as stipulated in the para 3.7 by the bidder to the Bank.</p> <p>The EMD submitted by the unsuccessful bidder shall be returned after award of work to the successful bidder.</p>
3.4	Preparation of Bid Document:
	<p>The Tender shall be prepared and uploaded/submitted in two parts, viz. Part I and Part II on the MSTC web portal https://www.mstcecommerce.com clearly indicating "Part I – Technical Bid" and "Part II – Price Bid", respectively. If the Tenderers desire to submit additional information, they may do so on their own letter head. Each page of the forms shall be signed and uploaded before due date of opening of Tender Part-I.</p>
3.4.1	<p>Technical Bid</p> <p>Part-I of the tender will contain Bank’s standard technical and commercial conditions for the proposed work. The following documents shall be uploaded as technical Bid:</p> <ol style="list-style-type: none"> Filled in, duly signed and stamped tender Part-I Power of Attorney / authorisation with the seal of the company/firm in the name of the person signing the tender documents (Annexure A). Bidder should have a valid certificate of training and preferably, membership issued by Membership of Indian Pest control Association (IPCA) for undertaking works pertaining to Pest control Services etc. Self-attested copy of ESIC registration Self-attested copy of PF Registration Certificate Self-attested copies of any other registration / licenses as applicable List of safety equipment (PPE) to be used for the work.
(i)	Sections I to V are parts of the Technical Bid. All partners in case of partnership firms or representatives authorized by the Board in case of a company, should sign the tender document.
(ii)	Tenderer must fill all the details specified in various sections. It should be ensured that price bids/ quotes should not be indicated in Part I / Technical Bid

(iv)	If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.
3.4.2	<p>Price Bid: Part-II of the tender shall contain no conditions, but Bank's schedule of quantities and tenderer's price indicated therein.</p> <p>The Price Bid shall be as per the format given in Part II. The Tenderer shall have to quote Monthly charges of the captioned work for deputing minimum one technician during normal shift and / or shift duty (including the holidays) as directed by Bank's Engineers as described in the scope of work.</p> <p>These prices should include all costs associated with the work i.e. to pay minimum wages as prescribed by Government of Maharashtra or Central Government whichever is higher, PF, ESI and other statutory perquisite, including any out of pocket / mobilization expenses, all taxes (other than GST to be indicated at specific row in the SOQ), charges, levies, cess, insurance, other Govt. Taxes, tools, dress, ladder other safety equipment etc.</p> <p>The rates quoted must be excluding GST, which should be shown separately.</p>
(i)	Currency of Bid: Bid prices shall be quoted in Indian Rupees only.
(ii)	The price should be quoted strictly in line with the price schedule leaving no column blank whatsoever to avoid any ambiguity. No conditions should be put in the price Bid. After opening of the price Bid, no clarifications whatsoever shall be entertained by the Bank.
(iii)	If any columns of the price schedule are found blank, the tender of the respective Tenderers shall be treated as non-responsive and will be summarily rejected by the Bank at its discretion.
3.4.3	It will be imperative on the part of each Tenderer to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the items. No request for the change of price shall be entertained, on account of any local condition or factor once the offer of the Bank is accepted by the Tenderer.
3.5	Bids shall remain valid for 90 days from the date of opening of tender Part-I for acceptance by the Bank. This period may be further extended, if required, by mutual consent.
3.6	EMD shall be forfeited if the Tenderer:
(i)	makes misleading or false representations in the forms, statements and attachments submitted, has suppressed any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria; or
(ii)	Withdraws his Bid during the period of Bid validity; or does not sign the contract after award of Contract.
(iii)	Has been blacklisted by any Government agency and the blacklisting is still in force.

3.7	Performance Bank Guarantee
	<p>Performance Bank Guarantee (PBG) @ 5 % of the contract amount in the format (Annex-C) shall be deposited by the successful tenderer within 14 days from the date of award of work. The Performance Bank Guarantee shall be valid for a period of 60 days beyond the date of completion of the work. The Performance Bank Guarantee deposited by the successful Tenderer shall be invoked in the event of unsatisfactory performance of the Tenderer and / or loss/ damage if any sustained by the Bank on account of failure or negligence of the workers deployed by service provider or in the event of breach of the terms and conditions of the agreement.</p> <p>In case the contract gets extended/ renewed, the contractor shall get the validity of Performance Guarantee extended to cover such extended time for completion of work. After satisfactory completion of performance by the contractor and certified by the Engineer-in-charge, the performance guarantee shall be returned to the contractor, without any interest.</p>
3.8	Procedure for Submission of Bids
	<p>Tenders in "Part-I" or "Part-II" shall be submitted/Uploaded by e-tendering through https://www.mstcecommerce.com and addressed to The Chief General Manager - I - C, Premises Department, Central Office, Reserve Bank of India, Mumbai-400 001 & should be uploaded on or before 14:00 Hrs on 11.12.2023. Interested eligible Tenderers shall submit the tenders in prescribed form in two parts as under:</p> <p>Part-I of the tender will contain the tenderers' covering letter, documents as detailed in the tender and additional information, if any apart from EMD,</p> <p>Part-II of the tender will contain no conditions but tenderers' financial bids only.</p>
3.8.1	If it is found that the Technical bid (Tender Part-I) and the Financial Bid (Part-II) have been uploaded in the Technical bid/ Part-I section, the Bid will be liable for rejection.
3.8.2	No conditional/optional quote shall be accepted.
3.8.3	Tenderers shall not be permitted to alter or modify their Bids after receipt of Bids.
3.9	Pre-bid Meeting
	<p>All the intending tenders are advised to go through the tender documents and may send their queries/clarification of this document in writing through email to ravindraku@rbi.org.in on or before 28.11.2023 at 10.00 AM for clarification regarding any point/ doubt in respect of the tender. With prior notice on the above email and confirmation from the Bank, site visit may be facilitated to the intending tenderer to provide the first feel of the work and site.</p> <p>Pre-bid meeting - The Bank will arrange for a pre-bid meeting for allowing the prospective bidders to visit the premises and take stock of the work involved. The meeting will also clarify any doubts that the bidders may have as to various</p>

	<p>terms and conditions of this tender. The pre-bid meeting will take place on 28.11.2023 at 11.30AM.</p> <p>Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a tenderer.</p>
3.10	Opening of Tender
	<p>The Tender Part-I will be opened at 16:00 Hrs. on 11.12.2023 in the presence of those authorized representative of the Tenderers who chose to be present.</p> <p>Part-II of the tender of only those tenderers/ Agencies which meet the requirement of the Bank, provide all the documents as indicated in the tender and as per the decision of the Bank on Tender Part-I evaluation i.e.: technical bids. Price bid (Tender Part-II) shall be opened on a scheduled or subsequent date which shall be advised to the tenderers/ Agencies. The work shall be awarded to the Tenderer after evaluation of technical bid and financial bid</p>
3.11	Scrutiny of Technical Bid
	As per terms and conditions of tender Part-I
3.12	Opening of Financial Bid
	The financial Bids of the eligible Tenderers will be opened on a subsequent date and the same shall be informed to the tenderers. The tenderers or their authorized representatives may choose to remain present for the same.
3.13	Scrutiny of Financial Bid
	<p>The rate quoted shall at least meet all the obligations of minimum wages, PF, ESI and other statutory perquisites, as prescribed vide various applicable statutes (CLR Act, 1970 and Minimum Wages Act, 1948 as amended from time to time) and to be paid to the deployed manpower for the captioned work.</p> <p>The Financial bids not satisfying the minimum wages, PF, ESI and other applicable statutory shall be liable for rejection. The onus to prove that their bid is meeting the minimum wages criteria as prescribed in the tender lies with the tenderer.</p>
3.14	Payment of wages and Contribution of EPF, ESI, Bonus and HRA:
	<p>The Contractor shall ensure payment of minimum wages as per latest wages declared from time to time by Central Government or Maharashtra Government whichever is higher and other applicable statutory perquisites (e.g. PF, ESI, HRA, Bonus etc.) to the workmen employed by him/her/them through NEFT to their bank account/s and shall maintain a register of wages and shall issue a wage slip to every workman employed by them and obtain their signature on the wage slips. A copy of the NEFT payment along with the proof of PF&ESI return statement in respect of employees deployed shall be produced with the bill to be submitted to the Bank for payment. The firm shall not make any cash</p>

	payment to their employees. In addition, they have to provide essential amenities like drinking water, first aid facility, etc. to their employees as per Contract Labour (Regulation & Abolition) Act, 1970.
3.15	a) The tenderer must submit an undertaking as per format (Annexure-D) regarding payment of minimum wages to the manpower deployed by them for the captioned work.
3.15	b) The successful tenderer has to submit an undertaking (annexure-E) on non-judicial stamp paper of applicable value before the award of work that they indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/statute in force in this regard. The firm only shall be responsible for liabilities, if any, in this regard
3.16	<p><u>Adherence to Statutory Requirements:</u> Compliance of regulations viz. Employers' Liability Act, the Workmen Compensation Act, Industrial Disputes Act, Maternity Benefits Act and Miscellaneous Provisions Act, rules framed under all these acts and labour license of State and Central government applicable from time to time, shall be whole & sole responsibility of the agency/firm/company.</p> <p>In this regard, the Agency shall indemnify Bank against all claims and will maintain necessary books, logs, registers, verification, returns, receipts, computerized database, etc., mandatory as per the law and as per the Government rules and make the same available for inspection/verification to the concerned Government Officer / Labour Enforcement Officer/Regional Provident Fund Commissioner, as and when required. A copy of all such compliances, statements and payments made to the statutory authorities, etc., including registration number shall be provided to the Bank authority for verification and record as and when so demanded.</p>
3.17	<p>Insurance: The successful tenderer shall take "workmen compensation policy" for the workers engaged in the work in the name of Reserve Bank of India, Mumbai and the contractor, the first being the name of RBI. The successful Tenderer shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability insurance: policy shall include a third party liability insurance of minimum ₹2 lakh per person for any one accident or occurrence and ₹10.00 lakh in respect of damage to property for any one accident or occurrence.</p> <p>The contractor shall also obtain Contractor's All Risk policy and other appropriate insurance policy to insure their workmen and submit the same to the Bank along with the workmen compensation policy as stated above. Bank's shall not be responsible for any damage / losses to the contractor.</p> <p>Note: These policies shall be valid during the period, the successful Tenderer provides the services mentioned in the contract to the Bank. If the firm does not provide these policies, the Bank reserves the right to take the above</p>

	insurance policies themselves and recover the cost thereof from the bill of the Tenderer at the rate double the premium whether the Bank take such insurance policy or otherwise.
3.18	<p>Signing of Contract Agreement</p> <p>The General instructions to the tenderers and special conditions, conditions hereinbefore referred to, Conditions of Contract enclosed with the tender documents, the subsequent correspondence exchanged between the Bank and the tenderer and the work order placed shall form part of the final contract to be entered into with the successful Tenderer. On receipt of intimation from the Bank of the acceptance of the tender, the successful Tenderer shall be bound to implement the Contract within 14 days thereof and sign an agreement in bilingual.</p> <p>The cost of necessary stamp paper for execution of the agreement shall be borne by the contractor.</p> <p>The successful Tenderer shall not sublet any portion of the contract. In case of breach of these conditions, the Bank may serve a notice in writing on the successful Tenderer rescinding the contract whereupon the EMD/ performance security deposit shall stand forfeited by the Bank, without prejudice to his other remedies against the Tenderer.</p>
3.19	In case the successful tenderer has not signed the Article of agreement then the work order will be the binding contract document for this contract.
3.20	Right to Accept Part Tender: The Bank reserves the right to accept the tender either in whole or in part or reject completely.
3.21	<ol style="list-style-type: none"> 1. The workmen will not be allowed to stay within the premises except in duty hours & during work emergencies. 2. The water required for the work can be availed from the available source at site free of cost. The successful Tenderer has to tap the same from the point shown to them at their own cost. 3. The electric power required for the work can also be similarly drawn from the supply available at site free of cost. The successful Tenderer has to tap the same from the point shown to them at their own cost. 4. The successful Tenderer has to obtain permission, if any required from the local authorities / bodies as per the existing local byelaws for such works. 5. The intending tenderer can obtain any clarifications regarding the tender etc. if any in the pre-bid meeting. 6. The entire materials for the work shall be brought to the working area through the staircase only during specified time of working hours as per instructions of Bank's officials. The delivery of materials shall be given on the floors specified in the tenders by the successful tenderer.

7. The Tenderer may please note that the work has to be carried out in an occupied building / premises during normal working hours / restricted hours without causing any inconvenience to the other occupants. The rates quoted for each item shall be quoted accordingly. All dismantling work and work generating noise shall be done during the day time and on holidays and day time work may have to be done on restricted hours. Tenderer shall take into account the above facts while quoting the rates. The entire work involved shall be carried out with the least disturbance to the staff and also day to day cleaning has to be done by the successful Tenderer. The staircase and passages used by the labourers shall be cleaned properly on daily basis, to the entire satisfaction of Bank.

8. Neat housekeeping at all times is the responsibility of the successful Tenderer. The debris / dust or any waste generated out of the above work shall be cleaned as frequently as required and shall be stored at the specified place inside the Bank's Premises, as per the instructions of the Bank's Engineer. The successful Tenderer shall remove all the debris stored at the specified place inside the Bank's premises and shift it to the approved waste dumping place as per Municipal regulations as and when the accumulated waste is around one truck load or earlier, if instructed by Bank's Engineer. The successful Tenderer shall be solely responsible for any penal action/ penalties levied by Municipal authorities for violation of their rules/ regulations in this regard.

9. The successful Tenderer shall use only Bank's approved brand materials as directed by Bank's Engineers.

10. Bank will require the successful Tenderer to produce, samples of all the materials, accessories/finishes prior to procurement/manufacture. The Bank's Engineer shall approve samples of the materials for the work. Failure to comply with these instructions can result in rejection of the work.

11. Some other works, such as Electrical/Civil/plumbing/sanitary, or any specialized works etc., have been organized by the Bank through separate agencies. The successful Tenderer shall coordinate their work with all other agencies deployed by the Bank at site so that no hindrances are presented to the planned work of any other agency.

12. The contractor should have valid Labour license from Labour Commissioner as per prevailing Labour Act, if applicable.

13. The contractor should have valid contractor license issued from statutory licensing authority as per prevailing Act during entire annual maintenance contract period otherwise Failure to comply with these instructions can result in rejection of the work without any notice.

14. Before quoting the rates, tenderer should inspect the site and understand the nature and scope of the work for themselves.
15. The contractor shall carry out the work strictly in accordance with specification, details and instructions of the Bank's officials. The Tenderer should note that the tender and other documents describing each item in the schedule are only indicative in nature and cannot be taken as complete in detail and finishes. It is expected that the Tenderer should understand the intent of the tender and specifications and provide for materials, workmanship, finishes and accessories appropriately so as to deliver the product of high standards. Bank reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider are appropriate and suitable for the intended use. The successful Tenderer is not eligible to claim extra on this account. No claim from the successful Tenderer at a later date will be entertained for his failure to understand this condition. The decision of the Bank in respect of the quality of material, type of work, workmanship, finish etc. shall be final and binding on the successful Tenderer.
16. The contractor should note that he should execute his part of work without causing any damage to any part of the building and also without disturbing the existing occupants. Any damage so caused shall be made good at the cost & risk of the successful Tenderer.
17. The contractor shall make sure that they protect their materials during and after installation and hand them over in good shape to the Bank satisfactorily. At the time of handing over, any damages, scratches, dents or such defects noticed shall be got rectified as directed without any extra charge by the contractor to the satisfaction of the Bank
18. The contractor shall also be responsible for the safety and security of all their materials and manpower and also for ensuring fire prevention steps at all times in the working premises including their part of the work.
19. Contractor shall provide a proper uniform with firm's name and designation along with safety shoes, hand gloves, usable ladders and other safety equipment etc. to their worker/employees engaged on site for identification & safety purpose.
20. Incomplete tender may not be considered for further processing.
21. List of Documents to be submitted along with Monthly Bill: Copy of following documents for a particular month duly certified by the successful Tenderer to be submitted along with monthly bill for payment:
- a. Statement of Complaints received / attended

	<ul style="list-style-type: none"> b. Copy of Attendance / Service Register. c. Purchase invoice / challans for chemicals / materials d. Declaration for compliance of Contract Labour Act & Minimum wages Act. e. A statement showing payment of wages made to the deployed manpower with signature of respective employee. f. NEFT statement evidencing remittance of wages to the deployed Manpower g. Documentary evidence indicating the deposit of PF, ESI and other statutory perquisite in favor of the employee deployed at Bank's site. h. GST declaration i. Any other document as directed by the Bank.
--	---

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone/Mobile no.:

Section III (a)**Commercial Conditions****(To be filled –in by the Tenderer & uploaded along with Part-I)**

Sr. No.	Description	Bank's Terms	Acceptance (YES/NO)
1	Validity of bid	90 days from opening of tender Part-I	
2	EMD	₹19700/-	
3	Prices	Shall remain firm and fixed for the first year	
4	Terms of payment	Payment shall be made on monthly basis after submission of bill with supporting documents.	
5	Technical / commercial specifications	As per specifications in Part I of the tender	
6	Termination of contract & Penalties	Section-IV of this tender	
7	Performance Bank Guarantee	5% of Annual Contract amount in the form of Bank Guarantee in Banks format given in Annexure C	
8	Insurance Clause accepted	Section III (3.17)	
9	PF & ESI Compliance	Registration certificate for PF & ESI other statutory compliance	
10	Uniform	Two sets of shirts, trousers, safety shoes etc. of reputed brand to be provided to each worker.	
11	Police verification	Police verification certificate for all the workers deputed in Office Premises	

Part II should not contain any terms and conditions but only priced bill of quantity. Terms and conditions, if any, incorporated in Part II, will not be valid or considered.

Place:**Signature and seal of the Tenderer****Date:****Name:****Address:****Email:****Mobile no.:**

Section – III (b)

Safety Code

1. First-aid appliances, including adequate supply of sterilized dressings and cotton wool, shall be maintained in a readily accessible place.
2. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. A portable single ladder shall be provided over 5 meters in length, the width between the side rails not less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of the trench, whichever is more. All trenches and excavations shall be provided with necessary minimum height shall be one meter.
5. Every opening in the floor of a building or a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
6. No floor, roof or other part of the structure shall be so over-loaded with debris or materials as to render it unsafe
7. Workers employed on mixing and handling material such as asphalt, cement, mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand gloves.
8. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
9. No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
10. Suitable face masks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
11. Hoisting machines and tackles used in the work, including their attachments, anchorage and supports shall be in perfect condition.
12. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.
13. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10 feet from Ground level.

Place:

Signature and seal of the Tenderer

Date:

Name:

Address:

Section – III (c)

Fire Safety Code

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

Place:

Signature and seal of the Tenderer

Date:

Name:

Address:

Section-IV

Special Instructions of the contract

4.1

Criteria for Renewal of the contract and amount for AMC

The AMC contract for pest control service & maintenance period is initially for one year after an observation period of five months. The contract shall be considered for further renewal for maximum two occasion on same terms and conditions at discretion of the Bank provided the Bank finds the services of the contractor satisfactory.

The contract amount shall be renewed based on latest minimum wages declared from time to time by the Maharashtra State Government (MSG) / Central Government (CG), whichever is higher. However, the material component shall be revised annually.

Variation in AMC contract amount

VC = VL + VM

VL = VLo* {(SS – SS0)/SS0}

Where

VC = Variation in Contract cost i.e., increase or decrease in the amount in ₹ to be paid or recovered from previous amount. (including GST)

VLo = previous labour component of AMC contract amount in ₹ (including GST)

S. No.	Description	Category	Latest Revised Minimum Wages (higher of CG /MSG)	Previous Minimum wages
1	Technician	Semi-Skilled	SS	SS0

VM = VMo (EPI_C/EPI_P) x 1/100

VM Material component amount for the current year

VMo Material Component amount for the previous year

EPI_C Wholesale Price Index 6 months prior to the commencement date of contract for the current year

EPI_P Wholesale Price Index 6 months prior to the commencement date of contract for the previous year

4.2	<p>Non-disclosure</p> <p>The Firm 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 Firm during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Firm shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The Firm 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 Firm shall indemnify the Bank for any loss suffered by it 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 Firm and the Bank shall be entitled to claim damages and pursue legal remedies. The Firm 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 Firm's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.</p>
4.3	<p>The contractor shall provide identity cards to his/her employees or agents who shall be doing the subject job at the Bank's premises. All the employees and agents should bear the identity card for all the times they are working in Bank's premises.</p> <p>The contractor shall obtain Police Verification Report on character and antecedents of its personnel and provide other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in Bank's Premises.</p>
4.4	<p>Penalty</p> <p>If the technician has not turned up to COB within four hours after receipt of telephone call and if the absence of service exceeds 8 hours (which shall be considered as one penalty day)</p> <p>If there is a case of dereliction/ absenteeism in the duty by the Technician deployed (refer Scope of Work–section V) a penalty of ₹ 500/- per day per person in addition to recovery of corresponding wages shall be imposed from the monthly bill payable to the Contractor.</p>
4.5	Payment Conditions:

	<p>Bills must be submitted latest by 10th day of the month following the month to which the bill pertains along with all the supporting documents as mentioned in the tender elsewhere.</p> <p>The payment thereon will be made after the same is duly certified by the Bank's Officers that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc.</p>
4.6	Termination of the contract on default
4.6.1	The Bank may without prejudice to any other remedy for breach of Contract, by one month's written notice of default sent to the contractor and upon their failure and neglect to propose and/or execute any corrective action to set right the default, terminate this Contract in whole or in part: shall be done in case:
(i)	If the contractor fails to deliver any or all of the items of work as specified in the Tender document within the time period(s) specified in the Contract; or
(ii)	If the contractor fails to perform any other obligation(s) under the Contract.
4.6.2	On termination of the Contract for default, the security deposit of the contractor will be forfeited.
4.6.3	On termination of the Contract for default, action will be taken to blacklist the contractor at the discretion of the Bank.
4.6.4	The Bank has right to go to court of law in case of breach of the terms and conditions as specified in the tender document.
4.6.5	<p>Termination for Insolvency:</p> <p>The Bank may at any time terminate the Contract by giving written notice to the contractor, without compensation to them, if the contractor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which the Bank is or will be entitled to take or seek.</p>
4.7	<p>Patent:</p> <p>The contractor shall indemnify the Bank against all claims in respect of patent rights and shall defend all actions arising from such claims and shall himself pay all royalties, license fees, damages cost and charges of all and every sort that may be legally incurred in respect thereof.</p>
4.8	Adherence to Safety Measures:
	<p>The contractor shall have to adhere to the safety code as detailed below:</p> <p>a) The successful Tenderer shall follow all safety regulations. He shall provide necessary safety appliances to his employees as instructed by the Bank depending upon the nature of work.</p>

	<p>b) The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization. There may be venomous reptiles and insects in the green areas where work is to be carried out. Utmost care shall be taken by the successful Tenderer throughout the contract period to prevent accidents.</p>
4.9	<p>Abiding by the provisions of Sexual Harassment Act, 2013 at work place:</p> <ol style="list-style-type: none"> The contractor shall comply with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 or/ and any statutory modification thereof”. The contractor shall be solely responsible in case of any complaint of sexual harassment against its employee within the premises of the Bank. The complaint will be filed before the Regional Committee constituted by the Reserve Bank of India and Bank shall ensure appropriate action under the said Act in respect of the complaint. 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 Complaint 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 employees, if sexual harassment by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
4.10	<p>Force Majeure:</p> <p>a) The Tenderer shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, “Force Majeure” means an event beyond the control of the Tenderer and not involving the Tenderer’s fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions, freight embargoes etc.</p>
	<p>b) Bank will decide whether delay or failure on the part of the Tenderer was the result of an event beyond his control or not. The decision of the Bank in this regard will be final and binding on the Tenderer and will not be open to question before any court / forum in any proceedings.</p>

4.11	<p>Indemnification</p> <p>1. The Contractor agrees to indemnify and to keep the office premises, RBI and its officers, employees, directors and representatives indemnified against all claims (including third party claims), actions, losses, damages, costs, expenses, charges, including legal expenses (attorney/advocate fee included) which RBI may suffer or incur on account of:</p> <ol style="list-style-type: none"> any violations of applicable laws, regulations, guidelines during the contract period; or any breach or non-performance of the terms and conditions of this Agreement; or any breach of the representations and warranties made by the Contractor; or Any negligent or fraudulent act or omission by the Contractor; or any third party for reasons attributable to the Contractor.
4.12	<p>Disputes Resolution</p> <p>Any claims, dispute and or difference (including a dispute regarding the existence, validity or termination of this Agreement) arising out of or relating to this contract including interpretation of its terms will be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by Chief General Manager - I - C, Premises Department, Central Office, Reserve Bank of India, Mumbai. In case the Contractor does not agree to such appointment, both the parties will appoint an arbitrator each and the arbitrators then will appoint the Presiding Arbitrator. The Arbitrator may give interim awards and/or directions, as may be required. The award of the Arbitrator/panel of Arbitrators shall be final and binding on both the parties. The provisions of Arbitration and Conciliation Act, 1996 as amended up to-date shall be applicable. The venue of arbitration shall be Mumbai. The fees of presiding Arbitrator and common expenses shall be borne by both the parties equally. The fees of Arbitrator appointed by individual shall be borne by them.</p>
4.13	<p>Stamp Duty</p> <p>The Contractor shall bear the stamp duty on agreement and shall ensure that the agreement is stamped with proper duty chargeable thereon as per the Maharashtra Stamp Act. The agreement shall be executed in duplicate and the RBI Mumbai shall retain the original and the contractor shall retain the duplicate.</p>
4.14	<p>Police verification</p> <p>The Tenderer shall obtain and submit to the Bank, the Police Verification Report on character and antecedents of its personnel engaged and deployed for the work in the Bank. The contractor shall also submit details relating to age, educational qualification, name passport size photographs and permanent address of the personnel engaged for duty in Bank's Premises.</p>

I/We hereby declare that I/We have read and understood all the above instructions/conditions and the same will remain binding upon me/us in case the above-mentioned Contract is entrusted to me/us. I/we also note that this letter will form part of the contract document and that the contents of this letter shall be supplemental to the conditions in the tender and not in derogation thereof except to the extent specifically provided herein.

Place:
Tenderer
Date:

Signature and seal of the

Name:
Address:
Email:
Phone:
Mobile no.:

Section -V

5.0 SCOPE OF WORK

Bank's Central Office Building is situated at Shahid Bhagat Singh Road, Fort, Mumbai, 400001. This has Ground plus 25 stories two basements and two services floor (i.e 26th & 27th floor) with a total built up area of 3.80 lakhs sq ft approximately. Each typical floor comprises of wet area (toilet block (3 nos.), water station, tea pantry (1 no.), etc) on one side and record room, conference room, etc. on the opposite side. Area of each typical floor is about 7200 sft and total carpet area of the building is 2.70 lakhs sq ft. Entire 1st & 2nd floor and portion of ground & mezzanine floor is occupied by the I.G. Mint with the independent entrance from their side, which is also covered under scope of the work. Major components include Canteen at 3rd floor, Officers Lounge at 4th floor, Conference rooms, dispensary, etc. at 15th floor, 16th – 21st floors are Executive areas and Auditorium and executive dining hall at 25th floor.

Pest Management is an integrated approach to tackling a pest problem, which includes control (either physical or chemical) and prevention. The professional pest manager needs knowledge and skills, along with the latest reputed products and advanced modern equipment, in order to provide highly effective solution. Knowledge of local and international Regulatory, Hygiene & Safety Standards, PPE equipment and conforming to these, forms an integral part of every pest manager's responsibility.

High standard of pest control services shall be maintained by using ultramodern equipment and materials like the same as maintained at major Airports, 5-Star Hotels etc.

Safety and health is key when using various pesticides / other products. Ensure that the workers wear appropriate protective clothing, rubber gloves, face masks, follow the directions on the label of any product, follow the instructions of the qualified pest management skillfull technicians and ventilate the room when using strong chemicals. Use biocides safely. Always read the label and product information before use.

Pesticide Regulations in India

The Insecticides Act, 1968 and Insecticides Rules, 1971 regulate the import, registration process, manufacture, sale, transport, distribution and use of insecticides (pesticides) with a

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

Materials:

All the pesticides, insecticides, rodent repellents, other required materials and equipment will be provided by the contractor.

The CIB & RC scrutinizes and periodically reviews all pesticides and their usage - some are banned from registration itself. Sometimes a pesticide can be banned even after registration when it causes serious environmental and public health concerns. Some pesticides are meant for "Restricted Use" which means that they can be used only for prescribed purposes and by authorized personnel by obtaining the appropriate Government license.

Manpower:

The contractor must ensure that the minimum trained manpower shall be deputed to the captioned work and is qualified and experienced in pest control service (technician). Duty shall be for six days a week in normal duty or shift duty as per the Bank's requirement. The duties of technician deputed by contractor shall be at the discretion of Bank's Engineer-in-Charge. However, in case of exigencies, the contractor shall provide services beyond above mentioned hours / holiday. Contractor shall attend to all emergency works prior to or after shift hours. All the pest control services as tabulated below shall be provided using this manpower and additional manpower, if any. No extra cost shall be paid for additional manpower for these services. The qualification of deployed manpower shall be as under:

Trained pest control service technician: The technician typically need a high school diploma and receive on-the-job training. State laws require pest control workers to be licensed with minimum 3 years post qualification experience in similar field of pest control services for large office / commercial high-rise Buildings / Industrial set-up.

A. Integrated Pest Management Service:

I. Pest covered:

1. Crawling insect pests such as cockroaches, bed bugs, ants, silverfish, carpet beetles, bugs etc.
2. Wood borers wherever and whenever seen.
3. Termites wherever seen by chemical spray method.
4. Drainage flies fruit flies, honeybees, mosquitoes, flesh flies, wasps, hoppers. etc. by chemical spray and chemical misting.
5. Non -insect pests such as spiders, mites, ticks, lizards etc.

II. Areas Covered:

1. Premises covering the entire building and external perimeter.
2. All drainage chambers in the ground level; cabins, residence of Security officer.
3. Open area and garden around the building, garage area

III. Treatment Method:

1. Chemical spray method for crawling insect, pests.
2. Gel baiting method for cockroach control
3. Thermal fogging to control breeding of mosquitos.
4. RB cakes / cages for rodent control

IV. Chemicals to be used:

1. List of products for spray : SC formulations of Cyfluthrin, Beta Cyfluthrin.
2. Deltamethrin Flow, Alphacypermethrin, and WP formulations of
3. Deltamethrin, Alphacypermethrin, Lambda Cyhalothrin
4. List of Products for gel Baiting: Fipronil and Imidacloprid.
5. Thermal fogging: king fog

6. Rodent control: Bromadiolone 0.005% RB cakes
7. Bedbug: Propoxur

B. Integrated Rodent Management Service:

I. Pests covered: Roof rat, Norway rat, House Mouse, shrew and Bandicoots

Areas covered: All internal and external areas in COB premises.

II. Treatment Method:

- a. Placement of baits in bait stations / baiting in external areas.
- b. Extensive trapping in internal areas.
- c. Maps of the bait stations and traps to be submitted on monthly basis.
- d. Conduct a thorough inspection to assess the rodent infestation.
- e. Identify entry points and nesting areas.
- f. Provide a detailed report outlining findings and action initiated on monthly basis.
- g. Develop a customized rodent control plan based on inspection findings.
- h. Implementing appropriate rodent control strategies, including baiting, trapping and exclusion methods.
- i. Daily inspection of the bait stations and traps and their replacement, if required .
- j. Drainage area should be mandatorily be inspected fortnightly.

III. Chemicals used:

For baiting, only Bromadiolone based anticoagulants to be used in the external areas. No baiting to be used in the internal areas.

IV. Instructions to vendors:

1. Products safe for human beings, eco- friendly and approved by competent Government Bodies / Central Insecticides Board / WHO shall only be used. Copy of certificates to be submitted for the same.
2. MSDS for all products to be submitted.
3. Products should not cause any odour and stain.

4. Frequency of each service is tabulated below. The treatment once done should remain effective until the next treatment. In case of any complaint during this cycle, the contractor shall have to repeat the treatment free of charge.
5. Any other approved procedure for treatment may be used, whenever necessary for effective treatment, at no extra cost to the Bank.

V. Frequency of Services:

Sr. No.	Treatment Method	Area Covered	Frequency
1	Gel Baiting	All Office premises including all workstations, cubicles and cabins in each floor and IG mint building	Monthly Service
2	Chemical Spray	All Office premises including IG mint building	Fortnightly Service
3	Gel Baiting Services	Kitchen, Store, Dining area, pantries and VIP floors including IG mint building	Fortnightly Service
4	RB Cakes / Rodent Glue trap	All office premises including kitchen, pantry, store areas and dining areas including IG mint building	Weekly/ On complaint from any floor (Whichever is earlier)
5	Thermal fogging	Outside area of the premises and garage of the building including IG mint building	Fortnightly Service
6	Chemical spray for bed bug	Police guard rooms, ground floor seating area and any other location of the building	Quarterly service
7	Chemical Spray or Gel Baiting	Wherever Pests seen in between two services	As and when required.
8.	Book preservation treatment	6 th floor and book rooms on all floors	Six months

9.	Bed bug control / disinfection treatment	Police Ground room at Basement and seating area at ground floor.	As and when required.
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VI. Chemicals to be used:

SI No.	Type of insect / pest / rodent	Approved make / type of chemicals
1	Rat	Roban cake, Rodent glue boards, Bromodiolone 0.005% or equivalent
2	Snake	carbolic acid, chloropyrifos or equivalent
3	Bed Bug	all out india bayer temprid, bayer temprid sc, sumipride or equivalent
4	Ant	bayer responsar, deltamethrin or equivalent
5	Crawling / flying insect	responsar(bayer), deltamethrin or equivalent or equivalent
9	Wasp	malathion 50%ec(bayer) or equivalent
10	Silverfish	bayer k othrine flow kotine fw or equivalent
11	Cockroach	Fipronil gel, bayer responsar,bayer temprid,maxforee gel or equivalent
12	Spider	bayer beta cyfluthrin or equivalent
13	Lizard	chlorpyrifos(kemtrec),k - othrine flow(bayer) or equivalent
14	Bugs	responsar(bayer) or equivalent
15	Honeybee	responsar, propoxure or equivalent
16	Mosquitoes	bayer wp-10 solfac or equivalent
17	Flies	50%ec(Bayer) or equivalent

Part II should not contain any terms and conditions but only priced bill of quantity.
Terms and conditions, if any, incorporated in Part II, will not be valid or considered.

Place:

Signature of the Tenderer:

Date:

Address:

e-tender for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

(On Non-Judicial Stamp Paper of appropriate value)

To,

Chief General Manager - I - C

Reserve Bank of India

Premises Department

Central Office Building

Mumbai – 400 001.

Dear Sir/Madam

NAME OF WORK: Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorise Mr. / Ms.(Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the captioned Project, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said tender.

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

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

Note:

Power of Attorney should be properly stamped and notarized

Power of Attorney furnished by Contractor shall be irrevocable.

Annexure B

**PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT/ BID
SECURITY**

(On Non-Judicial Stamp Paper of appropriate value)

Place: _____

Date: _____

**Chief General Manager - I - C
Reserve Bank of India
Premises Department
Central Office Building
Mumbai – 400 001.**

Dear Sir/Madam,

**Name of Work: Comprehensive Annual Maintenance Contract for Providing Pest
control services at Bank's Central Office Building, Fort, Mumbai**

Ref.: Event no.:

Date:

WHEREAS

Reserve Bank of India situated in Mumbai (hereinafter called the "Bank") 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 Rs. _____ (Rupees _____ only) as Earnest Money Deposit (EMD).

e-tender for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

M/s._____ (Name of the Tenderer/Tenderer), (hereinafter called as "the Tenderer/Tenderer"), 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 Rs._____ (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 Rs. _____ (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 Rs. _____ (Rupees _____ only).

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

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

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

e-tender for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

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 Rs. _____ (Rupees _____ only)

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

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients 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 _____

(Three 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.

In witness whereof I/We of the Bank have signed and Sealed this guarantee on the _____ day of _____ (Month) 2021 being herewith duly authorized.

For and on behalf of _____
Official (with seal)

Bank. Authorized

Name

Designation

Stamp/Seal of the Bank

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

Witness 1

Signature

Name

Address

Witness 2

Signature

Name

Address

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

Proforma of Performance Bank Guarantee for Security Deposit

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

Place_____

Date_____

Chief General Manager - I - C

Reserve Bank of India

Premises Department

Central Office Building

Mumbai – 400 001.

Dear Sir/Madam,

Name of Work: Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

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

AND Whereas we are aware that an agreement has been executed between the Reserve Bank of India and the contractor and in terms of clause_of the said agreement the contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of

₹._____(Rupees_____only) (Amount in figures and words) for the due fulfilment by the said contractor of the terms and conditions contained in the contract. We,_____ (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s_____, the contractor, do hereby undertake to pay to the RBI an amount not exceeding Rs_____as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

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

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

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

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

We hereby further agree that –

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

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

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

d) This guarantee shall remain in force up to _____ (60 days beyond the contract period) provided that if so desired by the RBI, this guarantee shall be renewed for a

further period as may be indicated by them on the same terms and conditions as contained herein.

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

In witness whereof I/We of the Bank have signed and sealed this guarantee on the -----
---- day of -

----- (Month) (Year) being herewith duly authorized.

For and on behalf of _____(Name of the Bank) Signature of authorized
Bank official

Name: Designation

Stamp/ Seal of the Bank

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

Witness 1

Signature

Name

Address

Witness 2

Signature

Name

Address

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

Proforma for undertaking for Minimum wages and other statutory perquisites

(To be submitted along with part-I of tender)

To,

Chief General Manager - I - C**Reserve Bank of India****Premises Department****Central Office Building****Mumbai – 400 001.**

Dear Sir/ Madam,

Name of work: Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

We, M/s ----- (name of the firm/establishment), do hereby undertake that we shall adhere to the rules and regulations stipulated in Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act, 1948, code on wages 2019 as amended from time to time and any other applicable statutory provision with respect to wages, perquisites and any other benefits and facilities to the workmen deployed by us under the captioned work.

2. In this context, we (name of the firm/establishment) also undertake/confirm that the higher of the minimum wages, declared by the Central Government and Maharashtra Government from time to time shall be paid along with the applicable arrears. We shall also be liable to pay the following statutory perquisites to the workers engaged by us in connection with the captioned work.

S. No.	Description	Response
1	Minimum wages (higher between the Minimum wages declared by Central Government or Maharashtra State Government) as published in October, 2023 (Basic +VDA)	Yes
2	No of days per month considered for payment to the manpower deployed	
3	HRA {please indicate % of (Basic +VDA)}	

4	Bonus {please indicate % of (Basic +VDA)}	
5	Employer Contributions	
	a Employee state insurance (ESI) {please indicate % of (Basic +VDA +HRA)}	
	b Employees Provident Fund (EPF) {please indicate % of (Basic +VDA)}	
6	Others perquisites please indicate % of (Basic +VDA)	

3. We (Name of the firm/establishment) also undertake that if there is any additional statutory obligation with respect to the captioned work, is applicable on us due to change of the status / standing of our firm / Number of manpower deployed, we shall continue to fulfil the increased obligation within the quoted rates / the rates revised as per the formula indicated in the tender without any additional claim.

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Mobile no.:

Proforma for declaration for GST

(To be submitted along with part-I of tender)

I / We do hereby declare that the GST Registration Number of my/our firm/establishment is.....

I / We shall submit the copy of relevant documents to the Bank in due time about the payment of GST to Government of India.

Place:

Signature and seal of the Tenderer

Date:

Name:

Address:

Email:

Phone:

Mobile no.:

Annexure E

**Proforma for Indemnifying the Employer against Non-Compliance to Contract
labour Rules/regulations**

(On Non-Judicial Stamp Paper of appropriate value)

To,

**Chief General Manager - I - C
Reserve Bank of India
Premises Department
Central Office Building
Mumbai – 400 001.**

Dear Sir/Madam,

**NAME OF WORK: Comprehensive Annual Maintenance Contract for Providing Pest
control services at Bank's Central Office Building, Fort, Mumbai**

We, M/s (Name of contractor), hereby undertake that we shall comply with all the statutory rules/ regulations with regard to the employment of contract labour and their payment.

We also hereby fully indemnify and keep indemnified the Employer, i.e. Reserve Bank of India, Mumbai against payments to be made to the contract labour and for the observance of the laws in this regard.

Yours faithfully,

For _____

Authorized signatory

NAME AND ADDRESS OF THE CONTRACTOR: SIGN & SEAL OF THE

CONTRACTOR:

Place:

Signature and seal of the Tenderer

Date:

Proforma for Indemnifying the Employer against Patent Rights

(On Non-Judicial Stamp Paper of appropriate value)

To,

Chief General Manager - I - C

Reserve Bank of India

Premises Department

Central Office Building

Mumbai – 400 001.

Madam / Dear Sir,

**Comprehensive Annual Maintenance Contract for Providing Pest control services at
Bank's Central Office Building, Fort, Mumbai**

We, M/s _____ (Name of Contractor) hereby undertake to fully indemnify and keep indemnified the Employer i.e. Reserve Bank of India against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall ourselves pay any royalties, license fees etc. which may be payable in respect of any article or part thereof included in the contract or damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

In the event of any claims made under or action brought against Employer in respect of any such matters as aforesaid, we shall, on being notified thereof, at our own expense, settle any dispute or conduct any litigation that may arise therefrom, provided that we shall not be liable to indemnify the Employer if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Engineer-in-Charge in this behalf.

Yours faithfully,

For _____

Authorized signatory

NAME AND ADDRESS OF THE CONTRACTOR: SIGN & SEAL OF THE

CONTRACTOR:

Place:

Signature and seal of the Tenderer

Date:

Part-I. Basic Information (to be furnished by uploading in the proforma given below along with copies of relevant documents while uploading Part I of the tender).

1(a)	Name of the Contractor/firm	
2.	Details of registration of the firm : whether Sole Proprietorship/ Partnership firm /Private Limited/ Limited or Co-operative Body etc.	
2(a)	Name of the proprietor or Partners./ directors :	
3(a)	Registered Address:	
3(b)	Address for correspondence	
4(a)	Contact Person	
4(b)	Designation	
4(c)	Telephone:	
4(d)	Mobile no.	
4(e)	FAX/Tele-fax:	
4(f)	e-mail id	
5	GST Registration details and no.	
5(a)	Details of registration of labour, ESI, EPF if any	
6	Number of years of experience of Contractor / Firm of pest control services in the field.	
7	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Bank's proposed work :	
8	Was the applicant ever required to suspend the eligible works for a period of more than six months continuously after commencement? If yes, then furnish the reasons thereof.	
9	Has the agency or any constituent partner in case of partnership firm, ever abandoned the awarded works before their completion? If so, give name of the project and reasons for abandonment.	
10	Has the agency or any constituent partner in case of partnership firm,	

e-tender for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

	ever been debarred /black-listed for competing in any organization at any time? If so, give details	
11	Has the agency or any constituent partner in case of partnership firm, ever been convicted?	
12.	Whether the agency is involved in frequent civil suit /litigations in the contracts/being executed now. If yes please furnish the details in proforma given below	Yes or No

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

Date:

Place:

Signature of the bidder with seal & address:

PREVIOUS WORK EXPERIENCE
List of important similar works executed by the Contractor/firm
(Including works completed during the period October 01, 2018 to September 30, 2023)

Sl no	Name of similar work and location	Nature of work / items of work involved in the contract	Name of the owner/ client and Architect. Also indicate whether Government or Semi-Government or Private Body with full postal address.	Cost of work		Period of completion			Reason for delay, if any	Whether work was left incomplete or contract was terminated from either side?	Any other relevant information
				Contract Amount	Actual value of work done	Date of commencement of work	Scheduled date of completion	Actual date of completion			
1.											

Date:

Place:

Signature of the bidder with seal & address:

List of important works in hand (in progress).

Sr. no.	Name of the work and location	Nature of work / items of work involved in the contract	Name of the owner and Architect Whether Government or Semi- Government or Private Body with full postal address.	Contract Amount in ₹	Completion Period		Present stage of work with reasons if the work is getting delayed	Any other relevant information
					Stipulated	Expected		

Date:

Place:

Signature of the bidder with seal & address:

Works qualifying Eligibility

Details of similar work/s (qualifying) completed during last five years during the period October 01, 2018 to September 30, 2023

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

Sr. no.	Name of similar work and location	Nature of work / items (brief description) of work involved in the contract.	Name of the owner/ client and Architect. Also indicate whether Government or Semi-Government or Private Body with full postal address.	Name, e-mail ID, telephone (land line and mobile) nos., Fax no. of the contact executive (the person of bidder's client who can be contacted by the Bank in case it is so needed).	Cost of work		Period of completion			Reason for delay, if any	Whether work was left incomplete or contract was terminated from either side?	Any other relevant information.
					Contract Amount	Actual value of work done	Date of commencement of work	Scheduled date of completion	Actual date of completion			

Date:

Place:

Signature of the bidder with seal & address:

FINANCIAL STATUS

Sr.no.	Details	Financial Year		
		April 1, 2020 to March 31, 2021	April 1, 2021 to March 31, 2022	April 1, 2022 to March 31, 2023
1.	Annual financial turn over certified by Chartered Accountant.			
2.	Income Tax returns for the year			

Note:

Statement shall be supported by copies of audited financial statements/ accounts of the business of the bidder duly certified by a Chartered Accountant. The Income Tax Clearance Certificates / Income Tax Assessment orders along with the latest final accounts of the business of the Interior Contractor duly certified by a Chartered Accountant, copied of the Income Tax clearance Certificate/ Income Tax assessment orders along with the latest final accounts of business of the Interior Contractor duly certified by a Chartered Accountant as a proof creditworthiness.

Date:

Place:

Signature of the bidder with seal & address:

e-tender for Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

FORM OF BANKERS'/SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

(On Bankers' Letter Head)

To,
Chief General Manager,
Reserve Bank of India,
Premises Department, 5th floor,
Central Office Building,
Shahid Bhagat Singh Marg, Fort,
Mumbai-400001

This is to certify that to the best of our knowledge and information M/s. /Shri..... a customer of our bank having marginally noted address, are/is respectable and can be treated as good for any engagement up to a limit of ₹.....(Rupees). This certificate is issued without any guarantee or responsibility on the bank or any of its officers.

For the Bank with Name, Designation & Seal

- Note: - (i) Bankers' certificates should be on letter head of the Bank
(ii) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Work Experience

Details of similar work/s (qualifying) completed during last five years during the period October 01, 2018 to September 30, 2023 for largest built-up area and work/s showing experience of the firm
(The work/s having largest built-up area and works indicating experience of the firm as per Evaluation matrix (sr no.1 & 2))

Sr. no.	Name of similar work and location	Nature of work / items (brief description) of work involved in the contract.	Name of the owner/ client and Architect. Also indicate whether Government or Semi-Government or Private Body with full postal address.	Name, e-mail ID, telephone (land line and mobile) nos., Fax no. of the contact executive (the person of bidder's client who can be contacted by the Bank in case it is so needed).	Cost of work		Period of completion			Built up area of the Building	Whether work was left incomplete or contract was terminated from either side?	Any other relevant information.
					Contract Amount	Actual value of work done	Date of commencement of work	Scheduled date of completion	Actual date of completion			
1.												

Note:

i. Built -up area of the building stated above shall be supported by relevant documents / certificate from client indicating the area where pest control services were provided.

ii. Bidder may also provide relevant documents for at least single work to indicate the experience of the firm in carrying out pest control service AMC works.

Date:

Place:

Signature of the bidder with seal & address:

Unpriced Bill of Quantity

Name of Work: Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai

(Not for quote)

Sr. No.	Description	Quantity	Unit
1.	Manpower component: Charges for Providing skillful manpower service under Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai, by providing minimum one trained technician as per the detailed scope of work and terms and conditions as mentioned in the Part-I of the tender. All the services as detailed in section V (B-part V) under scope of work (frequency of services) has to be provided. No extra payment for additional manpower shall be paid for the same. The rate quoted should be inclusive of all applicable taxes. (Excluding GST)	12 months	Per month
2.	Material Component : Supply of materials / chemicals of standard ISI approved makes / brands under Comprehensive Annual Maintenance Contract for Providing Pest control services at Bank's Central Office Building, Fort, Mumbai, as per the detailed scope of work and terms and conditions as mentioned in the Part-I of the tender.		

a	Fipronil Gel 0.05%	588	Nos.
b	Roban cakes - Bromodiolone 0.005% (100 gms packet)	260	Nos.
c	Dumet 2% RTU	134	Litres
d	Deltamethrin 2% Aqua K Othrine	6	Litres
e	Roach Lure, glue trap	1440	Nos.
f	Roden Glue Boards Eco	2080	Nos.
g	Roden Glue Boards Reg	1560	Nos.
h	Rodent Bait Station	50	Nos.
i	Sumipride	728	Litres
j	Snap Trap	624	Nos.
k	Kingfog	21	Litres
l	Vectobac	3	Litres
m	Petrol	24	Litres
n	Diesel	240	Litres

Place:

Date:

Signature and seal of the Tenderer

Name:

Address:

Email:

Phone:

Mobile no.: