



भारतीय रिजर्व बैंक संपदा विभाग, नागपुर

उद्धरण

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

उद्धरण की अनुसूची (SOQ)

काम का नाम	आरबीआई, अतिरिक्त कार्यालय भवन, नागपुर में वेट राइजर फायर हाइड्रंट और फायर स्प्रिंकलर सिस्टम्स का वार्षिक रखरखाव अनुबंध
निविदा का तरीका	मुहरबंद उद्धरण के माध्यम से अधोलिखित पते पर संबोधित करें। क्षेत्रीय निदेशक, संपदा विभाग, भारतीय रिजर्व बैंक, मुख्य कार्यालय भवन, डॉ. राघवेन्द्र राव रोड, सिविल लाइंस, नागपुर-440001।
अनुमानित लागत	₹3.50 लाख (लागू टैक्स सहित)
बोली पूर्व बैठक	स्थान: - सम्मेलन कक्ष, मुख्य कार्यालय भवन, भारतीय रिजर्व बैंक, नागपुर। दिनांक और समय: - जून 26, 2025, सुबह 11:00 बजे
निविदा प्रस्तुत करने की नियत तारीख और समय	30 जून, 2025 दोपहर 02:00 बजे।
मुहरबंद कोटेशन खोलने की तिथि और समय	30 जून, 2025 दोपहर 03:00 बजे।



RESERVE BANK OF INDIA, NAGPUR ESTATE DEPARTMENT

**PART-I Tender
For**

Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems at RBI, Additional Office Building, Nagpur

Name of Tenderer: _____

Address: _____

Last date of submission of Tender: June 30, 2025, on or before 14:00 Hrs.

Date of Opening of Part-I of tender- June 30, 2025, at 15:00 Hrs.

Venue: - Estate Department, RBI, NAGPUR

DISCLAIMER

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

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non-binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the work or to change the configuration of the work, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities expressing interest.

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Section – 1
Form of Tender

Place: _____

Date: _____

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

Dear Sir,

Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems at RBI, Additional Office Building, Nagpur

Having examined the requirements, conditions and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works and also having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute Annual Maintenance Contract of Wet Riser Fire Hydrant and Sprinkler Systems at RBI, Additional Office Building, Nagpur at the rates mentioned in schedule of quantities and in accordance with the general terms and conditions of contract, special conditions of the contract, scope of the work attached hereto.

MEMORANDUM

a	Description of works	Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems at RBI, Additional Office Building, Nagpur
b	Estimated cost	₹3.50 lakh (annual cost)
c	Earnest Money	Nil
e	Period of AMC	Contract is initially will be executed for One Year or fraction of year decided by the Bank; however, contract may be renewed on every year for next two year depending on the satisfactory performance of the work.

2) Should this tender be accepted, I/we hereby agree to fulfil the terms and provisions of the said conditions of the contract and work as per the rate accepted by the Bank.

3. Our Banker are:

I) _____

II) _____

Date: _____

Place: _____

Signature with seal of the tenderer

Address: _____

Section – 2
करार की शर्तें
Articles of Agreement

समझौते का लेख दिनांक को भारतीय रिज़र्व बैंक, डॉ. राघवेंद्र राव रोड, नागपुर-44001, जिसका केंद्रीय कार्यालय शहीद भगत सिंह मार्ग, फोर्ट, मुंबई 400001 में है, के बीच और दूसरे भाग में (इसके बाद एक भाग का "नियोक्ता" कहा जाता है) के बीच किया गया।

ARTICLES OF AGREEMENT made theday of....., 2025 between the Reserve Bank of India (hereafter called "Bank") having its Office at Dr. Raghavendra Road, Nagpur - 440001 on the one part and M/s (Thereinafter called "the Contractor") on the other part.

जबकि नियोक्ता नागपुर में बैंक के अतिरिक्त कार्यालय भवन में वेट रिसर फायर हाइड्रेंट और फायर स्प्रिंकलर सिस्टम के सेवाएं की वार्षिक रखरखाव अनुबंध और किए जाने वाले कार्यों का वर्णन करने वाले विनिर्देशों और मात्राओं की अनुपालन का इच्छुक है।

WHEREAS the Bank is desirous of entering into "**Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems at RBI, Additional Office Building, Nagpur**", as indicated in work order.

और जबकि ठेकेदार यहां निर्धारित शर्तों और विशेष शर्तों और अनुबंध की मात्रा और शर्तों की अनुसूची में निर्धारित शर्तों के अधीन और निष्पादित करने के लिए सहमत हो गया है (जिनमें से सभी को सामूहिक रूप से इसके बाद "उक्त के रूप में संदर्भित किया गया है" शर्तें) उक्त विशिष्टता में वर्णित कार्य और मात्राओं की अनुसूची में शामिल संबंधित दर पर उसमें निर्धारित राशि की राशि या ऐसी अन्य राशि जो उसके तहत देय हो जाएगी (इसके बाद "उक्त के रूप में संदर्भित" अनुबंध राशि")।

AND WHEREAS the Contractor has agreed to execute the work subject to the Conditions set forth herein and to the Conditions of contract (all of which are collectively hereinafter referred to as "the said Conditions") the works described in the said Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (herein after referred to as 'the said Contract Amount')

NOW IT IS AGREED AS FOLLOWS:

1. यह समझौता _____ से प्रभावी होगा और _____ तक लागू रहेगा या जब तक कि इसमें निहित शर्तों के अनुसार इसे समाप्त नहीं किया जाएगा।

This agreement is came into effect from _____ and will remain in force up to

_____ or unless it is terminated as per the terms herein after contained.

2.ठेकेदार यहां निर्धारित शर्तों और विशेष शर्तों और अनुबंध की मात्रा और शर्तों की अनुसूची में निर्धारित शर्तों के अधीन और निष्पादित करने के लिए सहमत हो गया है (जिनमें से सभी को सामूहिक रूप से इसके बाद "उक्त के रूप में संदर्भित किया गया है" शर्तें") उक्त विशिष्टता में वर्णित कार्य और मात्राओं की अनुसूची में शामिल संबंधित दर पर उसमें निर्धारित राशि की राशि या ऐसी अन्य राशि जो उसके तहत देय हो जाएगी (इसके बाद "उक्त के रूप में संदर्भित" अनुबंध राशि")।

In consideration of said Contract Amount to be paid at the times and in the manner set forth in the said conditions and Appendix, the contractor shall upon and subject to the said Conditions execute and complete the work as shown upon the said and described in the said scope of the work and schedule of quantities.

3. नियोक्ता ठेकेदार को उक्त अनुबंध राशि या ऐसी अन्य राशि का भुगतान करेगा जो उक्त शर्तों में निर्दिष्ट समय और तरीके से देय होगी।

The Bank shall pay the Contractor, the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions subject to deduction of taxes as applicable of law.

4. इसमें पहले उल्लिखित शर्तों में, संपदा विभाग के प्रभारी सहायक महाप्रबंधक बैंक की ओर से कार्य करेंगे।

In the said conditions hereinbefore mentioned, the Assistant General Manager in charge of the Estate Department shall act on behalf of the Bank.

5. उक्त शर्तों और विभिन्न अनुसूचियों को इस समझौते के भाग के रूप में पढ़ा और समझा जाएगा, और इसके पक्षकार क्रमशः पालन करेंगे, प्रस्तुत करेंगे, उक्त शर्तों के लिए खुद को और निहित शर्तों में क्रमशः अपनी ओर से समझौतों का पालन करें।

The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.

6. यहां उल्लिखित अनुबंध और दस्तावेज इस अनुबंध का आधार होंगे।

The agreement and documents mentioned herein shall form the basis of this Contract.

7. बैंक इस अनुबंध पर प्रतिकूल प्रभाव डाले बिना काम की किसी भी वस्तु को जोड़ने या छोड़ने या उसके कुछ हिस्सों को करने के द्वारा कार्य की प्रकृति को बदलने का अधिकार अपने पास सुरक्षित रखता है।

The Bank reserve to itself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.

8. भुगतान की शर्तें: इस अनुबंध के तहत बैंक द्वारा सभी भुगतान केवल भारतीय रिजर्व बैंक, नागपुर में किए जाएंगे। भुगतान अनुबंध के सामान्य नियम और शर्त के खंड संख्या 11 में निर्धारित बिलों को जमा करने पर मासिक आधार पर किया जाएगा। हालांकि, अनुबंध के दायरे के अनुसार सेवाएं प्रदान करनी होंगी।

Terms of payment: All payments by the Bank under this Contract shall be made only at Reserve Bank of India, Nagpur. Payment shall be made on **Monthly** basis on submission of bills as laid in clause no.11 of General terms and Condition of contract. However, services will have to be provided as per scope of the contract.

9. इस समझौते से संबंधित या किसी भी तरह से उत्पन्न होने वाले सभी विवादों को नागपुर में उत्पन्न माना जाएगा और इसे निर्धारित करने के लिए केवल नागपुर के न्यायालयों का अधिकार क्षेत्र होगा।

All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Nagpur and only Courts in Nagpur shall have jurisdiction to determine the same.

10. इस अनुबंध के कई हिस्सों को ठेकेदार द्वारा पढ़ा गया है और ठेकेदार द्वारा पूरी तरह से समझा गया है। ठेकेदार निविदा मात्रा से अधिक मात्रा के भुगतान के लिए तब तक हकदार नहीं होगा जब तक कि बैंक से विशिष्ट लिखित निर्देशों के लिए आदेश नहीं दिया जाता है।

That the several parts of this contract have been read by the contractor and fully understood by the contractor. The contractor shall not be entitled for the payment for the quantities beyond the tender quantities unless ordered for by specific written instructions from the Bank.

11. मैं _____ कि मुझे दिया गया _____ (काम का नाम)। मैं अनुबंध की उक्त शर्तों के तहत बैंक को सेवाएं प्रदान करने के लिए मेरे द्वारा लगाए जाने वाले सभी प्रकार के सभी मजदूरों को न्यूनतम मजदूरी अधिनियम 1948 के तहत निर्धारित दर से कम नहीं होने पर वास्तव में मजदूरी का भुगतान करने का वचन देता हूं और यह सुनिश्चित करने के लिए क्लारा अधिनियम के तहत प्रदान की गई आवश्यक सुविधाओं का अनुपालन और प्रधान नियोक्ता को उन सभी कार्यों के लिए क्षतिपूर्ति भी करता है जो वैधानिक अधिकारियों द्वारा प्रधान नियोक्ता के खिलाफ ऐसी मजदूरी का भुगतान करने और आवश्यक सुविधाएं प्रदान करने में विफल होने के लिए शुरू किए जा सकते हैं। मैं वेतन भुगतान अधिनियम, 1936, न्यूनतम मजदूरी अधिनियम, 1948 और कोड 2019, अनुबंध श्रम (विनियमन और उन्मूलन) अधिनियम, 1970 के किसी भी प्रावधान के उल्लंघन के लिए सभी नुकसानों और दावों, क्षतियों या मुआवजे के खिलाफ बैंक को क्षतिपूर्ति और क्षतिपूर्ति करता रहूंगा। या इस संबंध में लागू कोई अन्य श्रम कानून/संविधि। इस संबंध में देयताओं, यदि कोई हो, के लिए केवल फर्म ही जिम्मेदार होगी।

I _____ that the _____ (name of work) awarded to me. I undertake to actually pay wages to all labourers of all description to be engaged by me for rendering services to the Bank under the said conditions of the contract at the rate which is not less than the one prescribed under the Minimum wages Act 1948 and to ensure compliance of essential amenities as provided under the CLARA act and also keep the Principle Employer indemnified against all the actions that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities. I shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948 and code 2019, Contract Labour (Regulation and Abolition) Act, 1970 or any

other labour law/statute in force in this regard. The firm only shall be responsible for liabilities, if any, in this regard.

12. "कार्य स्थल पर महिलाओं का यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम-2013" के प्रावधानों के पूर्ण अनुपालन के लिए ठेकेदार पूरी तरह से जिम्मेदार होगा। बैंक परिसर के भीतर अपने कर्मचारी के विरुद्ध किसी भी प्रकार के यौन उत्पीड़न की शिकायत की स्थिति में, ठेकेदार द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी और ठेकेदार शिकायत के संबंध में उक्त अधिनियम के तहत उचित कार्रवाई सुनिश्चित करेगा।

The contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act-2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the internal Complaints Committee constituted by the contractor and contractor shall ensure appropriate action under the said Act in respect to the complaint.

बैंक के किसी भी कर्मचारी के खिलाफ ठेकेदार के किसी भी पीड़ित कर्मचारी से यौन उत्पीड़न की किसी भी शिकायत पर बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा संज्ञान लिया जाएगा।

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.

ठेकेदार किसी भी मौद्रिक मुआवजे के लिए जिम्मेदार होगा, जिसका भुगतान करने की आवश्यकता हो सकती है यदि घटना में ठेकेदार के कर्मचारी शामिल हैं, उदाहरण के लिए, बैंक के कर्मचारी को कोई मौद्रिक राहत, यदि ठेकेदार के कर्मचारी द्वारा यौन हिंसा साबित होती है।

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.

कार्यस्थल पर यौन उत्पीड़न की रोकथाम और संबंधित मुद्दों के बारे में अपने कर्मचारियों को शिक्षित करने के लिए ठेकेदार जिम्मेदार होगा।

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

13. ठेकेदार प्रत्यक्ष या अप्रत्यक्ष रूप से किसी भी जानकारी, सामग्री और बैंक के बुनियादी ढांचे / प्रणालियों / उपकरणों आदि के विवरण का खुलासा नहीं करेगा, जो इस संबंध में अपने संविदात्मक दायित्वों के निर्वहन के दौरान ठेकेदार के कब्जे या ज्ञान में आ सकता है। समझौता, किसी भी तीसरे पक्ष के लिए और कभी-कभी इसे सख्त विश्वास में रखेगा। इसके तहत दायित्वों को पूरा करने या लागू कानूनों का पालन करने के लिए आवश्यक सीमा को छोड़कर, ठेकेदार अनुबंध के विवरण को निजी और गोपनीय मानेगा। ठेकेदार बैंक की पूर्व लिखित सहमति के बिना किसी भी व्यापार या तकनीकी पेपर या अन्य जगहों पर कार्यों के किसी भी विवरण को प्रकाशित, प्रकाशित करने की अनुमति या खुलासा नहीं करेगा। किसी भी गोपनीय जानकारी के प्रकटीकरण के परिणामस्वरूप बैंक को हुए किसी भी नुकसान के लिए ठेकेदार बैंक को क्षतिपूर्ति करेगा। उपरोक्त का पालन करने में विफलता को अनुबंध की ओर से अनुबंध के उल्लंघन के रूप में माना जाएगा और बैंक हजारि का दावा करने और कानूनी उपायों को आगे बढ़ाने का हकदार होगा।

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

ठेकेदार यह सुनिश्चित करने के लिए अपने कर्मचारियों के संबंध में सभी उचित कार्रवाई करेगा कि इस समझौते के तहत गोपनीय जानकारी के गैर-प्रकटीकरण के दायित्व पूरी तरह से संतुष्ट हैं।

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

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

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.		If the contractor is a partnership or an individual.
IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said duplicate/ has caused these presents and the said two duplicate hereof to be executed on its behalf, the day and year first hereinabove written.		If the contractor is a company.

Signature Clause:

SIGNED AND DELIVERED by the Reserve Bank of India

by the hand of

Shri _____
(Name and designation)

In the presence of

(1) Shri _____

(Name & Designation)

(2) Shri. _____

(Name & Designation)

SIGNED AND DELIVERED BY

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

In the presence of:

1) Shri. _____

(Witness)

(2) Shri. _____

(Witness)

THE COMMON SEAL OF _____

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

1) _____

2) _____

Directors who have signed these presents in token thereof

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

In presence of

1) _____

2) _____

SIGNED AND DELIVERED BY the Contractor by the hand of Shri _____ and _____ and duly constituted attorney.

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

Section: 3

GENERAL INSTRUCTIONS TO TENDERERS

1.	Sealed Tenders are invited for " Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems at RBI, Additional Office Building, Nagpur " The work is estimated to cost ₹3.50 Lakhs and is to be completed within the time mentioned in the memorandum.
2.	The tenderer shall use only the forms issued by the Bank to fill in the rates. Any addition/ alteration in the text of the tender form made by the tenderer shall not be valid and shall be treated as null and void.
3.	The tender form shall be filled in English or in Hindi and all entries shall be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
4(a).	Rates shall be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. If rate for any item is not mentioned in the tender therein, the tender will be rejected. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void. No advice whatsoever especially on any change in rate, specifications or conditions after opening of Part II of the tender will be entertained.
4(b).	The rates shall also be firm and shall be valid for the entire duration of the contract and / or extension thereof and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever.
4(c)	The rates quoted will cover the wages of manpower deployed, tools/ machinery/equipment used for efficient rendering of services, contractor's overhead & profit, insurance charges and all taxes, duty or other levy levied by Central Government or any State Government or local authority if applicable excluding Good and Service Tax (GST) . No claim in respect of other tax, duty or levy whether existing or future shall be entertained by the Employer. Good and Service Tax (GST) shall be paid extra as applicable or reimbursed as per actual paid by the contractor. Original receipt of payment of GST shall be produced along with claim against GST.
4(c).	The rate quoted shall be for maintaining in good working conditions the complete Wet Riser Fire Hydrant System installed at RBI Additional Office Building, Fire Sprinkler system and fire hydrant pipeline along with its all its firefighting accessories/devices, maintaining all firefighting fittings/fixtures to its working condition for all time to the satisfaction of Bank's Security Officers. The payment thereon will be made after the same is duly certified by the Bank's Security Officers that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc.

4(d).	Each tender shall contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items shall be totaled in order to show the aggregate value of the entire tender.
4(e).	The Employer reserves the right to adjust arithmetical or other errors in the tender in accordance with the following general rules.
	In case of any discrepancy in rate quoted and amount of the item, the tender shall be evaluated as follow:
	<ul style="list-style-type: none"> (i) When there is a difference between the rates in figures and in words, the rates which corresponds to the amounts worked out by the contractor, shall be taken as correct. (ii) When the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct. (iii) When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
4(f).	Laborers will not be allowed to stay at site after working hours.
4(g).	The contractor shall furnish a break-up of rate/cost/amount of any of the items or all the items, as may be sought for by the Bank, along with supporting documents etc. This, however, shall not be construed for any additional claim at any point of time.
5	Each of the Tender documents shall be signed by the person or persons submitting the tender in token of his/ their having acquainted himself/ themselves with the Instructions to tenderers, General Conditions of Contract, General Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
6.	The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the tender will be rejected by the Bank.
7.	The tenderers may obtain for themselves on their own responsibility and at their own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract and may examine the drawings, inspect the site of the work, acquaint themselves with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
8	Tender in prescribed form shall be submitted in two parts i.e. Part-I and Part-II.
	<p>A) PART-I of the tender, be sealed in one cover, super scribing 'Part - I tender for 'Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems at RBI, Additional Office Building, Nagpur' as submitted shall contain the following:</p>

	<p>(i) Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.</p> <p>(ii) The Bank discourages the stipulation of any additional conditions by the tenderer. However, in case the tenderer wishes to include any condition/ clarification/ covering letter while tendering for the work, he will have to submit the same in duplicate in a separate sealed cover along with the following and kept inside the cover of Part-I:</p>
	<p>a) List of deviations, if any, in commercial terms and conditions b) List of deviation, if any, in technical specification. c) Any other technical information the tenderer wishes to furnish. The Tender Document (Part-I Booklet) issued by the Bank – duly stamped and signed in duplicate</p>
	B) Part-II of the tender will contain no conditions but only the Price Bid in the Schedule of Quantities and be sealed in a separate cover, super scribing 'Part-II Tender for ' Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems at RBI, Additional Office Building, Nagpur '
	This part shall contain prices in <u>Indian Rupees only</u> with detailed break-up of price as per format (Part II) in figures and in words.
	<p>(i) the columns specified against each item of work in the document. All items of work shall be quoted. (ii) The rates quoted shall be deemed to be for the finished work and shall be firm and binding till the entire work is completed & handed over to the Bank.</p>
9.	Both these covers of Part-I and Part-II shall further be sealed in another envelope addressed to The Regional Director, Reserve Bank of India, Estate Department, Nagpur will be received by the Bank up to 14.00 Hrs on June 30, 2025 , in the manner prescribed in the Tender form.
10.	Tenderers should clearly indicate on each copy of the tender under their full signature whether it is original or duplicate copy. No tender will be received after 14:00 Hrs. on <u>June 30, 2025</u> , under any circumstances whatsoever.
11.	<u>Opening of Tender:</u>
	<p>i. Part-I of the tenders will be opened at 15:00 Hrs on the same day i.e. June 30, 2025, in the presence of tenderers or their authorized representatives (along with letter of authority) who choose to be present by the tenderers.</p> <p>ii. The Bank discourages the stipulation of any additional conditions by the tenderer. However, in case the tenderer has submitted any condition/ clarification while tendering for the work in a separate sealed cover along with the Part-I (as explained at 8 A(ii) above), the same will be examined and the conditions that are acceptable to the Bank will be intimated to the tenderers. The tenderers shall withdraw all his conditions which are not acceptable to the Bank and can in lieu quote a percentage above or below their tendered amounts already submitted in a separate sealed cover, called as Part-II of the tender. The quoting of such a percentage above or below their tendered amount shall have a definite bearing on the</p>

	<p>condition/s the tenderers have to withdraw or additional benefit liable to be received as per condition accepted by the Bank. The letter containing the tenderer's quoting percentage above or below their quoted tendered amount should be submitted in duplicate in a sealed cover on or before a date fixed subsequently and advice to the tenderers.</p> <p>iii. The Bank reserves the right to reject offer even after opening Part – I of the tender and his sealed cover containing Part – II of the tender along with EMD shall be returned back to him as it is.</p> <p>iv. Part-II of the tender along with the letter containing the tenderers' quoting percentage above or below, if any, [as explained at 12 (ii) above] will be opened on a subsequent date, which will be intimated to the tenderers in advance or the same may be opened on the same day if Part-I is received unconditional from all the tenderers.</p>
12.	<p><u>Validity of Tender:</u></p> <p>The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Part-I, which period may be further extended by mutual agreement in writing by the Tenderer and the Tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.</p>
13.	<p>The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders either in whole or in part, without assigning any reasons for doing so. The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may right to modify/withdraw the tender.</p>

Place:

Signature of the tenderer with seal

Date:

Address _____

Section - 4

General Terms and Conditions of the Contract

1.	<p>On receipt of intimation from the Employer regarding the acceptance of his/their tender, the successful tenderer shall be bound to sign the formal Contract agreement within fourteen days, in accordance with the draft agreement and the Schedule of Conditions. The written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the Person so tendering, whether such formal agreement is or is not subsequently executed within the stipulated period of Fourteen days. Unless the contract agreement is signed, no payment shall be entertained by the Employer. The agreement shall be executed in duplicate. One copy will remain in the custody of Employer and the second set of copy will remain in the custody of contractor. The agreement shall be made on necessary stamp paper (having worth equal to applicable stamp duty in the state of Madhya Pradesh) and the cost of necessary stamp duty on both the document shall be borne solely by the contractor.</p>
2.	<p>The Contractor shall not assign or not sublet any portion of the contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the Employer, without prejudice to his other remedies against the Contractor.</p>
3.	<p>The Bank reserves the right to terminate the contract if the contractor fails to execute the job within the specified period or fail to keep the programmed of work as per the programmed given by the contractor and approved by the Bank</p>
4.	<p>Successful bidder is considered as a specialized agency who will use their own employees for providing services to the Bank. They are not expected to engage any employees exclusively for the Bank. To certify this the successful bidder will be required to submit an affidavit.</p>
5.	<p>The firm/ agency shall be bound to pay statutory Central Govt. minimum wages to the workforce employed by him / them.</p>
6.	<p>Contractor has to arrange the services of all types of technicians, skilled/semiskilled workers to fulfil his obligation as per Annual Maintenance Contract.</p>
7.	<p><i>Monthly charges payable to contractor</i></p> <p>a) The monthly charges shall be based on rates quoted as in Price-Bid (Part-II) of tender and shall be firm and binding whatsoever till the entire Contract period.</p>

	<p>b) Escalation Clause: Monthly rates can be increased based on hike in CPI/WPI Index etc. only on Annual basis and at the time of the renewal / extension of the contract. CPI & WPI index will be given 70 % & 30 % weightage respectively while increasing monthly rate at the time of renewal of contract.</p> <p>c) AMC Charges shall be payable on Monthly basis subject to submission of bill / invoice. The contractor shall raise monthly invoice on Reserve bank of India, Nagpur latest by 10th of succeeding month. The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the services have been provided satisfactorily and after deducting all statutory dues/ taxes etc.</p>
8.	<p>The successful bidder/contractor shall</p> <ul style="list-style-type: none"> a. ensure that he/she deploys only adult, well trained and competent persons who are physically & medically fit and are not suffering from any chronic or contagious diseases, for carrying out the maintenance works. b. be responsible for and arrange to bear costs of such equipment and other paraphernalia as Bank considers necessary for effectively rendering the services required by the Bank. c. The contractor shall be responsible for providing services on monthly basis as per the scope of work and terms and conditions of the contract. d. Ensure that all persons employed by him/her, for the purposes for rendering the services required by the Bank, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be responsible for any injury or damages to any persons, animals or any other things. e. Ensure that his/her employees, while on the premises of Bank or while carrying out their obligations, observe the standards of cleanliness, decorum, security, safety, good behavior and general discipline as laid down by the Bank or its authorized agents and the Bank shall be the sole judge as to whether or not the contractor and /or his employees have observed the same. f. Ensure that no employee of the contractor will enter or remain in the Bank's premises beyond the specified time limits unless and absolutely necessary for fulfilling contractor's obligations. g. Be liable for any damage caused to the Bank or its premises or any part thereof or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents h. Supply identity cards to his/her employees or agents who shall be doing the subject job at the Bank's premises. All the employees and agents should bear the identity card for all the times they are working in Bank's premises.

	<ul style="list-style-type: none"> i. Provide distinct uniform to his/her employees or agents different from the Bank's employees. The uniform should have logo of the contractor's firm/company and shall be kept neat, tidy and in a wearable condition. j. Obtain Police Verification report on character and antecedents of its personnel and other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in Bank's Premises. Only able bodied, physically fit, well trained, literate, disciplined and honest personnel shall be deployed. k. The contractor shall bear the stamp duty on the original of this agreement, which shall be executed in duplicate, and the Bank shall retain the original and the contractor shall retain the duplicate. l. Maintain neatly, completely and legibly registers, records, reports & returns for inspection by various authorities at short notice.
9.	<p><u>Insurance:</u></p> <p>The contractor shall take insurance at his cost to cover following risk in the joint names of the Bank and contractor-</p> <ul style="list-style-type: none"> 1) Contractor's All Risk Policy to the total amount of work. Contractor's All Risk Policy shall also cover Third party liability for Rs. 2, 00, 000/- per accident, maximum of 5 accidents during execution of work. (First name of the RBI & Co-insurer will be the contractor) 2) Workmen compensation policy for the employees of the contractor at site (First name of the contractor & Co-insurer will be RBI) <p>He shall ensure that the insurance cover is kept alive during the tenure of this agreement. Contractor shall submit original copy of insurance cover (valid for entire contract period) to Bank.</p>
10.	<p>Duty and Discipline: The Agency shall be obliged to comply with the following:</p> <ul style="list-style-type: none"> a. Not to permit or carry on any unlawful activity or create indiscipline in the premises of the Reserve Bank of India. b. To be solely responsible for employment, dismissal, termination and re-employment of its employees and shall keep the Reserve Bank of India informed of all development in this regard. c. To pay all dues of its employees and keep the Reserve Bank of India absolved and indemnified from any liability in this respect. d. To be responsible for behaviour of its employees, their turnout and uniform and ensure good conduct, cooperation and discipline towards employees/officers of Reserve Bank of India, and its representatives. e. To appropriate corrective and disciplinary action against its employees against whom the Reserve Bank of India, notifies.

	<p>f. On expiry of the agreement the agency shall be liable and responsible to make all statutory payments to its employees and make all other statutory obligation and liability and obtain suitable discharge in favour of the Reserve Bank of India, so that no liability or obligation devolve on the Reserve Bank of India.</p>
11.	Contractor has to work with due diligence and ensure that all fire fighting devices, pressure gauges, fire pump, jockey pump, electrical control panel, fixtures/fittings is to be maintain in smooth working condition for entire period as per contract. If contractor fails to execute the work as per tender terms and conditions.
12.	Any deficiency in services such as non-maintenance of firefighting Wet riser system & Sprinkler system, not attending complaints/break-down repairs is observed by the Bank, it will be brought to the notice of the supervisory staff of the Contractor. If no action is taken within reasonable time, a proportionate/appropriate amount from the contractor's monthly dues will be deducted as penalty for deficiency in services.
13.	That the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the Bank, RBI Nagpur, shall accrue/arise implicitly or explicitly. It will be the responsibility of the contractor to ensure that no liability on this account should come on Reserve Bank of India, Nagpur in respect of workers deployed by him.
14.	The contractor must comply with the Contract Labour (Regulation and abolition) Act, 1970 at his own cost and the rules made thereunder by the Government from time to time.
15.	The contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/statute in force in this regard. The contractor only shall be responsible for liabilities, if any, in this regard.
16.	The contractor has to give undertaking on Non-judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the workers of all descriptions to be engaged by him for completion of that particular job/work at the rate at which is not less than the one prescribed under minimum wages under CLRA Act and also keep the Principle Employer indemnified against all the actions that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

17.	The contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the Reserve Bank of India indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out of non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under any of these, the Reserve Bank of India shall be entitled to recover any such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the contractor's monthly payment and Security Money.
18.	Contractor has to provide first aid facility etc. to its employees as per Contract Labour Act 1970. The agency/ contractor has to give undertaking on Non Judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the labourer of all descriptions to be engaged by him for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under CLRA Act and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.
19.	The Bank shall not be responsible for payment of any compensation for death of or injury or accident to any of the staff which may arise out of and in the course of their duties and employment. It is agreed and understood that the Contractor shall alone be liable to pay such damages or compensation to such staff.
20.	Without prejudice to the other rights of the Employer against Contractor in respect such default, the Employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages, compensation costs, charges and other expenses paid by the Employer and which are payable by the contractor under this clause.
21.	<u>Termination of contract by the Employer</u>
	If the Contractor being an individual or a firm commits any "Act of insolvency", or shall be adjudged an insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee or the Liquidator of such acts of insolvency or winding up, as the case may be, shall be unable within seven days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Employer that he is able to carry out and fulfill the Contract and to give security therefore, if so required by the Employer. Or if the Contractor (when an individual, firm or incorporated Company) shall suffer execution or other process of Court attaching property to be issued against the Contractor.

	<p>Or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor.</p> <p>Or shall assign or sublet this Contract without the consent in writing of the Employer first had and obtained.</p> <p>Or shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder.</p> <p>Or if the Employer shall certify in writing that the Contractor,</p> <p>Has abandoned the Contract,</p> <p>Or Has failed to commence the works,</p> <p>Or has without any lawful excuse under these Conditions suspended the progress of the works for fourteen days after receiving from the Employer notice to proceed</p> <p>Or Has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon,</p> <p>Or Has failed to remove materials from the site or to pull down and replace work for seven days after receiving the Employer written notice that the said materials or work were condemned and rejected by the Employer under these conditions,</p> <p>Or Has neglected or failed persistently to observe and perform all or any of the acts, matters of things by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.</p>
22	<p><u>Termination of Contracts by Contractor:</u></p> <p>If the payment of the amount payable by the Employer under Certificate of the Bank's Engineer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issue of any such Certificate, or if the Employer shall repudiate the Contractor, or if the works be stopped for three months under the order of the Bank's Engineer or the Employer or by any injunction or other order of any Court of Law, then and in any of the said case the Contractor shall be at liberty to determine the Contract by notice in writing to the Employer, and he shall be entitled to recover from the Employer, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose of the Contract. In arriving at the amount of such payment the net rates contained in the Contractor's original Tender shall be followed.</p>
23	<p><u>Settlement of disputes through arbitration:</u></p>

	<p>All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect of any of the excepted matter shall be final and without appeal. But if either the Contractor be dissatisfied on any matter the Contractor may within 28 days after receiving notice of such decision give a written to the other party requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matter, which are in dispute or difference of which such written notice has been given. If both the parties agree a single arbitrator would be appointed for the purpose.</p> <p>In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or empire.</p> <p>The Arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the expected matters, referred to in the preceding Clause, and to determine all matters in dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.</p> <p>The Arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceeding the parties mutually settle or compromise their dispute or difference, on the arbitrators the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.</p> <p>Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator or arbitrators as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and party and shall direct by whom and whom and in what manner the same shall be borne and paid.</p> <p>This submission shall be deemed to be a submission to arbitration within the meaning of the Indian arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall be relieve the Contractor of</p>
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	his obligation to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that the arbitration under this clause shall be a condition precedent to any right of action under the contract.
24.	The contractor shall further be bound by and carry out the directions/ instructions given to him by the Bank's Engineer from time to time.
25.	That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful acts or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the RBI, Nagpur in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Bank in case any of the aforesaid acts on the part of the said person.
26.	That all precautions will be taken by the contractor towards the safety of their employees, and it will be the sole responsibility of the contractor towards any untoward incident i.e. compensation, etc, to its employees. The Bank will not provide accommodation to the contractor/workers in the Bank's premises. Labours will not be allowed to stay at Office Premises after working hours.
27.	The contractor has to obtain necessary working passes of their workers in time to carry the work.
28.	Incidental charges of materials supplied by the contractor will be paid on production of cash memo/bills, etc. including transportation charges, 15 % overhead and profit or at the Bank's approved rates for similar works with prior approval of the Bank.
29.	The contract could be considered for renewal further for 2 years (one year at a time) on same terms and conditions provided the Bank finds the services of the contractor satisfactory and if the Bank so desires. The decision of the Bank in this regard shall be final.
30.	The Contractor / Agency shall comply with the provisions of " the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 ". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

	The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual Harassment at workplace and related issues.
31.	<p><u>Non-disclosure Clause:</u></p> <p>The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipments etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.</p>

I/We hereby declare that I/We have read and understood the above instructions/conditions and the same will remain binding upon me/us in case the above-mentioned Annual Maintenance Contract is entrusted to me/us.

Place: _____

Signature, name and seal of the Tenderer

Date: _____

SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding ladder.
5. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
6. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
7. Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
8. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
9. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

FIRE SAFETY CODE

1. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
2. Only ISI marked 7 pin plug and other appliances and equipment shall be used.
3. Electrical power cables/wires used shall not have any joints and shall be properly rated.
4. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
5. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.

Section - 5

Detailed Scope of Work

1. The scope of work as mentioned below are the minimum expected from the firm / agency / contractor apart from break down maintenance and any other work required for maintenance in proper way as per the operation and maintenance manuals of respective equipment and as per good engineering practices will be required to be done under this scope of work. Successful bidder will make Proforma for recording the following minimum work schedule/parameters and show to the Bank to ensure proper accomplishment of these tasks. The maintenance work shall be carried out under the supervision of Bank's Security Officers.

- a) The scope of work shall cover all-in routine, periodic, preventive and major/special maintenance works as required from time to time for Maintenance of entire Fire Hydrants system and Sprinkler system including all installations (out lets valves, Hose pipes, pressures gauges, Hose Reel Box, gate valves etc.) in open premises area along the boundary wall at Additional Office buildings of Reserve Bank of India, Nagpur.
- b) All the equipment's/installations shall always be kept in good and trouble-free operating conditions.
- c) All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions.
- d) All the maintenance works shall be carried out in accordance with the direction/instruction of the Bank's Security Officer. The brief of main activities to be carried out for routine/periodic inspection, testing and preventive/break down maintenance if any.
- e) If for any reason any equipment is required to be repaired/replaced from any outside agency or in any workshop, the same shall be arranged by the agency. The repairs cost of any equipment at workshop or replacement cost of equipment shall be paid extra as per actual. Invoices to be produced for reimbursement.

2. **TOOLS & PLANTS:** All the general & special tools, tackles i/c chain pulley blocks etc., required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost and issue to the staff deployed by him for this work.

3. **DEPLOYMENT OF STAFF:**

- a) The agency shall deploy technicians and helpers for satisfactory periodic/routine, special maintenance of Wet Riser Firefighting System.
- b) Any extra labour of any nature if required at any time for attending any repair/break down shall be deployed by the agency at his own cost for which nothing extra shall be payable.
- c) The deployed labour shall be sufficient, experienced and qualified/trained in operation & maintenance of Fire Fighting System so that all the break downs/repairs are attended immediately with minimum possible down time. Any unjustified delay in repairing of equipment's shall be treated as breach of contract and suitable penalty shall be imposed and recovered from the monthly bill/security deposited. Break

Down period shall not be more than two hours beyond that the penalty of Rs. 500/- per day will be recovered from the contractor's bills.

4. Schedule of Maintenance: The purpose of testing the pump assembly is to ensure automatic or manual operation upon demand and continuous delivery of the required system output. An additional purpose is to detect deficiencies of the pump assembly not evident by inspection.

4.1 Weekly tests:

- Check water leakage in hydrant system if any
- Check yard hydrants
- Check First and hose reel
- Check automatic operation of Main Electrical pumps

4.2 Monthly tests:

- Check automatic operation of Diesel engine
- Check air filter of Diesel Engine
- Check settings of Controls
- Cleaning of all hydrants and nozzles
- Tighten glands & replace glands Dori if required of all pumps & valves
- Check operation of Fire brigade inlet and outlet valves
- Check the conditions of portable fire extinguishers inside the pump room

4.3 Quarterly tests:

- Check all sluice and gate valves and descale
- Grease all the bearings of pumps & motors
- Check connections of all the cables, switches and starters on Main Fire panel

4.4 Annual Tests:

- An annual test of each pump assembly shall be conducted under minimum, rated, and peak flows of the fire pump by controlling the quantity of water discharged through approved test devices.
- Use of the pump discharge via the hose streams; pump suction and discharge pressures and the flow measurements of each hose stream shall determine the total pump output. Care shall be taken to prevent water damage by verifying there is adequate drainage for the high-pressure water discharge from hoses.
- Use of the pump discharge via the bypass flow meter to drain or suction the reservoir; pump suction and discharge pressures and the flow meter measurements shall determine the total pump output.
- Use of the pump discharge via the bypass flow meter to pump suction (closed-loop metering); pump suction and discharge pressures and the flow meter measurements shall determine the total pump output.

- The pertinent visual observations, measurements, and adjustments specified in the following checklist shall be conducted annually while the pump is running and flowing water under the specified output condition.
- **At No-Flow Condition (Churn). (Conduct this test first.)**
 - Check the circulation relief valve for operation to discharge water.
 - Check the pressure relief valve (if installed) for proper operation.
 - Continue the test for 1/2 hour.
 - At Each Flow Condition
- **Record the electric motor voltage and current (all lines).**
 - Record the pump speed in rpm.
 - Record the simultaneous (approximately) readings of pump suction and discharge pressures and pump discharge flow.
 - Observe the operation of any alarm indicators or any visible abnormalities.
 - For installations having a device installed to control minimum suction pressure by throttling action, low suction pressure on the device (below set minimum value) shall be simulated while pumping at the rated flow. Throttling action shall be observed for any abnormality (e.g., cavitation's, pressure surges, and failure to throttle). The simulated low suction pressure on the device shall be removed and throttling action again shall be observed for any abnormality as the pump returns to full flow.
 - For installations having an automatic transfer switch, the following test shall be performed to ensure that the over current protective devices (i.e., fuses or circuit breakers) do not open. Normal power failure shall be simulated while the pump is delivering peak power output to cause connection of the pump motor to the alternate power source. The pump's peak power output shall be restored (if necessary). The simulated normal power failure condition then shall be removed, which, after a time delay, shall cause the reconnection of the pump motor to the normal power source.
 - Alarm conditions shall be simulated by activating alarm circuits at alarm sensor locations, and all such local or remote alarm indicating devices (visual and audible) shall be observed for operation.
- **Other Tests.**
 - Engine generator sets supplying emergency or standby power to fire pump assemblies shall be tested.
 - Tests of appropriate environmental pump room space conditions (e.g., heating, ventilation, illumination) shall be made to ensure proper manual or automatic operation of the associated equipment.
- **Test Results and Evaluation.**
 - The interpretation of the test results shall be the basis of the determination of adequacy of the pump assembly. Such interpretation shall be made by those skilled in such matters.

- The pump test curve shall be compared to the unadjusted field acceptance test curve and the previous annual test curve(s). Increasing engine speed beyond the rated speed of the pump at rated condition is not an acceptable method for meeting the rated pump performance. Theoretical factors for correction to the rated speed shall not be applied where determining the compliance of the pump per the test.
- Current and voltage readings whose product does not exceed the product of the rated voltage and rated full-load current multiplied by the permitted motor service factor shall be considered acceptable. Voltage readings at the motor within 5 percent below or 10 percent above the rated (i.e., nameplate) voltage shall be considered acceptable.
- The pump shall be capable of supplying the maximum system demand.

- **Reports.**

- Any abnormality observed during inspection or testing shall be reported promptly to the person responsible for correcting the abnormality.
- Test results shall be recorded and retained for comparison. All time delay intervals associated with the pump's starting, stopping, and energy source transfer shall be recorded.

5. CONSUMABLES:

- a) The rates shall be all inclusive of all consumables as per schedule of work. All consumables shall be arranged by the contractor for which nothing extra shall be payable. Replacement/repairs cost to any damaged/broken/unserviceable parts will be paid extra as actual. Claims towards repairs/replacement cost supported with tax invoices shall be submitted separately.
- b) Log book and complaint books, all stationery like registers, sheets, markers, pens and pencils etc. will be supplied by the contractor and no extra payment for these shall be made. Log book proforma must be approved by Bank's Fire Officer/Security officer.

6. Contract Period & Renewal of Contract:

1	The contract can be initially awarded for 1 year or fraction of the year at the Bank's discretion and the AMC can be further renewed annually as per the conditions mentioned under renewal of Contract.
2	<u>Renewal of Contract.</u> The service contract shall be valid for one year (or fraction of year) and it may be renewed further two years on the basis of increase in consumer prices index for industrial worker after providing the satisfactory services.

7. Special Conditions:

- a. The firefighting system installation is designed for Office buildings. The system is required to be maintained throughout the contract period. The contract covers providing the skilled staff for preventive maintenance, replacement / repairing of defective equipment's etc.

- b. The quoted rate shall be inclusive of consumable materials i.e. cotton waste, calico cloth, grease, petroleum jelly, brasso, wire joot, insulation tape, CTC material, zero paper, battery water, etc.
- c. The contractor should deploy only technical / skilled persons for maintenance work for the wet riser fire hydrant system & Sprinkler system including all associated equipment's / sub units i.e. electrical starter panel including timer, indicators lamps, fuses, battery charging circuits, engine primer (24V, DC motor) etc.
- d. The skilled person should have thorough knowledge regarding function of system and operation of Diesel engine and end suction Pump assembly as per technical specifications.
- e. The deployed staff should be familiar operation of pumps / carrying out preventive maintenance of all the equipment's as per the desired schedule.
- f. Specified LOG Book to be maintained for maintenance of Pump assembly and accessories and to be put up for signature of Bank' Fire officers/Security officers.
- g. The contractor shall attend the complaint which needs any replacement of spares etc. required for the smooth operation after getting the prior approval from Bank's Officials.
- h. The contractor shall attend the complaints on holidays / after office hours also considering the importance of the system, in case of emergency.
- i. The contract amount shall include of all necessary testing charges /tools/for trail/runs etc. The charges include for carrying out the periodical preventive maintenance of all the Electrical equipment's and proper register to be maintained and the extract shall be furnished to Estate office along with AMC bills.
- j. Whenever particular equipment goes out of order, the fact shall be brought to the notice of the Bank's Engineer immediately. If any need intimation to Bank's Engineer, material need to be replaced, the same shall arranged within shortest time. Repair / replacement work shall be taken up immediately and to be completed with the prior approval from Bank's Officials and the cost of Spares parts will be not covered under the AMC charges. **Cost towards replacement of spare parts and repairs of installations, if any, shall be reimbursed separately.**

8) Detailed Planned operation / preventive maintenance scheduled is placed below: -

- a) Clean the starter panel if any dust and clean the starter terminals with zero paper to avoid pitting.
- b) Check the DC charging circuit for proper functioning in monthly basis
- c) Tighten the cable terminals if any loose contact in the fire/starter panel.
- d) Apply the petroleum jelly in the battery terminals bi- monthly
- e) Take the battery terminal voltage and current in RUN and IDLE conditions and maintain a log book in daily basis.
- f) Check all the pumps operation daily & whole wet riser system once in a month to up keep the system in optimum operation condition.
- g) Check the alignment of pumps once in six months.
- h) Check the system for leakage on regular basis and if any leakage noticed, that shall be attended/rectified within 12 hrs, to keep the system is in good condition to meet the emergency.

- i) Maintain a dust and drift free environment to avoid corrosion of the system.
- j) Remove if any accumulated water logging near the vicinity of the pump assembly on the regular basis.
- k) Clean the valve of wet riser system every month & apply brasso on brass parts, power on hose reels to maintain the hydrants and accessories in proper manner.
- l) The contractor shall submit detailed report of all actions taken to the Bank's Officer.

Place: _____	Signature, name and seal of the Tenderer
Date: _____	



Reserve Bank of India, Nagpur
Estate Department

Annual Maintenance Contract of Wet Riser Fire Hydrant and Fire Sprinkler Systems
at RBI, Additional Office Building, Nagpur

Bill of Quantities

Sr. No.	Description of item	Qty	Monthly Charges (a)	Annual Charges (a X12)
1	<p>Monthly Charges for Annual Maintenance Contract of periodical/Preventive maintenance, breakdown servicing of Wet Riser Fire hydrant system and Sprinkler system for Bank's Additional Office building by deploying qualified technicians/workers. The payment of AMC charges shall be made on monthly basis on rendering satisfactory service. The service contract rate shall take into account cost of labour charges for routine testing of all equipment/accessories, testing of diesel/electric motor- pump and allied installation, control valve etc. all, insurance, traveling cost, the cleaning material, consumable etc as per detailed scope mentioned in Section-V of the tender document.</p> <p>Cost towards replacement of spare parts and repairs of installation, if any, shall be reimbursed separately.</p>	Job		
	Total Annual Charges excluding GST			
	Add GST @ 18 %			
	Total Annual Charges including GST			

Place: _____

Signature with seal of tenderer

Date: _____