



भारतीय रिज़र्व बैंक
संपदा विभाग
भुवनेश्वर

ई-निविदा आमंत्रण सूचना

कार्य का नाम - दूसरी मंजिल, मुख्य कार्यालय परिसर, भारतीय रिज़र्व बैंक, भुवनेश्वर में वर्कस्टेशन और पेडस्टल इकाइयों की आपूर्ति, संयोजन और स्थापना
(e-Tender No: 2026_RBI_289687_1)

ए. पात्रता मानदंड:

1. “दूसरी मंजिल, मुख्य कार्यालय परिसर, भारतीय रिज़र्व बैंक, भुवनेश्वर में वर्कस्टेशन और पेडस्टल इकाइयों की आपूर्ति, संयोजन और स्थापना” के लिए दो भागों में ई-निविदाएं आमंत्रित की जाती हैं।
2. इस कार्य की अनुमानित लागत **₹34,86,664/-** है। इसमें जीएसटी भी शामिल है और यह कार्य आदेश जारी होने की 14 दिन बाद **45 दिनों** के भीतर पूरा किया जाना है।
3. केवल वे फर्म जिनके पास वैध जीएसटी पंजीकृत है और बड़े कार्यालय भवनों/आवासीय परिसरों के लिए समान कार्य करने के क्षेत्र में कम से कम 5 वर्ष का अनुभव है और उन्होंने अलग-अलग समान कार्यों को सफलतापूर्वक निष्पादित किया है, जिनकी लागत (ए) तीन कार्य हैं जिनमें से प्रत्येक की लागत अनुमानित लागत के 40% के बराबर राशि से कम नहीं है या (बी) दो कार्य जिनमें से प्रत्येक की लागत अनुमानित लागत के 50% के बराबर राशि से कम नहीं है या (सी) एक कार्य जिसकी लागत अनुमानित लागत के 80% के बराबर राशि से कम नहीं है, जो आवेदन आमंत्रित किए जाने वाले महीने के अंतिम दिन को समाप्त होता है और जिसका पिछले 3 वित्तीय वर्षों के दौरान न्यूनतम वार्षिक **कारोबार ₹34,86,664/-** है।
4. निविदा फार्म केवल उन ठेकेदारों को जारी किए जाएंगे जो ई-निविदा के लिए आवेदन करते समय निम्नलिखित जानकारी लिखित रूप में प्रस्तुत करेंगे तथा निविदा प्रक्रिया में भाग लेने के लिए अपनी पात्रता के बारे में बैंक को संतुष्ट करने के लिए प्रासंगिक दस्तावेज प्रस्तुत करेंगे।

(ए)	फर्म की संरचना	ठेकेदारों की फर्म की संरचना का पूरा विवरण (चाहे ठेकेदार एक व्यक्ति है, या साझेदारी फर्म है, या कंपनी आदि) विस्तृत रूप से नाम और पता, साझेदार के संस्था के अंतर्नियम/पावर ऑफ अटॉर्नी/ अन्य प्रासंगिक दस्तावेज़ की प्रति, माल और सेवा कर पंजीकरण प्रमाण पत्र की प्रति के साथ अपलोड किया जाना चाहिए।
(बी)	अनुभव की अवधि	बोलीदाता को समान कार्य/कार्यों को पूरा करने के न्यूनतम 5 वर्षों के अनुभव के प्रमाण के रूप में दस्तावेज़ी साक्ष्य प्रस्तुत करना चाहिए (यानी, बोलीदाता को 31 अगस्त, 2021 से पहले इसी तरह के कार्य करने चाहिए)। वर्क ऑर्डर की तारीख, अनुबंध राशि, कार्य को पूरा करने के लिए दिया गया समय आदि को दर्शाते हुए अर्हक

		कार्यों के लिए विस्तृत कार्य आदेश की प्रतियां और सरकारी/सार्वजनिक क्षेत्र की कंपनियों के लिए निष्पादित कार्यों के लिए ग्राहक (ओं) द्वारा जारी किए गए समान कार्यों के पूरा होने की वास्तविक तारीख और निष्पादित समान कार्यों के वास्तविक मूल्य को दर्शाते हुए संबंधित पूर्णता प्रमाण पत्र और कार्य आदेश की प्रतियां, निजी कंपनियों के लिए निष्पादित कार्यों के लिए ग्राहक (ओं) द्वारा जारी किए गए स्रोत पर कर कटौती (टीडीएस) प्रमाण पत्र के साथ कार्य पूर्णता प्रमाण पत्र की प्रतियां प्रस्तुत करना होगा। बोलीदाता को पिछले 5 वर्षों के दौरान किए गए कार्यों का विवरण कार्य आदेश, कार्य पूर्णता प्रमाण पत्र के साथ प्रस्तुत करना चाहिए।
(सी)	कार्य अनुभव एवं निर्दिष्ट अवधि के दौरान निर्दिष्ट मूल्य के समान कार्यों को पूरा करना	बोली लगाने वाले के पास 31 अगस्त, 2026 को समाप्त पिछले 5 वर्षों के दौरान समान कार्य/कार्यों को सफलतापूर्वक पूरा करने का अनुभव होना चाहिए* व्यक्तिगत रूप से लागत (ए) तीन कार्य जिनमें से प्रत्येक की लागत अनुमानित लागत के 40% के बराबर राशि से कम नहीं होनी चाहिए या (बी) दो कार्य जिनमें से प्रत्येक की लागत अनुमानित लागत के 50% के बराबर राशि से कम नहीं होनी चाहिए या (सी) एक कार्य जिसकी लागत अनुमानित लागत के 80% के बराबर राशि से कम नहीं होनी चाहिए और कार्य सौंपने की तारीख, संविदा राशि, कार्य पूरा करने के लिए दिया गया समय आदि दर्शाते हुए अर्हक कार्यों के लिए विस्तृत कार्य आदेश की प्रतियां और सरकार/सार्वजनिक क्षेत्र की कंपनियों के लिए निष्पादित कार्यों के लिए ग्राहक द्वारा जारी किए गए निष्पादित समान कार्य/कार्यों की वास्तविक समाप्ति की तारीख और वास्तविक मूल्य दर्शाते हुए संबंधित पूर्णता प्रमाण पत्र और कार्य आदेश की प्रतियां, स्रोत पर कर कटौती (टीडीएस) के साथ कार्य पूर्णता प्रमाण पत्र प्रस्तुत करना चाहिए। निजी कंपनियों के लिए निष्पादित कार्यों के लिए ग्राहक(ओं) द्वारा जारी प्रमाण पत्र। प्रारूप के अनुसार प्रत्येक अर्हक कार्य के लिए ग्राहक प्रमाण पत्र/प्रमाण पत्र
(डी)	ठेकेदार की ऋण पात्रता और निर्दिष्ट अवधि के दौरान उनका कारोबार	आयकर क्लियरेंस प्रमाण पत्र/आयकर निर्धारण आदेश की प्रतियां, साथ ही ठेकेदार के व्यवसाय के नवीनतम अंतिम खातों की प्रतियां, जिन्हें चार्टर्ड अकाउंटेंट द्वारा प्रमाणित किया गया हो, ऋण पात्रता के प्रमाण के रूप में संलग्न की जानी चाहिए तथा पिछले तीन वर्षों के टर्नओवर की जानकारी अपलोड की जानी चाहिए।
(इ)	बैंकर्स और उनके वर्तमान संपर्क अधिकारियों के नाम और पते	बैंकर्स के नाम और पते के बारे में लिखित जानकारी के साथ-साथ संपर्क अधिकारियों (अर्थात् वे व्यक्ति जिनसे आवश्यकता पड़ने पर फर्म के बैंकर्स के कार्यालय में संपर्क किया जा सकता है) के पूर्ण विवरण जैसे नाम, डाक पते, ई-मेल आईडी, टेलीफोन (लैंडलाइन और मोबाइल) नंबर, फैक्स नंबर आदि अपलोड किए जाने चाहिए।
(एफ)	बैंक खातों का विवरण	बैंक खातों का पूरा विवरण, जैसे खाता संख्या, प्रकार, कब खोला गया आदि अपलोड किया जाना चाहिए।
(जी)	ग्राहकों और उनके	फर्म के ग्राहकों के नाम और पते के बारे में लिखित जानकारी, साथ

	वर्तमान संपर्क अधिकारियों के नाम और पते	ही संपर्क अधिकारियों (अर्थात् वे व्यक्ति जिनसे बैंक द्वारा आवश्यकता पड़ने पर ग्राहकों के कार्यालय में संपर्क किया जा सकता है) के पूर्ण विवरण, जैसे नाम, डाक पते, ई-मेल आईडी, टेलीफोन (लैंडलाइन और मोबाइल) नंबर, फैक्स नंबर आदि अपलोड किए जाने चाहिए।
(एच)	पूर्ण किये गये कार्यों का विवरण	कार्यों के ग्राहकवार नाम, कार्यों के निष्पादन का वर्ष, निष्पादित कार्यों की प्रदान की गई और वास्तविक लागत, संविदा में निर्धारित समापन समय और कार्यों को पूरा करने में लगा वास्तविक समय, अधिकारियों/प्राधिकारियों/विभागों के नाम और पूर्ण संपर्क विवरण जिनके अधीन कार्य निष्पादित किए गए, अपलोड किया जाना चाहिए।
(आई)	बैंकर्स सर्टिफिकेट	अनुलग्नक-5 के अनुसार कार्य की अनुमानित लागत से अधिक या उसके बराबर राशि का बैंकर प्रमाण पत्र प्रस्तुत किया जाना चाहिए।

5. इच्छुक बोलीदाताओं को निविदा की तकनीकी-वाणिज्यिक (भाग-I) बोली के साथ ऊपर बताए गए सभी बिंदुओं को पूरा करने वाले प्रासंगिक दस्तावेज अपलोड करने की आवश्यकता है। समान पात्रता दस्तावेज और ईएमडी की स्कैन की गई प्रति सीपीपी पोर्टल पर तकनीकी वाणिज्यिक बोली (भाग-I) के साथ अपलोड की जानी चाहिए। यह ध्यान दिया जाना चाहिए कि निविदा प्रक्रिया ई-टेंडरिंग के माध्यम से सीपीपी पोर्टल पर निष्पादित की जाएगी।

6. निविदा फॉर्म आरबीआई की वेबसाइट और सीपीपी पोर्टल से डाउनलोड करने के लिए **02 सितंबर, 2026 को 18:00 बजे** से उपलब्ध होंगे। इच्छित बोलीदाताओं के लिए एक पूर्व-बोली बैठक **11 सितंबर, 2026 को 11.00 बजे** सम्पदा विभाग, पहली मंजिल, भारतीय रिजर्व बैंक, भुवनेश्वर में ऑफ़लाइन आयोजित की जाएगी।

7. पूर्व-योग्यता कागजात और ईएमडी भुगतान के प्रमाण की स्कैन की गई प्रति सीपीपी पोर्टल पर तकनीकी वाणिज्यिक बोली (भाग-I) के साथ अपलोड की जानी चाहिए। **डिमांड ड्राफ्ट/बीजी 21 सितंबर, 2026 तक 14.00 बजे तक संपत्ति विभाग, भारतीय रिजर्व बैंक, पहली मंजिल, पंडित जवाहरलाल नेहरू मार्ग, भुवनेश्वर 751001 तक एक सीलबंद लिफाफे में मूल रूप से पहुंचना चाहिए। यदि एनईएफटी के माध्यम से भुगतान किया जाता है, तो एनईएफटी रसीद को पूर्व-योग्यता दस्तावेजों के साथ अपलोड किया जाना चाहिए।** जांच के बाद, यदि किसी भी बोलीदाता के पास आवश्यक पात्रता नहीं पाई जाती है, तो उनकी निविदाएं आगे की प्रक्रिया के लिए बैंक द्वारा स्वीकार नहीं की जाएंगी। इसके अलावा, बोलीदाता को आगे की निविदा प्रक्रिया के लिए अर्हता प्राप्त करने के लिए मांग किए जाने पर मूल दस्तावेज बैंक को जमा करने चाहिए। निविदा दस्तावेज के विधिवत भरे हुए और मुहर लगाने/डिजिटल रूप से हस्ताक्षरित भाग-I को बोलीदाताओं द्वारा सभी पूर्व-योग्यता दस्तावेजों के साथ सीपीपी पोर्टल पर अपलोड किया जाना चाहिए।

इच्छुक बोलीदाता www.etenders.gov.in/eprocure/app पर पंजीकृत होने के बाद ई-टेंडर में भाग ले सकते हैं।

8. निर्धारित प्रारूप में निविदा दो भागों में प्रस्तुत की जाएगी। निविदा के भाग-I में प्रस्तावित कार्य के लिए

बैंक की मानक तकनीकी और वाणिज्यिक शर्तें शामिल होंगी। **ईएमडी को एनईएफटी हस्तांतरण के माध्यम से खाता संख्या-186003001, भारतीय रिज़र्व बैंक, आईएफएससी कोड-RBIS0BBPA01, शाखा का नाम - भुवनेश्वर, शाखा का पता - भारतीय रिज़र्व बैंक, दूसरी मंजिल, पंडित जवाहरलाल नेहरू मार्ग, भुवनेश्वर 751001 या 'भारतीय रिज़र्व बैंक, भुवनेश्वर' के पक्ष में एक अनुसूचित बैंक द्वारा जारी डिमांड ड्राफ्ट/बीजी द्वारा प्रस्तुत किया जाना चाहिए।** ईएमडी से संबंधित दस्तावेजों को स्कैन किया जाना चाहिए और पूर्व-योग्यता दस्तावेजों के साथ अपलोड किया जाना चाहिए। निविदा के भाग-II में कोई शर्त नहीं होगी, बल्कि बैंक की मात्रा की अनुसूची के अनुसार केवल बोलीदाता की मूल्य बोली होगी।

9. निविदाओं का भाग-I और भाग-II बोलीदाता द्वारा सीपीपी पोर्टल पर प्रस्तुत किया जाएगा। इसे आरबीआई द्वारा **22 सितम्बर, 2026 को 15:00** बजे खोला जाएगा। जो ठेकेदार अपने प्रतिनिधि नियुक्त करना चाहते हैं, वे अपने प्रतिनिधियों को संपदा विभाग, भारतीय रिज़र्व बैंक, प्रथम मंजिल, पंडित जवाहरलाल नेहरू मार्ग, भुवनेश्वर 751001 में नियुक्त कर सकते हैं। निविदा का भाग-II बाद में खोला जाएगा। इसके लिए उचित सूचना दी जाएगी।

10. बोलीदाता को निम्नलिखित प्रस्तुत करना होगा:

a. अपने ग्राहकों से अनुलग्नक 4 में प्रारूप के अनुसार ग्राहक का प्रमाण पत्र, जिनके लिए उन्होंने इस नोटिस में बताए गए पात्रता (पूर्व-योग्यता) मानदंडों के संदर्भ में "पात्र कार्य" किए हैं। बैंक अपने ग्राहकों और बैंकरों से ठेकेदार के पिछले प्रदर्शन पर रिपोर्ट प्राप्त करेगा। बैंक निविदाओं के भाग-II को खोलने से पहले उक्त रिपोर्टों का मूल्यांकन करेगा। यदि किसी भी ठेकेदार के पास किसी भी समय निविदा प्रक्रिया में भाग लेने के लिए आवश्यक पात्रता नहीं पाई जाती है और/या उसके ग्राहकों और/या उसके बैंकरों से प्राप्त उसकी प्रदर्शन रिपोर्ट और असंतोषजनक पाई जाती है, तो बैंक निविदा के भाग-I को खोलने के बाद भी उसके प्रस्ताव को अस्वीकार करने का अधिकार सुरक्षित रखता है। बैंक ऐसा करने के लिए कोई कारण बताने के लिए बाध्य नहीं है।

b. बैंकर का प्रमाण पत्र, अनुलग्नक 5 में दिए गए प्रारूप के अनुसार, उनके बैंकर/बैंकरों से।

11. बैंक सबसे कम कीमत वाली 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 भी सुरक्षित रखता है।

12. क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, भुवनेश्वर, बिना कोई कारण बताए किसी भी या सभी बोलियों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखते हैं और किसी भी नियम और शर्तों में रियायत देने का अधिकार भी सुरक्षित रखते हैं। किसी भी बोलीदाता के पास अपनी बोली को अस्वीकार करने के लिए आरबीआई के खिलाफ कार्रवाई या दावा का कोई कारण नहीं होगा।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
भुवनेश्वर



**Reserve Bank of India
Estate Department
Bhubaneswar**

**Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main
Office Premises, Reserve Bank of India, Bhubaneswar**

e-Tender No: 2026_RBI_289687_1

Name of Tenderer: _____

Address: _____

	Activity	Date
1	Date of availability of Tender in RBI Website and CPP Portal	September 02,2026, after 18:00 hrs.
2	Date of starting of e-Tender	September 11, 2026, from 17:00 hrs.
3	Due date for submission of Tender	September 21, 2026, up to 14:00 hrs.
4	Date of opening of Tender	September 22, 2026, at 15:00 hrs.

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Index

Sl. No	Description	Page No
1	Index	2 to 3
2	Disclaimer	4
3	Schedule of e-Tender	5 to 6
4	Notice inviting tender	7 to 10
5	Important instructions for e-tender	11
6	Form of Tender	12 to 13
7	Instructions to Bidders	14 to 21
8	General Conditions of Contract	22 to 48
9	Appendix Herein Before Referred	49
10	Special Conditions	50 to 52
11	Safety Code	53 to 54
12	Fire Safety Code	55
13	Technical Specifications	56 to 67
14	List of Materials of approved brand and/or manufacturer	68 to 69
15	Annexure 1: Articles of Agreement	70 to 73
16	Annexure 2: Proforma of Bank Guarantee for EMD	74 to 76
17	Annexure 3: Performa of Performance Bank Guarantee for Due fulfilment of terms and conditions under the contract	77 to 80
18	Annexure 4: Client Certificate	81 to 82
19	Annexure 5: Banker's Certificate	83
20	Annexure 6: List of works	84
21	Annexure 7: Schedule of Commercial Deviations	85
22	Annexure 8: Schedule of Technical Deviations	86
23	Annexure 9: Format of Computerized Measurement Book	87 to 90

24	Annexure 10: FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY	91 to 92
25	Annexure 11: Proforma for Indemnifying the Employer against contract labour Rules/ regulations	93
26	Annexure 12: Undertaking regarding declaration of debarment by public institution(s)	94
27	Annexure 13: Performa for Undertaking / Declaration / certificate by the Bidder regarding country sharing land border with India	95 to 96
28	Un-Priced Schedule of Quantities	97 to 100
29	Schedule of quantities	101 to 103

DISCLAIMER

Reserve Bank of India, Bhubaneswar (the Bank) has prepared this tender document. The information is provided to prospective Bidders to enable them to bid for **Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar.**

This tender is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this tender is to share requirements of the Bank with all interested parties to enable them to submit their Bid. While the Bank has taken due care in the preparation of the information contained herein, the Bank does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information in tender. The Bank is not responsible if no due diligence is performed by the Respondents. The Bank reserves the right not to proceed with this tender, to alter the timetable reflected in this document, to update scope of work or to change the process or procedure to be applied. It also reserves the right to decline to discuss the tender further with any respondent. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.

Schedule of e-Tender

a. Name of Work	Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar
b. Estimated Cost of the Work	₹34,86,664/- inclusive of GST
c. e-Tender No.	2026_RBI_289687_1
d. Mode of Tender	Through CPP Portal https://etenders.gov.in/eprocure/app
e. Date of NIT available to parties to download	September 02, 2026, after 18:00 hrs
f. Date of Pre-Bid Meeting	September 11, 2026, at 11:00 hrs
g. Date of starting of e-Tender for submission of Price Bid in CPP Portal	September 11, 2026, from 17:00 hrs
h. Date of closing of online e-tender for submission of Price Bid	September 21, 2026, up to 14:00 hrs
i. Date & time of opening of Part-I (i.e., Technical Bid) Part-II Price Bid: Date of opening of Part II i.e., price bid shall be informed separately	September 22, 2026, at 15:00 hrs
j. Earnest Money deposit	EMD of ₹69,734/- (Rupees Sixty-Nine Thousand Seven Hundred Thirty-Four Only) to be remitted through: i. NEFT: A/C No-186003001, Reserve Bank of India, IFSC Code - RBIS0BBPA01 (0=Zero), Branch Name – Bhubaneswar. The details of transaction must be uploaded along with the tender document in CPP portal and also be submitted through mail to estatebhubaneswar@rbi.org.in OR ii. Demand Draft (DD)/Bank Guarantee (BG) DD/BG in favour of “Reserve Bank of India, Bhubaneswar” must be delivered in physical form at Estate Department, 1st Floor, Reserve Bank of India, Pt. J. N. Marg, Bhubaneswar-751001

Amendments / Corrigendum to the tender, if any, will only be notified on the RBI Website and CPP portal as mentioned above and will not be published in the newspaper.

NOTICE INVITING TENDER

Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar

A. Eligibility criteria:

1. E-tenders in two parts are invited for **“Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar”**.
2. The work is **estimated to cost ₹34,86,664/-** including GST and is to be completed within **45 days from the 14th date of issue of work order**.
3. Only those firms who have valid GST registration and have minimum 5 years of experience in the field of undertaking similar works for large office buildings and have successfully executed similar works individually costing (a) Three works each costing not less than the amount equal to 40% of the estimated cost or (b) Two works each costing not less than the amount equal to 50% of the estimated cost or (c) One work costing not less than the amount equal to 80% of the estimated cost during the last 5 years ending on the last day of the month prior to the one of which applications are invited and have a minimum **annual turnover of ₹34,86,664/-** during the last 3 financial years.
4. The tenderers must invariably furnish, at the time of applying for e-tender, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the tendering process.

(a)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be uploaded along with name(s) and address (es) of the partners, Copy of the Articles of Association/ Power of Attorney/other relevant document, copy of Goods and Service Tax registration certificate.
(b)	Duration of experience	The bidder should submit documentary evidence as proof of having minimum 5 years of experience in completing similar work/s (i.e., the bidder should have undertaken similar work/s prior to August 31, 2021). Copies of detailed work order/s for qualifying works indicating date of award, contract amount, time given for completing the work, etc. and the corresponding completion certificate(s) indicating actual date of completion and actual value of executed similar work/s issued by the client(s) for works executed for government / public sector companies and copies of work order, work completion certificate along with Tax Deducted at Source (TDS) certificate(s) issued by the client(s) for works executed for private companies must be submitted. The bidder should

		submit the details of the works undertaken during last 5 years along with the work orders, work completion certificate.
(c)	Work experience & Completion of similar works of specified value during the specified period	The bidder should have experience of successfully completed similar work/s * individually costing (a) Three works each costing not less than the amount equal to 40% of the estimated cost OR (b) Two works each costing not less than the amount equal to 50% of the estimated cost OR (c) One work costing not less than the amount equal to 80% of the estimated cost during last 5 years ending on August 31, 2026 and should submit Copies of detailed work order/s for qualifying works indicating date of award, contract amount, time given for completing the work, etc. and the corresponding completion certificate(s) indicating actual date of completion and actual value of executed similar work/s issued by the client(s) for works executed for government /public sector companies and copies of work order, work completion certificate along with Tax Deducted at Source (TDS) certificate(s) issued by the client(s) for works executed for private companies. Client certificate/s for each of the qualifying work, as per the format, must be submitted by the bidders.
(d)	Credit worthiness of the contractor and their turnover during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment Orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of creditworthiness and turnover for last three years should be uploaded.
(e)	Name(s) and address(es) of the Bankers and their present contact executives	Written Information about the names and addresses of bankers along with full details such as names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e., the persons who can be contacted at the office of the bankers of the firm, in case it is so needed) should be uploaded.
(f)	Details of bank accounts	Full particulars of bank accounts, such as account no. type, when opened etc., should be uploaded.
(g)	Name(s) and address(es) of the Clients and their present contact executives	Written information about the names and addresses of clients of the firm along with full details like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e., the persons who can be contacted at the office of clients by the Bank in case it is so needed) should be uploaded.
(h)	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), completion time stipulated in the contract(s) and actual time taken to complete the work(s), Name(s) and full contact-details of the officers/authorities/departments under whom the work(s)

		was/were executed should be uploaded.
(i)	Bankers Certificate	Banker's certificate, as per Annexure 5 , of amount more than or equal to estimated cost of the work should be submitted.

5. Interested bidders are required to upload relevant documents satisfying all the points as stated above along with techno-commercial (Part-I) bid of tender. The same Eligibility documents and the scanned copy of EMD should be uploaded with Techno Commercial Bid (Part-I) on the CPP portal. It is to be noted that the tender process shall be executed on the CPP portal through e-Tendering.

6. Tender forms will be available for downloading from RBI website and CPP portal w.e.f. **September 02, 2026 from 18:00 hours**. A pre-bid meeting for the intended bidders shall be held offline on **September 11, 2026 at 11:00 hours** at Estate Department, 1st floor, Reserve Bank of India, Bhubaneswar.

7. The Pre-Qualification papers and scanned copy of proof of EMD payment should be uploaded along with Techno Commercial Bid (Part-I) on the CPP portal. The Demand Draft/BG should reach in original in a sealed envelope to Estate Department, Reserve Bank of India, 1st Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 by September 21, 2026, up to 14:00 Hrs. If paid through NEFT, the NEFT receipt should be uploaded along with pre-qualification documents. After scrutiny, if any of the bidders are not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing. Further, the bidder should submit the original documents to the Bank, when demanded, to qualify for further tendering process. The duly filled and stamped/digitally signed Part-I of tender document should be uploaded by the bidders on CPP portal along with all the pre-qualification documents.

Interested bidders can participate in e-Tender after getting registered on CPP portal (<https://etenders.gov.in/eprocure/app>).

8. Tender in prescribed format shall be submitted in two parts. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work. The **EMD should be submitted through NEFT transfer to A/C No-186003001, Reserve Bank of India, IFSC Code- RBIS0BBPA01, Branch Name – Bhubaneswar, Branch Address – Reserve Bank of India, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001** Or by a demand draft/BG issued by a Scheduled Bank in favour of 'Reserve Bank of India, Bhubaneswar'. The documents pertaining to EMD should be scanned and uploaded along with the pre-Qualification documents. Part-II of the tender should contain no conditions but only bidder's Price Bid as per the Bank's Schedule of quantities.

9. Part-I and Part-II of the tender must be uploaded by the bidders only in CPP portal. Part-I of the tender will be opened at 15:00 hrs. on September 22, 2026. The bidders are advised to be present during opening of the tender at Estate

Department, 1st Floor, Reserve Bank of India, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001. Part II (Price bid) of the eligible bidders will be opened later after techno-commercial scrutiny of the documents. Due intimation to the bidders, prior to opening of the price bid, will be issued.

10. The bidders must submit

- a. Client's certificate, as per format at [Annex 4](#), from their clients for whom they have carried out "eligible works" in terms of the eligibility (Pre-qualification) criteria explained in this notice. The Bank shall obtain reports on the past performance of the Contractor from their clients and bankers. The Bank shall evaluate the said reports before opening of the Part-II of the tender. If any contractor is not found to possess the required eligibility for participating in the tendering process at any point of time and / or his performance reports received from his clients and / or his bankers are found unsatisfactory, the Bank reserves the right to **reject his offer** even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.
- b. Banker's certificate, as per format at [Annex 5](#), from their banker/bankers.

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

12. Regional Director, Reserve Bank of India, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No bidders shall have any cause of action or claim against the RBI for rejection of his Bid.

Regional Director
Reserve Bank of India
Bhubaneswar

Important instructions for e-tender

This is an e-procurement event of RBI. The e- procurement Service Provider/Contractor is the Central Public Procurement Portal (CPPP) <https://etenders.gov.in/eprocure/app>

Process of E-tender: Bidder manual kit is available on home page.

A) Registration for new bidder: The process involves vendor's registration with CPP portal which is free of cost.

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

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

0120-4001 002

0120-4001 005

0120- 4493395

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

Contact person at RBI, Bhubaneswar

Shri Prem Shankar Konapala, AGM – premshankark@rbi.org.in (Mobile – 8074376753)

Shri P Lalith Kumar, Manager (T-C) – plalithkumar@rbi.org.in (Mobile – 9176485145)

Shri Binod Kumar Das, Manager - binodkdas@rbi.org.in (Mobile – 7008256307)

Shri Aakoju Sravan Kumar, AM – asravankumar@rbi.org.in (Mobile – 8247400250)

FORM OF TENDER

To

General Manager (O-i-C)
Estate Department
Reserve Bank of India
Bhubaneswar

Date

Place

Madam/ Dear Sir,

We have carefully examined the specifications, designs and schedule of quantities relating to the works specified in the memorandum hereinafter set out and have visited and examined the installation site of the works specified in the said memorandum and have acquired the requisite information relating thereto as affecting the tender. We hereby offer to execute the works specified in the said memorandum within the specified time, at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the tenderers and special conditions, conditions hereinbefore referred to, specifications, schedule of works, data sheet and schedule of quantities and with such materials as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable

MEMORANDUM

(a)	Name of work	Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar
(b)	Estimated cost	₹34,86,664/- inclusive of GST
(c)	Retention Money to be deducted from the bills	5% from each bill (Maximum of 5% of contract amount).
(d)	Time allowed for completion of the work	45 days from the 14 th day of issue of work order
(e)	Liquidated Damages for delay in completion of the work	0.25% of the 'Contract Amount' per week subject to a ceiling of 10% of the 'Contract Amount'.
(f)	Defects Liability Period	One Year from the date of 'Virtual completion' of the work.

Having examined the above Memorandum of work (and other details of the work to be executed) and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said Memorandum within the time specified in the said Memorandum at the rates specified in the price bid and as per the specifications of the Bank.

Each page of the tender document has been signed for having acquainted myself /ourselves of the conditions of the contract.

Should this tender be accepted, I/We hereby agree to abide by the terms and Conditions of the Bank in this regard.

I/We undertake to deposit EMD in the form of BG/ Demand draft/ NEFT favouring “Reserve Bank of India, Bhubaneswar” with Reserve Bank of India, which amount is not to bear any interest. In case, I/We fail to execute the contract, I/We do hereby agree that this sum shall be forfeited by me/us to the Reserve Bank of India.

Our Bankers are:

i) _____

ii) _____

Name(s) and address(s) of our Company Proprietor/ Partners of the firm are:

i) _____

ii) _____
iii) _____

iv) _____

For and behalf of M/s

Signature with seal of the proprietor/partner of the firm

Name:

Designation

Place

Date

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

INSTRUCTIONS TO BIDDERS

1. E-tenders comprising Part I (Techno-Commercial Bid) and Part II (Price Bid) of the tender should be submitted in CPP portal for the work of **“Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar”** not later than **14:00 hours of September 21, 2026**. Telegraphic, Fax and E-mail tenders shall not be accepted. No tender received after **14:00 hours of September 21, 2026**, shall be accepted by CPP portal.
2. Bidders may get their doubts clarified during pre-bid meeting in Main office. Any change in mode of meeting shall be intimated to bidders in advance. The Bank discourages stipulation of any additional conditions by the tenderers. However, in case the tenderers wish to include any condition / clarification, it shall be separately uploaded in CPP Portal in their letter head. The clarifications / conditions etc. uploaded if any will be examined and after discussions with all the tenderers, the conditions that are acceptable to the Bank will be intimated to the tenderers. No request for any change in rate or conditions after the opening of the tender will be entertained. However, decision of the Bank on acceptance of conditions put by the bidders is final and binding.
3. Bidders may choose to be present for Tender Opening Event in the Bank’s Main Office at scheduled date and time. The bids will be opened at **15:00 hours of September 22, 2026**.
4. All information, correspondence letters, shall be addressed to General Manager (Officer-in-Charge), Reserve Bank of India, Estate Department, Bhubaneswar.
5. Tenders shall remain valid for acceptance by the Bank for a period of three months from the date of opening of Part I of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.
6. The rates quoted shall be based on the **Part-II (Price-Bid) of tender** and shall be firm and binding without any escalation whatsoever till the completion of the contract. The tenderers are advised to read all specifications/drawings/conditions of this tender document before quoting for price bid.
7. For any item, if the rate and amount do not tally with respect to the schedule of quantities,

then the amount arrived on the basis of quoted rates shall only be considered.

8. Digital Signatures may be used to submit the tender in token of his / their acquainted himself / themselves with the terms and conditions of this tender.
9. If any of the document is missing, the tender may be considered invalid by the Bank at its discretion. No advice of any change in rate or conditions after opening of the tender will be entertained.
10. **Performance Bank Guarantee (PBG) as security deposit for completion period:** On award of the work, the successful Contractor shall furnish an amount equal to 5% (Five percent) of the contract value in the form of a Bank Guarantee (BG) from any scheduled Bank in the form prescribed by the Bank as per [Annexure 3](#) towards security deposit or amount equivalent to PBG through online mode (NEFT / RTGS) for the entire period of currency of contract for due fulfillment of the contractual obligations by the contractor for the due fulfillment of the contract. This Performance Bank Guarantee (PBG) shall be initially valid for a period of contract duration (till Defect Liability Period) plus two (2) months and shall be suitably extended in case of extension of contract period. Such Performance Bank Guarantee (PBG) should be submitted to the Bank within 14 days of the issue of work order and it will be returned after completion of Defect Liability Period (DLP) (1 year from virtual completion). The amount retained by the Bank shall not bear any interest.

In case of delays in submission of PBG, charges for delay in submission of PBG shall be recovered from the bills of the contractor at Bank rate. The EMD paid by the successful bidder shall be released without any interest after successful execution of the contract agreement and submission of Performance Bank Guarantee for 5% of the accepted Contract Value as provided above.

11. The Reserve Bank of India does not bind itself to accept, the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
12. On receipt of intimation from the Employer of acceptance of his / their tender, the successful bidder shall be bound to implement the contract and within fourteen days thereof the

successful bidder shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person so tendering, whether such formal agreement is or is not subsequently executed.

13. In addition to the Performance Bank Guarantee (5% of the accepted 'Contract Value') as mentioned at Clause-10 above, as a further security for due fulfilment of the contract by the Contractor, **Retention Money @ 5%** of the value of the work done will be deducted from each bill of the Contractor. This Retention Money to be deducted plus the Performance Bank Guarantee (i.e., 5% of the accepted Contract Value) submitted by the successful bidder will be termed as 'Total Security Deposit'. The Security Deposits will be released by the Bank after successful completion of the Defect Liability Period including rectification of the defects observed, if any, during the Defects Liability Period. This amount retained by the Bank shall not bear any interest.
14. All compensation or other sums of money payable by the Contractor to the Bank under the terms of this Contract may be deducted from the Security Deposit if the amount so permits.
15. The whole of the works included in the contract shall be executed by the contractor and the contract or any part/share thereof or any interest therein shall not be sublet without the written consent of the Bank. Engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be subletting. In case of breach of these conditions, the Bank may serve a notice in writing on the contractor rescinding the Contract whereupon the security deposit shall stand forfeited to the Bank.
16. The Contractor shall carry out all the work strictly in accordance with Design and drawings, details, specifications and instructions of the Bank's Engineer. If in the opinion of the Bank's Engineer changes have to be made in the design and with the prior approval in writing of the Bank they desire the Contractor to carry out the same, the contractor shall carry out the same without any extra charge. The Bank's decision in such cases shall be final and shall not be open to arbitration.
17. A Schedule of Probable Quantities in respect of each work and specifications accompany these Instructions to Bidders. The Schedule of Probable Quantities is liable to alteration by

omissions, deductions, or additions at the discretion of the Bank.

18. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the drawings (if any) and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto.

19. The rates quoted in the tender shall include all charges for clearing of site before commencement as well as after completion, double scaffolding, centring, boxing, staging, planking, plant and equipment, storage sheds, watching and lighting by night as well as day including Sundays and holidays, temporary lines for drawing plumbing and electricity supply arrangements (water and electricity may be made available at the available sources within the Bank's Premises), protection of the public and safety of walls, buildings and all other erections, matters or things and the Contractor shall take down and remove any or all such centering, scaffolding, staging, etc. as occasion shall require or when ordered so to do and fully reinstate and make good all matters and things disturbed during the execution of work and to the satisfaction of the Bank. The rates quoted shall be deemed to be for the finished work to be measured at site. The rates shall also be firm and shall not be subject to exchange variations, Labor conditions, fluctuations in railway freights or any conditions whatsoever.

20. The rates for each item in Part II (Price Bid) in CPP Portal shall be quoted inclusive of GST. Each invoice / bill shall indicate amongst other things, the contractor's PAN and GST Registration Number. Quoted rates shall be including all the charges of labours, transportation, loading, unloading, storing, handling, wastages, tools, tackles, equipment, insurance, overheads, profit, other taxes and levies, etc. Any change in GST on works contract will be adjusted. The contract value will also be subject to TDS / Withholding Tax as per statutes. While submitting the bill/ invoice for the work, the contractor shall clearly indicate the various components of GST involved in the work value.

21. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the Contract. However, during actual execution of work, if the quantities of any of the items of work exceeds by more than 25% of the tender quantities, the quantities of such items

executed, by the authority of the Bank's Engineer and with the concurrence of the Bank, in excess of 25% of the tender quantity, shall be considered as an extra item of work for which the Contractors shall submit fresh rates supported by rate analysis worked on the actual cost basis plus 15% towards establishment charges, contractor's overheads and profit. The rates for all such items of work, being current ones, will not be eligible for price adjustment due to increase or decrease in prices of materials and Labor rates as per escalation formula, if any, given in the tender. If any of the items of work is omitted from the accepted tender at the sole discretion of the employer, the contractor shall not be entitled to any claim on this account.

22. Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the Contractor and it shall be reckoned from the day of issue of written order to commence the work.

23. The work shall be proceeded throughout the stipulated period of the contract with all due diligence and if the Contractor fails to complete the work within the specified period, he shall be liable to pay compensation as defined in Clause 26 of the General Conditions of the Contract. The tenderer shall, before commencing the work, prepare a detailed work programme which shall be approved by the Bank. If the contractor fails to continue the work as per the detailed work program or fails to deploy labours as required for the smooth flow of the work, Bank reserves right to cancel the contract agreement entered into.

24. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for construction purposes or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

25. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing by

the Bank's Engineer with the prior consent in writing of the Employer

26. The successful tenderer must co-operate with the other Contractors appointed by the Employer so that the execution of work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank's Engineer
27. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the Specifications, design drawings made by the Bank and also in compliance of the requirements of the local public authorities and to the requirements of the Bank and no deviation on any account will be permitted. Quality of the work should be satisfactory to the Bank as per work specifications. Contractor shall make good the Bank for any low quality of work executed.
28. The successful tenderer should make his own arrangement to obtain all materials required for the work. The materials as far as procurable shall be first / premium quality conforming to relevant Indian standards.
29. The successful tenderer is bound to purchase the required materials for which the "Basic Price" has been stipulated in the item from the manufacturer approved and selected by the Bank and at the rate approved by the Bank from time to time.
30. For items where Basic price of materials is stipulated, the basic price of materials shall be taken as cost of material at dealer's ex-go-down price i.e., exclusive of GST. The sample of all such materials shall be got approved from the Bank before purchasing. The contractor should provide to the Bank for verification, all paid bills of the purchased materials for ascertaining the actual rate of purchase so as to settle the difference in cost of materials. No overhead and profit shall be considered for cost difference. For carrying out certain items of work, the tender provides for procurement of certain materials at "Basic Prices/ Basic Rates" as specified in the tender document. Wherever the 'basic rate' for the material is specified, the contractor shall furnish all the paid bills for Employer's verification. In absence of these documents, his claim for positive adjustment in Basic rates/Prices shall not be considered. The material and purchase rate shall be got approved in writing from the Engineer-in-charge before purchasing. The adjustment in price shall be made only on measured quantity for the finished items of work. No overhead and profit shall be considered on the cost difference. The basic prices are

ex-godown and are excluding taxes, duties, etc, as well as transportation to site, loading, unloading, storing, insurance, labour, wastage and handling etc. The rate quoted for the items shall include above excluded parameters.

31. The tenderer shall have to use materials of the makes / manufacturers specified in the list of material of approved brand and / or manufacture contained in the e-tender clauses.
32. Electricity and water shall be provided free of cost for execution of the work at one point within the premises. Contractor shall make their own arrangements for conveying the same to the required locations. The contractor shall, however, take care to ensure that no undue wastage of electricity & water is caused. Necessary safety measures shall be taken by the contractor to avoid any mishap. The contractor shall be penalized by the Bank if any laxity on his part is observed in this matter.
33. The Contractor shall strictly comply with the provisions in the Safety & Fire Safety Codes annexed hereto.
34. IS Code numbers wherever mentioned in the tender shall be the latest version as on the date of opening of tenders.
35. Total Security Deposit (Performance Bank Guarantee + Retention Money) of the successful tenderer will be forfeited if he / they fail to comply with any conditions of the Contract.
36. Errors, Omission and Descriptions:
 - a) In case of discrepancy between the Schedule of Quantities, specification and/or the Drawings, the following order of preference shall be observed i) Description of Schedule of Quantities ii) Particular Specification and Special Condition, if any iii) Drawings iv) General Specifications v) Indian Standard Specifications of B.I.S
 - b) In case of difference between the rates mentioned in figures and words, the rate adopted for working out the total amount of item in the original tender form, shall be taken as correct. In all other cases the correct rate would be that which is lower.
37. Clarifications if any with respect to General Conditions, Special Conditions, Scope of work, specifications, design & drawings or any other matter required for submitting the tender shall be

obtained from the Bank during working hours of the Bank, before submitting the tenders. Once a tender is submitted, the matter will be decided according to conditions in the tender in the absence of such authentic pre-clarification.

38. The contractor shall abide by and fulfil all requirements laid down under various provisions of Contract Labor (Regulation and Abolition) Act, 1970 and the rules framed there-under. The contractor shall submit to the Bank the maximum number of labours to be engaged on a single day in the job. Any subsequent increase should be informed to the Bank without delay, the contractor shall obtain the license from the Regional Labor Commissioner, as per prevailing norms wherever applicable. The contractor should ensure payment of minimum wages to all labourers / workmen staff employed by him and maintain record of labours employed for the work.

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

Signature, Name & Address of the bidder:

GENERAL CONDITIONS OF CONTRACT

The Conditions Hereinbefore Referred To

1. In constructing these conditions, the specification, schedule of quantities and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

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|--|---|
| a) "Bank" | Shall mean Reserve Bank of India, Estate Department, Bhubaneswar having its Central Office at Shahid Bhagat Singh Road, Mumbai 400001 |
| b) "Employer" | Shall mean the General Manager (Officer-in-Charge), Reserve Bank of India, Bhubaneswar and shall include its assigns and successors. |
| c) "Contractor" In the case of company | Contractor shall mean the individual, firm or a company whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company. |
| d) "Banks Engineer" | Shall mean the person appointed by the Employer to act as Bank's Engineer for the purpose of the contract and named as such in the conditions. [AM (Tech)/ Manager (Tech)/ AGM (Tech)]. |

- e) "Site" Shall mean the site of the contract works including any building and erection thereon and any other land (inclusively) as aforesaid allotted by the Employer for the Contractor's use.
- f) "This Contract" Shall mean all the documents forming the tender and acceptance thereof, together with any correspondence leading thereto and the formal Agreement executed between the Competent Authority on behalf of the Employer and the Contractor, together with the documents referred to therein, including the instructions to the bidders, the special conditions, the general conditions, the Appendix/Annexures, the schedule of quantities and specifications, design drawings (if any), correspondences exchanged and instructions issued from time to time by the Bank's Engineer/Employer. All these documents taken together, shall be deemed to form one contract and shall be complementary to one another
- g) "Specifications" Means the specification of the works included in the Contract and any modification thereof or addition thereto made or submitted by the Contractor and approved by the Engineer.

h) "Notice in writing"	Shall mean a notice in written, typed or printed or written notice characters sent (unless delivered personally otherwise proved to have been received) by registered post/ e-mail to the last known private or business address or registered office/ email id of the addressee and shall be deemed to have been received when in the ordinary course of post/ e-mail, it would have been delivered.
i) "Schedule of Quantities"	Means the priced and completed schedule of quantities forming the part of Tender
j) " Tender"	Means The Contractor's priced offer to the Employer for the execution and completion of the works and remedying of any defects therein in accordance with the provisions of the contract, as accepted by the letter of acceptance.
k) " Letter of acceptance"	Means the formal acceptance by the Employer of the tender
l) "Act of Insolvency"	Shall mean any Act of insolvency as defined by the Presidency Town Insolvency Act, or the provincial insolvency Act or any Act amending such original Act.
m) "Day"	Shall mean calendar day
n) Month	Shall mean calendar month

- | | |
|-----------------|--|
| o) "Year" | Shall mean calendar year |
| p) "Net Prices" | If in arriving at the contract amount the Contractor shall have added to or deducted from the total of items in the Tender any sum, either as a percentage or otherwise, then net price of any item in their tender shall be the sum arrived at by adding to or deducting from the actual figures appearing in the Tender as the price of that the item a similar percentage or proportionate sum provided always that in determining the percentage or proportion of the sum so added or deducted by the Contractor the total amount of the any Prime Cost items and provisional sums of money shall be deducted from the total amount of the tender. The expression "net rates" or "net prices" when used with reference to the contract or account shall be held to mean rates or prices so arrived at. |
| q) "The works" | Shall mean 'Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar' as provided herein |

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

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

- a) The variations or modifications of the design, quality or works or the addition or omission or substitutions of any work.
- b) Any discrepancy in the Drawing or between the Schedule of Quantities and/or Drawing and/or specifications.
- c) The removal from the site of any materials brought thereon by the contractor and the substitution of any other material therefor.
- d) The removal and/or re-execution of any works executed by the contractor.
- e) The dismissal from the works of any persons employed thereupon.
- f) The opening up for inspections of any work covered up.
- g) The amending and making good of any defects under clause 20 & 21 hereof.

The contractor shall forthwith comply with and duly execute any work comprised in such Bank's Engineer's instructions provided always that verbal instructions, directions and explanations given to the Contractor or his representative upon the works by the Bank's Engineer shall, if involving a variation, be confirmed in writing by the Contractor within seven days, such shall be deemed to be Employer's instructions within the scope of the Contract.

2. **Variations to be approved by the Employer:** The contractor shall submit a statement of variations giving quantity and rates duly supported by analysis of rates, vouchers etc. The rates on scrutiny and final acceptance by the Employer shall form a supplementary tender. Minor alterations (of the order of a few centimetres) as per site conditions may be carried out during execution with respect to the drawings. The Employer shall not be liable for payment of such variations until these statements are sanctioned by him.

3. **Drawings, Schedule of Quantities:** The Contract shall be executed in duplicate and the Bank's Engineer, the Employer and the Contractor shall be entitled to one executed copy of each for his use. The Contractor on the signing hereof shall be furnished by the Bank's Engineer free of cost one copy of each of the said Drawings (if any) and of the specification and one copy of all further Drawings (if any) issued during the progress of the works. Any further copies of such Drawings required by the Contractor shall be paid for by him. The contractor shall keep one copy of all Drawings on the works and the Bank's Engineer, or his representative shall at all reasonable times have access to the

same. Before the issue of the final certificate to the Contractor he shall forthwith return to the Bank's Engineer all Drawings and Specifications.

4. **Contractor to provide everything necessary at his cost:** The contractor shall provide at his cost everything necessary for the proper execution of the work according to the intent and meaning of the drawing. Schedule of quantities and specification taken together with whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the contractor finds any discrepancy in the drawings or between the drawings schedule of quantities and specifications he shall immediately and in writing refer same to the Bank's Engineer who shall decide which is to be followed. Between drawings and specifications/ schedule of Quantities, schedule of quantities will prevail.
5. **Authorities, notices and patents:** The contractor shall conform to the provisions of any Act of the legislature relating to the works and to the regulations and bye-laws of any authority, and of any water, electric supply and other companies and / or authorities with whose systems the structure is proposed to be connected, and shall, before making any variations from the drawings (if any) or Specifications that may be necessitated by so conforming, give to the Bank's Engineer written notice, specifying the variation proposed to be made and the reason for making it and apply for instruction thereon. In case the Contractor shall not within ten days receive such instructions, he shall proceed with the work conforming to the provisions, regulations, or by-laws in question, and any variation so necessitated shall be dealt with under Clause 17 hereof.

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

The Contractor shall indemnify the Employer against all claims in respect of patent rights and shall defend all actions arising from such claims and shall himself pay all royalties, license fees, damages cost and charges of all and every sort that may be legally incurred in respect thereof.

6. **Setting out of work**: The Contractor shall set out the works and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions, and alignment of all parts thereof and got approved prior to proceeding of the work. If the contractor fails in their role, any errors/defects shall be rectified at his own expense to the satisfaction of the Bank/ Employer
7. **Materials and Workmanship to conform to description**: All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or Specifications and in accordance with the Bank's Engineer's instructions, and the Contractor shall upon the request of the Bank's Engineer furnish him with all invoices, accounts, receipts and other vouchers to prove that the materials comply therewith.
8. **Contractor's superintendence and representative on the works**: The Contractor shall give all necessary personal superintendence during the execution of the works, and as long thereafter as the Bank's Engineer may consider necessary until the expiry of the "Defects Liability Period" stated in the Appendix hereto. The Contractor shall also during the whole time the works are in progress employ a competent, qualified and experienced supervisor who shall be constantly in attendance at the works while the men are at work. Any directions explanation, instructions or notices given by the Bank's Engineer to such representative shall be held to be given to the Contractor.
9. **Dismissal of workmen**: The Contractor shall on the request of the Bank's Engineer immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank's Engineer, be incompetent or misconduct himself and such persons shall not be again employed on the works without the permission of the Consultant.
10. **Access to works**: The Employer, the Bank's Engineer and their respective representatives shall at all reasonable times have free access to the work and / or to the workshops, factories or other places where materials are lying or from which they are being obtained and the Contractor shall give every facility to the Employer, the Bank's Engineer and their representatives necessary for inspections and examination and test of the materials and workmanship. No person not authorized by the Employer

or the Bank's Engineer except the representatives of public authorities shall be allowed on the works at any time.

11. **Assistant Manager (Tech)/ Manager (Tech)/ AGM (Tech):** The term "Assistant Manager (Tech)/ Manager (Tech)/ AGM (Tech) shall mean the person appointed and paid by the Employer to inspect the works. The Contractor shall afford the Assistant Manager (Tech)/ Manager (Tech)/ AGM (Tech) every facility and assistance for inspecting the works and materials and for checking and measuring time and materials.

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

12. **Assignment and Subletting:** The whole of the works included in the Contract shall be executed by the Contractor and the contractor shall not directly or indirectly transfer, assign or under-let the Contract or any part share thereof or any interest therein without the prior written consent of the Employer and not undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their progress.

13. **Alterations, additions, omissions etc.:** No alteration, omission or variation shall vitiate this contract except instructions/ notice of Employer (through Bank's Engineer) at any time during the progress of the works to make any alterations in, or addition to, or omissions from the works or any alteration in the kind of quality of the materials to be used therein and shall give notice thereof in writing under its hand to the Contractor. The Contractor shall alter, add to, or omit from, as the case may be, in accordance with such notice, but the contractor shall not do any work extra to or make any alterations or additions to or omissions from the works or any deviation from any of the provisions of the Contract. Stipulations, specifications or Contract Drawings without the previous consent in writing of the Employer and the value of such extra alterations, additions or

omission shall, in all cases, be determined by the Employer in accordance with the provisions of Clause 17 hereof, and the same shall be added to, or deducted from the Contract Amount, as the case may be accordingly.

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

Any error in description or in quantity or in omission of items from the schedule of quantities shall not vitiate this contract but shall be rectified and the value thereof, as ascertained under Clause 17 hereof, shall be added to, or deducted from the Contract Amount (as the case may be) provided that no rectification of errors, if any, shall be allowed in the Contractor's schedule of rates.

15. **Sufficiency of Schedule of Quantities**: The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the Schedule of Quantities and/or the schedule of rates and prices which rates and prices shall cover all his obligations under the contract, and all matters and things necessary for the proper completion of the works.

16. **Measurement of works**: The Bank's Engineer may, from time to time, intimate to the contractor that he requires the works to be measured, and the Contractor shall forthwith attend or send a qualified agent to assist Bank's Engineer in taking such measurements and calculations and to furnish all particulars or to give all assistance required by any of them.

Should the Contractor not attend or neglect or omit to send such agent then the measurement taken by the Bank's Engineer, or a person approved by him shall be taken to be correct measurement of the works. Unless otherwise stated in the tender, such measurements shall be taken in accordance with the Method of Measurements detailed in the latest relevant IS Codes of practice.

The Contractor or his Agent may at the time of measurement take such notes and measurement as he may require.

All authorized extra works, omissions and all variations made with the Bank's Engineer's instructions, subsequently conveyed in writing shall be included in such measurements.

17. **Prices for extra etc. ascertainment of:** The Contractor may, when authorized and shall, when directed, in writing by the Employer, add to, omit from or vary the works shown upon the drawings, or described in the specification, or included in the schedule of Quantities, but the contractor shall make no addition, omission or variation without such authorization or direction. A verbal authority or direction by the Bank's Engineer shall, if confirmed by them in writing within seven days, be deemed to have been given in writing.

However, during actual execution of work if the quantities of any of the items of work exceeds by more than 25% of the tender quantities, the quantities of such items executed, by the authority of the Bank's Engineer in excess of 25% of the tender quantity shall be considered as an extra item of work for which the contractors shall submit fresh rates supported by rate analysis worked on the actual cost basis plus 15% towards establishment charges, contractor's overhead and profit. For abnormally high-rated items (items having a positive variation in the rate quoted in the L1-bid by 25% or more), the quantities of such items executed, by the authority of Bank's Engineer, any quantum in excess of the tender quantity shall be considered as extra item of work for which fresh rates from contractors shall be obtained by the same procedure as above. The rates for all such items of work, being current ones, will not be eligible for price adjustment due to increase or decrease in prices of materials and Labor rates as per escalation formula, if any, given in the tender. If any of the items of work is omitted from the accepted tender at the sole discretion of the employer, the contractor shall not be entitled to any claim on this account.

No claim for an extra shall be allowed unless it shall have been executed under provisions of clause 3 and 6 hereof with the concurrence of the Employer herein mentioned.

Any such extra in herein referred to as authorized and shall be made in accordance with the following provisions.

- (a) (i) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work in similar character and executed under conditions as the work priced therein.
- (ii) Rates for all items, wherever possible should be derived out of the rates given in the priced Schedule of Quantities.
- (b) The net prices of the original tender shall determine the value of items omitted provided if omissions vary the conditions under which any remaining items of works are carried out, the prices for the same shall be valued under sub-clause(c) hereof.
- (c) Where the extra works are not of similar character and/or quoted under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items of works are carried out or if the amount of any omissions or additions relative the amount of the whole of the Contract works or to any part thereof shall be such that in the opinion of the Bank's engineer, the net rate or price contained in the priced Schedule of Quantities or tender or for any item of the works involves loss or expenses beyond that reasonably contemplated by the contractor or is by reason of such omission or addition rendered unreasonable or inapplicable, the Bank's Engineer shall fix such other rate or price as in the circumstances he shall think reasonable and proper, with the prior approval in writing of the Employer.
- (d) Where extra work cannot be properly measured or valued, the Contractor shall be allowed day work prices as the net rates stated in the tender or the Priced Schedule of Quantities or, if not so stated, then in accordance with the local day work rates and wages for the district provided that in either case vouchers specifying the daily time (the workmen's names) and materials employed be delivered for verification to the Bank's Engineer at or before the end of the week following that in which the work has been executed. The measurement and valuation in respect of the Contract shall be completed within the "period of final measurements".
- (e) It is further, clarified that for all such authorized extra items where rates cannot be derived from tender, the contractor shall submit rates, supported by rate

analysis worked out based on CPWD schedule of rate analysis or for items not available in CPWD schedule, based on market rate with “actual cost basis”, plus 15% towards establishment charges, contractor’s overheads and profit. Such items will not be eligible for price adjustment/escalation due to increase or decrease in prices of materials and labour rates.

18. Unfixed materials when taken into account to be the property of the Employer

Where in any certificates (of which the Contractor has received payment) the Bank's Engineer has included the value of any unfixed materials included for and/or placed on or adjacent to the works such materials shall become the property of the Employer and they shall not be removed except for use upon the works, without the written authority of the Employer. The Contractor shall be liable for any loss of, or damage to, such materials

19. Removal of improper work: The Employer shall, during the progress of the works, have power to order in writing from time to time the removal from the works within such reasonable time or times as may be specified in the order of any materials which in the opinion of the Bank's Engineer are not in accordance with the Specifications, the substitutions of proper materials, and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the drawings (if any) & specifications or instructions and the contractor shall forthwith carry out such order at his own cost. In case of default on the part of Contractor to carry out such order, the Employer shall have the power to employ any pay other persons to carry out the same; and all expenses consequent thereon, or incidental thereto, shall be borne by the Contractor, or may be deducted by the Employer from any moneys due, or that may become due, to the Contractor.

20. Defects after virtual completion: Any defect, shrinkage, settlement or other fault which may appear within the "Defects Liability Period" stated in the Appendix hereto, or, if none stated them within twelve months from the date of virtual completion of the work, arising in the opinion of the Employer from materials of workmanship not in accordance with the contract, shall upon the direction in writing of the Employer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor, at his own cost or in case of default the Employer may

employ and pay other persons to amend and make good such defects, or other faults, and all damages loss and expenses consequent thereon or incidental thereto shall be made good and borne by the Contractor or may be deducted by the Employer, upon the Bank's Engineer's Certificate in writing, from any money due or that may become due to the Contractor, or the Employer may in lieu of such amending and making good by the Contractor deduct from any money due to the Contractor a sum, to be determined by the Employer equivalent to the cost of amending such work and in the event of the amount retained as security deposit being insufficient, recover the balance from the Contractor, together with any expenses the Employer may have incurred in connection therewith. Should any defective work have been done or materials supplied by any sub-contractor employed on the works who has been nominated as provided under clause 13 and 23 hereof, the contractor shall be liable to make good in the same manner as if such work or material had been done or supplied by the Contractor and been subject to the provision of this clause and clause 2 hereof. The contractor shall remain liable under the provisions of the clause notwithstanding the signing of any certificate or the passing of any accounts by the Employer.

21. **Certificate of virtual completion and defects liability period:** The works shall not be considered as completed until the Bank's Engineer has certified in writing that they have been virtually completed. The defects liability period shall commence from the date of virtual completion of the work.

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

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

- (a) That the nominated sub-contractor shall indemnify the contractor against the same obligation in respect of the sub-contract as the contractor is under in respect of this contract.

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

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

24. **Insurance in respect of damage to person and property:** The Contractor shall be responsible for all injury or damage to persons, animals or things and for all damage to property which may arise from any factor omission on the part of the Contractor or any Sub-Contractor or any nominated Sub-Contractor or any of their employees. The liability under this clause shall cover also, inter-alia any damages to structures, whether immediately adjacent to the works or otherwise; any damage to roads, streets, footpaths, bridges as well as damage caused to the buildings and other structures and works forming the subject matter of this contract. The contractor shall also be responsible for any damage caused to the building and other structures and works forming the subject, matter of this contract due to rain, wind, frost or other inclemency of weather. The contractor shall, indemnify and keep indemnified the Employer and hold

him harmless in respect of all and any loss and expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage, whether under any statute or otherwise and also in respect of any award or compensation or damage consequent upon such claims.

The Contractor shall, at his own expense, effect and maintain till completion of the work under this contract with an insurance company an **All Risk Policy** for Insurance for the full amount of the contract in the joint names of the employer (RBI) and the contractor (the name of the former being placed first in the policy) against all risk policy for contractors and deposit such policy or policies with the employer before commencing the works.

The Contractor shall also indemnify and keep indemnified the Employer against all claims which may be made against the Employer by any person in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense, effect and maintain until completion of the work, with an Insurance Company, a policy of Insurance in the joint names of the Employer and the Contractor (**name of the former being placed first in the policy**) against such risk and deposit such policy or policies before commencement of the works. The minimum limit of the coverage under the policy shall be ₹2 lakh per person for any one accident or occurrence and ₹5 lakh in respect of damage to property for any one accident or occurrence subject to an overall ceiling of ₹10 lakh. The contractor shall also indemnify the employer against all claim which may be made upon the Employer, whether under the **Workmen's Compensation Act** or any other statute in force, during the currency of this contract or at Common Law in respect of any employee of the contractor or of Sub-Contractor and shall at his **own expense** effect and maintain until completion of the work or with an Insurance Company, a policy of insurance against such risks and deposit such policy or policies with the Employer from time to time during the currency of this contract.

In default of the contractor insuring as providing above, the employer may so insure and may deduct the premiums paid from any moneys due or which may become due to the contractor.

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

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

Without prejudice to the other rights of the employer against contractor in respect of such default, the employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages, compensation costs, charges and other expenses paid by the employer, and which are payable the contractor under this clause.

The Contractor shall upon settlement by the insurer pursuant to a policy taken under this clause, proceed with due diligence to re-build or repair the works destroyed or damaged. In this event all the monies received from the Insurer in respect of such damage shall be paid to the Contractor and the contractor shall not be entitled to any further payment in respect of the expenditure incurred for re-building or repairing of the materials or goods destroyed or damaged.

The contractor, in case of re-building or reinstatement after damage shall be entitled to such extension of time for completion as the Bank's Engineer may deem fit, but shall, however, not be entitled to reimbursement by the employer of any shortfall or deficiency in the amount finally paid by the insurer in settlement of any claim arising as set out herein.

Without prejudice to his liability under this clause, the contractor shall also cause all nominated sub-contractors to effect, for their respective portions of the works, similar policies of insurance in accordance with the provisions of this clause and shall produce or cause to produce to the employer such policies. **The contractor shall not permit a nominated sub-contractor to commence work at the site unless the said insurance policies are submitted.** In the event of failure of the sub-contractor to take

out such a policy of insurance before commencing the works at the site, the contractor shall be responsible for any claim or damage attributable to the said sub-contractor. The Contractor shall at his own expense, arrange to effect and maintain (until completion of the contract) with an approved office, the following insurance policies in the joint name of employer and himself with the employer being first (Principal) and deposit such policy or policies with the employer from time during the currency of this contract.

a) Workmen compensation policy. b) CAR Policy c) Third party liability policy

All policies shall be taken before commencement of work and shall be maintained without any gap till completion of the work.

25. **Date of commencement and completion:** "Date of Commencement" shall be as stated in the Appendix hereto, or later date as may be specified by the Employer and he shall thereupon and forthwith begin the works and shall regularly proceed with and complete the same (except such painting or other decorative work as the Bank may desire to delay) or before the "Date of Completion" stated in the Appendix subject nevertheless to provisions for extension of time hereinafter contained.

26. **Liquidated damages for non-completion:** If the Contractor fails to complete the works within the scheduled time prescribed by the Bank, the Contractor shall pay the Employer the sum named in the Appendix as " Liquidated Damages" for the period during which the said works shall so remain incomplete and the Employer may deduct such damages from any money due to the Contractor.

27. **Delay and extension of time:** If in the opinion of the Employer the works be delayed (a) by force majeure or (b) by reason of any exceptionally inclement weather or c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring owners or public authorities arising otherwise than through contractor's own default or (d) by the works or delays of other contractor or Tradesmen engaged or nominated by the Employer and not referred to in the schedule of quantities and/or specifications or (e) by reasons of Bank's Engineer instruction as per clause 2 hereof (f) by reason of civil commotion, local commotion of workmen or strike or lockout affecting any of the building trades or (g) in consequence of the Contractor not having received in due time necessary instructions from the Bank for which he shall have specifically applied in

writing or (h) from other causes which the Bank may certify as beyond the control of contractor or (l) in the event, the value of the work exceed the value of the Priced Schedule of Quantities owing to variation, the Bank may make a fair and reasonable extension of time for completion. Contractor shall immediately give written notice thereof to the Bank but the Contractor shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably be required to the satisfaction of Bank to proceed with work. Decision of the Bank if delay is due to force majeure or not shall be final and binding on the contractor.

29. **Contractor's failure to comply with Employer's instruction**: If the Contractor after receipt of written notice from the Employer requiring compliance within 10 days fails to comply with such further drawings and/or Bank's instructions the Employer may employ and pay other persons to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer as a debt or may be deducted by him from any moneys due to the Contractor.
30. **Termination of Contract by the Employer**: If the Contractor being an individual or a firm commits any "act of insolvency" or shall be adjudged an insolvent or being an incorporated company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervisions of the court and the Official Assignee or the Liquidator in such acts of insolvency or winding up, as the case may be, shall be unable within seven days after notice to him requiring him to do so to show the reasonable satisfaction of the Employer that he is able to carry out and fulfil the Contract and to give security therefore, if so required by the Employer.

Or if the Contractor whether an individual, first or incorporated company shall suffer execution or other process of court attaching property to be issued against the Contractor.

Or shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the Contractors.

Or shall assign to sublet this Contract without the consent in writing of the Employer first had and obtained.

Or shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder.

Or if the Bank's Engineer shall certify in writing that the Contractor,

- (i) Has abandoned the Contract, or
- (ii) Has failed to commence the works, or has without any lawful excuse under these conditions suspended the progresses of the works for fourteen days after receiving from the Bank notice to proceed or
- (iii) Has failed to proceed with the work with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or
- (iv) Has failed to remove materials from the site or to pull down and replace work for seven days receiving from the Bank written notice that the said materials or work were condemned and rejected by the Bank's Engineer under these conditions or
- (v) Has neglected or failed persistently to observe and perform all of or any of the acts, matter or things by the Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.

Then and in any of the said cases the Employer may, notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor, determine the contract, the whole of which shall continue in force as fully as if the Contract has not been so determined, and so if the works subsequently to be executed had been executed by or on behalf of the Contractor. And further, the Employer by his agents or servants may enter upon and taken possession of the works and all plant, tools scaffoldings, sheds, machinery, steam and other power utensils and materials lying upon the premises or the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the work or by employing any other Contractor or other

person or persons to complete the works, and the Contractor shall not in any way interrupt or do any act matter or thing to prevent or hinder such other contractor or other person or persons employed for completing and finishing or using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient the Bank shall give a notice in writing to the Contractor to remove his surplus materials and plant, and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the Employer may sell the same by public auction, and give credit to the Contractor for the net amount realized. The employer shall thereafter ascertain and certify in writing under his hand what of the said plant and materials so taken possessions or by the Employer and the expenses or loss which the Employer shall have been put to in procuring the works to be completed and the amount. If any, owing the Contractor and the amount which shall be so certified shall thereupon be paid by the Employer to the Contractor or by the Contractor to the Employer, as the case may be, and the Certificate of the Bank shall be final and conclusive between the parties.

31. **Termination of Contract by Contractor:** If this payment of the amount payable by the Employer under Certificate of the Bank's Engineer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issue of any such Certificate, or if the Employer shall repudiate the Contract, or if the works be stopped for three months under the order of the Architect or the Employer or by any injunction or other order of any court of Law, then and in any of the said cases the Contractor shall be in liberty to terminate the Contract by notice in writing to the Employer, and he shall be entitled to recover from the Employer, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose or the Contract.

In arriving at the amount of such payment the net rates contained in the Contractor's original Tender shall be followed or where the same may not apply valuation shall be made in accordance with Clause 18 hereof.

32. **Terms of Payment:**

The Contractor shall be paid by the Employer after due certification by the Bank's engineer that all the works have been carried out as per the Bank's specifications and completion of joint measurements by the engineer and contractor. The payment shall be made by the Bank after virtual completion of the work and within 90 days from the date of submission of the invoice by the Contractor provided the invoice is found to be in order and is provided with all required documents necessary for certification by the Bank. All payment shall be subject to recovery of 5% towards Retention Money & other applicable statutory deductions.

33. **Delayed Payment:** Any amount payable by the Employer to the Contractor shall, if not paid within the prescribed time, shall carry interest, as decided by the Bank, from the date upon which sum ought to have been paid by the Employer until the payment subject to production of all required information/ clarifications by the contractor.

34. **Matters to be finally determined by Bank:** The decisions by the Bank for all aspects in connection with the execution of the work shall be final and conclusive and binding on the parties hereto and shall be without appeal. Any other decision, opinion, direction, shall be subject to the right of Arbitration and review under the Clause 35 hereof in the same way in all respects (including the provisions as to opening the reference) as if it were a decision of the Bank's Engineer.

35. **Settlement of disputes by Arbitration:** All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the excepted matters shall be final and without appeal as stated in preceding clauses. But if either, the Contractor be dissatisfied on any matter the Contractor may within 28 days after receiving notice of such decision give a written notice to the other party requiring that the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been

given. If both the parties agree a single arbitrator would be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire.

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

The arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.

Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator or arbitrators as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and party and shall direct by whom and to whom and in what manner the same shall be borne and paid.

This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the

arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

36. **Right of technical scrutiny of final bill:** The Employer shall have a right to cause a technical examination of the works by any of the persons or organization as appointed by the employer and the final bill of the Contractor including all supporting vouchers, abstracts, etc. If as a result of this examinations or otherwise any sum is found to have been overpaid or over certified it shall be lawful for the Employer to recover the sum from any payment due to the Contractor for this works or any other works being carried out by the contractors elsewhere under the RESERVE BANK OF INDIA.
37. **Employer entitled to cover compensation paid to workmen:** If, for any reason, the Employer is obliged, by virtue of the provisions of the Workmen's Compensation Act, 1923, or any statutory modification or re-enactment thereof to pay compensation to a workman employed by the Contractor in execution of the works, the Employer shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to the rights of the Employer under the said Act. The Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer shall not be bound to contest any claim made against it under the said Act, except on the written request of the Contractor and upon his giving to the Employer full security to the satisfaction of the Employer for all costs for which the Employer might become liable in consequence of contesting such claim.
38. **Abandonment of works:** If at any time after the acceptance of the tender, the Employer shall for any reasons whatsoever not require the whole or any part of the works to be carried out, the Bank shall give notice in writing to the Contractor who shall have no claim to any payment of compensation or other-wise whatsoever on account of any profit or advantage which he might have derived from the execution of the whole works.
39. **Return of surplus materials:** Notwithstanding anything to the contrary contained in any or all the clauses of this Contract, where any material for the execution of the Contract

is procured with the assistance of the Employer by purchase made under orders or permits or licenses issued by Government, the Contractor shall hold the said materials economically and solely for the purpose of the Contract and not dispose of them without the prior written permission of the Employer and return it to the Employer, if required by the Employer, at the price to be determined by the Bank having due regard to the conditions of the materials, the price to be determined not be exceed the purchase price thereof inclusive of GST and other such levies paid by the Contractor in respect thereof, in the event of breach of the aforesaid condition, the Contractor shall in addition to being liable to action for contravention of the terms of licenses or permit and/or criminal breach of trust, be liable to Employer for all moneys, advantages or profits resulting or which in the usual course would have resulted to his by reason of such breach.

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

The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this Agreement is fully satisfied.

The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

41. **Right of employer to terminate contract in the event of death of Contractor if individual:**

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

42. The contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961, or the modifications thereof or any other relevant laws and the rules made thereunder from time to time.

43. The contractor shall abide by and fulfill all requirements laid down under the Contract Labor (Regulation and Abolition) Act, 1970 and the rules framed there under. 44. The contractor should ensure payment of minimum wages to all laborers/workmen staff employed by him. Contractor should submit a certificate to the effect that, he has actually paid all the dues of all the laborers of all descriptions engaged by him for completion of the awarded job/work/project at the rate which is not less than the one prescribed under Minimum Wages Act, 1948 and he has complied with the provisions of CLRA Act with regard to providing the essential amenities to the contract laborers. Further, he may facilitate Bank's representative to verify and certify the veracity of such certificate.

45 The contractor shall also comply with the provisions of the building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 and the building and other Construction Workers 61 of 304 Welfare Cess Act, 1996. **Welfare Cess @ 1% of the bills raised shall be deposited with the concerned statutory authorities BOCW welfare board by the contractor before release of final payment.**

46. The Bank reserve to itself the right to accept or reject any or all the tenders either in whole or in part.

47. Sexual Harassment of women at workplace

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

b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.

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

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

e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank’s premises.

48. The bid and contract must show the GST tax rates and GST amount explicitly and separate from the bid/contract price (exclusive of GST). Contract shall stipulate that all taxes, levies, and cess including labour cess as may be applicable in respect of the contract shall be payable by the contractor and Bank shall not entertain any claim whatsoever in this respect.

49. Clarification & Evaluation of bids:

Bank after opening the bids would examine and evaluate the bids as below:

(i) Amount quoted for each item shall be considered during verification / scrutiny.

(ii) To assist in the examination, evaluation and comparison of the bid, the Bank may ask the bidders individually for clarifications. The request for clarification and the response shall

be in writing. No change in the price or substance of the bid shall be sought, offered or permitted except as required during the evaluation of bids in accordance with tender clauses.

(iii) In the case of any tender where amount quoted/ unit rate of any item(s) appears unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.

(iv) In case the lowest tendered amount (worked out based on quoted rates of Individual items) of two or more bidders is same, then such lowest bidders may be asked to submit a revised offer quoting percentage discount on their already quoted tender amount which shall be applicable on all tender items except buy-back amount. The lowest tender shall be decided based on the revised offer. Further, if any such lowest bidder does not revise his bid on lower side, his original bid shall remain valid for further processing.

(v) If the revised tendered amount (worked out based on quoted rate of individual items) of two or more bidders received in revised offer is again found to be equal, then the Bank shall decide future course of action which shall be final and binding on all the bidders.

Signature, Name & Address of the bidder

APPENDIX HEREIN BEFORE REFERRED

1. Defects liability Period	1 Year from the date of virtual completion of the work
2. Date of completion	45 days from the 14 th date of issue of work order
3. Performance Security	Successful tenderer shall submit Performance Security in the form of Bank Guarantee from any scheduled Bank for a value equal to 5% of the total Contract value in the prescribed format or amount equivalent to PBG through online mode (NEFT / RTGS) which shall be valid till the Defect liability period plus 2 months. In case the time for completion of work gets extended, the contractor shall get the validity of the Performance Bank Guarantee (PBG) extended to cover such extended time for completion of work. Performance security will be released after Defect liability period.
4. Liquidated Damages	0.25% of the contract amount per week subject to a maximum of 10% of the total accepted contract value.
5. Percentage of Retention Money to be deducted from bills (RM)	5% of the value of bill
6. Total Security Deposit	RM (5%) + Performance Bank Guarantee (5%) of the total contract amount.

Signature, Name & Address of the bidder:

SPECIAL CONDITIONS OF THE CONTRACT

1. The contractor may please note that, the work has to be carried out in the normal working hours. Therefore, entire work involved shall be carried out with least disturbance to other agencies and also day-to-day cleaning of the debris / dust generated has to be done by the Contractor.
2. Since the work has to be carried out in secured campus, entry pass to any labor/staff of vendor will only be provided after proper identity verification. The Contractor shall have the addresses, identity card and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the campus only on producing the photo pass issued by the Bank and also have to subject themselves to the security restrictions imposed by the Bank. Waiting time for issue of entry pass, needs to be considered while quoting the rates.
3. The Contractor should have valid Labor License from Labor commissioner, wherever applicable.
4. No Laborers shall be permitted to stay inside the campus after working hours.
5. Rate quoted should include for all necessary testing of materials as required and directed by Bank's Engineer, conforming to relevant coding practices from NABL accredited approved laboratory. The contractor shall use only approved materials as specifically stated in the Schedule of Quantities, approved makes/ list of materials indicated in Part-I of the tender. The Bank will be at liberty to choose any makes of materials from the approved makes/ manufacturers in the list. Samples of any materials used in any of the works should be got approved by Bank's Engineer or his representative before proceeding with bulk purchase. The work shall be carried out as per manufacturers' application guide/ method statement, specifications for the complete work.
6. The contractor shall submit a properly planned & prepared work program to the Bank before commencement of the work so as to enable the Bank to intimate other agencies in advance for smooth working, progress and coordination and the time schedule in the work programme should be strictly adhered to.

7. Wherever contractor proposes to use equivalent make (i.e. other than specified), the same shall be done after prior approval of Bank's Engineer. Any additional expenditure and time due to this shall be solely on contractor account and no claims whatsoever shall be entertained in this regard.

8. All the materials shall be first/premium quality confirming to IS and other standards prescribed by the manufacturers.

9. Materials brought to the site shall be intimated to the Bank's Engineer immediately for inspection of quality and measurement of quantity of the materials. This quantity of the material brought at site and consumed shall be cross checked with the actual requirement as specified in the technical specification of the work.

10. The Contractor shall make their own arrangements for storing of their materials at site.

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

12. The registers/documents - Hindrance Registers /Site Order Book, Material consumption register, etc., shall be maintained at site by the contractor at his own cost and updated regularly as instructed by the Bank's Engineer.

13. The entire materials for the work shall be brought to the working area through the staircase only.

14. The Contractor shall carry out the work strictly in accordance with specification details and instructions of the Bank's Engineer.

15. Contractor should post a suitable qualified supervisor for day-to-day work.

16. Wherever the basic price for the material is specified, the Contractor should provide to the Bank for verifications all paid bills of purchased materials for ascertaining the actual

rate of purchase so as to settle the difference in cost of material. The price of materials shall be got approved from the Bank before purchasing. The adjustment in price of materials shall be made on measured quantity. The basic price for the materials shall be taken as the cost of material at dealer's ex-go-down price. No overhead charges or profit shall be considered for basic-rate adjustment.

17. No lapses from the Contractors side, which may cause damage to the property and injury to the occupants/neighbors in the opinion of the Bank's Engineer, shall be permitted.

18. Any damage caused to any of Bank's property shall be made good by the Contractor at their own cost.

19. Completion period mentioned in the tender is inclusive of monsoon period and holidays including Sundays / Saturdays falling within in the contract period. The contractors shall comply with statutory requirements to work on holidays at their own risk & cost and indemnify the Banks for any risks associated with it.

20. The contractor shall furnish A-4 size, computerized sheets printed in the format of a conventional Measurement Book (MB), duly machine numbered pages and with a provision for providing an MB number. The contractors shall incorporate necessary corrections in these sheets as directed by Bank's Engineer. After making necessary correction the contractor shall submit new copies. All pages of the finalized computerized MB sheets, after due check / test check measurements shall have full signature with date of the authorized official of the contractor. The measurement sheets approved as 'final' shall be bound in the form of a MB at the cost of the Contractor and submitted to the Bank.

I / We hereby declare that I / we have read and understood the above instructions for guidance of tenderers and accept the same. Date: Place: Signature of Authorized signatory with seal. Name and Address

Signature, Name & Address of the bidder

SAFETY CODE

1. There shall be maintained in a readily accessible place with first aid appliances including adequate supply of sterilized dressings and cotton wool.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all work that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm(clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench, whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing; minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris of materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
10. i) No paint containing lead or lead products shall be used except in the forms of paste or readymade paint.
ii) Suitable face masks shall be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
11. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the period of cessation of work.
12. Hoisting machines and tackle used in the works, including their attachments, anchorage and support shall be in perfect condition.

13. The ropes used in hoisting or lowering material or a means of suspension shall be of durable quality and adequate strength and free from defects.
14. Any other safety norms to be followed for the work shall be as per relevant Standards/ Construction practices.
15. All the workers shall be provided with safety belts, safety shoes and helmets. No workmen shall be allowed to work on scaffolding without safety helmets and safety belts.

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

Signature, Name & Address of the bidder

FIRE SAFETY CODE

- i. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
- ii. LPG used in 'oxy-acetylene' gas cutters shall be 'industrial type'.
- iii. Only ISI marked 3 pin plug and other appliances and equipment shall be used.
- iv. Electrical power cables / wires used shall not have any joints and shall be properly rated.
- v. All electrical appliances i.e., welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
- vi. Before commencing the welding work for the first time on any day, Bank's officer shall be informed and only after the site inspection by the Fire officers / Personnel, work shall be started.
- vii. Two buckets of water and sand shall be kept in an easily accessible area on the site.
- viii. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
- ix. Used paint drums shall be stored in specified store only after closing them properly.
- x. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
- xi. None of the fire extinguishers shall be removed / shifted from its designated location.
- xii. Power supply shall be switched off from the mains when equipment is not in use.
- xiii. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xiv. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xv. Battery operated emergency light / torches shall be provided by the contractor to the workmen while working beyond office hours.
- xvi. All the electrical/mechanical/electro-mechanical appliance shall be connected to sufficiently rated circuit breakers before tapping to a power source.

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

Signature, Name & Address of the bidder

TECHNICAL SPECIFICATION OF WORKS

1.1 – L-shaped standalone single-seater workstation

L-shaped standalone single-seater modular workstation, nominal size 1500 × 1500 mm, with 600 mm worktop depth and 750 mm worktop height, complete with all components and accessories as specified under Item 1 and as per approved layout drawings.

Unit: Each

1.2 – L-shaped 2-seater workstation

L-shaped 2-seater modular workstation in the configuration and dimensions indicated in the approved layout drawings, complete with all components and accessories as specified under Item 1, including shared partitions, supporting structure, end/side panels, cable management, junctions and necessary hardware.

Unit: Each

1.3 – L-shaped 3-seater workstation

L-shaped 3-seater modular workstation in the configuration and dimensions indicated in the approved layout drawings, complete with all components and accessories as specified under Item 1, including shared partitions, supporting structure, end/side panels, cable management, junctions and necessary hardware.

Unit: Each

1.4 – L-shaped 4-seater workstation

L-shaped 4-seater modular workstation in the configuration and dimensions indicated in the approved layout drawings, complete with all components and accessories as specified under Item 1, including shared partitions, supporting structure, end/side panels, cable management, junctions and necessary hardware.

Unit: Each

The rates quoted for Items 1.1 to 1.4 shall include all materials, components and accessories required for the complete workstation configuration shown in the approved layout drawings, including worktops, partitions, end panels, side panels, corner/return portions, shared/intermediate

partitions, supporting structure, levelling feet, cable management, junctions, connectors, trims, fasteners and hardware. No additional payment shall be admissible for such components merely on account of variation in configuration, arrangement or location, including locations adjacent to walls/columns, as shown in the approved drawing

The contractor shall submit material samples, colour/finish samples and hardware samples for approval before bulk supply.

Workstation

- Overall size: 1500 × 1500 mm
- Worktop height: 750 ± 5 mm
- Worktop depth/width: 600 mm each side
- Worktop thickness: 25 mm
- HDHMR/high-density board.
- 1.0 mm HPL on both faces.
- 2 mm ABS edge banding on exposed edges.
- Rounded/ergonomic exposed corners and junction between the two worktop arms shall have a smooth ergonomic curved/round finish.

Double-panel partition

- Thickness: 60 mm minimum
- Height: 1200 mm above finished floor
- Removable/modular construction.
- Aluminium frame, preferably 6063-T5 or equivalent.
- Powder-coated finish.
- Panels provided on both faces.
- Lower portion: laminated board.

- Upper portion: acoustic fabric/tackable panel.
- Individual panels shall be removable for future maintenance.

Cable management

- Separate power and data raceways.
- Removable raceway covers.
- Aluminium cable tray.
- Vertical cable management spine.
- 80 mm minimum cable grommet.
- Provision for electrical and LAN outlets.
- No exposed wiring after installation.

Mobile pedestal

- Three drawers.
- Central locking.
- Anti-tilt arrangement.
- Heavy-duty telescopic channels.
- Castors.
- Minimum 18 mm board construction.
- Approximate size (min): 400 × 450 × 600 mm, subject to approved layout.

Supporting structure

- Heavy-duty CRCA steel/aluminium structure.
- Powder-coated.
- Adjustable levelling feet.

- Workstation shall be rigid and free from wobbling under normal use.

Quality

- Board to conform to relevant BIS standards.
- HPL to conform to IS 2046.
- Pre-laminated particle board, where used, to conform to IS 12823.
- Low-formaldehyde emission board: E1 or better.
- Workstation system shall comply with relevant BIFMA requirements.
- All materials shall be new and first quality.

The scope of work covers execution, completion and testing of the work of **‘Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar’** in accordance with drawings (if any) and specifications prepared by the Bank’s Engineer and to the satisfaction of the Bank’s Engineer.

1. Quality: The materials to be used in the work shall be of approved make, best quality and shall conform to the prescribed test parameters of National/ International standard codes (ASTM, IS, BSEN etc.,) as indicated by the manufacturers as specified in specifications herein.

2. Inspection and Testing: The contractor shall, before he places orders for supply of materials, furnish to the Bank’s Engineer at his own expense, samples of materials including patented products and those under specific makes, proposed to be used in the works, well in time, notwithstanding prior approval by Bank’s Engineer/Employer of such products and makes; such prior approval shall not constitute a waiver of the rule regarding approval of samples. In all cases makers/ manufacturers test certificates/ Batch test reports shall be produced by the contractor along with the samples for their goods/articles/ products/processes/equipment.

All materials before being used in the Works shall be subjected to inspection and testing, if so required by Bank’s Engineer, as provided in the Conditions of Contract and elsewhere in the Specifications/ schedule of quantities. The cost of all samples required for all such tests as per relevant Standards shall be deemed to be included in the Contract rates. Cost of material testing, if any directed by the Engineer shall be reimbursed by the bank after submission of test reports and

against original invoice. The contractor shall at his/ their own expenses supply and deliver to an approved laboratory such materials, as may be directed by the Bank's Engineer. Should the result of any test be unsatisfactory to Bank's Engineer or his/ their representative, the materials represented will be rejected. Whatever testing facilities are not available in India, the contractors shall submit manufacturer's batch test certificates of the batch material(s) used in the work. No materials shall be used in the works unless they have first been approved by the Engineer or his representative. .

3. Cost of Transportation: The Contractor shall include in his cost for all transporting, loading, unloading, stacking and storing of supplies of goods and materials for this work on the site and in the places approved from time to time by the Bank's Engineer. The Contractor shall allow in his price for transport of all materials controlled or otherwise to the site.

4. Rate to include: The rates quoted shall be for all heights and depths and for finished work.

5. To ascertain from Contractors for the other trades: The contractor shall ascertain as directed by the Bank all particulars relating to their work with regard to the order of its execution and the position in which chases, holes and similar items will be required, before the work is taken in hand as no claims for extras will be allowed for cutting away work already executed in consequences of any neglect by the Contractors to ascertain these particulars beforehand.

6. Mode of measurement: Unless otherwise specified mode of measurement shall be as per latest version of IS: 1200 In accordance with specifications (detailed in Schedule of Quantities) prepared to the satisfaction of the Bank's Engineer. The specifications shall form part of the contract, and these shall be deemed to be supplemental to the specifications and not in derogation thereof except to the extent specifically provided herein.

7. Clearing of Site & debris: The Contractor shall ensure to clear the site of all debris and left-over materials at his own expense to the entire satisfaction of the employer to a place permissible by Municipal or other local public authorities.

8. Preparation of building for occupation and use on completion: The whole of the work shall be thoroughly inspected by the Contractors and all deficiencies and defects set right. On completion of such inspection, the Contractor shall inform the employer in writing, that he was finished the work and it is ready for the Bank's engineers' inspection. On completion, the contractor shall clean all

windows and doors and all glass panes including cleaning of all floors, staircase and every part of the work area including oiling of all hardware. He will leave the entire work area neat and clean and ready for immediate occupation and to the satisfaction of the employer.

9. Vouchers: The Contractor shall furnish the employer with vouchers on request, to prove that the materials are as specified and to indicate the rates at which the materials purchased in order to work out the rate analysis of the non-tender items which he may be called upon to carry out thereafter.

10. Protection: The contractor shall properly cover up and protect all work throughout the duration of work until completion, particularly masonry / finish, moldings, special floor finishes, staircases and balustrades, doors and windows frames, plaster angles, lighting and sanitary fittings, glass, paint work and all finishes, etc.,

11. MATERIALS AND WORKMANSHIP

The contractor under this contract bind himself to use first class materials. Quality of workmanship shall be of the highest order befitting the nature of the project. All work not up to the standard shall be summarily rejected and the Contractor will be required to dismantle the defective work and redo the work at his own cost and risk. The decision of Bank's Engineer regarding the quality/standard of workmanship shall be final and binding on the contractor.

Materials:

- a) Materials shall be of the best approved quality, and they shall comply with the respective latest IS code specified.
- b) All materials supplied by the Employer / any other specialist firm shall be properly stored and the Contractor shall be responsible for its safe custody until they are required on the works and till the completion of work.
- c) Unless otherwise shown on the drawings or mentioned in the Schedule of Quantities or Specified Conditions, the quality of materials, workmanship, dimensions etc. shall be as specified herein under.

. 13. Handing over of Site

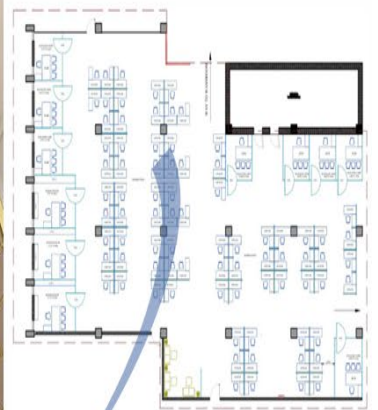
- a) Contractor shall handover the site after completing all the work mentioned as per terms and condition of the Tender.
- b) A site inspection may be conducted by Bank's Engineer before handing over of the site.

The floor plan of the 2nd floor is divided into several functional areas:

- Top Left:** Three Manager Cabs (205 X 100) and three AGM (Assistant General Manager) rooms, each with a G20 (General Office) workstation.
- Top Center:** A large workstation area with multiple rows of desks and chairs, labeled "WORKSTATION".
- Top Right:** A "WAY TO WASHROOM" and a "INTERNAL STROVROOM" (Internal Storage Room).
- Middle Left:** Three Senior Officer rooms (215 X 400) with F.R.C. (Furniture Room/Control) and G20 workstations.
- Middle Center:** A large workstation area with multiple rows of desks and chairs, labeled "WORKSTATION".
- Middle Right:** A large workstation area with multiple rows of desks and chairs, labeled "WORKSTATION".
- Bottom Left:** A "WAITING AREA" and a "RECEPTION AREA" with a "RECEPTIONIST" desk.
- Bottom Center:** A large workstation area with multiple rows of desks and chairs, labeled "WORKSTATION".
- Bottom Right:** A large workstation area with multiple rows of desks and chairs, labeled "WORKSTATION".
- Far Right:** A "MANAGER CABIN (200 X 100)" and a "P.O.V." (Police Officer's Vehicle) area.

The plan includes numerous room numbers (e.g., 205, 215, 225, 235, 245, 255, 265, 275, 285, 295, 305, 315, 325, 335, 345, 355, 365, 375, 385, 395, 405, 415, 425, 435, 445, 455, 465, 475, 485, 495, 505, 515, 525, 535, 545, 555, 565, 575, 585, 595, 605, 615, 625, 635, 645, 655, 665, 675, 685, 695, 705, 715, 725, 735, 745, 755, 765, 775, 785, 795, 805, 815, 825, 835, 845, 855, 865, 875, 885, 895, 905, 915, 925, 935, 945, 955, 965, 975, 985, 995) and room names (e.g., "MANAGER CABIN", "AGM", "SENIOR OFFICER", "F.R.C.", "P.O.V.", "RECEPTIONIST").

63





Note: The images shown above are indicative/reference images provided solely to illustrate the general design and intended workstation concept. They shall not be construed as exact or binding representations of the final configuration, dimensions or arrangement. The actual configuration, dimensions, layout and placement shall be as per the approved drawings and site requirements.

SCOPE OF WORK

The scope of work shall comprise supply, delivery, assembly and installation of modular workstations and mobile pedestal units at Reserve Bank of India, Bhubaneswar, complete in all respects, as per the approved technical specifications, drawings and directions of the banks engineer.

The scope shall include, but shall not be limited to, the following:

1. **Site verification and measurement:**
The contractor shall visit and verify the actual site dimensions, access conditions, wall/column locations and other site conditions before commencing fabrication/supply.
2. **Preparation of shop drawings:**
Preparation and submission of detailed shop drawings/layouts indicating the proposed workstation configurations, dimensions, partition arrangements, cable-management provisions, junctions and other details for approval before execution.
3. **Supply of workstations:**
Supply of premium modular workstations in 1-seater, 2-seater, 3-seater and 4-seater/L-shaped configurations, as required and approved, including all worktops, partitions, supporting structures, panels, trims, hardware and accessories.
4. **Partitions and acoustic components:**
Supply and installation of the specified double-panel modular partitions, fabric-finished/tackable acoustic panels, aluminium top caps and associated components.
5. **Cable management:**
Provision of integrated power/data cable raceways, cable trays, vertical cable-management spines, cable grommets and other necessary cable-management accessories.
6. **Pedestal units:**
Supply and installation of mobile pedestal units as specified in the BOQ, complete with drawers, locking arrangement, drawer channels, castors, handles and hardware.
7. **Transportation and handling:**
Loading, transportation, unloading, shifting and safe handling of all furniture/materials from the manufacturer's/vendor's premises to the designated location at RBI, Bhubaneswar.
8. **Assembly and installation:**
Complete assembly, installation, alignment, levelling, fixing and securing of all workstations and pedestals at site, including all necessary connectors, fasteners and accessories.
9. **Site-specific adjustments:**
Making necessary adjustments to suit existing walls, columns, structural obstructions and other site conditions within the configurations approved by the Engineer-in-Charge, without compromising the specified quality or functionality.

10. **Samples** and **approvals:**
Submission of material, laminate, fabric, colour, edge-banding and hardware samples for approval by the bank before bulk supply, wherever required.
11. **Quality** **control:**
Ensuring that all materials supplied are new, unused, free from defects and conform to the approved specifications, samples and drawings.
12. **Protection** and **cleaning:**
Protection of installed furniture during execution and removal of packing materials, debris and waste generated from the contractor's work. The work area shall be cleaned and handed over in a satisfactory condition.
13. **Final** **inspection** and **handover:**
Rectification of any defects, deficiencies or installation-related issues pointed out during inspection and handing over the completed workstation installation in proper working condition.

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

Signature, Name & Address of the bidder:

LIST OF MATERIALS OF APPROVED BRAND AND/ OR MANUFACTURER

Note:

1. All the materials to be used in the work shall strictly conform to the detailed technical specifications under each item.
2. If the approved brands are not available in the market, equivalent material with written approval of the Bank's Engineer only shall be used in the work. Wherever the contractor proposes to use equivalent makes (i.e. other than those specified), the same shall be done with prior approval of the Bank's Engineer. In such cases, it is the responsibility of the contractor to prove, to the satisfaction of the Bank's Engineer, with necessary technical data / documents / tests reports that the equivalent materials proposed to be used in the work conform to all the technical specifications / parameters stipulated in the specifications. Any additional expenditure and time on account of this shall be solely on contractor's account and no claims whatsoever shall be entertained by the Employer in this regard.
3. Equivalent means equivalent in Cost and Quality.
4. The tenderer shall quote his rates on the basis of the price of quality and grade of the product of the brand / make stipulated in the schedule of quantities and as described in the list of approved makes.
5. Bank reserves the right to select any of the brands indicated in the list of approved makes or alternate equivalent brand of the material other than the one specified in the list of approved makes. The decision of Engineer-in-Charge shall be final in this regard. The contractor shall produce approved makes as the case may be for Bank's approval, before using the same in the works. Material approved by the Bank shall only be used in the work including approval of Basic rate items.
6. The Contractor shall obtain prior approval from the Engineer-in-charge before placing order for any specific material.
7. In case of non-availability of the brand specified in the contract the Contractor shall approach Engineer-in-charge to acquiring alternate equivalent brand of the material subject to submission of documentary evidence of non- availability of the specified brand. Any additional expenditure and time because of this shall be solely on

contractor's account and no claims whatsoever shall be entertained by the Employer in this regard.

Sl. No.	Material	Make
1	GI Sections	TATA, Jindal, SAIL, or approved equivalent
2	Plywood & marine ply marked with relevant IS code	Kitply, Century, National/ Green/ Anchor/ Duro or approved equivalent
3	Laminate	Greenlam, Formica, Decolam, Sundeck, Kitlam, Century, or approved equivalent.
4	Adhesives	Fevicol SH, Araldite, Movicol HV of Mafatlal, Bal Endura or approved equivalent
5	Aluminium extruded sections	Jindal, Hindalco or approved equivalent
6	Glass/ Mirror	Modiguard, Saint Gobain, Asahi Glass Co or approved equivalent
7	PVC Edge Band	Rehau or approved equivalent
8	Modular workstations	Godrej Interio, Featherlite Furniture, Steelcase, Haworth or approved equivalent
9	Screws (Oxidized)	GKW, Super Screws or approved equivalent
10	Hardware fittings/ accessories/ channels	Ebco, Godrej, Sleek, Hettich, Dorma, Enox or approved equivalent
11	Fabric	Response fabric, HON or approved equivalent

Note:

I / We hereby declare that I / we have read and understood the above instructions and accept the same.

Signature, Name & Address of the bidder

Annexure 1

Articles of Agreement

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, Bhubaneswar (hereafter called “Employer”) of the one part and

_____ (hereinafter called “the Contractor”) of the other part.

WHEREAS the Bank is desirous of carrying out the “Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar” and has prepared drawing and/or Schedule of Quantities showing and describing the work to be done under the direction of Bank’s Engineer.

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

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

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of said Contract Amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings and described in the said Drawings and described in the said Specifications and the Schedule of Quantities.
2. The Bank shall pay the Contractor the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.
3. The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.

4. The plans, agreement and documents mentioned herein shall form the basis of this Contract.
5. This Contract is neither a fixed Lumpsum Contract nor a Piece Work Contract but is a Contract to for the complete work to be paid for according to actual measured quantities at the rates contained in the Schedule of Rates and Probable quantities or as provided in the said Conditions.
6. The Contractor shall afford every reasonable facility for the carrying out of all works relating to civil works and other ancillary works in the manner laid down in the said Conditions, and shall make good any damages done to walls, floors etc. after the completion of such works.
7. The Bank reserves to itself the right of altering the Drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
8. Time shall be considered as the essence of this Contract, and the Contractor hereby agrees to commence the work from tenth day of date of work award letter and to complete the entire work within 4 months, subject nevertheless to the provisions for extension of time in writing by such form (i.e., by way of a deed of agreement or by exchange of letters/ emails) as may be mutually decided by the parties.
9. All payments by The Bank under this Contract will be made only at Bhubaneswar.
10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Bhubaneswar and only Courts in Bhubaneswar shall have jurisdiction to determine the same.
11. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

If the contractor is a Partnership or an Individual

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

If the contractor is a Company

IN WITNESS WHEREOF The Bank has set its hand to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicate/has caused these presents and the said two

duplicates hereof to be executed on its behalf,
the day and year first hereinabove written.

Signature Clause

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

_____ (name and designation)

in the presence of

(1)

Address

(2)

Address

Witnesses

SIGNED AND DELIVERED BY

_____ in the presence

of

(1)

Address

(2)

Address

Witnesses

THE COMMON SEAL OF

_____ was hereunto affixed pursuant to the
resolutions passed by its Board of Directors
at the meeting held on _____
in the presence of

(1)

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

(2)

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

(1)

(2)

SIGNED AND DELIVERED BY

The Contractor by the hand of
Shri

And duly constituted attorney.

Annexure 2
Proforma Of Bank Guarantee for Earnest Money Deposit
(On Non-Judicial Stamp paper)

The Regional Director,
Reserve Bank of India
Bhubaneswar

Place
Date

Dear Sir/Madam,

Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, and an office at Bhubaneswar (hereinafter called the 'Bank') has invited **e- tenders** for the work **Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar** (hereinafter referred to as 'the Work') on the terms and conditions mentioned in the tender documents.

1. It is one of the terms of invitation of tenders that the Contractor shall furnish a Bank Guarantee for a sum of Rs. _____ (Rupees _____ only) as Earnest Money Deposit.

2. M/s _____, (hereinafter called as

Contractor), who are our constituents intend to submit their tender for the said work and have requested us to furnish guarantee to the Bank in respect of the said sum of Rs. (Rupees only).

NOW THIS GUARANTEE WITNESS THE

1. We _____ (Bank) do hereby agree with and undertake to the Reserve Bank of India, their Successors, Assigns that in the event of the Reserve Bank of India coming to the conclusion that the Contractor have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor, we shall on demand by the Reserve Bank of India, pay without demur to the Reserve Bank of India, a sum of Rs. _____ (Rupees _____

only) or any lower amount that may be demanded by the Reserve Bank of India. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Contractor under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of

Rs. _____/- (Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs.

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

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

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

We hereby further agree that –

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

- b) Our liability under these presents shall not exceed the sum of Rs.

_____/- (Rupees _____

only)

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

- d) This guarantee shall remain in force upto _____ provided that if so

desired by the Reserve Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein

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

Yours' faithfully,

For and on behalf of

_____ Bank.

Authorized official.

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

Annexure 3

PROFORMA OF BANK GUARANTEE FOR DUE FULFILMENT OF TERMS AND CONDITIONS OF THE CONTRACT

The General Manager (Officer-in-Charge)
Reserve Bank of India
Estate Department
Bhubaneswar

Date:
Place:

Dear Sir/Madam,

Name of work: Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar

WHEREAS

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

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

NOW THIS GUARANTEE WITNESSETH

1. We _____ (name of the Scheduled Bank) do hereby agree with and undertake to the RBI, their successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be

binding on us as well as the said contractor, we shall on demand by the RBI, pay without demur to the RBI a sum of ₹_____ (Rupees_____ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee amount for the due performance of the obligations of the Contractor under the said contract, provided, however, that our liability against such sum shall not exceed the sum of ₹_____ (Rupees_____ only).

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

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

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

5. We hereby further agree that:

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

- (b) Our liability under these presents shall not exceed the sum of ₹_____ (Rupees _____ only)
- (c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.
- (d) This guarantee shall remain in force up to ____ months from _____ provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions of our said herein.
- (e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the Reserve Bank of India alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _____ months from that date under clause (d) above or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all-over obligations and liabilities hereunder.

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

For and on behalf of

(Seal of the Scheduled Bank)

Signature of the Authorised Bank Official

(Name, designation, stamp/seal etc.)

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

Witness 1

Signature

Name.....

Address.....

Note - This guarantee will require stamp duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified.

ANNEXURE 4

CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & address of the Client

Details of Works executed by Shri /M/s

- 1 Name of work with brief particulars
- 2 Agreement No. and date
- 3 Agreement amount
- 4 Date of commencement of work
- 5 Stipulated date of completion
- 6 Actual date of completion
- 7 Details of compensation levied for delay
(indicate amount) if any
- 8 Gross amount of the work completed and paid
- 9 Name and address of the authority under whom
works executed
- 10 Whether the contractor employed qualified
Engineer/Overseer during execution of work?
- 11 i) Quality of work (indicate grading) Outstanding/Very Good/
Good/Satisfactory/poor
ii) Amt. of work paid on reduced rates, if any.
- 12 i) Did the contractor go for arbitration?
ii) If yes, total amount of claim
iii) Total amount awarded
- 13 Comments on the capabilities of the contractor.
 - a) Technical proficiency Outstanding/Very Good/
Good/Satisfactory/poor
 - b) Financial soundness Outstanding/Very Good/
Good/Satisfactory/poor
 - c) Mobilization of adequate T&P Outstanding/Very Good/
Good/Satisfactory/poor
 - d) Mobilization of manpower Outstanding/Very Good/

e) General behaviour

Good/Satisfactory/poor

Outstanding/Very Good/

Good/Satisfactory/poor

Signature of the Reporting Officer* with Office seal

*** Regarding performance report/ client's certificate, for works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount.**

(i) All columns should be filled in properly

(ii) The Client Certificates should be submitted for each of the Prequalification work/s

ANNEXURE 5
FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

On the Letter Head of Bank

Ref. No. _____

Date: _____

Regional Director
Reserve Bank of India
Estate Department
Pt. J.L Nehru Marg
Bhubaneswar-751001

Respected Sir/Madam,

This is to certify that to the best of our knowledge and information M/s. /Shri..... a customer of our bank having marginally noted address, are/is respectable and can be treated as good for any engagement up to a limit of **₹ 34,86,664/-** (Rupees Thirty-Four Lakh Eighty-Six Thousand Six Hundred Sixty-Four only). This certificate is issued without any guarantee or responsibility on the bank or any of its officers.

Other particulars are given below for your perusal and record:

S.No.	Particulars	Comments of the Bank
1.	Composition of the firm (whether Partnership"/ Private Limited/ Proprietorship/ Public Limited.)	
2.	Name of the Proprietor/ Partners/ Directors of the firm.	
3.	Credit facility/ Overdraft facility enjoyed by the firm.	
4.	Dealings	
5.	The period from which the firm has been banking with your bank.	
6.	Any other remarks.	

(Signature)
For the Bank

Note:

Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to RBI. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

(Signature)

For the Bank

Annexure 6 (List of Works)

- i. List of similar works executed by the firm in support of minimum experience of five years.
The works should have been undertaken on or before August 31, 2021**

Sr. No.	Name of the work & Work order no & date	Name and address of the organisation	Nature & specification of the work	The name and full address with Email ID of the officer under whom the work was carried out	Amount	Whether work completed in time	Remarks

- ii. Details of similar works executed by the organization during the last 5 years (work should have started on or after September 01, 2021 and ended on or before August 31, 2026.**

Sr. No.	Name and address of the firm	Nature of similar work	Value of the work	Whether works completed in time or not (Give date of start & and date of completion)	Completion period as per work order	Fax /phone number &Email id of contact person of the firm

Place:

Date:

Signature of the Tenderer

Annexure 7

Schedule of Commercial Deviations

We confirm that all commercial terms and conditions and specifications of the Bank except for deviations listed below:

Sr. No.	Section No.	Clause No.	Deviation proposed
1	2	3	4

Seal & Signature of Tenderer.

Name

Designation

Date

Annexure 8

Schedule of Technical Deviations

We confirm that all technical terms and conditions and specifications of the Bank except for deviations listed below.

Sr. No.	Section No.	Clause No.	Deviation proposed
1	2	3	4

Seal & Signature of Tenderer.
Name
Designation
Date

ANNEXURE 9

Format of Computerized Measurement Book

भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
भुवनेश्वर कार्यालय
BHUBANESWAR OFFICE

कम्प्यूटरीकृत मापन पुस्तक

COMPUTERISED MEASUREMENT BOOK

(पेज 1 से __)
(Pages 1 to __)

यह पुस्तक M/s _____ से जारी की गई है

This Book is issued by M/s _____

प्रमाणित किया गया कि इस पुस्तक में __ पृष्ठ हैं
Certified that this book contains __ Pages

जिस अधिकारी को पुस्तक जारी की जाती है,
उसके हस्ताक्षर
Signature of the official to whom
the book is issued

Signature of AGM-Estate Department

सूची
INDEX

क्रम सं SERIAL NO	मर्दों के विवरण PARTICULARS OF ITEMS	पृष्ठ सं PAGE NO

III
मापन परीक्षण का सारांश
Abstract of Test Check Measurement

क्रम सं SERIAL NO	मर्दों के विवरण PARTICULARS OF ITEMS	पृष्ठ सं PAGE NO	राशि AMOUNT	अधिकारी के हस्ताक्षर INITIAL OF THE OFFICER

Reserve Bank of India
Estate Department
Bhubaneswar
Measurement
Name of the work:
Name of vendor: M/s
Date of commencement of work:
Work Order No:
Inward No:
Invoice No:
Date of completion of work:

S. No.	Description of item	Unit	Quantity

Page No. - __

Reserve Bank of India
Estate Department
Bhubaneswar
Cash Abstract
Name of the work -
Name of vendor :
Date of commencement of work:
Work Order No:
Inward No:
Invoice No:
Date of completion of work:

S. No.	Description of item	Unit	Quantity	Rate/Unit (in ₹)	Amount (in ₹)
	Total				

Page No. - __

Notes: All the sheets shall be ruled. (Sheets shall be in triplicate in three colours - white, yellow and green respectively, as per the proforma given above). Each Measurement Book shall be Hard bound and submitted along with each RA Bill & Final Bill.

Annexure 10

FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

(On Non-Judicial Stamp Paper of appropriate value)

To,
The GM (O-i-C)
Estate Department
Reserve Bank of India
Bhubaneswar

Dear Sir/Madam,

.....(Name of work)

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

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

Signature/(s) of the Tenderer

Name/(s)

Stamp/Seal of the Tenderer

Note:

Power of Attorney should be properly stamped and notarized

Power of Attorney furnished by Tenderer shall be irrevocable.

Annexure 11

Proforma for Indemnifying the Employer against Contract labour Rules/regulations

(On Non-Judicial Stamp Paper of appropriate value)

To

The Regional Director
Estate Department
Reserve Bank of India

Dear Sir/Madam

..... (*name of work*)

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

We also hereby fully indemnify and keep indemnified the Employer, i.e. Reserve Bank of India, against payments to be made to the contract labour and for the observance of the laws in this regard without prejudice to our right to claim indemnity from our sub-contractors.

Yours faithfully,

For _____

Authorised signatory

Annexure 12

Undertaking regarding declaration of debarment by public institution(s)

(To be submitted by the tenderer on their letterhead)

Name of Work: Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar

1. I/We..... (Name of the bidder) declares that
 - a) I / we or any of our allied firm* is / are not debarred / suspended / blacklisted by any public institution/entity in India or any other country as on (last date of submission of bid).
 - b) I / we or any of our allied firm* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on.... (last date of submission of bid).
 - c) I/we or any of our allied firm* is/ are not debarred by any procuring entity for violation of Public Procurement (Make in India) Order, 2017 as on (last date of submission of bid).
 - d) I / we will inform the Bank in writing, in case, I / we or any of our allied firm* is / are debarred / suspended / blacklisted by any public institution / entity in India or other country on or before award of work for the captioned work.
2. I/We..... (Name of the bidder) declare that I/we or our allied firm* (Name of the allied firm(s)) is/ are debarred / suspended / blacklisted by (Name and address of public institution in India or any other country) and the same effective upto (date). A copy of such letter is attached for your information and record.

(seal and signature of the bidder)

Date

Place

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

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

Annexure 13

Performa for Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India

(To be submitted by the tenderer on their letterhead)

To

The Regional Director
Estate Department
Reserve Bank of India
Bhubaneswar

Name of Work:

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

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

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

(Strikeout whichever of the above is not applicable).

3. I /We further certify that (Name of bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub- contract I/we (Name of bidder) will not sub-contract any work to a contractor from country(ies) sharing land

border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum / order.

4. I/We know and understand that, if this Undertaking / Declaration / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our tender / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorized signatory of the Bidder with Stamp

Date:

Place:



**Reserve Bank of India
Estate Department
Bhubaneswar**

Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar

e-Tender No: 2026_RBI_289687_1

Un- Priced Schedule of Quantities

Name of Contractor_____

Address _____

Bid Closing Date & Time: - September 21, 2026, up to 14:00 Hrs.

Preamble

The rates quoted shall include the following:

1. The item and quantities indicated in the schedule of quantity are tentative and as per need of work and as decided by the Bank certain items/ quantities may not be required to be executed or may be executed with reduction in quantities to any extent. The contractor has to execute items/quantities as per direction of Bank and no claim on this account whatsoever it may will be entertained by the Bank in respect of non-operation of items/reduction in quantities.
2. Charges required to comply with all the provision under contract labour Act 1970(including subsequent revision if any) and rules therein.
3. Providing for all costs and charges incurred by the contractor complying with all safety health and welfare regulations, appertaining to staff and work people employed on the site.
4. Keeping the site free from debris arising from the works during the renovation/construction/repair/ period and leave the site free from debris on completion of work to the satisfaction of the Employer.
5. Providing electric lights, maintain system, all as required for the works and remove the temporary installations on completion
6. Making necessary holes/pockets/chases in masonry/ concrete/floors/walls/ partition etc. and making good the damages matching to the surrounding specification at no extra cost to the Bank.
7. Providing and erecting necessary scaffolding and providing access for work area as may be required for carrying out the repair works and for inspection of work at all levels and heights and removal the same after satisfactory completion of work.
8. Charges for Inspecting the site and get acquainted with pertaining works just idea for works to be carried out before quoting the rates.
9. Necessary charges towards providing service of a qualified supervisor on the work site during entire working hours and shall be who shall be available at work site to receive instructions from the Bank and act accordingly.
10. Contractors will have to submit a time bound programme just after the award of the work and get it approved from the Bank before commencement of work.
11. The rates shall also include the removal and carting away all debris, etc from Bank's premises.

12. Contractors to provide the original invoices for every supply of materials for Bank's verifications. If it is not provided and the materials found not as per specifications/ approved make shall not be measured for the payment.

13. Curing the items of work involving the use of cement and waterproof paints.

14. The rates should be inclusive of all relevant taxes, GST, labour cess, any other statutory dues applicable, transportation charge etc. and for all the accessories required for the completion of the work. No extra amount will be paid for whatsoever. All fluctuations in prices of all materials & labour shall be borne by the contractor.

Place:

Signature and Seal of the contractor

Name & address

Un-Priced Schedule of Quantities

Name of the Work: Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar.

SI No	Description	Unit	Qty
1	Premium L-shaped modular workstation of various configurations and sizes as indicated in the approved layout drawings, including L-shaped, linear, back-to-back, 2-seater, 3-seater & 4-seater arrangements. L-shaped workstation with nominal size 1500 × 1500 mm, with worktop width/depth of 600 mm and worktop height 750 mm, complete with 60 mm thick × 1200 mm high double-panel modular partition , 25 mm thick HDHMR/high-density board worktop conforming to relevant BIS with minimum density as approved, finished with 1.0 mm HPL on both faces, 2 mm ABS edge banding, heavy-duty powder-coated CRCA steel/aluminium supporting structure, adjustable levelling feet, removable laminated panels on both faces, upper fabric-finished/tackable panels, aluminium top cap, complete integrated dual power/data cable raceways, aluminium cable tray, vertical cable management spine, cable grommets, all necessary connectors, junctions, fasteners, hardware and accessories, including transportation, loading, unloading, assembly, installation, alignment, levelling, testing, complete in all respects as per approved drawings and technical specifications.		
1.1	L-shaped standalone single seater	Nos	18
1.2	L-shaped 2 seater workstation	Nos	9
1.3	L-shaped 3 seater workstation	Nos	5
1.4	L-shaped 4 seater workstation	Nos	8
2	Providing, supplying, delivering and installing mobile pedestal of approx. 400 × 450 × 600 mm, constructed from minimum 18 mm thick HDHMR/high-density board with 25 mm thick top, finished with 1.0 mm HPL, 2 mm ABS edge banding, comprising three drawers (two utility drawers and one filing drawer), central locking arrangement, heavy-duty full-extension telescopic drawer channels, anti-tilt mechanism, heavy-duty castors, handles and all necessary hardware and accessories, complete in all respects as per approved drawings and specifications.	Nos	166

Date:
Place:

Signature of Contractor with address & Seal



**Reserve Bank of India
Estate Department
Bhubaneswar**

Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar

e-Tender No: 2026_RBI_289687_1

Part -II (Schedule of Quantities)

Name of Contractor _____

Address _____

Bid Closing Date & Time: - September 21, 2026 up to 14:00 Hrs.

- 1. The bidders must submit the bid via online mode only through CPP PORTAL.***
- 2. In CPP Portal, bidders are required to submit the Total Amount for each of individual items (including GST).***
- 3. Bidders are advised not to quote the amount in this document. All amounts must be quoted online in CPP Portal. All the items in the charts are shown as representational purpose only.***



**Reserve Bank of India
Estate Department
Bhubaneswar**

Schedule of Quantities

Supply, Assembly and Installation of Workstations and Pedestal Units at Second Floor, Main Office Premises, Reserve Bank of India, Bhubaneswar

SI No	Description	Unit	Qty	Unit Rate (including GST)	Total Amount (including GST)
1	Premium L-shaped modular workstation of various configurations and sizes as indicated in the approved layout drawings, including L-shaped, linear, back to back, 2-seater, 3-seater & 4-seater arrangements. L-shaped workstation with nominal size 1500 × 1500 mm, with worktop width/depth of 600 mm and worktop height 750 mm, complete with 60 mm thick × 1200 mm high double-panel modular partition , 25 mm thick HDHMR/high-density board worktop confirming to relevant BIS with minimum density as approved, finished with 1.0 mm HPL on both faces, 2 mm ABS edge banding, heavy-duty powder-coated CRCA steel/aluminium supporting structure, adjustable levelling feet, removable laminated panels on both faces, upper fabric-finished/tackable panels, aluminium top cap, complete integrated dual power/data cable raceways, aluminium cable tray, vertical cable management spine, cable grommets, all necessary connectors, junctions, fasteners, hardware and accessories, including transportation, loading, unloading, assembly, installation, alignment, levelling, testing, complete in all respects as per approved drawings and technical specifications.			Price should not be quoted here and should only be quoted online in the CPP portal. Otherwise, the bid shall be rejected	
1.1	L-shaped standalone single seater	Nos	18		
1.2	L-shaped 2 seater workstation	Nos	9		
1.3	L-shaped 3 seater workstation	Nos	5		
1.4	L-shaped 4 seater workstation	Nos	8		

2	Providing, supplying, delivering and installing mobile pedestal of approx. 400 × 450 × 600 mm, constructed from minimum 18 mm thick HDHMR/high-density board with 25 mm thick top, finished with 1.0 mm HPL, 2 mm ABS edge banding, comprising three drawers (two utility drawers and one filing drawer), central locking arrangement, heavy-duty full-extension telescopic drawer channels, anti-tilt mechanism, heavy-duty castors, handles and all necessary hardware and accessories, complete in all respects as per approved drawings and specifications.	Nos	166		
---	---	-----	-----	--	--

Date:

Signature of Contractor with address & Seal

Place:

Note- Price should not be quoted here and should only be quoted online in the CPP portal. Otherwise, the bid shall be rejected.