



भारतीय रिज़र्व बैंक
निर्गम विभाग
लखनऊ

निविदा आमंत्रण सूचना

दिनांक: 14 मई 2026

भारतीय रिज़र्व बैंक, लखनऊ प्रतिष्ठित, अनुभवी और लाइसेंसधारी मजदूर ठेकेदारों से दो भागों "पार्ट - I - सिक्कों की बोरियों व नोट से भरे बक्सों को लादने/उतारने/ढेर लगाने के लिए मजदूरों की आपूर्ति हेतु निविदा - तकनीकी बोली" और "पार्ट - II- सिक्कों की बोरियों व नोट से भरे बक्सों को लादने/उतारने/ढेर लगाने के लिए मजदूरों की आपूर्ति हेतु निविदा - मूल्य बोली" में ई-निविदा आमंत्रित करता है। अनुबंध 21 महीनों (01 जुलाई 2026 से 31 मार्च 2028) की अवधि के लिए होगा, जिसे बैंक द्वारा, नियम और शर्तों में किसी भी भिन्नता के बिना / कुछ बदलावों के साथ, सेवा प्रदाता के संविदात्मक नियम और शर्तों के संतोषजनक प्रदर्शन के आधार पर एक वर्ष की आगे की अवधि के लिए बढ़ाया जा सकता है। कार्य की अनुमानित लागत एक वर्ष हेतु रुपये चालीस लाख सत्तर हजार लगभग और 21 महीनों हेतु रुपये इकहत्तर लाख बाईस हजार पाँच सौ लगभग है, हालांकि वास्तविक राशि अलग हो सकती है।

2. उपर्युक्त ई-निविदा के संबंध में विस्तृत जानकारी एमएसटीसी की वेबसाइट <https://www.mstcecommerce.com/eprocn/> पर उपलब्ध है। योग्यता मानदंड का विवरण और निविदा आमंत्रित संबन्धित विस्तृत नोटिस बैंक की कॉर्पोरेट वेबसाइट https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx पर भी उपलब्ध हैं। यह निविदा प्रक्रिया एमएसटीसी के ई-निविदा पोर्टल (<https://www.mstcecommerce.com/eprocn/>) के माध्यम से की जाएगी। सभी इच्छुक निविदाकर्ताओं को ई-निविदा प्रक्रिया में भाग लेने हेतु उपरोक्त वेबसाइट के माध्यम से मेसर्स एमएसटीसी लिमिटेड के साथ स्वयं को पंजीकृत करना होगा।

3. ऑनलाइन निविदा प्रस्तुत करने की अंतिम तिथि 04 जून 2026 अपराह्न 2:00 बजे तक है तथा निविदा का पार्ट-I उसी दिन अपराह्न 3:30 बजे या उसके पश्चात खोला जाएगा। उपरोक्त उल्लिखित किसी भी तिथि को अवकाश घोषित किए जाने की स्थिति में, अगला कार्य दिवस यहां उल्लिखित संबंधित उद्देश्य के लिए संचालित हो जाएगा। पार्ट- II यानी मूल्य बोली केवल उन ठेकेदारों / निविदाकर्ताओं के संबंध में खोली जाएगी, जो पार्ट- I में सभी मानदंडों को पूरा करते हों।

4. ई-निविदा प्रक्रिया की अनुसूची निम्नानुसार है:

ई-निविदा कार्यक्रम	निर्धारित तिथि व समय
ई-निविदा सं	RBI/Lucknow Regional Office/Issue/1/26-27/ET/80
देखने के लिए NIT की उपलब्धता	14 मई 2026 (प्रातः 11:00 बजे से) से 04 जून 2026 तक
प्री-बिड बैठक	21 मई 2026 को अपराह्न 03:30 बजे
ऑनलाइन बिडिंग की अवधि	14 मई 2026 को प्रातः 11:00 बजे से 04 जून 2026 को अपराह्न 2.00 बजे तक
पार्ट - I खोलने की तिथि	04 जून 2026 को अपराह्न 3:30 बजे या उसके पश्चात
पार्ट - II खोलने की तिथि	तिथि और समय सभी पात्र निविदाकारों को उनकी पंजीकृत ई-मेल आईडी के माध्यम से सूचित किया जाएगा।

5. बैंक, कोई भी कारण बताए बिना, किसी भी या सभी ई-निविदा को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित रखता है।

नोट: सभी निविदाकर्ताओं को यह ध्यान रखना होगा कि भविष्य में जारी किए गए इस ई-टेंडर में कोई संशोधन/सुधार, केवल भारतीय रिज़र्व बैंक की वेबसाइट पर अधिसूचित किये जाएंगे और इसकी कोई सूचना समाचार पत्र में प्रकाशित नहीं की जाएगी।

**क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
लखनऊ**



RESERVE BANK OF INDIA

**Issue Department
Lucknow**

Tender

For

**Supply of sufficient number of adult and able bodied labourers for
handling of coin bags and note boxes**

PART I – TECHNO-COMMERCIAL BID

e-Tender No: RBI/Lucknow Regional Office/Issue/1/26-27/ET/80

Name of Tenderer: _____

**Address: _____
_____**

Note:

All Tenderers are required to refer the items given in the Part I of this document for details of the work under each item before quoting.

DISCLAIMER

Reserve Bank of India, Issue Department, Lucknow, has prepared this document to provide background information of work to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein in this document. The purpose of this document is to provide interested parties with information of work. This document is neither an agreement nor an offer by Reserve Bank of India to the prospective bidders or any other person. This Bidding Document may not be appropriate for all persons, and it is not possible for neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors to consider the particular needs of each party who reads or uses this Document. The assumptions, assessments, statements and information contained in this Document may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Bidding Document and obtain independent advice from appropriate sources.

Reserve Bank of India or its employees make no representation or warranty and shall have no liability to any person including any bidder under any law, statute rules or regulations or tort, principles of restitutions or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the bid and any assessment, assumption or information contained therein or deemed to form the part of this document.

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, Lucknow 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.

The issue of this document does not imply that Reserve Bank of India is bound to select or to appoint any bidder and Reserve Bank of India reserves the right to reject all or any of the bidders without assigning any reasons whatsoever. Reserve Bank of India also reserves the right not to proceed with tender or to change the configuration of the tender, 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/bidder expressing interest. No reimbursement of cost of any type shall be paid to persons or entities expressing interest.

This is an open tender. Those bidder/vendors who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate in this tender. Bidders may check their eligibility for participation in this tender before submitting the bids.

**RESERVE BANK OF INDIA
ISSUE DEPARTMENT
LUCKNOW**

NOTICE INVITING TENDER

Date: May 14, 2026

The Reserve Bank of India, Lucknow invites e-tender, in two parts, “**Part - I – tender for supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes – Technical Bid**” and “**Part - II – tender for supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes - Price Bid**” from reputed, experienced and license holder Labour Contractors. The contract shall be for a period of 21 months (July 01, 2026 to March 31, 2028) which can be extended by the Bank at its opinion for a further period of one year, with / without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions. The estimated cost of the work works out to Rupees Forty Lakh Seventy Thousand approx. for one year and Rupees Seventy One Lakh Twenty Two Thousand Five Hundred approx. for Twenty One months, however the actual amount may vary.

2. The detailed information regarding above e-tender/s shall be available at MSTC website <https://www.mstcecommerce.com/eprocn/>. The details of eligibility criteria and the detailed notice inviting tender are also available on the tender link of corporate website of the Bank at https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx. The tendering shall be done through the e-tendering portal of M/s MSTC Ltd (<https://www.mstcecommerce.com/eprocn/>). All interested bidders must register themselves with M/s MSTC Ltd through the above referred website to participate in the e-tendering process.

3. The last date for submission of online bids is June 04, 2026 up to 02:00 PM and Part - I of the tender will be opened on the same day on or after 3:30 PM. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein. The Part - II i.e. price bids will be opened in respect of only those contractors/bidders who satisfies all criteria stipulated in Part - I.

4. The schedule for the e-tendering process is as under:

E-Tender Schedule	Schedule Date and Time
Availability of NIT for viewing	From May 14, 2026 (from 11:00 AM onwards) to June 04, 2026
Pre-Bid meeting	May 21, 2026 at 3:30 PM
Period of bidding online	May 14, 2026 from 11:00 AM to June 04, 2026 up to 02:00 PM
Date of opening of Part - I	June 04, 2026 on or after 3:30 PM
Date of opening of Part - II	Date and time will be intimated to all the eligible tenderers through their registered email id.

5. The Bank reserves the right to accept or reject any or all e-tenders without assigning any reason thereof.

Note: All the tenderers must note that any amendments/corrigendum to the e-tender, if issued in future, shall only be notified on the website of RBI as provided above and shall not be published in any newspaper.

**Regional Director
Reserve Bank of India
Lucknow**

SCHEDULE OF TENDER (SOT)

NOTE: This is an open tender enquiry. Those bidders / vendors who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate in this tender. Bidders may check their eligibility for participation in this tender before submitting the bids.

A. Nature of work	Tender for Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes.
B. E-tender No.	RBI/Lucknow Regional Office/Issue/1/26-27/ET/80
C. Mode of Tender (Online)	e-Procurement System on MSTC e-commerce site (https://www.mstcecommerce.com/eprocn/) (Online Part - I - Technical Bid and Part - II – Price Bid)
D. Period of contract	(July 01, 2026 to March 31, 2028) The period is extendable up to one year with/without revision in the terms of the contract, as mutually agreed.
E. Estimated value of work	₹40,70,000 approx. for one year and ₹71,22,500 approx. for Twenty One months from July 01, 2026 to March 31, 2028. It may be noted that actual value of work may vary and may increase or decrease during the period of contract.
F. Date on which NIT will be available to parties to download	From May 14, 2026 (from 11:00 AM onwards) to June 04, 2026
G. Pre-Bid meeting (Offline)	May 21, 2026 at 03.30 PM Venue: Issue Department, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow
H. Earnest Money Deposit (EMD)	2% of the Estimated Cost i.e. ₹81400/- (Rupees Eighty One Thousand Four Hundred only) to be deposited in account no. 186003001 & IFSC–RBIS0LKPA01 of RBI Lucknow (by NEFT only).
I. Last date of submission/deposit of EMD through NEFT	June 04, 2026 by 12:00 PM
J. Transaction Fee	As applicable on MSTC portal.
K. Date of starting of e-tender for submission of online Techno Commercial Bid and Price Bid at	May 14, 2026 from 11:00 AM onwards https://www.mstcecommerce.com/eprocn/

L. Date of closing of online e-tender for submission of Techno- Commercial Bid & Price Bid	June 04, 2026 by 2.00 PM
M. Date and time of opening of Part-I (i.e. Techno-Commercial Bid)	June 04, 2026 on or after 3.30 PM
N. Time of opening of Financial Bid	Part - II i.e. Price Bid will be opened in respect of only those tenderers whose Part - I i.e. Techno-Commercial Bid is found to be acceptable by the Bank. Such tenderer(s) shall be intimated date of opening of Part - II Price Bid, through email provided by them.

In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tenders received after due date and time shall be rejected.

Tenders not complying with the provisions of bidding documents are liable to be rejected.

In case of any problem/dispute, decision of Regional Director, RBI Lucknow will be final and binding on all parties.

RBI is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender.

The Bank also reserves the right to reject any or all the tenders without assigning any reason thereof.

Tender document can be downloaded from www.mstcecommerce.com and www.rbi.org.in.

Regional Director

Important Instructions Regarding E-tender

This is an e-procurement event of Reserve Bank of India, Lucknow. The e-procurement service provider is MSTC Limited.

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

1. 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 Technical Bid as well as Price Bid will be / has to be done over the internet. The Vendor should possess Class III signing and encryption type digital certificate. Vendors have to make their own arrangement for bidding from a PC connected with Internet. MSTC/RBI LUCKNOW is not responsible for making such arrangement (Bids will not be recorded without Digital Signature).

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

- a. Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt. depts → Select RBI Logo → Register as Vendor -- Filling up details and creating own user id and password → Submit.
- b. 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, vendors may contact RBI/MSTC, (before the scheduled time of the e-tender).

In case of any clarification, please contact MSTC/RBI, LUCKNOW, (before the scheduled time of the e-tender).

Contact person (MSTC Ltd):

MSTC Technical Help Desk-0361-2221199

Mr. Vijay Narayan Singh	Sr. Executive	09909080178
Technical Assistance in MSTC site	0522-4244702	IVRS No-07969066600
Kolkata Head office	033-35013220/21/22	
MSTC Technical Help Desk	0361-2221199	

Availability

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

Contact person (RBI Lucknow):

Shri Vimal Kishore, Assistant General Manager vimalkishore@rbi.org.in Phone No: 0522-4667111	Shri Nishant Handa, Assistant Manager nishanthanda@rbi.org.in Phone No: 0522-4667111
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B) System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-9 and above Internet browser.
- iii) Signing type Digital Signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied.

Tools => Internet Options => Security => Disable Protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.

Other Settings:

Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→ Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)

For more details, vendor may refer to the **IE Tab Settings Guide, Edge Browser and IE Tab in System Settings and FAQ** available at www.mstcecommerce.com/eprocn/

2. **(A)** All vendors fulfilling the eligibility criteria need to upload documents as indicated therein in support thereof along with the tender.

(B) Part - I Technical bid will be opened electronically on specified date and time given in the NIT. Part - II Price bid will be opened electronically of only those bidder(s) whose Part - I Technical Bid is found to be Techno-Commercially acceptable to RBI, LUCKNOW. Such bidder(s) will be intimated date of opening of Part - II (Price Bid), through valid email confirmed by them.

Note: The tenderers are advised to offer their best possible rates. There would

generally be no negotiations. Hence, bidders may note to submit the most competitive prices while submitting the price bid. However, in case the lowest bid/rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the bid/rate is still considered high, action as per prevailing instruction/guideline shall be taken.

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

4. **Special Note towards Transaction Fee:** The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto-authorized, and the vendor shall be receiving a system generated mail. **Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without payment of the transaction fee. 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.

5. No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from website. The Bidders are strongly advised to regularly visit the RBI/MSTC website to ensure that they are aware of the amendments, if any. The addendum (s)/corrigendum, if any, issued will form part of the contract document. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).

6. E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender). Bidder(s) are advised to make remittance of EMD and tender fee, if any, to Reserve Bank of India, Lucknow as advised in the NIT.

7. **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 the tender inviting authority.
- b. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- c. 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 → PSU/Govtdepts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event
- d. The bidder should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the bidder will not be able to save/submit his Technical bid.
- e. 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 re-submit the same and again click final submission.
- f. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- g. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- h. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i. 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**.
- j. 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.
- k. Bank 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.
- l. 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.
- m. 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.

8. Any order resulting from this open e-tender shall be governed by the terms and

conditions mentioned therein.

9. No deviation to the technical and commercial terms and conditions are allowed.

10. RBI, LUCKNOW has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

11. Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprocn/ to familiarize them with the system before bidding.

12. The bid will be evaluated based on the filled-in technical & commercial formats.

13. The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) shall be forfeited. Punitive action including suspension, blacklisting and banning of business may also be taken against defaulting bidders by the Bank.

14. The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

Section - I
Letter of Offer

To,
The Regional Director
Reserve Bank of India
Issue Department
8-9, Gomti Nagar
Lucknow - 226010

Dear Sir,

I/We hereby submit that I/we have carefully examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and visited and examined the nature of the works specified in the said memorandum and 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 and at the rates mentioned in the attached Schedule of Quantities, specifications and in accordance with all respects, in Agreement with the Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

S. No.	Particulars	Details of Tender
1	Description of works	Tender for Supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes.
2	Estimated cost/expenditure which may be incurred by the Bank during the contract period i.e. from July 01, 2026 to March 31, 2028	₹71,22,500 approx. (Rupees Seventy One Lakh Twenty Two Thousand Five Hundred only) for Twenty One months. The amount is indicative only and the Bank is not under any obligation to incur expenditure equal to or exceeding the estimated cost / expenditure mentioned in this memorandum.
3	Mode of payment	NEFT
4	Earnest Money Deposit (EMD)	₹81,400/- (Rupees Eighty One Thousand Four Hundred only) to be paid by way of NEFT to Reserve Bank of India, Lucknow Account Details:

		Account Name: NEFT INWARD RECEIVED Beneficiary Account Number: 186003001 Beneficiary IFSC: RBIS0LKPA01 ('0' is Zero at both places)
5	Performance Bank Guarantee	A Performance Bank Guarantee from a scheduled commercial bank for a sum of at least ₹203500 (Rupees Two Lakh Three Thousand Five Hundred only) in favour of Reserve Bank of India shall be deposited within 10 days after the issue of notification of award.
6	Contract Period	21 months (from July 01, 2026 to March 31, 2028)
7	Extension of the contract	The contract may be extended by the Bank at its discretion for a further period of one year without any variations in terms and conditions of the original contract agreement or subject to the terms and conditions mutually agreed upon between the parties.

2. I/We undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.

3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.

4. I/We have deposited a sum of ₹81400/- (Rupees Eighty One Thousand Four Hundred only) as Earnest Money Deposit with the Reserve Bank of India, Lucknow, which bear no interest. Should I/ we fail to execute the contract, when called upon to do so, I/we do hereby agree that this sum shall be forfeited to the Reserve Bank of India. I/We also agree that in the event of the occurrence of any of the events that lead to forfeiture of EMD and I/We shall have no objection to the same. I am/we are also liable to be debarred from participating in any future tender or undertaking any work in the Bank for a minimum period of one year extendable to three years.

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

6. I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part - I of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and me/us in writing.

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

8. The Tender is submitted through e-tendering process in two parts, i.e., Part - I and Part - II. Part - I contains all commercial terms and conditions and technical particulars and Part - II contains only the price bid in the Bank's proforma.

Dated this _____ day of _____ 2026.

For and on behalf of M/s _____

(Signature with seal)

Designation _____ Place _____ Date _____
(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses:

(1) Signature with Name, address and date

(2) Signature with Name, address and date

Section – II

Scope of Work & Commercial Conditions

The tenderer shall supply sufficient number of adult and able bodied labourers / mazdoors as specified in requisition for

- i) Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the Reserve Bank of India, Lucknow or any premises identified by the Bank.
- ii) Loading, unloading, stacking of full notes boxes in the premises of the Reserve Bank of India, Lucknow, railway stations/ airports or any premises identified by the Bank.

Eligibility:

The tenderers must be a reputed, experienced and license holder Labour Contractor having:

- i) The bidder must have at least three years' experience (ending month of March prior to bid opening) of similar type of services (similar work means each similar completed work executed under a single tender/contract) to Central/State Government/ PSUs/Nationalized Banks/Reputed organisations. Services rendered with list of such Central/State/PSUs/Nationalised Banks with duration of service shall be furnished.
- ii) The bidder must have successfully executed/completed similar services over the last three years i.e., the current financial year and the last three financial years:
 - a. Three similar completed services with each costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 - b. Two similar completed services with each costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 - c. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Note:

“Similar Services” will mean services provided by the tenderer for supply of Labourers/Mazdoors for handling note boxes/coin bags to Central/State Government/ PSUs/ Nationalized Banks/ Reputed Organizations. The decision of Reserve Bank of India, Lucknow on whether the past work experience of any tenderer qualifies as work of similar nature or not as necessitated under Eligibility Criteria given in the tender document shall be final and binding on all the tenderers.

- iii) Minimum average annual turnover of at least 30% of estimated cost during the

last three years, ending 31 March of the previous financial year, duly supported by audited financial statements.

- iv) Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank.
- v) The Contractor should possess a valid license issued by the Assistant Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulations and Abolition) Central Rules, 1971.
- vi) The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
- vii) In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the Regional Office of the Bank for execution of the contract.
- viii) The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank.
- ix) In case of proprietorship, duly executed deed of assignment clearly identifying the representative who will be liable to perform the contractual obligation in case of the death of the proprietor shall also be submitted. However, in such an eventuality purely as stop gap arrangement, it shall be the prerogative/right of the Bank to continue the contract for the remaining period or till new agreement is executed.

Note: The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification/ eligibility.

Part II - Price Bid shall be opened electronically of only those bidder(s) whose Part I - Techno-Commercial Bid is found to be Techno-Commercially acceptable by RBI, Lucknow. Such bidder(s) shall be intimated regarding the date of opening of Part II - Price Bid, through valid e-mail confirmed by them.

Commencement / Renewal:

- i) On receipt of intimation from the Bank of the acceptance of his/her tender, the successful tenderer shall be bound to execute and implement the contract. The successful tenderer shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates. The cost of stamp paper will be borne by the successful tenderer.
- ii) The contract shall be valid for 21 months at a time (i.e. July 01, 2026 – March

31, 2028) which can be extended by the Bank at its opinion for a further period of one year with/without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions. Thereafter fresh bidding for the new tender for the said service may be undertaken.

- iii) When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether he is willing to renew the contract for a further period on the existing terms and conditions.
- iv) In case of an increase in charges solicited by the contractor for renewing the contract, the Bank may examine the reasonableness of the increase solicited and may, at its opinion, undertake negotiation with the contractor regarding the increase solicited.

Earnest Money Deposit:

- i) Interested tenderers shall deposit Earnest Money of ₹81400/- (Rupees Eighty One Thousand Four Hundred only) by way of NEFT to A/c No.186003001 of RBI, Lucknow (IFSC Code-RBIS0LKPA01) by June 04, 2026 by 12:00 PM. If the tenderer, after submission of the tender, demurs, resiles or deviates from his/their offer or modifies the terms and conditions thereof which are not acceptable to the Bank, EMD shall be forfeited without assigning any reasons thereof.
- ii) E-tender quotes received without the deposit of required EMD shall be rejected.
- iii) The EMD of successful tenderer shall stand discharged on production of a Performance Bank Guarantee (PBG) of ₹203500 (Rupees Two Lakh Three Thousand Five Hundred only) in favour of Reserve Bank of India, Lucknow towards Security Deposit within 10 days of award of work as per conditions specified in the tender document and in the 'Performance Bank Guarantee format provided ([Annex I](#)) at the end of tender document.
- iv) In case the invitation of e-tender be withdrawn or cancelled by the Bank, which shall have the right to do so at any time, no compensation/reimbursement shall be payable to tenderers for incurring expenditure in the process of submitting the tenders or preparation, therefore, or for the registration charges or other charges/fee paid by them to MSTC Ltd for getting registered.
- v) In case the successful tenderer fails to furnish the security deposit in the form of Performance Bank Guarantee as prescribed under this Tender Document, EMD shall be forfeited by the Bank, without prejudice to liability of the tenderer for any further loss or damage incurred in consequence, by the Bank.

Performance Bank Guarantee:

- i) A Performance Bank Guarantee (PBG) of ₹203500 (Rupees Two Lakh Three Thousand Five Hundred only) in favour of Reserve Bank of India, Lucknow shall be deposited within 10 days after the issue of notification of award by RBI.
- ii) The PBG shall be valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor. Submission of PBG shall be ensured as stipulated in the tender. If the contract is renewed, the contractor will arrange to provide an extended Performance Bank Guarantee accordingly.
- iii) In case of delays in submission in unavoidable circumstances, charges for the delay in submission of PBG will be recovered from the bills of contractor at Bank rate.
- iv) No interest shall be payable on the amount of PBG.
- v) Upon increase in the value of contract due to increase in the number of note boxes / coin bags handled, the Bank reserves the right to increase the amount of bank guarantee and the contractor shall provide bank guarantee of additional amount.

Duties of the contractor:

It shall remain the contractor's responsibility to successfully execute the contract till the completion of validity period. In case contractor fails to deliver the assigned work, his/ her PBG shall be invoked. Further, the contractor has to indemnify the Bank from any type of loss due to any negligence on their part and for which the Bank is not responsible.

- i) The Contractor shall, at all times during the Contract Period, within twelve hours from the receipt of written or verbal requisition to the effect from the General Manager/Deputy General Manager-in-Charge, Reserve Bank of India, Issue Department, Lucknow or any of his/her subordinate officer(s), supply as many able bodied mazdoors/labourers as may be required for handling coin bags and note boxes and also for miscellaneous incidental items of work in the Issue Department, Reserve Bank of India, Lucknow as may be specified in the notice.
- ii) The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as Public Holiday/s under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute/provision applicable in this respect.

- iii) On urgent occasions/cases, certified by the General Manager/DGM-in-charge, Issue Department, RBI Lucknow, the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of three hours. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area i.e. the safety-yard.
- iv) The contractor shall not assign or let out or sublet the contract onwards. He/She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the PBG.
- v) The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability/activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the coin bags/note boxes or by reason of any act of dishonesty or fraudulent conduct on his/ her part or on the part of mazdoors or other personnel engaged by the Contractor.
- vi) The Bank shall have the right to direct the contractor not to engage the services of any mazdoor/worker who are incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the services of any workers/mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers/mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of ₹500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and invoke the PBG.
- vii) The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager/Deputy General Manager-in-charge, Issue Department, RBI, Lucknow shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager/Deputy General Manager-in-charge, Issue Department, RBI, Lucknow determines that the insurance cover is not sufficient (amount) or does not cover all the

risks to which employees/mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/Deputy General Manager-in-charge, Issue Department, RBI, Lucknow failing which the Bank may purchase insurance for the additional amount and/or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.

- viii) The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees/officials who shall be associated with carrying out of the work subject of this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees/officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees/officials verified by the Police Department before the commencement of the contract.
- ix) The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes and Coin Bags.
- x) The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the Contractor. The maintenance of record/muster for marking the presence/absence of contract labour shall be the responsibility of the Contractor and such record/muster shall always be under the control of the Contractor.
- xi) The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.
- xii) The contractor will adhere to the relevant provisions of IS policy of the Bank.
- xiii) Any notice (other than urgent notices) given under clauses may be countermanded by the Deputy General Manager-in-charge/General Manager on his giving a notice of such countermand either in writing or verbally or by telephone not less than three hours before the hour fixed for supply of labourers and the contractors shall be entitled to no payment of remuneration and compensation in respect thereof. Further, when remittances are received beyond the scheduled time of arrival of the specified train because of their late

running, the Contractor shall not be entitled to any charges on the account.

Payment and Taxes:

- i) The payment will be made on monthly basis.
- ii) The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. The prices quoted shall be inclusive of all taxes (but exclusive of GST), duties, local levies, works contract tax or any other taxes as applicable imposed by Central/State Government/Local Bodies at extant rates. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.
- iii) The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.
- iv) All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from the dues payable or becoming payable to the contractor. PBG may be invoked as last resort.
- v) In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/Officer-in-Charge, Reserve Bank of India, Lucknow shall be final and binding to on both parties.
- vi) All payments to the Contractor shall be subject to the Tax Deducted at Source, at the rate/s specified under the relevant laws/rules in this regard.
- vii) For the payment purpose, work completed in all respects need to be duly certified by the Station Duty Officer/Joint Custodian of the vault who are working in the capacity of officers of the Bank.
- viii) In the case of the contractor undertaking any additional work other than those specified in the Schedules, the bills will be settled as per the rates agreed mutually between the parties in writing before the said additional item of work is started.

Disqualification/Termination/Penalty:

- i) It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case the tender of the tenderer shall be liable for rejection in addition to getting blacklisted for a minimum

period of one year extendable to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.

- ii) The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination. The Contractor shall carry out the works assigned by the Bank to the Contractor during the notice period with due diligence, dispatch and efficiency.
- iii) In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labourers/mazadoors or any breach of instructions of the contract, considered by the General Manager/Deputy General Manager -in-Charge, Issue Department, Reserve Bank of India, Lucknow to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-Charge in consultation with Regional Director/Officer-in-Charge may impose a fine not exceeding ₹5,000 (Rupees Five Thousand only) on the contractor.
- iv) In all cases where the contractor has been levied a cumulative penalty of five percent of the total contract value, the extension beyond the initial period of 21 months may not be considered.
- v) Continuation of the contract shall be primarily depending upon the performance of the contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.
- vi) If the Contractor fails to provide services for more than three occasions continuously, then the Bank has right to terminate the Contract with/without giving any notice whatever may be the reason. In such case the Contractor has no power to claim compensation.

Compliance with Statutes:

The contractor shall abide by all relevant laws in force in the country and State of Uttar Pradesh. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible.

- i) The bidder must ensure adherence to various statutory provisions relating to labour, taxation, workmen safety, child and women labour, employment reservations etc. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/Income Tax/PAN/EPFI/ESI authorities/Indian Registration Act 1908/Labour license etc;
- ii) There shall be no employer-employee relationship between the Bank and the persons deployed for the purpose of the contract. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity

under Payment of Gratuity Act, 1972 or any other applicable law in force for the purpose to their deployed workmen/labourers as per the notification published by Central Govt./State Govt. whichever is higher from time to time, besides paying all other statutory payments.

- iii) The workmen/labourer should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen /labourers should be given Employees Provident Fund as per EPF Act, 1952, Bonus and/or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen/labourers. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract. The Contractor shall maintain all records and legal documents updated as per the prevailing statute and have to produce before the management/statutory authorities as and when asked for.
- iv) The Contractor shall not supply Child Labour, which is prohibited under the Child Labour (Prohibition and Regulation) Act, 1986.
- v) The wage period has to be fixed by the Contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it should be in presence of the Bank's official under his/her signature. Alternatively, employees' bank account may be credited and bank statements indicating payments may be submitted.
- vi) The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor to lapse or default on his/her part in discharging his/her obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.
- vii) The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 by any mazdoor or other persons deployed by him/her for execution of the contract. In case of any complaint of sexual harassment against its employees/labourer within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and he shall ensure taking proper action under the Act in respect of the said complaint. The contractor shall be responsible for educating its

employees about prevention of sexual harassment at work place and related issues.

- viii) 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.
- ix) 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 the Bank's employee, if sexual violence by the employee of the Contractor is proved.
- x) In case where the number of labourers engaged are less than 20, the contractor must submit a quarterly certificate that:
"They have not engaged more than 19 labourers on any day and continuous period of engagement of any labourer has not exceeded 240 days in a year."
- xi) The contractor shall indemnify and keep the Bank indemnified of any loss or damages caused to the Bank's property or any other person or claim made by any third party/authority during the execution of this contract.

Non-Disclosure Clause:

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/system/equipment etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same in the strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or 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 Bank. The contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

Workmen Safety and Insurance:

- i) The contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works.

- ii) The contractor shall take out and maintain, at their own cost but on terms and conditions approved by the Bank, insurance against the risks, and for the coverage, as shall be specified in the contract. The insurance policy submitted by the vendor may reflect the name of RBI and the name of the above work for which the insurance was taken.
- iii) The contractor shall provide and ensure sufficient protection gears like safety shoes, hand gloves etc. are being used by their workers while carrying out works.
- iv) The Bank shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties/ for inspection or otherwise.
- v) The quoted rates shall not be less than the minimum wage fixed/notified by the State Government - where the service is performed and shall include all statutory obligations.
- vi) The contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Bank shall not be liable for any dues for availing the services of the personnel.

The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Bank. The contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

Dispute Resolution Mechanism & Arbitration:

- i) If a dispute of any kind arises between the Bank and the contractor/counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate /engage in amicable discussions.
- ii) If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time and the arbitration shall be held at Lucknow only. Each party shall appoint one arbitrator, and the two appointed arbitrators, shall appoint the third arbitrator who shall act as the presiding arbitrator. The award passed by the arbitrator shall be binding on the parties and shall apply to the agreement.
- iii) Jurisdiction and Governing Law: The agreement shall be subject to the jurisdiction of the courts at Lucknow and the applicable laws in India.

Documents Required:

All the bidders should be asked to include the following information and documents with their bids:

- (i) Copies of original Registration certificate documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder. Appropriate business licences/ registrations:
 - a. GST registration certificate
 - b. PAN
 - c. Copies of EPF, ESI, Labour license
 - d. Copy of valid license under the Private Security Agencies (Regulation) Act, 2005 or the similar Act/ Rules promulgated by State in which the service is performed (in case of Security Service)
- (ii) Total monetary value of Services performed for each of the last five years.
- (iii) Copies of work orders and experience in Services of a similar nature and size for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts. Details of such clients is required to be dully filled by the bidder in the format given at [Annex II](#). Certificate of work completion from the clients to be submitted.
- (iv) Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
- (v) Audited financial Statements for the last three years (Copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period).
- (vi) Bank Account details.
- (vii) Authority to seek references from the Bidder's bankers. Format is required to be dully filled by the bidder given at [Annex III](#).
- (viii) Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount and
- (ix) Proposals for subcontracting components of the Services (if any) amounting to more than 10 (ten) percent of the Contract Price.
- (x) Copy of valid license issued by the Assistant Labor Commissioner, Government of India as provided under Section 12 (1) of the contract Labor (Regulation and Abolition) Act 1970 and the Contract Labour (Regulation and Abolition), Central Rules 1971

- (xi) Solvency certificate, given at [Annex IV](#), duly certified by the bank showing positive net worth as per the latest audited balance sheet.
- (xii) Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
- (xiii) Copy of cancelled cheque.
- (xiv) Duly completed and signed Letter of Offer (Section - I) of this tender document.
- (xv) Signed Scope of Work and Commercial Conditions (Section - II) of this tender document.
- (xvi) Duly completed and signed Technical Bid Form (Section – III) of this tender document.
- (xvii) Undertaking stating that the tenderer is not a wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
- (xviii) In case of proprietorship, duly executed deed of assignment clearly identifying the representative who will be liable to perform the contractual obligation in case of the death of the proprietor shall also be submitted. However, in such an eventuality purely as a stop gap arrangement, it will be the prerogative/right of the Bank to continue the contract for the remaining period or till a new agreement is executed.
- (xix) MSME certificate in case of registration under the MSMED Act, 2006.
- (xx) Duly filled proforma of Undertaking/Declaration/Certificate by the bidder regarding country sharing land border with India given at [Annex V](#).
- (xxi) Declaration by the bidder as to whether any of the bidder's relative is employed in the Bank or not. Declaration format is required to be dully filled by the bidder given at [Annex VI](#).
- (xxii) Documentary evidence of EMD paid.
- (xxiii) Police Verification Certificates of the labourers/mazdoors to be deployed by the contractor at Reserve Bank of India, Lucknow Regional Office to attend to the items of work specified in the contract.
- (xxiv) Any other document / information not forming part of List of Documents but the requirement of which is mentioned in the tender document shall be submitted by the bidder.

The above documents should be submitted/uploaded by the tenderer along with the Technical Bid while submitting the Bids through e-tender portal. In case of non-

submission of any of the above document by the tenderer, the tender will be treated as disqualified in Part-I at the sole discretion of the Bank.

Scrutiny/Evaluation:

The tenders comprising two parts i.e. Part I on "Technical Bid" and Part II on "Price Bid" shall be submitted through online bidding portal comprising of.

- (i) The tenders, comprising of two parts, will be submitted by the tenderers. Part I comprising scope of work and commercial conditions to be submitted comprising of:
 - a. Earnest Money Deposit through NEFT for an amount of ₹81400/- (Rupees Eighty One Thousand Four Hundred only). No interest shall be paid on this deposit.
 - b. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
 - c. Documentary evidences and documents required to be submitted under the tender.
 - d. Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person.
 - e. Masked Indicative Price Bid listing all the components as per Price breakup Schedule without indicating any prices.
 - f. Any other information the tenderer wishes to furnish.
- (ii) Part II comprising Price Bid of the tender to be submitted comprising of prices in Indian Rupees only with detailed break-up of price both in figures and words in the specified format given in Part II – Price Bid. No other enclosure is permitted in Part II. Change of terms and conditions and deviations, if any, found in Part II of the tender will not be considered and will be treated as null and void.
- (iii) Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, who choose to be present.
- (iv) The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders which do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
- (v) The Tenderers are advised to visit the site/s of work/s/activities, viz. Railway Station and Bank premises and acquaint themselves with the site conditions before submitting bids.
- (vi) Price bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on subsequent working day or any future date informed by the Bank.

- (vii) The Bank will award the contract to the tenderer whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has offered the Bid Price reasonable to the estimated considering the values of all the component of the contract for arriving L 1.
- (viii) Lowest among the quoted rates will be considered L-1 and work will be awarded to them. However, keeping in view of sensitivity of the work, the Bank shall be at liberty not to accept the lowest bid or any tender and reserves the right to reject any or all the tenders at any stage of the tendering process, either in whole or in part, without assigning any reason.
- (ix) In case of two or more tenderers becoming lowest, i.e., quoting the same amount, then discount on already quoted amount shall be obtained in sealed envelope from such tenders and lowest among the quoted rates will be considered L-1.
- (x) It is re-emphasised that all the firms need to get themselves abreast of the rules and regulations governing e-tendering as predetermined by MSTC Ltd. Failure to comply with either of the conditions relating to online tender process may render the tender Null and Void.
- (xi) The tenderer must quote rates for all the items of work for each category of tender/work and no part item of work shall be left blank in the system.

Issue and Submission of Tender:

- (i) E-tender document may be downloaded from website of MSTC Ltd after registration and obtaining login id and password.
- (ii) Tenderers are advised to fill up all the required columns in the prescribed space provided at the portal of MSTC Ltd. All the tenderers shall abide by the rules, regulations and terms and conditions prescribed by MSTC Ltd. for e-tendering. Any change/modification from the original will purely be guided by the terms and conditions of the e-tendering methods. Non-compliance to any parameters or wrong submission of any data/information may result in rejection of the tender/bid by the system for which RBI shall not be responsible and no correspondence to that effect shall be entertained by RBI.
- (iii) Each entry in the system needs to be completed in perfect, professional and suitable manner as prescribed by MSTC Ltd.
- (iv) All the terms and conditions relating to submission of the bid/s through e-mode/e-tendering system must be completed within stipulated time-period and all entries in the e-portal system must be made by the designated/authorised personnel of the firm/contractor.
- (v) The bids should be submitted only on-line through the portal of MSTC Ltd. The

firms/contractors are advised to initiate action as per the information /documents available in the website of MSTC Ltd and in conformity with all the terms and conditions mentioned thereat. All necessary columns must be filled in for participating in the e-tendering of Part I – Technical Bid and Part II – Price Bid.

- (vi) Please note that Part II (Price Bid) of only such bidders who are found eligible after scrutiny of the Part I bids shall be opened electronically on subsequent working days, which will be intimated to all the eligible bidders through e-mail/other mode of communication. In order to avoid any possibility of rejection of bids / price, all the contractors are advised to be conversant with all the terms and conditions, regulations, instructions, commands concerning the e-tendering system. RBI, Lucknow shall not be liable for any such misunderstanding or misinterpretation on the part of the contractors leading to rejection of all and /or any / partial bids.
- (vii) All insertions, postscripts, additions, over writings and alterations, if any, in the portal should be done in total compliance under the rules and regulations of MSTC Ltd. Failure to do so or any violation to any rules/regulations of MSTC Ltd. may lead to rejection of the tenders for which no requests/claims will be entertained.
- (viii) Tenders submitted electronically at the portal of MSTC Ltd should be complete in all respects with all required attachments/documents/self-authentication/enclosures /Annexes.
- (ix) All the bids for the said tenders should be submitted only through online at the portal of MSTC Ltd not later than 2.00 PM IST on June 04, 2026.
- (x) Since this is an e-tendering process, tenders sent in physical form through post or deposited in any of the Quotation Box shall not be accepted. Similarly, tenders submitted through Fax and E-mail shall not be accepted. No bids received online after expiry of the timeline shall be entertained under any circumstances whatsoever.

Opening of Tenders:

- (i) Part I of the e-tenders will be opened on or after 3.30 PM on June 04, 2026 online by Reserve Bank of India, Lucknow with the help of MSTC Ltd.
- (ii) The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, condition, etc. as prescribed in the tender document. The tenders that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
- (iii) Price Bid (Part II) of only such of the tenderers who are found eligible after scrutiny of their Part I of the tenders will be processed for opening for which

date and time will be intimated to all the eligible tenderers through their registered email id.

Validity of Tender:

The tender along with the prices quoted through e-tendering system shall remain valid initially for a period of 90 (Ninety) days from the date of opening of Part I of tender and the tenderers shall not cancel or withdraw the tender during this period. The validity period may be further extended by mutual agreement in writing between the tenderers and the Bank. Such withdrawal/cancellation during the initial validity period of ninety days or the mutually agreed extended period shall lead to forfeiture of the EMD by the Bank. The Bank shall not be liable for the same in any way.

Lowest Tender Not Necessarily To Be Accepted:

- (i) Keeping in view the special and sensitive nature of the work, the Bank shall be at liberty not to accept the lowest bid submitted electronically. The Bank reserves the right to reject any or all the tenders, either in whole or in part, without assigning any reason thereof.
- (ii) The tenderer, whose tender is not accepted online by the system/ software of MSTC Ltd, shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him for or in connection with his submission of online tenders, even though the Bank may elect to modify/withdraw the tender.

Conflict of Interest:

The tenderer shall not have a conflict of interest. All tenderers found to have a conflict of interest as mentioned below shall be disqualified.

- (i) Tenderers in two different applications have controlling shareholders in common.
- (ii) Tenderers (including their personnel) that have a business and family relationship with such members of the RBI staff who are directly or indirectly involved in the tender will not be awarded the contract.

Corrupt or Fraudulent Practices:

RBI requires that the applicants under this contract observe the highest standards of ethics especially during the currency of the contract. In pursuance of this policy, RBI:

- (i) Defines for the purpose of these provisions the terms set forth below as follows:
 - a) 'Corrupt practices' means the offering, giving, receiving or soliciting of anything of value to influence the action of public; and

- b) 'Fraudulent Practices' means a misrepresentation of fact in order to influence the execution of a contract to the detriment of the employer and include collusive practice among applicants/bidders (prior to or after its submission) designed to establish bid price at artificial non-competitive level and to deprive the employer of the benefit of free and open competition.
 - c) 'Collusive Practice' means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive level; and
 - d) 'Coercive Practice' means harming or threatening to harm, directly or indirectly the person or their property to influence their participation in the procurement process or affect the execution of a contract.
- (ii) Will reject proposal for award of work if it is determined that the applicant recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.
 - (iii) Will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it is at any time determined that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

Risk and Cost:

In the event of any breach by the contractor or in the event of early termination of the contract, the contractor shall be fully liable to risk and cost in addition to any other remedy, whichever, the Bank may have under the contract. The amount of risk and cost shall be adjusted/appropriated from any amount due and payable to the contractor including invocation of Performance Bank Guarantee. The contractor shall not have any objection to such appropriation.

Other Important Instructions:

A. General Conditions:

- (i) Bank shall not be responsible for the completeness of this Tender Document.
- (ii) In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the Tender.
- (iii) The tenderer is required to examine all instructions, forms, terms, and specifications in the Tender Document. Failure to furnish all/any information or documentation required by the Tender Document may result in the rejection of the Tender.

B. Situations leading to disqualification/rejection of tenders

- (i) Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification and exclusion from the process. Such Tenderer/s shall be blacklisted for a minimum period of one year extendable to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (ii) The tenders should be complete in all respects with all attachments/enclosures /annexure/supporting documents. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc., shall be out rightly and summarily rejected by the Bank.
- (iii) Tenders received by any means other than the MSTC website shall not be entertained/accepted. No correspondence will be entertained on this matter.
- (iv) Bid proposals received without or lesser than the prescribed EMD/processing fee shall be summarily rejected.
- (v) Tenders received after the due date and time shall be summarily rejected.
- (vi) A Conditional Bid shall be straightway rejected. Any additional clause proposed by the tenderer is liable to be rejected.
- (vii) No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.
- (viii) Further, if the quality of the services rendered by the bidder is found unsatisfactory based on feedback reports received from other offices of RBI or client reports or otherwise, it shall constitute ground for disqualification/rejection of their bid. There should neither be any case/charge under investigation/enquiry/trial against the Contractor, nor should he/she be convicted in a Court of Law or suspended/blacklisted by any organization/other offices of RBI on any grounds.

C. Force Majeure:

Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations, hereunder, if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared) provided however that any delay by the supplier shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

D. Disclaimer:

- (i) Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.
- (ii) The Bank reserves the right to modify, amend or supplement this document including the formats and Annexures.
- (iii) While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions, herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

E. Confidentiality Statement:

- (i) The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.
- (ii) The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.
- (iii) This Tender Document does not purport to contain all the information each tenderer may require.
- (iv) This tender document may not be appropriate for all persons, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.
- (v) Each tenderer shall conduct its own inquiry and analysis and should check the accuracy, reliability and completeness of the information in this tender document and wherever he/she feels necessary obtain independent advice from appropriate sources.

- (vi) The Bank and employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.

Signature of the Tenderer

Address

Seal

Date

Place

Section - III
Technical Bid Form
(To be filled, signed and uploaded on portal of MSTC Ltd.)

Sr. No.	Particulars	Information submitted by the Bidder		
		Office	Residence	Mobile
1.	Name of the Tenderer			
2.	Whether the tenderer is a company, partnership firm or proprietary concern			
3.	Name and designations of the persons who are authorized to execute the contract.			
4 (i).	Registered address of the Company/Partnership/Firm/Proprietorship Concern			
4 (ii).	Contact address of the Company/Partnership/Firm/Proprietorship Concern			
5.	Telephone Number (s)			
6.	E-mail ID			
7.	Fax Number			
8.	Address of the Office/Local representative of the Tenderer within municipal area of Lucknow			
9.	Experience in undertaking similar work (No. of years) (Client Certificates are to be attached)			
10.	Bank A/c Details: Name of the Bank Branch Address Nature of Account Account Number IFSC Code			
11.	Permanent Account Number			
12.	GSTIN			
13.	Annual Turnover of the last three years (audited financial statements are to be attached)	2023-24 2024-25 2025-26	(₹ (₹ (₹	in lakh) in lakh) in lakh)
14.	Net worth as per the latest audited balance sheet (Copy to be attached)			
15.	Whether any proceeding against the firm or its director/s are pending in any court? (Yes/No)			
16.	Whether the tenderer has ever been blacklisted by the Bank or State / Central Govt. department; (Yes/No) (If the firm or its director/s have ever been debarred from applying or blacklisted by any office of RBI or			

	convicted by any Criminal Court, they need not apply)	
17.	Details of valid license issued by the Assistant Labor Commissioner, Government of India as provided under Section 12 (1) of the contract Labor (Regulation and Abolition) Act 1970 and the Contract Labour (Regulation and Abolition), Central Rules 1971. (Copy to be attached)	
18.	Are you in a position to supply the required number of labourers at short notice?	

19. **Experience details:** Documentary evidence and relevant work experience certificates of having successfully completed similar works/contracts during last three years shall be submitted along with the tender, without which tender is liable for rejection at the discretion of RBI.

Sl. No.	Name of the Institution	Address and Phone No.	Contract Period	Actual Value of the work done in the Institution (₹)
i.				
ii.				
iii.				

20. **Contact details:** Details for conveying requisitions for vehicles

Name	Designation	Phone Number	Mobile Number	Fax No.	E-mail address

21. **Details of the Earnest Money Deposit:**

i.	NEFT Details	
ii.	Amount (in figures and words)	
iii.	Name of Bank	
iv.	Name of the Branch	

22. **Are the terms and conditions of the contract acceptable to the bidder? Yes/No**

If yes, a copy of the terms and conditions of the contract, given in Section-II of this tender document, duly signed on each page, should be submitted with the tender.

Declaration:

- a. I/We acknowledge that I/We have read and understood and do hereby accept all the terms and conditions mentioned in the tender document.
- b. All the information given by me/us are true and correct to the best of my/our knowledge and belief and if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action it may deem fit.
- c. I/we understand that our tender is liable for rejection at any stage if any information furnished by me/us is found to be incorrect/wrong and the decision of the RBI in this regard shall be final. I/We shall not raise any dispute regarding the decision taken by RBI in this regard.

Name of the Authorized Official of the Company/Partnership/Firm/ Proprietary Concern:

Signature (With Seal of the Company/Partnership/Firm/ Proprietary Concern):

Date:

Witness 1:

Signature:

Name:

Address:

Witness 2:

Signature:

Name:

Address:

Section – IV
Articles of Agreement
(To be entered with successful Tenderer)

This AGREEMENT made at Lucknow on the _____ day of _____ between the Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow 226010, having its Central Office at Fort, Mumbai 400 001, (hereinafter referred to as the Bank) represented by its General Manager, Issue Department which expression shall include his successors in office of the One Part And _____ hereinafter referred to as “the Contractor” (which expression shall include their heirs, legal representatives, successors) of the Other Part.

WHEREAS the Bank has approved the proposal of the Contractor for supply of mazdoor for:

- i) Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the Reserve Bank of India, Lucknow or any premises identified by the Bank.
- ii) Loading, unloading, stacking of full notes boxes in the premises of the Reserve Bank of India, Lucknow, railway stations/airports or any premises identified by the Bank.

WHEREAS the Contractor has agreed for the supply of mazdoor at the rates and terms specified in Schedule I hereto annexed for:

- i) Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the Reserve Bank of India, Lucknow or any premises identified by the Bank.
- ii) Loading, unloading, stacking of full notes boxes in the premises of the Reserve Bank of India, Lucknow, railway stations/airports or any premises identified by the Bank.

AND WHEREAS the Bank has accepted the proposal made by Contractor on the following terms and conditions agreed between the parties, hereto the agreement.

NOW IT IS MUTUALLY AGREED UPON BETWEEN THE PARTIES HERETO AND DECLARED AS FOLLOWS:

1(a). The Contractor shall, at all times during the Contract Period, within twelve hours from the receipt of written or verbal requisition to the effect from the General Manager/Deputy General Manager-in-Charge, Reserve Bank of India, Issue Department, Lucknow or any of his/ her subordinate officer(s), supply as many able bodied mazdoors/labourers as may be required for handling coin bags and note boxes and also for miscellaneous incidental items of work in the Issue Department, Reserve Bank of India, Lucknow as may be specified in the notice.

1(b). The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as Public Holiday/s under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute/provision applicable in this respect.

1(c). On urgent occasions/cases, certified by the General Manager/DGM-in-charge, Issue Department, RBI Lucknow, the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of three hours. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area i.e. the safety-yard.

1(d). The contractor shall not assign or let out or sublet the contract onwards. He/She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and invoke the PBG.

1(e). The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability/activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the coin bags/ note boxes or by reason of any act of dishonesty or fraudulent conduct on his/ her part or on the part of mazdoors or other personnel engaged by the Contractor.

1(f). The Bank shall have the right to direct the contractor not to engage the services of any mazdoor/worker who are incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the services of any workers/mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers/mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of ₹500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and invoke the PBG.

1(g). The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager/Deputy General Manager-in-charge, Issue Department, RBI, Lucknow shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager/Deputy General Manager-in-charge, Issue

Department, RBI, Lucknow determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees/mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/Deputy General Manager-in-charge, Issue Department, RBI, Lucknow failing which the Bank may purchase insurance for the additional amount and/or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.

1(h). The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees/officials who shall be associated with carrying out of the work subject of this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees/officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees/officials verified by the Police Department before the commencement of the contract.

1(i). The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes and Coin Bags.

1(j). The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the Contractor. The maintenance of record/muster for marking the presence/absence of contract labour shall be the responsibility of the Contractor and such record/muster shall always be under the control of the Contractor.

1(k). The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

1(l). The contractor will adhere to the relevant provisions of IS policy of the Bank.

1(m). Any notice (other than urgent notices) given under clauses may be countermanded by the Deputy General Manager-in-charge/General Manager on his giving a notice of such countermand either in writing or verbally or by telephone not less than three hours before the hour fixed for supply of labourers and the contractors shall be entitled to no payment of remuneration and compensation in respect thereof. Further, when remittances are received beyond the scheduled time of arrival of the specified train because of their late running, the Contractor shall not be entitled to any charges on the account.

1(n). It shall remain the contractor's responsibility to successfully execute the contract

till the completion of validity period. In case contractor fails to deliver the assigned work, his/ her PBG shall be invoked. Further, the contractor has to indemnify the Bank from any type of loss due to any negligence on their part and for which the Bank is not responsible.

2(a). The payment will be made on monthly basis.

2(b). The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. The prices quoted shall be inclusive of all taxes (but exclusive of GST), duties, local levies, works contract tax or any other taxes as applicable imposed by Central/State Government/Local Bodies at extant rates. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.

2(c). The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.

2(d). All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from the dues payable or becoming payable to the contractor. PBG may be invoked as last resort.

2(e). In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/Officer-in-Charge, Reserve Bank of India, Lucknow shall be final and binding to on both parties.

2(f). All payments to the Contractor shall be subject to the Tax Deducted at Source, at the rate/s specified under the relevant laws/rules in this regard.

2(g). For the payment purpose, work completed in all respects need to be duly certified by the Station Duty Officer/Joint Custodian of the vault who are working in the capacity of officers of the Bank.

2(h). In case where the number of labourers engaged are less than 20, the contractor must submit a quarterly certificate that:
“They have not engaged more than 19 labourers on any day and continuous period of engagement of any labourer has not exceeded 240 days in a year.”

2(i). In the case of the contractor undertaking any additional work other than those specified in the Schedules, the bills will be settled as per the rates agreed mutually between the parties in writing before the said additional item of work is started.

2(j). The amount of damage and loss sustained by the Bank due to the negligence of the Contractor and any fine imposed may be deducted by the Bank from time to time from any sums payable to the Contractor and/or recovered from him otherwise.

3(a). It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case the tender of the tenderer shall be liable for rejection in addition to getting blacklisted for a minimum period of one year extendable to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.

3(b). The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination. The Contractor shall carry out the works assigned by the Bank to the Contractor during the notice period with due diligence, dispatch and efficiency.

3(c). In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labourers/mazadoors or any breach of instructions of the contract, considered by the General Manager/Deputy General Manager -in-Charge, Issue Department, Reserve Bank of India, Lucknow to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-Charge in consultation with Regional Director/Officer-in-Charge may impose a fine not exceeding ₹5,000 (Rupees Five Thousand only) on the contractor.

3(d). In all cases where the contractor has been levied a cumulative penalty of five percent of the total contract value, the extension beyond the initial period of 21 months may not be considered.

3(e). Continuation of the contract shall be primarily depending upon the performance of the contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.

3(f). If the Contractor fails to provide services for more than three occasions continuously, then the Bank has right to terminate the Contract with/without giving any notice whatever may be the reason. In such case the Contractor has no power to claim compensation.

4(a). The contractor shall abide by all relevant laws in force in the country and State of Uttar Pradesh. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible.

4(b). The bidder must ensure adherence to various statutory provisions relating to labour, taxation, workmen safety, child and women labour, employment reservations etc. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/Income Tax/PAN/EPFI/ESI authorities/Indian Registration Act 1908/Labour license etc;

4(c). There shall be no employer-employee relationship between the Bank and the

persons deployed for the purpose of the contract. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 or any other applicable law in force for the purpose to their deployed workmen/labourers as per the notification published by Central Govt./State Govt. whichever is higher from time to time, besides paying all other statutory payments.

4(d). The workmen/labourer should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen /labourers should be given Employees Provident Fund as per EPF Act, 1952, Bonus and/or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen/labourers. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract. The Contractor shall maintain all records and legal documents updated as per the prevailing statute and have to produce before the management/statutory authorities as and when asked for.

4(e). The Contractor shall not supply Child Labour, which is prohibited under the Child Labour (Prohibition and Regulation) Act, 1986.

4(f). The wage period has to be fixed by the Contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it should be in presence of the Bank's official under his/her signature. Alternatively, employees' bank account may be credited and bank statements indicating payments may be submitted.

4(g). The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor to lapse or default on his/her part in discharging his/her obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.

4(h). The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 by any mazdoor or other persons deployed by him/her for execution of the contract. In case of any complaint of sexual harassment against its employees/labourer within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and he shall ensure taking proper action under the Act in respect of the said complaint.

The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

4(i). 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.

4(j). 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 the Bank's employee, if sexual violence by the employee of the Contractor is proved.

4(k). The contractor should indemnify and keep the Bank indemnified against any claim, prosecution or action arising out of the failure of the contractor to fulfil his obligations under the contract labour (Regulations and abolition) Act, 1970 ("the CLRA Act") and the Contract Labour (Regulations and Abolition) Central Rules 1971 ("the CLRA Rules") or under any other law. The Contractor will be required to obtain a licence from the competent authority as provided under section 12(1) of the CLRA Rules and also comply with the other requirements of the CLRA Act.

4(l). The contractor shall indemnify and keep the Bank indemnified of any loss or damages caused to the Bank's property or any other person or claim made by any third party/authority during the execution of this contract.

5. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/system/equipment etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same in the strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or 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 Bank. The contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

6(a). The contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works.

6(b). The contractor shall take out and maintain, at their own cost but on terms and

conditions approved by the Bank, insurance against the risks, and for the coverage, as shall be specified in the contract. The insurance policy submitted by the vendor may reflect the name of RBI and the name of the above work for which the insurance was taken.

6(c). The contractor shall provide and ensure sufficient protection gears like safety shoes, hand gloves etc. are being used by their workers while carrying out works.

6(d). The Bank shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties/ for inspection or otherwise.

6(e). The quoted rates shall not be less than the minimum wage fixed/notified by the State Government - where the service is performed and shall include all statutory obligations.

6(f). The contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Bank shall not be liable for any dues for availing the services of the personnel.

6(g). The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Bank. The contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

7(a). If a dispute of any kind arises between the Bank and the contractor/counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate /engage in amicable discussions.

7(b). If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time and the arbitration shall be held at Lucknow only. Each party shall appoint one arbitrator, and the two appointed arbitrators, shall appoint the third arbitrator who shall act as the presiding arbitrator. The award passed by the arbitrator shall be binding on the parties and shall apply to the agreement.

7(c). Jurisdiction and Governing Law: The agreement shall be subject to the jurisdiction of the courts at Lucknow and the applicable laws in India.

8(a). A Performance Bank Guarantee (PBG) of ₹203500 (Rupees Two Lakh Three Thousand Five Hundred only) in favour of Reserve Bank of India, Lucknow shall be deposited within 10 days after the issue of notification of award by RBI.

8(b). The PBG shall be valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor. Submission of PBG shall be ensured as stipulated in the tender. If the contract is renewed, the contractor will arrange to provide an extended Performance Bank Guarantee accordingly.

8(c). No interest shall be payable on the amount of PBG.

8(d). Upon increase in the value of contract due to increase in the number of note boxes / coin bags handled, the Bank reserves the right to increase the amount of bank guarantee and the contractor shall provide bank guarantee of additional amount.

9. The Contractor shall ensure that no action of the Contractor and/or its employees and/or personnel shall violate prevailing laws and regulations. The Contractor shall not engage any staff with criminal background against whom there is any complaint registered with the law enforcement agencies.

10. The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by the Bank's staff/guests, etc. The contractor's employees shall not have any employee-employer or master- servant relationship with Bank.

11. The contract shall be for a period commencing from **July 01, 2026 to March 31, 2028**. This contract may, within the period hereinabove mentioned, be terminated by either of the two parties to it by giving to the other party three months' notice in writing of such termination. However, if there is any criminal case lodged against the Contractor, the contract shall be unilaterally terminated by the General Manager/Deputy General Manager forthwith without any notice or recourse to compensation.

12. The provisions of this agreement and the rates shown in the enclosed schedules are effective from **1st day of July 2026**.

13. In case of any problems related to the labour/workmen staff of the Contractor, the same shall be settled at the contractor's end only. The Contractor shall indemnify Reserve Bank India, Lucknow suitably. The personnel/staff of the contractor have no claim whatsoever against Reserve Bank of India and it shall be the duty of the Contractor to clearly inform his own personnel/staff that they shall have no claim whatsoever against Reserve Bank of India and they shall not raise any industrial dispute, either directly and / or indirectly, with or against Reserve Bank of India, in respect of any of their service conditions or otherwise.

14. The Contractor shall indemnify and keep indemnified, defend and hold good the Reserve Bank of India, Bank's Directors, the officers, employees and agents of the Bank against loss, damage or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Contractor or their services personnel on account of misconduct, omission and negligence by the Contractor or his service personnel.

15. The contractor shall indemnify and keep the Bank indemnified against any

pecuniary loss suffered due to non-payment or short-payment of wages, taxes, duties and levies which the Bank may be required to pay on demand/orders issued by any court, statutory or administrative authority or municipality. Amount paid by the Bank in compliance with such orders/demands shall be recovered from the performance bank guarantee or other dues payable to the contractor under this or any other contract with the Bank, failing which the amount shall be deemed as debt due by the contractor to the Bank. The Bank shall have the right to institute appropriate legal proceedings for recovery of such amounts along-with the costs and interest rate at 18.00% p.a. for the amount of default for the entire period of such default.

16. The amount of demurrage charge paid to Railways due to deficiency in service of the contractor, damage or loss sustained by the Bank and any liquidated damages imposed on the Bank or expenses which the Bank may be required to bear in defending itself in any proceeding/s initiated by or before any court, statutory, administrative or municipal authorities shall be recovered by the Bank from the performance bank guarantee or other dues payable to the contractor under this or any other contract with the Bank. Amount outstanding after adjustment of performance bank guarantee shall be recovered from dues payable or falling due to the contractor failing which the amount/s shall be recovered as debt due by the contractor to the Bank. The Bank shall have the right to institute appropriate proceedings for recovery of such debt. If such amount is recovered from the performance bank guarantee, the contractor shall make good the deficiency so arising in performance bank guarantee within five working days from the date of adjustment. The Bank shall have the right to charge interest at simple rate of 18.00% per annum for the amount of deficiency for the period of such deficiency.

17(a). The contractor should provide Suitable Uniforms and Photo Identity Cards to all personnel like supervisors, labours and other staff who may be associated with the execution of the work/s subject of this agreement. The responsibility to monitor, administer, personnel/employee of the contractor deployed for the work under this agreement and to maintain order amongst them shall be the sole responsibility of the contractor. The contractor shall ensure that his employees/personnel do not create any disorder, indiscipline or obstruction in the operation of the Bank by either disrupting/obstructing the work under this contract or other work/operations of the Bank whether being carried out by the Bank's employees /officers or employees/personnel of other contractors doing the work of the Bank.

The contractor shall also ensure that his employees/personnel do not misbehave, quarrel or fight with Bank's employees or officers or employees/personnel employed by other contractors engaged by the Bank or damage property of the Bank or vehicles of the Bank or its officers/employees parked inside the Bank premises. If the Bank comes to a conclusion that the contractor had failed to monitor his employees/personnel, the Bank may impose a liquidated damage of ₹10,000/- (Rupees Ten Thousand only) for each such instance. The contractor shall also be liable to compensate the persons who suffer any injury as a result of misbehaviour/negligence of his personnel. The Bank may also direct the contractor not to engage any persons/s who had misbehaved, quarrelled or injured any employee/officer of the Bank or any employee/personnel employed by any other

contractor or damaged the property of the Bank. Failure to obey such direction of the Bank shall entitle the Bank to impose liquidated damages of ₹2,000/- (Rupees Two Thousand only) for each such instance specified in such direction. The liquidated damages shall be in addition to the actual loss suffered by the Bank to its properties. The Bank shall be entitled to recover such amount from any amount payable to the Contractor under this contract or any other contract with the Bank.

17(b). An injured person during the execution of work shall be taken to a nearby public hospital without loss of time. In case where the injury necessitates hospitalization, the contractor shall arrange for the same.

18(a). The contractor shall have sufficient means of communication to enable the Bank to have continuous communication with him. At the minimum, the contractor shall have one telephone (Landline), one mobile number, one fax number and one e-mail address all of which should be operational all the time. The contractor shall put adequate arrangements in place to immediately respond to a request, requisition and instructions issued to the contractor over any one or more of the above means of communication. The contractor shall provide name/s of the contact person/s for the said purpose immediately upon signing of this agreement. Any change in the name/s of the contact person/s shall be notified by the contractor to the Bank immediately. The contractor shall immediately notify the Bank of any change in his/her telephone numbers/e-mail address. In case of any temporary disruption in any of the above means of communication, the contractor shall put alternate arrangements in place immediately to keep the communication link always functional. Failure to establish and maintain any of the above means of communication or making alternate arrangement in case of any disruption may lead to imposition of liquidated damages of ₹500 (Rupees Five Hundred only) per day for every non-functional channel of communication.

18(b). If at any time Bank is not in a position to communicate with the contractor due to disruption in all the means of communication or otherwise the Bank shall be forced to send communication through REGISTERED POST and communication shall be treated as complete on submission of the same to the POST OFFICE by the Bank.

19. As there may be more than one contractors who may be carrying out various aspects of the work of the Bank, it will be the duty of the Contractor to ensure that his employees co-operate with the employees / personnel who do such work to ensure smooth conduct of the Bank's work. The Contractor shall keep close co-ordination with the Bank employees and other contractors to ensure the requirement of this clause.

20. The agreement shall not constitute to create any employer-employee relationship between the Bank and the personnel engaged by the contractor or the contractor and no claim whatsoever on this count shall be entertained by the Bank.

21. The contractor shall take all reasonable precautions to prevent any unlawful activity, riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and properties of the Bank.

22(a). The Contractor shall maintain the documentary evidence of compliance of the

extant statutes, rules, orders, etc. in the forms prescribed thereunder. The Bank shall have the right to call for and examine/inspect/verify such documents to satisfy itself of such compliance. The Contractor shall furnish such documents to the Bank within reasonable time not exceeding five working days after communication of such requirement is served on the Contractor in writing or any other period directed by a court, tribunal, authority etc. whichever is shorter. If the Contractor fails to furnish complete documents in all respects, the Bank shall have the right to impose a liquidated damages of ₹1,000/- (Rupees One Thousand only) per day after expiry of the time permitted for submission of the documents.

22(b). Any pecuniary loss, liquidated damage, payment etc. incurred/made by the Bank due to non-maintenance by the Contractor or non-furnishing of such records by the Contractor leading to inability of the Bank to present such records before any court or statutory or administrative authority or municipal body, if required to do so by the later, shall be recovered by the Bank from the Performance Bank Guarantee or other dues payable to the contractor under this or any other contract with the Bank. If the Bank is unable to recover the amount/s fully, the remaining amount shall be recovered as debt due by the Contractor to the Bank.

22(c). The Contractor shall indemnify and keep indemnified the Bank, if any proceedings are initiated against the Bank in respect of statutory dues or compliance for which he/she is responsible. The Bank shall have the right to terminate the contract if the contractor fails to ensure compliance within reasonable time keeping in view the nature and seriousness of such non-compliance.

23. It shall be obligatory on the part of the contractor to pay wages which should not be less than minimum wages as prescribed by the appropriate authority from time to time during the occurrence of this contract, to his contract labour, retrenchment compensation, notice pay, gratuity and bonus as payable and the Contractor is liable to provide all welfare measures to the contract labour as required under applicable laws.

24. This contract may be extended for a further period of one year by granting extension by mutual agreement on the terms and conditions agreed upon by the parties and subject to the satisfactory performance of the contractor.

25. This Agreement shall be executed in counterparts/duplicate. The original agreement shall be kept with the Bank and the counterpart/duplicate shall be kept with the Contractor. The stamp duty and other expenses payable in respect of this Agreement in full (Original as well as counterparts duplicate) shall be borne and paid by the Contractor.

26. Hindi version of this agreement is for ready reference only. In the event of discrepancy between the two versions i.e. English version and Hindi version, the English version shall be treated as authentic and shall prevail over the Hindi version.

27. In case of an increase in charges solicited by the contractor for renewing the contract, the Bank may examine the reasonableness of the increase solicited and may, at its opinion, undertake negotiation with the contractor regarding the increase

solicited.

28. The contractor shall also make available to the Bank all registers, books and documents or other records maintained by the contractor physically, electronically or on any other medium when such registers, books and documents are required to be inspected, audited, verified or examined by the Bank's internal or external inspectors and/or auditors; under orders of a court, statutory, administrative or municipal authorities.

29. The terms and conditions mentioned in the tender document shall form the part and parcel of this agreement.

IN WITNESS WHEREOF, THE BANK through its authorized official and the Contractor have hereunto set and subscribed their hands at Lucknow, the day, month and year first above written.

Signature Clause

For and on behalf of The Reserve Bank of India

(Signature)

Name:

Assistant General Manager

Issue Department

Reserve Bank of India, Lucknow

WITNESS

Signature:

Name:

Designation:

Address:

For and on behalf of the Contractor

(Signature):

Name:

Seal:

WITNESS

Signature:

Name:

Address:

PERFORMANCE BANK GUARANTEE FORMAT

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

The Regional Director
Reserve Bank of India,
8-9, Vipin Khand, Gomti Nagar
Lucknow - 226010

Dear Sir,

Name of the Work- Supply of sufficient number of adult and able bodied labourers for handling of coin bags and note boxes

Bank Guarantee for PERFORMANCE SECURITY DEPOSIT

WHEREAS

Reserve Bank of India, Lucknow 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 ₹ _____ 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 ₹ _____ (Rupees _____ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be

treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of ₹ _____ (Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding ₹ _____ 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 ₹ _____ (Rupees _____ only).
 - b. Our liability under these presents shall not exceed the sum of ₹ _____ (Rupees _____ only).
 - c. Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.
 - d. This guarantee shall remain in force up to _____ (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).

Client's Certificate Regarding Performance of Contractor
(On Client's Letter Head)

Name & address of the Client:

Details of Works executed by Shri /M/s:

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

Signature of the Reporting Officer* with Office seal

Note:

- (i) All columns should be filled in properly.
- (ii) Clients Report/certificate (a) for each of qualifying similar completed works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank (b) for each of the qualifying similar completed works carried out for Private companies shall accompany Tax deduction at source, TDS certificate has to be submitted for proving the credentials/contract amount.

DETAILS OF BANKER(S)

S. No.	Particulars	Bank 1	Bank 2 and so on
1.	Name and Address of the bank		
2.	Details of facilities availed from the bank (including credit facilities, if any)		
3.	Contact Person		
4.	Email Id		
5.	Telephone Number		
6.	Fax Number		

I/We hereby provide my/our consent to Reserve Bank of India, Lucknow to take reference from any of my bankers.

Place:

Date:

Signature of bidder (with seal)

SOLVENCY CERTIFICATE
(on Bank's Letter Head)

REF NO:.....

DATE:.....

(To Whomsoever Concerned)

This is to certify that to the best of our knowledge and information, M/s_____ (Bidders name with complete address), a customer of our Bank, is respectable, and is capable of executing orders to the extent of ₹_____ (Rupees_____). M/s_____ have been our customer since_____ to date and has been granted the following limits, at present, against various facilities granted by the Bank:

.....
.....

2. M/s_____ is having net worth of ₹_____ as per the latest audited balance sheet.

This certificate is issued at the specific request of the customer.

Yours faithfully,

(Bank Official's signature & stamp)

PROFORMA OF UNDERTAKING / DECLARATION / CERTIFICATE BY THE BIDDER REGARDING COUNTRY SHARING LAND BORDER WITH INDIA

(To be submitted by the bidders on their letter head duly sealed and signed by the authorised signatory)

To
The Regional Director
Reserve Bank of India,
8-9, Vipin Khand, Gomti Nagar
Lucknow – 226010

Name of Work: _____

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

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

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

(Strikeout whichever of the above is not applicable)

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

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

Signature and name of the authorized signatory of the Bidder with rubber stamp

Date:

Place:

DECLARATION REGARDING RELATIONSHIP WITH BANK EMPLOYEE

(To be submitted by the bidders on their letter head duly sealed and signed by the authorised signatory)

To

The Regional Director
Reserve Bank of India,
8-9, Vipin Khand, Gomti Nagar
Lucknow – 226010

Sir/Madam,

I/We do hereby declare that the following Bank employees are related to the bidder:

1. Details of Relationship (if applicable):

S. No.	Name of Employee	Designation	Relationship with Bidder	Office/ Department

2. Declaration:

None of my/our relatives is/are employed in your bank.

The details of my/our relative(s) employed in your bank are provided above.

I/We understand that furnishing false information or suppression of facts may lead to disqualification from the bidding process and/or termination of the contract, if awarded.

Thank you for your consideration.

Place:

Date:

Signature of bidder (with seal)



**RESERVE BANK OF INDIA
Issue Department
Lucknow**

Tender

For

**Supply of sufficient number of adult and able-bodied labourers for
handling of coin bags and note boxes**

**PART II -
FINANCIAL BID**

e-Tender No: RBI/Lucknow Regional Office/Issue/1/26-27/ET/80

Name of Tenderer: _____

Address: _____

Note:

**All Tenderers are required to refer the items given in the Part I of
this document for details of the work under each item before
quoting.**

PART II- PRICE BID

S. No.	Particulars of work (To be carried out during contract period)	Unit of measurement	Approximate quantity (number of note boxes/coin bags/scrap bags/gunny bags/activities) to be handled per year	Quoted rate/unit (in ₹) (exclusive of GST)	Total (in ₹) (exclusive of GST)
			(Ai)	(Bi)	(Ai*Bi)
1	Outward Remittance: By Train Labour charges for removing the note boxes from the vaults, arranging, weighing, loading into the containers at Bank, unloading at Lucknow railway station and loading into the wagons.	Wooden/Steel note boxes	1000		
		Corrugated note boxes	1000		
2	Inward Remittance: By Train Labour charges for unloading note boxes from Railway wagons and loading into the containers at the Lucknow railway station, unloading at Office, arranging, weighing and stacking in the vaults.	Wooden/Steel note boxes	16000		
		Corrugated note boxes	1000		
3	Outward Remittance: By Road Labour charges for removing note boxes/coin bags from the vault, arranging, weighing, loading into the container at office for outward remittance.	Wooden/Steel note boxes	24000		
		Corrugated note boxes	1000		
		Coin bags	72000		
4	Inward Remittance: By Road Labour charges for unloading noteboxes/coin bags from the container at office arranging, weighing and stacking in the vaults for inward remittance.	Wooden/Steel note boxes	25000		
		Corrugated note boxes	1000		
		Coin bags	50000		
5	Labour charges for work of carrying and restacking the filled boxes/coin bags from one vault to another.	Wooden/Steel note boxes	3000		
		Corrugated note boxes	1000		
		Coin bags	10000		
6	Labour charges for work of carrying and restacking the filled boxes/coin bags within the same vault.	Wooden/Steel note boxes	3000		

		Corrugated note boxes	1000		
		Coin Bags	10000		
7	Labour charges for work of carrying and restacking the filled boxes in the same vault including PV, packing, etc.	Wooden/ Steel note boxes	2000		
		Corrugated note boxes	2000		
8	Labour charges for withdrawal of empty note boxes from the vaults.	Empty note boxes	15000		
9	Labour charges for loading of empty note boxes from vault to transport containers.	Empty note boxes	12000		
10	Miscellaneous Work				
10 (i)	Upward/downward shifting of filled wooden/steel note boxes if lift is not available	Wooden/ Steel note boxes	115		
10 (ii)	Upward/downward shifting of empty wooden/steel note boxes if lift is not available	Wooden/ Steel note boxes	115		
10 (iii)	Shredding of scrap bags in shredder and shifting of shredded scrap from one place to another place within RBI premises	Scrap bags	2400		
10 (iv)	Shifting of gunny bags of shredded currency note briquettes from one place to another place within RBI premises	Gunny bags of shredded currency note briquettes	20000		
Total [$\Sigma(A_i \times B_i)$]					

Formula to arrive L1

Lowest Bidder (L1) will be arrived at based on the approximate quantity (number of note boxes/coin bags/scrap bags/gunny bags/activities) to be handled per year for each item of work (A_i) and the rates quoted by the bidder (B_i) and using the Formula= $\Sigma(A_i \times B_i)$.

Note:

- (a) The Bidders are advised not to quote 'ZERO' amount in respect of above items.
- (b) The rates should be inclusive of all taxes but exclusive of GST.
- (c) Prices should be quoted in Indian Rupees only.
- (d) Activities/quantity/scope of works mentioned above are indicative only as per past experience and may vary in the future works. The contractor will not make any claim with respect to the number of note boxes/ coin bags handled during a year being less than the estimated quantity. The said Activities/quantity/scope of works mentioned above will not be considered as basis for payments. Payments will be made on the basis of actual work.
- (e) The Tenderers are advised to visit the site/s of work/s viz. Bank premises (i.e., RBI,

Lucknow), railway stations and acquaint themselves with the site conditions before tendering. The tenderer/s should quote rates for all the items of work and no part item of work will be contracted. The Contractor or his authorized representative should be present to supervise the work of mazdoors and should remain at the worksite as long as the work under the contract is in progress.

(Performa of Price Bid placed above is for your reference only. Price Bid to be filled in the MSTC e-tendering Portal Only)

I agree to the terms and conditions as stipulated in the tender document by RBI, Lucknow.

Date: _____

Signature of Applicant:

Name (_____)

(With rubber stamp/seal of the firm/company)