



**Reserve Bank of India
Human Resource Management Department
Jaipur**

NOTICE INVITING TENDER (NIT)

**E-Tender for Supply and Delivery of Packaged Drinking Water to the Office &
Residential colony of RBI located in Jaipur**

SCHEDULE OF TENDER (SOT)

A	E-tender Name:	E-Tender for Supply and Delivery of Packaged Drinking Water to the Office & Residential colony of RBI located in Jaipur.
B	E-tender No.	RBI/Jaipur Regional office/HRMD/5/24-25/ET/954
C	Mode of Tender	e-Procurement System (Online Part I Technical Bid and Part II Financial Bid through https://www.mstcecommerce.com/eprocn/)
D	Date of NIT available to the parties for viewing/ download	February 20, 2025 (02:00 PM onwards)
E	Date of Pre-Bid meeting (offline)	February 28, 2025 (11:00 AM)
F	Venue of Pre-Bid meeting	Conference Room, Second Floor, Reserve Bank of India, Rambagh Circle, Tonk Road, Jaipur-302004
G	Estimated value of tender	Approx. Rs.16 lakhs per annum (Inclusive of GST)
H	Transaction fees	To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Ltd. or as advised by M/s MSTC Ltd.

I	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at https://www.mstcecommerce.com/eprocn/	February 20, 2025
J	Last date of availability of e-tender	March 12, 2025 (Till 02:00 PM)
K	Date of closing of online submission of e-tender (Technical Bid and Financial Bid)	March 12, 2025, 02.00 pm
L	Date & time of opening of Part-I (Technical Bid)	March 13, 2025 at 11:00 AM
M	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Jaipur Regional Office. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through email.
N	Period given to Successful Bidder for set up and to start the actual work	10 days from the date of the Work order

Note:

1. In the event of any unforeseen closure of work/ holiday on any of the above days, the same will be opened /held on the next working day.
2. Tenders received after due date and time shall be rejected.
3. Tenders not complying with the provisions of bidding documents are liable to be rejected.
4. In case of any problem/dispute, decision of Regional Director, RBI Jaipur shall be final and binding on all parties.

Regional Director
Jaipur



भारतीय रिज़र्व बैंक / Reserve Bank of India
मानव संसाधन प्रबंध विभाग / Human Resource Management Department
जयपुर क्षेत्रीय कार्यालय / Jaipur Regional Office

विज्ञापन / Notification

जयपुर में स्थित भारतीय रिज़र्व बैंक (आरबीआई) के कार्यालय एवं आवासीय कॉलोनी में पैकेज्ड पेयजल की आपूर्ति और वितरण के लिए निविदा ई-निविदा संख्या – आरबीआई /जयपुर क्षेत्रीय कार्यालय/एचआरएमडी/5/24-25/ईटी/954

जयपुर में स्थित रिज़र्व बैंक के कार्यालय एवं आवासीय कॉलोनी में पैकेज्ड पेयजल उपलब्ध कराने हेतु विनिर्माताओं/उनके अधिकृत एजेंटों/वितरकों से केवल एमएसटीसी पोर्टल (<https://www.mstcecommerce.com/eprocho/me/rbi>) पर दो बोली प्रणाली (तकनीकी और वित्तीय बोली) के तहत भारतीय रिज़र्व बैंक, जयपुर ई-निविदाएं आमंत्रित करता है।

2. निविदा दस्तावेज आरबीआई वेबसाइट और एमएसटीसी वेबसाइट से यूआरएल <https://www.rbi.org.in> और <https://www.mstcecommerce.com/eprocho/me/rbi> से डाउनलोड किए जा सकते हैं

3. एमएसटीसी पोर्टल (www.mstcecommerce.com) पर ई-निविदा प्रस्तुत करने की अंतिम तिथि 12 मार्च 2025 है।

4. शुद्धिपत्र या स्पष्टीकरण, यदि कोई हो, केवल

E-Tender for Supply and Delivery of Packaged Drinking Water to the Office & Residential colony of RBI located in Jaipur
E-Tender No. – RBI/Jaipur Regional Office/HRMD/5/24- 25/ET/954

Reserve Bank of India (RBI), Jaipur invites e-tenders under Two Bid system (Technical & Financial Bid) in MSTC portal only (<https://www.mstcecommerce.com/eprocho/me/rbi>) from the manufacturers/their authorised agents/distributors for providing packaged drinking water to Reserve Bank's office and residential colony located in Jaipur

2. Tender document may be downloaded from RBI website and MSTC website from the following URL: (<https://www.rbi.org.in>) & <https://www.mstcecommerce.com/eprocho/me/rbi>

3. The last date for submission of e-tender on MSTC portal (www.mstcecommerce.com) is March 12, 2025 .

4. Corrigendum or clarifications, if any, shall

उपर्युक्त वेबसाइटों पर ही होस्ट किया जाएगा। बैंक किसी भी/सभी निविदाओं को अस्वीकार करने या बिना कोई कारण बताए निविदा को रद्द करने का अधिकार सुरक्षित रखता है।

be hosted on the above-mentioned websites only. The Bank reserves the right to reject any/all the tender(s) or to cancel the tender without assigning any reason.

क्षेत्रीय निदेशक
जयपुर

अस्वीकरण / Disclaimer

भारतीय रिज़र्व बैंक, मानव संसाधन प्रबंध विभाग, जयपुर ने इच्छुक पक्षों को संविदा के परिप्रेक्ष्य में जानकारी देने के लिए यह दस्तावेज़ तैयार किया है। जबकि भारतीय रिज़र्व बैंक ने इसमें निहित जानकारी को तैयार करने में उचित सावधानी बरती है और इसे सही मानता है, न तो भारतीय रिज़र्व बैंक और न ही इसके किसी भी अधिकारी या एजेंसी या उनके संबंधित अधिकारी, कर्मचारी, एजेंट या सलाहकार इस दस्तावेज़ में निहित जानकारी या इसके साथ प्रदान की जाने वाली किसी भी जानकारी की पूर्णता या सटीकता के बारे में कोई वारंटी देते हैं या कोई प्रतिनिधित्व करते हैं, चाहे वह व्यक्त हो या निहित।

यह जानकारी पूरी तरह से परिपूर्ण हो ऐसा कथित नहीं है। इच्छुक पक्षों को अपनी जांच स्वयं करनी होगी और उत्तरदाताओं को लिखित रूप में पुष्टि करनी होगी कि उन्होंने ऐसा किया है, और वे ई-निविदा जमा करने में केवल भारतीय रिज़र्व बैंक द्वारा प्रदान की गई जानकारी पर निर्भर नहीं हैं। यह जानकारी इस आधार पर प्रदान की जाती है कि यह भारतीय रिज़र्व बैंक या उसके किसी भी प्राधिकरण या एजेंसी या उनके किसी भी संबंधित अधिकारी, कर्मचारी, एजेंट या सलाहकार के लिए बाध्यकारी नहीं है।

भारतीय रिज़र्व बैंक संविदा के साथ आगे न बढ़ने या संविदा के स्वरूप को बदलने, इस दस्तावेज़

Reserve Bank of India, Human Resource Management Department, Jaipur, has prepared this document to give background information on the 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 in order, neither Reserve Bank of India nor any of its authorities or agencies or 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 Reserve Bank of India in submitting the e-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 Contract or to change the

में दर्शाई गई समय-सारिणी को बदलने या लागू की जाने वाली प्रक्रिया या प्रक्रिया को बदलने का अधिकार अपने पास सुरक्षित रखता है। यह ऐसे किसी भी पक्ष के साथ जो मामले पर आगे चर्चा करने की रुचि व्यक्त करता है, चर्चा करने से इनकार करने का अधिकार भी अपने पास सुरक्षित रखता है। रुचि व्यक्त करने वाले व्यक्तियों या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति का भुगतान नहीं किया जाएगा।

configuration of the Contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



**Reserve Bank of India
Human Resource Management Department
Jaipur**

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N	Period given to Successful Bidder for set up and to start the actual work	10 days from the date of the Work order

O	Earnest Money Deposit (EMD)	<p>The Tender Application must be submitted along with Earnest Money Deposit (EMD) amounting to ₹32,000/- (Rupees Thirty Two Thousand only) payable through NEFT to RBI latest by 01:00 PM, March 12, 2025. Failure to comply with this condition will render the tender void and the tender will be rejected.</p> <p>EMD will not carry any interest. It would be refunded to the unsuccessful bidders within 10 working days of the award of the contract. In case of the successful bidder, the EMD will be refunded after payment of security deposit in the form of a valid bank guarantee and execution of the contract.</p>					
P	Earnest Money Deposit (EMD)	<p>A/c Number: 8692299 (Reserve Bank of India, Jaipur)</p> <table border="1" data-bbox="879 1294 1525 1561"> <tr> <td data-bbox="879 1294 1102 1373">A/c Name</td> <td data-bbox="1102 1294 1525 1373">Reserve Bank of India</td> </tr> <tr> <td data-bbox="879 1373 1102 1561">IFS Code:</td> <td data-bbox="1102 1373 1525 1561"> IFSC Code – RBIS0JPPA01 (Fifth and tenth digits in IFSC code are zero). All bidders (including MSME) need to submit EMD. </td> </tr> </table>		A/c Name	Reserve Bank of India	IFS Code:	IFSC Code – RBIS0JPPA01 (Fifth and tenth digits in IFSC code are zero). All bidders (including MSME) need to submit EMD.
A/c Name	Reserve Bank of India						
IFS Code:	IFSC Code – RBIS0JPPA01 (Fifth and tenth digits in IFSC code are zero). All bidders (including MSME) need to submit EMD.						

Note:

1. In the event of any unforeseen closure of work/ holiday on any of the above days, the same will be opened /held on the next working day.
2. Tenders received after due date and time shall be rejected.
3. Tenders not complying with the provisions of bidding documents are liable to be rejected.
4. In case of any problem/dispute, decision of Regional Director, RBI Jaipur shall be final and binding on all parties.

Regional Director
Jaipur



**भारतीय रिज़र्व बैंक
मानव संसाधन प्रबंध विभाग**

निविदा आमंत्रण सूचना (एनआईटी)

जयपुर स्थित भारतीय रिज़र्व बैंक के कार्यालय एवं आवासीय कॉलोनी में पैकेज्ड पेयजल की आपूर्ति और वितरण के लिए निविदा

निविदा अनुसूची (एसओटी)

ए	ई-निविदा का नाम:	जयपुर स्थित भारतीय रिज़र्व बैंक के कार्यालय एवं आवासीय कॉलोनी में पैकेज्ड पेयजल की आपूर्ति और वितरण के लिए निविदा
बी	ई – निविदा सं.	आरबीआई/जयपुर क्षेत्रीय कार्यालय/एचआरएमडी/5 /24-25/ईटी/954
सी	निविदा माध्यम	ई-खरीद प्रणाली भाग I - तकनीकी बोली और भाग II - कीमत बोली https://www.mstcecommerce.com/eprocn/
डी	एनआईटी पार्टियों द्वारा देखने/डाउनलोड करने के लिए उपलब्ध होने की तारीख है	20 फरवरी 2025
इ	बोली-पूर्व बैठक की तिथि (ऑफ़लाइन)	28 फरवरी 2025
एफ	बोली-पूर्व बैठक का स्थान (ऑफ़लाइन)	कोन्फ्रेंस कक्ष, दूसरा तल, मानव संसाधन प्रबंध विभाग, भारतीय रिज़र्व बैंक, जयपुर, रामबाग सर्कल, टॉक रोड, जयपुर -302004
जी	निविदा का अनुमानित मूल्य	लगभग ₹16 लाख रूपये प्रतिवर्ष (जीएसटी सहित)
एच	लेनदेन शुल्क	एमएसटीसी पोर्टल द्वारा निर्धारित

आई	ई-निविदा ऑनलाइन जमा करने की आरंभ होने की तिथि (तकनीकी बोली और वित्तीय बोली) https://www.mstcecommerce.com/eproc/	20 फरवरी 2025 (दोपहर 02:00 बजे से)
जे	ई-निविदा की उपलब्धता की अंतिम तिथि	12 मार्च 2025
के	तकनीकी बोली और कीमत बोली प्रस्तुत करने के लिए ऑनलाइन ई-निविदा की अंतिम तिथि	12 मार्च 2025 को दोपहर 02:00 बजे तक
एल	तकनीकी बोलियाँ (भाग I) खोलने की तिथि और समय	13 मार्च 2025 को प्रातः 11 बजे
एम	कीमत बोलियाँ (भाग II) खोलने की तिथि एवं समय	केवल उन बोलीदाताओं की भाग-II (वित्तीय बोली) इलेक्ट्रॉनिक रूप से खोली जाएगी, जिनकी भाग-I (तकनीकी बोली) RBI, जयपुर क्षेत्रीय कार्यालय द्वारा स्वीकार्य पाई जाती है। ऐसे बोलीदाताओं को भाग-II (वित्तीय बोली) खोलने की तिथि के बारे में ईमेल के माध्यम से सूचित किया जाएगा।
एन	सफल बोलीदाता को स्थापना और वास्तविक कार्य शुरू करने के लिए दी गई अवधि	कार्य आदेश की तिथि से 10 दिन
ओ	बयाना राशि (ईएमडी)	बोलीदाताओं को 12 मार्च 2025 को दोपहर 01:00 बजे या उससे पहले NEFT के माध्यम से ₹32,000/- (केवल बत्तीस हजार रुपये) की EMD राशि जमा करनी होगी। इस शर्त का पालन न करने पर निविदा रद्द कर दी जाएगी और निविदा को अस्वीकार कर दिया जाएगा।

		बयाना राशि पर कोई ब्याज नहीं लगेगा। असफल बोलीदाताओं को संविदा के आवंटन के 10 कार्य दिवसों के भीतर यह राशि वापस कर दी जाएगी। सफल बोलीदाता के मामले में, वैध बैंक गारंटी के रूप में सुरक्षा जमा राशि के भुगतान और संविदा के निष्पादन के बाद बयाना राशि वापस कर दी जाएगी।	
पी	बयाना राशि (ईएमडी)	खाता संख्या: 8692299 (भारतीय रिज़र्व बैंक, जयपुर)	
		खाते का नाम	Reserve Bank of India
		आई.ऍफ़.एस. कोड:	IFSC Code – RBIS0JPPA01 (Fifth and tenth digits in IFSC code are zero). All bidders (including MSME) need to submit EMD.

नोट:

1. उपर्युक्त दिनों में से किसी भी दिन अप्रत्याशित रूप से कार्य बंद होने/छुट्टी होने की स्थिति में, उसे अगले कार्य दिवस पर खोला/आयोजित किया जाएगा।
2. निर्धारित तिथि एवं समय के बाद प्राप्त निविदाएं अस्वीकार कर दी जाएंगी।
3. बोली दस्तावेजों के प्रावधानों का अनुपालन न करने वाली निविदाएं अस्वीकार की जा सकती हैं।
4. किसी भी समस्या/विवाद की स्थिति में, क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, जयपुर का निर्णय अंतिम होगा और सभी पक्षों पर बाध्यकारी होगा।

क्षेत्रीय निदेशक
जयपुर

Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender carefully before submitting online tender.

Sl. No.	Process
1	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/her/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Price Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangements for bidding from a computer connected with Internet. RBI/MSTC is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID HAS TO BE UPLOADED ON-LINE AT https://www.mstcecommerce.com/eprochome/rbi</p> <p>1). Vendors are required to register themselves online with https://www.mstcecommerce.com → e-Procurement → PSU/Government Departments → Select RBI Logo-Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2). Vendors will receive a system generated mail confirming his/her/their registration through email which has/have been provided during filling the registration form. In case of any clarification, please contact MSTC/RBI (before the scheduled time of the e- tender).</p> <p>Contact person (RBI): 1. Shri Rupesh Purohit (Assistant Manager): 0141-257194 /9509302345 (rupeshpurohit@rbi.org.in) (bookingjaipur@rbi.org.in)</p> <p>Contact person (MSTC Ltd): 1. Ms Tanmoy Sarkar, Deputy Manager; Email id tsarkar@mstcindia.co.in Phone No: 8349894664</p>

	<p>2. Ms. Rupali Pandey, Asst. Manager- rpandey@mstcindia.co.in – Mobile -9458704037</p> <p>3. Mr. Abhishek Kr. Kanaujia, Executive – Mobile – 9953089772</p> <p>4. Centralized helpdesk for vendors - 033-23400020/23400021/23400022</p> <p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ul style="list-style-type: none"> i) Windows 7 or above Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. <p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <p><input type="checkbox"/> Tools => Internet Options =>Security => Disable protected Mode If enabled - i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.</p> <p><input type="checkbox"/> Other Settings: Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Price Bid shall have to be uploaded online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Price Bid Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction Fee: The vendors shall pay the transaction fee using “Transaction Fee Payment” Link</p>

	<p>under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p>Transaction fee is levied by MSTC Ltd. and to be paid by the bidders which is non-refundable.</p> <p>RBI does not levy any charges as tender fee/tender set fee or for participation in bidding.</p> <p>A vendor shall not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email id provided is valid and updated at the time of registration of vendor with MSTC.</p> <p>Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in the notice for this tender.</p>
7	<p>Bidding in e-tender:</p> <p>a) Vendor(s) need to submit necessary EMD, Transaction fees to be eligible to bid online in the e-tender. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded.</p>

b) The process involves Electronic Bidding for submission of Technical and Price Bid.

c) Only the vendor(s) who have submitted transaction fee can submit their Technical Bid and Price Bid through internet in MSTC website.

www.mstcecommerce.com → e-procurement → PSU/Government Departments → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.

d) The vendor shall allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit the Technical bid.

e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Price bid. Then once both the Technical bid & Price bid have been saved, the vendor can click on the "Final submission" button to register their bid.

f) Vendors are instructed to use "*Attach Doc button*" to upload documents. Multiple documents can be uploaded.

g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.

h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.

i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

j) All electronic bids uploaded during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered

	<p>by that vendor and acceptance of the same by the RBI will form a binding contract between RBI and the Vendor for execution of the job.</p> <p>k) It is mandatory that all the bids are uploaded with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) No deviation of the terms and conditions of the tender document is acceptable.</p> <p>m) Submission of bid in the e-tender floor by any vendor confirms the acceptance of terms & conditions for the tender by him/her.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video available on the MSTC website.
12	Vendor must submit physical samples of items to be supplied by them. The items should be strictly as per specified technical specification (BIS IS 14543). The vendor failing to submit items or submitting sub-standard items would not be considered for further evaluation.

Address for communication, submitting physical samples of various sizes of packaged drinking water bottles, place of pre-bid meeting and place of opening tender offers, etc.:

Human Resource Management Department
Reserve Bank of India
Jaipur Regional Office
Rambagh Circle, Tonk Road,
Jaipur -302004

Telephone No: 0141-
257194/9509302345
Email: rupeshpurohit@rbi.org.in
bookingjaipur@rbi.org.in



**RESERVE BANK OF INDIA
JAIPUR
FORMAT OF APPLICATION FORM**

From
To
Regional Director
Human Resource Management Department
Reserve Bank of India
Jaipur

Dear Sir,

E-TENDERS FROM PACKAGED DRINKING WATER PROVIDERS

Ref: Advertisement in

I/We wish to introduce ourselves as packaged drinking water manufacturer/authorized agent/distributor and request you to consider our e-tender for providing packaged drinking water to RBI Office and Residential colony located in Jaipur. I/We furnish hereby the required information about our firm/company and business:

1. a) Name of the firm/company and full addresses of Head Office and branch/office in Jaipur

Name:

Address:

b) Telephone No./Mobile No.:

c) Constitution:

d) Date of establishment:

e) E-mail id of the firm:

2. a) Registration and License

Number: (Please provide relevant document)

b) Certificate Number issued by BIS for supply of Water: (copy to be uploaded)

c) Full name/s and addresses of Proprietor/ Partners/Directors:

3. Name and addresses of branches/associates of the firm/company:

- a)
- b)
- c)

(Separate list may be uploaded in case the space provided is not sufficient)

4. Annual Turnover of last three financial years (Rs. Lakh)

2023-24 :

2022-23 :

2021-22 :

(Upload annual audited balance sheet of F.Y. 2021-22, 2022-23 and 2023-24) and audited/unaudited balance sheet of 2024-25

5. The details of at least three contracts which the firm/company had/has with Other Banks/Public Sector undertakings/ other Institution for providing packaged drinking water in the preceding three financial years i.e. 2021-22, 2022-23 and 2023-24. (Please provide name of the entity, period and value of the contract, geographical coverage of the entities)

6. Other information, if any:

(Please attach sheets, if necessary)

Note: In the event of dispute on any issue, the legal proceedings will be at Jaipur.

DECLARATION OF THE APPLICANT

I/We hereby confirm that the information furnished herein above is true to the best of our knowledge and belief. You are free to call for confidential opinion from any one as also from our Banker as you deem fit. I/We also certify that, I/we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Yours faithfully,

Place:
Date:

Authorized signatory
Name:

List of documents to be filled and uploaded on MSTC website:

- i) All supporting documents in respect of prequalification criteria as mentioned in the tender documents.
- ii) Authorization letter duly signed and stamped.
- iii) Terms and conditions duly signed and stamped on each page
- iv) Application form
- v) Technical bid (Part 1) form and related documents – duly filled signed and stamped.

PART - I - Technical bid

To,

Regional Director
Human Resource Management
Department
Reserve Bank of India
Jaipur

Dear Sir,

E-Tender FOR PACKAGED DRINKING WATER

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, we hereby offer to provide packaged drinking water specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Part II of the E-tender (to be uploaded online only), and in all other respects in accordance with such conditions as may be applicable.

MEMORANDUM

(a)	Description of work	To provide packaged drinking water (BIS – IS 14543 certified). Supply and deliver to all Office & Residential Colony of RBI located in Jaipur.
(b)	Estimated Cost	Approx. Rs.16 lakhs per annum (Inclusive of GST)
(c)	Tenure	The Contract is for a period from April 01, 2025 - March 31, 2026 and renewable annually for a further period of two years i.e. one year at a time subject to annual review by the Bank of the performance of the contractor(s) being satisfactory and at the mutually agreed terms and conditions, subject to providing satisfactory services and fulfilment of any other criteria.
(d)	Delivery schedule	Supplier shall be ready to supply packaged water within 24 hours of communication of the order.

2. Should this tender be accepted, we hereby agree to abide by and fulfil all the terms and provisions of the said Contract annexed hereto in so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. We have deposited a sum of Rs. 32,000/- (Rupees Thirty Two Thousand only) by NEFT to RBI. No interest is payable on the above EMD amount. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited to the Reserve Bank of India.

4. The details of our bankers are as under: -

Particulars	Banker 1	Banker 2 (optional)
Name of the bank branch and its complete postal address including IFSC and e-mail id.		
Name and job title of the Branch Manager / relationship manager along with his/her telephone No(s) and e-mail id		
Type of Account and Account number		
The period from which the tenderer has been banking with the banker (specify the number of years and months).		
Any other information which the tenderer may like to furnish about its bankers.		

Signature
Name:
Designation of the Authorised Signatory
Date:

5. We are uploading herewith list of our clients along with full details like names, postal addresses, e-mail ids, telephone (landline and mobile) Nos., Fax Nos., etc, of the contact executives (i.e. the persons who can be contacted by the Reserve Bank, if required).

	Client 1	Client 2	Client 3
Name of the Client			
Address			
Description/Details of works/contract			
Agreement No. & Date and Validity Period			
Contract Amount			
Date of Commencement of Contract			
Date of Expiry of Contract			
Duration of relationship with the Vendor/Contract			
Details of penalty levied for deficiencies in services rendered	1) Date of Levy of Penalty: 2) Amount of Penalty: 3) Reason of Penalty:	1) Date of Levy of Penalty: 2) Amount of Penalty: 3) Reason of Penalty:	1) Date of Levy of Penalty: 2) Amount of Penalty: 3) Reason of Penalty:
General Feedback on the quality of service and conduct of the vendor and his employees/officials (Please furnish the certificates/ letter issued by the customer as per Annexure I)			
Signature Name: Designation of the Authorised Signatory Date:			

6. The Tender is uploaded in two parts. Part I contains all commercial terms and conditions and Part II contains only the price bid (should be submitted online on MSTC

portal). **Price quoted for each item should be inclusive of applicable GST.**

Name of the Director of the company authorised to sign (or)

Name of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be uploaded.)

Yours faithfully

Signature of authorized signatory
With seal

Documents required to be submitted for Technical Bid

1. Copy of Certificate of Incorporation (in case of companies registered under the Indian Companies Act) / Registration Certificate (in case of partnership firms and proprietary concerns).
2. Copy of the Memorandum and Articles of Association (in case of companies registered under the Indian Companies Act) / Partnership Deed (in case of partnership firms)
3. Experience certificates: 3 years' experience in undertaking a work of supplying packaged drinking water and providing services to Government Departments / Public / reputed Private sector institutions.
4. Documentary proof of empanelment/work of supplying packaged drinking water to at least three PSUs/Nationalized Banks/Private Sector Banks during the last three financial years
5. Audited annual financial statements/Balance sheet [F.Y. 2021-22, 2022-23 and 2023-24]
6. Income Tax Returns of last three financial years [F.Y. 2021-22, 2022-23 and 2023-24]
7. Bankers certificate on financial standing ([Annexure II](#))
8. Client Feedback from Top 3 clients preferably in Jaipur. ([Annexure I](#))
9. Copy of PAN, TAN, TIN and GST Registration.
10. Self –attested copy of Declaration of non – conviction of any offense/pending case ([Annexure III](#)).
11. Self –attested copy of “Declaration” ([Annexure IV](#)).

The Bank reserves the right to call the proof/verify the furnished information.

P.S.: The above list is not exhaustive, the Bank may call for any other required documents, if necessary.

Part-II Price Bid

Schedule of Rate per unit of Packaged Drinking Water (**price should not be mentioned on this sheet. Price should be quoted on MSTC portal only**)

Serial No.	Particulars	Rates offered (Rs.) per unit (Inclusive of GST)
1	300 ml Glass water bottle	<i>To be filled in MSTC portal only</i>
2	750 ml Glass water bottle	<i>To be filled in MSTC portal only</i>
3	200 ml water bottle	<i>To be filled in MSTC portal only</i>
4	250 ml water bottle	<i>To be filled in MSTC portal only</i>
5	500 ml bottle	<i>To be filled in MSTC portal only</i>
6	1 litre bottle	<i>To be filled in MSTC portal only</i>
7	20 litre jar	<i>To be filled in MSTC portal only</i>

Note:

- a) The above rates should be inclusive of packing material, courier charges, transport charges, GST etc.
- b) The above quoted rates will be multiplied with the weightage assigned for the category to get the weightage score and L1 will be decided on the basis of sum of weightage score of all categories.
- c) In case, if there are more than one L1 bidders:
- I. L1 will be decided on the basis of lowest price quoted for highest weightage category i.e. price quoted for 20 liters Jar price.
 - II. If the prices for highest weightage category is also same, then the L1 will be decided on the basis of next higher weightage category i.e. 750 ml Glass water bottle.
 - III. Even if the prices are same for all above weightage categories, the L1 will then be decided on basis of highest average turnover of the bidders for last three financial years i.e. FY 2021-22, FY 2022-23 and FY 2023-24.
- d) Above offer is valid for 90 days from the last date of submission of the bids.
- e) The vendor is required to provide Packaged Drinking Water as per the time-schedule to be prescribed by the Reserve Bank from time to time.
- f) Bank's decision in the calculation of L1 is final and binding. RBI reserves the right to place the order with the L2 bidder in case the L1 bidder refuses to accept the Order or otherwise gets disqualified.



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
JAIPUR REGIONAL OFFICE**

E-Tender from Packaged Drinking Water providers

Terms and Conditions of the contract

E-Tenders are invited from reputed manufacturers/distributors/authorized agents with relevant experience for appointment as supplier of Packaged Drinking Water to Office and Residential colony of RBI located in Jaipur.

1. Pre-Qualification criteria:

Serial No.	Criteria
a	Minimum experience in the field: 3 years (Certificate of Incorporation or Memorandum / Articles of Association along with documentary proof to be uploaded)
b	Shall be empaneled with/have executed job of supplying packaged drinking water for at least three PSUs/Nationalized Banks/Private Banks during the last three financial years. (as per Form 2, Documentary proof of empanelment/work order to be uploaded)
c	Shall have turnover of minimum Rs.16 lakhs for each year during the last three financial years (Audited balance sheets have to be uploaded)
d	Shall be able to provide service as and when required.
e	The packaged drinking water should be BIS – IS14543 certified. The manufacturer should have valid license. (Relevant documents to be uploaded)
f	Shall furnish solvency certificate issued by the Applicant's banker (as per Annexure II format)

2. Procedure for tenders

The tenders for the Packaged Drinking Water shall be uploaded in two parts i.e.

a. Technical Bid - Part-I (on MSTC portal) – This will contain the RBI's terms and conditions for the services (Rates and amounts of items shall not appear anywhere in this part) with tenders' covering letter and, in the Bank's, standard Performa which is

available in the tender form. All the columns in the performa should be duly filled and supporting documents, e.g., audited balance sheet, proof of date of commencement of business, Photostat copies of the job award letters from at least three customers for having provided packaged drinking water together with list of such customers etc. should be uploaded. Each page of the tender document including attachments should be duly signed by the authorized signatory (who has signed the Bid), and uploaded with the Technical Bid in token of bidder's confirmation to accept the terms and conditions and other provisions contained in it. Incomplete Bid shall not be considered and will be summarily rejected.

- b. Price Bid - Part-II – This will contain only rates in Indian Rupees in figures (**inclusive of applicable GST**) which is to be inserted by vendor in financial bid section on MSTC portal. No other tax/charges, except for the prevalent GST for the respective item, will be paid by RBI. **The tenderer must fill in the rates only in the space provided against the item in the e-tender.**
- c. The Earnest Money Deposit (EMD) of Rs.32,000/- by NEFT to RBI NEFT account details by
12:00 PM on march 12, 2025
- d. **Weightage for evaluation of price bid for L1: the weightage for each type of water bottles will be:**

300 ml Glass water bottle	4 percent
750 ml Glass water bottle	5 percent
200 ml water bottle	1 percent
250 ml water bottle	1 percent
500 ml bottle	3 percent
1 litre bottle	1 percent
20 litre jar	85 percent

- e. The tenderer must use only the forms downloaded / issued by the Bank. The tender form must be filled in Hindi/English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with any of these conditions will render the tender void at the Bank's option.
- f. No request for any change in terms and conditions after the opening of the price bid

(part II) tender will be entertained. The rates quoted shall be binding without any escalation whatsoever till March 31, 2026.

- g. Bank's decision in the calculation of L1 is final and binding. RBI reserves the right to place the order with the L2 bidder in case the L1 bidder refuses to accept the Order or otherwise gets disqualified.
- h. **RBI reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.**

3. Schedule of opening of tenders

Part I of the tenders shall be opened at **11:00 AM on March 13, 2025** in the presence of the authorized representative of the tenderers who choose to be present. Part-II (Financial Bid) shall be opened electronically only if those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Jaipur Regional Office. Such bidder(s) shall be intimated regarding date of opening of Part- II (Financial Bid) through email.

4. Earnest Money Deposit (EMD)

A sum of Rs.32,000/- (Rupees Thirty Two Thousand only) shall be paid as earnest money by NEFT to RBI NEFT account details by **01:00 PM on March 12, 2025**. No interest is payable on EMD amount. While the amount deposited by the unsuccessful bidders would be refunded after the suitable service provider is / are finalized, the amount in respect of successful bidders shall be refunded after Bank Guarantee from a scheduled bank towards the security deposit is received. It may be noted that applications received without EMD shall liable to be rejected. In case of the successful bidder, the EMD shall be refunded after submission of performance bank guarantee in the form of a valid bank guarantee and execution of the contract.

5. Security Deposit

A Performance Bank Guarantee for an amount equal to 5% of the contract value should be furnished by the successful tenderer valid for a period of sixty days beyond the date of completion of all contractual obligations. The EMD furnished by the tenderer at the time of submission of the tenders will returned on submission of the Performance Bank Guarantee for the security deposit stated above. The Performance Bank Guarantee shall be renewed for a further period as stated above upon renewal of the contract for this work by Reserve Bank if deemed fit. Failure of the bidder to submit the above- mentioned Security Deposit shall constitute sufficient grounds for the annulment of the contract

award.

Terms of Payment

2. The successful tenderer shall execute an agreement with the Bank on stamp paper within 14 days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

3. 100% payment of the Packaged Drinking Water provider shall be released within 30 (thirty) working days from the date of the submission of the bills duly supported by the relevant documents as proof of delivery in good condition through electronic means. Bank shall pay the agreed amount on the basis of monthly bill submitted by the agency. .

The offered rate shall be inclusive of all cost of materials, transportation, labour, GST, etc.

4. The Packaged Drinking Water Provider should submit their bills to the respective offices where the consignment was delivered together with proof of delivery on or before 10th day of every month for all the Packaged Drinking Water supplied during the immediate preceding month/quarter as applicable.

5. The packaged drinking water should be delivered in good condition. In case of any damage/leakage, the responsibility shall be that of the Service Provider. The cost of the material and loss of time shall be recovered from successful tenderer.

Duties and Responsibilities of the Service Provider

6. The Authorized representative of the service providers shall collect the indent from the offices as and when desired or, requirement would be telephoned/mailed/faxed/sent by post.

7. The Bidder has to strictly ensure best service for supply of purified drinking water as per the standards declared by the Bureau of Indian Standards vide No. IS: 14543.

8. The service provider should provide water dispensers at office and staff quarters. One water dispenser for every monthly consumption of 40 bottles of 20L quantity. The service and maintenance of water dispensers will be looked after by the service provider. and no charges will be payable for the same.

9. The service provider should arrange for deep cleaning of all the dispensers on monthly basis and no separate charges will be payable for same. In case, of any dispenser/s found to be non-functional, the service provider shall arrange to replace the same within 24 hours, intimation received from the Bank.

10. Packaged drinking water means water derived from any source of potable water which may be subjected to treatments, such as, decantation, filtration, combination of filtration, aeration, filtration with membrane filter, depth filter, cartridge filter, activated carbon filtration, demineralization, remineralization, reverse osmosis or any other method to meet the prescribed standard and packed. It may be disinfected to a level that will not lead to harmful contamination in the drinking water. It may be disinfected by means of chemical agents and/or physical methods to reduce the number of micro-organism to a level that does not compromise food safety or suitability. It shall be filled in a sealed container of various compositions, forms and capacities that is suitable for direct consumption without further treatment. In case remineralization is a part of the treatment process, the ingredients used shall be food grade quality and conform to the requirements of the Prevention of Food Adulteration Act, 1954 and the rules framed there under.

11. The service provider has to ensure that any upgradation in standards brought in by BIS either during the currency of the contract or before has to be met by the manufacturer.

12. The Bank shall, if necessary, arrange to get the water tested for quality from appropriate laboratories. In the event of any deficiencies noticed in the quality of water on account of not meeting the standard specified in BIS – IS 14543, or such other specifications prescribed by Government, or presence of any impurities, chemicals, toxic contents, sediments etc., Bank reserves the right to terminate this arrangement forthwith. Attendant costs, damages, if any, caused shall be made good by the supplier to the Bank.

13. The manufacturer should have a valid license for manufacturing the packaged drinking water and should be able to provide the latest periodic surveillance inspection report of the valid license period.

14. The processed water should meet all the requirements in terms of a) physical, b) chemical (general chemical substances, toxic substances and pesticides residues), c) microbiological and
g) radioactive residues besides the requirements for packaging.

Compliance and Indemnity

17. The vendor / contractor / company shall be solely responsible for compliance with the provisions of all Central and State laws, various taxes (Income tax, sales tax, service tax, etc.), labour and industrial laws, such as Minimum Wages Act, Compensation Act, EPF Act, Payment of Bonus Act, Gratuity Act, The Contract Labour Regulation and Abolition Act, etc. relating to persons deployed for providing services to RBI. There shall be no employer-employee relationship between the person so deployed and the Bank and the Company/authorized distributor shall be liable to pay to the persons deployed for the purpose of this agreement and comply with all the legal provisions applicable in this regard. The Company/its authorized distributor shall be solely responsible for compensation/damages that is required to be paid to its persons or users for any bodily injury during or in the course of execution of this contract. The vendor/ contractor / company shall ensure filing of GST-Return as applicable, in timely manner.

18. The Company/its authorized distributor shall indemnify and keep the Bank indemnified for any loss or damage caused to the Bank's property by its persons. The Company/its authorized distributor shall also indemnify the Bank from any claim made against it by any third party or authority with respect to this contract.

19. The Contractor shall abide by all the statutory provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and all other applicable laws. The Contractor, as per the Child Labour (Prohibition and Regulation) Act 1986, shall not engage a person below the age of 18 years.

Confidentiality

20. The Company acknowledges that all materials and information which has or will come into its possession or knowledge in connection with the Agreement or the performance hereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to the Bank, will at all times be held by it in the strictest confidence and it shall not make use thereof other than for the performance of its obligations described in the Agreement and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other party. The Company or its authorized distributor shall take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under the Agreement are fully satisfied. In the event of any employee of the Company or its authorized distributor violates the said non-disclosure clause, the Company or its authorized distributor shall not employ such employee for performing the obligations under the agreement.

Notices

21. Any notice given by one party to the other shall be sent to the other party (as per the address mentioned in the agreement) in writing either by hand delivery or by registered post or by courier and shall be deemed to be complete on obtaining acknowledgement thereof; or by email and in which case, the notice will be complete on confirmation of receipt by the receiver.

Termination

22. The agreement can be terminated either by the Bank or by the Company by giving prior notice of one month in writing. If there is default, failure or breach on the part of the Company or its authorized distributor in providing the service as agreed upon, the Bank reserves its right to terminate the agreement without any notice or any compensation in lieu thereof.

Either party of this Contract may terminate this Contract by giving one month written notice in advance to the other party. In such case, the party who is terminating the contract shall not be liable to pay any compensation or damages whatsoever to the other party irrespective of whether any capital expenditure and or revenue expenditure has/have been incurred by such other party for the purpose of executing the terms of this contract. The first party however shall continue to discharge its obligations during the notice period. Provided that any rights or obligations including any obligations to making payment/s that may have become due, of both parties prior to the date of the notice of termination of this contract by the addressee shall not be prejudiced and such rights and obligations shall be enforceable in spite of the termination of this contract.

23. Neither Party shall be in default or otherwise liable for any delay in, or failure of, its performance under this Agreement where such delay or failure arises by reason of any act of God, or any government or any statutory body, war, insurrection beyond the control of such Party. The duration of the agreement shall be extended accordingly or the Parties may terminate, at its option, the whole or any part of this Agreement if such a situation continues beyond the period of thirty (30) days.

Settlement of Dispute

24. This Agreement and any transaction between the parties here under shall be governed by, construed and interpreted in accordance with the laws of India. Any dispute arising out of the contract between the parties to this contract shall be settled amicably between parties without the intervention of third parties. The Courts at Jaipur shall have the exclusive jurisdiction.

25. Arbitration

(i) In the event of there being any dispute or difference arising between the parties the same shall be referred to the Regional Director, Reserve Bank of India, Jaipur whose decision in writing, shall

be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed by the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties.

(ii) The venue of the arbitration shall be Jaipur. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

(iii) All disputes shall be subject to the legal jurisdiction of the Court at Jaipur only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

(iv) During the arbitration proceedings, the company/vendor shall continue to discharge his contractual obligation under this agreement, unless dispensed by the Bank.

26. Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013:

(a) The company/vendor shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013". In case of any complaint of sexual harassment against its employees within the premises of the Bank, the complaint shall be referred to the appropriate committee constituted under the said act.

(b) The Company/vendor shall be responsible for educating its employees or agent or supply men about prevention of sexual harassment at workplace and related issues. The company/vendor shall ensure appropriate action under the said act in respect of the complaint.

(c) Any complaint of sexual harassment from any aggrieved employee of the company/vendor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

(d) The company/vendor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees or agents, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the company/vendor is proved.

(e)The company/vendor shall be responsible for educating its employees or agents about prevention of sexual harassment at workplace and related issues.

Penalty:

27.The service providers shall arrange to deliver the requirements within a maximum period of 24 hours.

28.In case of delay in delivering the requirements irrespective of category, within the specified period, except in case of “force majeure”, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty as follows:

Delay	Penalty
Within 24 hours to 48 hours	₹2000/day
>48 hours <= 72 hours	₹3000/day
>72 hours	₹5000/day

29. Force Majeure: Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavors to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.

30. The service providers shall ensure delivery to the concerned offices only.

31. Bank shall make claims, if any, in writing – (a) within 30 days from the date of payment of the relative bill, if the claim relates to shortage, damage or delay, (b) Any such claim lodged by the Bank shall be settled by the service provider within a period of one month.

32.The Bank may, for any reason whatsoever or without assigning any reason, discontinue the arrangement before the expiry of the period mentioned in this agreement

by issuing a notice of 30 days to the service providers.

33. The quantities mentioned in the financial offer are tentative for the purpose of evaluation of tender only. Actual quantities may vary.

34. The offer shall be valid for a minimum period of three months from the date of opening of technical bid.

35. The vendor shall submit potability test of water every month to the Reserve Bank. The Reserve Bank shall have right to ask the vendor to do potability test at any point of time.

36. Assignment

The whole of the works included in the contract shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank. Notwithstanding the above, the decision of the Reserve Bank to grant such permission shall be final and binding on the bidder.

37. Miscellaneous:

- i. Interested tenderers can attend tender opening process.
- ii. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or by his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
- iii. Bidders are requested to see the websites www.rbi.org.in and <https://www.mstcecommerce.com/eprochome/rbi> regularly before the due date of submission for changes, if any, which may be uploaded subsequently in respect of this tender.
- iv. Bank reserves the right to reject any or all the bids without assigning any reason thereof and also reserves the right to reissue tender if required.
- v. If the service provider is terminated prematurely by the act/omission on the part of the service provider, the service provider agrees that, earnest money/security deposit shall not be refunded by the Bank and the same will be forfeited. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he has to make temporary arrangement for the services provided by him for a period of 3 months or till Bank appoints new service providers or whichever is earlier.
- vi. Jurisdiction for any dispute shall be Jaipur only.

Proforma for Bank Guarantee In Lieu of Security Deposit

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

Place: _____

Date: _____

To:
The Regional Director
Reserve Bank of India
Jaipur Regional Office ,
Rambagh Circle, Tonk
Road,
Jaipur-302 004

Dear Sir,

Name of the Work:

Ref: NIT/Advt No. _____ dated _____

WHEREAS

The Reserve Bank of India, having its regional office at Rambagh Circle, Tonk Road, Jaipur (hereinafter called the "RBI") has invited tenders for the captioned work (hereinafter called "the said tender") on the terms and conditions mentioned in the said tender documents.

It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of Rs. ____ (Rupees _____ only) as Security Deposit.

M/s. (Name of the Tenderer/Bidder) _____, (hereinafter called as "the Tenderer/ Bidder"), who are our Clients/Constituents intend to submit their tender/ Bid for the said work and have requested us to furnish Bank Guarantee to RBI in respect of the said sum of Rs. _____ (Rupees _____ only) in respect of EMD.

NOW THIS GUARANTEE WITNESSETH

1. We _____ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. ____ (Rupees ____ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____ (Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. _____ (Rupees _____ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due

to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Tenderer. This guarantee shall not be revoked by us without prior consent in writing of the RBI. We hereby further agree that –

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Tenderer or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs.

_____ (Rupees _____ only).

b) Our liability under these presents shall not exceed the sum of Rs. __ (Rupees _____ only) .

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force up to.... (Date) (90 days beyond the contract period), provided that, if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the _ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _____ or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of _____ Bank
Authorised Official (with seal)

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annexure I**Client's Certificate Regarding Performance of Contractor/Vendor
(To be given on its letterhead by the client)**

Sr. No.	Particulars	Description
1.	Name and address of the Client issuing the certificate	
2.	Details of Works executed by Shri /M/s	
3.	Name of work with brief particulars	
4.	Agreement No. and date	
5.	Agreement amount	
6.	Date of commencement of the contract	
7.	Date of expiry of the contract	
8.	Duration of relationship with the Vendor/Contract	
9.	Details of Penalty levied: (Date of levy of penalty, Amount of penalty and reasons of penalty levied for deficiencies in services rendered)	
10.	Details of disputes with the agency during the contract	
11.	General Feedback on the quality of service and conduct of the Vendor and his employees/officials	
12.	Rating of services rendered: Outstanding/Very Good/ Good/Satisfactory/ Poor	
13.	Recommendation, if any or any other feedback	

Signature:

(Authorized signatory of the Client) Name:

Designation :

PF index no./ employee number

Annexure II**Form of Bankers' Certificate from a Scheduled Bank**

[To be arranged by the tenderer(s)]

(To be given by the banker on its letterhead)

Sr. No.	Particulars	Description
1.	Composition of the firm (whether Partnership/ LLP/ Private Limited/ Proprietorship/ Public Limited.)	
2.	Name/s of the Proprietor/ Partners/ Directors of the firm.	
3.	Turnover of the firm for the last preceding Three years (year wise)	
4.	Credit facility/ Overdraft facility enjoyed by the Vendor.	
5.	Nature of dealings and opinion thereon	
6.	The period from which the firm has been banking with the bank.	
7.	Any other remarks	
8.	Opinion on whether the party is considered financially sound to be entrusted with the contract for works estimated to cost ₹ 16 lakh.	

(Signature)

Authorised Signatory of the Bank Branch

Name Designation

PF No./Employee No Stamp

Note:

- Bankers' certificates should be on the letterhead of the Bank.
- The certificate to include names of all partners and directors of the party as recorded with the Bank.

Form 2
Work Experience

(A separate table may be filled for each contract mentioned by the tenderer)

Sr. No.	Description	Information
1.	Description of the work /contract	
2.	Eligibility Criteria	
3.	Name of the Counter-party	
4.	Date of commencement of the contract and period of the contract	
5.	Details of extensions if any	
6.	Date of actual expiry of the contract and the reasons of expiry – completion of the contract period, termination by the service purchaser etc.	
7.	Terms & conditions supported by work orders	
8.	Documents and Certificates furnished in r/o of this contract.	

Signature
Name
Designation of the Authorised Signatory
Date:

Annexure III

Declaration for Non-Conviction of Any Offense/ Pending Case

This is to Certify that I/We, _____(Name of the applicant / office) having registered office at _____(Address of the office), have no pending administrative and/or criminal case before any court or authorized body. I/We, further, certify that I/We have never been found guilty/convicted of any administrative offense and/or crime.

I/We understand that any misrepresentation as to the truth of the foregoing shall cause the disapproval of my application and/or outright revocation of the eligibility granted without prejudice to the filing of administrative and/or criminal case/s against me/us.

Signature

Name:

Date:

Seal of the Vendor:

Annexure IV

DECLARATION

1. The information we provide is true to the best of my/our knowledge and if any information is found to be untrue or false, I/we may be debarred from the tender process / being awarded the contract.
2. I/We satisfy all the terms and conditions as to the specified eligibility, qualification criteria and technical requirements and accept the terms and conditions to qualify in the tendering process.
3. I/We agree to abide by all the terms and conditions stipulated by the Bank to qualify in the tender process and also as mentioned in "Instructions to Bidders" and "General and specific conditions of the agreement" and we abide by General guidelines.
4. I/We also declare that our track record is clean and is free of illegal activity or, financial fraud. If any information is found to be untrue or false in this regard. I/we may be debarred immediately from the tender process / being awarded the contract.
5. I/We also agree that our tender will remain valid for acceptance by the Bank for a period of 90 days from the date of opening of the tender and this period of validity can be extended for such periods as may be mutually agreed upon between the Bank and us, in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.
6. I/We understand that the Reserve Bank of India, Jaipur Regional Office reserves the right to accept or reject any or all of the tenders either in full or in part or to cancel the tender without assigning any reason thereof.

Signature

Name:

Date:

Seal of the Vendor: