



Schedule of Tender
(Only through e-procurement)

Reserve Bank of India, Hyderabad invites e-Tender through MSTC for “Annual Service Contract for providing services of Sniffer Dogs with Handlers at RBI Hyderabad, Main Office”. The e-Tender along with the detailed tender notice is also available at the e-Tendering portal of MSTC Ltd (<https://www.mstcecommerce.com/eprocn>) under the menu “Tenders”.

2. All interested and eligible companies/firms must register themselves with MSTC through the above-mentioned website to participate in the tendering process.

3. The schedule of e-Tender is as follows:

e-tender No.	RBI/Hyderabad Regional Office/Estate/28/25-26/ET/802
Description of Work	“Annual Service Contract for providing services of Sniffer Dogs with Handlers at RBI Hyderabad, Main Office.”
Mode of Tender	e-tender Online Part I - Techno-Commercial Bid and Part II Price Bid through https://www.mstcecommerce.com/eprocn
Estimated Cost for one year	₹11,29,000/- (Rupees Eleven Lakh Twenty-Nine Thousand Only)
Earnest Money Deposit (EMD)	₹22,580/- (Rupees Twenty-Two Thousand Five Hundred Eighty Only) (2% of the estimated cost) <u>Details for NEFT</u> IFSC Code – RBIS0NEFTHY (0 is zero) A/c number – 8614038 Beneficiary Name: Reserve Bank of India, Hyderabad Participants are required to submit the details of EMD made by them via e-mails to securitycellhyd@rbi.org.in and mukeshchandra@rbi.org.in Bank Guarantee/ DD needs to be submitted in person to Protocol and Security Cell, Reserve Bank of India, Main Office Building, Hyderabad before 15:00 Hrs. on February 16, 2026
Performance Bank Guarantee	5% of the contract value (to be provided in the form of Bank Guarantee by the successful bidder within 10 days from the date of Award of work)

Publication of NIT in Press, Bank's Website and e-procurement portal and uploading tender on the e-procurement portal	January 08, 2026, 15:00 h onwards.
Pre-Bid Meeting	<p>Offline at 11:00 Hrs. on February 04, 2026 (Venue: Reserve Bank of India, Protocol and Security Cell, Ground Floor, Secretariat Road, Saifabad, Hyderabad – 500 004).</p> <p>Note: The participants are required to confirm their participation one day before on email ids securitycellhyd@rbi.org.in, mukeshchandra@rbi.org.in and mellimiashik@rbi.org.in to make the necessary arrangements</p>
Publication of minutes of pre-bid meeting/addendum, if any	February 06, 2026
Date of Starting of e-tender for submission of online Techno-Commercial Bid and price bid	15:00 Hrs. on January 28, 2026
Last Date of submission of EMD	15:00 Hrs. on February 16, 2026
Date of closing of online e-tender for submission of techno-commercial bid & price bid	15:00 Hrs. on February 16, 2026
Date of opening of Part-I (techno-commercial bid)	16:00 Hrs. on February 16, 2026
Date of opening of Part-II (Price bid)	Shall be decided on scrutiny of Part I and shall be intimated to the eligible bidders.
Transaction fee (Non Refundable)	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED.

Note: Tenderers may please note that any amendments / corrigendum to the Tender, if issued in future, will only be notified on the website of RBI and will not be published in the newspaper.

Hyderabad
Jan 08, 2026

Regional Director
Reserve Bank of India
Hyderabad



**भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA**

**हैदराबाद
HYDERABAD**

आरबीआई/हैदराबाद क्षेत्रीय कार्यालय/संपदा/28/25-26/ईटी/802

ई- निविदा

भारतीय रिज़र्व बैंक के हैदराबाद स्थित कार्यालय भवन में हैंडलर के साथ स्निफर डॉग की सेवाएं प्रदान करने के लिए वार्षिक सेवा अनुबंध के लिए ई- निविदा

RBI/Hyderabad Regional Office/Estate/28/25-26/ET/802

e-Tender for Annual Service Contract for providing services of Sniffer Dogs with Handlers at RBI Hyderabad, Main Office

Reserve Bank of India, Hyderabad (a statutory corporation incorporated in terms of the provisions of the Reserve Bank of India Act, 1934) invites e-tender in two parts (Part I – Techno- commercial Bid & Part II – Price Bid) for Providing services of Sniffer Dog with Handler at Bank's Office Building under Annual Service Contract from eligible firms/contractors fulfilling the pre-qualification criteria. The contract will be initially valid up to March 31, 2027, and will be extendable for a maximum of two more years, one year at a time, subject to satisfactory performance, or other periods or parameters as the Bank may decide.

कार्य की अनुमानित लागत Estimated cost of the work Annual/वार्षिक	बयाना राशि जमा Earnest Money Deposit
₹11,29,000/- (inclusive of GST 18%)	₹22,580/- (2% of estimated cost)

The Reserve Bank of India, Hyderabad Office, located at 6-1-56, Secretariat Road, Saifabad, Hyderabad- 500004. The place of business for providing services of Sniffer Dog with Handler will be Bank's Office Building located at 6-1-56, Secretariat Road, Saifabad, Hyderabad- 500004



The Bank shall provide the Supplier with at least seven (7) days' prior written notice for the commencement of business.

The last date for submission of e-tender is Feb 16, 2026, up to 1500 hrs. For further details, please visit "Tender" section at website <https://www.rbi.org.in> and for uploading the tender please visit and register on MSTC website at <https://www.mstcecommerce.com>. Please also note that further Addendum/ Corrigendum will only be published on RBI website.

The Bank reserves the right to increase or decrease the number of dog and handler to be deployed before awarding the work or at any time during the currency of the Contract.

स्थान/ Place: हैदराबाद / Hyderabad

दिनांक/ Date:

**क्षेत्रीय निदेशक / Regional Director
भारतीय रिज़र्व बैंक / Reserve Bank of India
हैदराबाद / Hyderabad**



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अस्वीकरण / DISCLAIMER

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

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

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



**भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA**

**हैदराबाद
HYDERABAD**

ई- निविदा आमंत्रण सूचना / NOTICE INVITING TENDER (NIT)
(केवल ई-खरीद के माध्यम से / Only through e-procurement)

Reserve Bank of India, Hyderabad invites e-tender in two parts (Part I – Techno- commercial Bid & Part II – Price Bid) for Annual Service Contract for providing services of Sniffer Dogs with Handlers at RBI Hyderabad, Main Office, from eligible firms/contractors fulfilling the pre-qualification criteria. The contract will be initially valid up to March 31, 2027 and will be extendable for a maximum of two more years, one year at a time, subject to satisfactory performance, or other periods/ parameters as the Bank may decide.

निविदा की अनुसूची / SCHEDULE OF TENDER (SOT)

e-tender No.	RBI/Hyderabad Regional Office/Estate/28/25-26/ET/802
Description of Work	“Annual Service Contract for providing services of Sniffer Dogs with Handlers at RBI Hyderabad, Main Office.”
Mode of Tender	e-tender Online Part I - Techno-Commercial Bid and Part II Price Bid through https://www.mstcecommerce.com/eproc
Estimated Cost for one year	₹11,29,000/- (Rupees Eleven Lakh Twenty-Nine Thousand Only)
Earnest Money Deposit (EMD)	₹22,580/- (Rupees Twenty Two Thousand Five Hundred Eighty Only) (2% of the estimated cost) <u>Details for NEFT</u> IFSC Code – RBIS0NEFTHY (0 is zero)

	<p>A/c number – 8614038</p> <p>Beneficiary Name: Reserve Bank of India, Hyderabad</p> <p>Participants are required to submit the details of EMD made by them via e-mails to securitycellhyd@rbi.org.in and mukeshchandra@rbi.org.in</p> <p>Bank Guarantee/ DD needs to be submitted in person to Protocol and Security Cell, Reserve Bank of India, Main Office Building, Hyderabad before 15:00 Hrs. on February 16, 2026</p>
Performance Bank Guarantee	5% of the contract value (to be provided in the form of Bank Guarantee by the successful bidder within 10 days from the date of Award of work)
Publication of NIT in Press, Bank's Website and e-procurement portal and uploading tender on the e-procurement portal	15:00 Hrs. on January 08, 2026 onwards.
Pre-Bid Meeting	<p>Offline at 11:00 Hrs. on February 04, 2026 (Venue: Reserve Bank of India, Protocol and Security Cell, Ground Floor, Secretariat Road, Saifabad, Hyderabad – 500 004).</p> <p>Note: The participants are required to confirm their participation one day before on email ids securitycellhyd@rbi.org.in, mukeshchandra@rbi.org.in and mellimiashik@rbi.org.in to make the necessary arrangements</p>
Publication of minutes of pre-bid meeting/addendum, if any	February 06, 2026
Date of Starting of e-tender for submission of online Techno-Commercial Bid and price bid	15:00 Hrs. on January 28, 2026
Last Date of submission of EMD	15:00 Hrs. on February 16, 2026
Date of closing of online e- tender for submission of techno-commercial bid & price bid	15:00 Hrs. on February 16, 2026
Date of opening of Part-I (techno-commercial bid)	16:00 Hrs. on February 16, 2026
Date of opening of Part-II (Price bid)	Shall be decided on scrutiny of Part I and shall be intimated to the eligible bidders.
Transaction fee (Non refundable)	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED.

Note: Tenderers may please note that any amendments / corrigendum to the Tender, if issued in future, will only be notified on the website of RBI and will not be published in the newspaper.

क्षेत्रीय निदेशक / Regional Director
भारतीय रिज़र्व बैंक / Reserve Bank of India
हैदराबाद / Hyderabad

Section-B

प्रस्ताव का पत्र / LETTER OF OFFER

Place: _____

Date: _____

Regional Director,
Reserve Bank of India
6-1-56, Secretariat Road
Saifabad, Khairatabad
Hyderabad- 500004

Sir,

Having examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached price bid and in accordance in all respects with the specifications and instructions in writing referred to in the Articles of Agreement, General Conditions of the Tender, Schedule of Quantities and Terms & Conditions of Contract with such services and materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

Memorandum

(a)	Description of work	Annual Service Contract for providing services of Sniffer Dogs with Handlers at RBI Hyderabad, Main Office
(b)	Estimated cost	Approximately ₹11,29,000/- (Rupees Eleven Lakh Twenty-Nine Thousand Only) for the period of April 01, 2026, to March 31, 2027, inclusive of all applicable taxes.
(c)	Earnest Money Deposit (EMD)	₹ 22,580/- (Rupees Twenty Two Thousand Five Hundred Eighty Only)- bears no interest.

(d)	Validity of Contract	April 01, 2026, to March 31, 2027 (Contract to be initially awarded for One year and the same to be renewed on yearly basis for the next two years FY: 2027-28 and 2028- 29 subject to the agency fulfilling the terms of the contract satisfactorily). The Bank shall provide the Supplier with at least seven (7) days' prior written notice for the commencement of business)
(e)	Performance Guarantee	5% of the annual contract value (i.e. ₹11,29,000/-) to be provided in the form of Bank Guarantee by the successful Agency

2. We undertake to deposit a sum of ₹ 22,580/- (Rupees Twenty Two Thousand Five Hundred Eighty Only)) as Earnest Money with the Reserve Bank of India at the time of submitting the e-Tender documents which amount is not to bear any interest. We agree to keep the Bank Guarantee towards performance guarantee valid during the entire period of tender.

3. We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I 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.

4. I/We hereby agree to abide by and fulfill all the terms and conditions of the Tender so far as they may be applicable and in default thereof, to forfeit and pay to Reserve Bank of India such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.

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

6. The Tender is submitted in two parts. Part I contains all commercial terms & conditions, technical particulars, EMD and Part II contains only the price bid in the Bank's proforma.

7. I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

8. Our bankers are (full address):

i)	
----	--

ii)	
-----	--

9. The names of partners of our firm are:

i)	
ii)	

Name of the partner of the firm
authorized to sign

OR

Name of person having power of
Attorney to sign the Contract
(certified true copy of the Power of
Attorney should be attached)

Yours faithfully,

Signature of Contractor

Signatures and addresses of witnesses:

	Signature	Address
(i)		
(ii)		



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA

हैदराबाद
HYDERABAD

(केवल ई-खरीद के माध्यम से / Only through e-procurement)

भाग- I / PART- I

बैंक के हैदराबाद स्थित कार्यालय भवन में हैंडलर के साथ खोजी श्वान की सेवाएं प्रदान करने के लिए वार्षिक सेवा

अनुबंध

**Annual Service Contract for providing services of Sniffer Dogs with Handlers at
RBI Hyderabad, Main Office**

निविदाकर्ता का नाम/ Name of Tenderer Annual Service Contract for providing services of Sniffer Dogs with Handlers at RBI Hyderabad, Main Office: -----

पता / Address -----

लैंडलाइन / Landline-----

मोबाइल नं. / Mobile no. -----

ईमेल आईडी / Email id-----

वेबसाइट एड्रेस, यदि हो / Website address if any -----

जमा करने के लिए अंतिम तिथी और समय Last date & time for Submission	Feb 16, 2026, at 1500 hrs.
बोली पूर्व बैठक Pre-Bid meeting	Feb 04, 2026, at 1100 hrs.
बोली की वैधता Validity of the tender	निविदा के भाग- I के खुलने की तिथि से तीन माह तक Three months from the date of opening of the PART- I of the Tender



Section-C

Interpretation Clause

In construing these Conditions, the Specifications, Schedule of Quantities and Contract Agreement, the following words shall have the meanings herein assigned to them except where the subject or context otherwise required.

(a)	"Bank"	Shall mean The Reserve Bank of India (a statutory corporation incorporated in terms of the provisions of the Reserve Bank of India Act, 1934) and shall include its assigns and successors.
(b)	"Contractor" (in the case of a partnership)	"Contractor" shall mean Firm trading in the name and style of providing services of Sniffer dog with handler having a place of business at Hyderabad, Telangana and shall include the partners for the time being of the said firm and the legal representatives of a deceased partner.
	(in the case of individual)	"Contractor" shall mean Shri _____ trading in the name and style of providing services of Sniffer dog with handler and shall include his heirs, successors and legal representatives.
	(in the case of Company)	"Contractor" shall mean Company, a company incorporated under Companies Act, 2013 or under any previous company law and shall include its successors and assigns.
(c)	"Site"	Shall mean the site of the Contract Works including common peripheral area thereon and any other land (inclusively) as aforesaid allotted by the Bank for the Contractor's use.
(d)	"This Contract"	Shall mean the Articles of Agreement, the Special Conditions, the Conditions, the Appendix, the Schedule of Quantities and Specifications, etc. attached hereto and duly signed.
(e)	"Tender"	E-Tender being followed by https://www.mstcecommerce.com
(f)	"Bank's Officer/Head Security Guard"	<p>The term "Bank's Officer/Caretaker" shall mean the person appointed and paid by the Bank to inspect the works. The Contractor shall afford the Bank's Officer/Head Security Guard every facility and assistance for inspecting the works. Neither the Bank's Officer/Caretaker nor any representative of the Bank shall have power to set out works or to revoke, alter, enlarge or relax any requirements of the Contract, or to sanction any day work, additions, alterations, deviations, or omissions, or any extra work whatever, except in so far as such authority may be specifically conferred by a written order of the Bank's Officer with the prior concurrence in writing of the Bank.</p> <p>The Bank's Officer/Head Security Guard or any representative of the Bank shall have power to give notice to the Contractor or his representative of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued.</p>
(g)	"Notice in writing"	written notice shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved



		to have been received) by registered post to the last known private or business address to have been received when in the ordinary course of post, it would have been delivered.
(h)	"Act of Insolvency"	Shall mean any Act of Insolvency as defined by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any Act amending such original.
(i)	"The works"	Shall mean the Annual Service Contract for Providing services of Sniffer Dog with Handler at Bank's Office Building at Hyderabad as provided herein.



Section-D

Important Instructions Regarding E-tender

Bidders are requested to read the important instruction on e-tendering process as given below and the Terms & Conditions of this tender given in subsequent pages before submitting your online tender.

1 Process of E-tender:

A) Registration:

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing and encryption type digital signature certificate. Vendors are to make their own arrangement for bidding from a personal computer/laptop connected with Internet. MSTC is not responsible for making such arrangement. *(Bids will not be recorded without Digital Signature).*

Special Note: The Technical Bid and The Commercial Bid Has to Be Submitted On-Line At www.mstcecommerce.com/eproc

mstcecommerce.com → e-Procurement → New Common Portal → Register as Vendor → Filling up details and creating own user id and password → Submit
Vendors are required to register themselves online following the below given process/link.

mstcecommerce.com → e-Procurement → New Common Portal → Register as Vendor → Filling up details and creating own user id and password → Submit.

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

Contact person (RBI):

i)	Shri Mukesh Chandra, Manager(P&S)	mukeshchandra@rbi.org.in 040-23267070 Mobile- 7044069223
ii)	Shri Mellimi Ashik, Assistant	mellimiashik@rbi.org.in 040 – 23267334 Mobile- 8309726765

a) Contact person (MSTC) for vendors:

HO Central Help Desk: (For vendors)

Phone Number: 07969066600

helpdesk@rstcindia.in (Please mention "HO Helpdesk" as subject while sending emails)



	<p>Availability: 9:30 AM to 5:00 PM on all working days for all Technical issues e-tender, System settings etc.</p> <p>b) Contact person (MSTC)</p> <p>(Telangana Regional Office) Phone Number: (040) 23301039 e-mail id: mstchyd@mstcindia.in</p> <p>B) सिस्टम आवश्यकता / System Requirement:</p> <p>Windows 7 or above Operating System</p> <p>Latest Google Chrome, Mozilla or Microsoft Edge Internet browser.</p> <p>Valid Class-III Digital Signature both Signing & Encryption type Certificate</p> <p>Latest updated Java Runtime Environment (JRE) 1.8 (Windows x86 Offline) software to be downloaded and installed in the system.</p>
2	<p>To apply the required system settings for using MSTC e-procurement portal, kindly install PKI application while referring to the system settings guide provided by MSTC.</p>
3	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprocn. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
4	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
5	<p>Special Note towards Transaction fee:</p> <p>Transaction fees is the portal usage charges levied by the MSTC for using their portal for participating in the e- tendering process.</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p>



	<p><u>Transaction fee is non-refundable.</u> A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
6	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7	<p>E-tender cannot be accessed after the due date and time mentioned in NIT</p>
8	<p>Bidding in e-tender :</p> <p>Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.</p> <p>The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → New Common Portal → Login → My menu → Auction Floor Manager → live event → Selection of the live event</p> <p>The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application does not run, the vendor will not be able to save/submit his Technical bid.</p> <p>After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active. The same has to be filled and vendor should click on "save" to record their Commercial bid. Once both Technical bid & Commercial bid have been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p>



	<p>During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>All electronic bids submitted during the e-tender process shall be legally binding on the vendor. A bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between the Buyer and the Vendor for execution of supply.</p> <p>It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.</p> <p>Buyer reserves the right to cancel / reject / accept / withdraw / extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>No deviation in the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
9	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
10	No deviation in the technical and commercial terms & conditions are allowed.
11	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
12	Vendors are requested to read the VENDOR GUIDE and see the video in the page www.mstcecommerce.com/eprocn to familiarize themselves with the system before bidding.



Section-E

Eligibility Criteria for participating in the e-Tender

1. Reserve Bank of India, Hyderabad invites e-Tender in two parts for Annual Service Contract for Providing services of Sniffer Dog with Handler at Bank's Office Building at 6-1-56, Secretariat Road, Hyderabad, at an estimated cost of approximately Rs.11,29,000/-(Rupees Eleven Lakh Twenty Thousand Only) inclusive of all taxes.
2. Only Company/Firm/Agency who fulfill the following per-qualification criteria are eligible to apply:
 - A. having experience in field of providing services of Sniffer Dog with Handler for at least five years (The applicant should have undertaken at least one similar work on or before December 31, 2025) and have executed similar work during previous five years (Work orders and work completion certificates submitted in support of work executed must be issued on or after Dec 31, 2020) as follows: -
 - i) Three similar works (providing private security personnel) each costing not less than the amount equal to 40% of estimated cost, or
 - ii) Two similar works (providing private security personnel) each costing not less than the amount equal to 50% of estimated cost or
 - iii) One similar work (providing private security personnel) each costing not less than the amount equal to 80% of estimated cost.
 - B. Annual turnover for the last 3 years (Income Tax Year) i.e. 2022-23, 2023-24 & 2024-25 (Audited balance sheet duly certified by a Chartered Accountant or turn over certificate from a CA along with copies of ITRs shall be submitted) should not be less than ₹11,29,000/-.
 - C. Must be solvent/ financially sound for carrying out the contract for works estimated to cost ₹11,29,000/-(Rupees Eleven Lakh Twenty Thousand Only).

All contractors fulfilling these criteria may apply for membership of MSTC entering web- portal as indicated in Section I of the tender and submit the documentary proof in the captioned criteria at the time of uploading of tender document.
3. The intended contractors should invariably furnish, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the tendering process along with the tender form.



S. No.	जा Information	Documents to be submitted
(a)	Composition of the firm	<p>Full particulars in format prescribed under Annexure-II (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partners copy of the Articles of Association/ Power of Attorney/ Attorney/ another relevant document.</p> <p>In case of a company, the certificate of registration, Memorandum and Articles of Association of the company and other relevant documents and particulars of all the directors and responsible officials are required to be submitted. In case of a partnership firm, the partnership deed, power of attorney, if any and particulars of all the partners constituting the firm; and in case of an Agency or Proprietorship, the particulars of the individual/individuals involved therein along with the name(s) and address (es)' etc are required to be submitted.</p> <p>Registration Certificate of the Establishment issued by the relevant authority, Copies of E.P.F. Registration Certificate and E.S.I Registration Certificate and applicable tax registrations, viz., PAN, TAN, GST, etc. should be submitted.</p>
(b)	Work experience and completion of similar work of specified value during the specified period.	<p>The Applicant should submit documentary evidence in support of minimum experience of 05 years of carrying out similar work (The applicant should have undertaken at least one similar work on or before December 31, 2025. Work orders issued before December 31, 2025, must be submitted in support of adequate work experience).</p> <p>Documentary evidence for having successfully completed qualifying works (of value as indicated under 2. A. i, 2.A.ii or 2.A.iii above and of similar nature) during last 05 years.</p> <p>Copies of the detailed work orders for the qualifying</p>



		<p>works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work completion experience.</p> <p>The details along with documentary evidence of previous experience, if any, of carrying out Works for the Reserve Bank of India at any center, should also be given.</p> <p>Bank reserves the right to verify work experience claims made by bidder by nominating its representative for site visit.</p>
(c)	Details of the completed work	<p>The client-wise names of work(s), year(s) of works execution of work (s), awarded and actual cost(s) of executed work(s), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in format prescribed under Annexure- I.</p>
(d)	Client Certificates	<p>Tenderers are informed that they have to submit Client certificates in format as prescribed under (Annexure IV) for each of the Prequalification work/s</p> <p>Work orders and work completion certificates submitted towards qualifying works to fulfil the eligibility criteria of having completed minimum values of work as per para 3(b) above have to be necessarily supported with Client certificates.</p> <p>Client certificate will be accepted only when it is Signed by an official of the rank of Officer of the rank of Executive Engineer or equivalent in case of Govt./Semi-Govt., organisations or a PSU and is supported by adequate proof of payments received by the contractor for the work done by them.</p> <p>Client's report issued by private organization shall be accompanied by TDS Certificates.</p> <p>All columns should be filled in and properly</p>



		<p>countersigned. Client certificate should be on letter head of the Client with signature of Authorized person.</p> <p>Applications/tenders received without certificates specified in the specified format will be rejected and Bank reserves the right to verify the submitted certificates independently. The Bank also reserves the right obtain reports on the past performance of the tenderer from his clients.</p>
(e)	Name(s) and address (es) of the clients and their present contact executives	Written information about the names and addresses of their clients along with full details, like names, postal addresses, e- mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
(f)	Credit worthiness of the contractor and their turnover during the specified period.	Copies of the Income Tax Clearance Certificates/ Income Tax Assessment Orders/ Income Tax Returns along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three years.
(g)	Name(s) and address (es) of the bankers and their present contact executives	Written Information about the names and addresses of their bankers along with full details like names, postal addresses, e- mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished in format prescribed under Annexure- V .
(h)	Details of the bank accounts	Full particulars of their bank accounts, like account no., type, when opened etc., should be given.
(i)	Banker (Solvency) certificate	Should submit solvency certificate in format prescribed under Annexure-VI issued by applicant's Banker specifically for the purpose of this work, for a minimum amount of ₹11,29,000/-. Solvency certificate issued by any Scheduled Bank is



		acceptable. The Bank reserves the right to obtain reports on the past performance/ solvency of the tenderer from his banker(s).
(j)	Legal/ statutory Approvals	Tenderers should furnish an undertaking declaring that they have obtained all the required legal/ statutory approvals for carrying out this business at Hyderabad along with all relevant valid documents.
(k)	Conviction in a court of law/ Debarment by any Public Institution(s)/ Pending Civil Suits	<p>The tenderer shall have to submit an Undertaking in format prescribed under Annexure-VII declaring that they have not been convicted in a Court of Law. This shall include declaration of having been debarred/ suspended / blacklisted by any public institution/ entity in India or any other country on any grounds. The tenderer shall provide details if any civil suit is pending in any of the works executed.</p> <p>Concealment of facts and subsequent detections may lead to annulment of the contract / rejection of the bid forthwith.</p>

4. In the exceptional cases such as merger, acquisition, takeover etc., the intending tenderer may submit all the relevant documents for seeking any exemption/ deviation that it requests the Bank to consider. The Bank is not bound to accept such requests and reserves its right to allow or reject such exemptions/ deviations. The Bank's decision in this regard shall be final.
5. Intending tenderers need to upload relevant documents supporting their eligibility criteria and scanned copy of Earnest Money Deposit (NEFT statement) along with Techno-commercial bid (Part-I) of the tender.
6. Earnest Money Deposit (EMD) of ₹22,580/- (Rupees Twenty-Two Thousand Five Hundred Elghty Only) shall be deposited through NEFT Only.
7. In the event of intending tenderers failure to satisfy the Bank regarding the above requirements, Bank reserves the right to reject his offer even after opening of Part-I of the tender and Part-II of the rejected tender will not be opened.
8. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers' report are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. In such case, Part-II



of the rejected tender will not be opened and EMD deposited by the concerned tenderer shall be returned. The Bank is not bound to assign any reason for doing so.

9. A bidder is liable for debarment/disqualification from bidding on the following grounds:

A. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:

i.

a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

b) any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.

c) any collusion bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.

d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.

f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

g) obstruction of any investigation or auditing of a procurement process.

h) making false declaration or providing false information for participation in a tender process or to secure a contract;

ii. failed to disclose conflict of interest.

iii. failed to disclose any previous transgressions made in respect of the provisions of sub- clause 9 (A) (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.

B. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the tender etc.

C. If the bidder has been convicted of an offence- (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.



I/We hereby declare that I/we have read and understood the schedule of Eligibility Criteria and also have read and understood all the above conditions and the same shall remain binding upon me/us.

Signature of tenderer with seal

Address:

Date:



Section-F

Bid Evaluation Criteria

1. Techno- Commercial Bid (Part- I) Evaluation

- a. The technical bids shall be evaluated based on the available documents submitted by the bidder on MSTC.
- b. Bank may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders.
- c. Failure on the part of the bidder to provide such clarification/information/document within the stipulated time, may entail cancellation of the bid of such bidder.
- d. Any clarification submitted by a bidder that is not in response to a request by the Bank shall not be considered.
- e. The Client's request for clarification and the response shall be in writing through post or email.

2. Price Bid (Part- II) Evaluation

- a. The evaluation of the price bid will be considered of only those bidders who meet the eligibility criteria as mentioned in "Eligibility Criteria for participating in the tender" of tender document and provide documentary proof on MSTC in respect of the same.
- b. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Bank may, at its discretion, ask any bidder for a clarification of its bid.
- c. The clarification so called, should be given with detailed price analysis containing the cost of cost of uniform of Dog Handler, training and testing of Sniffer Dog and Dog Handlers, Medical tests, treatment and vaccination of Sniffer Dog and Handler, contractor's profit & overhead, Workmen compensation policy, Contractors all risk policy, Bonus payment to dog handler (if applicable), transportation, loading and unloading, freight charges, transit insurance and other administrative charges required to complete the work) and all taxes, duty or other levy levied by Central Government or any State Government or local authority if applicable and should be supported with quotations received from the suppliers/ providers of the above-mentioned goods and services.
- d. On scrutiny of the clarification so submitted, if the rates quoted by the tenderer are found not workable/ feasible, the Bank reserves its right to summarily reject such tender.
- e. Failure on the part of the bidder to provide such clarification within the stipulated time, may entail cancellation of the bid of such bidder.



- f. Any clarification submitted by a bidder that is not in response to a request by the Bank shall not be considered.
- g. The Bank's request for clarification and the response shall be in writing through post or email.
- h. Price Bids shall be evaluated based on the rates quoted in MSTC portal.
- i. No deviation will be allowed on the fixed rates already mentioned by the Bank in the tender. Tenders having quoted rates below the prescribed minimum wages rates shall be summarily rejected and will not be evaluated for the purpose of ascertaining L1 tenderer.
- j. No request for any change in rate or conditions after the opening of the part II tender will be entertained.
- k. **Note:** -In case two or more tenderers become the lowest, for the purpose of selection of successful bidder, the tenderers becoming lowest bidders will be evaluated based on following criteria:

S. No	Description of Evaluation Criterion	Marks	Remarks
1.	Experience in Sniffer Dog Services (i) 5 – 10 years (05 marks) (ii) 10-15 years (08 marks) (iii) 15-20 years (10 marks) (iv) >20 years (15 marks)	15	
2.	Tenderer will be awarded 01 mark each for having provided Sniffer dog services in large establishment like Central Government/PSU, Banks, Defence etc. Limited to a maximum of 10 works.	10	
3.	Tenderer will be awarded 01 mark each for providing satisfactory Sniffer dog services in other RBI Offices limited to a maximum of 10. Agencies Blacklisted in other RBI offices will be disqualified.	10	
4.	Qualification & Experience of Dog Handlers a) Formal training certificate from recognised institutes (10 marks) b) Minimum of 05-year field experience in explosive detection (10 marks)	20	
5.	Valid K9 training certificates Certificates of olfactory proficiency from Bomb Detection and Disposal Squad (BDDS)	15	
6.	Sniffer Dog Training infrastructure i) own kennel/ training facility (05 marks) ii) veterinary tie-up/ in-house medical support (05 marks)	10	
7.	Backup Resources Availability i) standby dogs available (> 25 dogs) (10 marks) ii) standby dog handlers available (> 25 dog handlers) (10 marks)	20	
	Total Marks	100	



Upon evaluation of the lowest bidders based on the above criteria, the bidder with the highest marks will be declared successful in the tender process. However, Bank's decision in this regard will be final and it shall not be open to arbitration.

- l. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself, the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- m. The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Part – I (Technical Bid), which period may be further extended by mutual agreement in writing by the Tenderer and the Tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.
- n. In case the Tenderer withdraws the bid during the validity period, the EMD furnished by the Tenderer shall be forfeited by the Bank.

I/We hereby declare that I/we have read and understood the Bid Evaluation Criteria and also have read and understood all the above conditions and the same shall remain binding upon me/us.

Signature of tenderer with seal

Address:

Date



Section-G **Articles of Agreement**

(Bank reserves the right to further modify/revise/change the content of the Agreement)

यह करार हैदराबाद में वर्ष दो हजार छब्बीस केमहीने केदिन एक भाग के रूप में भारतीय रिज़र्व बैंक, केंद्रीय कार्यालय फोर्ट, मुम्बई में तथा एक कार्यालय हैदराबाद में है, जो क्षेत्रीय निदेशक , भारतीय रिज़र्व बैंक, हैदराबाद द्वारा प्रतिनिधित्व है (जिसे इसके बाद “बैंक” कहा गया है) तथा दूसरे भाग के रूप में (प्रोपराइटर/ पार्टनरशिप फर्म/ कम्पनी का नाम), जो कि कम्पनी अधिनियम के प्रावधानों के तहत निगमित है और जिसके पंजीकृत कार्यालय का पता है, जिसका प्रतिनिधित्व (इसके बाद “ठेकेदार” कहा गया है) के द्वारा किया जा रहा है, जो अपने निदेशक मंडल द्वारा यह करार संपादित करने के लिए प्राधिकृत है के बीच निष्पादित किया गया है।

This AGREEMENT is made at Hyderabad on this ___ day of _____, Two Thousand Twenty-Six between Reserve Bank of India, a statutory body established under the RBI Act, 1934, having its Central Office at Fort, Mumbai, and one of its Offices at Hyderabad , represented by its authorized officer Regional Director, Reserve Bank of India, Hyderabad - 500004. (hereinafter called “the Bank”) on the one part and _____ (proprietorship/partnership firm/ Company), incorporated under the provisions of the Companies Act (in case of a Company) and having its registered office at _____ (hereinafter called “the Contractor”) represented by Shri who is authorized to enter this agreement by its Board of Directors on the other part.

जबकि बैंक हैदराबाद में भारतीय रिज़र्व बैंक के कार्यालय भवन में हैंडलर के साथ खोजी श्वान की सेवाएं उपलब्ध करवाने के वार्षिक सेवा अनुबंध” के लिए एक ठेकेदार नियोजित करने के लिए इच्छुक है और संबंधित कार्य की आवश्यकताओं और विनिर्देशों का निर्धारण बैंक के प्रबंधक के द्वारा या उसके निर्देशों के अधीन कर लिया गया है।

AND WHEREAS the Bank has intention of engaging a contractor for Annual Service Contract for Providing services of Sniffer Dog with Handler at Bank's Office Building of Reserve Bank of India, Hyderabad, has caused requirements and specifications describing the works to be done to be prepared by or under the direction of Bank's Manager.

तथा जबकि बैंक ने पात्र ठेकेदारों से “ हैदराबाद में बैंक के कार्यालय भवन में हैंडलर के साथ खोजी श्वान की सेवाएं उपलब्ध करवाने के वार्षिक सेवा अनुबंध ”के कार्य, जैसा कि निविदा के साथ संलग्न कार्य का दायरा और अन्य दस्तावेज में दर्शाया गया था, के लिये निविदा आमंत्रित किये थे।



AND WHEREAS the Bank had called for tenders from eligible contractors for the work of Annual Service Contract for Providing services of Sniffer Dog with Handler at Bank's Office Building at Hyderabad as indicated in the scope of work and other documents attached to the tender.

तथा जबकि, तथाकथित शर्तों को एतद द्वारा दोनों पक्षों द्वारा अथवा उनकी ओर से हस्ताक्षरित किया गया है।

AND WHEREAS the said conditions have been signed by or on behalf of the parties hereto.

तथा जबकि ठेकेदार इसमें उल्लिखित "नियम और शर्तों", "निविदाकर्ताओं को सामान्य निर्देश और अनुबंध की विशेष शर्तों", "कार्य का दायरा" और बाकि सभी शर्तों) इसके बाद समग्र रूप से "उल्लिखित शर्तों" कहा गया है (को पालन करने और इसके अधीन रहने पर सहमत है तथा उक्त मात्राओं की सूची में उल्लिखित कार्यों के लिए निर्धारित दरों पर भुगतान के लिए देय) अब इसे "अनुबंध राशि" कहा जाएगा (राशि पर उक्त कार्यों का निष्पादन करने के लिए सहमत है।

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth herein, and to the General Instructions to Tenderers' and Special Conditions of the Contract, Terms and Conditions of Contract, Scope of Work and Schedule of Quantities set forth in the tender document, (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon in the said Schedule of Quantities at the respective rate therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

A.अब निम्नानुसार सहमति बनी है - :

NOW IT IS HEREBY AGREED AS FOLLOWS

1. यह करार _____ से प्रभावी होगा और 31 मार्च, 2027 तक लागू रहेगा और दोनों पक्षों की आपसी सहमति के अनुसार ठेकेदार द्वारा प्रदान की गई संतोषजनक सेवाओं के अनुसार वार्षिक रूप से दो और वर्षों तक, समान नियमों और शर्तों पर, बढ़ाया जा सकता है, के, , जब तक कि इसे इसके अधीन शर्तों के अनुसार समाप्त नहीं किया जाता है। अनुबंध का नवीनीकरण अनुबंध की अवधि समाप्त होने के बाद, वार्षिक आधार पर, समान नियमों और शर्तों पर किया जा सकता है। निविदा दस्तावेज में निहित सभी नियम और शर्तें और इस संदर्भ में जारी किये गये कोई स्पष्टीकरण (शुद्धिपत्र) इस करार के भाग माने जायेंगे और सभी पक्षों पर लागू होंगे। जब भी न्यूनतम मजदूरी अधिनियम, 1948 के प्रावधानों के तहत मुख्य आयुक्त (केंद्र सरकार) द्वारा वॉच एंड वार्ड के लिये नियुक्त श्रमिकों को देय न्यूनतम मजदूरी में बढ़ोतरी की अधिसूचना जारी की जायेगी, नवीन मजदूरी दरों के अनुसार अनुबंध मूल्य में वृद्धि/ बढ़ोतरी की जायेगी। अनुबंध का नवीनीकरण अनुबंध अवधि की समाप्ति के बाद वार्षिक आधार पर समान नियम एवं शर्तों पर किया जा सकता है। अनुबंध के वार्षिक नवीनीकरण के दौरान, श्वान



के भोजन, दवा आदि सहित 01 खोजी श्वान को उपलब्ध कराने के लिए सामग्री घटक शुल्क के साथ-साथ सेवा शुल्क को सीपीआई मुद्रास्फीति में वृद्धि के आधार पर बढ़ाया जा सकता है।

This agreement will come into effect from _____ and will remain in force up to March 31, 2027, and annually extendable up to two more years, at the same terms and conditions, subject to mutual consent of both parties, satisfactory services rendered by the Contractor, unless it is terminated as per the terms hereinafter contained. The renewal of the contract can be done after the expiry of the contract period, on an annual basis, on the same terms and conditions. The terms and conditions contained in the tender document and any clarifications (corrigenda) issued shall be treated as part and parcel of this agreement and shall be binding on the parties. Whenever the notification regarding increase in minimum wages payable to for employees employed in Watch and ward (without arms) duties is issued by Chief Commissioner (Central Government) under the provision of Minimum Wages Act 1948, escalation/increase will be given in the contract value as per the revised minimum wages. The renewal of the contract can be done after the expiry of the contract period, on an annual basis, on the same terms and conditions. During Annual renewal of the contract, the material component charges for providing 01 Sniffer Dog including Dog's food, medicine etc. as well as Service Charges may be escalated/ increased based on increase in CPI inflation.

2. ₹ _____ (_____ रुपये मात्र) का प्रभार श्रमशक्ति, हैंडलर की वर्दी और खोजी श्वानों के भोजन व दवाई आदि के लिये प्रयुक्त सामग्रियों के सहित होगा और इसका भुगतान मासिक आधार पर बिल/ चालान जमा करने पर किया जायेगा। सेवाएं संतोषजनक रूप से प्रदान किए जाने की पुष्टि पर बैंक के अधिकारियों द्वारा विधिवत प्रमाणित किए जाने के बाद इस प्रभार का भुगतान किया जाएगा, जिस पर वैधानिक कटौतियाँ लागू होंगी।

The charges of Rs. _____ (Rupees _____ only) will be inclusive of manpower and materials required for uniform articles to the handler employed, food and medicines for Sniffer dog etc. and shall be payable on monthly basis subject to submission of bill/invoice. The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the services have been provided satisfactorily, subject to statutory deductions.

3. बैंक ठेकेदार को उक्त अनुबंध राशि अथवा अन्य ऐसी देय राशि का भुगतान उल्लिखित शर्तों में दर्शाए संख्या और तरीके के आधार पर करेगा।

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.

4. यह प्रभार अपरिवर्तनीय हैं और श्रमिकों की स्थिति, विनिमय में बदलाव या ऐसी किसी अन्य परिस्थितियों में परिवर्तित नहीं होगी।



The charges are firm and not subject to labour conditions, exchange variations or any other condition whatsoever.

5. उपर्युक्त प्रभार में जीएसटी, बीमा प्रभार और अन्य कर, शुल्क या अन्य लेवी समाहित हैं, भले ही वह वर्तमान में लागू हों अथवा भविष्य में केंद्र सरकार, राज्य सरकार अथवा किसी स्थानीय प्राधिकरण द्वारा वसूले जाएँ।

The above charges also include GST, Insurance Charges and any other tax and duty or other levy, whether existing or levied in future by the Central Government or the State Government or any local authority.

6. ठेकेदार नियमित आधार पर कार्य के दायरे और अनुबंध के नियम एवं शर्तों के अनुसार सेवाएं प्रदान करने के लिये जिम्मेदार रहेगा।

The contractor shall be responsible for providing services on regular basis as per the scope of work and terms and conditions of the contract.

7. उल्लिखित शर्तों में "बैंक के प्रबंधक/ प्रबंधक/ प्रभारी प्रबंधक" का तात्पर्य ऐसे अधिकारी अथवा बैंक के किसी अन्य उत्तराधिकारी से होगा जिसे बैंक द्वारा इस प्रयोजन के लिए नामित किया जायेगा और वह "बैंक के प्रबंधक/ प्रबंधक/ प्रभारी प्रबंधक" के रूप में कार्य करेगा।

The term "Bank's Manager/Manager/Manager-in-Charge" in the said Conditions shall mean the officer entrusted or any other successor of the Bank nominated by the Bank for that purpose will function as "Bank's Manager/Manager/Manager-in-Charge".

8. भारतीय रिज़र्व बैंक कार्यों के पर्यवेक्षण के लिए प्रशासन और व्यवस्था बैंक के कर्मचारियों के माध्यम से करेगा, जिसमें बिलों का प्रमाणीकरण, भुगतान, अनुबंध के विभिन्न नियमों और शर्तों का क्रियान्वयन, कार्यों का निष्पादन, कार्य की गुणवत्ता, सामग्रियों की गुणवत्ता, और अनुबंध की प्रगति और समाप्ति शामिल होंगे।

The Reserve Bank of India will administer and arrange for supervision of works through the Bank's staff including certification of bills, making payments and implementation of various terms, conditions and stipulations of the contract, execution of the work, quality of work.

9. उल्लिखित शर्तों को इस करार की संरचना के भाग के रूप में पढ़ा और माना जाएगा, और अब दोनों पक्ष इनका पालन और उल्लिखित शर्तों के को पूरा करने के लिए प्रस्तुत रहेंगे और उसमें निहित शर्तों के अपने हिस्से का पालन करेंगे।

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.

10. इसमें वर्णित सभी आयोजनायें, करार और दस्तावेज इस अनुबंध की संरचना का आधार बनेंगे।



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

11. इस करार के अंतर्गत बैंक द्वारा किए जाने वाले सभी भुगतान केवल हैदराबाद में ही किए जायेंगे।
All payments by the Bank under this Contract will be made only at Hyderabad.

12. इस करार से उत्पन्न होने वाले और किसी भी प्रकार से इससे सम्बंधित सभी विवादों को हैदराबाद में उत्पन्न होना माना जायेगा और इसका निर्धारण सिर्फ हैदराबाद के न्यायालयों के अधिकार क्षेत्र में होगा।

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

13. यह कि इस अनुबंध के विभिन्न भागों को ठेकेदार द्वारा पढ़ा गया है और पूरी तरह से समझ लिया गया है। बैंक के प्रबंधक से जब तक लिखित निर्देश नहीं दिए जाते, तब तक ठेकेदार निविदाओं में उल्लिखित मात्राओं से अधिक मात्रा के लिए भुगतान का हकदार नहीं होगा।

That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from the Bank's Manager.

14. **अप्रकटीकरण खंड** – इस करार के संबंध में दायित्वों के निर्वाहन के क्रम में ठेकेदार प्रत्यक्ष या अप्रत्यक्ष रूप से कोई सूचना, सामग्री और बैंक की आधारभूत संरचना /सिस्टम /उपकरणों आदि जानकारी किसी तीसरे पक्ष के साथ साझा नहीं करेगा और वह इस गोपनीयता का हमेशा कड़ाई से पालन करेगा। संविदा के दायित्वों का निर्वाह करने के लिए या लागू कानूनों के पालन के लिए आवश्यक बातों को छोड़कर ठेकेदार संविदा के ब्योरो को निजी और गोपनीय मानेगा। ठेकेदार बैंक के पूर्व लिखित अनुमति के बिना किसी भी औद्योगिक या तकनीकी पेपर में प्रकाशित, प्रकाशित करने के लिए अनुमति या कार्य के किसी ब्योरे की जानकारी साझा नहीं करेगा। ठेकेदार बैंक को किसी भी गोपनीय जानकारी के साझा होने से हुई हानि की क्षतिपूर्ति करेगा। ऐसा नहीं कर पाने को ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और बैंक क्षतिपूर्ति का दावा करने और कानूनों उपाय लेने का हकदार होगा। ठेकेदार अपने कर्मचारियों के संबंध में सभी उचित उपाय करेगा ताकि यह सुनिश्चित किया जा सके कि करार के अंतर्गत गोपनीय जानकारी के नॉन-डिस्क्लोज़र के संबंध में दायित्वों का पूर्णतः संतोषजनक रूप से पालन हो रहा है। नॉन डिस्क्लोज़र और गोपनीयता के संबंध में ठेकेदार के दायित्व किसी भी कारण से इस करार की समाप्ति के बाद भी लागू रहेंगे।

Non-Disclosure Clause: The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's 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 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."

15. मुझे-----)प्रोपराइटर /पार्टनरशिप फर्म /कम्पनी का नाम(को हैदराबाद में बैंक के कार्यालय भवनों (मुख्य और अतिरिक्त कार्यालय भवन) में हैंडलर के साथ खोजी श्वान की सेवाएं उपलब्ध करवाने के वार्षिक सेवा अनुबंध अवार्ड किया गया है, मैं वचन देता हूं कि इस कार्य के लिए मेरे द्वारा नियोजित सभी स्टाफ को सौंपे गए उक्त कार्य को पूरा करने के संबंध में उस दर से मजदूरी का भुगतान करूंगा जो न्यूनतम मजदूरी अधिनियम 1948 में निर्धारित दर से कम नहीं होगा और सीएलआरए अधिनियम 1970 के तहत निर्धारित आवश्यक सुविधाओं को प्रदान करने संबंधी अनुपालन सुनिश्चित करूंगा। साथ ही, यदि उक्त दर पर मजदूरी या आवश्यक सुविधाएं उपलब्ध कराने में विफल होने पर सांविधिक प्राधिकारियों द्वारा मुख्य नियोक्ता के विरुद्ध कार्रवाई पहल की जाती है तो उन सभी कार्रवाइयों के लिए मैं मुख्य नियोक्ता की प्रतिपूर्ति करूंगा।

I ----- (Name of proprietorship/partnership firm/ Company), that the Annual Service Contract for Providing services of Sniffer Dog with Handler at Bank's Office Building at Hyderabad has been awarded to me, I undertake to actually pay wages to each staff to be engaged by me for completion of the said work awarded to me at the rate which is not less than the one prescribed under the Minimum Wages ACT 1948 and to ensure compliance of essential amenities as provided under the CLRA Act 1970 and also keep the Principle Employer indemnified against all the actions that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

16. महिलाओं का कार्यस्थल पर लैंगिक उत्पीड़न) निवारण, प्रतिषेध और प्रतितोष (अधिनियम, 2013 के अंतर्गत अनुपालन
Compliance under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.



क) “महिलाओं का कार्यस्थल पर लैंगिक उत्पीड़न (निवारण, प्रतिषेध और प्रतितोष) अधिनियम, 2013” के पूर्ण अनुपालन के लिए ठेकेदार / एजेंसी ही जिम्मेदार होंगे। बैंक परिसर में उनके कर्मचारियों के विरुद्ध लैंगिक उत्पीड़न की शिकायत आने की स्थिति में, ऐसे मामलों को ठेकेदार / एजेंसी द्वारा गठित आंतरिक शिकायत समिति में दर्ज किया जाएगा और ठेकेदार / एजेंसी यह सुनिश्चित करेंगे कि इन शिकायतों के संबंध में उक्त अधिनियम के अंतर्गत उपयुक्त कार्रवाई की जाती है।

The Contractor / Contractor shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employees within the premises of the bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Contractor and the Contractor / Contractor shall ensure appropriate action under the said Act in respect of the complaints.

ख) ठेकेदार की किसी कर्मचारी द्वारा बैंक के किसी कर्मचारी के विरुद्ध लैंगिक उत्पीड़न की शिकायत की जाती है तो उसका निपटान बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा किया जाएगा।

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

ग) यदि ठेकेदार के किसी कर्मचारी द्वारा बैंक की किसी कर्मचारी के विरुद्ध लैंगिक उत्पीड़न सिद्ध हो जाता है तो पीड़ित कर्मचारी को दिए जाने वाले मौद्रिक मुआवजे का भुगतान ठेकेदार द्वारा किया जाएगा।

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.

घ) यह ठेकेदार का दायित्व होगा कि वह कार्यस्थल पर लैंगिक उत्पीड़न की रोकथाम और संबन्धित मामलों से अपने कर्मचारियों को शिक्षित करें।

The Contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

ड) ठेकेदार द्वारा बैंक परिसर में नियोजित किए गए सभी कर्मचारियों की पूर्ण और अद्यतन सूची ठेकेदार द्वारा उपलब्ध कराई जाएगी।



The Contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

Settlement of Disputes by Arbitration:

- a) 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 its completion and whether before or after the termination or abandonment or breach of the 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 to any of the excepted matters shall be final and without appeal. But if the Contractor is dissatisfied on any matter, he may within 28 days after receiving notice of such decision, give a written notice to the other party requiring that the matters in dispute be referred for arbitration. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree, a single arbitrator shall be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties shall 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 umpire.
- b) 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 excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.
- c) 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 proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.
- d) Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be at 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 shall direct by whom and to whom and in what manner the same shall be borne and paid
- e) This submission shall be deemed to be a submission to arbitration within



the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Bank and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

- f) The Agreement is governed by the laws of India and any dispute shall be subject to the jurisdiction of courts at Hyderabad.

बैंक और ठेकेदार निम्न साक्षी की	यदि ठेकेदार साझेदार या
उपस्थिति में प्रस्तुत दस्तावेज पर	व्यक्ति है
दो अनुलिपियों में उपर्युक्त	
उल्लिखित दिन और वर्ष पर	
हस्ताक्षरित	

बैंक निम्न साक्षी की उपस्थिति में	यदि ठेकेदार कंपनी है
प्रस्तुत दस्तावेज पर अपने	
अधिकृत अधिकारी के माध्यम से	
और ठेकेदार इन दस्तावेजों पर	
अपनी सामान्य मुहर लगाकर	
उपर्युक्त उल्लिखित दिन और वर्ष	
पर हस्ताक्षरित	

हस्ताक्षर खंड

निम्न के हाथों भारतीय रिज़र्व बैंक द्वारा हस्ताक्षरित और सुपुर्द

श्री



(नाम और पदनाम)

.....

..... की उपस्थिति में

(1)

पता

(2)

पता

.....

.....

साक्षी

द्वारा हस्ताक्षरित और सुपुर्द

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1).....

पता

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2)

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पता

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----- तारीख को
आयोजित बैठक में निदेशक मंडल
द्वारा पारित संकल्प के अनुरूप

यदि पक्ष साझीदारी फर्म या
व्यक्ति है, सभी द्वारा या
सभी साझेदारों के पक्ष में
हस्ताक्षर किए जाने हैं।

यदि ठेकेदार अपने कॉमन
मुहर के नीचे हस्ताक्षर करता
है, हस्ताक्षर खंड उनके



एतदद्वारा कॉमन मुहर लगाया गया समझौता ज्ञापन के मुहर खंड से मेल करना चाहिए।

की उपस्थिति में

1 () ठेकेदार पॉवर ऑफ अटर्नी के
2 () द्वारा हस्ताक्षर कर रहा है
चाहे वह कंपनी हो या व्यक्ति

की उपस्थिति में जिन निदेशकों
द्वारा हस्ताक्षरित

(1)
(2)

निम्न के हाथों ठेकेदार द्वारा
हस्ताक्षरित और सुपुर्द

श्री
.....

एवं विधिवत संगठित ऑटर्नी

IN WITNESS WHEREOF the Bank and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.

If the contractor is a partnership or an individual.

IN WITNESS WHEREOF the Bank has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said duplicate/ has caused these presents and the said two duplicate here of to be executed on its behalf, the day and year first hereinabove written.

If the contractor is a company.



Signature Clause

SIGNED AND DELIVERED by the Reserve
Bank of India by the hand of
Shri

(Name and designation)

In the presence of

(1)

Address

(2)

Address

Witness

SIGNED AND DELIVERED by

In the presence of

(1)

Address

(2)

Address

Witness

If the party is partnership firm or an individual should be signed by all or on behalf of all the partners.

THE COMMON SEAL OF

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

(1)

(2)

Directors who have signed these presents in
token thereof in the presence of

(1)

(2)

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

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

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



SECTION – H

Terms & Conditions of the Contract

E-Tenders are invited for **Annual Maintenance Contract for Providing Sniffer Dog Services at Bank's Office Building, Hyderabad**. The estimated cost of the work is around **Rs. 11,29,000/-** and the scope of work will include

1. **Sniffer Dogs:** - The Agency shall provide professionally well trained 02 Sniffer Dogs and 02 Dog handlers at Reserve Bank of India, Main Office Building, located at 6-1-56, Secretariat Road, Hyderabad, preferably Labradors/Retriever/German Shepherd. Dog Squads will be required to perform duties in a staggered format from 08.30 am to 6.00 pm on all days excluding Sundays and Holidays, which is subject to change as per requirement of the Bank. The Handlers and Sniffer Dogs will be allowed to stay in the premises.
2. The Agency will ensure that the dogs provided are of pure breed and are purchased from reputed breeders. These dogs should be registered from any of the reputed Kennel Clubs e.g. KCI, NKC or Federation of Kennel club of India. Dogs must be in excellent health, fully vaccinated, and medically fit. Health certificates shall be furnished every six months.
3. History Sheet clearly mentioning the following details:
 - a) Pedigree (Name of sire and dam. KCI registration number)
 - b) Sex
 - c) Date of Birth
 - d) Colour of coat
 - e) Colour of eyes
 - f) Shape of ears
 - g) Identification marks
 - h) Height, length and weight on date of birth/ purchase
 - i) ARV/ DHL/ PARVO record dates and dose given, duly signed by reputed veterinary officer with seal and registration number
 - j) Name and address of the present owners
 - k) Number/ Name of the dog/ pup
4. Dog shall be on duty and rest in Kennel provided within the office premises during break. The eight hours shift generally will be from 09.00 am to 5.00 pm



with half an hour break. But the timings of the shift are changeable and shall be fixed by the Bank from time to time depending upon the requirements.

5. **Dog Handlers:** - The Agency shall make available the services of well-trained Dog handlers having a minimum 2–3 years of experience in handling explosive detection dogs. Handlers must be medically fit, well-groomed, and trained in security protocols. Background verification (police verification) of handlers must be completed by the agency.
6. It shall be the responsibility of the Agency to provide food and water to the dogs and food to the dog handlers.
7. The sniffer dogs should be trained to detect all kinds of explosives e.g. RDX, TNT, gunpowder, PEK (the list is not exhaustive) and their proficiency should be explicitly determined and checked at the initial deployment as well as at regular intervals thereafter with mock drills and realistic surprise checks by the vendor agency. The Agency shall maintain record of such training and shall produce the same for inspection by P&S officials whenever asked for. The agency shall provide inert explosive sample kits on site for regular training of sniffer dog.
8. Before deploying sniffer dogs and handlers at the RBI, the agency will get the efficiency testing done both for sniffer dogs and handlers from law enforcement agency or training facility of any of the law enforcement agencies, certifying that sniffer dogs and handlers are fit and well trained in all respect for performing duties as sniffer dogs and handlers. The certificate may specifically mention preparedness level on obedience and sniffing ability of dogs.
9. The dogs should be within the age of eight years & should be subjected to physical fitness & olfactory sensors tests by veterinary doctors & a certificate to that effect shall be furnished to the Bank at an interval of every 06 months.
10. The Agency shall submit medical certificates for the dogs as well as handlers before they are pressed into service and also on annual basis stating that they do not suffer from any illness which will hamper their efficient functioning and the dog are immunized as per norms/schedule. Agency shall also maintain on site medical card for each dog with details of vaccination and periodic medical checkup.



11. Primary task of sniffer dogs will be to sanitize office building and vehicles entering office premises. The Bank's Security Guards, whenever available, will assist the handler for carrying out sanitization of the premises.
12. Dog Handlers deployed by the Agency should be well disciplined and should not consume alcohol or smoke or abuse drugs during working hours and while in Bank's premises.
13. If the dogs or the handlers is unable to attend duty due to sickness/ill health, the Agency shall provide suitable substitute having the same capability and competence. If the agency fails to make services of a Sniffer dog with handler available, proportionate amount of hiring charges both for sniffer dog and handler shall be recovered on pro-rata basis from the hiring charges payable to the agency or by invoking PBG.
14. If the handler(s) posted at the premises goes on leave, the Agency should provide suitable reliever well in time.
15. **Documentation & Reporting:** The Dog handlers shall maintain daily duty log, checking reports, incidents and observations. The company shall also maintain health records, vaccination schedules and training certificates for each dog. ID cards for handlers and all canine equipment.
16. The handlers shall be properly dressed in company/agency uniform with shoes. They should also wear Visitor Pass issued by the Bank on person. The contractor shall provide two pairs of uniform at his own cost to the persons deployed for this work every year. Uniform shall include:-
 - a. Half Sleeve Shirt with Inscription "Sniffer Dog Handler" and logo of the contractor
 - b. Full Pants,
 - c. Safety shoes,
 - d. Socks,
 - e. Jersey/ sweater for winter with Inscription "Sniffer Dog Handler" and logo of the contractor and
 - f. Raincoat/ umbrella for rainy season



Reserve Bank of India, Hyderabad shall have no liability whatsoever on this account. The uniform shall be approved by the Bank.

17. The Bank shall not be responsible for any injury or accident that may take place during the period of contract and will not be liable for paying any compensation for injury to the dogs and handlers.
18. The Bank shall not be liable for any type of compensation to any individual in case of any harm caused to them by the dogs deployed by Agency. The Agency shall be solely responsible for any such act of the dogs which may cause harm to human beings.
19. The Agency shall furnish the certificate of registration/license of the firm from the competent Government authorities. The Agency shall ensure compliance with all the laws relating to animal safety and prevention of cruelty to animals.
20. The grooming of the dogs and maintenance/cleaning of kennel and cleaning of the litter, if any in the Bank's premises on daily basis will be the responsibility of the Agency.
21. Medical emergency support for the dogs / handlers will be provided by the Agency.
22. The dogs and handlers should undergo refresher training at an interval of every 06 months. The objective behind the program is to pep up the skills of the canines and rectify their deficiencies.
23. The agency shall issue company identity cards to Dog Handlers deployed at Bank.
24. The contractor shall ensure that the dog handlers employed by him do their work faithfully and fittingly. Supervisor appointed by the contractors shall conduct surprise visits on a regular basis inside the premises to ensure that the staff are working properly.
25. The contractor shall ensure that the dog handlers employed have not been convicted by a court of law/ do not have criminal record or criminal proceeding against them. Full bio data, including passport size photograph of each employee/ labour employed for the job inside the office premises shall be submitted to the Bank. It shall be the duty of the contractor to arrange for police verification of all dog handler employed by him. The contractor shall provide the police clearance certificate for all the contract staff before employing them in



the Bank's premises. Further, renewed Police clearance certificates for all contract staff shall be obtained and submitted to the Bank on annual basis.

26. The Agency shall comply with the statutory provisions of all the relevant laws/codes and shall follow all the relevant provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force , and/or any other rules/regulations and/or statutes that may be applicable to them and as amended from time to time. Bank reserves the right to call for proof of such compliance when deemed necessary and Agency shall abide by the same. The Agency shall be solely responsible for any violation of provision of the above-mentioned legislative enactments or any other statutory provisions and shall further keep RBI, Hyderabad indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions.
27. Contractor shall, at least once in a month and/ or as and when called, in person visit the designated officer (Protocol & Security) at the Office Building for better coordination and / or performance review.
28. As far as the payment of wages of the employees/ labours appointed is concerned, the contractor will have to comply with the provisions of the Central Minimum Wages Act and other statutory obligations (i.e. the Provident Fund, Employee State Insurance Corporation etc.) and submit proof of payment (photocopy of bank pass book of the handler with respect to the payment of salary and documents reflecting their provident fund, ESIC premium deposit) to the Bank every month.
29. The Agency shall submit the bill on monthly basis without fail. After scrutinizing the Bills and if found in place, the bill will be cleared through by NEFT.
30. The rates shall remain firm during the contract and the Agency shall not seek for any kind of increase in the agreed charges during the contract period. Whenever the notification regarding increase in minimum wages payable to for employees employed in Watch and ward (without arms) duties is issued by Chief Commissioner (Central Government) under the provision of Minimum Wages Act 1948 and/or all the relevant laws/codes and shall follow all the relevant



provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force, escalation/increase will be given in the contract value as per the revised minimum wages. The renewal of the contract can be done after the expiry of the contract period, on an annual basis, on the same terms and conditions. During Annual renewal of the contract, the material component charges for providing 02 Sniffer Dogs including Dog's food, medicine etc. as well as Service Charges may be escalated/ increased as per discretion of the Bank.

31. In case services rendered by the Agency are found to be unsatisfactory, a written notice shall be issued and the amount, on proportionate basis will be deducted from of bill.
32. The Bank reserves the right to cancel the contract at any time before the due date if the services rendered are not found to be satisfactory by giving one month's notice. The decision of the Bank in this regard shall be final and binding on the contractor and no correspondence /compensation claim shall be entertained by the Bank in this regard.
33. Dog handler if deployed on National Holidays shall be compensated appropriately by Agency and the charges/expenditure for the same are to be borne by the Agency. The same may be accounted for during submission of price bid.
34. Work/job to be undertaken by the Agency through employment of dog handler is not of permanent nature.
35. The contractor shall ensure adherence to all government laid guidelines and legal procedures while removing any dog handler from service.
36. Replacement & Penalties: - Sick or injured dogs/handlers must be immediately replaced with approved substitutes. Non-compliance with deployment, poor performance, or misconduct may invite penalty to the tune of ₹2000 per instance. Frequent changes without justification may lead to termination of contract. Handlers must wear neat, labelled uniforms approved by the Bank.

2. Tender Documents:

Tender in prescribed form shall be submitted in two parts i.e., Part-I and Part-II.



- A. **Part - I** of the tender, **Annual Service Contract for Providing services of Sniffer Dog with Handler at Bank's Office Building at Hyderabad** shall be submitted containing the following:
- The Tender Document (including all its corrigendum, addendum etc.) issued by the Bank – duly stamped and signed
 - Power of Attorney/ authorization with the seal of the company/ firm in the name of the person signing the tender documents.
 - Any other technical information the tenderer wishes to furnish.
 - The Bank discourages the stipulation of any additional conditions by the tenderer. However, in case the tenderer wishes to include any condition/ clarification/ covering letter, while tendering for the work, he will have to submit the same along with the Part - I.
- B. **Part - II** of the tender will contain no conditions but only the Price Bid in the Schedule of Quantities titled Annual Maintenance Contract for Providing services of Sniffer Dogs with Handlers at Reserve Bank of India Office Building, at Hyderabad. The prices indicated in Part-II of the tender are in Indian Rupees only.
- C. Only those proprietorship firm's/partnership firms/companies with requisite years of experience in related trades are eligible to participate in e-Tendering.
- D. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion. No documents will be accepted after opening Part-I (Technical Bid).
- E. Each of the Tender documents shall be signed by the person or persons submitting the tender in token of his/ their having acquainted himself/ themselves with the Instructions to tenderers, General Conditions of Contract, General Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
- F. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise, the tender will be rejected by the Bank.
- G. **Rates:**
- Rates shall be quoted in figures in columns specified in MSTC portal. If rate for any item is not mentioned in the tender therein, the tender will be rejected. No advice whatsoever especially on any change in rate, specifications or conditions after opening of the tender will be entertained.



- b. The rates shall also be firm and be valid for the entire duration of the contract and / or extension thereof and shall not be subject to exchange variations, labour conditions or any conditions whatsoever.
 - c. The rates quoted in the tender shall include wages and allowances paid to the dog handler by the contractor over and above the rates specified under the minimum wages, cost of uniform of Dog Handler, training and testing of Sniffer Dog and Dog Handlers, Medical tests, treatment and vaccination of Sniffer Dog and Handler, contractor's profit & overhead, Workmen compensation policy, Contractors all risk policy, Bonus payment to dog handler (if applicable), transportation, loading and unloading, freight charges, transit insurance and other administrative charges and all taxes, duty or other levy levied by Central Government or any State Government or local authority if applicable other than Good and Service Tax) if applicable. No claim in respect of any tax (apart from Goods and service tax), duty or levy whether existing or future shall be entertained by the Bank.
 - d. The Bank reserves the right to adjust arithmetical or other errors in the tender in accordance with the general arithmetic rules.
- H. **Tender Format:** The tenderer shall use only the price bid format uploaded by the Bank in MSTC portal to fill in the rates. Price bid submitted in any other form shall not be valid and shall be treated as null and void.
- I. **Information gathering & Site Inspection:** The tenderers may obtain for himself at his own responsibility and at their own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract, inspect the site of the work.
- J. **Job Work on Lump Sum Basis:** The Contractor shall note that unless otherwise stated, the tender is strictly on Job Work on Lump sum Basis and his/her attention is drawn to the fact that rates for each and every Job should be correct, workable and self-supporting. The quantities in the Part-II of tender approximately indicates the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. Claim in such case shall be entertained on pro rata basis. Attention is drawn to the fact that rates quoted for medicines and food of sniffer dog should be workable and self-supporting.
- K. **Disqualification - Missing & Unsigned documents:** The tender form (including all the annexures) must be filled in English or in Hindi. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.
3. **Last Date:** No tender will be received after Feb 16, 2026 15:00Hrs under any circumstances whatsoever.
4. **Opening of Tender:**



- a) Part-I of the tenders will be opened online on MSTC Portal at 16:00Hrs. on Feb 16, 2026. (If this day falls to be a holiday, tenders will be opened on the next working day of the Bank)
 - b) It is not incumbent on the Bank to accept any additional condition given by the tenderer; the tenderers shall withdraw all his conditions which are not acceptable to the Bank.
 - c) The Bank reserves the right to reject offer even after opening Part – I or Part-I as well as Part – II of the tender.
 - d) Part-II of the tender will be opened on a subsequent date, which will be intimated to the eligible tenderers in advance.
5. **Validity of Tender:** The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Part-I, which period may be further extended by mutual agreement in writing by the Tenderer. The Tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.
6. **Right to Accept or Reject:** The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders either in whole or in part without assigning any reasons for doing so. The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may and has a right to modify/ withdraw the tender.
7. **Signing of Contract Agreement:** On receipt of intimation from the Bank the acceptance of his/ their tender, the successful tenderer shall be bound to sign the formal Contract agreement within fourteen days, in accordance with the draft agreement and the Schedule of Conditions, but written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the Person so tendering, whether such formal agreement is or is not subsequently executed within the stipulated period of Fourteen days. Unless the contract agreement is signed, no payment shall be entertained by the Bank. The agreement shall be executed in duplicate. One copy will remain in the custody of the Bank and the second set of copy will remain in the custody of contractor. The agreement shall be made on necessary stamp paper (having worth equal to applicable stamp duty in the state of Chhattisgarh) and the cost of necessary stamp duty on both the documents shall be borne solely by the contractor.
8. **Duration of Contract & Review:** The initial duration of contract is only up to March 31, 2027. The contract can be continued if the performance is found satisfactory. Quarterly review will be taken on the performance of the contractor. If within the first three months the work is found unsatisfactory, the contract can be terminated by giving 07 days' notice.



9. Earnest Money and Performance Guarantee during contract period.

- a) Tenderers shall pay as Earnest Money a sum of ₹22,580/- by NEFT drawn in favor of the Reserve Bank of India, Hyderabad. Under no circumstances EMD will be accepted in the form of fixed deposits of the bank or cheque. On award of contract, EMD of the successful tenderer/bidder shall be transferred to security deposit. The EMD/ security deposit shall be released without any interest to the contractor after receiving performance bank guarantee.
- b) **Performance (Bank) Guarantee:** In addition to the EMD, the successful tenderer, within a period of 14 days from the date of award of work by the Bank, shall submit a Performance (Bank) Guarantee (to be arranged by the contractor at his own cost) obtained from any of the nationalized/ scheduled bank, in the format prescribed by the Bank for an amount equivalent to 5% of the annual contract value i.e. ₹11,29,000/-. This is to ensure adherence to complete the work and its execution:
 - i. Strictly as per the specifications and instructions as stipulated in the tender.
 - ii. With best quality workmanship.
- c) The above-noted Performance Guarantee shall be valid up to the satisfactory completion of the work in all respects and shall have to be renewed by the contractor up to extended completion time, if any. In case, the contractor fails to comply with any of the above conditions, the Bank will be at liberty to invoke the Guarantee based on the certificate issued by the Bank's Security Officer. The Guarantee shall be released after issue of completion certificate.

10. Terms of Payment: The Agency will not be paid any payments in advance.

Payment in respect of manpower deployment will be made as per actual deployment and the firms/ contractors are advised to submit proof of deployment by the way of attendance registers/sheets and proof of payment. Monthly payment confirming to the attendance of the private fire staff as per the documents to be maintained by the agency and submitted to RBI after the end of every calendar month within Ten working days of the next month. The monthly attendance sheet shall be signed by each individual and countersigned by security officer/ caretaker after verifying the attendance record.

- a) The Agency must ensure payment to the Sniffer dog handlers within five working days of the subsequent month, and thereafter submit the bills to P&S Cell within ten working days of the subsequent month along with documentary evidence like bank statement, statutory contributions (EPF, ESI) etc with the bills. It is mandatory for all the dog handlers to have a bank account to which, their salaries should be credited by the PSA.
- b) The Sniffer Dog Handler shall be provided as per the requirement of the Bank and the fire staff so provided by the agency shall not claim themselves as the employees of the Bank and there shall be no employer



- employee relationship between the Bank and the staff so provided by the agency.

- c) The agency shall be wholly responsible for paying Monthly Salary and other admissible allowances to the dog handlers deployed by them. Bank shall not pay any extra charges / payment for whatever reason including of weekly off / leave / holiday etc.
- d) In the event of termination of the contract 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.
- e) The successful tenderer should credit the salary directly to the bank a/c of their staff and submit monthly Bank statement showing payment of salary. Necessary PF etc. to be ensured as per statutory rules. The Bank reserve the right to verify the same as and when required and accordingly, the contractor must have the necessary documents to submit the same. No Invoice would be accepted without the supporting document of Bank statement, ESI and PF dues. The Bank prefers that the Agency should pay their staff salary by at least 5th working day of the subsequent month by means of NEFT/RTGS/Cheque and for this purpose a bank account should be maintained by their staff.
- f) If the contractor fails to provide proof of payment of statutory dues, his contract shall be terminated after serving one month's notice. The Agency shall make payment of monthly wages (as quoted in the Financial Bid) to the deployed staffs through bank accounts only. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all. If the agency does not make payment through Bank account, the contract will be terminated.

11. Extra Work: No claim for any extra work shall be allowed unless it has been executed with the concurrence of the Bank. Any such extra work as authorized shall be made in accordance with the following provisions.

- i. The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein.
- ii. Rates for all items, wherever possible, should be derived out of the rates given in the Price Bid (Part-II of Tender).

12. GST Liability: All the statutory deductions (including TDS under GST) will be deducted at source. Tenderer should have GST registration number. The rates quoted online in MSTC portal shall be excluding GST. GST will be calculated extra on total monthly charges to arrive at the contract cost and will



be paid as applicable on actual basis. The monthly invoice submitted by the contractor shall include GST levied by the Central Government and State Government at the prevailing rate for various items. It is mandatory for contractor to disclose the breakup of his portion of tax liability while submitting the claims for payment i.e. taxable value and applicable taxes in prescribed bill format/schedule issued by GST council for composite or supply of goods and services as applicable in the cases. The Bank is not responsible for payment of GST for the service rendered by the contractor. It is the responsibility of the contractor to pay GST to the tax authority.

13. Taxes: The prices quoted shall be deemed to have included all taxes (except GST), custom duty, excise duty, local levies, works contract tax, Value Added Tax (VAT), service tax etc. imposed by Central/State Government/ Local Bodies. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, income tax will be deducted at source (TDS) and a certificate for the same will be issued to the contractor.

14. Escalation Clause: Whenever the notification regarding increase in minimum wages payable to for employees employed in Watch and ward (without arms) duties is issued by Chief Commissioner (Central Government) under the provision of Minimum Wages Act 1948, escalation/increase will be given in the contract value as per the revised minimum wages. During Annual renewal of the contract, the material component charges for providing 01 Sniffer Dog including Dog's food, medicine etc. as well as Service Charges may be escalated/ increased on the basis of increase in CPI inflation.

15. Payment by Contractor to Contract Workers (Dog Handlers):

- i. Tenderer is advised to ensure payment of wage to all employees including dog handlers only through bank account.
- ii. The Bank shall be at liberty to call upon the tenderer to submit the evidence in respect of complying with this condition at Bank's discretion.
- iii. The contractor will have to comply with the provisions of the Minimum Wages Act and other statutory obligations (i.e. the Employees Provident Fund, Employee State Insurance Corporation etc.) and submit proof of payment in respect of the same to the Bank. (This should include bank account details regarding payment of Employees Provident Fund, ESIC premium and wages).
- iv. Dog handlers if deployed on National Holidays shall be compensated appropriately by Agency and the charges/expenditure for the same are to be borne by the Agency. The same may be accounted for during submission of price bid.

16. Insurance



a) The Contractor shall at his own expense, arrange to effect and maintain entire contract with an approved office the following insurance policy in the joint name of employer and himself with the employer being first (Principal) and deposit such policy or policies with the employer from time during the currency of this contract.

- i) All risks as per Standard all risk Policy for Contractors
- ii) Workmen Compensation Policy for all workers deployed at site.
- iii) Suitable Mediclaim Health Insurance Policy of ₹2 Lakh.
- iv) Third Party Liability Policy as per following details:
 - For injury to persons – ₹2.00 Lakh per person per accident.
 - For damage to property – ₹5.00 Lakh per accident.

Subject to overall ceiling as per extant Insurance guidelines.

b) The contractor shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work. The contractor shall be responsible for all injury to persons, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated employees, whether such injury or damage arise from carelessness, accident or any other case whatsoever in any way connected with the carrying out of the contract. This clause shall be held to include, inter-alia, any damage to building, whether immediately adjacent or otherwise and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the Building and works forming the subject of this contract, by frost or other inclemency of weather. The contractor shall indemnify the bank and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and in respect of any claim made in respect of injury or damage under any Acts of Government of India or otherwise and also in respect of any award of compensation or damages consequent upon such claims.

Note: These policies shall be valid till the completion of the work. If the contractor does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor or by revoking PBG.

17. Liability of damages to Bank's property: The firm awarded the contract will be fully liable for any damages suffered to the premises or to any person or any occupant or resident directly or indirectly by the activity provided by the firm. Any damage to the Bank's property caused by the contractor will have to be made good by the contractor at his cost failing which the same will be deducted from the amount payable to the contractor.

18. Liquidated damages/ penalty: will be levied in following manner:



- a. In case of the requisite number of services for the duration of time as mandated on daily basis are not made available, Bank shall recover Damages on pro-rata basis in respect of deficiency in number of services provided/ work executed and/or deficiency in duration of service (in hours).
 - b. Further, in case of deficiency in services causing serious inconvenience to the Bank and its officials, the Bank reserves the right to impose a suitable penalty as deemed fit.
 - c. Liquidated damages/ penalty so imposed shall be subject to a maximum of 10% of contract value and shall be recovered from the contractor's monthly Payment or by revoking PBG.
- 19. Right to Terminate Contract:** The Bank reserves the right to cancel the contract at any time before the due date if the services rendered are not found to be satisfactory by giving one month's notice. The decision of the Bank in this regard shall be final and binding on the contractor and no correspondence/ compensation claim shall be entertained by the Bank in this regard.
- 20. Indemnity and Liability towards contract staff:** The contractor will be solely responsible for the risk involved during discharge of duties by the dog handlers. The Bank accepts no liability towards dog handlers deployed by the contractor.
- 21. Nature of Work:** Work/job to be undertaken by the contractor through employment of dog handlers is not of permanent nature.
- 22. Contract Labour License:** Necessary contract license for deploying contract labour (as per prevailing contract labour Act 1970) shall be obtained from the central labour authorities if applicable.
- 23. Conduct of Contract Workers:** The contractor will take responsibility for the conduct and good behavior of the dog handlers and if any complaint is received against any of the employees/ workers, the contractor shall arrange for his/ her immediate removal and replacement from the Bank's premises.
- 24. Antecedent and Police Verification of Contract Staff:** The contractor shall ensure that the dog handlers employed have not been convicted by a court of law/ do not have criminal record or criminal proceeding against them. Full bio-data, including passport size photograph, of each dog handler employed for the job shall be submitted to the Bank. Police verification of each dog handler will be provided by the contractor to the Bank before deploying them at Bank's premises. Further, the contractor shall ensure renewal of the police clearance certificates at annual basis and the renewed police verification/ clearance certificate shall be submitted to the Bank annually without fail. The contractor shall also ensure adherence to all government laid guidelines and legal procedures while removing any such staff from service.



25. Compliance under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:

The contractor /Agency shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employees within the premises of the bank, the complaint will be filled before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaints. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues. The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

26. Settlement of Disputes by Arbitration:

- g) 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 its completion and whether before or after the termination or abandonment or breach of the 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 to any of the excepted matters shall be final and without appeal. But if the Contractor is dissatisfied on any matter, he may within 28 days after receiving notice of such decision, give a written notice to the other party requiring that the matters in dispute be referred for arbitration. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree, a single arbitrator shall be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties shall 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 umpire.
- h) 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 excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.



- i) 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 proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.
 - j) Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be at 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 shall direct by whom and to whom and in what manner the same shall be borne and paid
 - k) This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Bank and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.
 - l) The Agreement is governed by the laws of India and any dispute shall be subject to the jurisdiction of courts at Hyderabad.
27. Compliance of the requirements of the all the relevant laws/codes and shall follow all the relevant provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force and other Laws/Rules/Notification as applicable
- a) The contractor shall be responsible to get himself registered under the Contract Labour (Regulation and Abolition) Act, 1970 / the Contract Labour (Regulation and Abolition) Central Rules, 1971 and/or other relevant laws, whenever it is required. The Contractor shall follow all the relevant provisions of the Contract Labour (R & A) Act, 1970 and Contract Labour (R & A) Central Rules, 1971, ensure to maintain all the records as prescribed there under and by the Office of the Labour Commissioner (Central).



- b) The Contractor shall be responsible to make payment to their workmen strictly in accordance with the provisions of the all the relevant laws/codes and shall follow all the relevant provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force. The contractor shall maintain the relevant records with regard to minimum wages as required under the Minimum Wages Act / Rules / Notifications issued by the Government of India from time to time.
- c) The Contractor shall maintain all the documents, Registers and records as required under all the relevant laws/codes and shall follow all the relevant provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force and make the same available for inspection by the Bank or its officials and the Official of Labour Commissioner (Central) or any other statutory authority conferred with such powers under the respective Laws/Rules.
- d) The Contractor shall be responsible to ascertain any changes made applicable in the rates of minimum wages by the Government of India vide their Notification issued from time to time and shall implement the said changes and make payment of wages to their workmen accordingly with immediate effect and maintain all the records updated in this regard and keep the Bank posted with the said development producing the necessary documentary proof without delay.
- e) Under the CLRA Act and/or any other applicable law including those with regard to payment of wages and providing essential amenities etc., it is necessary for the contractor in addition to the terms and conditions of the contract which also contains provisions for payment of wages and providing essential amenities as per the CLRA Act and/or any other applicable law so agreed to an undertaking should be given on a Non Judicial Stamp paper of applicable value before award of work to the effect that if the particular job /work/project is awarded to him, he undertakes to actually pay wages to all the laborers of all descriptions to be engage by him for completion of that particular job/ work /project, at the rate which is not less than the one prescribed under all the relevant laws/codes and shall follow all the relevant provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force and also keep the Principle Employer Indemnified against all the action that may be initiated against the Principle Employer by the Statutory Authorities for his failure to pay such wages and



provide the essential amenities.

- f) Before release of its payment a contractor has to submit a certificate that he has actually paid all the dues of all the labours of all descriptions engage by him for completion of the warded job/ work/ project at the rate which is not less than the one prescribe under all the relevant laws/codes and shall follow all the relevant provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force with regard to providing the essential amenities to the contract labour. The veracity of such certificate may be verified by the Assistant Manager/ Manager (Non-Technical) nominated by the Principal Employer as his/ her representative and duly authorised to be present at the time of disbursement of wages by various contractors.
- g) The Contractor shall be responsible for due observation, compliance and implementation of the entire statutory conditions and requirements of labour laws as applicable to his workmen such as all the relevant laws/codes and shall follow all the relevant provisions of the, including Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions Code, 2020 and other laws/rules/regulations in force etc. and all Government Liabilities at his/her own cost.
- h) The Contractor shall be responsible for compliance of all the legal requirements as per the prevailing labour laws and other Laws / Rules / Regulations as the case may be and the Bank shall not, in any manner be responsible for any act, omission or commission on part of the Contractor and no claim in this respect will lie against the Bank or his representatives.
- i) The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency, for those dog handlers deployed by the Contractor to execute the contract work in the Bank, must be provided by the selected Contractor/Agency to the Bank every month along with the claim bill, failing which the claim bill shall not be settled.

28. Non-Disclosure: 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 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

29. **Subletting of contract:** The Contractor shall make all arrangements for carrying out the work as per the schedule of quantities, the Bank will not provide any kind of assistance in the form of men/ material. The Contractor shall not assign or not sublet any portion of the contract to any third party except with the written consent of the Bank and no undertaking shall relive the Contractor from the full and entire responsibility of the contract or from activity superintendence of the works during their process. In case of breach of these conditions, the Bank may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the Contractor.
30. **Cooperation with other agencies:** The successful tenderer must co-operate with contractor/(s) engaged by the Bank for other work so that the work shall proceed smoothly without any delay and to the satisfaction of the Bank.
31. **Bank's Property:** Should any treasure, fossils, minerals or works of art of antediluvian interest be found during or while carrying out the works, the contractor shall give immediate notice of any such discovery and shall make over such finds to the Bank. Contractor shall hand over the same to RBI and that contractor shall not claim any right title interest for the same.
32. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Hyderabad and only Courts in Hyderabad shall have jurisdiction to determine the same.

I/We hereby declare that I/we have read and understood the above instructions to the contractors.

Signature of tenderer with seal

Address:

Date:



SECTION – I

Scope of Work and Services

Broad Scope of Work: The Agency is advised to visit the site before quoting their rates to assess the quantum of work. The scope of work shall include the following:

1. Reporting & Duty Conduct

- a) The dog squad must report on time and at the designated location as per the duty roster approved by Security Officer.
- b) No Dog squad member (handler or dog) shall leave the duty post without proper relief or permission.
- c) Handlers must maintain high alertness, discipline and professional behaviour at all times.
- d) All instructions issued by RBI Security Officers or Supervisors must be followed without deviation.
- e) The Sniffer Dog will take rounds of the periphery, parking area and office premises to carry out sanitization in the morning hours before taking up position at the main gate area.
- f) **Conduct anti-sabotage checks of vehicles entering the Bank premises.** At the main gate area, the Sniffer Dogs will check all the vehicles entering in the Main Office Premises including the boot space of cars for any explosive materials. The Dog Handlers will give command/instructions to the Dogs and take the sniffer dogs around the car to detect any explosives and after satisfying that the vehicle is free from any explosives, the Dog Handlers will signal the driver of the vehicle to proceed ahead.
- g) Dog Handlers shall request the driver of the vehicle/car to switch off the ignition of the car/vehicle in case the Dog is reluctant to check the vehicle because of noise of the engine.
- h) Checking of all incoming vehicles, including remittance trucks/vans entering in the main office premises at any time.
- i) Conduct routine and surprise anti-sabotage checks of Office building, two-wheeler parking, Banking Hall, Conference halls etc. Conduct pre-event sweeps of executive area before VIP/Board Meetings, high-level delegations or special functions.
- j) Taking rounds in the Banking Hall of the main building and other areas where general public interface is present in order to ensure that these areas are free from any explosive materials.
- k) Conduct area patrolling during special occasions or threat alerts or as advised by the Security Officer.



- l) Respond in any emergency for detection or identification of explosives /unattended bags in the main office premises.
- m) Dog handlers will carry out basic exercises of the dogs in morning/evening hours to maintain the dogs in fit condition.
- n) Dogs and handlers must be available round-the-clock, including Sundays and Holidays, as per the Bank's requirements.
- o) The agency must comply with all local laws regarding animal welfare and security services.
- p) All operations inside RBI premises must be conducted with due care, without disturbance to staff or operations.
- q) Any other duty pertaining to sniffing by dog as and when required by the office.

2. Handling & Control of Dogs: -

- a) Dogs must remain under full control of the handler at all times, especially in public areas.
- b) Dogs must be leashed during movement except when instructed otherwise during sniffing operations.
- c) Handlers must be familiar with the dog's signals, behaviour patterns and alert cues.
- d) Aggressive or unusual behaviour must be immediately reported and addressed.
- e) Handlers must not allow unwanted interaction between dogs and the public.
- f) Dogs must not be allowed to roam freely or be left unattended under any circumstance.
- g) Suspicious items detected by the dog must not be touched; the area must be cordoned and reported immediately.
- h) Handlers must be aware of basic first aid for dogs and themselves.

3. Care, Health & Welfare of Dogs: -

- a) Dogs must be fed, hydrated, and rested properly before and after duty.
- b) Dogs must not be overworked or exposed to extreme weather; handlers must ensure shade and rest.
- c) Immediate veterinary attention must be arranged if a dog appears sick, injured, stressed, or fatigued.
- d) Dogs must be kept clean, free from ticks/fleas, and routinely groomed.



- e) Vaccination schedule, medical fitness certificates and health records must be maintained and submitted when required.

4. Replacement & Leave: -

- a) No handler shall take leave without arranging an approved substitute handler.
- b) If the dog is unwell, an approved replacement dog of equivalent capability must be deployed immediately.
- c) Frequent changes in dogs or handlers must be avoided without prior approval of the Security officer.

5. Training of Handlers & Dogs: -

- a) Maintain the Dog's training level through regular obedience drills and detection exercises.
- b) Ensure Dogs respond reliably to commands and remain calm and controlled in crowded areas.
- c) Ensure the Dog is exposed to routine sensitization exercises to maintain sharpness.
- d) Organise periodic refresher training for Handlers.



SECTION – J

Safety Code

1.	First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2.	An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization
3.	Dog handlers employed shall be provided with protective footwear, hand gloves and facemasks.
4.	The contractor shall provide all the safety gadgets to the dog handlers for carrying out the work as per statutory norms.
5.	During the work execution necessary fire safety measures shall also be taken
6.	The vendor shall take all COVID-19 or similar pandemic related measure/precautions to the dog handlers deployed by him for the work like issuing and wearing mask at all times, sanitizing hands frequently etc., as per orders issued by MHA, Government of India/ the state government/ the Bank time to time.

I/We hereby declare that I/we have read and understood all the above conditions and the same shall remain binding upon me/us in case the work is entrusted to me/us.

Signature of tenderer with seal

Address:

Date:



SECTION – K

Check List of Commercial Conditions

Sr.No.	Description	Bank's terms	Whether acceptable to the tenderer (YES or NO)	
1.	Bid Validity	3 months from the date of opening of Part- I of the tender		
2.	Earnest Money Deposit (EMD)	₹22,580/- (Rupees Twenty-Two Thousand Five Hundred Eighty Only) in form of NEFT.		
		Beneficiary Name		Reserve Bank of India, Hyderabad
		IFSC		RBIS0NEFTHY (5th being Zero)
		Account No		8614038
3.	Performance Guarantee	5% of the contract cost for entire contract duration (April 01, 2026 – March 31, 2027), in addition to EMD, in form of Bank Guarantee (only for the successful bidder)		
4.	Prices	The revision of the wages shall be done every six months in accordance with the revision in minimum wage rates if any, by Government of India. No change in quoted profit/ service charge will be allowed during the entire tenure of the contract		
5	Penalty	In terms of clause 18 of Section H- “General Instructions to contractors and Special Conditions”		
6	Termination/ Determination of contract	In terms of clause 19 of Section H- “General Instructions to contractors and Special Conditions”		
7	Terms of payment	Payment shall be made on Monthly basis on submission of prescribed documents.		



8	Insurance	In terms of clause 16 of Section H- "General Instructions to contractors and Special Conditions"	
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I/We hereby declare that I/we have read and understood all the above conditions and the same shall remain binding upon me/us in case the work is entrusted to me/us.

Signature of tenderer with seal

Address:

Date:

Annexure-I

LIST OF SIMILAR WORKS
(Previous Experience)

Details of Similar Qualifying Works Executed by the Firm/Agency during the last 5 Years

Sl. No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone No. of the owner. (Govt./Semi Govt./Pvt. Body)	Name, Full Address & Telephone No. of the officer under whom the work was carried out	Contract Amount	Completion period		Whether the work was left incomplete or the contract was terminated from either side	Any other relevant information including reason, if any, for delay in completion of work
						Scheduled date of completion	Actual date of completion		
1	2	3	4	5	6	7	8	9	10

Note: Attach sheet if required. The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided in the above format

Signature of Applicant (with seal)

**Annexure-II****DETAILS OF BIDDER**

(to be submitted along with supporting documents)

S. No.	Particulars of the Company/ Firm							
1	Name and full address of the firm							
2	Registered Office with full address, Telephone No., Fax Nos., E-mail address, website URL							
3	Type of Company whether, Proprietorship, partnership etc.							
4	Name and address of the Proprietor/ Partners/Directors of the company							
5	Registration (Firm, company etc.)/Registration Authority, Date, Number etc.							
6	Income Tax Registration number (PAN)							
7	Goods and Services Tax Identification Number (GSTIN)							
8	Provident Fund Registration Number							
9	ESIC Registration Number							
10	Whether tenderer holding a License under Section 12 (1) of Contract Labour(R&A) Act 1970 read with section 21 of Contract Labour Act 1971. If so, furnish the details of license no. etc. and enclose a copy							
11	Date of ISO -9001 Certificate & Its validity period if applicable.							
12	Name and addresses and designation of the person who will represent the agency while dealing with the Bank (attach letter of authority)							
13	Experience in undertaking similar services to other organizations	_____years						
14	Total value of the services provided to the other organization for the last 3 years.	<table border="1"> <tr> <td>2022-23</td><td>₹</td></tr> <tr> <td>2023-24</td><td>₹</td></tr> <tr> <td>2024-25</td><td>₹</td></tr> </table>	2022-23	₹	2023-24	₹	2024-25	₹
2022-23	₹							
2023-24	₹							
2024-25	₹							
15	Whether financially sound to undertake services (Furnish audited balance sheet for last 3 years)	<table border="1"> <tr> <td>2022-23</td><td>₹</td></tr> <tr> <td>2023-24</td><td>₹</td></tr> <tr> <td>2024-25</td><td>₹</td></tr> </table>	2022-23	₹	2023-24	₹	2024-25	₹
2022-23	₹							
2023-24	₹							
2024-25	₹							
16	Indicate if involved in any litigation							
17	Any civil suits pending in any of the orders executed, give details							

Place:

Date:

Signature with seal of the Bidder



Annexure- III

Proforma of Bank Guarantee for Performance Security Deposit/ Retention Money

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

Place: _____

Date: _____

To:

Regional Director

Reserve Bank of India

6-1-56, Secretariat Road

Hyderabad-500004

Dear Sir,

Name of Work: **Annual Service Contract for Providing services of Sniffer Dogs with Handlers at Bank's Office Building at Hyderabad**

WHEREAS

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, (hereinafter called "the RBI") has awarded the Contract for the captioned project (hereinafter called the "Contract") to M/s (Name of the Contractor) (hereinafter called "the said Contractor", which expression shall include its successors and assigns).

AND Whereas the Contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of ₹_____ (Rupees_____ Only) (Amount in figures and words) for the due fulfilment by the said Contractor of the terms and conditions contained in the contract. We, _____ (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s _____, the Contractor, do hereby undertake to pay to the RBI an amount not exceeding ₹_____ as Performance Guarantee for due fulfilment of terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We _____ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the Contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of ₹ _____ (Rupees _____ Only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations the Contractor under the said Contract, provided,



however, that our liability against such sum shall not exceed the sum of ₹ _____
_____(Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding ₹ _____ (Rupees _____ Only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Contractor.

4. This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

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

b) Our liability under these presents shall not exceed the sum of ₹ _____ (Rupees _____ Only)

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

d) This guarantee shall remain in force upto _____ (60 days beyond the Defect Liability period) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

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



In witness whereof I/We of the Bank have signed and sealed this guarantee on the _____ day of _____ (Month) (Year) being herewith duly authorized.

For and on behalf of _____ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation:

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature:

Name:

Address:

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

**Annexure-IV****CLIENT's CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR****Name & Address of The Client:****Details of Works Executed by Shri/ M/s -.....**

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid**	
9	Name & address of the authority under whom works executed	
10	i) Quality of work (indicate grading)	Outstanding / Very Good / Good / Satisfactory / Poor
	ii) Amount of work paid on reduced rates, if any	
11	i) Did the contractor go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
12	Comments on the capabilities of the Contractor	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good



		/ Good / Satisfactory / Poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor
	e) General behavior	Outstanding / Very Good / Good / Satisfactory / Poor

Signature of the client with Seal

Note:

- i) All columns should be filled in properly countersigned.
- ii) The Client Certificates should be submitted for each of the Prequalification work/s
- iii) Signed by an official of the rank of Officer of the rank of Executive Engineer or equivalent in case of Govt./Semi-Govt., organisations or a PSU.
- iv) Supported by adequate proof of payments received by the contractor for the work done by them.
- v) Client's report issued by private organization shall be accompanied by TDS Certificates
- vi) All columns should be filled in properly countersigned. Client certificate should be on letter head of the Client with signature of Authorized person.



Annexure-V

DETAILS OF BANKERS

Details of our Banker/s are:

Particulars	Banker 1	Banker 2
Name of the Banker		
Name of the Branch and its complete Postal Address		
Name and Job –title of the Contact Person along with his/her Telephone No. (s). and Fax No(s) etc.		
Type of Account and Account No.		
Whether Credit facility/ Overdraft facility enjoyed by the contractor.		
The period from which the contractor has been banking with the Banker		
Any other information which the contractor may like to furnish about its Bankers:		

Authorized Signatory
(With name)



Annexure-VI

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

1. Composition of the firm (whether Partnership/ Private Limited/Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 financial years (year wise).

i) 2024-2025,

ii) 2023-2024,

iii) 2022-2023

4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs 11,29,000/-

(Signature)

For the Bank

Note:

- Bankers' certificates should be on letter head of the Bank, addressed to Regional Director, Reserve Bank of India, Hyderabad
- In case of partnership firm, certificate should include names of all partners as recorded with the Bank



Annexure- VII

Undertaking to Be Submitted by The Tenderer on Their Letterhead.

Name of Work:

1. I/We (Name of the bidder) declare that

- a) My/ Our track records are clean. I/ we or any of our allied firm* have not been involved in any illegal activities/ financial frauds. I/We have not been convicted in a Court of Law on any grounds. There is no such case with the Police/ Court/ Regulatory authorities against me/ us.
- b) I/ We or any of our allied firm* have not been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
- c) I/ We or any of our allied firm* is/ are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on (Last date of submission of bid).
or
I/ We or our allied firm* {Name of the allied firm(s)} is/ are debarred / suspended / blacklisted by (Name and address of public institution in India or any other country) and the same effective up to{date}. A copy of such letter is attached for your information and record.
- d) I/ We or any of our allied firm* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on(Last date of submission of bid).
- e) I/We will inform the Bank in writing, in case, I/we or any of our allied firm* is/are debarred / suspended / blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.
- f) I/ We have not rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract.
- g) The details of all disputes I/ we had with my/ our clients and the current status thereof are attached for your information and record.

(seal and signature of the bidder)

Date

Place

(Note: strike out which is not applicable)

*Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.



Annexure- VIII

Bio- Data Form

(to be submitted in letter head of the successful contractor for each Dog Handler employed)

नाम /Name		स्व-सत्यापित पासपोर्ट साइज़ फोटो लगायें Affix Self-attested Passport size photograph
पिता का नाम /Father's Name		
जन्म तिथि /Date of Birth		
लिंग /Gender		
शैक्षणिक योग्यता /Educational Qualification		
वर्तमान पता /Current Address		
स्थायी पता /Permanent Address		
मोबाईल नं. /Mobile No.		
आधार नं. /Aadhaar No.		
पैन नं. /PAN No.		
बैंक खाता विवरण /Bank Account Details	खाता संख्या /Account No.- आई /कोड .सी.एस.एफ. IFSC Code-	
पीसंख्या (.एन.ए.यू) .एफ. /PF (UAN) No.		
ई.नं. (.पी.आई) .सी.आई.एस. /ESIC (IP) No.		
भूतपूर्व सैनिक/ Ex-Serviceman	(हाँ Yes / नहीं No)	
शारीरिक मापदंड / Body Parameters	ऊँचाई/ Height-, वजन/ Weight- नज़र/ Eye sight- (बायाँ/Left)(दायाँ/ Right).....	
नमूना हस्ताक्षर अथवा अंगूठे का निशान / Specimen Signature or Thumb impression		

ऊपर दर्शाये गये विवरण मेरे द्वारा जाँच लिये गये हैं और उपयुक्त दस्तावेजों के साथ समर्थित हैं/The above details are verified by me and are supported with suitable documents.

ऑफिशियल सील के साथ हस्ताक्षर /Signature with official seal-

अधिकारी का नाम /Name of Official-

पदनाम /Designation-

स्थान /Place-

दिनांक /Date-

इस बायो डाटा फॉर्म के साथ आधार कार्ड अथवा किसी-अन्य उपयुक्त फोटो आईडी कार्ड की प्रति लगानी आवश्यक है

It is mandatory to submit Photocopy of Aadhaar Card or any other suitable Photo ID Card with this bio-data form.



Annexure- IX

Checklist for documents to be uploaded on MSTC portal along with Part-I of Tender

Sr. No.	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason for non-applicability
1.	Tender Document issued by the Bank – duly filled, stamped and signed (including all Annexures, Minutes of pre-bid meeting and corrigendum if any)	
2.	Power of Attorney/ authorization with the seal of the company/ firm in the name of the person signing the tender documents	
3.	Copy of NEFT Receipt as evidence of remitting EMD amount of ₹22,580/-	
4.	Certificate of incorporation and Memorandum and Articles of Association / partnership deed/ other relevant certificate of registration for commencement of business	
5.	Particulars of tenderer (in format prescribed under Annexure- II) along with particulars of all the directors and responsible officials/ partners/ individual/individuals involved	
6.	Copy of PAN Card & other related Income Tax documents	
7.	Copy of GST Registration Certificate	
8.	Copy of MSMED Registration Certificate, if any	
9.	Copy of EPF Registration	
10.	Copy of ESIC Registration	
11.	Copy of License under Section 12 (1) of Contract Labour (R&A) Act 1970 read with section 21 of Contract Labour Act 1971 and/or any other applicable law/code	
12.	Work Orders and completion certificates in support of experience of more than 5 years in carrying out similar works	
13.	Details of similar qualifying works completed in last 5 years along with contact details of clients (in format prescribed under Annexure- I)	



Sr. No.	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason for non-applicability
14.	Work Orders for all similar qualifying works completed in last 5 years	
15.	Client's Certificates (in format prescribed under Annexure IV) from different clients in letterhead of the client and signed by authorized signatory for all similar qualifying works completed in last 5 years	
16.	Copy of TDS Certificates as a proof of payment for all client certificates issued by private organizations	
17.	Completion certificates for all similar qualifying works completed in last 5 years	
18.	Work Orders for previous experience, if any, of carrying out Works for the Reserve Bank of India at any center	
19.	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for the last 3 years	
20.	Copies of the Income Tax Clearance Certificates/ Income Tax Assessment Orders/ Income Tax Returns for last 3 years	
21.	Details of Bank Accounts along with Contact details of Banker(s) (in format prescribed under Annexure V)	
22.	Banker's Certificate in letter head of the Bank and signed by authorized signatory (in format prescribed under Annexure VI)	
23.	Undertaking of having all the required legal/ statutory approvals for carrying out this business at Hyderabad	
24.	Undertaking of not having convicted in a Court of Law and declaration regarding debarment/ suspension / blacklisting by any public institute on any grounds (in format prescribed under Annexure VII)	
25.	Particulars of all Civil suits pending, if any	
26.	List of deviations, if any, in commercial terms and conditions	
27.	List of deviation, if any, in technical specifications	
28.	Other relevant documents, if any	



Sr. No.	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason for non-applicability
	1.	
	2.	
	3.	
	4.	
	5.	

Place:

Date:

Signature of the tenderer with seal



Schedule of Quantities

Annual Service Contract for providing services of Sniffer Dogs with Handlers at Reserve Bank of India, Hyderabad Office

Table :1-This is for illustrative purpose only and the Price Bid should not be submitted with Part I –Technical Bid. It should be submitted online in MSTC Portal and no Enclosure should be enclosed with Part- II

Sl. No.	Description of Work- Annual Service Contract for providing services of Sniffer Dogs with Handlers at Reserve Bank of India, Hyderabad Office																			
	<p>NOTE: Wage component -The bidder may quote equal to or higher than the below mentioned amount, but not lower, in MSTC website.</p> <p>Service Charges Component- The bidder may quote his desired and reasonable amount for the overhead and service charge in MSTC website.</p>																			
A.	<p>WAGE COMPONENT: – Gross Wages of total workmen for 12 months: The amount is inclusive of Basic Wages (Minimum) (plus Variable Dearness Allowance) according to Minimum Wages Act of Government of India, applicable Employees State Insurance (ESI), Employees Provident Fund (EPF), and Bonus.</p> <table border="1"> <thead> <tr> <th>S / n o</th><th>Category</th><th>Number of Staff</th><th>No. of days in a year</th><th>Total Minimum Wages per-month per person</th><th>Total minimum wages per annum (in Rupees)</th><th>Total amount for 12 months (excl of GST)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Dog Handler</td><td>02</td><td>313</td><td>27,456</td><td>6,58,944</td><td>Quoted rate should be minimum ₹ 6,58,944/- excluding GST in MSTC website.</td></tr> </tbody> </table>						S / n o	Category	Number of Staff	No. of days in a year	Total Minimum Wages per-month per person	Total minimum wages per annum (in Rupees)	Total amount for 12 months (excl of GST)	1	Dog Handler	02	313	27,456	6,58,944	Quoted rate should be minimum ₹ 6,58,944/- excluding GST in MSTC website.
S / n o	Category	Number of Staff	No. of days in a year	Total Minimum Wages per-month per person	Total minimum wages per annum (in Rupees)	Total amount for 12 months (excl of GST)														
1	Dog Handler	02	313	27,456	6,58,944	Quoted rate should be minimum ₹ 6,58,944/- excluding GST in MSTC website.														
B	<p>Monthly Charges for providing 02 Sniffer Dogs including Dog's Food, Medicine etc. for 12 months Quoted rate should be excluding GST in MSTC website.</p>																			



C	SERVICE CHARGES COMPONENT – Contractor's Profit, Insurance charges (Workmen Compensation Policy, Contractors All Risk policy and Third-Party Liability Policy), any other expenses as applicable. (A minimum of 3.00% should be quoted) (Only Numerical Value up to two decimal point to be entered)	Quoted rate should be excluding GST in MSTC website.
D	Grand Total amount = $1.18 * X (A+B+C)$ *GST @ 18 % applicable on A, B and C	$1.18 * (A+B+C)$



PART- II
PRICE BID

(This is for illustrative purpose only, the Price Bid should not be submitted with Part I –Technical Bid. It should be submitted online in MSTC Portal)

S.No	Description of Item	Rate to be quoted in MSTC per year
1.	Wage Component- Basic Wages (Minimum) (plus Variable Dearness Allowance) according to Minimum Wages Act of Government of India, applicable statutory payments Employees State Insurance (ESI), Employees Provident Fund (EPF), and Bonus (excluding GST @ 18 %) (As per Details Arrived from Annexure-A Ser No 09)	₹. XXXXXXXXXX.
2.	Monthly Charges for providing 02 Sniffer Dogs including Dog's Food, Medicine etc. per in INR (excluding GST)	₹. XXXXXXXXXX
3.	Service Charges Component – (excluding GST but inclusive of wages and allowances paid to the dog handlers by the contractor over and above the rates specified under the minimum wages, cost of uniform of Dog Handlers, training and testing of Sniffer Dog and Dog Handlers, Medical tests, treatment and vaccination of Sniffer Dog and Handlers, contractor's profit & overhead, Workmen compensation policy, Contractors all risk policy, Third Party Liability Insurance, Bonus payment to dog handlers (if applicable), transportation, loading and unloading, freight charges, transit insurance and other administrative charges and all taxes, duty or other levy by Central Government or any State Government or local authority ,if applicable other than Good and Service Tax (GST). (Minimum service charge of 3.00% should be quoted- only Numerical value up to two decimal point to be entered)	₹. Rates to be quoted in MSTC
4.	Total amount = 1.18*(Ser.No 1 + Ser.No 2 + Ser.No 3) *GST @ 18 % applicable on Ser.No 1, 2 and 3.	₹. XXXXXXXXXX

Price Bid Format: (to be filled by bidder online)



Annexure A

Wage Component- Basic Wages (Minimum) (plus Variable Dearness Allowance) according to Minimum Wages Act of Government of India, applicable statutory payments Employees State Insurance (ESI), Employees Provident Fund (EPF), and Bonus (excluding GST @ 18 %)

Sr. No	Components	Private Security Guard
1.	Basic Wages plus VDA per day w.e.f. 01 Oct 2025	Rates to be quoted in MSTC
2.	For 26 days on ser no 1	This will be automatically calculated as (26*Rate quoted above)
3.	Employer Contribution of ESI@3.25% of ser no 02 (NA if ser no 02 exceeds Rs. 21000/-)	This will be automatically calculated in MSTC
4.	Employer Contribution of EPF @ 13% of ser no 2 including EDLI and Admin charges (Maximum Ceiling of Rs. 15,000/-)	Rates to be quoted in MSTC (Minimum ₹1950/- should be quoted)
5.	<u>Bonus @ 8.33% of ser no 02 (NA if ser no 02 exceeds Rs. 21,000/-)</u>	This will be automatically calculated in MSTC
6.	Sub Total (Sl. No 02 to 05)	This will be automatically calculated in MSTC
7.	Total rate per person for 26 days (Sl. No 2 to 6)	This will be automatically calculated in MSTC
8.	Number of Dog Handlers	02
9.	Total Wages per annum Excluding GST {(Ser.No 8) x (Ser No. 7) x 12} Wage Component Total excluding GST(This Value to be reflected in Part-II for S.No.1)	This will be automatically calculated in MSTC

* As there is no separate classification of Sniffer Dog Handler in Minimum wages notification issued by Central government, the minimum wages notified for employees employed in Watch and Ward duties (without arms) as per order F. No. 1/ 6(6)/ 2025-LS-II dated Sep 25, 2025 has been considered for arriving at Total Wages per annum for 01 Dog Handler.



Note:

1. The payment of minimum wages and any future revision in this Fixed cost by the Bank (and accordingly, in contract cost) will be based on the minimum wages as notified by the Ministry of Labour and Employment for Sniffer Dog Handlers (and in case of no separate classification of Sniffer Dog Handlers in such notification, the minimum wages notified for employees employed in Watch and Ward duties (without arms) will be considered for this purpose).

2. The Rates of EPF, ESIC and EDLI Contribution and EPF Administrative charges indicated above are as per the extant government guidelines and the same is used to derive the Fixed amount. In the event of revision/ change in any of the above rates by the government, the Fixed amount and accordingly, the contract cost will be recalculated and revised accordingly.

I/We hereby declare that I/we have read and understood the schedule of quantities and contents of Part II of the tender and have read and understood all the above conditions and the same shall remain binding upon me/us in case the work is entrusted to me/us.

Signature of tenderer with seal

Address:

Date: