



**भारतीय रिज़र्व बैंक
संपदा विभाग, नागपुर
उद्घरण**

आरबीआई, मुख्य कार्यालय भवन, नागपुर में वेट राइजर फायर हाइड्रंट और फायर स्प्रिंकलर सिस्टम्स का वार्षिक रखरखाव अनुबंध

उद्घरण की अनुसूची (SOQ)

काम का नाम	आरबीआई, मुख्य कार्यालय भवन, नागपुर में वेट राइजर फायर हाइड्रंट और फायर स्प्रिंकलर सिस्टम्स का वार्षिक रखरखाव अनुबंध
निविदा का तरीका	मुहरबंद उद्घरण के माध्यम से अधोलिखित पते पर संबोधित करे। क्षेत्रीय निदेशक, संपदा विभाग, भारतीय रिज़र्व बैंक, मुख्य कार्यालय भवन, डॉ. राघवेन्द्र राव रोड, सिविल लाइंस, नागपुर-440001।
अनुमानित लागत	₹2.50 लाख (लागू टैक्स सहित)
बोली पूर्व बैठक	स्थान:- सम्मेलन कक्ष, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, नागपुर। दिनांक और समय:- जून 26, 2025, सुबह 11:00 बजे
निविदा प्रस्तुत करने की नियत तारीख और समय	30 जून, 2025 दोपहर 02:00 बजे।
मुहरबंद कोटेशन खोलने की तिथि और समय	30 जून, 2025 दोपहर 03:00 बजे।



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
NAGPUR**

PART-1

**Annual Maintenance of Wet Riser System and Sprinkler System at
Main Office Building**

Name of Tenderer_____

Address_____

Last date of Submission	<u>June 30, 2025</u> (up to 1400 Hrs)
Pre-Bid Meeting	<u>June 26, 2025,</u> at 11:00 Hrs
Validity of the tender/Quotation	3 months from the date of opening of the quotation
Cost of Application form/Tender	Nil

DISCLAIMER

Reserve Bank of India, Estate Department, Nagpur, has prepared this document to give background information on the Maintenance of Wet Riser System and Sprinkler System to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be 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 and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non—binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the **Project / Annual Maintenance of Wet Riser System and Sprinkler System at Main Office Building** or to change the configuration of the Project/ Annual Maintenance of Wet Riser System and Sprinkler System at Main Office Building, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

SCHEDULE FOR SUBMISSION OF TENDER DOCUMENT

Event	Date
Issue of Tender documents by the office from	June 24, 2025, at 15:00 hrs
Pre-Bid Meeting	June 26, 2025, at 11:00 hrs
Last date and time for submission of completed Tender document in a sealed	June 30, 2025, at 14:00 hrs
Opening of Part I Tender	June 30, 2025, at 15:00 hrs

The completed Tender documents shall be submitted before the date and time of submission along with the prescribed fee at the following address by name:

Mr. Sachin Y. Shende
Regional Director
Reserve Bank of India
Estate Department
Nagpur-440001

SECTION-A
LETTER OF OFFER

Place: _____

Date: _____

Mr. Sachin Y. Shende
Regional Director
Reserve Bank of India
Nagpur-440001

Respected Madam,

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

Memorandum

(a)	Description of work	Annual Maintenance of Wet Riser System and sprinkler system at Main Office Building
(b)	Estimated cost	₹2.5 lakhs
(c)	Period of contract	Initially the AMC contract will be executed for the period of one year or fraction of year and may be renewed for additional two years upon satisfactory services by the contractor.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so

far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. Our bankers are (full address)

The names of partners of our firm are:

Name of the partner of the firm
authorized to sign

OR

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

Yours faithfully,

Signature of Contractor

Signatures and addresses of witnesses

	Signature	Address

SECTION-B

Articles of Agreement

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, having its Central Office at Mumbai 400001 (hereinafter called "the Employer") of the one part and _____ (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous of Annual Maintenance **of Wet Riser System and Sprinkler System at Main Office Building** and has caused drawings and specifications describing the works to be done to be prepared by or under the direction of Bank's Engineer.

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

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

NOW IT IS HEREBY AGREED AS FOLLOWS

1. In considerations of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractors shall upon and subject to the said Conditions execute and complete the work shown upon the said and described in the said Specifications and the Schedule of Quantities.
2. The Employer shall pay the Contractor the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
3. The term "Bank's Engineer/Engineer/Engineer-in-Charge" in the said Conditions shall mean the technical officer or any other successor of the Bank nominated by the Employer for that purpose will function as "Bank's Engineer/Engineer/Engineer-in-Charge".
4. The Reserve Bank of India will administer and arrange for supervision of works through the Bank's Engineer including certification of bills, making payments and implementation of various terms, conditions and stipulations of

- the contract, execution of the work, quality of construction, quality of materials, progress and completion of the work for entire contract period .
5. 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.
 6. The plans, agreement and documents mentioned herein shall form the basis of this Contract.
 7. The Employer reserves to itself the right to further extend / altering the contract duration / period and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
 8. The Contractor hereby agrees to commence the work from tenth day after the date of issue of formal work order as provided for in the said Conditions whichever is later and to complete the entire work for contract duration of 12 (Twelve) months period subject nevertheless to the provisions for extension of time.
 9. All payments by the Employer under this Contract will be made only at Nagpur.
 10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Nagpur and only Courts in Nagpur shall have jurisdiction to determine the same.
 11. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from the Bank's Engineer.
 12. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason."
 13. I _____ that the _____

awarded to me. I undertakes to actually pay wages to all labourers of all description to be engaged by me for completion of _____ work awarded to me at the rate which is not less than the one prescribed under the Minimum Wages ACT 1948 and to ensure compliance of essential amenities as provided under the CLARA Act and also keep the Principle Employer indemnified against all the actions that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

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

If the contractor is a partnership or an individual.

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

If the contractor is a company

Signature Clause

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

(Name and Designation)

In the presence of

(1)

Address

(2)

Address

Witness

SIGNED AND DELIVERED by In the presence of

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

(1)

Address

(2)
Address

Witness

THE COMMON SEAL OF Was
hereunto affixed pursuant to the
resolution passed by its Board
of Directors at the meeting held
on _____ in the
presence of

(1)
(2)
Directors who have signed these
presence of

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

(1)
(2)
SIGNED AND DELIVERED By
the Contractor by thw hand of
Shri _____ and
duly constituted attorney

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

GENERAL INSTRUCTIONS TO TENDERERS:

1. Sealed quotations are invited for **Annual Maintenance of Wet Riser System and sprinkler system at Main Office Building** The scope of work shall include.

a) The Contractor should arrange to maintain **Wet Riser system and Sprinkler System** installed at Main Office Building. The charges quoted shall be on Annual basis. He shall have to attend the work on monthly basis as preventive maintenance or any breakdown if occurred by employing the sufficient number of welder/ technician/Electrician/ Mechanical & helpers. However, in case of emergency he shall continue to work till the emergency/ie is/are over. Further in an emergency he may be called upon by authorized officials of the Bank before/after prescribed working hours on all days at anytime. He should deploy welder/ technician/Electrician having good knowledge of other ancillary trades also, and a mechanical /welder etc., for this purpose.

I) The Contractor shall report to AM/JE (C), / Assistant Manager/ Manager (P&S)Officer/ etc. as the case may be on at the end of month and shall work as per directions issued by them from time to time. His services will be utilized in Main Office Building which are listed below:

1. Maintenance of Electric Pump
2. Maintenance of Diesel Pump
3. Maintenance of Jockey Pump
4. Maintenance of Booster pump
5. Electrical panel , battery and its charger
6. Maintenance of Double hydrant valve, (Non Return valve) NRV, Fire inlet valve
7. Maintenance of Hose reel drum
8. Maintenance of Hose pipe
9. Maintenance of fire pipe line/wet riser
10. Maintenance of Sprinkler System

II. The charges quoted shall include wages, allowances, transportation/Cartage charges for workmen/materials, tools & plants including scaffolding, zoola etc. as required for the maintenance work incidental charges cost of all types of nuts, bolts, , oil, grease, washers, rubber gasket materials etc.as may be required for the work, taxes, levies, insurance premia, contractor's profit and overheads etc. complete and the rate/charges shall be deemed to have been quoted for providing satisfactory monthly services in all respects. As regards payment of wages to the workers employed, the Contractor shall abide by the provisions of Minimum wages act of labour laws obligations.

III. The services rendered under the contract shall include following items of work: -

- a) Servicing, Cleaning, Oiling, greasing and keep diesel main pump set along with suction and delivery pipe, battery in satisfactory serviceable condition.
- b) Servicing, Cleaning, Oiling, greasing and keep Electric main pump set along with suction and delivery pipe in satisfactory serviceable condition.

- c) Servicing, Cleaning, Oiling, greasing and keep Electric Jockey pump set along with suction and delivery pipe in satisfactory serviceable condition.
- d) Servicing, Cleaning, Oiling, greasing and keep Electric Booster pump set along with suction and delivery pipe in satisfactory serviceable condition.
- e) Servicing, Cleaning, Oiling, greasing, replacement of damaged gasket and keep Double headed hydrant landing valve , sluice / gate valve , Non return valve, Fire service inlet valve in satisfactory serviceable condition.
- f) Servicing, Cleaning, Oiling, greasing and keep Hose box along with hose box in satisfactory serviceable condition.
- g) Servicing, Cleaning, Oiling, greasing and keep Hose reel drum in satisfactory serviceable condition.
- h) Servicing, Cleaning, Oiling, greasing and Sprinkler System in satisfactory serviceable condition.

IV) During maintenance period if any major break downs occurs such as damage of wet riser pipe, suction pipe, various pumps, Payment of material and labour will be made on prorata basis after approval from competent authority.

- a) The employer will not provide any kind of assistance in the form of men/material and contractor will have to make their own arrangements for deputing the required manpower. The contractor will be solely responsible for the risk involved during discharge of duties by his workers. The employer accepts no liability towards Mechanical / Electrician / helper/labour deployed by the contractor. Any damage to the Bank's property caused by the contractor will have to be made good by the contractor at his cost failing which the same will be deducted from the amount payable to the contractor.
- b) The work is estimated to cost ₹2.5 lakhs (for 1 year). The work shall be awarded from 01/07/2025 to 31/03/2026) and subsequently it shall be extend as desired by Bank.

c) Others

- (i) The contractor will take responsibility for the conduct and good behaviour of his employees/ workers/ labours and if any complaints is received against any of the worker/ labour, the contractor shall arrange for his/ her immediate removal from the Bank's premises.
- (ii) The contractor shall issue identity cards/ badges to his employees/workers/ labours which shall be countersigned by the Bank's Security officer/Manager.
- (iii) The contractor shall ensure that the workers employed have not been convicted by a court of law/ do not have criminal record or criminal proceeding against them. Full bio data, including passport size photograph, of each employee/ labour employed for the job inside the Bank premises shall be submitted to the Bank. It shall be the duty of the contractor to arrange for police verification of all workers employed by him.
- (iv) Contractor shall, at least once quarter and/ or as and when called, in person visit the designated officer (Protocol & Security) at the Main Office Building for better coordination and / or performance review.

- (v) The contractor shall submit the bill on quarterly basis for maintenance charges to Assistant Manager / Manager (P & SE) of Main office Building for certification. After scrutiny and certification by the concerned security officer/Manager. The bill will be paid by NEFT.
 - (vi) The rates shall remain firm during the currency of the contract and the contractor shall not seek for any kind of increase in the agreed charges during the contract period.
 - (vii) In case services rendered by the contractor are found to be unsatisfactory, a written notice shall be issued and the amount, on proportionate basis will be deducted from of bill.
 - (viii) The Bank reserves the right to cancel the contract at any time before the due date if the services rendered are not found to be satisfactory by giving one month's notice. The decision of the Bank in this regard shall be final and binding on the contractor and no correspondence /compensation claim shall be entertained by the Bank in this regard.
 - (ix) Work/job to be undertaken by the contractor through employment of Labours /workers/employees is not of permanent nature.
 - (x) The tenderer shall use only the forms issued by the Bank to fill in the rates. Any addition/alteration in the text of the tender form made by the tenderer shall not be valid and shall be treated as null and void,
 - (xi) The tender form must be filled in English or in Hindi and all entries shall be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
2. Rates shall be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. If rate for any item is not mentioned in the tender therein, the tender will be rejected. Overwriting of figures is not permitted, Failure to comply with either of these conditions will render the tender void at Banks option. No advice whatsoever especially on any change in rate, specifications or conditions after opening of Part II of the tender will be entertained.
 3. The rates shall also be firm and be valid for the entire duration of the contract and / or extension thereof and shall not be subject to exchange variations, labour conditions, fluctuations in freights charges or any conditions whatsoever.
 4. The scope of schedule work shall be considered for extension on the basis of successful completion / performance of current contract if the employer found it suitable by mutual consent / agreement in writing by the Tenderer. The Bank reserves the right to award the repeat order or not and is banks discretion.
 5. The period under reckoning of contract if cause any increase or decrease in price of materials and labour rates for extended period shall be adjusted on the basis of the Average All India Wholesale Price Index for all commodities and Average all India Consumer Price Index Number for

Industrial Workers/ minimum wages applicable for the period under reckoning as published in the RBI Bulletin/ office of the labour Commissioner.

6. All the statutory deductions will be deducted at source as per the extent guidelines. Tenderer should have GST registration number and must quote their rates including GST levied by the Central Government and State Government at the prevailing rate while autoing their rates for various items and no claim in this regard shall be considered by the Bank at any stage. It is mandatory for contractor to disclose the break-up of his portion of tax liability while submitting the claims for payment i.e. Taxable value and applicable taxes in prescribed bill format schedule issued by GST council for Composite or supply of goods as applicable in the cases, apart from TDS pertaining to GST, the Bank is not responsible for payment of GST for the service rendered by the contractor. It is the responsibility of the contractor to pay GST to the tax authority.
7. The Employer reserves the right to adjust arithmetical or other errors in the tender in accordance with the following general rules. In the event of discrepancy between words and figures quoted, the description in words shall prevail. Similarly in the event of an error in the amount column arising as a result of wrong product extension, the unit or item rates shall be regarded as firm and extension amended accordingly.
8. Each of the Tender documents shall be signed by the person or persons submitting the tender in token of his/ their having acquainted himself/ themselves with the Instructions to tenderers, General Conditions of Contract, General Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
9. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise, the tender will be rejected by the Bank.
10. The tenderers may obtain for himself at his own responsibility and at their own expenses all the information which may be necessary for the purpose of making tender and for entering a contract, inspect the site of the work.

Quotation, be sealed in one cover, super scribing quotation for **Annual Maintenance of Wet Riser System and sprinkler system at Main Office Building**

Submitted shall contain the following:

- (i) Power of Attorney/ authorization with the seal of the company/ firm in the name of the person signing the tender documents.
- (ii) The Bank discourages the stipulation of any additional conditions by the tenderer. However, in case the tenderer wishes to include any condition/ clarification/ covering letter while tendering for the work, he will have to submit

the same in a separate sealed cover along with the following and kept inside the cover of quotation.

(a) List of deviations, if any, in commercial terms and conditions.

(b) List of deviation, if any, in technical specification.

(c) Any other technical information the tenderer wishes to furnish.

(iii) The Tender Document (Quotation) issued by the Bank — duly stamped and signed.

9. Both these covers of Part-I and Part-II shall further be sealed in another envelope addressed to the Regional Director, Reserve Bank of India, Estate Department, Nagpur will be received by the Bank up to **14:00 Hrs on 30/06/2025** in the manner prescribed in the Tender form.

10. Tenderers should clearly indicate on each copy of the tender under their full signature. No tender will be received after **14:00 Hrs. on 30/06/2025** under any circumstances whatsoever.

11. Opening of Tender:

(i) Part-I of the tenders will be opened at **15:00 Hrs. on 30/06/2025**. (If this day falls to be a holiday, tenders will be opened on the next working day of the Bank) in the presence of tenderers or their authorized representatives who choose to be present by the tenderers.

(ii) The Bank discourages the stipulation of any additional conditions by the tenderer. However, in case the tenderer has submitted any condition/clarification while tendering for the work in a separate sealed cover along with the Part-I [as explained at 8.A (ii) above], the same will be examined and the conditions that are acceptable to the Bank will be intimated to the tenderers. The tenderers shall withdraw all his conditions which are not acceptable to the Bank and can in lieu quote a percentage above or below their tendered amounts already submitted in a separate sealed cover, called as Part II of the tender. The quoting of such 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 condition accepted by the Bank. The letter containing the tenderer's quoting percentage above or below their quoted tendered amount should be submitted in a sealed cover on or before a date fixed subsequently and advice to the tenderers.

(iii) The Bank reserves the right to reject offer even after opening quotation.

12. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders either in whole or in part without assigning any reasons for doing so. The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, damages, and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may right to modify/ withdraw the tender.

13. On receipt of intimation from the Bank of the acceptance of his their tender, the successful tenders shall be bound to implement the contract and within fourteen days thereof the successful tenderer shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will

constitute a binding contract between the Reserve Bank of India and the person so tendering, whether such formal agreement is or not subsequently executed.

14. Under the CLRA Act including those with regard to payment of wages and providing essential amenities etc., It is necessary for the contractor in addition to the terms and conditions of the contract which also contains provisions for payment of wages and providing essential amenities as per the CLRA Act so agreed to an undertaking should be given on a Non Judicial Stamp paper of applicable value before award of work to the effect that if the particular job /work/project is awarded to him, he under takes to actually pay wages to all the labourers of all descriptions to be engage by him for completion of that particular job/ work project, at the rate which is not less than the one prescribed under the Minimum Wages Act 1948 and to ensure compliance of essential amenities as provided under the CLRA Act and also keep the Principle Employer Indemnified against all the action that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

Before release of its payment a contractor has to submit a certificate that he has actually paid all the dues of all the labours of all descriptions engage by him for completion of the warded job/ work/ project at the rate which is not less than the one prescribe under the Minimum Wages Act 1948 and he has complied with the provisions of CLRA Act with regard to providing the essential amenities to the contract labour. The veracity of such certificate may be verified by the Assistant Manager/ Manager (Non-Technical) nominated by the Principal Employer as his/ her representative and duly authorised to be present at the time of disbursement of wages by various contractors.

15. The contractor [Agency shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employees within the premises of the bank, the complaint will be filled before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaints. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.
 - a) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
 - b) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.
16. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/ systems/ equipment etc., which may come to the possession or knowledge of the Contractor during

the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall Indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason. Apart from break down maintenance, the annual maintenance contract includes deputing a foreman /mechanic / service Engineer / once in a month to check all the equipment's under the supervision of Bank's staff and issuing a certificate for satisfactory working.

17. During the currency of the annual maintenance service contract, if the downtime of any component of wet riser fire fighting system including pumps exceeds one day, in case of minor repairs and five days in case of major repairs, at any one instance, as may be allowed for major maintenance and descaling etc., a penalty equivalent to two times of the daily rate of service contract amount (arrived at by dividing the annual contracted amount by 360 and rounding it off to next higher rupee) multiplied by the number of penalty days, will be recovered from the payment due to the firm. In case the contractor is not able to render call back service due to "force majeure" conditions prevailing at their works/office, the Bank may recover from the contractor, the pro-rata cost for that period. The vendor under such circumstances will be required to inform the Bank the date of commencement/termination of such "force majeure" conditions in their works/office. For the purpose of penalty, following items will be considered as major repairs.

- a. Rewinding of motor
- b. Replacement of shaft, impeller, etc of Pumps,
- c. Replacement of bearings, gears etc.

They shall also ensure that the required spare etc. for proper maintenance is readily available with them.

SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing 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 material such as asphalts, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand gloves,
9. Those engaged in welding works shall be provided with welder's protective eye shields and gloves.
10. (i) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
11. (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 dry rubbed and scrapped.
12. 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.
13. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
14. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.
15. I/We hereby declare that I/we have read and understood the above instructions to the contractors.

Place:	Signature of Tenderer with stamp
Date:	Address:

Periodical checks / maintenance to be performed under Annual maintenance contract.

Fire Pumps

General.

The routine inspection, testing, and maintenance of fire pump assemblies shall be conducted as per the table below.

Sr No	Item	Activity	Frequency
1	Pump house, heating ventilating louvers	Inspection	Monthly
2	Fire pump system	Inspection	Monthly
3	Pump operation		
	No-flow condition	Test	Monthly
	flow condition	Test	Half Yearly
4	Hydraulic	Maintenance	Yearly
5	Mechanical transmission	Maintenance	Varies
6	Electrical system	Maintenance	Varies
7	Controller, various components	Maintenance	Varies
8	Motor	Maintenance	Annually
9	Diesel engine system, various components	Maintenance	Varies

Summary of Fire Pump Inspection, Testing, and Maintenance

Complete as Applicable	Visual Inspection	Check	Change	Clean	Test	Frequency
A. Pump System						
1. Lubricate pump bearings				X		Annually
2. Check pump shaft end play			X			Annually
3. Check accuracy of pressure gauges and sensors			X	X		Annually (change or recalibrate when 5% out of calibration)
4. Check pump coupling		X				Annually
5. B. Mechanical Transmissi on						
6. Lubricate coupling			X			Annually
7. Lubricate right-angle gear drive			X			Annually
8. C. Electrical System						
9. Exercise isolating switch and circuit breaker					X	Monthly
10. Trip circuit breaker (if mechanism provided)					X	Annually
11. Operate manual starting means (electrical)					X	Semi-annually

Complete as Applicable	Visual Inspection	Check	Change	Clean	Test	Frequency
12. Inspect and operate emergency manual starting means (without power)	X				X	Annually
13. Tighten electrical connections as necessary		X				Annually
14. Lubricate mechanical moving parts (excluding starters and relays)		X				Annually
15. Calibrate pressure switch settings		X				Annually
16. Grease motor bearings			X			Annually
D. Diesel Engine System						
1. Fuel						
a) Tank level	X	X				Weekly
b) Tank float switch	X				X	Weekly
c) Solenoids valve operation	X				X	Weekly
d) Strainer, filter, or dirt leg, or combination thereof				X		Quarterly
e) Water and foreign material in tank				X		Annually
f) Water in system		X		X		Weekly

Complete as Applicable	Visual Inspection	Check	Change	Clean	Test	Frequency
g) Flexible hoses and connectors	X					Weekly
h) Tank vents and overflow piping unobstructed		X			X	Annually
a. (i) Piping	X					Annually
2. Lubrication System						
a) Oil level	X	X				Weekly
b) Oil change			X			50 hours or annually
c) Oil Filter(s)			X			50 hours or annually
d) Lube oil heater		X				Weekly
e) Crankcase breather	X		X	X		
3. Cooling System						
a) Level	X	X				Weekly
b) Antifreeze protection level					X	Semi-annually
c) Antifreeze			X			Annually
d) Adequate cooling water to heat exchanger		X				Weekly
e) Rod out heat exchanger				X		Annually
f) Water pump(s)	X					Weekly
g) Condition of flexible hoses and connections	X	X				Weekly
h) Jacket water heater		X				

Complete as Applicable	Visual Inspection	Check	Change	Clean	Test	Frequency
i) Inspect duct work, clean louvers (combustion air)	X	X	X			Annually
j) Water strainer				X		Quarterly
4. Exhaust System						
a) Leakage	X	X				Weekly
b) Drain condensate trap		X				Weekly
c) Insulation and fire hazards	X					Quarterly
d) Excessive back pressure					X	Annually
e) Exhaust system hangers and supports	X					Annually
f) Flexible exhaust section	X					Semi-annually
5. Battery System						
a) Electrolyte level		X				Weekly
b) Terminals clean and tight	X	X				Quarterly
c) Remove corrosion, case exterior clean and dry	X		X			Monthly
d) Specific gravity or state of charge					X	Monthly
e) Charger and charge rate	X	X				Monthly
f) Equalize charge						Monthly

Complete as Applicable	Visual Inspection	Check	Change	Clean	Test	Frequency
6. Electrical System						
a) General inspection	X					Weekly
b) Tighten control and power wiring connections		X				Annually
c) Wire chafing where subject to movement	X	X				Quarterly
d) Operation of safeties and alarms		X			X	Semi-annually
e) Boxes, panels, and cabinets				X		Semi-annually
f) Circuit breakers or fuses	X	X				Monthly
g) Circuit breakers or fuses			X			Biannually

The preventive maintenance program shall be initiated immediately after the pump assembly has passed acceptance tests.

Signature of the contractor with seal



Reserve Bank of India, Nagpur
Estate Department

**Annual Maintenance of Wet Riser System and sprinkler system at Main
Office Building**

Item No	Description of Item	Quantity	Unit	Rate	Amount
1	The tenderers shall quote their charges for Annual maintenance service (inclusive of all spares such as consumables like gland ropes to pumps, gasket on the piping system, repair of pressure gauges on the pumps / wet riser piping mains etc. routine, preventive and breakdown maintenance) of wet riser firefighting system including pumps and electrical gadgets. Apart from break down maintenance, the annual maintenance contract includes deputing a foreman /mechanic / service Engineer / once in a month to check all the equipment's under the supervision of Bank's staff & issuing a certificate for satisfactory working.	1	Annum		
Total					
In Words – Rupees. _____					

Date :
Place:

Signature of Contractor
with seal