



ई-निविदा सूचना

भारतीय रिज़र्व बैंक, जयपुर, स्टाफ आवासीय कॉलोनी स्थित ब्लॉक 2 की सीढ़ियों के नवीनीकरण तथा रंगाई के कार्य हेतु पात्र बोलीदाताओं से दो भागों (भाग-I तथा भाग-II) में ई-निविदा आमंत्रित करता है। निविदा एमएसटीसी लिमिटेड (<https://mstcecommerce.com/eprocn>) के ई-निविदा पोर्टल के माध्यम से की जाएगी। सभी पात्र कंपनियां/फ़र्म उपरोक्त वेबसाइट के माध्यम से एमएसटीसी के साथ स्वयं को पंजीकृत करना सुनिश्चित करें ताकि वे निविदा प्रक्रिया में भाग ले सकें। ई-निविदा की अनुसूची नीचे दी गई है:

क. ई-निविदा का नाम	भारतीय रिज़र्व बैंक, जयपुर स्टाफ आवासीय कॉलोनी स्थित ब्लॉक 2 की सीढ़ियों के नवीनीकरण तथा रंगाई का कार्य
ख. ई-निविदा की संख्या	RBI/Jaipur Regional office/Estate/5/26-27/ET/109
ग. कार्य की अनुमानित लागत	₹14,15,000/-
घ. निविदा की प्रक्रिया	ई-खरीद प्रणाली ऑनलाइन भाग-1 (टेक्नों-वाणिज्य बोली) और भाग-2 (मूल्य बोली) (www.mstcecommerce.com/eprocn) के जरिए
ङ. निविदाकर्ताओं को डाउनलोड करने हेतु एनआईटी की उपलब्धता की तारीख	22 मई, 2026, अपराह्न 02:00 बजे से
च. पात्र फ़र्म	भारतीय रिज़र्व बैंक, जयपुर कार्यालय के साथ सिविल ट्रेड (उप-श्रेणी 1.1) (10 लाख रुपये से अधिक लागत वाले कार्यों के लिए) में सूचीबद्ध वेंडर ही निविदा में भाग लेने के लिए पात्र हैं।
छ. बयाना जमा - राशि (ईएमडी)	ईएमडी जमा करवाने की आवश्यकता नहीं है
ज. www.mstcecommerce.com/eprocn पर ऑन लाइन टेक्नो-वाणिज्यिक बोली तथा कीमत बोली के प्रस्तुतीकरण के लिए ई-टेंडर शुरू होने की तारीख	22 मई, 2026, अपराह्न 02:00 बजे से
झ. ऑन लाइन टेक्नो-वाणिज्यिक बोली तथा मूल्य बोली के प्रस्तुतीकरण के लिए ई-टेंडर खत्म होने की तारीख	12 जून, 2026, अपराह्न 02:00 बजे तक
ञ. भाग I खोलने की तारीख (अर्थात टेक्नो-वाणिज्यिक बोली)	12 जून, 2026, दोपहर 03:00 बजे
भाग II खोलने की तारीख (अर्थात मूल्य बोली)	मूल्य बोली खोलने की तिथि और समय सभी पात्र बोलीदाताओं को ई-मेल के माध्यम से अलग से सूचित किया जाएगा।
त. लेन-देन प्रभार	मेसर्स एमएसटीसी लिमिटेड के पक्ष में अथवा मेसर्स एमएसटीसी लि. द्वारा सूचित गेटवे/एनईएफटी/आरटीजीएस के माध्यम से

टिप्पण:

- कृपया नोट करें कि पोर्टल से टेंडर दस्तावेज डाउनलोड करने के लिए कोई टेंडर-शुल्क नहीं है।
- आवेदन करने के इच्छुक आवेदकों को आवश्यक पात्रता रखने के समर्थन में दस्तावेजी साक्ष्य प्रस्तुत करके बैंक को संतुष्ट करना होगा और ऐसा करने में उनकी विफलता की स्थिति में, बैंक के पास उनकी उम्मीदवारी को अस्वीकार करने का अधिकार सुरक्षित है।
- बैंक न्यूनतम बोली 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।
- भविष्य में निविदा से संबन्धित जारी किए गए किसी भी संशोधन/शुद्धिपत्र, यदि कोई हो, को केवल भारतीय रिज़र्व बैंक की वेबसाइट (<https://www.rbi.org.in>) और एमएसटीसी वेबसाइट पर अधिसूचित किया जाएगा जैसा कि ऊपर दिया गया है और इसे अखबार में प्रकाशित नहीं किया जाएगा।



**Reserve Bank of India
Estate Department
Jaipur**

**RENOVATION OF STAIRCASE AND REPAINTING WORK OF BLOCK NO. 2 OF
RBI STAFF COLONY IN GANDHINAGAR, JAIPUR**

Part I

Techno-Commercial
Bid

Name of Bidder:.....

Address:.....

Telephone no:.....

Email Address:.....

e-tender No: RBI/Jaipur Regional office/Estate/5/26-27/ET/109

Last date and Time of submission of Tender: June 12, 2026, up to 14:00 Hrs.

DISCLAIMER

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

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. Respondents to this e-tender are required to make their own inquiries and they should not rely solely on the information contained in the blank e-tender documents / forms. The Reserve Bank of India is not responsible if no due diligence is performed by the Respondents.

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Reserve Bank of India (RBI)

Estate Department

Jaipur

E-Tender: Part I / Techno- commercial bid

Section I : Commercial Conditions

1.1	Name of work: RBI JAIPUR invites tender of “RENOVATION OF STAIRCASE AND REPAINTING WORK OF BLOCK NO. 2 OF RBI STAFF COLONY IN GANDHINAGAR, JAIPUR” in two Parts from eligible bidders. It is an e-tender and service provider is MSTC. Refer Annexure I before proceeding further.
1.1.1	Estimated cost of work: Rs. 14,15,000/- (inclusive of all Taxes)
1.1.2	Earnest Money Deposit: Nil
1.1.3	Time for completion of work: 45 days from the 14th day of date of work order
1.1.4	Transaction fee of tender will be directly submitted at MSTC website
1.1.5	Date of start of tender: May 22, 2026, from 14:00 Hrs. onwards
1.1.6	Last date and time of submission of tender: June 12, 2026, up to 14:00 Hrs.
1.1.7	Date and time of opening of Part I of tender: June 12, 2026, at 15:00 Hrs.
1.1.8	Date and time of opening of Part I of the tender: Part II will be opened after scrutiny of part-I and supporting documents submitted by the bidder. Otherwise, the Part II opening date will be communicated to bidders through email.
1.1.9	Contact person for clarification: Name: Shri Ashok Kumar Gupta, Manager E-mail: ashokkgupta@rbi.org.in Mobile: 9717108444
1.1.10	Eligibility Criteria: (1) Empanelled contractor of RBI (The Bank) JAIPUR office in Civil trade [Subcategory 1.1] of more than Rs 10.00 Lakh.
1.2	Tendering Process: The tender documents can be downloaded from MSTC website. All corrigendum, addendum and further communication shall be forwarded through email and MSTC website only. The tender for the above work is in two parts i.e. Part I contains technical specifications & terms and conditions. Part II contains only rates of

	<p>items. Tender shall be submitted on MSTC website (refer Annexure I). Scan and Signed copy of Part I will be uploaded on MSTC website and rates of Part II will be directly submitted at MSTC website.</p>
1.3	<p>Part II (Financial Bid): Part I will be opened on the date and time mention above. No deviation will be accepted in Part I of tender. If firm puts deviation in the tender, their tender may be out rightly rejected, or The Bank may consider deviation. Part II will be opened for those bidders who qualified in Part I of the tender. Lowest quoted amount in the Part II will be declared L1 bidder/successful bidder and tender will be awarded. The Bank discourages the stipulation of any addition conditions by the tenderer. However, after opening of Part I any clarification/conditions etc. if any, will be examined and after discussions with all the tenderers, the conditions that are accepted to the Bank will be intimated to the tenderers. All the tenderers can quote a percentage above or below their tendered amount already submitted in part II. The quoting of such as a percentage above or below their tendered amount shall have a definite bearing on the condition/s the tenderers have to withdraw or additional benefit liable to be received as per the condition accepted by the Bank. The letter containing the tenderer's quoting percentage above or below their quoted tendered amount should be submitted in sealed cover on or before date fixed to Estate Department, subsequently and advised to the tenderers. This letter together with already submitted tendered rate shall be called Part II, will be opened in presence of the representatives of firms on the due date advised.</p>
1.4	<p>The rates quoted in Part II of tender shall be firm and shall include charges of GST, levies, materials including wastage, consumables, labor, transport, insurance, tools and tackles, overheads, removing of debris from the site, cleaning etc. Bidders are advised to inspect the site before quoting.</p>
1.5	<p>Transaction fee is required to submit by all the intended bidders to MSTC website. The EMD need to submit as shown above in <i>A/c No. 8692299, Account name RBI Jaipur, IFSC Code: RBIS0JPPA01 (0=Zero)</i> through NEFT/ Mobile Banking/ RTGS {Intimate/ forward the transaction details to estatedeptjaipur@rbi.org.in}. If bidder is fails to submit the EMD, tender may be cancelled, and firm may be blacklisted from empanelment. EMD should be interest free and shall be returned to bidder after completion of the work in all respect.</p> <p><u>EMD shall be forfeited if the Bidder:</u></p>

	<p>-makes misleading or false representations in the forms, statements and attachments submitted.</p> <p>-has suppressed any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria.</p> <p>-withdraws his Bid during the period of Bid validity; or does not sign the contract after award of Contract.</p> <p>-has been blacklisted by any Government agency and the blacklisting is still in force.</p> <p>-If bidder fails to complete the work.</p>
1.6	<p><u>Validity of tender:</u> The tenders shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of Part I of tender.</p>
1.7	<p><u>Signing of Contract Agreement</u></p> <p>The successful bidder shall be bound to implement the Contract within 14 days from the date of work order. The cost of necessary stamp paper (Rs 500) for execution of the agreement shall be borne by the Bidder. The format of agreement is attached at annexure-II.</p>
1.8	<p><u>Time Period:</u> Entire work shall be completed as indicated above, failing which liquidated damages at the rate of 0.25% of the estimated cost per week to a maximum of 10% of the contract value will be recovered for delay beyond the contractual period of completion. The work is allowed to be carried out during office hours (9:30 AM to 5:30 PM). The successful bidder is required to make entry passes before start of work for their workers. Special permission is required for working on holidays/late ours apart from regular entry pass.</p>
1.9	<p><u>Extension of time: (before expiry of original date of completion)</u></p> <p>If the L1 bidder desires any extension of time for completion of work on grounds of them having been unavoidable hindrances in execution or any other ground, they shall apply in writing immediately after the occurrence of the hindrance. Such application shall contain complete details of hindrances, which hindered the contractors in the execution of the work and reference to record of entry in the Hindrance Register. The Bank will grant the extension of time, without prejudice to Bank's right to recover liquidated damages or compensation under relevant contract clause. The hindrance due to the Bank will not be the part of calculation of liquidated</p>

	damages.
1.10	<u>Safety and statutory measures:</u> The bidder shall take all safety measure during the execution of the work. The Bank will not accept any liability for any mishap / accident caused while working. The bidder shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provision of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, Payment of Bonus Act, 1965 amended till date or any other labour law/statute in force in this regard.
1.11	<u>Cleanliness:</u> All debris shall be disposed of by the bidder as per the rules and regulation of local authorities concerned beyond the property limits and the site shall be kept free of safety/ fire hazards.
1.12	<u>Security Deposit:</u> Security deposit of 5% of contract amount (including GST, interest free) will be deducted from the bill and same will be returned after completion of one year of defect liability period (DLP). All defects will be rectified free of cost during one year of DLP. All Penalties, if any mentioned in the tender, will be recovered from security deposit account.
1.13	<u>Performance Bank Guarantee: (Format attached in Annexure III)</u> A Performance Bank Guarantee in prescribed Format as per 'Annexure III', for an amount equal to 5% of the contract value, valid for the entire period of currency of contract shall be submitted by the successful tenderer for due fulfillment of the contractual obligations which will be released after virtual completion of the work. EMD of Successful Bidder will be refunded only after submission the Performance Bank Guarantee. The vendor(s) has to extend the period of validity of PBG up to extended time in case any extension of time for completion of work is granted by the Bank. Bank will not pay any charges for extending the validity of PBG for such extended period.
1.14	<u>Non-Disclosure Clause:</u> The Bidder 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 Bidder 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 Bidder 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

	<p>Bidder 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 Bidder 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 Bidder and the Employer shall be entitled to claim damages and pursue legal remedies. The Bidder shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Bidder's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.</p>
1.15	<p><u>Sexual Harassment:</u></p> <p>The Bidder / Agency shall comply with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the bank, the complaint will be filed before the Internal Complaints Committee constituted by the Bidder / Agency and the Bidder/Agency shall ensure appropriate action under the said Act in respect to the complaint. The bidder shall be responsible for educating its employees about prevention of sexual Harassment at workplace and related issues.</p> <p>(i) Any complaint of sexual harassment from any aggrieved employee of the bidder against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.</p>
1.16	<p>Termination of Contract by the Bank (RBI, Jaipur)-</p> <p>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 supervision of the Court and the Official Assignee of 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 Bank that he is able to carry out and fulfil the Contract and to give security therefor, if so required by the Bank.</p>

Or if the Contractor (whether an individual, firm 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 Contractor,

Or shall assign or sublet this Contract without the consent in writing of the Bank first had 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 determine that the Contractor

- (i) has abandoned the Contract, or
- (ii) has failed to commence the works, or has without any lawful excuse under those Conditions suspended the progress of the works for 14 days after receiving from the Bank notice to proceed, or
- (iii) has failed to proceed with the works 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 after receiving written notice that the said materials or work were condemned and rejected by the Bank under these Conditions or
- (v) has neglected or failed persistently to observe and perform all or any of the acts, matters or things by this 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 Bank may notwithstanding any previous

waiver, after giving seven days' notice in writing to the Contractor, determine the Contract and liabilities of the Contractor, the whole of which shall continue in force fully as if the Contract had not been so determined, and as if the works subsequently executed had been executed by or on behalf of the Contractor and further, the Bank by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffoldings, machinery 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 servants and workmen in carrying on and completing the works or by employing any other Contractor or other person or persons to complete the works, and the 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 twenty days after receipt thereof by him, the Bank may sell the same by public auction, and give credit to the Contractor for the net amount realized. The Bank shall thereafter ascertain in writing under his hand what (if anything) shall be due or payable to, or by the Bank, for the value of the said plant and materials so taken possession of by the Bank and the expense or loss which the Bank shall have been put to in procuring the works to be completed, and the amount, if any, owing to the Contractor and the amount which shall thereupon be paid by the Bank to the Contractor or by the Contractor to the Bank, as the case may be, and the decision of the Bank shall be final and conclusive between the parties.

1.17

Termination of Contract by Contractor

If payment of the amount payable by the Employer 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 shall repudiate the Contract, or if the works be stopped for three months under the order of 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 at liberty to determine 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 of 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 1.22 hereof.
1.18	<p><u>Insurance:</u> The contractor shall take all insurances at his cost to cover all kinds of risks from the time the equipment /materials leave the manufacturer's works till handing over work to the Bank, in the joint names of the Bank and the contractor and it shall cover the following risks.</p> <ul style="list-style-type: none"> a) Workmen Compensation for working men b) Third party liability (@10% of estimated cost of work per accident maximum for 3 period) c) Contractor's All Risk policy for contract value <p>Note:</p> <ul style="list-style-type: none"> i. These policies shall be valid till the completion of the work and shall be submitted prior to obtaining any permission to work at site. If the contractor does not provide these policies, the Bank reserves the right to stop the work till the submission of the insurance policies and the delay caused due non-submission of insurance policies will be on account of contractor and Bank reserve the right to levy the liquidated damages for delay. <p>The vendor(s) need to extend the period of validity of all type of insurance up to extended time in case any extension of time for completion of work is granted by the Bank. Bank will not pay any charges for extending the validity of all type of insurance for such extended period.</p>
1.19	<p><u>Payment Condition:</u></p> <ul style="list-style-type: none"> a) Minimum value of interim bill shall be ₹7 Lakh and will be paid within 30 days from the date of submission of all the required documents (measurement book, tax invoice, guarantee/warranty of item of work, supplier's bill (if required) etc. b) Final bill will be paid within 45 days from the date of submission of all the required documents (measurement book, tax invoice, guarantee/warranty of item of work, supplier's bill (if required) etc and after satisfactorily completion of work, c) Security deposit of 5% of Total value of work (including GST, interest free) will be deducted from the bill (indicated in the b) and same will be returned after completion of one year of defect liability period (DLP). All defects will

	<p>be rectified free of cost during one year of DLP. All Penalties, if any mentioned in the tender, will be recovered from security deposit.</p> <p>d) All bill is liable to deduct TDS@1% or 2% of contract amount (1% in case of individual firm and 2% for company) and 1% of contract value each of TDS on CGST and SGST and 2% of contract value as TDS on IGST.</p> <p>The Employer shall have power to withhold any payment if the works or any parts thereof are not being carried out to his satisfaction.</p>
1.20	<p>At any time after 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 Employer shall give notice in writing to the Contractor who shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of the whole works.</p>
1.21	<p>Extra Item: If the quantity of any of the tender items increases 25% beyond the tender item quantity, such items shall be treated as Extra items and the rates of these shall be prepared on the basis of market rate analysis.</p>
1.22	<p><u>Prices for extra etc. ascertainment of:</u></p> <p>The Contractor may, when authorized by 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 Employer shall, if confirmed by him in writing within seven days, be deemed to have been given in writing</p> <p>No claim for any extra shall be allowed unless it shall have been executed with the concurrence of the Employer as herein mentioned. Any such extra is herein referred to as authorized extra and shall be made in accordance with the following provisions.</p> <p>(a) (i) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein.</p> <p>(ii) Rates for all items, wherever possible, should be derived out of the rates given in the Priced Schedule of Quantities.</p> <p>(b) The net prices of the original tender shall determine the value of the 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-</p>

clause (c) hereof.

(c) Where the extra works are not of similar character and/or executed 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 omission or additions relative to the amount of the whole of the Contract works or to any part thereof shall be such that in the opinion of the Employer the net rate or price contained in the Priced Schedule of Quantities or tender or for any item of the works involves loss or expense beyond that reasonably contemplated by the Contractor or is by reason of such omission or addition rendered unreasonable or inapplicable, the Employer shall fix such other rate or price as in the circumstances he shall think reasonable and proper based on the rate analysis (with supporting documents) submitted by the contractor taking establishment costs, overheads and profit @ 15%.

(d) Where extra work cannot be properly measured or valued, the Contractor shall be allowed day work that in which the work has been executed. prices at the net rates in accordance with the local day work rates and wages for the district, provided that in either case vouchers specifying the daily time and materials employed, be delivered for verification to the Employer at or before the end of the week following.

1.23

Removal of improper works:

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 Employer are not in accordance with the Specifications or the instructions of the Employer, the substitution of proper materials, and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the Drawings and Specifications or instruction, and the Contractor shall forthwith carry out such order at his own cost. In case of default on the part of the Contractor to carry out such order, the Employer shall have the power to employ and pay the 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.

1.24

Special Conditions of Contract:

1. Quantity of the material to be procured is responsibility of the vendor. Bank is

not responsible for excess/shortage for quantity of material procured and same will not be considered for the cause of delay.

2. Vendors need to submit/execute sample of work for each item of work for approval regarding the basic price, specifications, shade/color of each of the item before procurement and execution of work.
3. All the material should be of approved make.
4. Dismantling work should be planned in consultation with the Bank's engineer.
5. Removal of debris should be done on daily basis on intimation (verbal or written) by the Bank to remove the debris, it should be get removed immediately and in case of failure, penalty of ₹500/- (including GST) per instance will be levied on.
6. Vendor(s) need to get their work checked by the Bank's designated official at each stage of work.
7. **Quality of work should be best in class. In case of improper work, contractor need to get it rectified at their risk and cost.**
8. Safety of workmen should be insured by providing proper and required PPE's to them.
9. Vendor(s) need to ensure the implementation of guidelines issued by the bank time to time.
10. The tenderer is advised to inspect the proposed site of work to understand the scope of work. The rates shall be quoted considering the site conditions/Undulations of the work area, distance between designated storage area and working site, condition of existing surface and other factors. Any claim regarding the variation of the quantity of item / sub item of the work due to non-consideration of the above factors will not be entertained and will be rejected.
11. Proper care should be taken for demolition and disposal of debris. For removal of Debris lift should not be used and only staircase should be used. No staff should be disturbed during the disposal process.
12. Area under consideration for work will be handed over to the successful bidder only for said work. Contractor should get the approval of the brand of material before start of work. Contractor is advised to isolate the area of work from the remaining area by suitable barricading and partitioning before start

of work. Masking tape is also required to be use at the border line between two different type/shade/texture of paint and between new paint/coat and old paint where no painting work is proposed or not in scope of this contract. Extreme care should be taken to see that the existing structures/fittings/finishes in nearby area or within the Bank premises are not damaged/ defaced due to the work. Any damages caused during the execution of the work shall be made good at the cost and responsibility of the contractor.

13. The work should be carried out with the co-ordination with Bank's Engineer/Caretaker Before start of work for any of the toilet, Vendor need to inform the caretaker to ensure that all the goods kept in the nearby area have been removed.

14. All the electrical fittings and fixtures are to be covered. Any damages to the fixtures and fittings will be recovered from the bill of the contractor.

15. The successful tenderer must co-operate with the other Contractors appointed by the Bank so that the work shall proceed smoothly with the least possible disturbance / delay

16. Contractors shall acquaint themselves of the security procedures of Reserve Bank of India, Jaipur. They shall make necessary arrangements to obtain prior permissions and passes. Any delays in work on account of delay in obtaining such passes/permissions; required for working shall be accounted as delay on Contractor's part.

17. Work shall be executed using makes / brands of materials / chemicals stipulated in the tender. Wherever contractors propose to use equivalent make, the same shall be done with prior approval of Banks Engineer in writing. In such cases the contractor shall submit necessary documents / test reports and carry out necessary tests as required by the Bank's Engineer to prove that the proposed materials conform to the technical parameters stipulated in the tender. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall be entertained in this regard

18. 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 program should be strictly adhered to,

19. It is the Contractor's responsibility to ensure that the materials delivered on site within the specified timelines and the delivered material is safeguarded from the time of its purchase until work is handed over in a finished form. It is recommended to store the materials in a pre-decided, location on clean and dry surface.

20. Polishing work shall be done by a thoroughly experienced workmen and the type of work shall be as per manufacturer's specifications.

21. Any damages caused to any of the furniture/fitting/wall finish or any other Bank's property during the work shall be made good by the Contractor matching to the aesthetics of the board room at no additional charge.

Date	Signature of the firm
Place	(By a person holding the Authority/Power of Attorney)

General Conditions

Civil and Carpentry Works

1. **Scope of Work:** The scope of work covers “**RENOVATION OF STAIRCASE AND REPAINTING WORK OF BLOCK NO. 2 OF RBI STAFF COLONY IN GANDHINAGAR, JAIPUR**” in accordance with drawings and specifications prepared by and under the direction and to the satisfaction of the Bank.
2. **Contract:** The form of contract shall be according to the printed form “conditions of contract”. The following clauses shall be considered as an extension and not in the limitation of obligation of the contractor.

All-important drawings are to be mounted on boards and placed in racks and indexed.

3. **Dimensions:** Figured dimensions are in all cases to be accepted in preference to scaled sizes. Large scale details take precedence over small scale drawings. In case if discrepancy the contractor is to ask for clarification before proceeding with the work.
4. **Contractor to include in his/her rates:** The Contractor shall include all the items while forming the rate.
5. **Contractor to inspect site:** The Contractor shall visit and examine the site of work and satisfy himself as to the nature of the existing roads or other means of communications, the extent and magnitude of the work and facilities for obtaining materials and shall obtain generally his own information on all matters affecting the execution of work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points or the grounds of insufficient description will be allowed. All expenses incurred by the contractor in connection with obtaining information for submitting this tender including his visits to site or efforts in compiling the tender shall be borne by the Tenderer and no claims for the reimbursement thereof shall be entertained.

6. **Access to Site:** The contractor is to include in his rates for forming access to the site, required for the works.
7. **Setting out:** The contractor shall set out the works in accordance with the plans. All grid/center line shall be marked out to the satisfaction of the Bank. The contractor shall be responsible for the correctness of the lining out and any inaccuracies are to be rectified at his own expenses.
8. **Treasure Trove: (If Applicable):** Should any treasure, fossils, minerals, or works of art of a queried interest be found while carrying out the works, the contractor shall give immediate notice to the Bank of any such discovery and shall hand over such find to the Bank.
9. **Access for Inspection:** The Contractor is to provide at all times during the progress of the works and the maintenance period proper means of access, with ladders, etc. and the necessary attendance to move and adapt as directed for the inspection of measurement of the works by the Bank.
10. **Attendance upon all Trades:** The general contractor shall be required to attend on all the Tradesmen or Sub- contractors/contractors appointed by the Bank for water sanitary, Electrical Installation, Lifts, Air-conditioning, Security Equipment, Hardware, Telephone and other specialist contractors. The rates quoted shall be inclusive of all attendance and also allow the other contractors, appointed by the Bank, use of his scaffolding and retain until such time the relevant sub-contract works are completed
11. **Gatekeeper & Watchmen: (If Applicable as instructed by Bank):** The contractor from the time of being placed in possession of the site must make arrangements for watching, lighting and protecting the work, all materials, workmen and the public by day and night on all days including Sundays and Holidays at his own cost.
12. **Cost of Transporting:** The contractor shall allow in his own cost for all transporting, unloading, stacking and storing of supplies and goods and materials for this work on the site and in the places approved from time to

time by the Bank. The contractor shall allow in his price for transport of all materials (controlled or otherwise) to the site.

13. **Materials, Workmanship and Samples:** Materials shall be of approved quality and the best of their kind available and shall generally conform to I.S. Specifications. The contractor shall order all the materials required for the execution of work as early as necessary and ensure that such materials are on site well ahead of requirements for use in the work. The work involved calls for high standard of workmanship combined with speed and to the entire satisfaction of the Bank.
14. **Rates for Non-tender Items:** Rates of items not included in Schedule of quantities shall be settled by the Bank as mentioned in the variation clause of the Contract conditions.
15. **Rates to include:** The rates quoted shall be for all leads and lifts and finished work.
16. **To ascertain from Contractor for the other Trades:** The Contractor shall ascertain from other contractor 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 consequence of any neglect by the contractor to ascertain these particulars beforehand. Before ordering materials, the contractor shall get the sample approved from the Bank well in time.
17. **Testing of Work and Material:** The contractor shall arrange to test the materials to be used for the work as decided and directed by the Bank, at his cost in order to prove their soundness and efficiency. Before sending the samples of materials for testing, the samples shall be sealed and signed jointly by the contractor and the representative from the Bank and each sample shall be given distinct identification mark. On receipt of various test reports, proper record shall be maintained for all the test carried out showing respective identification marks of the samples and

results. If after any such tests, the work or portion of works is found to be defective or unsound in the opinion of the Bank the contractor shall pull down and redo such works at their own cost. The materials found to be defective or declared unsound or not conforming to specifications etc., after testing, shall be immediately removed from the site by the contractor.

In case, the contractor fails to get the work / portion of works / materials tested at appropriate time, the Bank will arrange for getting such testing done and all testing charges and other incidental expenditure incurred by the Bank in connection with such tests shall be recovered from the Contractor.

After any such tests, the work or portion of works is found to be defective or unsound in the opinion of the Bank, the contractor shall pull down and redo such works at their own cost. The materials found to be defective or declared unsound or not conforming to specifications etc., after testing, shall be immediately removed from the site by the contractor.

18. Clearing of Site: As work is to be carried out in office premises the contractor shall remove debris and clean the premises at the end of every day on his expense and maintain the area in clean and tidy conditions.

Specifications of work

1. Dismantling work:

- a) The demolition shall always be well planned before hand and shall generally be done in reverse order of the one in which the structure was constructed. The operations shall be got approved from the Engineer-in-Charge before starting the work.
- b) Due care shall be taken to maintain the safety measures prescribed in IS 4130
- c) Necessary precautions shall be taken to keep noise and dust nuisance to the minimum. All work needs to be done under the direction of Engineer-in-Charge. Helmets, goggle, safety belts etc. should be used whenever required and as directed by the Engineer-in-Charge.

- d) The demolition work shall be proceeded with in such a way that it causes no damage to the adjoining structures and least disturbances and nuisance to the staff of the Bank.
- e) The demolition work shall be done in a systematic manner. Debris which are likely to be fall from a height by demolishing masonry etc. shall be carefully removed. Chisels and cutters may be used carefully as directed. The debris shall be removed manually or otherwise, lowered to the ground (and not thrown) and then properly remove from the Bank premises to the authorized dumping yard.

Screens shall be placed where necessary to prevent injuries due to falling pieces.

2. Disposal of debris:

- a) Disposal of debris shall be disposed at the authorized municipal dumping yard or specified location as decided by the local authority. Bidder should examine the distance of dumping yard from the working site, mode of disposal, frequency of disposal before quoting the rates.

3. Brickwork/Half brickwork

The bricks shall have smooth rectangular faces with sharp corner and shall be uniform in colour and emit clear ringing sound when struck.

Mortar: The mortar for the brick work shall be as specified, and conform to accepted standards.

Soaking of Bricks: Bricks shall be soaked in water before use for a period for the water to just penetrate the whole depth of the bricks. Alternatively, bricks may be adequately soaked in stacks by profusely spraying with clean water at regular intervals for a period not less than six hours. When the bricks are soaked they shall be removed from the tank sufficiently early so that at the time of laying they are skin -dry. Such soaked bricks shall be stacked on a clean place where they are not again spoiled by dirt earth etc.

Laying: Bricks shall be laid in English Bond unless otherwise specified. For brick work in half brick wall, bricks shall be laid in stretcher bond. Half or cut bricks

shall not be used except as closer where necessary to complete the bond. Closers in such cases, shall be cut to the required size and used near the ends of the wall. Header bond shall be used preferably in all courses in curved plan for ensuring better alignment.

All loose materials, dirt and set lumps of mortar which may be lying over the surface on which brick work is to be freshly started, shall be removed with a wire brush and surface wetted. Bricks shall be laid on a full bed of mortar, when laying, each brick shall, be properly bedded and set in position by gently pressing with the handle of a trowel. Its inside face shall be buttered with mortar before the next brick is laid and pressed against it. Joints shall be fully filled and packed with mortar such that no hollow space are left inside the joints.

The walls shall be taken up truly in plumb or true to the required batter where specified. All courses shall be laid truly horizontal and all vertical joints shall be truly vertical. Vertical joints in the alternate course shall come directly one over the other.

Top courses of all plinths, parapets, steps and top of walls below floor and roof slabs shall be laid with brick on edge, unless specified otherwise.

Bricks shall be laid with frog (where provided) up. However, when top course is exposed, bricks shall be laid with frog down. For the bricks to be laid with frog down, the frog shall be filled with mortar before placing the brick in position. In case of walls one brick thick and under, one face shall be kept even and in proper plane, while the other face may be slightly rough. In case of walls more than one brick thick, both the faces shall be kept even and in proper plane.

Chases in Brickwork: Work of cutting chases, wherever required to be made in the walls for housing G.I. pipe, CI pipe or any other fixtures shall be carried out in various locations as per guidelines given below:

(a) Cutting of chases in one brick thick and above load bearing walls.

(i) As far as possible services should be planned with the help of vertical chases. Horizontal should be avoided.

(ii) The depths of vertical chases and horizontal chases shall not exceed one-third and one-sixth of the thickness of the masonry respectively.

(iii) When narrow stretches of masonry (or short length of walls) such as between doors and windows, cannot be avoided they should not be pierced with openings for soil pipes or waste pipes or timber joints, etc. Where there is a possibility of load concentration such narrow lengths of walls shall be checked for stresses and high strength bricks in mortar or concrete walls provided, if required.

(iv) Horizontal chases when unavoidable should be located in the upper or lower one-third of height of story and not more than three chases should be permitted in any stretch of a wall. No continuous horizontal chase shall exceed one meter in length. Where unavoidable, stresses in the affected area should be checked and kept within the permissible limits.

(v) Vertical chases should not be closer than 2 m in any stretch of a wall. These shall be kept away from bearings of beams and lintels. If unavoidable, stresses in the affected area should be checked and kept within permissible limits.

(vi) Masonry directly above a recess, if wider than 30 cm horizontal dimension should be supported on lintel. Holes in masonry may be provided up to 30 cm width and 30 cm height without any lintel. In the case of circular holes in the masonry, no lintel need be provided for holes up to 40 cm in diameter.

(a) Cutting of chases in half brick load bearing walls.

No chase shall be permitted in half brick load bearing walls and as such no recessed conduits and concealed pipes shall be provided with half brick thick load bearing walls.

(b) Cutting of chases in half brick non-load bearing wall :

Services should be planned with the help of vertical chases. Horizontal chase should be provided only when unavoidable.

Curing: The brick work shall be constantly kept moist on all faces for a minimum period of seven days

4. Stacking and Disposal

Lead of 50 m mentioned in the 'Bill Of Quantities' is the average lead for the stacking of debris/scrap within any place inside the premises of the Bank. The actual lead for the stacking of debris/scrap may be more or less than the 50 m for which no cost adjustment shall be made in the rates.

All rubbish and unserviceable materials shall be disposed off in the dumping ground promptly as decided by the local authority. Disposal of the accumulated malba, rubbish to the approved dumping ground with the help of trolley

The debris/rubbish/ moorum/building rubbish/ malba/ similar unserviceable, dismantled or waste material shall be collected in most professional manner by mechanical transport including loading, transporting, unloading and disposing to approved municipal dumping ground for lead up to 10 km for all lifts, complete as per directions of Engineer-in-charge.

5. Plaster

Preparation of Surface: The joints shall be raked out properly. Dust and loose mortar shall be brushed out.

Mortar: The mortar of the specified mix using the type of sand described in the item shall be used.

Application of Plaster: Plastering shall be started from the top and worked down towards the floor. All putlog holes shall be properly filled in advance of the plastering as the scaffolding is being taken down. To ensure even thickness and a true surface, plaster about 15 × 15 cm shall be first applied, horizontally and vertically, at not more than 2 meters intervals over the entire surface to serve as gauges. The surfaces of these gauged areas shall be truly in the plane of the finished plaster surface. The mortar shall then be laid on the wall, between the gauges with trowel. The mortar shall be applied in a uniform surface slightly more

than the specified thickness. This shall be brought to a true surface, by working a wooden straight edge reaching across the gauges, with small upward and sideways movements at a time. Finally, the surface shall be finished off true with trowel or wooden float according as a smooth or a sandy granular texture is required. Excessive troweling or over working the float shall be avoided.

All corners, arises, angles and junctions shall be truly vertical or horizontal as the case may be and shall be carefully finished. Rounding or chamfering corners, arises, provision of grooves at junctions etc. where required shall be done without any extra payment. Such rounding, chamfering or grooving shall be carried out with proper templates or battens to the sizes required.

When suspending work at the end of the day, the plaster shall be left, cut clean to line both horizontally and vertically. When recommencing the plastering, the edge of the old work shall be scrapped cleaned and wetted with cement slurry before plaster is applied to the adjacent areas, to enable the two to properly join together. Plastering work shall be closed at the end of the day on the body of wall and not nearer than 15 cm to any corners or arises. It shall not be closed on the body of the features such as plasters, bands and cornices, nor at the corners of arises. Horizontal joints in plaster work shall not also occur on parapet tops and copings as these invariably lead to leakages. The plastering and finishing shall be completed within half an hour of adding water to the dry mortar. No portion of the surface shall be left out initially to be patched up later on. The plastering and finishing shall be completed within half an hour of adding water to the dry mortar.

Curing : Curing shall be started as soon as the plaster has hardened sufficiently not to be damaged when watered. The plaster shall be kept wet for a period of at least 7 days. During this period, it shall be suitably protected from all damages at the contractor's expense by such means as the Engineer-in-Charge may approve.

Finish: The plaster shall be finished to a true and plumb surface and to the proper degree of smoothness as required. The work shall be tested frequently as the work proceeds with a true straight edge not less than 2.5 m long and with plumb bobs. All horizontal lines and surfaces shall be tested with a level and all jambs and corners with a plumb bob as the work proceeds.

6. Flush door

FLUSH DOOR SHUTTERS

Flush door shutters shall have a solid core and may be of the decorative or non-decorative (Paintable type as per IS 2202 (Part I)). Nominal thickness of shutters may be 25, 30 or 35 mm as specified in the BOQ. Thickness and type of shutters shall be as specified. Width and height of the shutters shall be as shown in the drawings or as indicated by the Engineer in- Charge. All four edges of the shutters shall be square. The shutter shall be free from twist or warp in its plane. The moisture content in timbers used in the manufacture of flush door shutters shall be not more than 12 per cent when tested according to IS 1708.

Core

The core of the flush door shutters shall be a block board having wooden strips held in a frame constructed of stiles and rails. Each stile and rail shall be a single piece without any joint. The width of the stiles and rails including lipping, where provided shall not be less than 45 mm and not more than 75 mm. The width of each wooden strip shall not exceed 30 mm. Stiles, rails and wooden strips forming the core of a shutter shall be of equal and uniform thickness. Wooden strips shall be parallel to the stiles. End joints of the pieces of wooden strips of small lengths shall be staggered. In a shutter, stiles and rails shall be of one species of timber. Wooden strips shall also be of one species only but it may or may not be of the same species as that of the stiles and rails. Any species of timber may be used for core of flush door.

Face Panel

The face panel shall be formed by gluing, by the hot-press process on both faces of the core, either plywood or cross -bands and face veneers. The thickness of the cross bands as such or in the plywood shall be between 1.0 mm and 3.0 mm. The thickness of the face veneers as such or in the plywood shall be between 0.5 mm and 1.5 mm for commercial veneers and between 0.4 mm and 1.0 mm for decorative veneers, provided that the combined thickness of both is not less than 2.2 mm. The direction of the veneers adjacent to the core shall be at right angles to the direction of the wooden strips. Finished faces shall be sanded to smooth even texture. Commercial face veneers shall conform to marine grade plywood

and decorative face veneers shall conform to type I decorative plywood in IS 1328.

Lipping

Lipping, where specified, shall be provided internally on all edges of the shutters. Lipping shall be done with battens of first-class hardwood or as specified of depth not less than 25 mm. Joints shall not be permitted in the lipping.

7. P/F) Laminate on door shutters and door frame and panel:

Straightness of edges of rectangular finished panels, resistance to dry heat, resistance to boiling water, resistance to staining, gross breaking strength, packing and marking, sampling and criteria for conformity etc. shall be as per IS 2046.

8. CUTTING HOLES IN R.C.C. FLOORS (UPTO 15 × 15 CM)

Circular holes of size as specified shall be cut via core cutting machine in R.C.C. floor and roofs for passing drain pipe etc. Any damage to the adjoining portion or to any other item shall be made good as directed by the Engineer-in-Charge. All the dismantled material shall be removed from the site. After insertion of drain pipe etc. the hole shall be repaired with applying SBR based bonding agent on concrete surface and on pipe and then filled properly with Ultratech Powergrout NS-2 or approved equivalent and the surface finished to match with the existing surface. The top and bottom shall be finished properly to make the joint leak proof.

9. Priming over masonry surface:

- a) Cement primer coat is used as a base coat on wall finish of cement, lime or lime cement plaster or on non-asbestos cement surfaces before oil emulsion distemper Paints are applied on them. The cement primer is composed of a medium and pigment which are resistant to the alkalies present in the cement, lime or lime cement in wall finish and provides a barrier for the protection of subsequent coats of Paints.

- b) Primer coat shall be preferably applied by brushing and not by spraying. Hurried priming shall be avoided particularly on absorbent surfaces. New plaster patches in old work should also be treated with cement primer before applying Paints etc.
- c) **Preparation of the Surface:** The surface shall be thoroughly cleaned of dust, old white or colour wash by washing and scrubbing. The surface shall then be allowed to dry for at least 48 hours. It shall then be sand papered to give a smooth and even surface. Any unevenness shall be made good by applying putty, made of white cement based putty/plaster of paris mixed with water on the entire surface including filling up the undulations and then sand papering the same after it is dry.
- d) **Application:** The cement primer shall be applied with a brush on the clean dry and smooth surface. Horizontal strokes shall be given first and vertical strokes shall be applied immediately afterwards. This entire operation will constitute one coat. The surface shall be finished as uniformly as possible leaving no brush marks. It shall be allowed to dry for at least 48 hours, before Paint is applied.

10. White Cement Based Putty:

- a) Ensure that surface is totally clean. Dry and absorbent surfaces should be moistened with sufficient quantity of clean water. The surface should be moderately rough and in just wet condition.
- b) **Applications:**
- Apply the 1st coat of Putty on the pre-wet cement plaster wall (excluding ceiling) surface using a blade on the wall with a bottom to up configuration.
 - Allow the surface to dry, drying time depends on ambient temperature.
 - After drying of the first coat of putty, rub the surface gently with the putty blade/emery/sandpaper (no. 180-320) to remove the loose particles.
 - Apply a 2nd coat of wall putty over dried 1st coat.

- The total thickness of both the coats should be within 1.0 mm.
- After the application of 2nd coat, leave the surface to dry preferably for 10-12 hours.
- The 2nd coat finishing should be done with care (emery/sandpaper no. 500 or 600) without any strong rubbing.
- Paints can be used after the 2nd or 3rd coat of putty as the case may be and once it gets fully dry depending on weather/ambient temperature condition.

11. Painting:

a) Commencing work

- No paint work shall be done until a sample of the colour of the required tint or shade has been got approved from the Bank's designated officials. The colour shall be of even tint or shade over the whole surface. If it is blotchy or otherwise badly applied, it shall be redone by the contractor.
- Painting shall not be started until the Engineer-in-Charge has inspected the items of work to be painted, satisfied himself about their proper quality and given his approval to commence the painting work.
- Painting, except the priming coat, shall generally be taken in hand after practically finishing all other building work.
- The area should be thoroughly swept out at least one day in advance of the Paint work being started.
- Enough quantity of paint be mixed to finish one area at a time. The application of a coat in each area shall be finished in one operation and no work shall be started in other area, which cannot be completed the same day.
- After each day's work, the roller/brushes shall be washed in hot water and hung down to dry. Old brushes/roller which are dirty or caked with paint shall not be used.
- Approved paint shall be brought to the site of work by the contractor in its original containers in sealed condition. The material shall be brought in at a

time in adequate quantities to suffice for the whole work or at least a fortnight's work. The empty containers shall not be removed from the site of work till the relevant item of work has been completed and permission obtained from the Engineer-in-Charge.

b) Preparation of Surface

The surface shall be thoroughly cleaned and dusted off. All rust, dirt, scales, smoke splashes, mortar droppings and grease shall be thoroughly removed before painting is started. The prepared surface shall have received the approval of the Engineer-in-Charge after inspection, before painting is commenced.

c) Application

- The painting shall be laid on evenly and smoothly by means of crossing and laying off, the latter in the direction of the grains of wood. The crossing and laying off consists of covering the area over with Paint, brushing the surface hard for the first time over and then brushing alternately in opposite direction, two or three times and then finally brushing lightly in a direction at right angles to the same. In this process, no brush marks shall be left after the laying off is finished. The full process of crossing and laying off will constitute one coat.
- In the case of old work, old unsound and loose paint and all loose pieces and scales shall be removed by sand papering/paint remover, wherever required. The surface shall be cleaned of all grease, dirt, etc
- Pitting in plaster shall be made good with White cement based putty/plaster of paris mixed with the colour to be used. The surface shall then be rubbed down again with a fine grade sand paper and made smooth. A coat of the approved paint shall be applied over the patches. The patched surface shall be allowed to dry thoroughly before the regular coat of paint is applied.
- After the surface has been prepared; a coat of approved paint shall be applied over the patches and repairs. Then a single coat, or two or more coats of approved paint, as stipulated in the description of the item shall be applied over the entire surface. The painted surface shall present a uniform finish.

- The application of each coat shall be as follows: The entire surface shall be coated uniformly, with proper Roller or distemper brushes (ordinary white wash brushed shall not be allowed) in horizontal strokes followed immediately by vertical ones which together shall constitute one coat. The subsequent coats shall be applied only after the previous coat has dried. The finished surface shall be even and uniform and shall show no brush marks.

12. Polish:-

PU polish

- Polishing in high gloss finish with PU clear polish on woodwork in top surface of the boardroom table with required color/wooden shade texture with following process in the sequence as detailed below:
 - 1. The surface to be polished is rubbed with sandpaper 80/120 no. and then with sandpaper of 160/180 nos.
 - 2. Applying two coats of sealer with spray gun and allowing sufficient drying time for 1st coat and 2nd coat is allowed to dry for 8 to 12 hrs.
 - 3. On drying of sealer coat, wet rubbing with emery cloth of finer grading with ample water to remove excess sealer layer and make the surface further smooth after this wet rubbing, then surface is applied with special grade PU fillers to fill all the small and big holes/grooves etc. Filler coat to be allowed to dry for 4 to 6 hrs on which again a light wet rubbing is done this surface is further allowed to dry for 12 hrs.
 - 4. On this, 1st coat of PU polish is applied with spray gun using PU clear polish and PU thinner in required proportion. This 1st coat is allowed to dry for 24 hrs then this dry surface is again fine wet rubbed smooth, which is further allowed to dry for 12 hrs. The final PU polish is applied with compressor pressure spray gun using melamine clear polish and melamine thinner mixed in required proportion complete as per direction of Engineer-in-Charge. (Final coat to be done in 1 or 2 layers without gap of time.)
- Melamine clear polish

- Polishing in high gloss/matt finish melamine clear polish on woodwork in required color/wooden shade texture with following process in the sequence as detailed below:
- 1. The surface to be polished is rubbed with sand paper 80/120 no. and then with sand paper of 160/180 nos.
- 2. Applying two coats of sealer with spray gun and allowing sufficient drying time for 1st coat and 2nd coat is allowed to dry for 8 to 12 hrs.
- 3. On drying of sealer coat, wet rubbing with emery cloth of finer grading with ample water to remove excess sealer layer and make the surface further smooth after this wet rubbing, then surface is applied with special grade melamine fillers to fill all the small and big holes/grooves etc. Filler coat to be allowed to dry for 4 to 6 hrs. on which again a light wet rubbing is done this surface is further allowed to dry for 12 hrs.
- 4. On this, 1st coat of melamine polish is applied with spray gun using melamine clear polish and melamine thinner in required proportion. This 1st coat is allowed to dry for 24 hrs. then this dry surface is again fine wet rubbed smooth, which is further allowed to dry for 12 hrs. The final melamine polish is applied with compressor pressure spray gun using melamine clear polish and melamine thinner mixed in required proportion complete as per direction of Engineer-in-Charge. (Final coat to be done in 1 or 2 layers without gap of time.)

13. Making good to damages: For making good the damage to the under mentioned items of work, the specifications as given in the following paras shall apply, unless directed otherwise.

(a) Masonry Work: The masonry work shall be made good by using the same class of bricks, tiles or stones as was damaged during the execution of the work. The mortar used shall be cement mortar 1:5 (1 cement: 5 fine sand) or as directed by the Engineer-in-Charge.

(b) Plain Concrete Work: Concrete work for sub-grade of the flooring, foundations and other plain concrete works shall be cement concrete 1:5:10 (1 cement : 5 coarse sand : 10 graded stone aggregate 40 mm nominal size).

A coat of neat cement slurry shall be applied at the junction with old work, before laying fresh concrete.

(c) Cement Concrete Flooring and R.C.C. Work: Cement concrete 1:2:4 (1 Cement: 2 Coarse sand: 4 graded stone aggregate 20 mm nominal size) shall be used after applying a coat of neat cement slurry at the junction with old work, and the surface finished to match with the surrounding surface.

(d) Plastering: Cement plaster 1:4 (1 cement: 4 sand) shall be used. The sand shall be fine or coarse, as used in the original work. The surface shall be finished with two or more coats of whitewash, colour wash, distemper or painting as required, but where the surface is not to be whitewashed, colour washed, distempered or painted, it shall be finished as required to match with the surrounding surface.

(e) Other Items: Damage to any other item shall be made good as directed by the Engineer-in Charge.

Note: In all the above operations the damaged portion shall be cut in regular geometric shape and cleaned before making good the same.

Name and Signature of contractor:

Date:

Place:

Section-3

Scope of Work

Name of work:

“RENOVATION OF STAIRCASE AND REPAINTING WORK OF BLOCK NO. 2 OF RBI STAFF COLONY IN GANDHINAGAR, JAIPUR”

- 1) Getting the approval of Make of material/Color shade etc. before start of work.
- 2) Covering the nearby area/adjacent fitting with poly-ethylene sheet/Masking tape (whichever is applicable)
- 3) Soft barricading of the area of work.
- 4) Ensuring the main (permanent) electrical supply has been cut off.
- 5) Dismantling and stacking of the material at the designated place.
- 6) Demolitions and disposal of the debris as per schedule of quantities.
- 7) Repair work to Concrete/plastered surface.
- 8) Masonry work including brickwork, plaster work, tile on wall and floor.
- 9) MS fabrication work
- 10) Carpentry work and wooden WORK.
- 11) Polishing of table considering all the items of work (such as scraping, rubbing, repair, primer, sealer and polish)
- 12) Cleaning the area including floor, or any other fitting.
- 13) Carry out the items of work in proper sequence as mentioned in BOQ/manufactures specifications/as per instruction of engineer in charge.
- 14) Disposing off the debris/demolished item of work.

Note: - 1. Mentioned above is the tentative sequence of work. Vendor need to assess the best possible way in which he can complete the work ensuring proper safety, work with best quality standard of each item of work and completing the work on or before the schedule date of completion.

List of Approved Material and Suppliers

S/N	Materials	Approved Manufacturer / Brand name
1.	Cement	Larsen & Toubro, Birla Gold, Gujarat Ambuja, ACC or approved equivalent.
2.	Plywood	Century, green ply or approved equivalent
3.	MS steel	Tata, SAIL, JINDAL or approved equivalent
4.	Block Board	Century, green ply or equivalent approved.
5.	Fiber Board (MDF, LDF)	Nuwud, Novapan, Swastik, Anchor, Century or approved equivalent
6.	Anti-termite treatment	Premise, Pidilite, Bayers or approved equivalent
7.	Laminates	Greenply, GreenLam, Century, Marino or approved equivalent
8.	Veneer	Greenply, GreenLam, Century, Marino or approved equivalent
9.	Glass	Modi Guard, Saint Gobain, Float Glass India (Asahi) or approved equivalent
11.	Screws	G.K.W., Atul, Hilti or approved equivalent.
12.	Hardware	Earl Bihari (EBCO), Hettich, Shalimar, Vijayan, Sobbit or approved equivalent.
13.	Adhesive	Fevicol SH, Movicol HV of Mafatlal. Araldite of Ciba Geigy, Bal Endura or approved equivalent
14.	Door Closers	Dorma, Everite, Hardwyn, Godrej or approved equivalent
15.	Locks	Godrej or approved equivalent
16.	Wood preservative	Berger, Shalimar, Asian or equivalent approved.
17.	Paint /polish	Asian Paint, Nerolac, Berger or approved equivalent

18	Enamel paints	Asian Paint, Nerolac, Berger, or approved equivalent
19	Parking tiles	RAK, AGL, Johnson Nitco. or approved equivalent
20	Zinc chromate (yellow) primer	Shalimar, Asian, Berger or approved equivalent

Place:

Name of the Contractor:

Date:

Address:

Safety Code

1. First aid appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong double scaffolds should be provided for workmen for all works 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 30cm. When the 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 be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.

7. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.

8. Workers employed on mixing and handling materials such as asphalt, cement mortar, 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 form of paste or readymade paints.

(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint is dry rubbed and scrapped.

9. 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 periods of cessation of work.

10. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect conditions.

11. The ropes used in hoisting or lowering materials or as means of suspension shall be of durable quality and adequate strength and free from defects.

12. 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.

Electrical Safety

1. All the workers, supervisors should wear proper PPE (Personal Protective Equipment) while carrying out the works in the premises. Electrical Safety shoes & safety helmet is compulsory, otherwise, the work / respective workers shall not be allowed to do the work.
2. The electric power required for the work can be drawn only from the authorized supply points available at site. The contractor must make his own arrangements to take the supply to the requisite position. It will be ensured by the contractor, that such arrangements should include suitable length electric cables / extension board with proper ELCB/RCCB/RCBO (Earth Leakage Protection Device) equipment. Preferably joints should be avoided, and if compulsorily needed, all the required joints shall be properly insulated. It will be ensured by the contractor that the entire work site is properly illuminated at all time when the work is in progress. All the electrical related works shall be carried out by an authorised electrician. Wired light fittings should not be taken to inaccessible areas like above false ceiling etc. and instead of that portable battery-operated charging lights shall be used
3. Necessary barricading and signage boards in good quantity shall be fixed at proper locations of the work site.
4. Inverted V type signage shall be kept showing "Under Maintenance – Estate Department" whenever maintenance works go on for the lifts, electrical panels etc.
5. All the works including AMC works should have insurance policies and shall be properly maintained.
6. Do's & Don'ts in terms of Electrical safety to be shared to all the workmen.
7. Contractors should have periodical briefings (pep talks) with their workers about electrical safety.

8. Aluminum / steel ladders should have proper rubber insulation on its legs. And if required, these ladders shall be kept on electrical safety rubber mats and then use them to prevent electrical shocks.

9. Industrial safety training including electrical safety for construction/renovation works, Office premises etc., may be given periodically to the contractors, workers, technical & general staff etc. by professionals / experts like L&T training center etc.

Place:

Name & Address of the Contractor:

Date:

Sign & Seal of the Contractor:

Section III

Unpriced Bill of Quantities

NAME OF WORK: RENOVATION OF STAIRCASE AND REPAINTING WORK OF BLOCK NO. 2 OF RBI STAFF COLONY IN GANDHINAGAR, JAIPUR

Sr. No.	Item Description	Unit	Quantity
1	Providing and laying 15-18 mm thick Mirror Polished Granite stone in in flooring, landing, tread etc required design and patterns, in linear as well as curvilinear portions of the building, staircase all complete, with 18 mm thick Granite stone slab over 20 mm (average) thick base of cement mortar 1:4 (1 cement : 4 coarse sand), laid and jointed with cement slurry and pointing with white cement slurry admixed with pigment of matching shade, including rubbing, curing and polishing etc. all complete as specified and as directed by the Engineer-in-Charge. (Basic Rate of Granite = Rs. 2500/sqmt).	Sqm	110
2	Providing and fixing 15-18 mm thick mirror polished Granite stone slabs in risers of steps, skirting, dado and pillars in required design and pattern wherever required, granite stone of different colour to make desired pattern laid on 12 mm (average) thick cement mortar 1:3 (1 cement: 3 coarse sand) and jointed with white cement slurry mixed with pigment to match the shade of the slabs, including rubbing and polishing complete. (Basic Rate of Granite = Rs. 2500/sqmt)	Sqm	25
4	Carefully removing the existing SS hand rail along with support and refixing the same after granite work including stacking material within 50 metres lead	Job	1
5	Dismantling Kota stonework in floors/landing/tread/riser/skirting laid in cement mortar including stacking material within 50 metres lead and Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	Job	1

6	Providing single or double side edge moulding to 18 mm thick Granite stone for tread/riser of steps and landing and making desired number of embossed friction line on edges of each tread etc., including machine polishing to edge to give high gloss finish etc. complete as per design approved by Engineer-in-Charge.	RM	50
7	WOODEN STORAGE: - Full Ht. Storage: - (Approx. size 7'4"x6')		
	Providing & fixing in position 18"/24" deep box type cabinets made out 19 mm BWR plywood with glass 6 mm embedded and openable shutter, vertical & horizontal divisions/partitions with all hardware (hinges, tower bolts, ss. handles, locks, magnetic catcher, etc.) of EBCO/ Hettich/ Godrej as per schedule of interiors, furniture & finishes. The back shall be made of 12mm plywood duly painted. All exposed edges shall be finished with polished (melamine) T.W. beading. All exposed surfaces & top must be finished with 1.00 mm high glossy laminate in two or more shades and all internal surface to be laminated with 0.8 mm mica as specified (Front elevation area will be measured for payment.) Complete in all respects as per direction of Engineer-in-Charge	Sqm	18
8	Wall fix dressing table with mirror & stool	Nos	11
	Providing & fixing in position 5' x 3'4" bevelled edge mirror with ply backing made out 19 mm BWR plywood with one drawer and all hardware (hinges, tower bolts, ss. handles, locks, magnetic catcher, etc.) of EBCO/ Hettich/ Godrej as per schedule of interiors, furniture & finishes. The back shall be made of 12mm plywood duly painted. All exposed edges shall be finished with polished (melamine) T.W. beading. All exposed surfaces & top must be finished with 1.00 mm high glossy laminate in two or more shades and all internal surface to be laminated with 0.8 mm mica as specified complete in all respects as per direction of Engineer-in-Charge		
9	Painting with synthetic enamel paint of approved brand and manufacture on masonry/plastered/wooden/mild steel surface to give an even shade on wooden, mild steel and plaster surfaces.	Sqm	170

10	<p>Providing and applying two or more coats of 100% Premium acrylic smooth exterior emulsion paint with silicon additives, high sheen Asian make Apex Ultima or equivalent of approved make & shade as per the manufacturer specifications over a coat of exterior primer of approved make as per the manufacturer specifications / specifications over the cleaned exterior surfaces of walls, beams, columns, canopies, balconies, sun-shades, parapet walls, both side of the boundary wall, staircase blocks etc. all complete as required at site as directed by the Bank's Engineer-in-Charge and considering the sequences as explained/described below:-</p>	Sqm	1050
	<p>A). Making suitable & safe arrangement for painting at height using scaffolding/Jhulla/Ladder etc., with all safety measures like belts, helmets etc. for all height etc. all complete as required at site as directed by the Bank's Engineer-in-charge.</p>		
	<p>B). Carefully scraping, cleaning the entire surface / area with wire brush as per the manufacturer specifications and sprinkling water including providing and applying protective film of approved make over the algae affected areas of external surfaces as per the manufacturer specifications which inhabits / prevents the growth of algae and fungi by forming a film to the algae / fungi etc. all complete as per the site requirements as directed by the Bank's Engineer -in -Charge including cleaning the entire area after completion of the work.</p>		
	<p>C) Providing and applying white cement-based putty of average thickness 1 mm. of approved brand and manufacturer, over the plastered wall surface to prepare the surface wherever required even and smooth complete.</p>		
	<p>D). Filling all the hair line cracks with undiluted crack sealer of approved make as per the manufacture specification including providing and applying one coat of primer over entire area as per the manufacturer specification of approved make etc. all complete as required at site as directed by the Bank's Engineer-in-Charge including cleaning the entire area after completion of the work.</p>		

	<p>E). Providing and applying two or more coats of 100% Premium acrylic smooth exterior emulsion paint with silicon additive (Two or more coats applied @ 1.43 ltr./ 10 sqm.) after primer as per the manufacturer specifications / tender part-I specification of approved make and shade by using exterior approved quality roller / painting brush as per site conditions to achieve the desired finish, etc. all complete as required at site as directed by the Bank's Engineer-in-Charge including 5 year warranty.</p> <p>Note:- No any Coefficient will be paid.</p>		
11	<p>Providing and laying 60 mm thick factory made cement concrete interlocking paver block of M - 30 grade made by block making machine with strong vibratory compaction, of approved size, design & shape, laid in required colour and pattern over and including 50mm thick compacted bed of coarse sand, filling the joints with fine sand etc. all complete as per the direction of Engineer-in-charge. Note: the top surface of paver blocks should flush with any Manhole/any other type of cover by raising the level of covers as per site requirement. Measurement shall be taken for the actual plan area on which the paver block will be laid and manhole area /any other type of left area will be deducted.</p>	Sqm	110
12	<p>Providing and laying matt finished Heavy duty Parking tiles of size 300x300x9.8mm having water absorption less than 0.5% and conforming to IS : 15622 of approved make like RAK, AGL, Johnson Nitco in all colours and shades in for outdoor floors such as footpath, court yard, multi models location etc., laid on 20mm thick base of cement mortar 1:4 (1 cement : 4 coarse sand) in all shapes & patterns including grouting the joints with white cement mixed with matching pigments etc. complete as per direction of Engineer-in-Charge complete in all respect.</p>	Sqm	90
	Toughened glass work		

13	<p>Providing and fixing 12 mm thick clear toughened glass door shutter of approved make with making holes / cut-outs as required, making edges clear smooth polished, with necessary door assembly (pre-installed hardware, removable clip on covers, end cap, and rubber gasket or proper grip) and fixed on Double action floor spring with closing force EN3, having high grade cast iron mechanism body, housed within a corrosion resistant zinc paint protected galvanised steel loose box, internal mechanism components utilizing heat treated high alloy steel & ball bearing for optimum. Efficiency, closer mechanism totally immersed in hydraulic fluid, "hold open" models, having the possibility of the shutter being held open at 90 degrees angle, adjustable closing speed valve, with pivot to suit patch fittings and door shutter and Door handle: 475 mm long X 32 mm diameter. "S" type, back-to-back installation, glass damage preventing gasket, grub screws finish complete in all respect. The rate of item shall be inclusive of cost of all fittings and fixtures.</p>	Sqm	6
14	<p>Providing & fixing 12 mm thick clear of toughened glass partition in sides and top curve shaped using required C.P. fitting and silicon etc. complete as per direction of Engineer-in-Charge complete in all respect.</p>	Sqm	8

Name and Signature of contractor:

Date:

Place:

Annexure I

Important Instructions Regarding E-tender

This is an e-procurement event of RBI. The e-procurement Service Provider/Contractor is the MSTC Limited.

You are requested to read and understand the Notice Inviting Tender and subsequent corrigenda if any, before submitting your online tender.

Process of E-tender:

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

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprocn/ (Version 3)

1) Vendors are required to register themselves online with

www.mstcecommerce.com/eprocn

Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to Download Guide / Video / Registration

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

Contact details:

a) Contact person (MSTC) For Vendors:

HO Central Help Desk: (For vendors)

Phone Number: 07969066600

helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails)

Availability

9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

b) Contact person (MSTC)

Please visit www.mstcindia.co.in/content/Contact.aspx and update your Regional Office accordingly.

c) Contact person at RBI (Jaipur)

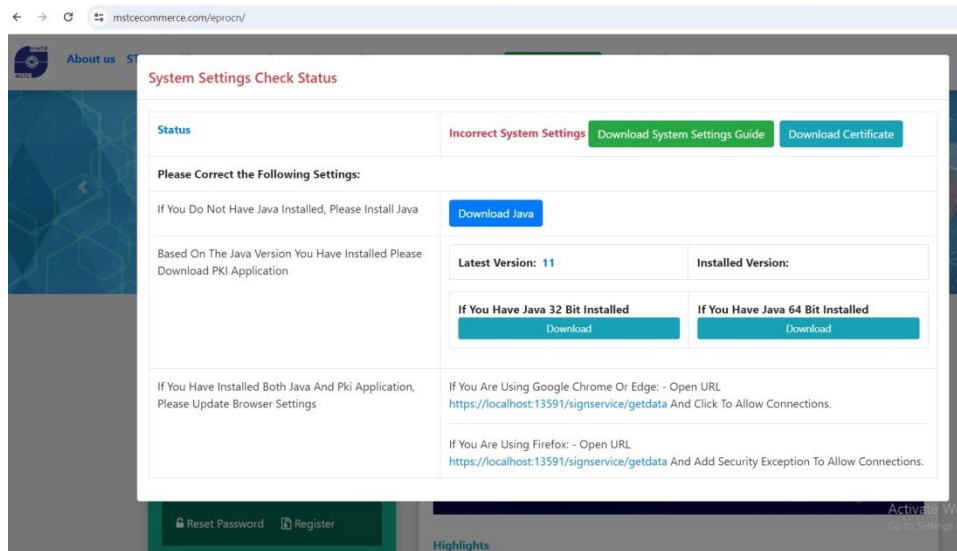
Mr. Rajat Sharma, AM

Contact: 0141 – 2578467

Guide.

1. System Requirement:

For details, vendor may refer to the **DOWNLOAD SYSTEM SETTING GUIDE** available <https://www.mstcecommerce.com/eprocn/>



2 Special Note towards Transaction fee: The vendors shall pay the transaction fee using “Transaction Fee Payment” Link against the specific tender in the “Bid Floor”/through the “Pay Transaction fee” in “Event catalog” through their login. Service Provider / Contractor / Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Service Provider / Contractor / Vendor shall generate a challan by filling up a form. Service Provider / Contractor / Vendor shall remit the transaction fee amount as

per the details printed on the challan without making change in the same. On selecting Online Payment, Service Provider / Contractor / Vendor shall have the provision of making payment using its Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized.

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

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

3 Information about tenders / corrigenda shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with the MSTC Ltd. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).

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

5 **Bidding in E-tender:**

Note: Vendors are instructed to use **Upload Documents** link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once documents are uploaded in the library, vendors can attach documents through **Attach Document** link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.

a) Bidder(s) need to submit necessary EMD, E-Tender fees (If ANY) and Transaction fee separately for the e-tender. Transaction fees if any are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI.

b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → New Common Portal → Bid Floor

Manager→ live event →Selection of the live event→ Transaction fee->Common terms->Attach Documents->Price Bid.

Please Note: The vendor after successful remittance of the transaction fees and EMD details, will get the attach documents and common terms tab enabled in their login. Post successful completion of this step, the vendors will be allowed to save the lot specific terms and submit their price bid against the lot through the portal or download and upload the excel file for submitting price bids, as the case may be. In case the attach documents and/or saving common terms step is unsuccessful, the tabs for saving lot specific terms and submitting price bid would be disabled. The status of whether the same is successful/pending would be displayed in the bid status button.

- c) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid

NOTE: - After clicking the final submission "Delete bid" option would be shown. If the vendor wants to delete the bid after final submission and re-submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

- d) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- e) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- f) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- g) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter **SUPPLIER/CONTRACTOR**.

- h) It is mandatory that all the bids are submitted with class III signing and encryption type of digital signature certificate otherwise the same will not be accepted by the system.
- i) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- j) No deviation of the terms and conditions of the e-Tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.
- k) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

Annexure II

करार (सफल निविदाकार से)

ARTICLES OF AGREEMENT (for successful bidder)

(On the Rs.500/- stamp paper)

यह समझौता अनुबंध भारतीय रिजर्व बैंक, जयपुर) जिसके बाद बैंक कहा जाएगा (और _____ के मध्य दिनांक _____ को) इसके बाद " ठेकेदार " कहा जाएगा(निष्पादित किया गया।

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, Jaipur (hereafter called "The Bank") of the one part and _____ (thereinafter called "the Contractor") of the other part.

जहां बैंक वांछित है,
(_____)
और किए गए कार्य का विशिष्ट वर्णन करें।

WHEREAS The Bank is desirous of
(_____) and has caused specifications describing the works to be done.

और उक्त विशिष्टताओं के अनुसार, मात्रा और रेखाचित्रों की अनुसूची पर या पार्टियों की ओर से हस्ताक्षर किए गए हैं।

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

और ठेकेदार ने इसके आगे उल्लिखित शर्तों तथा परिणाम की अनुसूची तथा ठेके की शर्तें (जिन्हे) इसके आगे सामग्री रूप से "उक्त शर्तें" कहा गया है) के अधीन उक्त आरेखनों में दर्शाये गए और/या उक्त विनिर्देशों में वर्णित तथा परिणाम की अनुसूची में सम्मिलित निर्माण कार्य को उनमें निर्दिष्ट दरों के अनुसार हिसाब लगाई गयी कुल राशि पर या ऐसी अन्य राशि पर , जो उनके अधीन देय हो (जिसे इसके आगे "उक्त ठेके की राशि" कहा गया है) निष्पादित करना स्वीकार किया है।

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 thereunder (hereinafter referred to as 'the said Contract Amount')

अब इस बात पर निम्न तरह से सहमति है:

NOW IT IS HEREBY AGREED AS FOLLOWS:

1	<p>समय के विस्तार के लिए प्रावधानों का, लिखित रूप अर्थात करार के माध्यम से या पत्रों) में जैसा कि पार्टियों द्वारा पारस्परिक रूप से तय (प्रदान के माध्यम से-ईमेल के आदान / किया जा सकता है, के होते हुए भी, ठेकेदार कार्यादेश की तारीख से वें दिन से कार्य महीने के भीतर संपूर्ण कार्य को पूरा करने के लिए एतद्वारा प्रारंभ करने और सहमत है।</p> <p>The Contractor hereby agrees to commence the work fromth day of date of work award letter and to complete the entire work within 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</p>
2	<p>उक्त शर्तों में निर्दिष्ट अवधियों में और प्रणाली से देय ठेके की राशि के बदले ठेकेदार उक्त शर्तों पर तथा उनके अधीन और उक्त आरेखनों में दर्शित तथा उक्त विनिर्देशों एवं परिमाणों की अनुसूची में उल्लिखित निर्माण कार्य निष्पादित करेगा और पूरा करेगा। 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.</p>
3	<p>बैंक ठेकेदार को उक्त शर्तों में निर्दिष्ट अवधियों में तथा उनमें निर्दिष्ट प्रणाली से उक्त ठेके की राशि या ऐसी कोई अन्य राशि, जो देय हो जाए, अदा करेगा। The Bank shall pay the Contractor the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.</p>
4	<p>उक्त शर्तों को और उनके परिशिष्ट को इस करार के भाग के साथ पढ़ा जाएगा तथा इस करार से संबन्धित पक्ष उक्त शर्तों का क्रमशः पालन करेंगे, अपने-आपको उनके अधीन मानेंगे तथा उसमें उल्लिखित शर्तों के अधीन अपनी और से करार का निष्पादन करेंगे। 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.</p>

5	<p>इसमें उल्लिखित नक्शे, करार और प्रलेख इस संविदा के आधार माने जायेंगे। The plans, agreement and documents mentioned herein shall form the basis of this Contract.</p>
6	<p>यह संविदा न तो निर्धारित एकमुश्त राशि की संविदा है और न ही फूटकर कार्य की संविदा, परंतु यह सम्पूर्ण"</p> <hr/> <p>" के संबंध में कार्य को पूरा करने की संविदा है जिसके लिए दरों की अनुसूची तथा संभाव्य परिमाणों में उल्लिखित दरों पर या उक्त शर्तों में निर्दिष्ट दरों पर वस्तुतः हिसाब लगायी गयी मात्राओं के अनुसार अदायगी की जाएगी। This Contract is neither a fixed/ Lump sum Contract nor a Piece work Contract but is a Contract to carry out the</p> <hr/> <p>" _____" 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.</p>
7	<p>अनुबंध में दिये अनुसार ठेकेदार को सिविल संबंधी सभी कार्यों हेतु वाजिब सुविधा वहन करनी होगी एवं ऐसे कार्यों के पूरा होने के बाद दीवारों, फर्श आदि को हुये नुकसान को ठीक करना होगा। 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.</p>
8	<p>बैंक इस अनुबंध में बिना किसी पूर्वाग्रह के किए जानेवाले कार्य में किसी भी मद को जोड़ने या हटाने एवं ड्रॉइंग और कार्य की प्रकृति को बदलने का अधिकार रखता है। 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.</p>
9	<p>समय को इस अनुबंध के महत्वपूर्ण कारक के रूप में माना जाएगा, और ठेकेदार साइट को सौंपने के तुरंत बाद या औपचारिक कार्य आदेश जारी होने के 7 दिनों के बाद जो भी बाद में हो दी गई शर्तों एवं समय विस्तार के प्रावधानों के अनुसार दी गई शर्तों के अनुसार कार्य पूर्ण करेगा एवं समय विस्तार के प्रावधानों के अधीन है। Time shall be considered as one of the important factor of this Contract, and the Contractor hereby agrees to commence the work soon after the site is handed over to him or from 14 day after the day of issue of formal works order as provided for in the said Conditions, whichever is later, and to complete the entire work as provided in said condition, subject nevertheless to the provisions for extension of time.</p>
10	<p>इस अनुबंध के तहत बैंक द्वारा सभी भुगतान केवल जयपुर में किए जाएंगे।</p>

	All payments by The Bank under this Contract will be made only at Jaipur.
11	<p>इस समझौते से जुड़े या किसी भी तरह से उत्पन्न होने वाले सभी विवादों को जयपुर में उत्पन्न माना जाएगा और इनका निपटान केवल जयपुर में न्यायालयों के ही अधिकार क्षेत्र में होगा।</p> <p>All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Jaipur and only Courts in Jaipur shall have jurisdiction to determine the same.</p>
12	<p>इस संविदा के विभिन्न अंशों को ठेकेदार ने पढ़ लिया है तथा उन्हें पूर्ण रूप से समझ लिया है। That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.</p>
13	<p>गैर-प्रकटीकरण खंड : ठेकेदार बैंक, के बुनियादी ढांचे/प्रणालियों/उपकरणों आदि की प्रत्यक्ष या अप्रत्यक्ष रूप से किसी भी जानकारी, सामग्री और विवरण का किसी तीसरे पक्ष को खुलासा नहीं करेगा, जो इस समझौते के संबंध में अपने संविदात्मक दायित्वों के निर्वहन के दौरान ठेकेदार के कब्जे या ज्ञान के पास आ सकता है, और हर समय इस पर विश्वास रखेगा। ठेकेदार सिवाय इसके तहत दायित्वों को पूरा करने या लागू कानूनों का पालन करने के लिए आवश्यक सीमा के अलावा अनुबंध के विवरण को वैयक्त और गोपनीय मानेगा। ठेकेदार नियोक्ता की पिछली लिखित सहमति के बिना किसी भी व्यापार या तकनीकी पत्र या अन्य जगहों पर कार्यों के किसी भी विवरण का खुलासा, प्रकाशित होने की अनुमति नहीं देगा। ठेकेदार किसी भी गोपनीय जानकारी के प्रकटीकरण के परिणामस्वरूप नियोक्ता को होने वाले किसी भी नुकसान के लिए नियोक्ता को क्षतिपूर्ति करेगा। उपर्युक्त का पालन करने में विफलता को ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और नियोक्ता नुकसान का दावा करने और कानूनी उपचारों को आगे बढ़ाने का हकदार होगा। ठेकेदार अपने कर्मचारियों के मध्य सभी उचित कार्रवाई करेगा ताकि यह सुनिश्चित किया जा सके कि इस समझौते के तहत गोपनीय सूचनाओं का प्रकटीकरण न करने के दायित्व पूरी तरह से संतुष्ट हों। गैर-प्रकटीकरण और गोपनीयता के संबंध में ठेकेदार के दायित्व किसी भी कारण से इस समझौते की समाप्ति या इस समझौते के टर्मिनेशन के बाद भी बने रहेंगे।</p> <p>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</p>

	<p>published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or termination of this agreement for whatever reason.</p>
14	<p>यौन उत्पीड़न की रोकथाम संबंधी उपबंध Prevention of Sexual harassment clause/</p> <p>ठेकेदार/एजेंसी कार्य स्थल) रोकथाम, निषेध और निवारण (अधिनियम 2013 में महिलाओं के यौन उत्पीड़न के प्रावधान के पूर्ण अनुपालन के लिए पूरी तरह जिम्मेदार होगी। बैंक के परिसर के भीतर अपने कर्मचारी के खिलाफ यौन उत्पीड़न की किसी भी शिकायत के मामले में ठेकेदार/एजेंसी द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी और ठेकेदार/एजेंसी शिकायत के संबंध में उक्त अधिनियम के तहत उचित कार्रवाई सुनिश्चित करेगी। बैंक के किसी भी कर्मचारी के खिलाफ ठेकेदार के किसी भी गंभीर कर्मचारी से यौन उत्पीड़न की किसी भी शिकायत का बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा संज्ञान लिया जाएगा। यदि ठेकेदार के कर्मचारी द्वारा यौन हिंसा साबित हो जाती है, तो ठेकेदार किसी भी मौद्रिक मुआवजे के लिए जिम्मेदार होगा, जिसे घटना में कर्मचारी शामिल होने की स्थिति में भुगतान करने की आवश्यकता हो सकती है। ठेकेदार अपने कर्मचारी को कार्यस्थल पर यौन उत्पीड़न की रोकथाम और संबंधित मुद्दे के बारे में शिक्षित करने के लिए जिम्मेदार होगा।</p> <p>The contractor/Agency shall be solely responsible for full compliance with the provision 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 Bank, complaint will be filed before the Internal complaint committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggravated employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the Contractor is proved. The contractor shall be responsible for educating its employee about prevention of sexual harassment at work place and related issue.</p>

<p>यदि ठेकेदार एक भागीदारी या एक व्यक्ति है If the contract or is a Partnership or an Individual</p>	<p>इसके साक्ष्य में बैंक तथा ठेकेदार ने इन दस्तावेजों तथा मूल प्रति पर इसके ऊपर उल्लेखित दिन और वर्ष में हस्ताक्षर किए हैं। IN WITNESS WHEREOF The Bank and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.</p>
<p>यदि ठेकेदार एक कंपनी है If the contract or is a Company</p>	<p>इसके साक्ष्य में बैंक ने अपने विधिवत प्राधिकृत किये हैं और ठेकेदार ने इन पर तथा उक्त दोनों प्रतिलिपियों पर अपनी नियमित मोहर लगवाई है/इसके पहले उक्त दिनांक और वर्ष को अपनी ओर से इन दस्तावेजों तथा उक्त दो प्रतिलिपियों का निष्पादन करवाया है। 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.</p>

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

(1) Address

2)
..

Address

If the Contractor signs under its common Seal the signature clause should tally with their sealing clause in the Articles of Associations.

Witnesses

THE COMMON SEAL OF
Was hereunto affixed pursuant to
the resolutions passed
By its Board of Directors at the
meeting held on

..... The Contractor is signing by the hand of power
..... of attorney whether a company or individual.

.....
In the presence of The Contractor is signing by the hand of power
..... of attorney whether a company or individual.

(1
)

(2
)

.....
Directors who have signed these
presents in taken thereof in the
presence of

(1)

(2)

SIGNED AND DELIVERED BY the
Contractor by the hand Of
Shri

.....
and duly constituted attorney.

PROFORMA OF BANK GUARANTEE for PERFORMANCE SECURITY DEPOSIT/ Retention Money

(On Non-Judicial Stamp Paper of appropriate value purchased in the name of the issuing bank)

Place: _____

Date: _____

The Regional Director

Reserve Bank of India,

Dear Sir,

Name of the work _____ -

Bank Guarantee for PERFORMANCE SECURITY DEPOSIT/ Retention Money

WHEREAS

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai,

(hereinafter called "the RBI") has awarded the Contract for the captioned project

(hereinafter called the "Contract") to M/s _____ (Name of the Contractor)

(hereinafter called " the said Contractor" which expression shall include its successors and assigns).

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

NOW THIS GUARANTEE WITNESSETH

1. We ___ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. _____ (Rupees _____ _ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of Rs. _ (Rupees _____ only).
2. We also agree to undertake to and confirm that the sum not exceeding Rs. _ (Rupees ___ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

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

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

We hereby further agree that –

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

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

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

d) This guarantee shall remain in force up to _____ (60 days beyond the Defect liability period) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed

against us within _____ or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

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

For and on behalf of _____ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation

Stamp/ Seal of the Bank

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

Witness 1

Signature

Name

Address

(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).