



Reserve Bank of India

Human Resource Management Department
Protocol & Security Cell
Patna

Tender for Deployment of Fire Staffs **(Fire Supervisors/Lead Firemen & Firemen)**

Sealed tenders are invited in the prescribed format by **Reserve Bank of India, Human Resource Management Department, Protocol & Security Cell, South Gandhi Maidan, Patna – 800001** hereinafter referred to as 'The Bank' from reputed companies/firms for deployment of trained Fire Staffs (Fire Supervisors/Lead Firemen and Firemen) for providing Fire Safety Services at Bank's Main Office Premises (BMOP), RBI, Patna. Only companies/firms having minimum three (03) years' experience in undertaking work of similar nature and who have provided services to Government/Semi-Government or other major institutions are eligible to apply. Initially, the contract will be from October 01, 2017 to June 30, 2018 as per laid down contractual obligations and can be renewed for another two (02) years, provided the performance report is satisfactory.

Regional Director, RBI, Patna reserves the right to accept or reject any or all tender bids without assigning any reason whatsoever and his decision will be binding on all the parties.

The tenders will be in two-bid system. Tenders shall be submitted in two parts *i.e.* Technical bid and Financial bid which shall be submitted in separate sealed envelopes.

COVER – I shall be SUPERSCRIBED as "**TECHNICAL BID**" and shall contain the following:

- (a) Application in Format I duly filled along with documents as mentioned there in.
- (b) Particulars of Company/Firm.
- (c) Details of bankers in the enclosed format.
- (d) Client's Certificate from two existing clients.



COVER - II should be SUPERSCRIBED as **"FINANCIAL BID"** and should contain only the service provider's quoted rates in the enclosed Format II (Price bid) on the letterhead of the tenderer. COVER-II will be opened only if 'The Bank' is satisfied with the technical bid (COVER-I), which will be opened first. Tender document of companies/firms not producing proof in respect of the conditions mentioned in the Application Format-I along with letter accompanying Technical bid will be summarily rejected.

COVER – I and **COVER – II** may both be placed and submitted in another sealed cover SUPERSCRIBED **"Tender for Deployment of Fire Staff"** and addressed to, Regional Director, Reserve Bank of India, Human Resource Management Department, Protocol & Security Cell, South Gandhi Maidan, Patna – 800001. **The last date of submission of tender is September 15, 2017 up to 5:00 P.M.**

'The Bank' will not be responsible for any postal delays etc.

The **PART-I** of the tender will be opened on September 18, 2017 at 3:00 P.M. and **PART-II** of the tender will be opened only for those bidders who qualify in Part-I at a subsequent date. The information of Part-II opening will be intimated telephonically and via email.

The successful tenderer shall execute an agreement on a stamp paper of required value for due performance of the contract within a week. Before submitting the tender, please go through the enclosed terms and conditions on which the work will be awarded and shall be executed by the successful tenderer.



Eligibility Conditions and General Terms and Conditions

The Reserve Bank of India, Patna intends to invite tenders from reputed companies/firms for deployment of THREE (03) Fire Supervisors/Lead Firemen and SIX (06) Firemen at Bank's Main Office premises situated at South Gandhi Maidan, Patna – 800001.

1. Intending applicants will have to satisfy the Bank with documentary evidence in support of their possessing required eligibility criteria and in the event of their failure to do so the Bank reserves the right to reject their application.
2. The application form as well as Format I and II of the tender document, all [annexures](#) and enclosures shall be duly signed by a person on behalf of the Company/Firm who is duly authorized to do so. Full and complete information should be provided and a separate sheet of paper duly signed, may be used if necessary. Application containing false or inadequate information is liable for rejection.
3. The Bank will award the contract to the 'Bidder' who will be found to be eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. The Bank will communicate to the 'successful bidder' by letter transmitted by Registered Post/Speed Post/Any other Mode that the bid has been accepted (Letter of Award). The 'successful bidder' will be required to execute an agreement on a stamp paper of required value for due performance of the contract within a week from the date of issue of 'Letter of Award'.
4. The contract shall come into force from October 1, 2017 and it will remain valid till June 30, 2018. However, the contract may be extended for further period of two (02) years on satisfaction of the Bank with mutual consent.



5. The Company/Firm will have to deploy three supervisors/Leading Fireman and six Firemen at the Main Office Premises of the Bank or at any other places as desired by the Bank. However, the Bank reserves the right to increase or decrease the number of persons to be deployed before awarding the work or at any time during the currency of contract.
6. While deciding upon the selection of Company/Firm, emphasis will be given on the ability and competence to provide good service.
7. The Company/ Firm shall deploy Fire personnel (fire-fighting staff) in eight hours shift and should work round the clock in three shifts (0600 Hrs. to 1400 Hrs., 1400 Hrs. to 2200 Hrs. and 2200 Hrs. to 0600 Hrs.) every day *i.e.* 365 days providing fire safety, manning the fire control rooms, holding and maintaining fire safety equipment like fire alarm, hydrants, wet/dry riser system, fire extinguishers, training of general staff, liaison with local fire brigade etc. No individual fire staff will be on duty for more than 8 hours continuously. Any shortfall of man power due to illness/other reasons will be made up by the Company/Firm on ad-hoc basis. Absence of deputed person longer than 10 days will be treated as replacement. The replacement must also meet the educational qualification, experience criteria, medical and physical standards as prescribed in the tender document for the fire staff.
8. The Company/Firm shall deploy its employees in such a way that they get weekly rest, the working hours/leave, for which the work is taken from them, do not violate relevant provisions of the Shops and Establishment Act etc. The Company/Firm shall arrange to provide reliever equally qualified and competent in case of absence/leave/off etc. of the fire staff so deployed. In all dealings with the employees in its employment, the Company/Firm should have due regards to all recognized festivals, days of rest and religious or other customs.
9. On award of contract, the company/firm shall deposit **Bank Guarantee equivalent to two month's payments** (excluding GST) as **Security Deposit** and the same shall be subject to changes if



there shall be any revision of payments during the period of contract. The said Bank Guarantee will remain in force till the expiry of the contract and the same shall be renewed in case the contract is extended for further period.

10. The Bank Guarantee deposited by the Company/Firm shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Company/Firm and /or loss/damage, if any, sustained by the RBI, Patna on account of failure or negligence of the staffs deployed by it or in the event of breach of the agreement by the Company/Firm.

11. General Scope of work

- a) Manning of Fire Control Room round the clock.
- b) Checking all fire equipment for serviceability at laid down periodicity.
- c) Supervising the work done by the AMC service provider of all firefighting equipment.
- d) Conducting periodic training of Bank staff on fire fighting.
- e) Fighting the fire at the incipient stage, and assist the fire brigade as and when they arrive.
- f) Conducting regular fire-fighting drills.
- g) Functioning under the Security Manager in-charge of Fire on all aspects of work and administration.
- h) Assisting in fire audit as and when carried out.
- i) Regular inspection of entire premises for identifying fire hazards and removing /taking steps to protect against fire and building code violations.
- j) Checking all escape routes and fire lanes daily and ensure they are free of obstacles.
- k) Assisting in search and rescue & salvage operation in case of an incident.
- l) Assisting physically challenged employees/visitors as and when required.



m) Updating knowledge of the latest fire-fighting equipment and techniques and to remain aware of current developments in fire services.

12. For performing the assigned work, the Company/Firm shall deploy medically and physically fit persons (Firemen below 45 years). The Company/Firm shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. In no circumstances, Firemen & Supervisor below 18 years of age should be employed.
13. Fire Supervisor/Lead Fireman and Firemen provided shall be adequately trained in Fire Safety and Security measures including First Aid, emergency responses and fire-fighting operations.
14. The fire staffs deployed by the Company/ Firm for the services mentioned above shall be the employees of the Company/ Firm for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Company/ Firm and in no case, shall a relationship of the employer and employee between the said persons and the RBI, Patna shall accrue/arise implicitly or explicitly. It will be the responsibility of the Company/ Firm to ensure that no liability on this count should devolve on RBI, Patna in respect of fire staffs deployed by it.
15. On taking over the responsibility of work assigned, the Company/Firm shall formulate the mechanism and duly assign work to its personnel in consultation with Regional Director, RBI, Patna, or his nominee. Subsequently, the Company/Firm shall review the work assigned from time to time and advise the Regional Director, RBI, Patna for further streamlining their system. The Company/ Firm shall further be bound by and carry out the directions/instructions given to him by the Regional Director, RBI, Patna or any other officer designated by Regional Director, in this respect from time to time. The Company/ Firm shall carefully and diligently perform the work assigned to it in consultation with the Regional Director, RBI, Patna.



16. The Regional Director, RBI, Patna or any other persons authorized by the Regional Director shall be at liberty to carry out surprise check on the persons as deployed by the Company/ Firm in order to ensure that persons deployed by him are doing their duties effectively.
17. The Company/Firm will maintain an attendance register in which day to day deployment of personnel will be entered. This register shall be countersigned on daily basis from Security Officer in charge of Fire Safety of the Bank. For Saturday/Sunday the register would be put up for counter signature on Monday and for holidays on next working day. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the Bank.
18. In case any of the persons so deployed by the Company/ Firm does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the Company/ Firm shall immediately withdraw and take suitable action against such persons on the report of the RBI, Patna in this respect. Further, the Company/ Firm shall immediately replace the particular person so deployed on the demand of the RBI, Patna in case any of the aforesaid acts on the part of the said person.
19. The Company/Firm should preferably have an office in Patna and the local representative of the Company/Firm should be available in Patna having specific address and personal telephone numbers at all the time.
20. The Company/ Firm should have complete information of the fire staffs to be engaged by them. Police Verification Certificate is a must for the fire staffs to be deployed in the premises of the Bank and the police verification reports shall be made available to RBI, Patna prior to their deployment.



21. The Company/Firm shall submit details, such as names, parentage, residential address, age etc. along with recent photograph of the persons to be deployed by it in the premises of RBI, Patna. For the purpose of proper identification of the employees of the Company/Firm deployed for the work, it shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.
22. The Company/Firm shall provide two pairs of uniform at his own cost to the persons deployed for this work and will also include fluorescent Jacket - inscribed as FIRE SAFETY at the back, Fire helmet, Safety shoes, Socks, Lanyard with whistle, Jersey for winter, Rain coat/umbrella for rainy season, loaded torches and batons at all the posts and RBI, Patna shall have no liability whatsoever on this account. The uniform shall be approved by the Regional Director, RBI, Patna.
23. The Company/Firm shall not charge any amount from the personnel deployed by him towards recruitment fee, registration fee etc.
24. No accommodation facility or medical facility will be provided by the RBI, Patna.
25. The company/ firm shall be liable for the payment of wages and all other dues to the staffs deployed by it, which they are entitled to receive under the provisions of Minimum Wages Act and other relevant statutory enactments. It should pay the minimum wages stipulated by the Government of India, Ministry of Labour from time to time and submit monthly compliance certificate (with details of wages paid) on payment of minimum wages for the staffs deployed in the Bank's Premises.
26. The company/ firm shall make the payment of wages etc., to the staffs so deployed and shall on demand furnish copies of wage register/ muster roll etc., to the Bank showing the payment of all the dues made to the staffs deployed by it for the work under the agreement. This obligation is imposed on the company/ firm to ensure



that it is fulfilling its commitments towards its employees so deployed having regard to the duties of the Bank in this respect as per the provisions of Contract Labour (Regulation & Abolition) Act, 1970. It must comply with the provisions of Contract Labour (Regulation & Abolition) Act 1970 and the rules made there under by the Govt. from time to time at its own cost.

27. The company/ firm shall comply with or cause to be complied with the Notifications issued by Government from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions made without proper authorisation, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns to the authorities concerned.
28. The Company/Firm shall make the payment of wages, etc. to its employees so deployed preferably by account payee Cheque or through ECS/NEFT or other electronic media directly in the account of employed persons and shall on demand furnish copies of wage register/muster roll, pay slips etc. to the RBI, Patna, for having paid all the dues to the persons deployed by it for the work under the Agreement.
29. It shall be the responsibility of the Company/Firm to take care of fire safety arrangements in RBI, Patna premises and report the matter related to fire safety to the designated officer of RBI, Patna on immediate basis. It shall be the sole responsibility of the Company/Firm to ensure security and safety of all the property and assets, movable and immovable, related to fire safety and security of the RBI, Patna and if there is any loss to RBI, Patna on account of dishonesty, any act or default and/or due to any lapse on the part of the Company/Firm or its employees, the Company/Firm shall make good on demand the loss to RBI, Patna. It should also take steps, in consultation with RBI, Patna authorities, to register FIR with police, if required.



30. On award of the contract, the Company/Firm will have to submit Workmen Compensation Policy for his employees which must be valid till the expiry of the period of the contract.
31. The Bank shall not be responsible for any injury or accident that may take place to any of the Fire Staffs during the duty hours and will not be liable for paying compensation for death or injury to any of the Fire Staffs.
32. The company/ firm shall, at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to RBI, Patna and shall be responsible for the compliance of laws relating to the employment etc and other laws as applicable to him as well as to his employees. It shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, 1948; Workmen Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund and Miscellaneous Provisions Act 1952; Payment of Bonus Act 1965; The Minimum Wages Act 1948, Employers Liability Act 1938; Employment of Children Act 1938; The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013; Maternity Benefit Act, 1961 and/or any other rules/regulations and/or statutes that may be applicable to it. It shall be solely responsible for any violation of provision of the above mentioned legislative enactments or any other statutory provisions and shall further keep the RBI, Patna indemnified from all acts, omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. In case of failure by it to fulfill any of its obligations hereunder and / or under the said Acts, rules/ regulations/ or any bye-laws or rules framed thereunder or failure in furnishing any information, or filing any statement under the provisions of the said Act, regulations and rules or in case of furnishing any information which is materially incorrect, the RBI, Patna shall be entitled to recover any of such loses or expenses, which it may have to suffer or incur on account of any claims, demand, loss or injury, from the Bank Guarantee submitted by the company/firm and Monthly payments.



33. The Company/Firm shall pay the employer's contribution with regard to Provident Fund and Employee State Insurance Fund as per the provisions of the 'Employees Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948". It has to deposit the ESI & EPF contribution locally in Patna only and it has to ensure that all its employees are given ESI Card and EPF Card immediately.
34. The Company/Firm shall submit the Bills for services on a monthly basis latest by the 2nd (Second) day of the succeeding month and subject to the correctness of the bill, payment will be generally made by 7th day of the month. RBI, Patna will deduct tax at source and all other statutory taxes/service tax/ GST/ charges etc. as applicable from time to time from the amount payable to the Company/Firm.
35. The company/ firm shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of its employees so deployed and ensure preservation of peace and protection of persons and property of RBI, Patna.
36. The Company/Firm shall ensure that the persons so deployed do not allow any property of the RBI, Patna related to Fire Safety Equipment to be taken out of the premises without a Gate Pass signed by the designated officials of the RBI, Patna.
37. The company/ firm shall keep the RBI, Patna indemnified against all claims whatsoever in respect of the staffs deployed by the company/ firm. In case any staff of the Company/Firm so deployed enters into dispute of any nature whatsoever, it will be the primary responsibility of the company/ firm to contest the same. In case RBI, Patna is made party and is supposed to contest the case, the RBI, Patna will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the company/ firm to RBI, Patna on demand. Further the company/firm shall ensure that no financial or other liability of any nature whatsoever comes on RBI,



Patna in this respect and shall keep RBI, Patna indemnified in this respect.

38. In the event of any question, dispute/ difference arising under the agreement or in connection therewith (except as to matters the decision of which is specifically provided under the agreement) the same shall be referred to the sole arbitrator appointed by the Regional Director, RBI, Patna or his nominee.
39. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Regional Director, RBI, Patna shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
40. Subject to the aforesaid, the provisions of the Arbitration and Conciliation Act, 1996 and the rules made thereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings.
41. The company/firm, and the fire staff so deployed, should have effective and close liaison with local fire brigade establishment.
42. During the period of agreement the contract may be terminated by the Regional Director, RBI, Patna by giving one month's notice in writing. Also, the contract may be extended with mutual consent of both the parties beyond June 30, 2018.
43. The arrangements with the company/ firm shall also stand terminated in the case of insolvency of the Company/Firm.
44. **DUTY AND DISCIPLINE:** The company/firm shall be obliged to comply with the following:



- A.** It will not permit or carry on any unlawful activity or create indiscipline in the Bank's residential / Office premises.
 - B.** It will be solely responsible for employment, dismissal, termination and re-employment of its staff and personnel and to keep the Bank informed with all developments in this regard.
 - C.** It will pay all dues of its staff and keep the Bank absolved and indemnified from any liability in this respect.
 - D.** It will be responsible for behaviour of its staff and personnel, their turnout and uniform and will ensure good conduct, co-operation and discipline towards officers/staffs of the Bank and its representatives.
 - E.** It will take appropriate corrective and disciplinary action against its staffs against whom the Bank notifies.
 - F.** On expiry of the terms of the agreement, it will be liable and responsible to make all statutory payments, to its staff and personnel and perform all other statutory obligation and liability and obtain suitable discharge in favour of the Bank so that no liability or obligation devolves on the Bank.
45. The Company/Firm shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure / systems / equipment etc. which may come to his possession or knowledge during the course of discharging the contractual obligations in connection with this agreement, to any third party and will at all times hold the same in strictest confidence. It will 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 Company/Firm and the Bank will be entitled to claim damages and pursue legal remedies.



46. **The Sexual Harassment of women at work place:** The company/firm 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.

- a) In case of any complaint of sexual harassment against any of its staffs within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the company/firm and it shall ensure appropriate action under the said Act in respect to the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the successful bidder against any employee of the Bank, shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The successful bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the staffs of the successful bidder, for instance any monetary relief to Bank's employee, if sexual violence by the staff of the successful bidder is proved.
- d) The successful bidder shall be responsible for educating its staffs about prevention of sexual harassment at work place and related issues.

47. **JURISDICTION:** All matters pertaining to the agreement to be executed by the successful bidder with the Bank shall be subject to the jurisdiction of the court in Patna only.



Pre-qualification Criteria (with documentary evidences)

Requirements specifying particulars

1. The Company/ Firm should have been in this business at least for the last 3 years from the date of publication of the tender notice.
2. The fire staffs must have undergone a basic certificate course in fire-fighting from a Government recognized institute. Copy of the Certificate should be made available to the Bank for each Fire Staff.
3. Each Supervisor/ Lead Fireman should have adequate experience as Supervisor/ Lead Fireman (at least five (5) years and qualifications in fire-fighting. Age should not be more than 45 years. Each Fireman should have adequate experience as Fireman (at least three years' experience) and qualifications in fire-fighting. Age should not be more than 40 years.
4. The Company/Firm should ensure that the Fire men and Supervisors/Lead fireman are all trained in fire safety measures and fire safety equipment including First Aid, emergency responses and fire-fighting operations.
5. The Company/ Firm should have effective infrastructure for training of the Fire staffs.
6. The Company/ Firm should have credible Supervisory Infrastructure and network.
7. The Company/ Firm should have a Certificate of Registration with Registrar of Companies/Registrar of Firms.
8. The Company/ Firm should have latest Audited Balance Sheet for the last 3 years with income tax return.
9. The Company/ Firm should have latest Certificate from ESI Corporation.
10. The Company/ Firm should have latest Certificate from EPF Organization.
11. The Company/ Firm should be registered with Govt. under Contract Labour Regulation and Abolition Act, 1970.
12. The Company/ Firm should have latest documents ensuring compliance with the Minimum Wages Act.
13. The Company/Firm should note that it shall be solely responsible for entire risk coverage of the firemen/supervisors deployed by it at Reserve Bank of India, Patna premises for the entire duration of such contract with Reserve Bank of India, Patna.



14. The Company/ Firm should have PAN and GST number.
15. The Company/ Firm should have all the necessary legal/statutory approvals to conduct fire- fighting business in Patna.
16. The Company/ Firm should have a proper office or sub-office at Patna with adequate manpower to take care of replacement/reliever.
17. The replacement/reliever in case of leave/exigency should be having similar qualifications & experience.
18. Police verification of each and every person deployed is necessary and mandatory. It will be the sole responsibility of the Company/ Firm to get proper police verification done of all the deployed personnel.

Place:

Date:

**Authorised Signatory
(Name & Seal)**



Reserve Bank of India

Human Resource Management Department

Protocol & Security Cell

Patna

PART – I **TECHNICAL BID**

TENDER

for

Deployment of FIRE STAFF at RBI, Patna
for the period October 1, 2017 to June 30, 2018

Name of Tenderer:

Address:

Land Line & Mobile numbers:

Last Date of Submission: - 15/09/2017 up to 5:00 P.M.



FORMAT – I

Format of Technical Bid

(To be given on tenderer's letter head)

Tender for deploying Fire Staffs at RBI, Patna
(Fire Supervisor/Lead Firemen & Firemen)

In response to the above and in full agreement with the terms and conditions as stipulated by the Reserve Bank of India, Patna, I/we state as under:

- a) I/We understand that the minimum wages will be required to be paid as per the terms and conditions stipulated by the Central Government from time to time/other authorities concerned from time to time under the prevalent laws. In addition, I/We also understand that all statutory payments like / EPF/ESI/Bonus etc., also need to be paid as prescribed under various statutes, by me/us.
- b) In case I/We are awarded the contract, I/We agree to deposit Bank Guarantee equivalent to one month's payment (excluding the GST). The Bank Guarantee shall be in favour of "The Regional Director, RBI, Patna" with the validity till the expiry of the period of contract. The said Bank Guarantee shall be revised if there is any change in amount during the period of the contract.
- c) I/We also understand that the Regional Director, Reserve Bank of India, Patna has the right to accept or reject my/our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.
- d) I / we have valid registration in respect of Employees Provident fund / Employees State Insurance / GST etc., copies of which are enclosed herewith.
- e) I/We shall comply with the provisions of the "Sexual Harassment of women at workplace (prevention, Prohibition and Redressal) Act, 2013 and I/We shall be solely responsible in this regard.

Authorised Signatory
(Name & Seal)



Documents to be submitted along with the application:

1. Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956/2013) / Registration Certificate (in case of partnership firms and proprietary concerns)
2. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956/2013) / Partnership Deed (in case of partnership firms)
3. Copy of Tax Returns filed for last 3 years.
4. Provident fund registration code.
5. ESI Registration code.
6. Labour License.
7. Registration number and certificate of Registration of the Company.
8. Two client reports from organizations to whom Fire related services are currently being provided as per the format provided in the tender document.
9. Copy of audited Balance Sheet for last three years.
10. Experience Details along with certificates regarding training and experience of Fire Staffs
11. Copy of the GST Registration.
12. List of similar contracts entered into by the bidder during the last 3 years (including orders on hand at present) in the following format

Sr.No.	No. of Fire Supervisor/Lead Firemen/Firemen deployed	Cost of deployment (per year in Rupees)	Name and address of the organisation to whom the services were provided



ANNEX – I

Particulars of Company/Firm

S.N.	Particulars	Details	
1	Name of the Company/Firm		
2	Type of Company (Proprietorship, Partnership etc.)		
3	Name and address of the Proprietor/ Partners/ Directors of the Company		
4	Registration (firm, company etc.)/ Registration Authority, Registration Number, Date etc.		
5	Registered office address, telephone number & email address		
6	Provident Fund Registration Code		
7	ESI Registration Code		
8	Labour License		
9	GST Number		
10	Office address through which the work will be handled		
11	Experience in undertaking similar services to other organizations		
12	Total value of the services provided to the other organisations for the last three (03) years	YEAR	AMOUNT
		2014-15	
		2015-16	
		2016-17	
13	Whether financially sound to undertake services (furnish Balance Sheet for 3 years)	2014-15	
		2015-16	
		2016-17	
14	Whether deployed Fire Staffs to any of the Govt., or Semi. Govt. undertakings. Indicate details (attach work orders)		
15	Indicate if involved in any litigation		
16	Any civil suits pending in any of the orders executed, give details		
17	Any other information		

**Authorised Signatory
(Name & Seal)**

**ANNEX – II**

Details of Banker/s
(To be given on tenderer's letter head)

Particulars	Banker/s Details
Name of the Branch and its complete postal Address	
Name and Job-title of the Contract Person along with his/her Telephone No(s) and Fax No(s) etc.	
Type of Account and Account No. with IFSC code of the Branch	
Whether Credit Facility/Overdraft facility enjoyed by the service provider	
The period from which the service provider has been banking with the Banker	
Any other information which the service provider may like to furnish about its Banker/s	

Authorised Signatory
(Name & Seal)



CLIENT'S CERTIFICATE - PERFORMANCE OF CONTRACTOR

Name and address of the Client: _____

1. Details of Works executed by Smt/Shri/M/s:
2. Name of the work with brief particulars:
3. Agreement No. and Date:
4. Agreement amount:
5. Number of Years of service rendered to:
6. Details of Penalty levied for delay (indicate amount), if any:
7. Quality of Service (indicate grading): Outstanding/ Very good/ Good/ Satisfactory/ Poor:
8. Comments on the capabilities of the contractor:
 - a) Proficiency: Outstanding/Very Good/Good/Satisfactory/Poor
 - b) Financial Soundness: Outstanding/Very good/Good/Satisfactory/ Poor
9. Did the contractor go for arbitration? If yes, total amount or claim:

**Authorised Signatory
(Name & Seal)**



Reserve Bank of India

Human Resource Management Department

Protocol & Security Cell

Patna

PART – II **PRICE BID**

TENDER

for

Deployment of FIRE STAFF at RBI, Patna
for the period October 1, 2017 to June 30, 2018

Name of Tenderer:

Address:

Land Line & Mobile numbers:

Last Date of Submission: - 15/09/2017 up to 5:00 P.M.



Format II (Price bid)

(To be given on tenderer's letter head)

Tender for deployment of FIRE STAFF at RBI, Patna for the period October 1, 2017 to June 30, 2018

In response to the above and in full agreement with the terms and conditions as stipulated by you, I/We state as under:

Format for rates

Rates per head per month (in Rs.): a) Fire Supervisor/Lead Firemen: b) Firemen :	
Add other charges, if any, like relieving charges, service charges (please specify)	
Miscellaneous Charges, if any	
GST	
TOTAL	

Note:

Rates should be quoted inclusive of all expenses incurred towards deployment of Fire Staffs, plus taxes, etc as applicable. (Central Minimum Wages and other labour laws must be ensured)

I have gone through the terms and conditions accompanying the tender document and agreeable to them.

**Authorised Signatory
(Name & Seal)**