



निर्गम विभाग, भारतीय रिज़र्व बैंक, कानपुर
Issue Department, RBI Kanpur

निविदा आमंत्रण सूचना

क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, कानपुर ने सिक्कों के थैलों और नोटबॉक्स के संचालन के लिए पर्याप्त संख्या में वयस्क और सक्षम श्रमिकों की आपूर्ति के लिए एमएसटीसी के माध्यम से ई-निविदा आमंत्रित की है। अनुबंध की अवधि प्रारंभ में दो साल यानी 01 अप्रैल 2026 से 31 मार्च 2028 तक होगी और संतोषजनक प्रदर्शन और आपसी सहमति पर इसे एक और वर्ष के लिए बढ़ाई जा सकती है। ई-निविदा की विस्तृत सूचना MSTC वेबसाइट <https://www.mstcecommerce.com/eprochome/rbi> और RBI वेबसाइट <https://www.rbi.org.in> पर "निविदाएँ / Tenders" मेनू के तहत उपलब्ध है। (टेंडर संख्या RBI/कानपुर क्षेत्रीय कार्यालय/इश्यू/3/25-26/ET/829)

2. सभी इच्छुक बोलीदाताओं को ई-निविदा प्रक्रिया में भाग लेने के लिए उपरोक्त वेबसाइट के माध्यम से एमएसटीसी लि. के साथ पंजीकृत होना आवश्यक है।
3. कार्य की अनुमानित लागत एक वित्तीय वर्ष के लिए लगभग **₹36.00 लाख** है, हालांकि वास्तविक राशि भिन्न हो सकती है।
4. ई-निविदा प्रक्रिया का विवरण इस प्रकार है:

ई-निविदा समय सारिणी	निर्धारित तिथि
ई-निविदा सं.	RBI/कानपुर क्षेत्रीय कार्यालय/इश्यू/3/25-26/ET/829
प्रेस में निविदा आमंत्रण सूचना का प्रकाशन	06 जनवरी 2026
MSTC वेबसाइट/ बैंक की वेबसाइट पर ई-निविदा देखने की तारीख	13 जनवरी 2026 (शाम 05:00 बजे से)
बोली-पूर्व बैठक (यदि आवश्यक हो तो)	10 फरवरी 2026 (मंगलवार)
बोली-पूर्व बैठक के कार्यवृत्त / संशोधन (यदि कोई हो तो) के प्रकाशन की तिथि	12 फरवरी 2026 (गुरुवार)
बोली प्रस्तुत करने के लिए ऑनलाइन ई-निविदा प्रारंभ होने की तिथि	12 फरवरी 2026 (गुरुवार)
ईएमडी जमा करने की अंतिम तिथि	23 फरवरी 2026 (सुबह 11:00 बजे तक)
बोली प्रस्तुत करने के लिए ऑनलाइन ई-निविदा के बंद होने की तिथि।	23 फरवरी 2026 (सुबह 11:00 बजे तक)
भाग-I (अर्थात् टेक्निकल बोली) के खुलने की तिथि और समय	23 फरवरी 2026 को 11.30 बजे से

5. जो ठेकेदार/बोली भाग-I में निर्धारित सभी मानदंडों को पूरा करते हैं, केवल उनके भाग-II अर्थात् मूल्य बोली बैंक द्वारा सूचित की गई तारीख को खोले जाएंगे। बैंक किसी भी या सभी ई-निविदाओं को किसी भी कारण बताए बिना स्वीकार या अस्वीकृत करने का अधिकार सुरक्षित रखता है।



नोट: सभी निविदाकर्ता कृपया नोट करें कि भविष्य में ई-टेंडर में किए जाने वाले संशोधन / सुधार केवल ऊपर दिए गए RBI और MSTC वेबसाइटों पर सूचित किए जाएंगे और इन्हें समाचार पत्र में प्रकाशित नहीं किया जाएगा।

**क्षेत्रीय निदेशक
भारतीय रिजर्व बैंक
कानपुर**



**Reserve Bank of India
Issue Department
Kanpur**

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

RBI/Kanpur Regional Office/Issue/3/25-26/ET/829

**Reserve Bank of India
Issue Department
Mall Road
Kanpur- 208001
India**



DISCLAIMER

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

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, Kanpur in submitting the tender. The information is provided on the basis that it is non – binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents, or advisors.

Reserve Bank of India reserves the right not to proceed with the tender or to change the configuration of the tender, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



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**SCHEDULE OF TENDER (SOT)****Section I**

S.No.	Item	Schedule
1.	Name of Work	Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes
2.	e-Tender No.	RBI/Kanpur Regional Office/Issue/3/25-26/ET/829
3.	Mode of Tender	E-Tendering, Open tender. Part I - Technical Bid & Details of Earnest Money Deposit (EMD) Part II - Price Bid Through www.mstcecommerce.com/eprochome/rbi
4.	i) Estimated Cost of Work ii) Earnest Money Deposit (EMD) iii) Transaction Fee	₹ 36.00 Lakh (approx.) ₹ 1,44,000/- (Rupees One Lakh and Forty Four Thousand only) to be paid through NEFT to Reserve Bank of India, Kanpur. (calculated for two-year contract period) Transaction fee as applicable shall be paid through online mode of payment to MSTC LIMITED.
5.	Date of advertisement	January 06, 2026 (Tuesday)
6.	Date of uploading tender document on RBI website	January 13, 2026 (Tuesday)
7.	Schedule of off-line pre-bid Meeting, if required	February 10, 2026 (Tuesday) 1500 Hrs Issue Department, 1st Floor Reserve Bank of India Mall Road, Kanpur- 208001
8.	Date of Starting of e-Tender (submission of Technical Bid and Price Bid)	February 12, 2026 (Thursday - 1100 hrs)
9.	Last date of submission of Earnest Money Deposit (EMD)	February 23, 2026 (Monday) 1100 Hrs Issue Department, 1st Floor Reserve Bank of India Mall Road, Kanpur- 208001
10.	Last date of submission of e-Tender	February 23, 2026 (Monday) 1100 Hrs
11.	Date & time of opening of Part-I (i.e. Technical Bid) & EMD along with Section IV	February 23, 2026 (Monday) 1130 Hrs
12.	Date & time of opening of Part-II (i.e. Price Bid)	To be informed subsequently



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

Contact Persons: RBI, Kanpur

Shweta kumari Assistant Manager 8210794886	Yashwant Singh Manager 9454333591	Karan Kushwaha Assistant General Manager 0512-2303182
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MSTC Help Desk Numbers:

Rohit Kr Singh Assistant Manager 0522-4244702	Nitin Anand Manager 0522-4240445
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For more details, interested persons may refer to the **Vendor Guide** and **FAQ** available at www.mstcecommerce.com/eprochome

NOTE: THIS IS AN OPEN TENDER ENQUIRY. Those bidders/vendors who fulfill 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.



SECTION II

FORM OF TENDER

Date:

Place:

The Regional Director
Reserve Bank of India
Issue Department
Mall Road,
Kanpur- 208001

Dear Sir,

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

I/We have carefully examined the scope of work and services specified in the memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the works and services in the Memorandum for the time specified in accordance with the scope of work, specifications and instructions in writing referred to in Terms and conditions of the contract and instructions to the tenderers and other important conditions and with such other materials as are provided for, and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

a	Description	Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes
b	Estimated cost / expenditure which may be incurred by the Bank during the year (2026-27)	₹ 36.00 Lakh (approx.) (Rupees thirty-six lakhs only per year) The amount is indicative only & the Bank is not under any obligation to incur expenditure equal to or exceeding the estimated cost/ expenditure mentioned in this memorandum.



c	Earnest Money Deposit	₹ 1,44,000/- (Rupees One Lakh Forty Four Thousand only) to be paid through NEFT to Reserve Bank of India, Kanpur. (calculated for two-year contract period)
d	Performance Bank Guarantee/ Security Deposit	₹ 3,60,000/- (Rupees Three Lakh Sixty thousand only) to be paid through NEFT in favour of Reserve Bank of India, within 10 days after the issue of notification of award by RBI. (calculated for two-year contract period)
e	Contract Period	Two Years (from April 01, 2026 to March 31, 2028)
f	Extension of contract	The contract may be extended by the Bank at its option for a further period of one year, without any variations in terms & conditions of the original contract agreement or subject to the terms & conditions mutually agreed upon between the parties.

2. I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender and this period of validity can be extended for such period as may be mutually agreed upon between the Bank and me/us in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.

3. If this tender is accepted, I/we 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 successor, or assignees or nominees in Office such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the tender.

4. I/we understand that Reserve Bank of India reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason thereof.



5. The Tender is submitted electronically within time stipulated.

Dated this _____ day of _____, 2026.

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

Date _____

(Certified true copy of the Power of Attorney authorising the above signatory should be enclosed. Failure to enclose the same shall lead to rejection of the Bid)

Witnesses

Witness 1

Witness 2

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Date: _____

Date: _____



PART- I: Technical Bid

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

TENDER FORM

(Note- To be filled and uploaded in the e-tendering portal)

1. Particulars of the Tenderer

i.	Name of the Tenderer		
ii.	Whether the tenderer is a/an individual/company/partnership firm/Limited Liability Partnership (LLP)/Proprietary concern) (Furnish self-attested certificate/documentary proof)		
iii.	Date of Birth in case of individual proprietorship		
iv.	Date of formation/incorporation of Partnership/LLP/Company. (Furnish self-attested documentary evidence like Memorandum / Articles of Association, Partnership Deed etc.,		
v.	PAN Number		
vi.	GSTIN with documentary evidence		
vii.	Name (s) of the Proprietor/Partners/Directors of the organization (Furnish self-attested copies of the documents)		
vii	Postal Address	Present Address	Permanent/ Regd. Office Address



	Pin code		
ix	Telephone no. (with STD code)	Office	Residence Mobile
	Please furnish proof of address such as Telephone bill, electricity bill, mobile bills, etc.		
	Website (if any)		
x	Name and contact details (mobile no. and email id) of the authorized person who will execute the contract		
xi	License No [under Section 12 (1) of the Contract Labour (Regulation and Abolition) Act, 1970] (Please enclose a copy of the license).		
xii	Annual Turnover in Rs. Lakh during last three financial years in similar business: (submit self-attested copies of audited financial statements for last three years)	(Assessment Year 2023-24) (Assessment Year 2024-25) (Assessment Year 2025-26)	
xiii	Maximum number of able-bodied labourers can be provided at a time.		
xiv	No. of Labours kept under regular employment.		

2. Bank Account Details

1.	Name and address of the bank branch with its IFSC code	
2.	Type of bank account & Account Number	
3.	Details of defaults, if any	



3. Details of the institutions with which the tenderer has entered into similar contracts during the last three years

(Self-attested copies of work order, Experience certificate/Completion certificate in support thereof may be furnished).

Name of the office / Company	Address & Telephone Nos.	Period of contract	Turnover (per annum in Rs lakhs)

4. Details of the Earnest Money Deposit (EMD)

NEFT Amount	Remittance Details	Date

5. Please tick wherever applicable

Whether the tenderer has ever been blacklisted by RBI or State/Central Government Department or any Bank? <i>(If the firm or its director/s have been debarred from applying or blacklisted by RBI or convicted by any criminal court they need not apply)</i>	Yes/ No
Whether any proceeding against the firm or its proprietor/partners/director/s are pending in any court? <i>If Yes, then give details (A separate sheet may be attached)</i>	Yes / No
Are the terms and conditions of the tender acceptable to the tenderer?	Yes / No



Whether any of the applicant's relative/s is/are employed in the Reserve Bank of India? <i>If Yes, please give details</i>	Yes / No
Whether the tenderer has an office in Kanpur	Yes / No

Declaration

- (a) All the information given by me/us are true and correct to the best of my/our knowledge and belief and that if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action as it may deem fit.
- (b) 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 RBI in this regard will be final.
- (c) I/We, hereby, declare that I/We have read and understood the instructions/guidelines and Terms and Conditions underlying the contract for Transportation of Banknotes issued by the Reserve Bank of India, Kanpur and agree to abide by these instructions and conditions.
- (d) The full value of the Earnest Money Deposit (EMD) shall stand forfeited without prejudice to any other remedies if I / We decline / rescind from my / our obligation or do not execute the contract documents within seven working days from the date of issue of acceptance letter.
- (e) I/We have examined the specifications relating to the works specified in the tender document and have examined the nature of works specified in the said tender and have acquired the requisite information relating thereto as affecting the tender.

Date:

Name & Signature of the Authorized Person
(With seal of the Company / Firm)



Part II (Price Bid)

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

Schedule of Rates (April 01, 2026 to March 31, 2028)

(to be filled in the MSTC e-tendering Portal only)

	Particulars	Unit*	Rate	
			In Figures	In Words
1.	Inward Remittance by Train <u>At the Railway Station:</u> Unloading of Note Boxes from Railway Wagons and loading into trucks AND <u>At The RBI, Kanpur:</u> Unloading of the Note Boxes from the truck and weighment, carting into vault and stacking inside the vault	Box		
2.	Inward Remittance by Road <u>At The RBI, Kanpur:</u> Unloading of the Note Boxes/Coins from the truck and weighment, carting into vault and stacking inside the vault	Box		
		Coin Bag		
3.	Outward Remittance by Road At the RBI: Un-stacking, Weighment, Carting and Loading into trucks	Box		
		Coin Bag		
4.	Spreading of Notes Boxes inside vaults for Physical Verification or preparing/packing for outward remittance and re-stacking afterwards.	Box		



6.	Carting / Shifting of Note Boxes/Coins from One Vault to another Vault	Box		
		Coin Bag		

*(Box Weight – 90 to 120 Kg; Coin Bag Weight – 7 to 11 Kg)

Note:

- (i) The prices quoted shall be all inclusive consisting of fixed & operating charges and based on the Scope of Work, other workmen's salary/uniform/food/allowances etc, Employees' State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any, & all other charges but shall be **exclusive of GST**.
- (ii) TDS wherever applicable will be deducted as per prevailing rate.
- (iii) No additional condition/ deviation will be accepted

I/We agree that items of work as mentioned above for which rates have been quoted are grouped activity and are in the nature of composite items involving different stages for completion. Any claim for extra stages under the described work will not be entertained by the Bank.

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

Date: _____

Signature of Applicant

Name (_____)

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



Section III: Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender 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 Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a PC connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT <http://mstcecommerce.com/eprocn>

1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → New Common Portal > Register as Vendor -- Filling up details and creating own user id and password → Submit.

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

Contact details (RBI): Issuekanpur@rbi.org.in; 0512-2332384

Contact person (MSTC Ltd):

1. Mr Vijayant Narayan Singh, Executive, 09909080178
2. Mr Nitin Anand, Manager, 0522-4240445

MSTC Helpline Number (IVR)-07969066600

B) System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-7 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)



2.	The Techno-commercial Bid and the Price Bid shall have to be submitted online at http://mstcecommerce.com/eprocn . Tenders will be opened electronically on specified date and time as given in the Tender.
3.	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4.	<p>Special Note towards Transaction fee:</p> <p>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.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE:</p> <p>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.</p>
5.	Information about e-tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6.	E-tender cannot be accessed after the due date and time mentioned in NIT.
7.	<p>Bidding in e-tender:</p> <ol style="list-style-type: none"> Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. The process involves Electronic Bidding for submission of Technical and Commercial Bid. The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial 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. The vendor 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 vendor will not be able to save/submit his Technical bid. After filling the Technical Bid, vendor should click ‘save’ for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on “save” to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the “Final submission” button to register their bid.



	<p>f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
8.	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9.	No deviation to the technical and commercial terms & conditions are allowed
10.	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof
11.	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding. For technical assistance, MSTC officials may be contacted at 05224244702/05224240445 well in advance and bidders are advised to avoid any last-minute rush. In case of any technical assistance required from MSTC, Bidders must contact MSTC at least one day prior before the e-tender closing day and get all their queries resolved.



Section IV

Terms & Conditions of the Contract and Instructions to Tenderers

e-Tenders for supply of sufficient number of adult and able-bodied labourers/ mazdoors shall be uploaded on web portal of MSTC, after registering with the portal, on or before February 23, 2026 (latest by 1100hrs).

A. Scope of work:

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

- (a) 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, Kanpur or any premises identified by the Bank.
- (b) For loading, unloading, stacking of full notes boxes in the premises of the Reserve Bank of India, Kanpur, Railway stations/ Airports or any premises identified by the Bank.
- (c) Removal of empty wooden boxes and metal scrap from the premises of Reserve Bank of India, Kanpur after the opening of boxes. The Bank will neither claim any scrap value nor pay any labour charges for this activity.

B. Prohibited Practices:

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

- (a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
 - (iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;



- (b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender in question;
- (c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;

C. 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/ contract) to Central/ State Government/ PSUs/ Nationalised 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 (definition of "similar services" should be clearly defined), over the last three years and the last three financial years: -
 - a. Three similar completed services with each costing not less than the amount equal to 40% (forty per cent) of the estimated cost; or
 - b. Two similar completed services with each costing not less than the amount equal to 50% (fifty per cent) of the estimated cost; or
 - c. One similar completed service costing not less than the amount equal to 80% (eighty per cent) of the estimated cost
- 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. The bidder shall have Positive net worth as per the latest audited balance sheet. The bidders shall submit solvency certificate issued by their banker (a scheduled bank) for any engagement up to a limit of ₹72,00,000/- (Rupees Seventy-Two Lakh only), in the prescribed format. ([Annex-I](#))
- 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 (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation 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 Office for execution of 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.

Note: The tenderers shall submit documentary evidence in support of their claims of possessing the required qualification/ eligibility. Please note that for being eligible to participate in the e-tendering process, all the prospective tenderers are required to complete all the formalities prescribed by MSTC Ltd. and also obtain necessary login id/password and knowledge for placing the bids in the system/portal. The system will not allow any person/firm to log-in at the portal of MSTC Ltd and view the tender document/other conditions without authentic login id and password. Further, an e-tender / e-bid submitted without necessary approvals / supporting documents or by an entity who is found to be not satisfying any of the above criteria, will be rejected by the system and no request or claims for reconsideration will be entertained. The decision of MSTC Ltd. in this regard shall be final.

D. Commencement / Renewal:

- i. On receipt of intimation from the Bank of the acceptance of his / her tender, the successful tenderer(s) shall be bound to execute and implement the contract. The successful tenderer(s) shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.
- ii. The contract shall be valid for two year (i.e. April 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/ she is willing to renew the contract for a further period on the existing terms and conditions.

E. EMD and Performance Bank Guarantee:

- i. Tenderers need to submit necessary EMD and Performance Bank Guarantee by means of NEFT to Reserve Bank of India, Kanpur. No interest will be paid on EMD and Performance Bank Guarantee. EMD of the



unsuccessful vendor(s) will be refunded by the tender inviting authority. If the Tenderer, after submission of the tender, demurs, resides or deviates from his/her/their offer or modifies the terms and conditions thereof which are not acceptable to the Bank, EMD shall be forfeited EMD of ₹ 1,44,000/- (Rupees One Lakh Forty-Four Thousand only) to be made to the Reserve Bank of India, Kanpur through NEFT.

Account Number: 186003001

Account Name: Reserve Bank of India

IFSC: RBIS0KNPA01

- ii. For the proper performance of the obligations under the contract, within 10 days after the issue of notification of award by Bank, the successful tenderer(s) shall furnish Performance Bank Guarantee (PBG) of an amount of ₹ 3,60,000/- (Rupees Three Lakh Sixty Thousand Only) valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor, in favour of Reserve Bank of India, Kanpur. In case of delays in submission in unavoidable circumstances, charges for the delay in submission of PBG shall be recovered from the bills of contractor at Bank rate. No interest shall be payable on the amount of the Security Deposit.

The Account and other details for transferring the EMD/ Performance Bank Guarantee amount through NEFT are as under:

F. 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 Security Deposit shall be forfeited. Further, the contractor has also 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 12 hours from the receipt of written or verbal requisition to that effect from the Deputy General Manager/General Manager, Reserve Bank of India, Issue Department, Kanpur or any of his/ her subordinate officer(s), supply as many able bodied mazdoors/labourers as may require for handling coin bags and note boxes and also for miscellaneous incidental items of work. Such requisition may be delivered to the contractor by any one of the following means; letter, e-mail, call using telephone or mobile phone, etc. The requisition notice may be cancelled by the Bank by issuing another notice, orally or in writing not less than three hours before the time fixed for supply of labour. In such case the Bank shall not make any payment to the contractor by way of remuneration, compensation, etc.



- ii. On urgent occasions/cases, certified by the Deputy General Manager/General Manager, Issue Department of the Bank, requisition with three hours' notice in lieu of twelve hours' notice, may be made by the Bank and shall be complied with, accordingly by the contractor. If necessary, short notice of requisition as mentioned in this clause, given may be cancelled by the Bank.
- iii. 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.
- iv. The contractor shall not assign 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 Security Deposit.
- 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 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 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 Rs.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 forfeit the Security Deposit.
- 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 duration of this agreement. The General Manager/ Deputy General Manager-in-charge, Issue Department 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 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 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 (physical as well as digital form), residential addresses, permanent addresses and character certificate 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 Note 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.



G. Payment and Taxes:

The payment will be made on monthly basis after the submission of bills for each consignment complete in all respects.

- i. 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.
- ii. Bills will be paid after rounding off the final amount to the nearest ₹ 1/- portion (not below 50 paise being rounded off to ₹ 1 and those below that amount be ignored). All the bills payable to the Contractor will be subjected to the Tax Deducted at Source, at the rate/s specified under the relevant laws/rules in this regard. Payments of the bills will be made through electronic mode only.
- iii. The prices quoted shall be all inclusive consisting of fixed & operating charges and based on the Scope of Work, other workmen's salary/uniform/food/allowances etc, Employees' State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any, & all other charges but shall be exclusive of GST. If the tenderer fails to include other taxes and duties except GST, no claim thereof will be entertained by the Bank afterwards.
- iv. 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.
- v. All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from Performance Bank Guarantee (PBG)/ Security deposit/ Bill furnish by contractor or other dues payable or becoming payable to the contractor.
- vi. No detention charges or compensation charges will be payable for delay in commencement of the work or cancellation of the work order issued to the Contractor due to any reason at Bank's premises or any other place of work indicated in this contract after the containers/ trucks have already been made available at the scheduled place and time respectively.
- vii. 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, Kanpur shall be final and binding to on both parties.



H. 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 being blacklisted for a period of minimum 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.
- iii. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labour/mazdoors or any breach of instructions of the contract, considered by the Deputy General Manager/General Manager, Issue Department, Reserve Bank of India, Kanpur to be grave enough to attract penalty, the aforesaid Deputy General Manager/General Manager in consultation with Regional Director/ Officer-in-Charge may impose a fine not exceeding Rs. 5,000 (Rupees Five thousand only) for each instances 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 two years may not be considered.

I. 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/EPF/ESI authorities/ Indian Registration Act 1908/ Labour license etc;
- ii. 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 to their deployed Workmen 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 & rules made thereunder. Besides, the workmen 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's 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. 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 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 Child Labour 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 statement 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. Preferably employees' (labourer) 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 for execution of the contract. In case of any complaint of sexual harassment against its employees/labour within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee



constituted by the contractor and he/she shall ensure taking proper action under the Act in respect to the said complaint. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace 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 Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues. The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises/Bank's Residential colonies.

J. Conflict of Interest:

The contract is liable to be terminated if it is found that the Contractor (including his/her employees) has a business and family relationship with any members of the Bank staff who are directly or indirectly involved in placement of work order under the contract.

K. Bank's Information Security Policy

As per the guidelines issued by the Bank from time to time under the Bank's Information Security Policy, Contractor and its employees have to follow the said policy of the Bank.

L. Non - Disclosure Clause:

The Contractor shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the contractor during the course of discharging contractual obligation in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the



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.

M. Workmen Safety and Insurance

- 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.
- 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.
- 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.
- 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.
- 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.
- f) The contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and 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

- 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.

- 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. The award passed by the arbitrator shall be binding on the parties and shall apply to the contract.

O. Documents required

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

1. 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)
2. Total monetary value of Services performed for each of the last three years.
3. 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.
4. Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
5. 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).
6. Bank Account details.
7. Authority to seek references from the Bidder's bankers.



8. Information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount and
9. Proposals for subcontracting components of the Services (if any) amounting to more than 10 (ten) percent of the Contract Price.

P. Scrutiny / Evaluation

The tenders, comprising of two parts, i.e. Part I on “**scope of work and commercial conditions**” and part II on “**Price bid**” shall be submitted separately through E-Tendering Portal:

- i. **Part I on scope of work and commercial conditions** to be submitted along with the followings:
 - a. Earnest Deposit Money of Rs. 1,44,000/- (Rs. One Lakh Forty Four Thousand only) shall be paid to Reserve Bank of India, Kanpur through NEFT. No interest shall be paid on this deposit.
 - b. The copy of Section III and IV duly signed and stamped on each page, of the tender document shall be uploaded on the MSTC portal along with other requisite documents mentioned in Section V.
 - c. Power of Attorney/ authorization with the seal of the company/ firm in the name of the person signing the tender documents.
 - d. Documentary evidence and documents required to be submitted under the tender.
 - e. Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person.
 - f. Masked Indicative Price Bid listing all the components as per Price break-up Schedule without indicating any prices.
 - g. Any other information the tenderer wishes to furnish.
- ii. **Part II** comprising **Price Bid** of the tender to be submitted electronically, the prices shall be quoted in Indian Rupees only with detailed break-up of price (as per the Rate of Schedule) both in figures and words. No other enclosure is permitted in Part II. ***Change of terms and conditions and technical***



deviations, if any, found in Part II of the tender may lead to rejection of the bid.

- iii. Rates should be quoted (on-line) both in figures and words in the columns specified. In case of any discrepancy between the rates quoted in words and figures, the system may reject the bid for which no claim/request will be entertained. Hence, tenderers are advised to take due care. It is re-emphasized that all the tenderers 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.**
- iv. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever. The rates quoted should be inclusive of all taxes, cess or duties, other levies applicable, if any.
- v. Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, who choose to be present.
- vi. 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 that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
- vii. Price bid (Part II) of only those tenderer(s), 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.
- viii. 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 at L1.
- ix. Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.
- x. Keeping in view the sensitivity of the work, the Bank shall be at liberty to not 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.



Q. Amendment of Tender Document

- i. At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website (www.rbi.org.in) e-portal. Any amendments/ corrigendum issued shall be a part of this document.
- ii. To give prospective tenderers reasonable time in which to take any/all amendments/corrigendum into account in preparing their Tenders, the Bank may, at its discretion, extend the deadline for the submission of Tender.

R. Cost of Tendering

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

S. Confidentiality

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

T. Clarification of Tenders

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

ACCEPTANCE OF THE TERMS & CONDITIONS:

I/We hereby declare that I/We have read and understood the above instructions and



undertake to abide by the same.

Date:

Name and Signature of the Authorized person:
(With seal of the Company/firm)



Section V

Other important terms and conditions:

1. Clarification of Tender Document:

Pre- Bid meeting will be held at 15:00 PM on February 10, 2026(Thursday) at Reserve Bank of India, Issue Department, Mall Road, Kanpur – 208001.

2. Amendment of Tender Document

- i) At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website (www.rbi.org.in) /e-portal. Any amendments / corrigendum issued shall be a part of this document.
- ii) To give prospective tenderers reasonable time in which to take any/all amendments/corrigendum into account in preparing their Tenders, the Bank may, at its discretion, extend the deadline for the submission of Tenders.

3. Cost of Tendering:

The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process. The tenderer shall submit the Tender using the digital signature via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.

4. EMD as Tender Security:

Tenderers need to submit necessary EMD and transaction fees (as mentioned in Schedule of tender) to be eligible to bid online in the e-Tender. Transaction fees is non-refundable. No interest will be paid on EMD. EMD of all the tenderers will be refunded by the tender inviting authority.

5. Submission and Opening of Tenders:

- i. E-tender document may be downloaded from website of MSTC Ltd after registration and obtaining log-in id and password.
- ii. Bids for each type of contract (Part I and Part II) should be submitted separately in the portal. 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 a subsequent working day, which will be intimated to all the



eligible bidders through email/other mode of communication. In order to avoid any possibility of rejection of e-bids/price, all the tenderers are advised to be conversant with all the terms and conditions, regulations, instructions, commands concerning the e-tendering system. RBI, Kanpur will not be liable for any such misunderstanding on the part of the tenderers leading to rejection of all and /or any / partial bids.

- iii. Wherever required and permitted, the rates, in Price Bid (Part II), should be quoted in both words and figures and in case of any discrepancy between the rates as quoted in words and figures, rates quoted in words shall be treated as authentic and correct and final.
- iv. All the e-bids for the said tenders should be submitted online only at the portal of MSTC Ltd **not later than 1100 hrs on February 23, 2026.**
- v. **Part I** of the e- tenders will be opened from **1130 hrs onwards on February 23, 2026 online.**
- vi. Since this is an e-tendering process, Tenders sent in physical form through post or deposited in any of the Quotation Box will not be accepted. Similarly, Tenders submitted through Fax and E-mail will not be accepted. No bids received online after expiry of the timeline shall be entertained under any circumstances whatsoever.
- vii. Entire process of e-tendering shall be subjected to the rules/regulation's other conditions as applicable to e-tendering and as decided by MSTC Ltd in consultation with RBI. And the decision taken by this process shall be final.

6. Confidentiality Statement:

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

7. Clarification of Tenders:

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



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

8. Dispute Resolution:

All disputes and differences of any kind, arising out of or in connection with this Contract shall be resolved by ARBITRATION (only in accordance with and subject to the provisions of ARBITRATION AND CONCILIATION ACT, 1996) and the arbitration shall be held at Kanpur only. The arbitrator will be from Reserve Bank of India (Regional Director or his authorized representative) and his award will be binding on both the parties.

9. 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 of the Party shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

10. 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 needs of each bidder who reads or uses this tender document.
- v. Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where 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.
- vii. This document and the information provided therein are confidential and intended solely for the use of the Tenderer(s).

I/We hereby declare that I/We have read and understood the above instructions and undertake to abide by the same.

Date:

Name and Signature of the Authorized person:
(With seal of the Company/firm)



Section VI

List of the Documents to be submitted with the Technical Bid

- i. Experience Certificates, as mentioned under Section III (C) (i)
- ii. Audited financial statements for the last three years, as mentioned under Section III (C) (ii)
- iii. Solvency certificate duly certified by the bank showing Positive net worth as per the latest audited balance sheet, as mentioned under Section II (C) (iii)
- iv. Copy of License [under Section 12 (1) of the Contract Labour (Regulation and Abolition) Act, 1970]
- v. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents, as mentioned in Section III (M) (i) (c).
- vi. Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person, as mentioned in Section III (M) (i) (e).
- vii. Copies of the Permanent Account Number (PAN) and GSTN number
- viii. Document showing that the tenderer has an Office/local representative within Municipal area of Kanpur.
- ix. Section II, III and IV shall be signed, stamped and uploaded on MSTC portal.
- x. Police Verification Certificates of the drivers/employees to be deployed by the contractor at RBI, Kanpur to attend to the items of work specified in the contract (to be submitted within 30 days from the date of award of the contract).
- xi. Advice of the Earnest Money Deposited to RBI, Kanpur Account through NEFT.

Note: All 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.

I agree to the terms and conditions as stipulated in the tender document by Reserve Bank of India, Kanpur

Date: _____

Signature of Applicant

Name (_____)

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

Signature of the witness:

Name of the witness:

Address of the witness:



Section VII

Evaluation of Part-I (Technical Bid)

Qualifying Criteria

The eligibility criteria set earlier in this document must be fulfilled for consideration of technical bid. In addition, the following criteria will also be considered.

S. No.	Parameters of Technical Evaluation	Whether fulfilling the parameter/Submitted the Necessary Documents (Yes/No)	Whether eligible to qualify Part-I of the Tender	Remarks
1.	Minimum three years of experience in undertaking similar works	Yes	Yes	
		No	No	
2.	Minimum average annual turnover of at least 30% of estimated expenditure of the contract during the last three years – to be supported by audited financial statements	Yes	Yes	
		No	No	
3.	Positive net worth – whether Solvency certificate duly certified by scheduled bank is attached	Yes	Yes	
		No	No	
4.	Whether the tenderer has ever been blacklisted by any RBI office or State/central Government Department?	Yes	No	
		No	Yes	
5.	Whether any proceeding against the firm or its director/s are pending in any court?	Yes	No	
		No	Yes	
6.	Are the terms and conditions of the contract given in Section-III and IV of the tender document are acceptable to the tenderer? If yes, a copy of the same,	Yes	Yes	
		No	No	



	duly signed on each page, should be submitted.			
7.	Whether the Earnest Money Deposit of Rs.1,44,000/- has been made to the Bank by the tenderer? If yes, NEFT details to be given.	Yes	Yes	
		No	No	
8.	Whether holding License [under Section 12 (1) of the Contract Labour (Regulation and Abolition) Act, 1970]	Yes	Yes	
		No	No	

Only those tenders fulfilling the above evaluation criteria will qualify in Part-I of the tender and will be eligible for Part-II i.e. Financial Bid. However, the Bank reserves the right to relax any norm under its sole discretion, but applicable to all.



Evaluation of Part-II (Price Bid)

	Particulars	Unit	Rate “A”	Weightage “B”	x=A*B
1	Inward Remittance by Train	Box (Weight – 90 to 120 Kg)		0.09	
2	Inward Remittance by Road	Box (Weight – 90 to 120 Kg)		0.26	
		Coin Bag (Weight – 7 Kg to 11 Kg)		0.20	
3	Outward Remittance by Road	Box (Weight – 90 to 120 Kg)		0.16	
		Coin Bag (Weight – 7 Kg to 11 Kg)		0.20	
4	Spreading of Notes Boxes inside vaults	Box (Weight – 90 to 120 Kg)		0.05	
5	Carting / Shifting of Note Boxes/Coins from One Vault to another Vault	Box (Weight – 90 to 120 Kg)		0.02	
		Coin Bag (Weight – 7 Kg to 11 Kg)		0.02	
6	# Total “X” = x1+x2...+xn			1.0000	

The prices (Rate per box/ bag) quoted above shall be inclusive of all taxes, duties, local levies, works contract tax, GST, or any other taxes as applicable imposed by Central/ State Government / Local Bodies at extant rates. If the Bidder fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.

Bidder with the lowest value of “X” will be treated as L1



The Bank will award the contract to the bidder whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has/have offered the Bid Price reasonable to the estimated cost considering the values of all the component of the contract for arriving L1.

Notes to Price Bid:-

- a. The bidder/s should quote rates for all the items of work and no part item of work will be contracted. The item of works vis-à-vis the weight of the box/bag may be carefully considered while quoting the price.
- b. The stacking of boxes can be up to height of 8-9 feet.
- c. Payment will be made for monthly intervals after verifying supporting documents of the payment by the Contractor of applicable minimum wages, Insurance premium, EPF, Gratuity, etc. The payment will be made after obtaining necessary certificates / data / information regarding completion of the work from various stakeholders and the bill/s being found to be complete in all respects. The decision of the Bank in this regard shall be final and binding on the bidder. The Bank will not be responsible for any lesser claim made by the contractor.
- d. The bidders are advised not to quote 'zero' amount in respect of any of the above items.
- e. Rates for items of work not enumerated herein and not agreed upon in the agreement shall be decided by the Bank in consultation with the contractor.
- f. I/We agree upon the items of work (as per particulars of work mentioned above) for which rates have been quoted by us. There may be marginal variation of the stages of work depending upon the place and the circumstances.
- g. Specific sanction of the GM/DGM-in-Charge, Issue Department, RBI, Kanpur will be required for the supply of labour, for carrying out work/s other than what has been detailed in the particulars of work above.
- h. Activities/quantity/ scope of work mentioned above are indicative only as per experience and may vary in the future works. The said Activities/quantity/scope of



works mentioned above will not be considered as basis for payments. Payments will be made on the actual works done basis only.

Signature of the Contractor

Seal

Date:

Place:

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



Annex I

Form of Bankers Certificate from a Scheduled Bank
(To be submitted in Bank's Letter head)

To
Regional Director
Reserve Bank of India
Mahatma Gandhi Road,
Kanpur- 208 001, Uttar Pradesh

This is to certify to the best of our knowledge and information that M/s/Shri/ Ms having address at _____, is a customer of our bank since _____ and are/is respectable, solvent and can be treated as good for any engagement up to a limit of ₹72,00,000/- (Rupees Seventy Lakhs Only). This certificate is issued without any guarantee or responsibility on the bank or any of its officers. Other particulars are given below for your perusal and record:

Sl. No.	Particulars	Comments of the bank
1.	Composition of the firm (whether Proprietorship/ Partnership/ Private Limited/ Public Limited.).	
2.	Name of the Proprietor/ all Partners/ all Directors of the firm.	
3.	Credit facility/ Overdraft facility provided to the firm from the bank, if any.	
4.	Irregularities in dealings, if any, with the bank account(s) of the firm.	
5.	Net-worth as per the latest audited balance sheet.	
6.	Any other remarks.	

(Signature and Stamp)

For the bank

Contact Number (mandatory field):

Contact Email Address (mandatory field):

Place:

Date: