



Reserve Bank of India
Estate Department, Rail Head Complex
Jammu-180012
<https://www.rbi.org.in>

Tender for providing Fire Staff Services at RBI Office Premises in Jammu

Reserve Bank of India, Jammu invites e-tender for “Providing Fire Staff Services at RBI Office Premises in Jammu”. The e-tendering shall be done through the e-tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprocn/>). All eligible and interested companies / agencies / firms must register themselves with MSTC Ltd. through the above-mentioned website to participate in the e-tendering process. The Schedule of e-tender is as follows:

Estimated cost of the work	₹44,70,000/- (Rupees Forty-Four Lakh Seventy Thousand Only) inclusive of taxes
Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid	March 05, 2024 from 07:00 PM
Date and time of Pre-bid meeting (offline)	03:00 PM on March 13, 2024 at 3rd floor, Reserve Bank of India, Rail head complex – 180012
Last date for submission of e-tender	March 27, 2024 up to 11:00 AM
Date and Time of opening of Part-I of the Online applications.	March 27, 2024 from 12:00 PM onwards
Part-II of the eligible companies/ agencies/ firms will be opened subsequently on a later date after scrutinizing the Part-I of the tender	

Please note that any Addendum / corrigendum will only be published on RBI website.

Date: 05.03.2024

Regional Director



**Reserve Bank of India
Estate Department
Jammu**

E- tender No. - RBI/Jammu Regional office/Estate/14/23-24/ET/607

**E-Tender for
Providing Fire Staff Services at RBI Office Premises in Jammu**

**Part – I
(Techno commercial)**

Name of Tenderer: _____

Address: _____

Contact Details with email ID: _____

Date and time of Pre-bid meeting (offline): 13.03.2024 at 03:00 PM

Due date and time for Submission of tender : 27.03.2024 till 11:00 AM.

Date of opening of Part- I of tender : 27.03.2024 at 12:00 PM.

DISCLAIMER

The Bank has prepared this document to give background information on the assignment to the interested parties. While the Bank has taken due care in the preparation of the information contained herein and believe it to be in order, neither the Bank nor any of its authorities, agencies, 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. Respondents will be required to confirm in writing that they have done so and that they do not merely rely on the information provided by the Bank while submitting the tender. The information is provided on the basis that it is non-binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

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



**Reserve Bank of India,
Jammu**

Tender for providing Fire Staff Services at RBI Office Premises in Jammu

The Regional Director, Reserve Bank of India, Jammu invites competitive e-tender for providing Fire Staff Services at RBI Office Premises in Jammu. The tendering would be done through the e-tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprocn/>). All interested bidders may register themselves with MSTC through the above referred website to be able to participate in the tendering process.

Schedule of e-tender is given below:

Name of Department	Protocol and Security Cell
Mode of Procurement	e-procurement system Online Part I - Technical Bid and Part II – Financial Bid through (https://www.mstcecommerce.com/eprocn/)
NIT No.	RBI/Jammu Regional office/Estate/14/23-24/ET/607
Name of Work	Firefighting personnel at Reserve Bank of India Jammu
Total Estimated Cost	₹44.70 Lakh Per Annum
Earnest Money Deposit (EMD)	₹89,400/- (Eighty-Nine Thousand Four Hundred only) along with the Part I/ Technical – Commercial Bid by NEFT towards: Beneficiary Name: Reserve Bank of India, Jammu. RBI Jammu A/c No.8714295 IFSC Code: RBIS0JMPA01 (5th and 10th digits are Zeros). {Intimate/ forward the transaction details on estate@rbi.org.in }
Performance Bank Guarantee	5% of contract value valid for the period of the contract to be submitted by the successful tenderer as per the format annexed hereto.
Date of Notice Inviting Tender (NIT) available for parties to download	05.03.2024 at 07:00 PM

Date for Starting of e-tender for submission of Technical Bid (Part-I) and Financial Bid (Part-II) at https://www.mstcecommerce.com/eprocn/	As soon as Tender Fee is submitted to MSTC through their Website. https://www.mstcecommerce.com/eprocn/ .
Date of Closing of E-tender for submission of Technical Bid (Part-I) and Financial Bid (Part-II)	March 27, 2024 up to 11:00 AM
Date and Time of opening of Technical Bid (Part-I)	March 27, 2024 from 12:00 PM onwards.
Pre-Bid meeting (offline)	March 13, 2024 from 03:00 PM at 3rd Floor, Reserve Bank of India, Rail Head Complex, Jammu.
Date and Time of opening of Financial Bid (Part-II)	Part II (Price Bid) of the tender shall be opened on a subsequent date which shall be intimated to the bidders.
Transaction Fees	<i>It will be shown at MSTC portal and payment will be made online only.</i>

Important instructions for E-procurement

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

Bidders are requested to read and understand the terms and conditions in the Notice Inviting Tender and subsequent Corrigendum, if any, before submitting the online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid

A. Process of e-Tender:

Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. This submission of bids shall be done over the internet.

The Vendor should possess a valid Class III signing and encryption type digital signature certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

Vendors are required to register themselves online with <https://www.mstcecommerce.com/eprocn> → Register (Filling up details and creating own user id and password) → Submit. Please follow the 'Registration Guide' available in the Registration link before proceeding. The e-mail and Mobile number shall be OTP verified.

Vendors will receive a system generated mail confirming the registration in their email which has been provided during filling the registration form. The Vendors shall have to subscribe to the buyers and categories in order to receive system generated mails. In order to subscribe, a vendor has to login and click on '**My Subscription**' followed by '**Add Subscription**'. On successful subscription, a system generated mail shall be forwarded to the vendor. Please follow the guide for '**Subscription**' of '**Download Guides**' available in the Dashboard before proceeding.

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

Contact person (RBI)

- i. Maj. Palden Thakur, Asst. Manager, P&S Cell, e-mail: paldenthakur@rbi.org.in Mob: 9721786006.
- ii. Sh. Gaurav Kumar, Asst. Manager, P&S Cell e-mail: gaurakumar2@rbi.org.in Mob: 981847733

1. System Requirement:

Windows 7 or above Operating System

- Please note that following settings are required for use of MSTC E-procurement Portal (shown below), which the portal itself guides the user to do, upon opening the page. Once the settings are done, user (Buyer/Seller/Admin) can access the portal without any issue.

System Requirement:

- Windows 7 or above Operating System
- Microsoft Edge/Chrome/Mozilla Firefox
- Signing & encryption type class III digital signature
- Java 1.8 or above
- Local system admin rights
 - Note: do not run as “run as administrator”.
 - Must not ask for any username or password while installation
- On opening URL <https://www.mstcecommerce.com/eprocn/>, system will check for settings and prompt user for action to correct the settings.

System Settings Check Status

Status	Incorrect System Settings Download System Settings Guide Download Certificate				
Please Correct the Following Settings:					
If You Do Not Have Java Installed, Please Install Java	Download Java				
Based On The Java Version You Have Installed Please Download PKI Application	<table><tr><td>Latest Version: 11</td><td>Installed Version:</td></tr><tr><td>If You Have Java 32 Bit Installed Download</td><td>If You Have Java 64 Bit Installed Download</td></tr></table>	Latest Version: 11	Installed Version:	If You Have Java 32 Bit Installed Download	If You Have Java 64 Bit Installed Download
Latest Version: 11	Installed Version:				
If You Have Java 32 Bit Installed Download	If You Have Java 64 Bit Installed Download				
If You Have Installed Both Java And Pki Application, Please Update Browser Settings	<p>If You Are Using Google Chrome Or Edge: - Open URL https://localhost:13591/signservice/getdata And Click To Allow Connections.</p> <p>If You Are Using Firefox: - Open URL https://localhost:13591/signservice/getdata And Add Security Exception To Allow Connections.</p>				

- PKI application 32 bit to be installed if you have 32-bit java installed or PKI application 64 bit to be installed if you have 64 bit java installed.
- Once all the settings are done, the system check dialog box will disappear, and user can login to the portal.

B. Bidding in e-Tender

- a. The process involves Electronic Bidding for submission of Bid.
- b. The bidder(s) can submit their Bid through internet in MSTC Website <https://www.mstcecommerce.com/eprocn>.
- c. The NIT/ Documents shall be available for download in the event catalogue available under 'Event Details' of the Event.
- d. Please follow the guides for Registration available in the link https://www.mstcecommerce.com/eprocn/admin/registration/vendor_registration.jsp#step-1 and other guides 'Subscription', 'Payment', 'Bidding', 'View/ Download Reports' and ' Upload encryption public key' 'Uploading encryption public key' and 'Bidding' under 'Download Guides' available in the Dashboard before proceeding to submit bid.
- e. The bidders may upload the bidding related documents in the link 'My Documents'. The documents uploaded here shall be available for attaching with this event in the Bid Floor.
- f. In order to submit bid, a vendor has to go to 'Events' from the menu and select 'Bid Floor'. The vendor has to select the buyer 'Buyer' from the buyer list in order to view the live events list. The correct event has to be selected from the event list for participation. A vendor has to submit 'Event wise bid details' that may consist of 'PQR'/'Common Terms' / 'Document Attach'. A vendor has to save the PQR/Common Terms / attach documents by clicking the respective buttons. Once the event specific bids are saved, the status is updated in 'Event specific bid status' and the 'Item specific bid' button appears on the bid floor. Thereafter vendor has to save lot specific technical bid/ price bid. A vendor has to click button under 'Technical Cover' in order to save the technical bid for specific lots. Once the technical bid is saved, the 'Price Cover' button appears on the screen for respective lots. Once price bid is saved, the vendor has to click on 'Final Submit'. On final submission of bid, the status of the bid submission shall display 'Bid submitted' under 'Item specific bid status'. A vendor shall receive system generated mail.

NOTE: - The bid cannot be revised once the Final Submit button has been clicked by the bidder. However, if the bidder wishes to change his bids then he may delete the bid and re- submit the same.

- g. In all cases, bidder 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 bidders 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 the duration mentioned above.
- j. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same

by Buyer will form a binding contract between Buyer and the Bidder.

- k. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - l. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
 - m. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
 - n. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
 - Payment of Applicable Transaction Fee should be paid in favour of MSTC Limited through the “Transaction fee Payment” link available in your login.
 - **NOTE:** The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.
 - Bidder(s) are advised to make remittance of tender fee and EMD if any to Reserve Bank of India, Jammu as advised in the NIT.
 - All notices and correspondence to the bidder(s) shall be sent by email only during the process, up to the finalization of tender by ‘Buyer’. Hence the bidders are required to ensure that their official email ID provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSCs (Digital Signature Certificates).
 - There is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the website once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the bidders only.
 - No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site.
 - E-Tender cannot be accessed after the due date and time mentioned in NIT.
 - Bidder(s) need to deposit/submit necessary EMD and Transaction fee separately for the e-Tender. **Transaction fees is non-refundable**. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, Jammu after award of work. EMD of the
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successful bidder will be refunded after receipt of Performance Bank Guarantee for the same.

- The bidder(s) who have submitted the above fees can only submit their Technical Bids and Price Bid through internet in MSTC website <https://www.mstcecommerce.com/eprocn>

9. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
 10. No deviation to the terms & conditions are allowed.
 11. Buyer has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
 12. The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <https://www.mstcecommerce.com/eprocn> of MSTC Ltd.
 13. The bidders should upload all the documents required (if any) as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
 14. The bid will be evaluated based on the filled-in Price bid formats.
 15. Canvassing in any form in connection with the Tender is strictly prohibited and the bids submitted by the bidders who resort to canvassing are liable to be rejected.
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Part I – Technical Bid

Form of Tender

To
The Regional Director,
Reserve Bank of India,
Rail Head Complex,
Jammu- 180012

Dear Sir/Madam,

Tender for providing Fire Staff Services at RBI Office Premises in Jammu

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the works and also having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to take up the services of Fire Staff at the rates mentioned in the financial bid and are in accordance with various conditions laid down in the tender document.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the prescribed terms and conditions so far as they may be applicable or in default thereof to forfeit and pay to Reserve Bank of India the amount specified in the said conditions.

I/We also agree that the tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. I/We also agree to provide an Performance Bank Guarantee valid 5% of contract value valid for the period of the contract

I/We understand that Reserve Bank reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reason therefor.

Dated thisday of2024

For and on behalf of

(Signature with seal) Name-

Designation-

Place-

Date-

Address-

(Certified true copy of the Power of Attorney of the above signatory should be attached).

Witnesses-

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date:



Reserve Bank of India, Jammu

Tender for providing Fire Staff Services at RBI Office Premises in Jammu

Reserve Bank of India, Jammu (hereinafter called “the Bank”), invites E-Tender for providing Fire Staff Services at RBI Office Premises in Jammu.

The contract shall be initially for a period of 12 months (April 01, 2024 to March 31, 2025) and extendable yearly for a period of maximum 02 years on a mutually agreed rate subject to mutual consent of both the parties and based on the performance of the service provider.

The bidders shall submit their proposal electronically on MSTC portal, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects. Bidders shall submit e-tender proposal along with refundable EMD of **₹89,400/- (Rupees Eighty-Nine Thousand Four Hundred only)**, complete in all respect as per the prescribed format.

The Part-I (Technical Bid) will be opened electronically on March 27, 2024 from 12:00 PM onwards. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in and <https://www.mstcecommerce.com/eprocn/>. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The bidder should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification.

Regional Director
RBI, Jammu

1. SHIFTS PER DAY: -

Place of Posting	Posting Requirements in a day	Total Firemen and Fire Supervisors
Main Office Premises, RBI, Jammu	Deploying two Firemen at the Bank's Main Office Premises in three shifts of eight hours each round the clock	6 and 1 additional Firemen as reliever. Total 07 fireman.
Main Office Premises, RBI, Jammu	Deploying one Fire Supervisor/Leading Fireman at the Bank's Main Office Premises of the Bank in three shifts of eight hours each round the clock	3 and 1 additional Supervisor as reliever Total 04 supervisors.

The duty timings will be as under:

Morning Shift	06:00 hours to 14:00 hours
Afternoon Shift	14:00 hours to 22:00 hours
Night shift	22:00 hours to 06:00 hours

2. The bidders should meet the general eligibility criteria and specific pre-qualification criteria as per [Annex-A](#).
 3. The tenders are invited under two bid system **Part-I “Technical Bid”** must be accompanied by the following:
 - i) Earnest Money Deposit (EMD) shall be deposited through NEFT in favor of Reserve Bank of India, Jammu in the A/c 8714295 & IFSC – RBIS0JMPA01 (5th and 10th being zero) on or before the date given in NIT.
 - ii) Declaration as per **Format-I (Upload on MSTC Portal)**
 - iii) Details of Bankers as per **Format-II (Upload on MSTC Portal)**
 - iv) Solvency Certificate as per **Format-III (Upload on MSTC Portal)**
 - v) Bankers Certificate as per **Format-IV (Upload on MSTC Portal)**
 - vi) Client's Report as per **Format-V (Upload on MSTC Portal)**
 - vii) Documentary evidence in support of the requirements prescribed under pre-qualification criteria [Annex-A](#) must be uploaded on the **MSTC Portal**
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The EMD will be returned to the bidder if his/their tender is not accepted by the Bank, but without interest. The EMD of the successful bidder shall be returned on production of Performance Bank Guarantee. No interest shall be paid on this deposit. The Performance Bank Guarantee shall stand forfeited if the bidder modifies his offer or the terms and conditions thereof or fails to comply with any of the conditions of the contract and against any possible damage or loss caused to the property/equipment supplied to the personnel by the Reserve Bank of India, Jammu.

4. **Technical Bid** shall be submitted online on the letter head of the bidder as per the enclosed format [Annex-A](#)
5. The Bank reserves the right to accept or reject any or all tender parts without assigning any reasons whatsoever and his decision shall be final and binding on all the parties.
6. **Part-II will be opened only if the Bank is satisfied with the Technical Bid (Part-I)**, which will be opened first. The Financial Bid shall be accompanied with a declaration on the letter head of the bidder as per **Format-I**.
7. After selection and before commencement of work, the successful bidder shall execute (at his/her own expense) an agreement on a stamp paper of prescribed value with the Bank. The bidder shall also submit a Performance Bank Guarantee in favor of the Bank as a security deposit. The amount under the Performance Bank Guarantee shall be for an amount equal to 5% of the contract value. The Claim period of the Performance Bank Guarantee shall be at least 06 months beyond the date of expiry of the Bank Guarantee. No interest will be paid by the Bank on the Performance Bank Guarantee deposited. Further, RBI reserves the right to recover any part or the entire amount of the Performance Bank Guarantee in case of any loss, theft, damage, non-payment of salary etc. The decision of RBI in respect of such losses shall be final and binding.
8. The financial bid submitted by those bidders, who are, found to be eligible after a scrutiny of their technical bids, shall be opened by the Bank electronically on MSTC portal in the presence of the bidder or his/their representative, should they choose to be present.
9. All the documents submitted should be duly certified by competent authority and shall be uploaded on the MSTC website.
10. The Bank is not bound to accept the lowest or any tender and may at any time terminate the tendering process without assigning any reason
11. The Bank may terminate the contract in the event the successful bidder fails to furnish the Performance Bank Guarantee for the prescribed value or fails to execute the agreement within specified period.

12. The tenders which are not in consonance with the salary structure as prescribed in the tender document may be treated as invalid.
 13. The Bank will award the contract to the “Bidder” who has been found to be ‘eligible and qualified’ to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.
 - a The Bank will communicate to the successful bidder through letter transmitted by Registered post/ Speed post/By Hand/E-mail that his bid has been accepted. (Hereinafter and in the condition of contract called the “Letter of Award”).
 - b The successful bidder will be required to execute an agreement within a period of two weeks from the date of issue of Letter of Award. If the selected Agency fails to sign the formal agreement within two weeks of award of contract or fails to commence the work on due date, the letter awarding the work shall be treated as cancelled and EMD made by it shall be forfeited, the bidder shall also be liable to risk and cost. Further, the Bank reserves the right to debar such persons from participating in any tender/undertaking any work in the Bank for a period of three years. However, before doing so, the Bank may give seven days show cause notice (SCN) to the person and consider any reply submitted to the SCN before finally deciding on debarring the person. The decision of the Bank shall be final in this regard.
 - c The Contract shall come into full force and effect on the date of issue of the Letter of Award. The cost of stamp duties and similar charges (if any) imposed by law in connection with the Contract Agreement shall be borne by the Contractor.
 - d The EMD of the successful bidder shall be refunded by the Bank once the successful bidder submits Performance Bank Guarantee and execute contract agreement with Bank, on which, the Bank shall not pay any interest. EMD of the unsuccessful bidders will be returned within 30 days of the award of the contract without any interest. EMD shall be forfeited if the bidder withdraws his bid during the tender bid evaluation process.
 - e Before submitting the tender, the bidder may go through the general terms and conditions, scope of work on which the work will be awarded by the Bank and required to be executed by the successful bidder. The bidders may satisfy themselves as to the specified eligibility and other criteria. It may also be noted that the general terms and conditions are indicative in nature and the same shall not restrain the Bank from imposing or requiring the bidder to agree upon such further or other terms and conditions, or to alter, modify or omit those terms and conditions, as are considered necessary for the due and proper execution of the work being awarded under this tender.
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- f Failure of the successful bidder to comply with the requirements of any of the clause shall constitute sufficient grounds for the annulment of the award and revoke Bank Guarantee submitted.
- g The Bank reserves the right to accept or reject any or all tender bids without assigning any reason what so ever and the decision will be binding on all the parties.

Regional Director
RBI, Jammu

ARTICLE OF AGREEMENT

ARTICLES OF AGREEMENT madeday of....., 2024 between the Reserve Bank of India (hereafter called “the Bank”) having its office at Rail Head Complex, Jammu - 180012 on the one part and M/s..... (Thereinafter called “the Contractor”) on the other part.

WHEREAS the Bank is desirous of entering into **contract for providing Fire Staff Services at RBI Office Premises in Jammu**

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

NOW IT IS AGREED AS FOLLOWS:

1. This agreement shall come into effect from and will remain in force up to or unless it is terminated as per the terms herein after contained.
 2. In consideration of said Contract Amount to be paid at the times and in the manner set forth in the said conditions, the contractor shall upon and subject to the said Conditions execute and complete the work as per Specifications.
 3. The Bank shall pay the Contractor, the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions subject to deduction of taxes as applicable of law.
 4. In the said conditions here in before mentioned, the DGM in charge of the Protocol And Security Cell shall act on behalf of the Bank.
 5. The said Conditions shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.
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6. The agreement and documents mentioned herein shall form the basis of this Contract.
7. The Contractor shall make good any damages done to the Bank's property after completion of such work.
8. The Bank reserve to itself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
9. Terms of payment: All payments by the Bank under this Contract shall be made only at Reserve Bank of India, Jammu. Payment shall be made on **Monthly** basis on submission of bills and necessary documents like copy of EPF, ESI deposit slip etc. However, services will have to be provided on **daily** basis as per the contract.
10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Jammu and only Courts in Jammu shall have jurisdiction to determine the same.
11. The contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act-2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the internal Complaints Committee constituted by the contractor and contractor shall ensure appropriate action under the said Act in respect to the complaint.

Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.

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

12. The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.
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13. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at the times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies.

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

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

14. The Contractor shall obtain a licence as contemplated under the Contract Labour (Regulation and Abolition) Act, 1970 or any other law, as applicable, failing which he alone would be responsible for actions/proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way be made liable to the labourers engaged by the contractor.

TERMINATION OF AGREEMENT BY THE BANK

Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith without assigning any reason and without payment of any compensation, if.

i. In the opinion of the Bank (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this agreement to the Bank's satisfaction. If contractor keeps on avoiding or non-performs the service in flats/flat as per the tender conditions.

and/or

ii. If contractor's person/workers found in any malpractice such as forgery of resident signature,

drinking of alcohol while in duty.

and/or

iii. If the cleaning service rendered by the contractor was found unsatisfactory/substandard.

and/or

iv. The contractor commits a breach of any terms and conditions of this agreement

and/or

v. The contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of contractor

and/or

vi. for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement

and/or

vii. There is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.

In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

TERMINATION OF AGREEMENT BY CONTRACTOR

If this payment of the amount payable by the Employer under Certificate of the Bank's Officer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issue of any such Certificate, or if the Employer shall repudiate the Contract, or if the works be stopped for three months under the order of the Employer or by any injunction or other order of any court of Law, then and in any of the said cases the Contractor shall be in liberty to determine the contract by notice in writing to the Employer, and he shall be entitled to recover from the Employer, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose or the Contract.

In arriving at the amount of such payment the net rates contained in the Contractor's original Tender shall be followed

ARBITRATION

If any dispute, difference or question shall, at any time arise between the parties as to the

construction of this Agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities and duties of the said parties and binding, the same shall be referred to arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification thereof and the decisions of the Arbitrator/panel of Arbitrators shall be final and binding on both the parties. Further such disputes, difference or questions, if any, shall be deemed to have arisen at Jammu and only courts in Jammu shall have jurisdiction to determine the same.

STAMP DUTY

The contractor shall bear the stamp duty on the original of this agreement, which shall be executed in duplicate, and the Bank shall retain the original and the Contractor shall retain the duplicate.

In witness, thereof the parties hereto have subscribed their respective hands hereto and, on a duplicate, hereof on the day and year hereinabove first mentioned.

Signed and delivered

Shri _____

(sign and seal of the company)

(Contractor)

Witnesses

1.

2.

Signed and delivered for and on

Behalf of Reserve Bank of India by

Shri _____

(sign and seal of the Bank)

its duly authorized officer in the presence of

1.

2.

Annex-A (Pre-Qualification Criteria)

Tender for providing Fire Staff Services at RBI Office Premises in Jammu

Sr. No.	Requirements	Specify particulars
1.	Should have been in the relevant business for the last 5 years (from the date of publishing the tender notice): (Attach documents)	
2.	Submit Income Tax Return (ITR) for the last 3 financial years (2020-21, 2021-22 and 2022-23) and PAN. ITR shall be duly audited by a practicing-chartered accountant. (Attach documents)	
3.	Should submit Audited Balance Sheets and Profit & Loss Accounts of the last three financial years (2020-21, 2021-22 and 2022-23),certified by a practicing-chartered accountant. (Attach documents)	
4.	Submit Proof of Registration (Proprietor/Firm/Company) (Attach documents)	
5.	Complete Profile along with the profile of Director(s)/ particulars of proprietor/ partners (Attach documents)	
6.	<p>Details of Annual Contracts during the last 05 years as on February 29, 2024</p> <p>a) Three *similar completed contracts each costing not less thanthe amount equal to 40% of the estimated cost</p> <p>Or</p> <p>b) Two *similar completed contracts each costing not less than the amount equal to 50% of the estimated cost</p> <p>Or</p> <p>C) One *similar contract costing not less than the amount equal to80% of the estimated cost</p> <p>Client certificate/s for each of the qualifying work as per the Format-V. (Attach documents)</p>	
7.	Should Submit Recent Solvency Certificate for an amount equal	

	to estimated cost. (On Bank's Letter Head) (Attach documents as per Format-III)	
8.	Should have their own Establishment/Set up/ Mechanism for training of Fire Staff	
9.	Submit Certificate from Employees State Insurance Corporation (ESI), if applicable (Attach documents)	
10.	Submit Certificate under Employee Provident Fund & Miscellaneous Provisions Act (Attach documents)	
11.	Should have been registered with appropriate authority for GST. Submit Certificate. (Attach documents)	
12.	Should have valid labour license under contract labour Act or any other Acts/rules (attach self-attested copy to be submitted)	
13.	Should have experience of working with Public Sector Units, MNCs or other reputed firms (Attach documents)	
14.	The Agency should mandatorily have an office (Registered/corporate/ branch/ regional/ Zonal) in Jammu and Kashmir. (Attach documents)	
15.	There shall not be any case pending with the police or in a court of law against the bidder or any of its personnel to be deployed in RBI. (Submit undertaking)	
16.	The bidder should not have been blacklisted by any entity in India or abroad. (Submit undertaking)	

Signature:

Name and Seal:

Date:

Note:

- I. *similar works means – Providing Fire Staff (Firemen/Fire Supervisors etc.) services.
- II. In respect similar work completion certificate(s), client certificate(s) issued by the private companies shall also accompany copy of Tax Deducted at Source (TDS) certificates.
- III. Bids received without the specified certificates shall be rejected and the Bank shall have the right to verify/ cause verification of authenticity of the said documents whenever felt necessary.
- IV. Regarding client's certificate for qualifying similar completed works carried out for Government/public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank.
- V. For qualifying similar completed works carried out for private companies, shall accompany Tax Deducted at Source (TDS) certificates has to be submitted for proving the credentials/contract amount.
- VI. Bank reserve its right to obtain the performance reports from the clients for the qualifying work/s, Banker/s report of the Bidders directly, if so desired. The Bank on its own may also conduct inspection of their work eligible/qualifying works referred by the Bidder in their bid.
- VII. It is clarified that the work executed by the applicant for their in-house or capital use will not be considered for the purpose of work experience of completion of similar works.
- VIII. **All information called for in the annexed formats should be furnished against the relevant columns** in the formats. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even, if no information is to be provided in a column, a 'nil' or '**no such case**' entry should be made in that column. If any particulars/query is not applicable in case of the shall contain all the enclosures mentioned and copies shall be self-attested.
- IX. The bid submitted by a bidder who is found to be not satisfying the above prequalification criteria will be disqualified. Bids containing false and /or incomplete information are liable for rejection.

- As a sole proprietorship does not have a legal personality distinct from the individuals owning/managing it, on a sole proprietor's death, the proprietorship comes to an end. The experience acquired by the deceased was distinct to him and dissipated with his death. Hence, a new proprietorship firm, even with the same name, set-up by another person, will be a fresh firm and compliance to the pre-qualification criteria must be assessed from the date the bidder becomes a sole proprietorship under the new proprietor.

Annex-B

Terms and Conditions:

1. **Pre-Bid Meeting:** A pre-bid meeting of the intending tenderers, will be held on 13.03.2024 at 03.00 PM in Estate Department, 3rd Floor, Reserve Bank of India, Rail Head Complex, Jammu. All intended tenderers are advised to attend Pre- Bid meeting. A site visit will also be arranged to acquaint them for the security area issues. In case a vendor does not attend Pre- Bid meeting, its minutes will be binding on them and no further clarifications will be entertained. The duly filled in tender documents shall be uploaded on MSTC site till 27.03.2024 till 11:00 hours.
 2. That the personnel deployed by the bidder to render the requisite services shall be employees of the bidder for all intents and purposes. The personnel so deployed shall remain under the control and supervision of the bidder. All wages, claims, remuneration, dues payable to the said personnel shall be borne by the bidder alone. The Bank shall have no liability to pay these dues, claims or remuneration. In no event, shall a employer and employee relationship accrue/arise implicitly or explicitly between the Bank and the said personnel of the bidder. It shall be the responsibility of the bidder to ensure that no liability falls on the Bank in respect of the personnel deployed by the bidder.
 3. That on taking over the responsibility of work assigned, the bidder shall formulate the mechanism for due assignment of work to its personnel in consultation with the Bank. Subsequently, the bidder shall review the work assigned from time to time and advise the Bank on further streamlining of their system. The bidder shall further be bound by and carry out the directions/instructions given to him by the Bank in this respect from time to time.
 4. That the Bank shall be at liberty to carry out surprise check on the persons, as deployed by the bidder to ensure that persons are performing their duty satisfactorily as per requirements.
 5. That where the performance of the persons so deployed by the bidder is not up to the mark or there is a commission of misconduct or disorderly conduct, the bidder shall upon the Bank's reporting and instructions, immediately withdraw and/or take suitable action against such persons.
 6. That for performing the assigned work, the bidder shall deploy medically and physically fit persons who are honest and competent. The bidder shall ensure that the deployed persons are punctual, disciplined and vigilant in performance of their duties. Persons so deployed in the Bank shall be from amongst properly trained Firemen and Fire supervisors and must be
-

conversant in **Hindi**. Firemen Should Preferably below 40 years of age and Fire Supervisors below 60 years of age. In no circumstance shall Fire staff deployed be below 18 years of age.

7. Bidder shall provide the services of Fire men and Fire Supervisor in each shift, there will be total of three shifts per day of eight hours each. Fireman and Fire Supervisor deployed will be providing fire safety, manning the fire console 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. At any given point of time one team of (two Fire men and a Fire Supervisor) shall be on duty. The contractor shall make substitute arrangements in the event of absence of any of the fire staff supplied by him within half an hour from the commencement of shift.

8. Fire Staff should have following minimum pre-qualification criteria:

- a) Firemen should have undergone basic course in firefighting from a recognized **institution (Submit documents). Also, arrange for a refresher training calendar every year (at own cost) from a recognized institute and submit proof thereof.**
- b) Fire Supervisor should in addition of above also have adequate experience and qualifications in firefighting. **(Submit relevant document) Also, arrange for a refresher training (at own cost) every year from a recognized institute and submit proof thereof.**
- c) Fire staff to be shifted only with prior approval of the Security officer

9. That the bidder shall submit details, such as names, parentage, residential address, age etc. along with recent photograph of the persons deployed by him to the Bank. The bidder shall issue identity cards bearing their photographs to its personnel deployed in the Bank. Such employees shall always display their identity cards while on duty.

10. That the bidder shall be liable for payment of wages and all other dues which its personnel are entitled to receive under the various labour laws and other statutory provisions, directly into the account of the individual and submit a copy of bank statement reflecting such transactions along with the monthly bill. Bank can also call for passbook/mini statements/account statements of staff deployed for verification of credit of monthly salary.

11. The bidder shall pay salary to the Fire Staff before 7th day of every month and submit the documentary evidence of the payments made like bank statements or NEFT file duly stamped by the paying bank.

12. That the bidder shall at its own cost take necessary insurance cover in respect of the aforesaid services rendered to the Bank. The bidder shall comply with the statutory provisions of Contract Labour (Regulation and Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Minimum Wages Act, 1948; and/or any other statutes that may be applicable to them.

13. That the bidder shall be solely responsible for violation of any provision of the labour

laws or any other statutory provisions and shall further keep the Bank indemnified against all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses arising out of non-compliance of the aforesaid statutory provisions. In the event of the bidder's failure to fulfil any of the obligations under the applicable laws, the Bank shall be entitled to recover losses or expenses as may have been incurred because of any consequential claims, demand, loss or injury, from the bidder's monthly payment and/or the security deposit.

14. That the bidder shall make the payment of wages, etc. to the Fire men and Fire Supervisors so deployed through electronic fund transfer i.e. NEFT/RTGS directly to their bank accounts. This obligation is imposed on the bidder to ensure that he is fulfilling his commitments, towards his employees so deployed, under various Labour Laws with regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.

15. The bidder shall be fully responsible to adhere to the recent wage notification as stipulated by Ministry of Labour and Employment, Office of Chief Labour Commissioner (C), New Delhi- **Watch and Ward (Without Arms) - for Firemen and Watch and Ward (With Arms) – for Fire Supervisors under Area-B**. During the period of the contract the Bank shall consider revision of wages, if any, on the recommendation of Ministry of Labour and Employment, Office of Chief Labour Commissioner (C). **However, Percentage of Service Charge (Contractor Profit) Quoted shall remain fixed during the period of the contract. Jammu is presently placed in Area-B**

16. The bidder shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of the Bank

17. The Bank will impose a penalty of Rs.500.00 /- per day per person if Fireman or Fire supervisor deployed by the bidder is found absent from the post or sleeping while on duty or any other negligence.

18. The bidder shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Bank and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the Reserve Bank of India, Jammu and/or its residential colonies either explicitly or implicitly.

19. The Security Money Deposit or Performance Bank Guarantee deposited by the bidder shall be liable to be forfeited in the event of unsatisfactory performance of the Bidder and/or loss/damage if any sustained by the Bank because of the failure or negligence of the bidder's personnel.

20. The bidder shall further keep the Reserve Bank of India, Jammu indemnified against any loss to the Reserve Bank of India, Jammu property and assets. The Reserve Bank of India, Jammu shall have further right to adjust and/or deduct any of the amounts, as aforesaid, from the payments due to the bidder under this contract.

21. That the bidder shall ensure that the personnel are always in proper uniform with name badges. The uniform shall include good quality light blue coloured shirt (with insignia 'Fire Safety' on shirt pocket) & dark grey coloured trousers, web-belt with the insignia 'Fire Safety',

Black lanyard for whistle and black DMS boots with black socks. The bidder shall provide two pairs of uniform every year to the personnel deployed this shall include whistle, Black jacket of good quality suitable for heavy winters for winter, good quality Rain coat for rainy season, loaded torches and baton each for all the fire personnel and the Bank shall have no liability whatsoever on this account. The uniform sample must be approved by the Bank prior to distributing them to staff.

22. The bidder shall get the antecedents of his personnel verified through Police authorities and the verification reports shall be made available to the Bank prior to their deployment.

23. The bidder shall execute an agreement on a stamp paper of required value for due performance of the contract before starting of the work.

24. Firemen and Fire Supervisors provided by the bidder shall be adequately trained in security measures including first Aid, firefighting, emergency responses and any other disaster managementskills.

25. The bidder shall report to the Bank and must comply with the instructions issued by the Bank from time to time.

26. In case of an incident of any nature in the Bank's premises, the bidder/ Fire staff team is required to give statements in the police station/ court of law, the same shall be a binding on the bidder/ Fire staff.

27. The bidder shall raise monthly invoice latest by 10th of every month. The Bank will deduct taxat source and all other taxes, duties as applicable from time to time from the amount payable to the bidder.

28. No lodging and boarding will be provided to the Fire Staff by the Bank.

29. The Bank reserves the right to increase or decrease the number of Firemen/Fire Supervisors as per the requirement

30. Vendor at its own cost shall provide mobile phone to the Fire Supervisors on duty. Mobile Phonesmust be operational and in reach.

Broad Scope of Work and Guidelines to be followed by the contractor/Fire Staff

Broad Scope of Work and Guidelines to be followed by the Agency/Firefighting personnel will be as follows.

(i) Functional Requirements

A. INITIAL RESPONSE TO INCIDENTS: Tasks occurring between the receipt of an alarm and initial fire-fighting or emergency scene activities.

1. Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.).
2. Proceeds to assigned apparatus upon receipt of call for service.
3. Dons personal protective equipment before and at emergency scenes.

B. WATCH DUTIES: Stands watch to receive incoming alarms and information, answers phones, and monitors access to the station house.

1. Receives notification of alarms, multiple alarms, EMS alarms, and other significant

emergencies.

2. If required, notifies station personnel (over public address or through use of signals) of incoming alarms and required response (e.g., everybody goes, truck only, engine only, etc.)
3. If required, Answers department and outside phone.

C. ON-SCENE COMMUNICATION: Communicates at the emergency scene to ensure appropriate coordination of apparatus and personnel.

1. Receives information (e.g., regarding the assignment of personnel and apparatus) from the officer in command upon arrival at the emergency scene.
2. Communicates with other fire personnel at emergency scene about conditions, size-up, etc.
3. Relays orders from superior officers at emergency scene.

D. PUMP OPERATIONS: Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume - using couplings, hoses, spanner wrenches, and other tools.

1. Opens and flushes hydrant to ensure it is functional.
2. Fills hose with water by hydrant pressure.
3. Engages pumps.
4. Monitors control panel (e.g., water temperature, oil pressure gauge, fuel gauge, hydrant pressure).
5. Connects and lays supply line from supply to the apparatus.
6. Notifies officer of any problems that occur while pumping.
7. Shuts down pump when ordered to by officer.

E. Documentation. The fireman employed should know how to maintain basic documents under the supervision of Fire supervisor. If required the fireman should promptly act as a runner to carry documents/equipment related to Fire, Security and Disaster management from one person/place to other. The fire man should be conversant in Spoken and Written English and Hindi. It will be checked by the Bank's officials at the time of deployment of firefighting personnel. They must have details of where and type of smoke detectors and fire extinguishers.

F. HOSE (AND EXTINGUISHER) OPERATIONS: Stretches line or uses extinguisher to deliver water, foam, and other extinguishing agents to emergency scene.

1. Determines type (size) and number of lengths of hose needed for operation.
2. Pulls hose out of hose bed.
3. Determines proper nozzle and nozzle setting.
4. Connects hose lines to nozzles.
5. Connects to standpipe when necessary/appropriate.
6. Flakes out hose line prior to charging or during extinguishment to ensure proper operations.
7. Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling or listening for smoke, sound, flames, gas, vapours, etc.
8. Uses extinguisher to extinguish, contain and/or control incident.

G. MANUAL LADDER OPERATIONS: Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.

1. Determines manual ladder type and size needed at incident scene.
2. Determines proper placement of manual ladder at scene.
3. Raises and positions manual ladder at incident scene.
4. Anchors and secures manual ladder (i.e., tying off) at scene.
5. Climbs manual ladder to perform search, rescue, and other operations.

H. Assistance to Physically Handicapped Employees/Customers If required, the fireman on duty when not engaged in an Emergency situation should help and assist physically disabled staff/customers.

I. **FORCIBLE ENTRY** (If required): Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles and other entrapments in order to search for and rescue victims and provide access to the emergency scene - using axes, halligan tools, hooks, rabbit tools, battering rams, sledge hammers, power saws and other tools.

1. Determines best location for forcible entry.
2. If required, Cuts through surfaces using power saws and other power tools.
3. Gains entry into structures using axes, sledge hammers, battering rams, halligan tool and other forcible entry tools.
4. Pries open doors in structures using pry bars, halligan tools, bolt cutters and other tools.
5. Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools

J. **VENTILATION**: Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and aims fog stream out of window or hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.

1. Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
2. Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.
3. Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
4. Cuts open walls, roof and other structures to ventilate structure.
5. Uses fans for positive and negative pressure.

K. **SEARCH**: Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.

1. Determines search procedure or strategy needed to accomplish objectives.
2. Searches structures for seat of fire, or other hazard, and extensions.
3. Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.
4. Work together as a team/company to maintain personnel accountability.

L. **RESCUE**: Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, or other means of escape - using rescue harnesses, ropes, backboards and other equipment. Extricates victims from vehicles, cave-ins, collapsed buildings or other entrapments in order to save lives - using shovels, torches, drills, pry bars, saws, jacks, jaws, air bags, and other equipment.

1. Evacuates persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
2. Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
3. Drags or carries victims from emergency scenes.
4. Places victims onto stretchers, backboards, baskets, etc.
5. Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
6. Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.
7. If required, Rescues drowning victims using life-saving techniques.

M. SALVAGE: Moves and covers furniture, appliances, merchandise and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage - using plastic and canvas covers, ropes, staple guns, mops, squeegees, and other tools.

1. Spreads salvage covers over property.
2. Moves furniture and other objects to protect from water or other damage.
3. Tears down weak and dangerous structural components (e.g., floors, walls, roofs, overhangs and stairs) using hooks, axes, saws and other tools.

N. OVERHAUL: Opens up walls and ceilings, cuts or pulls up floors and moves or turns over debris, in order to check for hidden fires which could rekindle or spread - using hooks, axes, saws and pitchforks.

1. Checks and searches open areas, walls, open structures for fire extension.
2. Searches for and extinguishes any hidden fires by looking, feeling or smelling for fire and smoke.
3. Opens ceilings, walls, etc., to expose hot spots and other hazardous conditions with axes, pike pole/ceiling hook, etc.
4. Removes and extinguishes burned or smoldering debris from buildings.

O. CLEAN-UP/PICK UP: Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.

1. Backs lines out of structures.
2. Rolls and holds hoses after use and returns them to appropriate vehicle.
3. Determines that all hoses used during response to incident are present and accounted for.
4. Cleans and returns all tools, equipment, supplies and property in usable condition to appropriate vehicles.
5. Monthly cleaning of fire extinguishers, fire hydrants, fire alarms, control panels, electrical panel wet riser system, pumps all other fire related machine/ instrument/ tools. Monthly report in this regards to be submitted to Bank's Security Officer and should be checked along with the monthly bill.

P. EMERGENCY MEDICAL CARE: Performs thorough patient evaluation and

intervenes with the appropriate medical care for persons requiring medical care and/or requesting assistance with medical care.

1. Assess and prioritize patient according to medical and/or injury.
2. Intervenes with oxygen therapy or assisted ventilations, using oxygen adjuncts when appropriate.
3. Identifies life-threatening bleeding and intervenes appropriately.
4. Identifies the pulseless, apnoeic patient and administers cardiopulmonary resuscitation.
5. Evaluates the patient's responsiveness (awake, alert and oriented vs. unresponsive) based on the patient's response to verbal and painful stimuli.
6. Determines whether patients need emergency or non-emergent transport.
7. Works to maintain the patient's well-being, emotionally as well as physically.
8. Assesses the patient's vital signs using a watch, stethoscope and sphygmomanometer.

Q. EQUIPMENT MAINTENANCE: Checks, CLEANS, and maintains personal gear and equipment including the Fire Hydrant system, extinguishers to ensure proper and safe operation.

1. Places turnout gear on or near apparatus.
2. Checks extension ladders.
3. Checks medical equipment.
4. Checks the condition of generators, blowers, lights, cords and fans.
5. Checks hose on apparatus (proper bedding and amount).
6. Checks and maintains power equipment.
7. Checks and performs ordinary maintenance on other portable equipment (e.g., checks oil levels, greases, etc.).
8. Changes over equipment and supplies from one apparatus to another.

R. APPARATUS MAINTENANCE: Checks, cleans, and maintains apparatus to ensure proper and safe operation.

1. Performs normal daily apparatus check (e.g., oil, fuel and water levels; proper pressures and lubrications; batteries; lights; sirens; brakes; tires; etc.).
2. Performs normal weekly apparatus check (e.g., hydraulic fluid levels).
3. Checks ability of engine to pump water.
4. Checks engine pumper pressure.
5. Notifies officer of electrical or mechanical problems on apparatus.
6. Notify the officer of needed repairs on apparatus.
7. Notify the officer that apparatus needs to be kept out of service due to mechanical problems.

S. STATION MAINTENANCE AND DUTIES: Checks, cleans, and maintains house facilities. This includes the performance of routine housekeeping chores.

1. Cleans apparatus bay and rooms.
2. Cleans and maintains fire house yard.

(Below mentioned points are only for Fire supervisor)

T. INSPECTION OF BUILDINGS AND FIRE PROTECTION DEVICES: Inspects building for fire prevention/hazardous materials code violations or hazards on a periodic basis or during the course of their activities. Inspects alarms, hydrants, sprinkler systems, and standpipe systems for operational use.

1. Inspects buildings upon request of occupants/owners.
2. Investigates buildings suspected of violating codes.
3. Recognizes code violations (e.g., blocked exits, improper storage of chemicals, etc.)

U. PUBLIC RELATIONS: Engages in activities which have an impact on the department's image in the staff. Such activities include providing information to the staff, providing assistance and support to staff seeking help or information, and giving presentations to community groups and other members of the RBI fraternity.

1. Deals with distressed individuals at emergency scene.
2. Meets officers in the fire station, conducts tours and provides information.
3. Provides information to inspecting officers or staff on service runs.
4. Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the department.

V. TRAINING AND PROFESSIONAL DEVELOPMENT: Participates in training drills and classes to enhance job-related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures. Attends lectures, seminars, courses, etc., and reads external documents (e.g., professional trade publications) to remain current in the fire service.

1. Maintains knowledge of latest fire-fighting equipment and techniques.
2. Maintains basic knowledge of building structures related to fire control.
3. Maintains basic knowledge of chemicals and other hazardous materials.
4. Attends and impart routine training drills and sessions.
5. Gives and participates in physical fitness sessions.
6. Attends specialized training sessions (e.g., CPR certification, special schools, etc.).
7. Reviews internal fire department bulletins, memos, etc. to remain aware of departmental updates.
8. Reads professional journals and publications (e.g., Fire Command) to be aware of current developments in the fire service and make the same available to senior officers.

W. Maintaining following registers:

1. Attendance Registers/ details of deployed person : Put up to security officer
2. Complaint Register : Regarding non serviceability of fire hot lines, fire alarm system, fire extinguishers, registers complaint with service providers
3. Overtime Registers:
4. Register of consumables as specified in the tender regarding tools/ uniform/mobile etc.

The above list is only an illustrative list and not an exhaustive one. The detailed duty

of FireStaff will be provided at the time of deployment.

31. That all precautions shall be taken by the Bidder towards the safety of fire staff deployed at the Reserve Bank of India, Jammu and it will be the sole responsibility of the Bidder towards any untoward incident i.e. compensation etc., to its employees. Bidder shall be solely responsible for entire risk coverage of Firemen/Fire Supervisors for the duration of their services in RBI.

32. Insurance Clause-

The contractor shall take insurance at his cost to cover following risk in the joint names of the Bank-

All Risk Policy to the total amount of work.

Third party liability for ₹ 25,000/- per accident, maximum of 5 accidents (₹2.00 Lakh) during execution of work.

Workmen compensation policy for the employees of the contractor on duty at site. The Minimum cover under (Workmen Compensation Policy) shall be in accordance with the minimum wages paid to the workman deployed for the fulfilment of the contract.

He shall ensure that the insurance cover is kept alive during the tenure of this agreement. Contractor shall submit original copy of insurance cover (valid for entire contract period) to Bank.

Termination of contract by the Employer

If the Contractor being an individual or a firm commits any "Act of insolvency", or shall be adjudged an insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee or the Liquidator of such acts of insolvency or winding up, as the case may be, shall be unable within seven days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Employer that he is able to carry out and fulfil the Contract and to give security therefore, if so required by the Employer.

Or if the Contractor (when an individual, firm or incorporated Company) shall suffer execution or other process of Court attaching property to be issued against the Contractor.

Or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor.

Or shall assign or sublet this Contract without the consent in writing of the Employer first had and obtained.

Or is unable to pay timely salaries /payments (within first week of the month immediately preceding the completed month) to engaged fire staff.

Or shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder.

Or if the Employer shall certify in writing that the Contractor,

- i) Has abandoned the Contract, or
- ii) Has failed to commence the works, or has without any lawful excuse under these Conditions suspended the progress of the works for fourteen days after receiving from the Employer notice to proceed or
- iii) Has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, **or**
- iv) Has failed to remove materials from the site or to pull down and replace work for seven days after receiving the Employer written notice that the said materials or work were condemned and rejected by the Employer under these conditions, or
- v) Has neglected or failed persistently to observe and perform all or any of the acts, matters of things by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.

Termination of Contracts by Contractor

If the payment of the amount payable by the Employer under Certificate of the Bank's Security Officer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issue of any such Certificate, or if the Employer shall repudiate the Contractor, or if the works be stopped for three months under the order of the Bank's Security Officer or the Employer or by any injunction or other order of any Court of Law, then and in any of the said case the Contractor shall be at liberty to determine the Contract by notice in writing to the Employer, and he shall be entitled to recover from the Employer,

payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose of the Contract. In arriving at the amount of such payment the net rates contained in the Contractor's original Tender shall be followed.

Settlement of disputes through arbitration

All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect of any of the excepted matter shall be final and without appeal. But if either the Contractor be dissatisfied on any matter the Contractor may within 28 days after receiving notice of such decision give a written to the other party requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matter, which are in dispute or difference of which such written notice has been given. If both the parties agree a single arbitrator would be appointed for the purpose.

In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or empire.

The Arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the expected matters, referred to in the preceding Clause, and to determine all matters in dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

The Arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceeding the parties mutually settle or compromise their dispute or difference, on the arbitrators the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.

Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator or arbitrators as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and party, and shall direct by whom and whom and in what manner the same shall be borne and paid.

Sexual Harassment of Women at Work Place

The Contractor / Agency shall comply with the provisions of “**the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013**”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual Harassment at work place and related issues.

Non-disclosure Clause:

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipments etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

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

Date: _____

Signature, name and seal of the Tenderer

Place: _____

(On your letter head)

(Format- I)

The Regional Director,
Reserve Bank of India,
Rail Head Complex,
Jammu- 180012

Dear Sir,

Tender for providing Fire Staff Services at RBI Office Premises in Jammu

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
 - 2) This is to certify that I/ We before signing this bid have read and fully understood all the terms, conditions and instructions contained therein and undertake to abide by the said terms and conditions.
 - 3) I/We will abide by all the prescribed provisions on payment of wages as prescribed by the Ministry of Labour and Employment, Office of Chief Labour Commissioner (C), New Delhi – (Basic Wages+ Variable Dearness Allowance) to **Fire Men** will be as per the category of **Watch and Ward (Without Arms)** and (Basic Wages+ Variable Dearness Allowance) to **Fire Supervisors** will be as per the category of **Watch and Ward (With Arms), under Area-B** and other applicable laws like Provident Fund Act, Annual Bonus, ESI Act, and Relieving Charges thereof and any other charges applicable from time to time. I/We shall be fully responsible for violation of the applicable laws.
 - 4) I/We shall provide Fire Staff services by deploying requisite number of Firemen and Fire Supervisor as and when required by the Bank.
 - 5) I/We do hereby undertake that security of the Bank's Main Office Premises shall be ensured by me/us.
 - 6) The Earnest Money Deposit (EMD) for an amount of **₹89,400/- (Ninety-Three Thousand only)** shall be deposited with the Reserve Bank of India, Jammu.
 - 7) In case, I/We are awarded the contract, **I/We am/are agreeable to furnish a Performance Bank Guarantee for an amount equal to 5% of the contract value.** Should we fail to execute
-

the contract or violate the terms thereof we agree that Reserve Bank shall have the right to forfeit the guaranteed sum. Once the performance bank guarantee is submitted and the contract with the Bank is executed, the EMD shall be refunded by the Bank. The Bank shall not be liable to pay any interest on the EMD.

- 8) I/We also understand that Reserve Bank of India 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.
- 9) I/We undertake to bear any and all costs related to the preparation and/or submission of the proposal, regardless of whether the proposal is selected or not. The Bank shall, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

Signature:

Name and Seal:

Date:

Place:

Details of Banker/s
(to be given on applicant's letter
head)

Details of our Banker/s are:

	Banker 1	Banker 2
Name of the Banker		
Name of the Branch and its complete postal address		
Name and Job- title of the Contract person along with his/her telephone Nos.(s) and Fax No(s)> etc.		
Type of Account and Account No.,etc.		
Whether Credit facility/Overdraft facility enjoyed by the contractor		
The period from which the contractor has been banking with Banker		
Any other information which the contractor may like to furnish		

Authorized Signatory
(with name)

(Solvency Certificate)

(Format-III)

Form of Bankers Certificate from a Scheduled Bank (to be submitted by the contractor along with the tender)

This is to certify that to the best of our knowledge and information M/s Shri _____ having marginally noted address, a customer of our bank is/are respectable and can be treated as good for any engagement up to limit of Rs. _____ (Rupees _____ only). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

Note:

1. Bankers Certificate should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

(On Bank's Letter head)

(Format- IV)

- 1) Name of the company/firm/proprietorship:
 - 2) Composition of the company/firm/proprietorship:
 - 3) Name of the Proprietor/ Partners/ Directors of the company:
 - 4) Name of the Banker:
 - 5) Name of the Branch and complete postal address:
 - 6) Name and job title of the contact person along with his/her Telephone No (s) and E-mail etc.:
 - 7) Type of Account:
 - 8) Account Number:
 - 9) IFSC Code:
 - 10) Turnover of the company/proprietorship/firm during the last 3 years (year wise):
 - 11) Credit/Overdraft facility enjoyed by the company/proprietorship/firm:
 - 12) The period from which the company/proprietorship/firm has been banking with the bank:
 - 13) Any other remarks:
 - 14) You may also kindly forward your opinion whether the above company/proprietorship/firm is considered financially sound to be entrusted with the contract for works estimated to cost ₹_____ **Lakh** per annum.
-

Client's Report

(On Client's Letter Head)

Performance details of the bidder:

1	Work order/reference No. and Agreement Date	
2	Gross Value of the Contract (in Rupees)	
3	Date of commencement of Contract	
4	Whether the service was carried out as per agreement and the scope of the work entered with the bidder	
5	Reason for delay (if any) and whether any penalty/liquidated damage, if any, was imposed on the bidder	
6	Comments on capabilities of the bidder	
a	Quality of Security provided by the bidder	Outstanding/Very Good/ good/Satisfactory/Poor
b	Technical proficiency/competence	Outstanding/Very Good/ good/Satisfactory/Poor
c	Integrity and reliability of the partners/proprietors of the bidder	Outstanding/Very Good/ good/Satisfactory/Poor
d	Integrity and reliability of the Personnel deployed	Outstanding/Very Good/ good/Satisfactory/Poor
e	Dealings in the execution of the work, adherence to schedule and time	Outstanding/Very Good/ good/Satisfactory/Poor
7	Did the bidder go for any arbitration?	
8	Any other information in your view which will help us in making our decision.	

Signature of the Reporting Officer*

(Office Seal)

Place:

Date:

* Regarding performance report/clients certificate, for works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS must be submitted for proving the credentials/contract amount. _____

Experience Details

List of Similar Contracts entered by the applicant in last 05 Years (including orders on hand at present)

Sr. No.	Number of Fire Staff (Firemen and Fire Supervisor) deployed	Cost of deployment Per Year	Remarks

Signature

Name and Seal:

Performance Bank Guarantee

(To be submitted on Non-judicial stamp paper of appropriate value purchased in the name of the issuing bank):

No. _____ Date _____

To:

The Regional Director

Reserve Bank of India,

Jammu

Dear Sir,

In consideration of your agreeing to accept the security deposit of INR _____ (INR only) furnish able to you by M/s _____ (hereinafter referred to as "the Contractor") in terms of their contract with you for "**Tender for providing Fire Staff Services at RBI Office Premises in Jammu**" as per their Tender dated _____ and your Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated _____ in the form of guarantee from us in the manner hereinafter contained, we (Name of the Bank) do hereby covenant and agree with you as follows :

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of Rs. _____ (Rupees _____ only) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of Rs. _____ (Rupees _____ only) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.
2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced

after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
 5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs. _____ (Rupees _____ only) as aforesaid.
 6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.
 7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.
 8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.
 9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.
 10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing unconcealed and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
 11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.
-

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.
13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.
14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.
15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs. _____ (Rupees _____ only).
16. Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.
17. We have power to issue this guarantee in your favor under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above-named Bank)

BRANCH MANAGER

(Banker's Seal)

Address _____

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



Reserve Bank of India, Jammu

E- tender No. - RBI/Jammu Regional office/Estate/14/23-24/ET/607

Tender for providing Fire Staff Services at RBI Office Premises in Jammu

PART – II (FINANCIAL BID)

Name of the Bidder: _____

Complete Address: _____

Landline/Mobile No: _____

Date and time of Pre-bid meeting (offline): 13.03.2024 at 03:00 PM

Due date and time for Submission of tender : 27.03.2024 till 11:00 AM.

Date of opening of Part- I of tender : 27.03.2024 at 12:00 PM.

Indicative Financial Bid

The rate per annum at Sr. No. 13 are to be filled by the bidder Online on the MSTC portal Only. **DO NOT UPLOAD THIS DOCUMENT.**

Tender for providing Fire Staff Services Main Office Building of the Bank at Jammu

(Quotations with respect to salaries to be paid to personnel must be in accordance with the wages as prescribed by the Ministry of Labour and Employment, Office of Chief Labour Commissioner (C), New Delhi- Semiskilled category for Fireman and Skilled Category for Fire Supervisor of **File No. 1/8(3) / 2023-LS-II dated September 9, 2023. Jammu is under Area-B.**

Also, please refer to the latest applicable rates for EPF, EDLI, ESI and EPF Admin. Charges.

Service Charge shall include all profit, cost of equipment, insurance, cost of uniform, any other expenditure towards fulfilment of tender conditions etc. excluding GST. NIL Service Charge will not be accepted. Service Charges shall be the main evaluation criteria subject to fulfilment of other terms and conditions.

Calculation Sheet for Reference

S. No.	Components	Fireman (wages for semi-skilled workers in Building Operations) All values in ₹	Fireman (wages for Skilled workers in Building Operations) All values in ₹
1.	Basic + VDA for 01 day	709	832
2.	Employer contribution of Employee Provident Fund (EPF) including EDLI and admin charges, if any (subject to maximum ceiling of salary of ₹15000.00 or any other amount specified by EPFO from time to time) (13% of Sr. No. 1) for 01 day	65	65
3.	ESI for 01 day (3.25% of Sr. No.1)	NA for monthly wages > ₹21,000/-	NA for monthly wages > ₹21,000/-

4.	Charges for 01 day (01 Fireman and 01 FireSupervisor)	774	897
5	<u>Service Charge/Contractor Profit</u> (15% of Sr No.4) For reference only	116.10	134.55
6	Bonus @ 8.33% of (Basic+ VDA) (If Basic Salary + Dearness Allowance of an employee is more than Rs. 21,000/-- Bonus is not Payable)	NA for monthly wages > ₹21,000/-	NA for monthly wages > ₹21,000/-
7	Total Charges for 01 Day (01 Fireman and 01 Fire Supervisor) (Sr. No.4 + Sr. No.5+Sr.6)	890.10	1031.55
8	Total Charges for 01 Year (01 Fireman and 01 Fire Supervisor)	Sr. No.7 X 365 = 890.10 x 365 = 3,24,886.50	Sr. No.7 X 365 = 1031.55 x 365 = 3,76,515.75
9	Total Charges for 01 Year (07 Fireman and 04 Fire Supervisor) *	Sr. No.8 X 04 = 324883.50 x 7 = 2274205.50.....(X)	Sr. No.8 X 04 = 376515.40 x 4 = 1506063.00.....(Y)
10	Total (Without GST)	X +Y = ₹37,80,268.50	
11	Total Estimated cost of AMC per annum with GST @ 18% (Submit only this amount on MSTC website)	₹44,60,717.00 = ₹44.70 Lakh (Approx.)	

***Includes relieving charges for relievers (01 Fireman and 01 fire supervisor)**

Fire Staff (Firemen and Fire Supervisor) to be deployed for a maximum of 30 days in a month. Calculations to be made considering 30 working days in a month. 01 Week Off to be provided after 06 working days. Relivers to be deployed to cover for weekly offs. Adequate Fire Staff (Firemen and Fire Supervisor) to be deployed to caterfor the working schedule of 06 Firemen and 03 Fire Supervisors per day.

Note:

- a) The amount quoted should be inclusive of GST.**
- b) Service Charges/Contractor Profit shall be the deciding factor subject to fulfilment of other terms and conditions. NIL Service Charges/Contractor Profit shall not be accepted.**

c) If quotations submitted by two or more firms are equal, firm having highest AVERAGE turnover of last three years would be considered as the successful bidder.

Signature and Seal of the Tendering Bidder

Jurisdiction: This agreement is subject to UT Jammu & Kashmir jurisdiction.

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

Place:

Signature:

Date:

Name and Seal:

(Sign all pages)

Bill of Quantities (BOQ) / Schedule of Quantities (SOT)

Providing Fire Staff Services at RBI Office Premises in Jammu

Item No.	Description	Quantities	Unit	Rate inclusive of GST ₹	Amount ₹
1	<p><u>Providing Fire Staff Services at RBI Office Premises in Jammu (i).</u> Making available services of 07 semiskilled firemen and 04 skilled supervisors.</p> <p>Rates shall include salary of manpower to be deployed, contractor's profit, cost of equipment, insurance, cost of uniform, any other expenditure towards fulfilment of tender conditions etc. including GST. NIL Service Charge will not be accepted. Service Charges shall be the main evaluation criteria subject to fulfilment of other terms and conditions.</p>	12 Months	Per month		
A	Total Amount per Annum in ₹ (in figures)				

Place:

Signature of Contractor with Seal

Date:
