



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

www.rbi.org.in

NOTICE INVITING TENDER

Provision of New Executive Conference Table for Conference Room at 3rd floor, Office Building, Reserve Bank of India, Kochi

Reserve Bank of India, Kochi invites single-part tender by e-tender mode from empaneled contractors of RBI Kochi for the work of **Provision of New Executive Conference Table for Conference Room at 3rd floor, Office Building, Reserve Bank of India, Kochi**. The tendering would be done through the e-Tendering portal of MSTC Ltd (<https://www.mstcecommerce.com/eprochome/rbi>). All interested eligible empanelled contractors must register themselves with MSTC Ltd through the above-mentioned website to participate in the tendering process.

The Schedule of e-Tender is as follows:

a. Name of Work	Provision of New Executive Conference Table for Conference Room at 3rd floor, Office Building, Reserve Bank of India, Kochi
b. Estimated Cost of the Work	₹8.10 lakh inclusive of GST
c. e-Tender No.	E-Tender No: RBI/Kochi Regional Office/Estate/9/25-26/ET/381
d. Mode of Tender	e-Procurement System (www.mstcecommerce.com/eprochome/rbi)
e. Earnest Money Deposit	No EMD required
f. Date & time from which NIT and tender can be viewed / downloaded and bidding starts on MSTC Portal	15:00 hours on August 07, 2025
g. Date of Pre-Bid Meeting	11:00 hours on August 08, 2025



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h. Date and time of uploading the outcome of pre-bid meeting on RBI website in the form of addendum, corrigendum etc.	15:00 hours on August 08, 2025
i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	14:00 hours on August 11, 2025
j. Last date of submission of EMD	No EMD required
k. Date & time of opening of tender	15:00 hours on August 11, 2025
l. Transaction Fee	As charged by MSTC Ltd

Amendments / Corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

Note: This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the empaneled contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with RBI as per procedure.

(T. V. Rao)
Chief General Manager
Reserve Bank of India, Kochi



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
परिसर अनुभाग
PREMISES SECTION
कोच्ची
KOCHI - 682018

E-Tender No: RBI/Kochi Regional Office/Estate/9/25-26/ET/381

**Provision of New Executive Conference Table for Conference Room
at 3rd floor, Office Building, Reserve Bank of India, Kochi**

को ज़ारी निविदा Tender Issued To:

निविदाकार का नाम Name of Tenderer: _____

पता Address: _____

प्रस्तुत करने की अंतिम तारीख : अगस्त 11, 2025 को 14:00 बजे तक या उससे पूर्व
Last date for submission: on or before 14.00 hrs. on August 11, 2025

**भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
परिसर अनुभाग
PREMISES SECTION
कोच्ची
KOCHI - 682018**

Provision of New Executive Conference Table for Conference Room at 3rd floor,
Office Building, Reserve Bank of India, Kochi

TERMS, CONDITIONS TECHNICAL SPECIFICATIONS AND SCHEDULE OF QUANTITIES

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प्रस्ताव का पत्र / LETTER OF OFFER

सेवा में/ To

तारीख / Date:

स्थान / Place:

श्री टी वी राव / Shri T V RAO
मुख्य महाप्रबंधक/ Chief General Manager
भारतीय रिज़र्व बैंक/ Reserve Bank of India,
कोच्ची/ Kochi – 682018

Sir,

Having examined the specifications, Schedule of Quantities and drawings relating to the works specified in the memorandum hereinafter set out and having visited and 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 Schedule of Quantities and in accordance in all respects with the Specifications, Designs and instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

ज्ञापन/ MEMORANDUM

(क)	कार्यों का विवरण/ Name of work	Provision of New Executive Conference Table for Conference Room at 3rd floor, Office Building, Reserve Bank of India, Kochi
(ख)	भुगतान की शर्तें/ Terms of Payment	सामान्य निर्देशों के खंड 23 और परिशिष्ट के अनुसार/ As per clause 23 of the General instructions and Appendix.
(ग)	कार्यों को पूरा करने के लिए अनुमत समय/ Time allowed for completion of work	15 days from the date of issue of work order
(घ)	अनुमानित लागत/ Estimated Cost	रु 8.10 लाख. / Rs 8.10 lakh inclusive of GST
(ङ)	अग्रिम धन जमा (ईएमडी)/ Earnest Money Deposit (EMD)	No EMD required

Should this tender be accepted, 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.

हमारे बैंकरो के ब्योरे निम्नानुसार हैं/ Our Bankers are:

i)

ii)

भवदीय/ Yours faithfully,
संविदाकार के हस्ताक्षर/ Signature of the Tenderer

करार की शर्तें/ ARTICLES OF AGREEMENT

-----के ----- दिन पर करार की शर्तें एक पार्टी भारतीय रिज़र्व बैंक (यहाँ इसके बाद जिसे "नियोक्ता" कहा गया है) और दूसरी पार्टी -----
----- (यहाँ इसके बाद जिसे "संविदाकार" कहा गया है) के बीच निर्धारित की गई हैं।

ARTICLES OF AGREEMENT made the----- day of-----, between the Reserve Bank of India (hereinafter called the Employer) of the one part and ----- (hereinafter called "the contractor") of the other part.

WHEREAS the Employer is desirous of taking up the work of **Provision of New Executive Conference Table for Conference Room at 3rd floor, Office Building, Reserve Bank of India, Kochi** and has prepared Bill of Quantities, drawings showing and describing the work to be done under the direction of Bank's Engineer.

और जबकि विनिर्देशों, मात्रा – अनुसूची पर अब से पार्टियों द्वारा अथवा उनकी ओर से हस्ताक्षर किये गये हैं।

AND WHEREAS the specifications and the schedule of Quantities have been signed by or on behalf of the parties hereto.

और जब कि संविदाकार ने इसमें घोषित शर्तों के अधीन और विशेष शर्तों में बताई गई शर्तों और मात्रा अनुसूची और संविदा की यथा संशोधित और दोनों पार्टियों द्वारा अंतिम रूप से स्वीकृत शर्तों (उन सभी को यहाँ इसके बाद सामूहिक रूप से "उक्त शर्तें" कहा गया है) पर ऊपर उक्त रेखाचित्रों में दर्शाये गये और/अथवा उक्त विनिर्देशों में वर्णित और उसमें घोषित संबंधित दरों पर मात्रा अनुसूची में शामिल करके निकाली हुई राशि और ऐसी अन्य राशि पर जो उसके अंतर्गत भुगतान योग्य होगी (यहाँ इसके बाद जिसे "उक्त संविदा राशि" कहा गया है) कार्य का निष्पादन करने की सहमति प्रदान की है।

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions set forth in the conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the work shown upon or described in the said Specifications and included in the Schedule of Quantities in the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as "the said contractor amount").

अब इसके द्वारा निम्नानुसार यह सहमति हुई है/ NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. उक्त शर्तों में बताई गई विधि और समय-समय पर भुगतान की जाने वाली उक्त संविदा राशि को ध्यान में रखते हुए संविदाकार उक्त शर्त पर और शर्त के अधीन ऊपर दर्शाए गए रेखाचित्रों और उक्त विशेष विवरणों तथा मात्रा- अनुसूची में वर्णित कार्य को निष्पादित और पूर्ण करेगा।

In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor will upon and subject to the conditions annexed carry out and complete the work shown upon the contract drawings and described by or referred to in the Schedule of Quantities and in the said conditions.

2. नियोक्ता संविदाकार को उक्त संविदा राशि अथवा ऐसी अन्य राशि का भुगतान करेगा जो समय-समय पर और उक्त शर्तों में विनिर्दिष्ट विधि से भुगतान योग्य होगी।

The Employer will pay the Contractor the said contract Amount, or such sum as shall become payable, at the times and in the manner specified in the said conditions.

3. उक्त शर्तें और संबंधित परिशिष्ट इस करार के भाग के रूप में पढ़े और समझे जाएंगे और उस संदर्भ में पार्टियाँ अब से इसमें निहित उक्त शर्तों के प्रति प्रतिबद्ध रहेगी, उनके प्रति अपने आपको समर्पित करेगी तथा अपनी-अपनी ओर से करारों का निष्पादन करेगी।

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

4. उक्त नक्शे, करार और इसमें उल्लिखित दस्तावेज़ इस संविदा का आधार होंगे।

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

5. यह संविदा न तो एक एकमुश्त संविदा है और न ही एक मद वार उजरती काम है बल्कि यह एक ऐसी संविदा है जिसके अंतर्गत उक्त कार्य पूरा करना है और उसके लिए दरों की अनुसूची में निहित दरों और संभावित मात्राओं की अनुसूची में दी गई दरों पर वास्तविक रूप से मापी गई मात्राओं अथवा उक्त शर्तों में यथा निर्धारित दरों के अनुसार भुगतान किया जाना है।

This contract is neither a fixed Lump sum Contract nor a Piece Work Contract, but it is a Contract for the complete work to be paid for according to actual quantities at the rates contained in the Schedule of Rates and Probable Quantities or as provided in the said Conditions.

6. संविदाकार उक्त शर्तों में निर्धारित की गई विधि से सिविल कार्यों और अनुषंगी कार्यों से संबंधित समस्त कार्यों को पूरा करने के लिए सभी उचित सुविधाएं प्रदान करेगा और ऐसा कार्य पूर्ण होने के बाद दीवारों, फर्श, इत्यादि को हुई किसी प्रकार की क्षति को ठीक कराएगा।

The Contractor shall afford every reasonable facility for carrying out of all works or other Contractors appointed by the Employer and shall make good any damages done to walls, floors, etc. after the completion of such works.

7. नियोक्ता के पास यह अधिकार सुरक्षित है कि वह संविदा के चालू रहने के दौरान किसी भी समय, इस संविदा पर प्रतिकूल प्रभाव डाले बिना कार्य की किसी मद को जोड़ कर अथवा हटा कर उसके रेखाचित्र और कार्य के प्रकार में परिवर्तन कर दे अथवा उसके भागों को पूर्ण करवा ले। तथापि, ठेकेदार निविदा राशि से अधिक किए गए कार्यों के लिए किसी भी भुगतान के हकदार नहीं होंगे, जब तक बैंक के इंजीनियर द्वारा विशेष रूप से लिखित अनुमोदन प्राप्त नहीं किया जाता है।

The Employer reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract. However, the Contractor shall not be entitled to any payment for the works done exceeding the Tender Quantities unless specifically approved in writing by the Bank's Engineer.

8. Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work/job **on the day** of issue of work order as provided for in the said conditions and to complete the entire work **within 15 days**. All payments by the Employer under this Contract will be made only at **Kochi**.

9. इस करार से उत्पन्न अथवा किसी भी प्रकार से इससे संबंधित सभी विवादों के संबंध में यह समझा जाएगा कि वे तिरुवनंतपुरम में उठे हैं और उनके संबंध में निर्णय के लिए केवल तिरुवनंतपुरम के न्यायालय ही न्यायक्षेत्र होंगे।

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

10. यह कि संविदाकार द्वारा इस संविदा के विभिन्न भागों को पढ़ा गया है और उन्हें संविदाकार द्वारा पूरी तरह से समझ लिया गया है।

That the several parts of this agreement have been read by the contractor and fully understood by the contractor.

जिसकी साक्षी में नियेक्ता और संविदाकार ने यहाँ ऊपर पहले लिखित दिन और वर्ष को इन विलेखों और इसकी दो अनुलिपियों पर अपने-अपने हस्ताक्षर किये हैं। (यदि संविदाकार एक भागीदारी अथवा एक वैयक्तिक फर्म है)

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)

हस्ताक्षर क्लॉज / Signature Clause:

भारतीय रिज़र्व बैंक, कोच्ची द्वारा निम्नलिखित के हाथ से हस्ताक्षरित और सुपुर्द किया गया
SIGNED AND DELIVERED by the Reserve Bank of India by the hand of

श्री/ Shri.-----

(नाम और पदनाम)/ (Name & Designation)

निम्नलिखित की उपस्थिति में यदि पार्टी एक भागीदारी फर्म है-----
----- अथवा एक वैयक्तिक फर्म है/ निम्नलिखित द्वारा
हस्ताक्षरित और सुपुर्द किया गया।

SIGNED AND DELIVERED by Contractor-----
-----If the party is a partnership firm or an individual should be signed by all or on behalf of all the partners.

निम्नलिखित की उपस्थिति में/ In the presence of:

साक्षी/ Witness:

1)

पता/ Address:

2)

पता/ Address:

Important Instructions Regarding E-tender

This is an e-procurement event of RBI. The e-procurement Service Provider/Contractor is the MSTC Limited.

You are requested to read and understand the Notice Inviting Tender and subsequent corrigenda if any, before submitting your online tender.

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 Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing and encryption type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprocn/ (Version 3)

1) Vendors are required to register themselves online with www.mstcecommerce.com/eprocn

Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to Download Guide / Video / Registration

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 MSTC/ RBI, (before the scheduled time of the e-tender).

Contact details:

Contact person (MSTC) For Vendors:

HO Central Help Desk: (For vendors)

Phone Number: 07969066600

helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails)

Availability: 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

a) Contact person (MSTC)

1. Mr V.Ganesa Moorthy (Chief Manager) 9176616410 (bmtvcmmstc@mstcindia.in)
2. Mr Siddharth Krishnan (Manager) 9867566097 (tvcpn2@mstcindia.in)

3. Mr Santhosh Kumar Rajendran (Manager) 8884600700 (tvcopn3@mstcindia.in)
4. Mr Ankur Prasad (Manager) 9874777668 (tvcopn1@mstcindia.in)
5. Mrs Sajini Raghunathan (Deputy Manager) 9400118353 (tvcopn4@mstcindia.in)
6. Mr Ravindra Macherla (Deputy Manager) 9048826888 (tvcfm1@mstcindia.in)

b) Contact person at RBI (RO/TE)

7. Shri. Rishu V Singh (AM-Tech.) 9867720817 (rishuvsingh@rbi.org.in)
8. Shri. Nithin Nag Punneshetty (Mgr.) 9597364319 (nithinnag@rbi.org.in)
9. Smt. Vineetha V (AM) 9747207776 (vvineetha@rbi.org.in)
10. Smt. Gopika S V (JE) 8281164791 (svgopika@rbi.org.in)

B) System Requirements:

For details, vendor may refer to the DOWNLOAD SYSTEM SETTING GUIDE available <https://www.mstcecommerce.com/eprocn/>

Special Note towards Transaction fee: The vendors shall pay the transaction fee using “Transaction Fee Payment” Link against the specific tender in the “Bid Floor”/through the “Pay Transaction fee” in “Event catalog” through their login. Service Provider / Contractor / Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Service Provider / Contractor / Vendor shall generate a challan by filling up a form. Service Provider / Contractor / 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, Service Provider / Contractor / 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.

Transaction fee is non-refundable. A vendor will not have the access to online e-tender without payment of the transaction fee.

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.

Information about tenders / corrigenda 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 the MSTC Ltd. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender).

Bidding in E-tender:

Note: Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.

- a) Bidder(s) need to submit necessary EMD, E-Tender fees (If ANY) and Transaction fee separately for the e-tender. Transaction fees if any are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI.
- b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → New Common Portal → Bid Floor Manager → live event → Selection of the live event → Transaction fee → Common terms → Attach Documents → Price Bid.

Please Note: The vendor after successful remittance of the transaction fees and EMD details, will get the attach documents and common terms tab enabled in their login. Post successful completion of this step, the vendors will be allowed to save the lot specific terms and submit their price bid against the lot through the portal or download and upload the excel file for submitting price bids, as the case may be. In case the attach documents and/or saving common terms step is unsuccessful, the tabs for saving lot specific terms and submitting price bid would be disabled. The status of whether the same is successful/pending would be displayed in the bid status button.

- a) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid

NOTE: - After clicking the final submission “Delete bid” option would be shown. If the vendor wants to delete the bid after final submission and re submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

- a) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- b) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- c) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- d) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter SUPPLIER/CONTRACTOR.
- e) It is mandatory that all the bids are submitted with class III signing and encryption type of digital signature certificate otherwise the same will not be accepted by the system.
- f) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- g) No deviation of the terms and conditions of the e-Tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.
- h) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

निविदाकर्ताओं के लिए सामान्य अनुदेश

GENERAL INSTRUCTIONS TO TENDERERS

Reserve Bank of India invites competitive e-tenders “**Provision of New Executive Conference Table for Conference Room at 3rd floor, Office Building, Reserve Bank of India, Kochi**” from eligible bidders as per specified pre-qualification criteria. The estimated cost of the work is ₹8.10 Lakhs (incl. of GST). The works shall be completed within a period of 15 days from the date of issue of work order.

1. The tenderers are advised to submit the tender based strictly on the General Conditions of the Contract and Technical Specifications contained in the tender documents, and not to stipulate any deviations. If acceptance of the terms and conditions given in the tender documents has any price implications, the same should be considered and included in the quoted price. Tender containing deviations from the terms and conditions may be rejected at the Bank's discretion. The Tenderers are advised to visit the site of installation and acquaint themselves of the site conditions before tendering. After examination, if any of the bidder is found not to possess the required eligibility, their tenders will not be accepted by the Bank for further processing.
2. The tender will be opened at 3 p.m. on the same date or next working day at same time at the office of the General Manager, O-i-C, Reserve Bank of India, Kochi or any other officer designated for this purpose by him in the presence of the tenderers or their representatives, should they choose to be present. **Tenders shall remain valid for acceptance by the Bank for a period of three months from the date of opening of the same which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.**
3. The tenderer must use only the forms issued by the Bank to fill in the rates. Any addition/alteration in the text of the tender form made by the tenderer shall not be valid and shall be treated as null and void.
4. Rates should be quoted in schedule of quantities both in figures and in words for all the items in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No advice whatsoever especially on any change in rate, specifications or conditions after opening of the tender will be entertained.
5. Each of the Tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, General Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
6. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter

into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise, the Bank may reject the tender.

7. The **Defect Liability Period** for the work shall be 12 months after the successful completion of the same. In case, the contractor fails to rectify the defects developed during the "Defects Liability Period" within a reasonable period, a show cause notice shall be issued to him. If he fails to take required action or his response is not considered satisfactory, the cost of rectification (up to 5% of the contract value) will be adjusted by the Bank from any other sum payable by the Bank to them for any other contract.
8. 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.
9. The Reserve Bank of India reserves the right to sub-divide the work mentioned in the tender, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. The Reserve Bank of India also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same. In this context, the rates quoted for each item must be self-supporting and relevant.
10. On receipt of intimation from the Employer of the acceptance of his/their tender, the successful tenderer shall be bound to sign the formal Contract and within **seven days** thereof, the successful tenderer shall sign **an agreement in stamp paper** in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person/ firm so tendering, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful tenderer.
11. The Contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the contract whereupon the payment due shall stand forfeited to the Employer, without prejudice to his other remedies against the Contractor.
12. The Contractor shall carry out all the work strictly in accordance with details, specifications and instructions of the Bank's Engineer. If in the opinion of the Bank's Engineer, changes have to be made in the design and with the prior approval in writing of the Employer they desire the Contractor shall carry out the same. The Bank's Engineer's decision in such cases shall be final.
13. A schedule of probable Quantities in respect of each work and Specifications is enclosed. The Schedule of Probable Quantities is liable to alterations as per Bank's requirement. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire tender.

14. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract and must examine the drawings, inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
15. The rates quoted in the tender shall include all charges for packing, transport, loading, unloading and for delivery/ execution at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever. **Tenderers must quote rates excluding GST** and applicable GST shall be shown separately in specified column available in Schedule of quantities of the tender. Necessary deductions towards TDS etc. shall be made from the Contractor's bill.
16. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract.
17. Wherever the basic rate for the materials are specified, the contractor should furnish to the Bank for verification, the paid bills. **The samples of materials and its purchase rate shall be got approved from the Bank's Engineer before purchasing such materials.** The adjustment in price of the materials shall be made on measured quantity only. No overhead and profit shall be considered on the cost difference. The basic prices are inclusive of all taxes levied by the Government or any public body.
18. Time allowed for carrying out the work is **15 days** which shall be strictly observed by the tenderer, and it shall be reckoned from the tenth day of written order to commence the work is issued. The work shall throughout the stipulated period of the contract be proceeded with all due diligence and if the Contractor fails to complete the work by the date as stipulated in the Contract or within any extended time under relevant Clause and the Employer certifies in writing that in her/ his opinion the same ought reasonably to have been completed, the Contractor shall pay the Employer the sum named as "**Liquidated Damages**" for the period during which the said works shall so remain incomplete and the Employer may deduct such damages from any moneys due to the Contractor." The recovery of Liquidated Damages shall be at the rate of **0.25% of Estimated Cost per week.**
19. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring government controlled or other building materials or in obtaining water and power connections for construction purpose or for any other reason whatsoever and the Employer shall not be liable for any claim in respect

thereof. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

20. The successful tenderer is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates. The Employer will issue schedule of Instructions in respect of such additional items and their quantities in writing.
21. Any defect or fault which may appear during **12 months** from the date of virtual completion of work/or supply and installation in full as specified under the contract, arising in the opinion of the Bank's Engineer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Bank's Engineer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor at his own cost and in case of default the Bank may employ and pay other persons to amend and make good such defects/faults and damages, loss and expenses consequent there upon or incidental thereto shall be made good and borne by the contractor and such damages, loss and expenses shall be recoverable from him by the Bank, or may be deducted by the Bank upon the Bank's Engineers' certificate in writing from any money due or that may become due to the contractor. The contractor/supplier shall remain liable under the provisions of this clause notwithstanding the signing by the Bank's Engineer any certificate or passing of any accounts.
22. Time is the essence of the contract. The entire work is to be completed within a period of **15 days from the date of issue of work order**. The Contractor is advised to visit the site and get himself fully acquainted with the general and local site conditions, particularly, those having bearing upon transportation, handling, storage etc. prior to quoting the tender. The material required for the work will have to be delivered and executed at **Bank's Office at Kochi**.

Payment shall be made on completion of entire work based on actual site measurements as 1st & final bill.

24. The contractor should quote rates in the Schedule of Quantities considering all the conditions mentioned above and elsewhere in the tender.

25. The contractor shall be responsible for all injury to persons, 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 sub-contractor's employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract. This clause shall be held to include, inter-alia, any damage to buildings, whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and works forming the subject of this contract, by frost or other inclemency of weather. The contractor shall indemnify the Employer 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 also in respect of any claim made in respect of injury or damage under any Acts of Government or otherwise and also in respect of any award of compensation or damages consequent upon such claims.

The Contractor shall at his own expense, arrange to effect and maintain (until the virtual completion of the contract) with an approved office, the following insurance policies 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.

a) Workmen compensation policy. b) CAR Policy c) Third party policy

26. Settlement of disputes by Arbitration: All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of 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 either the Contractor be dissatisfied on any matter the Contractor 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 arbitrated upon. 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 would be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire.

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.

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.

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

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 Employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

27. 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."

28. (i) the contractor shall abide by and fulfil all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under.

(ii) The contractor should ensure payment of minimum wages to all labourers/workmen staff employed by him. Contractor should submit a certificate to the effect that, he has actually paid all the dues of all the labourers of all descriptions engaged by him for completion of the awarded job/work/project at the rate which is not less than the one prescribed under Minimum wages Act, 1948 and he has complied with the provisions of CLRA Act with regard to providing the essential amenities to the contract labour. Further, he may facilitate Bank's representative to verify and certify the veracity of such certificate.

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

Place:
Date:

Signature of the Tenderer:
Name and Address:

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SPECIAL CONDITIONS

1. The workmen will not be allowed to stay within the premises.
2. The water and electric power required for the work can be availed from the available source at site free of cost. The Contractor has to make his own arrangements to take the same for work.
3. The authorized officials of the Bank shall be entitled to inspect the material/fabrication at any time in the works of the contractor, if they so desire and the Contractor shall provide all reasonable facilities to do so.
4. The intending tenderer can obtain any clarifications regarding the tender, tender provisions/specifications etc. if any from the office of the General Manager (O-i-C), Reserve Bank of India, Banerji Road, Kochi – 682018 on any Bank's working day
5. The tenderer may please note that the work is to be executed in occupied residential premises of the Bank and as such the entire work involved shall be carried out with least disturbance to the Occupants.
6. The entire materials for the work shall be brought to the work area without any disturbance to the residents
7. The Contractor has to make necessary arrangements for making temporary barricade etc. for vehicular traffic during the execution of work and arrange material like tarpaulin to cover the existing flooring of entire flat. The contractor shall liable to replace the flooring of flat at their own cost if any damages to the existing vitrified flooring observed at site during renovation work.
8. **The debris/dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the Bank's Engineer and make the entire premises clear/clean on a day to day basis including roads affected/used by the laborers in the above work to the satisfaction of the Bank's Engineers at no extra cost.** The entire debris/waste material shall be taken out of the Bank's quarters premises and should not be dumped anywhere in and around the Bank's premises. The contractors are solely responsible if any debris is noticed by the local Corporation and penalty levied.
9. The tenderer may please note that the work in question has to be carried out with least disturbance to the Bank staff by advance planning, proper sequence of work in consultation with the Bank's Engineer. The entry exist and the movement of men and material will be subject to the security regulations of the Bank from time to time and

with necessary permission/passes. The work will have to be completed within the stipulated time frame and no extra charges will be paid under any circumstances for the late working hours. All work generating dust and noise shall be done in a planned manner.

10. The contractor must ensure proper safety of the workers at site while working by providing necessary safety measures, barricading etc.

11. The tenderer is advised to inspect the proposed site of renovation to understand the scope of work.

Place:

Signature of the Tenderer:

Date:

Name and Address:

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FIRE & SAFETY CODES

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground/floor.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (Clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding ladder.
5. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one metre.
6. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
7. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

FIRE SAFETY CODE

- i. Cutting / drilling/ welding machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
- ii. Only ISI marked 3-pin plug and other appliances and equipment shall be used.
- iii. Electrical power cables/wires used shall not have any joints and shall be properly rated.
- iv. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
- v. Before commencing the work for the first time on any day, the Engineers shall be informed and only after the site inspection by them, work shall be started.
- vi. Two buckets of water and sand shall be kept in an easily accessible area on the site.
- vii. Fire extinguishers recommended shall be kept on the site.
- viii. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
- ix. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10 feet from Ground level.
- x. None of the fire extinguishers shall be removed/shifted from its designated location.

- xi. Power supply shall be switched off from the mains when equipment is not in use.
- xii. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xiii. Battery operated emergency light/torches shall be provided by the contractor to the workmen while working beyond office hours.

Place:

Date:

Signature of the Tenderer:

Name and Address:

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APPENDIX HEREINBEFORE REFERRED TO

1. Defects liability Period	12 months from the date of issue of virtual completion certificate.
2. Period of final measurement	21 days from the date of completion of the work.
3. Date of commencement	From the date of award of work
4. Date of completion	15 days from the day of issue of work order.
5. Liquidated Damages	0.25% of Estimated cost per week.
6. Minimum value of work for Interim Certificate	Only 1 st & Final bill
7. Retention Percentage	5%
8. Release of RMD	On completion of Defect Liability Period.
9. Period of honoring final certificate	One month
10. Interest for delayed payment	Three percent per annum

Place:

Date:

Signature of the Tenderer:

Name and Address:

सामग्री के लिए अनुमोदित ब्रांडों की सूची

LIST OF MATERIALS OF APPROVED BRAND MATERIALS

S no	Material	Make
1	Cement	A.C.C, Ultratech, Coramandal, Birla, Ambuja or approved equivalent.
2	White Cement	Birla White, J.K. White or approved equivalent
3	Marine Plywood/ Veneer	Kitply, Century, National/ Green/Anchor/ Duro or approved equivalent
4	Laminate	Greenlam, Formica, Decolam, Sundeck, Kitlam, Century, or approved equivalent.
5	Adhesives (Synthetic Resin Adhesive)	Fevicol SH, Araldite, Movicol HV of Mafatlal, Bal Endura or approved equivalent
6	Glass	Modi Guard, Saint Gobain, Float Glass India (Asahi) or approved equivalent
7	Locks	Godrej, Enox, Vision/Vijayan or approved equivalent
8	Screws (Oxidized)	GKW, Atul, Hilti, Super Screws or approved equivalent
9	Hardwares	Earl Bihari (EBCO), Shalimar, Vijayan, Hettich or approved equivalent
10	Handles	Godrej, Dorma or approved equivalent
11	Wood Paints/ Primers/ thinners/Polish/ preservatives etc.	Asian Paints Ltd., ICI Ltd, Jenson & Nicolson Ltd, Kansai Nerolac Ltd, Berger Ltd, or approved equivalent
12	Water Proofing Chemical	Fosroc/ Dr.Fixit/ Pidilite/ BASF or approved equivalent
13	BWR grade plywood	Century, Greenply, Kitply or approved equivalent
14	Corian	Dupont Corian, Merino, LG or approved equivalent
15	HDHMR Board	Century, Greenply or approved equivalent

16	Aluminium sections	Hindalco/Jindal or approved equivalent
17	Carpet tiles	Welspun or approved equivalent
18	Fluted panels/ WPC	Eiwood or approved equivalent
19	ACP Wall Panels	Eurobond, Alucobond, Aludecor, or approved equivalent
20	Fire retardant paints	Shalimar, Berger or approved equivalent

Note:

- a) Apart from the above noted approved brands, any other equivalent brand can be used with the approval of the Bank.
- b) The Contractor shall produce samples of 2-3 makes as the case may be for Bank's approval before using the same in the works.
- c) Materials approved by the Bank shall only be used in the work.

Date:

Place:

Signature of the Contractor with seal

ड्राइंग Drawing



मात्रा की अनुसूची के लिए नोट्स

Notes for Schedule of Quantities (Price Bid)

1	The Schedule of Quantities shall be read in conjunction with the specifications, Tender drawings and bid documents. CONTRACTOR shall not rely merely on the description given in the Schedule of Quantities.		
2	Quantities of work indicated in the Schedule of Quantities are only approximate and are given to provide a common basis for bidding. The actual quantities of work shall be ordered by Employer as shown on the final drawings released for Renovation. No claim shall be entertained from CONTRACTOR if the actual quantities or items of work differ from those indicated herein, except where stated otherwise. The Engineer-in-charge reserves the right to modify any aspect of the scope of Tender at any time during work.		
4	Quoted Prices shall be in Indian Rupees only.		
5	Unit rates shall be submitted for all items, and they shall be firm for the entire duration of the contract and any approved extended period.		
6	The quantities of work carried out against each item shall be measured and paid at the rates quoted in the Schedule of Quantities where applicable or otherwise at such rates and prices as may be fixed within the terms of the Contract.		
7	BIDDER shall be deemed to have allowed in his rates the provision, maintenance and final removal of all temporary works of whatsoever nature required for the proper execution of the works, except for those temporary works for which specific items have been provided in Schedule of Quantities.		
8	Abbreviations used are as under:		
	i)	No.	Number
	ii)	Cu m	Cubic metre
	iii)	Sq m	Square metre
	iv)	M	Metre
	v)	LS	Lump sum
	vi)	MT	Metric Tonne
	vii)	Kg	Kilogram

भाग- II(मूल्य बिड)
PART – II (PRICE BID)

**Provision of New Executive Conference Table for Conference Room
at 3rd floor, Office Building, Reserve Bank of India, Kochi**

Sl. No	Description of work	Qty	Unit	Rate in ₹ (Excluding GST)	Amount in ₹ (Excluding GST)
01	Providing, making and fixing / installation of executive type Conference table of size approximately 8.30 meter long, both end side width of approximately 2.05 meter wide and offset of approximately 0.60 meter on both sides and 0.85 m at the centre and the table over all height floor to top level of 800 - 830 mm, other details as per enclosed lay-out plan & Architectural drawing. It shall make of box type table top approximate width 0.85 meter middle hollow consist table top with 25 mm thickness IS 710 BWP (Boiling Water Proof) grade and complying to fire retardant properties as per the latest version of IS 5509:2021 (Green, Century, Royale or any other approved make) plywood as per design finished with 4mm thick veneer of IS 710 grade (Green, Century, Royale or any other approved make) on both sides of the table frame including the table top and approved shade and providing and fixing of approximate size 80mm x 30 mm or any other approved size table corner moulding in 2nd class teak wood/ plywood along all sides with front face and both edge half round mirror finish. The table lower , side, middle, bottom box all table framing shall all be made up of made of 25 mm IS 710 BWP grade (Green, Century or ant other approved make) ply board finished with 4.0 mm thick veneer of IS 710 grade of approved make on both sides. The	1	Job		

Sl. No	Description of work	Qty	Unit	Rate in ₹ (Excluding GST)	Amount in ₹ (Excluding GST)
	<p>cable manager tray shall be of box type made with IS 710 BWP grade 16.00 mm thick plywood and finished with 3.0 mm thick veneer of same IS 710 grade of approved make on both sides and shall be of approximate size of 18 x 18 cm box as per attached Architectural drawing or as directed by Bank's Engineer. The work shall include framing and fixing of plywood and veneer with required nails, screws, adhesives, etc. all complete as directed by Bank's Engineer and the quoted rates shall include the cost of materials, transportation, hardware's, etc. The Tabletop and other all visible areas and inside of cable tray should be finished with Corian countertop of DuPont/ Merino Hanex or any other approved make of minimum 6/8 mm thickness or any other thickness/size as per instructions of Bank's Engineer, the edges to be joint should be straight, smooth and clean and the work shall also include making grooves of required dimension at spacing as mentioned in Architectural drawing. Joints should only be made with joint adhesive for Corian sheet or as per manufacturer's specification. All the corners of cutout must be rounded to 5mm radius and edges smoothened, both on top & bottom, all around a cutout. "L" & "U" shaped corners need smooth 5mm radius inside corner, all complete as per the direction of Bank's Engineer/ Architect. The work shall also include providing and fixing of decorative laminate of about 1 mm thickness around centre portion of table as per the attached Architectural drawing in various pattern or design as instructed by Bank's Engineer/ Architect. Basic Price for Corian/ Merino Hanex or any other approved make shall be Rs. 650/-</p>				

Sl. No	Description of work	Qty	Unit	Rate in ₹ (Excluding GST)	Amount in ₹ (Excluding GST)
	<p>per sq.ft. Ex-showroom price excluding taxes.</p> <p>Note- The work shall include providing and applying of wood preservative of approved make and applied as per Manufacturer's specification over the top veneer surface before the application of final finishing Corian sheet over the entire frame and inside surfaces.</p> <p>The rates quoted shall include any structural modifications/ cutouts at site for fixing of mics, cable cubby units, etc. as recommended by Bank's Engineer.</p>				
Sub Total (A): (₹)					
GST @18% (B): (₹)					
GRAND TOTAL (A)+ (B): (₹)					

Place:

Date:

Signature of the Tenderer
with name and seal