भारतीय रिज़र्व बैंक / Reserve Bank of India

इम्फ़ाल / Imphal

मानव संसाधन प्रबंध विभाग / Human Resource Management Department

ई-निविदा आमंत्रण सूचना/ NOTICE INVITING e-TENDER

इम्फाल स्थित आरबीआई कार्यालय परिसरों में अग्नि सुरक्षा सेवाएँ प्रदान करने के लिए प्रशिक्षित अग्निशामक कर्मचारियों की तैनाती उपलब्ध कराने हेतु ई-निविदा

1.	भारतीय रिज़र्व बैंक (इसके बाद इसे आरबीआई कहा जाएगा), इम्फाल, इम्फाल में स्थित बैंक के कार्यालय परिसरों में अग्नि सुरक्षा सेवाएँ प्रदान करने के लिए प्रशिक्षित अग्निशामक कर्मचारियों की तैनाती उपलब्ध कराने के लिए ठेका श्रम (विनियमन और उन्मूलन) अधिनियम, 1970 के तहत वैध लाइसेंस रखने वाली और निजी सुरक्षा एजेंसियां (विनियमन) अधिनियम 2005 के तहत पंजीकृत प्रतिष्ठित कंपनियों/ फर्मों/ एजेंसियों (डीजीआर अनुमोदित एजेंसियों को प्राथमिकता दी जाएगी) से दो भागों (भाग-I और भाग-II) में ई-निविदा आमंत्रित करता है। अनुबंध दिनांक 31 मार्च 2027 तक की अवधि के लिए वैध होगा और बैंक द्वारा मूल्यांकन किए जाने वाले संतोषजनक प्रदर्शन के अधीन दो साल के लिए वार्षिक आधार पर एक वर्ष के लिए बढ़ाया जा सकता है) अर्थात निविदा 31 मार्च 2029 तक बढ़ाई जा सकती है।
1.(a)	इच्छुक निविदाकर्ता निविदा प्रक्रिया में भाग लेने से पहले संपूर्ण निविदा दस्तावेज़ का ध्यानपूर्वक अध्ययन करें। निविदाकर्ता अपनी ज़िम्मेदारी और अपने खर्चे पर निविदा प्रस्तुत करने और करार के लिए आवश्यक सभी जानकारी प्राप्त कर सकते हैं और सभी स्थानीय परिस्थितियों, कार्य तक पहुँच के साधनों, कार्य की प्रकृति और उससे संबंधित सभी मामलों से खुद को परिचित करना होगा।
2.	सभी पूर्व-योग्यता दस्तावेज़ सीपीपीपी पोर्टल पर तकनीकी-व्यावसायिक बोली (भाग-I) के साथ अपलोड किए जाने चाहिए। जो विक्रेता पूर्व-योग्यता दस्तावेज़ अपलोड नहीं करेंगे, उन्हें इस निविदा प्रक्रिया के लिए विचार नहीं किया जाएगा। इसके अलावा, विक्रेता को आगे की निविदा प्रक्रिया के लिए अर्हता प्राप्त करने हेतु मांगे जाने पर बैंक को मूल दस्तावेज़ प्रस्तुत करने होंगे।
3.	निविदा प्रपत्र 07 अक्तूबर 2026 (बुद्धवार) शाम 6:00 बजे से डाउनलोड के लिए उपलब्ध होगा। 21 अक्तूबर 2026 (बुधवार) को सुबह 11 बजे, मानव संसाधन प्रबंध विभाग, आरबीआई इम्फाल में एक पूर्व-बोली बैठक आयोजित की जाएगी। निविदा प्रपत्र https://etenders.gov.in/eprocure/app या आरबीआई की वेबसाइट www.rbi.org.in से डाउनलोड किया जा सकता है।
4.	इच्छुक एजेंसियां/कंपनियां https://etenders.gov.in/eprocure/app पर पंजीकरण कराकर ई-निविदा में भाग ले सकती हैं। ऑनलाइन भाग I (तकनीकी-वाणिज्यिक बोली) और भाग II (मूल्य बोली) https://etenders.gov.in/eprocure/app के माध्यम से खोले जाएँगे और फर्म को लागू लेनदेन शुल्क का भुगतान करना होगा।

5.	निर्धारित प्रारूप में निविदा सीपीपीपी की वेबसाइट पर अपलोड की जाएगी। निविदा के भाग-I में प्रस्तावित कार्य के लिए बैंक की मानक तकनीकी और वाणिज्यिक शर्तें तथा निविदाकर्ताओं का कवरिंग लेटर शामिल होगा। प्रत्येक बोलीदाता को ₹68,000/- (रुपये अड़सठ हज़ार मात्र) की बयाना जमा राशि एनईएफटी के माध्यम से जमा करनी होगी और एनईएफटी का विवरण नीचे दिया गया है।	
6.	निविदा अनुसूची निम्नवत है:	
गतिविधि		**अनंतिम तिथि**
i.	**ई-निविदा संख्या.**	**2026_RBI_293697**
ii.	निविदा का मोड	ई-खरीदी प्रणाली (ऑनलाइन भाग I और भाग II - https://etenders.gov.in/eprocure/app के माध्यम से)
iii.	अनुमानित लागत	**₹34,00,000/-** (केवल अठारह लाख रुपये) आठ महीनों के लिए।
iv.	एनआईटी की तिथि (पूर्ण निविदा सहित) पार्टियों के लिए डाउनलोड करने हेतु उपलब्ध - पोर्टल पर निविदा सक्रियण - सभी के लिए निविदा 'लाइव'	**07 अक्तूबर 2026 (बुधवार) अपराहन 06:00 बजे से**
v.	ऑफ-लाइन माध्यम से बोली-पूर्व बैठक की तिथि और समय	**21 अक्तूबर 2026 (बुधवार) पूर्वाह्न 11:00 बजे**
vi.	बोली-पूर्व बैठक के कार्यवृत्त का प्रकाशन	**23 अक्तूबर 2026 (शुक्रवार) अपराहन 6:00 बजे**
vii.	सुरक्षा जमा/ कार्य निष्पादन बैंक गारंटी	सफल बोलीदाता को अनुमानित अनुबंध राशि का 5% (पांच प्रतिशत) अर्थात ₹1,70,000/- (रुपये एक लाख सत्तर हजार मात्र) किसी भी अनुसूचित/राष्ट्रीयकृत बैंक से कार्य निष्पादन बैंक गारंटी के रूप में सुरक्षा जमा जमा करना होगा।
viii.	बयाना जमा राशि (ईएमडी)	प्रत्येक बोलीदाता को 03 नवंबर 2026 (मंगलवार) को पूर्वाह्न 11:00 बजे तक भारतीय रिज़र्व बैंक के खाते में ₹68,000/- (रुपये अड़सठ हज़ार मात्र) ईएमडी के रूप में जमा करना होगा। एनईएफ़टी ब्योरा इस प्रकार है: **खाता न: - 8691537,** **नाम - भारतीय रिज़र्व बैंक,** **आईएफ़एससी कूट - RBIS0IMPA01 (0=शून्य),** लेन-देन संख्या और अन्य विवरण दर्शाते हुए धन प्रेषण का प्रमाण अन्य निविदा दस्तावेजों के साथ बैंक के अनुमोदित ई-निविदा पोर्टल पर अपलोड किया जाएगा। सफल बोलीदाता की बयाना जमा राशि, अनुबंध पर हस्ताक्षर करने के बाद, कार्य निष्पादन सुरक्षा जमा/बैंक

		गारंटी प्राप्त होने पर वापस कर दी जाएगी। असफल बोलीदाता की बयाना जमा राशि, अनुबंध मिलने के 30 दिनों के भीतर वापस कर दी जाएगी। यदि बोलीदाता निविदा मूल्यांकन प्रक्रिया के दौरान अपनी बोली वापस ले लेता है, तो बयाना जमा राशि जब्त कर ली जाएगी।
ix.	निविदा शुल्क	शून्य
x.	**लेनदेन शुल्क -** कृपया ध्यान दें कि विक्रेताओं को ऑनलाइन लेनदेन शुल्क का भुगतान करने के बाद ही ऑनलाइन ई-निविदा तक पहुंच प्राप्त होगी।	जैसा लागू हो।
xi.	**बोली प्रारंभ तिथि -** **www.mstcecommerce.com/eproc** पर ऑनलाइन तकनीकी-वाणिज्यिक बोली और मूल्य बोली जमा करने के लिए ई-निविदा प्रारंभ होने की तिथि	**14 अक्टूबर 2026 (बुधवार) को अपराहन 06:00 बजे**
xii.	**बोली समाप्ति तिथि** - तकनीकी-वाणिज्यिक बोली और मूल्य बोली प्रस्तुत करने के लिए ऑनलाइन ई-निविदा बंद होने की तिथि	**03 नवंबर 2026 (मंगलवार) अपराहन 02:00 बजे**
xiii.	**भाग I बोली खोलने की तिथि**	**04 नवंबर 2026 (बुधबार) अपराहन 03:00 बजे**
xiv.	**भाग II बोली खोलने की तिथि**	पार्टियों को अलग से सूचित किया जाएगा
7.	**बैंक न्यूनतम बोली को स्वीकार करने के लिए बाध्य नहीं है और किसी भी बोली को पूर्णतः या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना कोई कारण बताए सभी बोली को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।**	

मुख्य महाप्रबंधक
भारतीय रिज़र्व बैंक, इम्फाल

भारतीय रिजर्व बैंक / RESERVE BANK OF INDIA
इम्फ़ाल / IMPHAL

भारतीय रिजर्व बैंक / इम्फ़ाल / म.स.प्र.वि/2026_RBI_293697_1

RBI/IMPHAL/HRMD/2026_RBI-293697_1

ई-निविदा हेतु / E-TENDER FOR

भारतीय रिजर्व बैंक, इम्फ़ाल में स्थित मुख्य कायार्लय परिसर हेतु प्रशिक्षित अग्निशमन कर्मचारी (अग्नि सुरक्षा सेवाएं प्रदान करने के लिए) उपलब्ध करने हेतु अनुबंध

Contract for Deployment of Trained Firefighting Staff to provide Fire Safety Services at RBI Office Premises located in Imphal

(Signature & Seal)

दावात्याग / DISCLAIMER

भारतीय रिज़र्व बैंक, इम्फ़ाल (जिसे बाद में बैंक कहा जाएगा)ने इच्छुक पक्षों को संविदा संबंधी पृष्ठभूमि सूचना देने के लिए इस दस्तावेज को तैयार किया है। भारतीय रिज़र्व बैंक द्वारा इस दस्तावेज के अंतर्गत अपेक्षित सावधानी के साथ सूचनाएं दी गई हैं तथा यह समझा जाता है कि सूचनाएं सही हैं; फिर भी, न तो भारतीय रिज़र्व बैंक और न ही उसका कोई प्राधिकारी या एजेंसी, न तो उससे संबंधित कोई अधिकारी, कर्मचारी, एजेंट या सलाहकार इस दस्तावेज में निहित सूचनाओं या इससे संबंधित प्रस्तुत की जाने वाली किसी सूचना की संपूर्णता या सटीकता के बारे में प्रत्यक्ष अथवा अप्रत्यक्ष रूप से किसी प्रकार की वारंटी देता और न ही उसका प्रतिनिधित्व करता है।

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

यह सूचना व्यापक नहीं है। इच्छुक पक्षों से खुद ही पूछताछ करना अपेक्षित है तथा प्रतिवादी से अपेक्षित है कि वह उसे लिखित रूप में पुष्टि करेगा कि उन्होंने ऐसा किया है और वे निविदा प्रस्तुत करते समय केवल भारतीय रिज़र्व बैंक द्वारा निविदा में प्रदत्त सूचना पर आश्रित नहीं है। सूचना इस आधार पर प्रदान की गई है कि वह भारतीय रिज़र्व बैंक या उसके किसी प्राधिकारी या एजेंसी या उनके किसी संबंधित कार्यालय, कर्मचारी, एजेंट या सलाहकार पर बाध्यकारी नहीं होगी।

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 the Bank 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 advisor.

(Signature & Seal)

भारतीय रिज़र्व बैंक के पास परियोजना की प्रक्रिया प्रारंभ करने या परियोजना का स्वरूप बदलने , इस दस्तावेज में प्रदर्शित समय सारणी में परिवर्तन करने या लागू की जाने वाली प्रक्रिया या क्रियाविधि में परिवर्तन करने का अधिकार सुरक्षित होगा। उसे इच्छा प्रकट करने वाले किसी पक्ष से इस मामले में आगे किसी प्रकार की चर्चा न करने का भी अधिकार होगा। इच्छा प्रकट करने वाले व्यक्तियों या संस्थाओं को किसी प्रकार के खर्च की प्रतिपूर्ति नहीं की जाएगी।

The Bank reserves the right not to proceed with the project or to change the configuration of the project, 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 persons or entities expressing interest.

(Signature & Seal)

भारतीय रिजर्व बैंक / RESERVE BANK OF INDIA
इम्फ़ाल / IMPHAL

ई-निविदा सूचना / NOTICE INVITING TENDER

भारतीय रिजर्व बैंक, इम्फ़ाल स्थित मुख्य कायार्लय परिसर हेतु प्रशिक्षित अग्निशमन कर्मचारी (अग्नि सुरक्षा सेवाएं प्रदान करने के लिए) हेतु ई–निविदा आठ माह की प्रारंभिक अवधि दिनांक 31 मार्च, 2027 के लिए।
E-Tender for Trained Firefighting Staff to provide Fire Safety Services at Reserve Bank of India, Imphal Office Premises located in Imphal for an initially valid up to March 31, 2027.

भारतीय रिजर्व बैंक, इम्फ़ाल में स्थित मुख्य कायार्लय परिसर हेतु प्रशिक्षित अग्निशमन कर्मचारी (अग्नि सुरक्षा सेवाएं प्रदान करने के लिए) उपलब्ध कराने हेतु ई–निविदाएँ आमंत्रित करता है। ई–निविदा सीपीपीपी(CPPP) की वेबसाइट: https://etenders.gov.in/eprocure/app के माध्यम से की जाएगी। सभी योग्य एवं इच्छुक कंपनियाँ /एजेंसी / फ़र्मों को इस ई-निविदा में भाग लेने हेतु सीपीपीपी की पोर्टल पर अपना पंजीकरण करना अनिवार्य है।
Reserve Bank of India, Imphal (herein after referred as the Bank) invites e-tender for "Trained Firefighting staff to provide Fire Safety Services at RBI Office Premises located in Imphal" for initially valid up to March 31, 2027 and will be extendable for a maximum of two more years, one year at a time, subject to satisfactory performance, or other periods/ parameters as the Bank may decide, i.e. till March 31, 2029. The e-tendering shall be done through the e-tendering portal of e-Tendering on Central Public Procurement Portal (CPPP) (https://etenders.gov.in/eprocure/app). Interested tenderers must register themselves with CPPP through the aforementioned website to participate in the tendering process.

2. इच्छुक निविदा कर्ता **₹68000/- (अड़सठ हजार रुपये मात्र)** एनईएफटी / नेट बैंकिंग के माध्यम से बयाना राशि (EMD) के रूप में भारतीय रिज़र्व बैंक, इम्फ़ाल को भुगतान करेंगे।

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Intending tenderers shall pay a sum of **₹68,000/- (Sixty-Eight Thousand only)** as earnest money deposit (EMD) to be paid through NEFT/ Net banking only to the Bank.

3. आवेदन करने के इच्छुक आवेदकों को आवश्यक पात्रता के समर्थन में दस्तावेजी साक्ष्य प्रस्तुत करके बैंक को संतुष्ट करना होगा और ऐसा करने में उनकी विफलता की स्थिति में, बैंक को उनकी बोलियों को अस्वीकार करने का अधिकार है। ईएमडी के बिना ई-निविदा किसी भी परिस्थिति में स्वीकार नहीं की जाएगी।

Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing the required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their bids. E-Tenders without EMD will not be accepted under any circumstances. Applicants are required to submit only one bid accompanied by EMD. Multiple bids shall be rejected.

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

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

5. भविष्य में जारी किए गए किसी भी संशोधन / शुद्धिपत्र, यदि कोई हो, केवल RBI वेबसाइट सीपीपीपी की पोर्टल पर अधिसूचित किया जाएगा जैसा कि ऊपर दिया गया है और अखबार में प्रकाशित नहीं किया जाएगा।

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the Reserve Bank of India Website and Central Public Procurement Portal (CPPP) (https://etenders.gov.in/eprocure/app) as given above and will not be published in the newspaper.

मुख्य महाप्रबंधक / Chief General Manager
भारतीय रिजर्व बैंक /Reserve Bank of India
इम्फ़ाल / Imphal

(Signature & Seal)

Table of Contents

SECTION I **7**

निविदा की अनुसूची / SCHEDULE OF TENDER 7

SECTION II **10**

ई- खरीदारी के लिए महत्वपूर्ण निर्देश / IMPORTANT INSTRUCTIONS FOR E–PROCUREMENT 10

SECTION III **15**

बोलीकर्ताओं के लिए सामान्य निर्देश / GENERAL INSTRUCTIONS TO BIDDERS 15

*A. **General** 16*

*B. **Contents of the Tender Document** 18*

*C. **Preparation of Tenders** 19*

*D. **Submission and Opening of Tenders** 21*

*E. **Examination of Tenders** 21*

*F. **Tender Evaluation and Comparison** 22*

*G. **Award of Contract** 22*

SECTION IV **24**

मूल्यांकन / चयन मापदंड / EVALUATION / SELECTION CRITERIA 24

SECTION V **25**

कार्य का व्यापक दायरा / BROAD SCOPE OF WORK 25

सामान्य नियम और शर्तें / GENERAL TERMS & CONDITIONS 28

अग्नि पर्यवेक्षक और अग्निशमन कर्मचारियों के कर्तव्य और जिम्मेदारियाँ / DUTIES AND RESPONSIBILITIES OF FIRE SUPERVISOR AND FIREFIGHTING STAFF 38

FORM – 1 OF TECHNICAL BID 45

GENERAL INSTRUCTIONS REGARDING TECHNICAL AND FINANCIAL BIDS 47

SECTION VI **52**

PARTICULARS OF THE TENDERING COMPANY/FIRM 52

DETAILS OF BANKER/S 54

CHECK-LIST FOR TECHNICAL EVALUATION 55

CLIENT'S CERTIFICATE 57

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK 59

PART – II - PROFORMA OF FINANCIAL BID 60

WAGES COMPONENTS 62

(Signature & Seal)

Section I

निविदा की अनुसूची / Schedule of Tender

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

NOTICE INVITING e-TENDER	
E – Tender for providing Trained Firefighting Staff, on contract basis, for Fire safety Services at RBI Office Premises located in Imphal.	
1.	Reserve Bank of India, Imphal (herein after referred as the Bank) invites e-tender for "Trained Firefighting staff to provide Fire Safety Services at RBI Office Premises located in Imphal" for an initial period valid up to March 31, 2027, extendable by two years, one year at a time, i.e. till March 31, 2029. The e-tendering shall be undertaken on the e-tendering portal of Central Public Procurement Portal (CPPP) https://etenders.gov.in/eprocure/app as third party on behalf of RBI. All eligible and interested companies/agencies/firms must register themselves with CPPP through the above-mentioned website to participate in the e-tendering process.
1.(a)	Interested tenderers may like to go through the entire tender document before taking part in the tendering process. The tenderers may obtain for themselves on their own responsibility and at their own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract and acquaint themselves with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
2.	All pre-Qualification documents shall be uploaded with Techno-commercial bid (Part-I) on CPPP portal. Those who do not upload the Pre-qualification documents would not be considered for this tender process. Further, the Vendor should submit the original of the documents to the Bank when demanded to qualify for further tendering process.
3.	Tender form will be available for downloading with effect from October 07 (Wednesday)at 06:00 PM. A pre-bid meeting will be held on October 21, 2026 (Wednesday) at 11 AM, in the Human Resource Management Department, RBI Imphal. Tender form can be downloaded for viewing from Central Public Procurement Portal (CPPP) https://etenders.gov.in/eprocure/app as third party on behalf of RBI or RBI website www.rbi.org.in
4.	Interested Agencies/Companies can participate in e–Tender after getting registration with Central Public Procurement Portal (CPPP) https://etenders.gov.in/eprocure/app as third party on behalf of RBI. Online Part I (Techno- Commercial Bid) and Part II (Price Bid)– shall be opened through Central Public Procurement Portal (CPPP) https://etenders.gov.in/eprocure/app as third party on behalf of RBI and applicable transaction charges have to be paid by the firm.

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5.	**Tender in prescribed format shall be uploaded on CPPP website. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work and tenderers' covering letter.** The EMD of **₹68,000/- (Sixty-Eight Thousand only)** should be submitted by every bidder through NEFT and details of NEFT is mentioned below.	
6.	The schedule of the tender is as follows:	
Activity		**Tentative date**
i.	**e-Tender no.**	**2026_RBI_293697**
ii.	Mode of Tender	e- Procurement System (Online Part I and Part II–through Central Public Procurement Portal (CPPP) https://etenders.gov.in/eprocure/app)
iii.	Estimated Cost	**₹34,00,000/- (Rupees Thirty-Four Lakhs only) per annum.**
iv.	Date of NIT (along with complete tender) available to parties to download- Tender activation on portal- Tender 'Live' for all	**October 07 (Wednesday)at 06:00 PM onwards**
v.	Date and time for Off-line Pre-bid meeting	**October 21, 2026 (Wednesday) at 11 AM**
vi.	Publication of minutes of pre bid meeting	**October 23, 2026 (Friday) at 6 PM**
vii.	Security Deposit/ Performance Bank Guarantee	The successful bidder will be required to submit security deposit in form of Performance Bank Guarantee @**5% (Five Percent) of the estimated contract amount i.e. ₹1,70,000/- (One Lakh Seventy Thousand only)** from any Scheduled/Nationalized bank.
viii.	Earnest Money Deposit	Every Bidder must remit **₹68,000/- (Sixty Eight Thousand only)** as EMD to Reserve Bank of India account up to 11:00 AM on or before November 03, 2026 (Tuesday). The NEFT details are- **A/C No-186003001** **Name-Reserve Bank of India,**

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		IFSC Code - RBIS0IMPA01 (0=Zero), Proof of remittance indicating transaction number and other details shall be uploaded on Bank's approved e-tender portal along with other tender documents. EMD of the successful bidder shall be returned on receipt of Performance Security-Deposit/Bank Guarantee from the successful bidder after signing the Agreement. EMD of the unsuccessful bidder will be returned within 30 days of the award of the Contract. EMD shall be forfeited if the bidder withdraws his bid during the Tender Evaluation Process.
ix.	Tender Fees	Nil
x.	**Transaction Fee** - Please note that the Vendors will have the access to online e-tender only after payment of transaction fees online.	**As applicable**
xi.	**Start Bid date** - Date of Starting of e-Tender for submission of **online** Techno- Commercial Bid and Price Bid	**October 14, 2026 (Wednesday) at 06:00 PM**
xii.	**Close Bid date** - Date of closing of online e–tender for submission of Techno-Commercial Bid and Price Bid	**November 03, 2026 (Tuesday) at 02:00 PM**
xiii.	**Part I Bid opening date**	**November 04, 2026 (Wednesday) at 03:00 PM**
xiv.	**Part II Bid opening date**	Shall be informed separately to parties
7.	**The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.**	

Chief General Manager
Reserve Bank of India, Imphal

(Signature & Seal)

Section II

ई-खरीदारी के लिए महत्वपूर्ण निर्देश / Important Instructions for e–Procurement

This tender is published on the Central Public Procurement Portal (CPPP) and can be accessed at https://etenders.gov.in. Unregistered bidders must complete their registration on the portal to participate in the bidding process. Step-by-step user manuals and guides are available on the homepage of the portal;

Bidders are requested to read the terms & conditions of this tender before submitting their online tender.

Process of E-tender:

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

(i) Vendors are required to register themselves online as vendor by filling up details and creating own user id and password→ Submit. https://etenders.gov.in/eprocure/app

(ii) Vendors will receive a system-generated mail confirming their registration in their email, which has been provided while filling the registration form.

(iii) For further details, go to Download Guide / Visual / Registration Guide. In case of any clarification, please contact CPPP, (before the scheduled time of the e-tender). https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page

(B) Contact person (CPPP):

(i) For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002

0120-4001 005

0120-4493395

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(ii) Email Support:

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority
Technical – support-eproc@nic.in
Policy Related - cppp-doe@nic.in

(iii) Contact person (RBI):

Sl. No.	Contact Person	Email	Mobile
(a)	Shri Goutam Bairagi, Manager (P&SO)	goutambairagi@rbi.org.in	7044063637
(b)	Bhaskar Singh Assistant Manager	bhaskarsingh@rbi.org.in	9006571644

(A) System Requirement:

Operating System	Window 7 and above, BOSS Linux
Java	Java 8 Update 161 (Recommended version – available under Downloads section)
Browser	Firefox Google Chrome Microsoft Edge
Digital Signature	Class 3 – Signature Certificate Class 3 – Encipherment certificate
Internet Connectivity	Dedicated Internet Broadband Connection with minimum 1 MBPS speed and above
Others	MS Office, WinRAR, DSC Drivers, PDF Reader/ Creator

For details, vendor may refer to **Bidder manual kit, available on home page.**

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https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page

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 the CPP portal. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender).

(1) Process of e-tender:

(a) The Technical Bid and the Financial Bid shall have to be submitted online at https://etenders.gov.in/eprocure/app.

(b) All entries in the tender should be entered in online Technical & Financial formats without any ambiguity

(c) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT.

(d) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno Commercial Bid is found to be Techno-Commercially acceptable by the Bank. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.

(2) Special Conditions:

(a) All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

(b) Information about tenders /corrigendum uploaded shall be or updated through CPPP https://etenders.gov.in/eprocure/app as well as on RBI website https://www.rbi.org.in

(c) E-tender cannot be accessed after the due date and time mentioned in NIT.

(3) <u>Bidding in e-tender:</u>

Earnest Money Deposit shall be remitted to Bank Account of Reserve Bank of India. The account details for NEFT/RTGS transactions are as follows. Bidders are advised to remit EMD well in advance to avoid last minute hassle.

(a) A/c No.- 186003001

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(b) IFSC- RBIS0IMPA01 (0=Zero) [mentioning name/ company name of the vendor in NEFT transaction remarks].

(c) Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded.

(d) The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to psoimphal@rbi.org.in

(e) A tender which is not accompanied by such EMD will not be considered. Scanned copy of EMD shall be uploaded in CPPP site.

(f) No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority in due course.

(4) Conditions

(a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.

(b) The vendor are advised to read relevant document guides for registration, DSC activation, as well as submission of online bid available on CPPP. https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page

(c) In all cases, vendors are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.

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

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

(f) 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.

(g) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

(h) 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

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thereof.

(i) **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.

(j) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

(k) 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 reasons thereof.

(l) **Vendors are requested to quote rate including GST for each item as specified in the portal. No change in quoted rates will be accepted**

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Section III

बोलीकर्ताओं के लिए सामान्य निर्देश / General Instructions to Bidders

Table of Clauses

A. General

1. Scope of Tender and general information
2. Prohibited Practices
3. Eligible Tenderers / Eligibility Criteria

B. Contents of Tender Document

4. Sections of Tender Document
5. Clarification of Tender Document and Pre-bid meeting
6. Amendment of Tender Document

C. Preparation of Tenders

7. Cost of Tendering
8. Documents Comprising the Tender
9. EMD as Tender Security and Transaction Fee
10. Letter of Tender
11. Documents Establishing the Qualifications of the Tenderer
12. Visit to Department
13. Period of Validity of Tenders

D. Submission and Opening of Tenders

14. Submission and Marking of Tenders
15. Deadline for Submission of Tenders
16. One Bid per Bidder
17. Late Tenders
18. Tender Opening

E. Examination of Tenders

19. Confidentiality
20. Clarification of Tenders

F. Tender Evaluation and Comparison

21. Evaluation of Tenders
22. Qualification of the Tenderer
23. Bank’s Right to Accept Any Tender, and to Reject Any or All tenders

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G. Award of Contract

24. Award Criteria
25. Notification of Award
26. Signing of Contract
27. Performance Security

A. **General**

1. Scope of Tender and General Information

1.1. Reserve Bank of India, Imphal (herein after referred as the "Bank") invites e-tender for providing Trained Firefighting Staff (for providing Fire Safety Services) at RBI Office Premises located in Imphal for an initial period till March 31, 2027 as per laid down contractual obligations. However, the contract can be extended for a further period of two years, one year at a time, by the Bank, subject to satisfactory performance of the services and adherence to contractual obligations by the concerned entity. **The estimated value of contract per annum is ₹34,00,000/- (Rupees Thirty Four lakhs only)**

1.2. More details of Scope of Work, Terms and conditions and details of Firefighting Staff required for providing services are detailed in **Annexure I**. The Bank reserves the right to increase/ decrease the required number of Firefighting Staff to be deployed by firm/ company before awarding the work or any time during the currency of contract, if required. The Bank also reserves the right to award work to any firm/company.

2. Prohibited Practices

2.1. The Bank requires that tenderers, suppliers, contractors, interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:

a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:

i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and

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iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender in question;

c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract

2.2. Furthermore, tenderers shall be aware of the provisions stated in **Section V** (Broad Scope of Work, General Terms and Conditions and Additional Conditions of Contract).

3. Eligible Tenderers/ Eligibility Criteria

(For detailed Eligibility Criteria, Annexure V may be referred)

The Agency participating in the bidding process should qualify to have the basic minimum requirements mentioned as follows:

3.1 Duration of Past Experience

(a) 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 Completion of the work, Reasons for delay, if any, etc. The applicant should submit documentary evidence in support of minimum experience of 5 years;

(b) The Agency should be registered with the appropriate Government authorities and should be a well-established and reputed organisation;

(c) The Agency should have an office (Registered/ Corporate/ Branch/ Regional/ Zonal/ Representative/ Liaison) at Imphal. Documentary proof for the same to be submitted.

3.2 Minimum value of each completed work (qualifying)

(a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost;

OR

(b) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost;

OR

(c) One similar work costing not less than the amount equal to 80% of the estimated cost.

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3.3 Annual Turnover

Should have an annual turnover of amount equal to, 100% of estimated cost or more during the last three financial years ending 31st March

3.4 Registrations

Copy of various registrations such as PAN, GST, Employee State Insurance Act, EPF registration, Shops and establishment registration under labour laws must be submitted as documentary evidence.

3.5 Bank Account Details

Details of Bank accounts & undertaking for receiving payments through NEFT. Full particulars of their Bank accounts, like account No., type, when opened, IFSC Code etc. should be given. Tendering firms/companies should have current account in scheduled Banks and should give an undertaking that they are ready to receive the payments through National Electronic Funds Transfer (NEFT).

B. Contents of the Tender Document

4. Sections of Tender Document

4.1. The Tender Document consist of two parts which includes all the Sections indicated below and should be read in conjunction with any Article/Section issued in accordance with Instructions to Bidders.

4.2. Tendering Procedure:

- Section-I: Schedule of Tender
- Section-II: Important Instructions for e-procurement
- Section-III: General instructions to Bidders
- Section-IV: Evaluation / Selection Criteria

4.3. Conditions of Contract and Contract Forms:

- Section-V: Broad Scope of Work, General Terms and Conditions and Duties and responsibilities of Fire Supervisor and Firefighting Staff (Annex-I to V)
- Section-VI: Standard Formats (Annex VI to XII).

5. Clarification of Tender document, Pre-bid meeting

5.1. A tenderer requiring any clarification on this document shall contact the Bank in writing at the email address mentioned in this document or raise enquiries during the Pre-bid meeting.

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5.2. The Pre-Bid meeting will be conducted on **October 21, 2026 (Wednesday)** at Reserve Bank of India, Imphal -795001

6. Amendment of Tender Document

6.1. At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments/ corrigendum on RBI website (www.rbi.org.in) / e-portal.

6.2. Any amendments/corrigendum issued shall be a part of this document.

6.3. To give prospective tenderers reasonable time in which to take any / all amendments / corrigendum into account in preparing their Bids, the Bank may, at its discretion, extend the deadline for the submission of Tenders.

C. Preparation of Tenders

7. Cost of Tendering

7.1. The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

8. Documents Comprising the Tender

8.1. The Tender shall comprise the following:

- Notice Inviting Tender
- Technical Bid Details
- Financial Bid Details
- Earnest Money Deposit

Intending tenderers have to deposit a sum of ₹68,000/- (Sixty-Eight Thousand only) paid through NEFT/ Net banking only to the following account:
Beneficiary Name - Reserve Bank of India
Beneficiary A/c No – 186003001
IFSC - RBIS0IMPA01 (5th and 10th digit is Zero)

8.2. Performance Bank Guarantee to be furnished after award of contract by the successful tenderers

8.3. Contract Agreement (after award of contract by the successful tenderers)

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9. EMD as Tender Security and Transaction Fee

9.1. Tenderers need to submit necessary EMD and Transaction fees to be eligible to bid online in the e-tender. Transaction fees is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.

9.2. Tenders without EMD (if not exempted) will not be accepted under any circumstances.

9.3. Transaction fee is non-refundable.

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

10. Submission of Tender

The tenderer shall submit the Tender using the digital signature via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.

11. Documents Establishing the qualifications of the Tenderer

To establish its qualifications to perform the Contract in accordance with Section-III (Para 3), the tenderer shall provide the information in the format prescribed in Section - VI (Standard Formats).

12. Visit to Office

The agency intending to provide Trained Firemen for Firefighting Services and may visit and acquaint itself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the agency has undertaken a visit to the Office and is aware of the operational conditions prior to the submission of the tender documents.

13. Period of validity of Tenders

13.1. The Tender validity period shall be 90 days from the date of opening of technical bid.

13.2. In exceptional circumstances, prior to the expiration of the Tender validity period, the Bank may request tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.

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D. **Submission and Opening of Tenders**

14. Submission and Marking of Tenders

14.1. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the Instructions regarding E-Tender.

14.2. The tenderers may submit online their Financial Bid (competitive rates) in the prescribed format (Part-II, Annexure XI) along with copies of necessary documents as indicated in the "Technical Bid" (Part-I). E-Tender with all information shall be submitted on or before the prescribed time and date. Incomplete Tenders will be summarily rejected.

14.3. The tentative wage components are mentioned in Annex XII

14.4. If desired / prescribed information is not submitted, the Bank will assume no responsibility for rejection of Tender.

15. Deadline for Submission of Tenders

15.1. Tenders must be filled online through e-tendering process mentioned in this document, and not later than the date and time indicated in this document.

15.2. The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.

16. One Bid per Bidder

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

17. Late Tenders

No Tender after the deadline shall be allowed on the portal.

18. Tender Opening

The Bank shall open the Tender (Part-I) electronically on the notified date. Part-II will be opened for those bidders who qualify in Part-I. Date of opening of Part-II will be notified by email to the successful bidders on their valid email address.

E. **Examination of Tenders**

19. Confidentiality

Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other person not officially concerned with such process until information on contract award is communicated to all tenderers.

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20. Clarification of Tenders

20.1. To assist in the examination, evaluation, comparison of the Tenders and qualification of the tenderers, the Bank may, at its discretion, ask any tenderer for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the Tenders.

20.2. If a tenderer does not provide clarifications of its Tender by the date and time set in the Bank's request for clarification, its Tender shall be liable to be rejected.

F. **Tender Evaluation and Comparison**

21. Evaluation of Tenders

The Bank shall use the evaluation criteria indicated in Section IV.

22. Qualification of the Tenderer

The Bank shall determine, to its satisfaction, whether the selected tenderer meets the qualifying criteria in accordance with Section III (Para 3).

23. Bank's Right to Accept Any Tender, and to Reject Any or All Tenders

The Bank reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further the conditional bids shall be rejected out-rightly.

G. **Award of Contract**

24. Award Criteria

The Bank shall shortlist the tenderer based on the evaluation criteria detailed in Section IV (Evaluation Criteria).

25. Notification of Award

25.1. The tenderer who qualifies in the Technical Evaluation and is L1 in Financial Bid shall be awarded the tender.

25.2. Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract. The successful tenderer shall be ready to take over entire work within 7 days of notification of award of work.

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26. Signing of Contract

The successful tenderer shall execute an agreement with the Bank on Non-Judicial stamp paper of value as applicable within 15 days of award of work. The stamp duty shall be borne and paid by the contractor. However, the issue of intimation of award of work by the Bank shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

27. Performance Security

27.1. The successful tenderer shall furnish along with the contract the **Performance Bank Guarantee @ 5% of the contract value**. The PBG shall be valid for three months (90 days) beyond the period of contract.

27.2. Failure of the successful tenderer to submit the Performance Bank Guarantee shall constitute sufficient grounds for the annulment of the award, forfeiture of the EMD and blacklisting of such tenderer.

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Section IV

मूल्यांकन / चयन मापदंड / Evaluation / Selection Criteria

Evaluation Matrix

1. First, Part-I (Technical bid) will be evaluated. Tenderers shall furnish information for Technical Evaluation as per Standard Format (Annexure - VIII).
2. Supporting documents for the various items indicated should be submitted for Technical evaluation.
3. The Bank shall scrutinize the information and documents submitted by the tenderer vis-à-vis eligibility criteria and evaluate the feedback from bankers, existing clients as also the findings from site visit to take decision regarding qualification in Technical Evaluation.
4. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation. The work will be awarded to the lowest bidder L-1 agency.
5. In case of more than one L-1, the lowest bidder will be decided on the basis of highest value contract / credential of the bidder which carried out similar nature of work during the last 3 years.

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Section V

कार्य का व्यापक दायरा / Broad Scope of Work

1. The successful Tenderer / Contractor / Firm / Company /Agency shall provide Seven (07) Fire personnel (Diploma / Basic Course in Fire Safety/Fire Fighting holders from a Govt. recognised Institute); i.e., One Fire Supervisor, three Lead Fireman (03) and three Firemen (03) for three shifts per day in following composition – one Fire Supervisor and two Firemen in day shift and one Lead Fireman and two Firemen each in remaining 2 shifts. One Fire supervisor (with five years' experience, preferably decorated with previous service in fire department) who will work from 9:30am to 5:30pm from Monday to Saturday.
   The Bank reserve the right to increase or decrease the number of persons to be deployed before awarding the work or any time during the currency of contract.
2. The successful Tenderer / Contractor / Firm / Company / Agency shall deploy Fire Personnel (Fire Supervisor(01), Lead Fireman(03) and Firemen(03)) in eight hours shift and should work round the clock in three shifts (6:00 AM to 2:00 PM, 2:00 PM to 10:00 PM and 10:00 PM to 6:00 AM) and the Fire Supervisor in general shift (09:30 AM to 05:30 PM) providing fire-fighting, fire safety, manning the fire console rooms, holding and maintaining fire safety equipment like fire alarm, fire extinguishers, hydrants, wet/dry riser system, assisting physically challenged employees/visitors, training of general staff, liaison with local fire brigade.
3. The successful Tenderer / Contractor / Firm / Company / Agency shall have provision for sufficient number of relievers/leave reserves for the staff deployed which should have adequate experience and qualifications in fire-fighting to ensure round the clock presence of fireman each day during the period of the contract in the premises.
4. Fire-fighting staff deployed by the agency should **NOT** be rotated / shifted from Bank within one year of deployment unless there is deficiency in services rendered by the Fire-fighting staff as per the Bank's expectation or they cease to be in the employment of the tenderer.
5. The successful Tenderer / Contractor / Firm / Company / Agency shall ensure that an experienced Fire Supervisors is being deputed for overall management and supervision of the firefighting staff i.e. Supervisor/Leading Fireman, and Fireman deployed by the agency and upkeep and maintenance of the firefighting system in coordination with the Protocol & Security officer of the Bank.
6. The successful Tenderer / Contractor / Firm / Company / Agency shall ensure that Supervisor / Leading Fireman and Two Firemen are always on duty at Banks' office premises round the clock subject to the condition that the fire staff is not on duty for more than 8 hours continuously and fresh manpower shall be provided in each shift. The Agency shall make substitute arrangements for equally trained and qualified fire-

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fighting staff in the event of absence of any of the Fire staff supplied by him within half an hour from the commencement of shift.

7. The deployed Fire Staff shall go round the Bank's premises to check whether fire-fighting arrangements are in place and properly functioning before the start of their shift duty and before relieving the present fire staff on duty and also at regular intervals and before finishing their shift duty. Proper handing/taking over on shift change along with records of serviceability of fire-fighting equipment shall be maintained and put up to the Protocol and Security Officer on a daily basis.
8. Any shortfall of man power due to illness/other reasons shall be made good by the successful Tenderer / Contractor / Firm / Company / Agency on ad hoc basis.
9. Manning of Fire Control Room round the clock, conduct periodic training of staff on firefighting. Checking all fire equipment for serviceability as per laid down periodicity. Responsible for all fire-fighting arrangement in respect of the said premises including Fire Alarm System, Wet Riser System, Fire Hydrants and Fire-fighting Extinguishers and other fire related equipment.
10. Ensure that the reserve water tank of Hydrant system is full at all times. Supervise the work done under the AMC of all fire-fighting equipment.
11. Fight the fire at the incipient stage and assist the fire brigade as and when they arrive. In case of fire, assist the staff and take all necessary action to extinguish the fire and evacuate the occupants of the premises/building.
12. Function under the Protocol & Security Officer of the Bank on all aspects of work and administration.
13. Conduct regular fire-fighting drills and assist during the Bank's disaster evacuation mock drills to include evacuation of differently abled employees using evacuation chairs.
14. Regular patrolling of entire premises to identify fire hazards and remove/take steps to protect against fire and building code violations. Check all escape routes and fire lanes daily and ensure they are free of obstacles.
15. Assist in search, rescue and salvage operation in case of an incident.
16. Update knowledge of the latest fire-fighting equipment and techniques and to remain aware of current developments in fire services.
17. Effective and close liaising with local fire brigade establishments and assist in Fire Audit, as and when carried out.
18. The successful tenderer's/contractor's / firm's / company's/ Agency's fire staff shall obtain necessary instructions for day-to-day work from the Protocol and Security Officer of the Bank.
19. The successful Tenderer / Contractor / Firm / Company / Agency's Fire Staff shall perform duties according to the detailed Standard Operating Procedures and Fire Orders prepared by the P&S Officer of the Bank.
20. The successful tenderer/contractor / firm / company/ Agency shall ensure that the fire staff engaged on Bank's premises should abide by all the instructions as and

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when given by the P&S Officer of the Bank or any other officer designated by the Chief General Manager of the Bank.

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सामान्य नियम और शर्तें / General Terms & Conditions

1. For performing the assigned work, the successful Tenderer / Contractor / Firm / Company / Agency shall deploy medically and physically fit trained personnel (Firemen below 40 years of age). The successful Tenderer / Contractor / Firm / Company / Agency shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the successful tenderer/contractor / firm / company/ Agency shall be properly trained firemen of high integrity and good conduct and shall be fully conversant in Hindi and English.
2. The successful Tenderer / Contractor / Firm / Company / Agency shall deploy the Fire Supervisor in general shift (09:30 AM to 05:30 PM) and Two (02) Firemen in eight hours shift and should work round the clock in three shifts at office premises of the Bank at Imphal. One Fire Supervisor (with adequate experience, preferably decorated with previous service in fire department) who will work from 9:30 am to 5:30 pm from Monday to Saturday.
3. The Supervisor deployed by the successful tenderer/contractor / firm / company/ Agency shall have minimum five years of experience. The personnel deployed should be above 18 years of age.
4. The Lead Firemen / Firemen deployed by the successful tenderer/contractor / firm / company/ Agency will have minimum three years' experience. The personnel deployed should be above 18 years of age.
5. The successful Tenderer / Contractor / Firm / Company / Agency shall not transfer/change the firemen deputed during the period of the agreement without the permission of the Bank.
6. Any shortfall of manpower due to illness/other reasons will be made good by the successful Tenderer / Contractor / Firm / Company / Agency on ad hoc basis and the replacement / reliever should be having similar qualifications.
7. Police verification of each and every person deployed is necessary and mandatory. It will be the sole responsibility of the successful Tenderer / Contractor / Firm / Company / Agency to get proper police verification done of all the fire staff prior to deployment. A certificate to this effect is to be submitted to the Bank by the successful Tenderer / Contractor / Firm / Company / Agency that the Police verification of its staff deployed for the purpose of the contract has been completed and the same can be called by the Bank as and when required.
8. That the persons deployed by the successful Tenderer / Contractor / Firm / Company / Agency for the services mentioned above shall be the employees of the successful Tenderer / Contractor / Firm / Company / Agency for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the successful Tenderer / Contractor / Firm / Company / Agency and in no case, shall a relationship of employer and employee between the said persons and the Bank shall

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accrue/arise implicitly or explicitly. It will be the responsibility of the successful Tenderer / Contractor / Firm / Company / Agency to ensure that no liability on this count should come on The Bank in respect of workers deployed by him.

9. The successful Tenderer / Contractor / Firm / Company / Agency shall remove all workers deployed by him on termination of the contract or on expiry of the contract from all the office premises of the Bank located at Imphal and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the Bank's, offices at Imphal either explicitly or implicitly.
10. That on taking over the responsibility of work assigned, the successful Tenderer / Contractor / Firm / Company / Agency shall formulate the mechanism for due assignment of work to its personnel in consultation with the Chief General Manager of the Bank or his nominee. Subsequently, the successful Tenderer / Contractor / Firm / Company / Agency shall review the work assigned from time to time and advise the Chief General Manager, of the Bank for further streamlining their system. The successful Tenderer / Contractor / Firm / Company / Agency shall further be bound by and carryout the directions/instructions given to him by the Chief General Manager, of the Bank or the officer designated by the Chief General Manager in this regard from time to time.
11. That the Chief General Manager, of the Bank, or any other persons authorized by the Chief General Manager shall be at liberty to carryout surprise check on the persons as deployed by the successful tenderer/contractor / firm / company/ Agency in order to ensure that persons deployed by him are doing their duties properly.
12. That in case any of the persons so deployed by the successful Tenderer / Contractor / Firm / Company / Agency does not come up to the mark or does not perform their duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the successful Tenderer / Contractor / Firm / Company / Agency shall immediately withdraw and take suitable action against such persons on the report of the Chief General Manager of the Bank. Further, the successful tenderer/contractor / firm / company/ Agency shall immediately replace the particular person so deployed in case any of the aforesaid acts on the part of the said person.
13. That the successful Tenderer / Contractor / Firm / Company / Agency shall carefully and diligently perform the work assigned to him in consultation with the Chief General Manager, of the Bank or his nominee or the officer designated by the Chief General Manager in this regard from time to time.
14. One dedicated mobile number must be provided by the Tenderer / Contractor / Firm / Company / Agency at the fire control room at its own cost.
15. That the successful Tenderer / Contractor / Firm / Company / Agency shall submit details, such as names, parentage, residential address, age etc. along with recent photograph of the persons deployed by him. For the purpose of proper identification of the employees of the successful Tenderer / Contractor / Firm / Company / Agency

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deployed for the work, he/she shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.

16. That the successful Tenderer / Contractor / Firm / Company / Agency shall be liable for the payment of wages and all other dues which they are entitled to receive under the provisions of Minimum Wages Act and other relevant statutory enactments.
17. The successful Tenderer / Contractor / Firm / Company / Agency will raise monthly invoice on the Bank latest by 10th of the succeeding month. The Bank will deduct tax at source and all other taxes, duties as applicable from time to time from the amount payable to the successful Tenderer / Contractor / Firm / Company / Agency.
18. That the successful Tenderer / Contractor / Firm / Company / Agency shall comply with or cause to be complied with the notifications issued by Govt. from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and unauthorised deductions made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns to the authorities concerned. The successful Tenderer / Contractor / Firm / Company / Agency should pay the minimum wages stipulated by the Government of India, Ministry of Labour from time to time and submit monthly compliance certificate (with details of wages paid) on payment of minimum wages for the fire staff deployed in our premises along with next month's bill.
19. That the successful Tenderer / Contractor / Firm / Company / Agency shall make the payment of wages etc., to the persons so deployed and shall on demand furnish copies of wage register / muster roll, etc., to the Bank for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the successful Tenderer / Contractor / Firm / Company / Agency to ensure that he is fulfilling his commitments, towards his employees so deployed as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor must comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970 at his own cost and the rules made there under by the Government from time to time.
20. If it comes to the knowledge of the Bank that the same staff has been deployed in two consecutive shifts or is deployed elsewhere also, the Bank shall reserve the right to impose penalty as it deems fit. For deficiency in services and serious inconvenience caused to the Bank and its officials, the Bank reserves the right to impose penalty up to 10% of the estimated contract amount. In the event of penalty reaching 10% of the contract amount, the Bank reserves its right to terminate the contract and the successful Tenderer / Contractor / Firm / Company / Agency shall be liable to risk and cost. The amount of penalty will be appropriated from Security Deposit or any other amount payable to the successful tenderer/contractor / firm / company/ Agency.
21. No accommodation facility, transport facility or medical facility will be provided by the Bank to the persons deployed for the purpose of the contract.

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22. That the successful Tenderer / Contractor / Firm / Company / Agency shall deploy his persons in such a way that they get weekly rest. The working hours / leave, for which work is taken from them, do not violate relevant provisions of Shops and Establishments Act. The contractor shall arrange to provide reliever equally qualified and competent in case of absence/leave/off etc. of the private fire staff deployed. The successful Tenderer / Contractor / Firm / Company / Agency shall in all dealing with the persons in his employment have due regard to all recognised festivals, days of rest and religious or other customs.
23. The successful Tenderer / Contractor / Firm / Company / Agency shall comply with the applicable statutory provisions of Contract Labour(Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund(and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employees Liability Act, 1938; Employment of Children Act 1938; Maternity Benefit Act, the Payment of Gratuity Act, 1972, the Equal Remuneration Act, 1976 , the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and/or any other rules/regulations and/or statutes that may be applicable to them. The successful Tenderer / Contractor / Firm / Company / Agency shall be solely responsible for any violation of provision of the above-mentioned legislative enactments or any other statutory provisions and shall further keep the Bank indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Successful Tenderer / Contractor / Firm / Company / Agency failure to fulfil any of the obligations hereunder and / or under the said Acts, rules/ regulations/ or any bye-laws or rules framed under or any of these, the Bank shall be entitled to cover any of the such loses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the contractor's monthly payment or any other amount payable to the contractor or by invoking the Bank Guarantee.
24. In the event of the successful Tenderer / Contractor / Firm / Company / Agency committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said Regulations and Rules which is materially incorrect, he shall without prejudice to any other liability, pay to the Bank a sum as may be determined by Chief General Manager, of the Bank. The Bank reserves right to appropriate the amount by invoking the Bank Guarantee or from any other amount payable to the successful Tenderer / Contractor / Firm / Company / Agency.
25. That the successful Tenderer / Contractor / Firm / Company / Agency shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of the Bank.

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26. The successful Tenderer / Contractor / Firm / Company / Agency shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of the Bank.
27. That the successful Tenderer / Contractor / Firm / Company / Agency shall at his own cost take necessary insurance cover in respect of the aforesaid services rendered to the Bank. The successful Tenderer / Contractor / Firm / Company / Agency shall take “all risk policy" for the contract value and workmen compensation policy for the workers engaged for the work. The successful Tenderer / Contractor / Firm / Company / Agency shall provide a copy of the policy to the Bank on award of work.
28. The Bank shall not be responsible for payment of any compensation for death or injury or accident to any of the fire staff which may arise out of and in the course of their duties and deployment. It is agreed and understood that the successful Tenderer / Contractor / Firm / Company / Agency shall alone be liable to pay such damages or compensation to such fire staff.
29. The successful Tenderer / Contractor / Firm / Company / Agency shall remove all workers deployed by him on termination of the contract or on expiry of the contract from all the office premises of the Bank and ensure that no such persons shall create disruption/ hindrance/ problem of any nature in the Bank offices either explicitly or implicitly.
30. That the successful tenderer/contractor / firm / company/ Agency shall keep the Bank indemnified against all claims whatsoever in respect of the employees/personnel/representatives deployed by the successful Tenderer / Contractor / Firm / Company/ Agency. In case any employee/personnel/representatives of the successful Tenderer / Contractor / Firm / Company / Agency so deployed enters into dispute of any nature whatsoever, it will be the primary responsibility of the successful Tenderer / Contractor / Firm / Company / Agency to contest the same. In case the Bank is made party and is supposed to contest the case, the Bank will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the successful Tenderer / Contractor / Firm / Company / Agency to the Bank on demand. Further, the successful Tenderer / Contractor / Firm / Company / Agency shall ensure that no financial or any other liability comes on the Bank in this respect of any nature whatsoever and shall keep the Bank indemnified in this respect.
31. That the successful Tenderer / Contractor / Firm / Company / Agency shall ensure that the persons so deployed do not take any property including Fire Safety Equipment belonging to the Bank out of the premises without a Gate Pass signed by the designated officials of the Bank. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and

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authorized to sign the Gate Pass will be intimated in writing to the successful Tenderer / Contractor / Firm / Company / Agency along with subsequent changes, if any.

32. That the successful Tenderer / Contractor / Firm / Company / Agency shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the Bank indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising from the non-compliance of the aforesaid statutory provisions. The successful Tenderer / Contractor / Firm / Company / Agency's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the Bank shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Successful Tenderer / Contractor / Firm / Company / Agency's monthly payment and Security Money Deposit / PBG. The successful Tenderer / Contractor / Firm / Company / Agency should follow standard safety procedure and equipment and ensure that none of its staff suffer any injuries. Any liability on this account will be entirely that of the Agency.
33. It shall be the responsibility of the successful Tenderer / Contractor / Firm / Company / Agency to take care of fire safety arrangements in the Bank premises and report the matter related to fire safety to the Protocol & Security Officer of the Bank immediately. It shall be the sole responsibility of the successful tenderer/contractor / firm / company/ Agency to ensure security and safety of all the property and assets, movable and immovable, related to fire safety and security of the Bank and if there is any loss to the Bank on account of dishonesty, and/or due to any lapse on the part of the successful Tenderer / Contractor / Firm / Company / Agency or his worker/s, the successful Tenderer / Contractor / Firm / Company / Agency shall make good on demand the loss to the Reserve Bank of India, Imphal. He should also take steps, in consultation with the Bank authorities, to register FIR with police, if required.
34. That the successful Tenderer / Contractor / Firm / Company / Agency shall provide two pairs of distinct uniform at his own cost to the persons deployed for this work and shall include Shirt (Shirt/Jacket-inscribed as FIRE SAFETY at the back), leather shoes, Socks, Lanyard with whistle, Jersey for winter, Rain Coat/Umbrella for rainy season, loaded torches and batons at all the posts and the Bank shall have no liability whatsoever on this account. The uniform shall be approved by the Chief General Manager.
35. **Payment to the Agency**: The charges quoted will cover the cost of the services of manpower deployed, shall be payable on monthly basis subject to submission of invoice and performance check. The payment thereon will be made after the same is duly certified by the Bank's Security Officer that the services provided have been satisfactory and after deducting all statutory dues/taxes, etc. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied

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by the contractor and based on the attendance sheets duly verified by the Protocol & Security Officer of the Bank and other supporting documents. No other claim on whatever account shall be entertained by the Bank. The Contractor will ensure that Supervisor/Firemen engaged by him must receive their entitled wages in time. In view of this, the following procedure will be adopted. The bills shall be submitted along with the following documents in respect of the contractual employees deployed at RBI Imphal, mandatorily:

a) Current Month Invoice Copy
b) Current month Wage Register (Form XVII [See rule 78(1) (a) (i) of The Contract Labour (Regulation and Abolition) Central Rules, 1971], duly signed by the individual contract Labourers
c) Current Month Attendance Register.
d) Current Month ESI remittance challan (if applicable) with consolidated and breakup details
e) Current month EPF remittance challan, as applicable, with consolidated and breakup details
f) Bank Statement of the Agency duly authorized by Bank officials having details of salary Payment made to each employee
g) Proof of any other payment (bonus etc.) made to the contractual employees
h) A Certificate by the Vendor declaring that they are adhering to the applicable forms under the Minimum Wages Act, 1948 (XI of 1948) and all the applicable rules under the Act issued by the Government of India from time to time, EPFO, ESIC (if applicable), Bonus and all other Act/Rules issued by the Government of India in connection with employment of labours

36. The contractor shall compulsorily issue the salary slip to their Firefighting personnel. A tentative format (indicative only) is as under:

Name Of Employee's Month	Designation No. of Days / Duties Present:
Salary Statement Payable Paid	ESI No. PF No.
Basic Bonus HRA Gratuity Others Allowance Add. Allow / Late Duty Gross Wages OT Gross Wages + OT Deductions (Taxes & Any Other	Deductions Amount EPF (%) ESI (%) Security Deposit: Total Deduction:

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Charges) Net Payable (₹)	

37. **Financial Inclusion:** The successful tenderer/contractor / firm / company/ Agency shall ensure that all the Fire staff deployed in the Bank premises posess a Saving Bank Account along with an ATM card. Payments of wages shall be paid through NEFT/ RTGS and wages must be paid up to 7th of every month.
38. **Sexual Harassment:** The successful Tenderer / Contractor / Firm / Company / Agency shall comply with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee/personnel/representative within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the successful tenderer/contractor / firm / company/ Agency and the successful tenderer/contractor / firm / company/ Agency shall ensure appropriate action under the said Act in respect to the complaint.
39. Any complaint of sexual harassment from any aggrieved employee of the successful tenderer/contractor / firm / company/ Agency against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
40. The successful Tenderer / Contractor / Firm / Company / Agency shall be responsible for educating its employees/personnel/representatives about prevention of sexual harassment at workplace and related issues.
41. The successful Tenderer / Contractor / Firm / Company / Agency shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the successful Tenderer / Contractor / Firm / Company / Agency, for instance any monetary relief to Bank's employee, if sexual misconduct by the employee of the successful Tenderer / Contractor / Firm / Company / Agency is proved.
42. The successful Tenderer / Contractor / Firm / Company / Agency shall ensure that none of its employee/personnel/representatives will enter or remain in the Bank's premises beyond the specified time limits unless absolutely necessary for fulfilling successful Tenderer / Contractor / Firm / Company / Agency obligations and with permission of the Caretaker/Bank Security officials.
43. **Non-Disclosure Clause:** The successful Tenderer / Contractor / Firm / Company / Agency 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 successful Tenderer / Contractor / Firm / Company / Agency 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 successful Tenderer / Contractor / Firm / Company / Agency shall

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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 successful Tenderer / Contractor / Firm / Company / Agency 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 successful Tenderer / Contractor / Firm / Company / Agency shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the successful Tenderer / Contractor / Firm / Company / Agency and the Bank shall be entitled to claim damages and pursue legal remedies. The successful Tenderer / Contractor / Firm / Company / Agency shall take all appropriate actions with respect to its employees/personnel/representatives to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The successful Tenderer / Contractor / Firm / Company / Agency with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

44. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed upon, if any, or seven days, whichever is more, either party may at its option terminate the contract.

45. **Termination of Contract:** Without prejudice to what is contained herein above, the Bank/Employer shall at its sole and absolute discretion, be entitled to terminate the contract forthwith by written notice of one month without assigning any reason and without payment of any compensation, if-

a) In the opinion of the Bank/Employer (which shall not called in question by the successful tenderer/contractor / firm / company/ Agency and shall be binding on the successful tenderer/contractor / firm / company/ Agency) the successful tenderer/contractor / firm / company/ Agency fails or refuses to implement the contract to the Bank's satisfaction; and/or
b) The successful tenderer/contractor / firm / company/ Agency commits a breach of any terms and conditions of the contract; and/or
c) For any reason whatsoever, the successful tenderer/contractor / firm / company/ Agency becomes disentitled under any law to perform his obligation under the contract; and/or

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d) There is any variation in the ownership/partnership of the successful tenderer/contractor / firm / company/ Agency or its business without the prior permission in writing from the Bank; and/or

e) The successful tenderer/contractor / firm / company/ Agency is adjudged an insolvent/bankrupt or a compromise is entered by it with its creditors or if distress or execution or other process is levied upon it or receiver is appointed for any part of the assets or property of the successful tenderer/contractor / firm / company/ Agency.

In the event of termination of the contract for any reason whatsoever, the successful tenderer/contractor / firm / company/ Agency or persons employed by it shall not be entitled for any sum or sums whatsoever from the Bank/Employer by way of compensation or damages.

In case, the Contractor wants to terminate the agreement for any reason, it may do so after giving three months' prior notice.

46. **Stamp Duty and other Law Charges**: The Tenderer / Contractor / Firm / Company/ Agency shall bear the stamp duty and/or other law charges for execution of the agreement pursuant to award of the contract. The agreement shall be executed in duplicate and the Bank shall retain the original and the tenderer/contractor / firm / company/ Agency shall retain the duplicate.

47. **Arbitration:**

(a) Any dispute and/or difference arising out of or relating to this contract will be resolved through joint discussion of the authorised representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator to be appointed by the Chief General Manager, Reserve Bank of India, Imphal.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The venue of arbitration shall be RBI, Imphal.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Vendor shall continue to be made in terms of the contract.

(d) All matters pertaining to this Contract shall be subjected to the jurisdiction of the courts in Imphal only.

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अग्नि पर्यवेक्षक और अग्निशमन कर्मचारियों के कर्तव्य और जिम्मेदारियाँ / DUTIES AND RESPONSIBILITIES OF FIRE SUPERVISOR AND FIREFIGHTING STAFF

The tenderer/contractor / firm / company/ Agency is advised to visit the site before quoting their rates to assess the quantum of work. Apart from the scope of work mentioned above, following will also be included:

Functional Requirements

1. **INITIAL RESPONSE TO INCIDENTS:** Tasks occurring between the receipt of an alarm and initial firefighting or emergency scene activities.
   (a) Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.).
   (b) Proceeds to assigned apparatus upon receipt of call for services.
   (c) Wears personal protective equipment before and at emergency scenes.

2. **WATCH DUTIES:** Stands watch to receive incoming alarms and information, answers phones, and monitor access.
   (a) Receives notification of alarms, multiple alarms, EMS alarms, and other significant emergencies.
   (b) If required, notifies station personnel (over public address or through use of signals) of incoming alarms and required response (e.g., everybody goes, truck only, engine only, etc.)
   (c) If required, Answers department and outside phone.

3. **ON SCENE COMMUNICATION:** Communicates at the emergency scene to ensure appropriate coordination of apparatus and personnel.
   (a) Receives information (e.g., regarding the assignment of personnel and apparatus) from the officer in command upon arrival at the emergency scene.
   (b) Communicates with other fire personnel at emergency scene about conditions, size up, etc.
   (c) Relays orders from superior officers at emergency scene.

4. **PUMP OPERATIONS:** Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume using couplings, hoses, spanner wrenches, and other tools.
   (a) Opens and flushes hydrant to ensure it is functional.
   (b) Fills hose with water by hydrant pressure.
   (c) Engages pumps.

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(d) Monitors control panel (e.g., water temperature, oil pressure gauge, fuel gauge, hydrant pressure).
(e) Connects and lays supply line from supply to the apparatus.
(f) Notifies officer of any problems that occur while pumping.
(g) Shuts down pump when ordered to by officer.

5. DOCUMENTATION

The firemen employed should know how to maintain basic documents under the supervision of Fire supervisor. If required the firemen should promptly act as a runner to carry documents/ equipment related to Fire, Security and Disaster management from one person/place to other. The firemen should be conversant in Spoken English and Hindi.

6. **HOSE (AND EXTINGUISHER) OPERATIONS:** Stretches line or uses extinguisher to deliver water, foam, and other extinguishing agents to emergency scene.
   (a) Determines type (size) and number of lengths of hose needed for operation.
   (b) Pulls hose out of hose bed.
   (c) Determines proper nozzle and nozzle setting.
   (d) Connects hose lines to nozzles.
   (e) Connects to standpipe when necessary/appropriate.
   (f) Flakes out hose line prior to charging or during extinguishment to ensure proper operations.
   (g) Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling, or listening for smoke, sound, flames, gas, vapours, etc.
   (h) Uses extinguisher to extinguish, contain and/or control incident.

7. **MANUAL LADDER OPERATIONS:** Carries, raises, extends, and climbs manual ladders to perform search, rescue and other operations.
   (a) Determines manual ladder type and size needed at incident scene.
   (b) Determines proper placement of manual ladder at scene.
   (c) Raises and positions manual ladder at incident scene.
   (d) Anchor and secures manual ladder (i.e. tying off) at scene.
   (e) Climbs manual ladder to perform search, rescue, and other operations.

8. ASSISTANCE TO PHYSICALLY HANDICAPPED EMPLOYEES/ CUSTOMERS:

If required, the fireman on duty when not engaged in an emergency situation should help and assist physically disabled staff / customers (Administer First Aid to staff, if necessary)

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9. **FORCIBLE ENTRY (If required):** Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene - using axes, Halligan tools, hooks, rabbit tools, battering rams, sledge hammers, power saws and other tools.
   (a) Determines best location for forcible entry.
   (b) If required, Cuts through surfaces using power saws and other power tools.
   (c) Gains entry into structures using axes, sledgehammers, battering rams, Halligan tools and other forcible entry tools.
   (d) Pries open doors in structures using pry bars, Halligan tools, bolt cutters and other tools.
   (e) Removes locks or hinges from doors using sledgehammers, battering rams, axes, or other forcible entry tools.

10. **VENTILATION:** Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and aims fog stream out of window or hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.
   (a) Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
   (b) Opens windows and other points of entry manually or by using pry bars, Halligan tools, and other tools, to ventilate structure.
   (c) Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
   (d) Cuts open walls, roof and other structures to ventilate structure.
   (e) Uses fans for positive and negative pressure.

11. **SEARCH:** Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.
   (a) Determines search procedure or strategy needed to accomplish objectives.
   (b) Searches structures for seat of fire, or other hazard, and extensions.
   (c) Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.
   (d) Work together as a team/company to maintain personnel accountability.

12. **RESCUE:** Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, or other means of escape using rescue harnesses, ropes, backboards and other equipment. Extricates victims from vehicles, aircraft, cave-ins, collapsed buildings or other entrapments in order to save lives using shovels, torches, drills, pry bars, saws, jacks, jaws, air bags, and other equipment.

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(a) Evacuates persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
(b) Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
(c) Drags or carries victims from emergency scenes.
(d) Places victims onto stretchers, backboards, baskets, etc.
(e) Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
(f) Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.
(g) If required, Rescues drowning victims using life saving techniques.

13. **SALVAGE:** Moves and covers furniture, appliances, merchandise, and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage using plastic and canvas covers, ropes, staple guns, mops, squeegees, and other tools.
(a) Spreads salvage covers over property.
(b) Moves furniture and other objects to protect from water or other damage.
(c) Tears down weak and dangerous structural components (e.g., floors, walls, roofs, overhangs, and stairs) using hooks, axes, saws, and other tools.

14. **OVERHAUL:** Opens up walls and ceilings, cuts or pulls up floors and moves or turns over debris in order to check for hidden files which could rekindle or spread using hooks, axes, saws and pitchforks.
(a) Checks and searches open areas, walls, open structures for fire extension.
(b) Searches for and extinguishes any hidden fires by looking, feeling, or smelling for fire and smoke.
(c) Opens ceilings, walls etc. to expose hot spots and other hazardous conditions with axes, pike pole/ceiling hook etc.
(d) Removes and extinguishes burned or smouldering debris from buildings.

15. **CLEAN UP/PICK UP:** Picks up, cleans, and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.
(a) Backs lines out of structures.
(b) Rolls and holds hoses after use and returns them to appropriate vehicle.
(c) Determines that all hoses used during response to incident are present and accounted for.
(d) Cleans and returns all tools, equipment, supplies, and property in usable condition to appropriate vehicles.
(e) Cleans the apparatus.

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16. **EMERGENCY MEDICAL CARE:** Performs thorough patient evaluation and intervenes with the appropriate medical care for persons requiring medical care and/or requesting assistance with medical care.
    (a) Assess and prioritize patient according to medical and/or injury.
    (b) Intervenes with oxygen therapy or assisted ventilations, using oxygen adjuncts when appropriate.
    (c) Identifies life threatening bleeding and intervenes appropriately.
    (d) Identifies the pulse less, apnoeic patient and administers cardiopulmonary resuscitation.
    (e) Evaluates the patient's responsiveness (awake, alert and oriented vs. unresponsive) based on the patient's response to verbal and painful stimuli.
    (f) Determines whether patients need emergency or non-emergent transport.
    (g) Works to maintain the patient's wellbeing, emotionally as well as physically.
    (h) Assesses the patient's vital signs using a watch, stethoscope, and sphygmomanometer.

17. **EQUIPMENT MAINTENANCE:** Checks, cleans and maintains personal gear and equipment including the Fire Hydrant system, extinguishers to ensure proper and safe operations.
    (a) Visual inspection of fire extinguishers
    (b) Places turnout gear on or near apparatus.
    (c) Checks and weighing of fire extinguishers
    (d) Checks medical equipment.
    (e) Checks the condition of generators, blowers, lights, cords and fans.
    (f) Checks hose on apparatus (proper bedding and amount).
    (g) Checks and maintains power equipment.
    (h) Checks and performs ordinary maintenance on other portable equipment (e.g., checks oil levels, greases, etc.).
    (i) Changes over equipment and supplies from one apparatus to another.

18. **APPARATUS MAINTENANCE:** Checks, cleans, and maintains apparatus to ensure proper and safe operation.
    (a) Performs normal daily apparatus check (e.g., oil, fuel and water levels; proper pressures and lubrications; batteries; lights; sirens; brakes; tires; etc.).
    (b) Performs normal weekly apparatus check (e.g., hydraulic fluid levels).
    (c) Checks ability of engine to pump water.
    (d) Checks engine pumper pressure.
    (e) Notifies officer of electrical or mechanical problems on apparatus.
    (f) Notify the officer of needed repairs on apparatus.

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(g) Notify the officer that apparatus needs to be kept out of service due to a mechanical problem.
(h) Clean all the fire extinguishers from outside and check pressure from the pressure gauge, notify officer in case of drop in pressure.

19. **STATION MAINTENANCE AND DUTIES:** Checks, cleans, and maintains house facilities. This includes the performance of routine housekeeping chores.
(a) Cleans apparatus bay and rooms.
(b) Cleans and maintains fire house yard.

(Below mentioned points are only for Fire supervisor)

20. **INSPECTION OF BUILDINGS AND FIRE PROTECTION DEVICES:** Inspects building for fire prevention/ hazardous materials code violations or hazards on a periodic basis or during the course of their activities. Inspects alarms, hydrants, sprinkler systems and standpipe systems for operational use.
(a) Regularly inspects the entire premises for identifying fire hazards and removing them/ taking steps to protect against fire and building code violations.
(b) Inspects buildings upon request of occupants/owners
(c) Investigates buildings suspected of violating codes.
(d) Recognizes code violations (e.g. blocked exits, improper storage of chemicals etc.).

21. **PUBLIC RELATIONS:** Engages in the activities which have an impact on the department's image in the staff. Such activities include providing information to the staff, providing assistance and support to staff seeking help or information and giving presentations to community groups and other members of the RBI fraternity.
(a) Deals with distressed individuals at emergency scene.
(b) Meets officers in the fire station, conducts tours and provides information.
(c) Provides information to inspecting officers or staff on service runs.
(d) Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the department.

22. **TRAINING AND PROFESSIONAL DEVELOPMENT:** Participates in training drills and classes to enhance job related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures. Attends lectures, seminars, courses etc. and reads external documents (e.g. professional trade publications) to remain current in the fire service.
(a) Maintains knowledge of latest fire-fighting equipment and techniques.

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(b) Maintains basic knowledge of building structures related to fire control.
(c) Maintains basic knowledge of chemicals and other hazardous materials.
(d) Attends and impart routine training drills and sessions.
(e) Gives and participates in physical fitness sessions.
(f) Attends specialized training sessions (e.g. CPR certification, special schools, etc.)
(g) Reviews internal fire department bulletins, memos etc. to remain aware of departmental updates.
(h) Reads professional journals and publications (e.g. Fire Command) to be aware of current developments in the fire service and make the same available to senior officers

23. **DOCUMENTATION:** The fire supervisor should maintain the entire document system pertaining to Fire related matters. He should be conversant in usage of computer. He should be fluent in Spoken and Written Manipuri, Hindi, and English.

24. Such other incidental/related functions as may be necessary for firefighting.

I/We have read the Instructions for E-procurement, General Instructions to Bidders, Evaluation/Selection Criteria, Broad Scope of Work, General Terms & Conditions, Additional Conditions explicitly mentioned above and accept the same to execute the contract, if awarded.

Place: **Name & Signature of tenderer**

Date: **(Please sign at the bottom of all pages)**

Duly Signed and Stamped Scanned copy (PDF format) must be uploaded while submitting e-tender online through CPPP

(Signature & Seal)

Form – 1 of Technical Bid
(To be given on Tenderer's Letter Head)

The Chief General Manager
Reserve Bank of India
Opposite Manipur Legislative Assembly
Lilashing Khongnangkhong, Imphal

Dear Sir,

E-Tender for Contract to provide Trained Fire-fighting Staff (For providing Fire Safety Services) at RBI Office Premises located at Imphal

In response to the above and in full agreement with the terms and conditions as stipulated by Reserve Bank of India, Imphal:

a. I/ We certify that before signing this bid, I/ We have read and fully understood all the terms and conditions and instructions laid down in tender document and undertake to abide by them.

b. I/ We understand the minimum wages will be required to be paid as per the terms and conditions stipulated by the Central Government/ other authorities concerned from time to time. In addition, I/We also understand that all statutory payments like EPF /ESI /Bonus /Gratuity, Leave, Relieving Charges, Uniform, etc., also need to be paid as prescribed under various statutes, by me / us.

c. I/ We will pay the Earnest Money Deposit of **₹68,000/- (Sixty-Eight Thousand only) through NEFT/ Net banking only**.

d. On receiving the award of contract, I***/We will furnish a Performance Bank Guarantee i.e., 5% of the contract value which shall be valid for three months (90 days) beyond the period of contract.***

e. I / We also understand that the Chief General Manager, Reserve Bank of India, Imphal has the right to accept or reject my/ our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.

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g. I/ We have valid registration in respect of Employees Provident fund/ Employees State Insurance/ Service Tax /GST etc., copies of which are enclosed herewith.

h. I/ We agree and undertake, if our bid is successful and accepted, to provide firefighting/safety services in accordance with the requirement of the Bank.

i. I/ We also understand that the security deposit, will be forfeited by the Bank in the event of failure on my/ our part to execute the agreement within the specified time or failure on my/ our part to duly execute the work or invoke the Bank Guarantee in case of breach attributable to me/ us of the terms and conditions of the agreement.

Yours faithfully,

Place: Name & Signature of tenderer

Date: (Please sign at the bottom of all pages)

Scanned copy (PDF format) must be uploaded while submitting e-tender online through CPPP

(Signature & Seal)

General Instructions regarding Technical and Financial bids
(To be read in relevance to e-tendering process)
(To be scanned and uploaded)

1. **PART- I (Technical Bid)**

1.1. E-tender (Open- Two Bid System) are invited from Companies/Firms/Agencies to provide Trained Firefighting Staff (For Providing Fire Safety Services) for RBI Office Premises located in Imphal for an initial period up to March 31, 2027 as per laid down contractual obligations. However, the contract can be extended for a further period of two years (i.e. till March 31, 2029), one year at a time, subject to satisfactory performance of the services and adherence to contractual obligations by the concerned entity. The estimated value of contract per annum is ₹34,00,000/- (Rupees Thirty-Four Lakhs only).

1.2. The outsourcing agency (hereinafter referred to as "Agency") shall provide trained, uniformed Fire security personnel under its employment, and will provide security to the buildings, equipment, materials, and employees at the Office Premises of the Reserve Bank of India, Imphal (hereinafter referred to as "The Bank") as indicated in this document and monitoring and surveillance of the said premises.

1.3. Companies/Firms/Agencies who fulfil the following pre-qualification criteria are eligible to apply.

SN	Criteria	Requirement
1.	Duration of past Experience	(a) 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 experience of 5 years; (b) The Agency should be registered with the appropriate Government authorities and should be a well-established and reputed organisation;

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		(c) The Agency should have an office (Registered/ Corporate/ Branch/ Regional/ Zonal/ Representative/ Liaison) at Imphal. Documentary proof for the same to be submitted.
2.	Minimum value of each completed work.	(a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost; **OR** (b) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost; **OR** (c) One similar work costing not less than the amount equal to 80% of the estimated cost.
3.	Annual Turnover	Should have a minimum annual turnover of amount equal to ₹34,00,000/- (Rupees Thirty-Four Lakhs only) from provision of Firefighting Services activities, during the last 3 financial years i.e., up to March 31, 2025. (Scanned copies of relevant documents to be uploaded)
4.	ESIC, EPFO Registration	The Agency must be registered with ESIC and EPFO. (Scanned copies of Registration Certificates to be uploaded)
5.	Location of Office	The Agency should have an office (Registered/ corporate/ branch/ regional/ Zonal/ representative/ liaison) at Imphal. (Scanned copies of proof of address to be uploaded)

1.4. Details of the Company/Firm/Agency:

1.4.1. The full particulars of the Company/Firm/Agency, in detail, are required to be submitted. In case of a company, the certificate of registration, Memorandum and Articles of Association of the company and other relevant documents and particulars of all the directors and responsible officials are required to be submitted. In case of a partnership firm, the partnership deed, power of attorney, if any and particulars of all the partners constituting the

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firm; and in case of an Agency or Proprietorship, the particulars of the individual/individuals involved therein along with the name(s) and address(es)' etc. are required to be submitted (Scanned copy to be uploaded).

1.4.2. Details of work experience as per the requirements in the pre-qualification criteria supported by work orders, documents, and certificates shall be submitted. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any other centre should also be given (Scanned copy to be uploaded).

1.4.3. Written information about the names and address of the Bankers with full details like names, present contact / postal addresses, e-mail IDs, telephone (landline and mobile) nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished (Scanned copy to be uploaded).

1.5. Checklist for the Documents to be uploaded (Scanned copy of Original Documents to be uploaded online through 'Central Public Procurement Portal' portal in PDF format for submission of E-tender:

1.5.1. Audited or CA Certified Statement of Accounts for the last 3 accounting years i.e. 2022-23, 2023-24 and 2024-25.

1.5.2. Income Tax Return filed with the Income Tax Department for the last three years. i.e. 2022-23, 2023-24 and 2024-25.

1.5.3. Applicable Tax Registrations, viz., PAN, GST, etc.

1.5.4. Registration Certificate of the Company/Firm/Agency issued by the relevant authority.

1.5.5. E.P.F. Registration Certificate and E.S.I.C. Registration Certificate.

1.5.6. Particulars of the Tendering Company – Annexure VI

1.5.7. Details of Banker (s) - Annexure VII

1.5.8. Checklist for Technical Evaluation – Annexure VIII

1.5.9. Client's Certificate – Annexure IX

1.5.10. Banker's Certificate (Solvency Certificate) to be issued by the tenderer's bankers specifically for this work for an amount equivalent to the estimated cost of ₹34,00,000/- indicating financial soundness of the tenderer as per - Annexure X

1.5.11. All documents related to work experience supported by Work Orders, Completion Certificates, and other details.

1.5.12. Power of Attorney/authorisation with the seal of the company/firm in the name of the persons signing the tender documents.

1.5.13. Any other technical information the tenderer wishes to furnish.

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1.6. Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their candidature.

1.7. Intending tenderers has to deposit a sum of ₹68,000/- (Sixty-Eight Thousand only) paid through NEFT/ Net banking only to the following account:
Beneficiary Name- Reserve Bank of India
Beneficiary A/c No – 186003001
IFSC - RBIS0IMPA01 (5th and 10th digit is Zero)

1.8. Tenders without EMD will not be accepted under any circumstances.

1.9. EMD shall be forfeited if the bidder withdraws the bid during the period of tender validity or fail to execute the contract or award of work.

2. Part II (Financial Bid)

2.1. Part-II of the online tender should only contain the service provider's quoted rate (in percentage terms only) in the prescribed format.
A minimum service charge of 3% (three percent) to be quoted by the bidder. Bids quoting below the required 3% is liable to be rejected.

2.2. The wage components shall include all the liabilities of the company/agency/firm viz., Statutory Liabilities such as Minimum Wages, ESI and EPF (if applicable) contributions, etc. A reference may be made to all Central Government laws/guidelines in this regard.

2.3. While quoting the financial bid, the service providers are expected that they shall include therein the cost of materials, labour and tools/machinery, etc. required at the site along with other associated administrative costs.

2.4. Financial Bids not conforming to any statutory obligations are liable to be rejected.

2.5. All statutory deductions, as applicable shall be made from the bills submitted by the company/agency/firm. The Financial Bid shall, therefore, be all inclusive.

2.6. To assist in the examination, evaluation, comparison of the Tenders and qualification of the tender, the Bank may, at its discretion, ask any bidder for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a bidder, that is not reasonable to the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted.

2.7. If a bidder does not provide clarifications of its Tender by the date and time set in the Bank's request for clarification, its Tender shall be liable to be rejected.

Note: Part-II should contain only the Price Bid Format given in this Tender document. Bidders are requested to quote only the service charges which should be in percentage (%) and not in Rupees in the prescribed form. The bidder quoting the lowest Service

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Charge will be taken into consideration while deciding the lowest bidder. In case of a tie in Service Charge quoted by two or more bidders, the lowest bidder will be decided on the basis of highest value contract/ credential of the bidder which carried out similar nature of work during the last 3 years. Value of ongoing contracts shall not be taken into consideration.

3. Opening of Tender

3.1. Validity of Tender: The Tender along with the prices shall remain valid initially for a period of 90 days from the date of opening of Part-I, which may be further extended by mutual agreement in writing by the Tenderer and the Tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.

3.2. The tender documents which do not comply with separate conditions prescribed in the tender form will be summarily rejected.

3.3. Conditional bids will also be summarily rejected.

3.4. Part-II (Financial bid) of only those tenderers' who qualify in the Technical Bid (Part-I) will be opened on a subsequent date, for which the intimation would be given to the qualified tenderers.

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

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

Place: Name & Signature of tenderer

Date: (Please sign at the bottom of all pages)

Scanned copy (PDF format) must be uploaded while submitting e-tender online through CPPP

(Signature & Seal)

Section VI

Particulars of the tendering Company/Firm

(Please upload documentary evidence)

S. No	Particulars/Details to be filled in by the Company/Firm/Agency	
1.	Name of the Company/Firm	
2.	Type of Company whether, Proprietorship, Partnership etc.	
3.	Name and address of the Proprietor/ Partners/ Directors of the Company	
4.	Registration (firm, company etc.,) / Registration Authority, Date Number etc.	
5.	Registered office/Business address of the firm/Agency/Company along with Telephone No., Mobile No., Fax number and E-mail, if any	
6.	Office address through which the work will be handled (together with email id of authorised official)	
7.	Experience in undertaking similar services to other organizations	
8.	Total value of the contract entered into with other organizations for the last 3 years	
9.	Furnish Balance Sheet for last 3 years	
10.	Manpower on rolls of the firm. (as on November 30, 2025)	

(Signature & Seal)

11.	Whether providing Fire services to any of the Government/Semi-Government Undertaking/sand if so, furnish details.	
12.	PAN No. (copy of PAN card issued by the Income Tax Department)	
13.	Provident Fund Registration No.	
14.	ESI Resigration Number	
15.	Licence number under Contract Labour (R&A) Act	
16.	Indicate if involved in any litigation	
17.	Any disputes (including with statutory authorities) are pending and details of the stage of proceedings	

Place: Name & Signature of tenderer

Date: (Please sign at the bottom of all pages)

Scanned copy (PDF format) must be uploaded while submitting e-tender online through CPPP

(Signature & Seal)

Details of Banker/s

Particulars	**Banker 1**	**Banker 2**
Name of the Branch and its complete postal Address. IFSC code of the Branch		
Name and Job-title of the Contact Person along with his/her Telephone No(s) and Fax No.(s) etc.		
Type of Account and Account No.		
Whether Credit Facility/ Overdraft Facility enjoyed by the agency.		
The period from which the agency has been Banking with the Banker.		
Any other information which the vendor may like to furnish about its Bankers:		

Authorized Signatory
(With name & Seal)

Place:

Date:

Scanned copy (PDF format) must be uploaded while submitting e-tender online through CPPP

(Signature & Seal)

CHECK-LIST FOR TECHNICAL EVALUATION

S. No.	Documents asked for	To be filled by the Bidder	Details of Documentary proof in PDF (Page No./ File Name)
1.	Earnest Money Deposit (EMD)		
2.	Authorized person of the company/ firm/ agency, with name, designation address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of Partners/Directors also (Copy of partnership deed/Registration Certificate/MOU/MOA as applicable to be submitted)		
3.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Returns of the last 3 financial years.		
4.	Self-attested copy of GST Registration.		
5.	Self-attested copy of valid Registration number of the company/firm/agency.		
6.	Self-attested copy of the License under Contract 6 Labour (R&A) Act 1970, of the employer for whom the Agency is currently undertaking the work.		
7.	Self-attested copy of valid EPF Registration Number.		
8.	Self-attested copy of valid ESI Registration Number		

(Signature & Seal)

S. No.	Documents asked for	To be filled by the Bidder	Details of Documentary proof in PDF (Page No./ File Name)
9.	Average Turnover of not less than ₹ 34,00,000/- per annum (for Firefighting Services) for the last 3 years, duly certified by the Chartered Accountant.		
10.	Copy of audited balance sheets and profit and loss accounts for the past three years i.e. 2022-23, 2023-24 and 2024-25		
11.	Income Tax returns for the past three years i.e. 2022-23, 2023-24 and 2024-25		
12.	Copy of Registration of Company/ Firm valid for at least 12 months from the date of commencement of the contract.		
13.	Experience details of completed works as per eligibility criteria.		
14.	Address proof of the Company Office in Imphal.		
15.	Any other documents, if required		

Authorized Signatory
(With name & Seal)

Place:

Date:

Scanned copy (PDF format) must be uploaded while submitting e-tender online through CPPP

(Signature & Seal)

Client's Certificate

Client's Certificate regarding performance of Firm / Agency/ Company providing Fire Services

To,
Chief General Manager
Reserve Bank of India,
Opposite Manipur Legislative Assembly,
Lilasingh Khongnangkhong
Imphal - 795001

Name and address of the Client: -

Details of service availed from M/s……

S. No	Particulars	Comments
1.	Nature of fire service availed	
2.	Agreement No. and date	
3.	Agreement amount with firm / agency/ company	
4.	Since when dealing with the company/agency/firm	
5.	Number of personnel provided: a. Fire supervisor b. Fire Supervisor c. Lead Fireman d. Firemen e. Other trained persons f. Untrained persons	
6.	Comments regarding adherence of terms and conditions of contract	
7.	Any penalty imposed for non-adherence of terms and conditions of contract	
8.	Any other information	

(Signature & Seal)

Authorized Signatory
(With name & Seal)

Place:

Date:

Scanned copy (PDF format) must be uploaded while submitting e-tender online through CPPP

(Signature & Seal)

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

(To be uploaded by the Tenderer along with the Tender)

1. Name of the company/agency/firm:
2. Composition of the company/agency/firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited):
3. Name of the Proprietor/ Partners/ Directors of the company/agency/firm:
4. Name of the Banker:
5. Name of the Branch and complete postal address:
6. Name and job title of the contact person along with his/her Telephone No (s) and E-mail etc.:
7. Type of Account:
8. Account Number:
9. IFSC of the bank branch:
10. Turnover of the company/agency/firm for the last 3 years (year wise):
11. Credit facility/ Overdraft facility enjoyed by the company/agency/firm:
12. Dealings:
13. The period from which the company/agency/firm has been banking with the bank:
14. Any other remarks:
15. You may also kindly forward your opinion whether the above company/agency/firm is considered financially sound to be entrusted with the contract for works estimated to cost ₹ 34,00,000/- per annum.

(Signature) For the Bank

Place:

Date:

1. Banker's certificates should be on letter head of the Bank.

2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

(Signature & Seal)

PART – II - PROFORMA OF FINANCIAL BID

In connection with the above and in full agreement with the terms and conditions as stipulated by you, I/we state as under:

Fixed amount (X) (=Total cost for 12 months without agency profit and other charges) for 1 Fire Supervisor and 06 Firemen) as per present DGR wage rates	…… in (₹)
Quoted Agency Profit / Service Charge, Y (as _ % of X) *(*for 12 months) includes other administrative charges, Cost towards workmen compensation insurance policy, all risk policy, training, dress/uniform, shoes, baton, maintenance of equipment, uniform and consumables, mobile phones with annual recharge, other insurances, charges other than wages and statutory payment etc and all taxes, duty or other levy levied by Central Government or any State Government or local authority if applicable other than Good and Service Tax (GST)) **(Minimum 3% and above; Please enter numerical value one and do not enter % symbol)**	…… in (%)
Value of Y in INR (Total Quoted Agency Profit / Service Charge in INR)	…… in (₹)
Total contract value for One Year (excl. GST) (Z= X + Y)	…… in (₹)
GST@ _ % on 'Z' = U	
Value of U in INR	
Total contract value for One Year (inc. GST) (V= U + Z)	…… in (₹)
Total in figures	
Quoted rate in words	

(Signature & Seal)

FINANCIAL BID TO BE FILLED THROUGH ONLINE PORTAL ONLY

NOTE:

The rates to be quoted in accordance with latest GOI notification on minimum wages File No. 1/6(1)/2025-LS-II dated 30/03/2026 under WATCH & WARD (with arms for Supervisor & without arms for Firemen) for Area C". These rates should also be in conformity with other mandatory charges i.e., EPF, ESI, EDLI, Bonus etc. as per latest notifications.

(a) The rates quoted for are inclusive of reliever charges. No extra amount will be paid for posting a reliever.

(b) **I**/ *We hereby confirm that the Basic Wages plus VDA quoted above are not less than the current minimum wages stipulated by the latest notification of Ministry of Labour and Employment, Government of India and that other mandatory charges i.e., EPF, ESI, EDLI, Bonus etc. are in conformity with the corresponding statutory provisions*.

(c) **I**/We agree that the Financial Bid is liable to be rejected if any of the above rates and percentage are found not to be in compliance with the respective statutory laws.

Place **Name & Signature of tenderer**

Date: **(Please sign at the bottom of all pages)**

(Signature & Seal)

WAGES COMPONENTS
(FOR REFERENCE ONLY)

Sr.	Description	IMPHAL is in AREA – C Category of Worker (Semi-Skilled) (in Rupees and Paisa)
1.	Basic Wages Plus VDA as per CG (Variable Dearness Allowance) per day	₹781/-
2.	Employee Sate Insurance Scheme (ESIC) (Employer's Contribution)	3.25% of (Basic + VDA)
3.	Employee Provident Fund (EPF) (Employer's Contribution)	12% of (Basic + VDA)
4.	Employee Deposit Linked Insurance (EDLI)	0.5% of (Basic + VDA)
5.	Administrative Charges (EPF & EDLI)	0.5% of (Basic + VDA)
6.	Statutory Bonus	8.33% of (Basic + VDA)
7.	Other Charges (Cost towards workmen compensation insurance policy, all risk policy, training, dress/uniform, shoes, maintenance of equipment, uniform and consumables, mobile phones with annual recharge, other insurances, charges other than wages and statutory payment etc.)	5% of (Basic + VDA)
8.	Total	(1) + (2) + (3) + (4) + (5) + (6) + (7)
9.	Service Charges #	…. % of (8)
10.	Total (exclusive of GST @ 18%)	(8) + (9)

 # Service charge will be in terms of % per month on total per head/per month amount. Bidders should note that Service Charges (Agency Charges) at Serial No. 8 above can be retained by them, and all other elements are to be passed on to respective authorities / firefighting staff.
Minimum Service Charge of 3.00% to be quoted
To be Uniform for all category of personnel
***** GST shall be reimbursed on actual on production of documentary evidence.***

(Signature & Seal)

NOTE

1. The rates shall be in conformity to Minimum Wages Act 1948 as published by Central Government (Office of the Chief Labour Commissioner (C))
2. Minimum rates of wages (plus VDA) will be revised as per the Notification issued by the Chief Labour Commissioner (Central), Ministry of Labour & Employment from time to time i.e. 1st April and 1st October every year. Rate for Fire supervisor shall be fixed at 10% increment to the notified Basic Minimum Wages plus VDA
3. The service charge may be quoted inclusive of all expenditure on providing managerial supervisory/administrative services by all means to get the work done through deployed Fire-Fighting staff.
4. Service Charge is to be quoted in terms of percentage only.
5. Service charge will be in terms of % per month on total per head/per month amount.
6. Agency needs to provide Wage Slip pertaining to payment to the staff deployed.
7. The Wage Components mentioned above are not absolute and are subject to change as per Government directions.

Authorized Signatory
(With name & Seal)

Place:

Date:

(Signature & Seal)