



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

**E-Tender for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes packed in boxes and /or coins packed in bags and taxi for police escort / Bank personnel, in the UT of Jammu and Kashmir and UT of Ladakh, for the period from April 01, 2026 to March 31, 2028, i.e., for two financial years.**

Reserve Bank of India, Jammu invites e-tender for 'Supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes packed in boxes and /or coins packed in bags and taxi for Police escort/Bank personnel, in the UTs of Jammu and Kashmir and Ladakh, for the period from April 01, 2026 to March 31, 2028, i.e., for two financial years. The e-tendering shall be done through the e-tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eproc>). All eligible and interested companies / agencies / firms must register themselves with MSTC Ltd. through the above-mentioned website to participate in the e-tendering process. The Schedule of e-tender is as follows:

a)	Name of Work	Supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes packed in boxes and /or coins packed in bags and taxi for police escort and/ or bank / RBI representatives.
b)	e-Tender No	<b>RBI/Jammu Regional office/Estate/15/25-26/ET/954</b>
c)	Mode of Tender	E-Tendering System (Part I – Technical Bid and Part II – Financial Bid) through <a href="https://www.mstcecommerce.com/eproc">https://www.mstcecommerce.com/eproc</a>
d)	Date of NIT available to parties to download	<b>February 05, 2026, 1100 Hrs</b>
e)	Pre-Bid meeting	The Pre-bid meeting will be held in offline mode at Issue Department, RBI Jammu at <b>11:00 AM on February 13, 2026</b>
f)	Estimated Cost of Tender	₹23,65,000/- (Two Year) (Exclusive of GST)
g)	Earnest Money Deposit	₹47,300/- payable through NEFT in favor of Reserve Bank of India, Rail Head Complex, Trikuta Nagar, Jammu - 180012 <b>Details for NEFT</b> Beneficiary Name: RESERVE BANK OF INDIA

		Beneficiary Ac No: 8714295 IFSC - RBIS0JMPA01 (5th and 10th being zero)
h)	Last date for submission of EMD	<b>March 02, 2026 at 1100 Hrs</b>
i)	Transaction Fees	To be paid through MSTC payment Gateway / NEFT/ RTGS in favor of MSTC Limited or as advised by M/s MSTC Ltd. (Transaction fee will NOT be charged by RBI)
j)	Date of Starting of e-Tender for submission of on-line Technical and Financial Bid at <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a>	<b>February 05, 2026, 1100 Hrs</b>
k)	Date of closing of online e-Tender for submission of Technical Bid and Financial Bid	<b>March 02, 2026 at 1100 Hrs</b>
l)	Date & time of opening of Part-I (Techno-Commercial Bid)	<b>March 02, 2026 at 1200 Hrs</b>
m	Date & time of opening of Part-II (Price Bid)	Date and time will be intimated to the tenderers who were found eligible after scrutiny of Technical Bid, through the email id provided by them.
n)	Address for Communication	Issue Department Reserve Bank of India, Rail Head Complex, Trikuta Nagar, Jammu - 180012, Jammu and Kashmir Tel: 0191-2440759 E-mail : <a href="mailto:issuejammu@rbi.org.in">issuejammu@rbi.org.in</a>

*\* In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.*

**Note:** All the tenderers must note that any amendments/corrigendum to the e-tender, if issued in future, shall only be notified on the website of RBI as provided above and shall not be published in any newspaper.

Regional Director  
Reserve Bank of India  
Jammu



**RESERVE BANK OF INDIA**

**Issue Department**

**Jammu**

**E-Tender for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes packed in boxes and /or coins packed in bags and taxi for police escort and/ or bank / RBI representatives, in the UTs of Jammu & Kashmir and Ladakh, for the period from April 01, 2026 to March 31, 2028, i.e., for two financial years.**

**RBI/Jammu Regional office/Estate/15/25-26/ET/954**

**Reserve Bank of India  
Issue Department  
Rail Head Complex, Jammu  
Jammu -180012  
INDIA**



## **Disclaimer**

Reserve Bank of India (the Bank), Issue Department, Jammu has prepared this document to give background information on the Contract to the interested parties. While the Bank has taken due care in the preparation of the information contained herein and believes it to be in order, neither the Bank 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 the Bank 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/ procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



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**RESERVE BANK OF INDIA**

**Issue Department**

**Jammu**

**Section – I**

**NOTICE INVITING TENDER (NIT)**

**(Only through e-procurement)**

**SCHEDULE OF TENDER (SOT)**

Two Part Tenders are invited by Reserve Bank of India (hereinafter referred to as “RBI”) from eligible bidders for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes packed in boxes and /or coins packed in bags and taxi for police escort and/ or bank / RBI representatives, for the period from April 01, 2026 to March 31, 2028, i.e., for two financial years in the UT of Jammu and Kashmir and UT of Ladakh.

2. The e-Tender along with the detailed tender notice is available at MSTC website <https://www.mstcecommerce.com/eprocn> and the website of the Bank at <https://www.rbi.org.in> under the menu “Tenders”.
3. All interested bidders must register themselves with MSTC and submit their bids through the above referred e-tendering portal along with all the supporting documents, complete in all respects, on or before March 02, 2026 (11:00 AM). The technical bids will be opened electronically on March 02, 2026 at 11:00 AM. The opening date of price bids for technically qualified bidders shall be communicated in writing to all such vendors, with acknowledgment to be obtained prior to the scheduled opening.
4. The Estimated cost of the work is approximately ₹11,82,500/- (Rupees Eleven Lakh Eighty-Two Thousand Five Hundred) (exclusive of GST) per year; and total cost of the work for two years is approximately ₹23,65,000/- (Rupees Twenty-Three Lakh Sixty-Five Thousand only) (exclusive of GST), however, the actual amount may vary.
5. Only those who fulfil the qualification criteria are eligible to participate in this tender. The selected bidder/s shall provide sufficient number of fully covered container trucks/vehicles for transportation of banknotes and coins for a period of two years i.e.,



from April 1, 2026 to March 31, 2028, which can be extended to a further period of one year, with or without any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

6. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein. Tender document can be downloaded from websites [www.rbi.org.in](http://www.rbi.org.in) and [www.mstcecommerce.com](http://www.mstcecommerce.com). Any amendment(s)/corrigendum/ clarifications with respect to this tender shall be uploaded on the RBI website /e-portal only. The tenderer should regularly check the RBI website/e-portal for any amendment/ corrigendum/ clarification on the above tender.
7. The services specified above have to be provided by the successful bidder/s to Reserve Bank of India, Issue Department, Jammu.



Schedule of the e-tendering process is as under:

Sr. No.	E-Tender Schedule	Schedule Date and Time
1	E-tender No.	<b>RBI/Jammu Regional office/Estate/15/25-26/ET/954</b>
2	Description of Works	Tender for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes packed in boxes and /or coins packed in bags and taxi for police escort and/ or bank / RBI representatives, in the UT of Jammu and Kashmir and UT of Ladakh, for the period from April 01, 2026 to March 31, 2028, i.e., for two financial years.
3	Mode of Tender	e-Procurement System on MSTC e-commerce site ( <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> ) (Online -Part I – Technical Bid and Part II – Price Bid)
4	Estimated Value of the work	Total cost of the work for two years is approximately ₹23,65,000/- (Rupees Twenty-Three Lakh Sixty-Five Thousand only) (exclusive of GST). Actual amount may vary.
5	Date of Notice Inviting Tender (NIT) available to parties to download	05.02.2026 (11:00 Hrs)
6	Transaction Fee	Transaction fee as applicable shall be paid through online mode of payment to MSTC Limited.
7	Earnest Money Deposit (EMD)	<b>₹ 47,300/- (Forty-Seven thousand Three Hundred only)</b> <b>Name: - RBI Jammu</b> <b>Account No: - 8714295 Account Type:- Current</b> <b>IFSC Code: - RBIS0JMPA01 (Both zero) NEFT Inward Account</b>
8	Date of Starting of e-Tender for submission of online	05.02.2026 (11:00 Hrs)





	Technical Bid and Price Bid at <a href="http://www.mstcecommerce.com/eproc">www.mstcecommerce.com/eproc</a>	
9	<u>Offline</u> – Pre-Bid meeting	13.02.2026 (11:00 Hrs), at Issue Department, RBI Jammu, Rail Head Complex, Jammu 180012
10	Date of closing of online e-tender for submission of Technical Bid and Price Bid	02.03.2026 (11:00 Hrs)
11	Last date of submission of EMD	02.03.2026 (11:00 Hrs)
12	Date of opening of Technical Bid	02.03.2026 (12:00 Hrs)
13	Date of opening of Price Bid	Date and time will be intimated to the tenderers who were found eligible after scrutiny of Technical Bid, through the email id provided by them.

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to accept or reject any or all e-tenders without assigning any reason thereof.

**Note:** All tenderers may note that any amendments/corrigendum to the e-tender, if issued in future, will be notified on the above websites of the Bank and MSTC (e-portal) only; and will not be published in any newspaper.

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



## **Section – II**

### **Important instructions for e-procurement**

Bidders are requested to read the terms & conditions of this tender before submitting the 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 technical bid as well as price bid will be done over the internet. The vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a PC connected with Internet. MSTC/RBI Jammu is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**NOTE:** The technical bid and the price bid has to be submitted on-line at [www.mstcecommerce.com/eproc](http://www.mstcecommerce.com/eproc)

- (i) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) => e-Procurement => PSU/ Govt. depts. => Select RBI Logo => Register as Vendor => Filling up details and creating own user id and password => Submit.
- (ii) Vendors will receive a system generated mail confirming their registration in their e mail which has been provided during filling the registration form. In case of any clarification, vendors may contact RBI / MSTC before the scheduled time of the e- tender.

#### **Contact person (RBI):**

- (i) Anil Kumar Reshi, Assistant General Manager  
Email: [anilkumarreshi@rbi.org.in](mailto:anilkumarreshi@rbi.org.in), Phone: 09419205380
- (ii) Saurabh Gupta, Manager,  
Email: [saurabhgupta1@rbi.org.in](mailto:saurabhgupta1@rbi.org.in), Phone: 08699407524
- (iii) Arsalan Khan, Assistant Manager  
Email: [arsalankhan@rbi.org.in](mailto:arsalankhan@rbi.org.in) Phone: 09910139306
- (iv) Rajat Sharma, Assistant  
Email: [rajatsharma1@rbi.org.in](mailto:rajatsharma1@rbi.org.in) Phone: 07006153216



**Contact person (MSTC Ltd):**

MSTC Central Helpdesk Numbers- 033-23400020/23400021/23400022

Email id - [helpdesk@mstcindia.co.in](mailto:helpdesk@mstcindia.co.in)

Contact person (MSTC):

I. Mr. Nitin Anand

Manager (NRO)

Mobile no: 9769760074

Email: [bmcdgmstc@mstcindia.in](mailto:bmcdgmstc@mstcindia.in)

II. Shri Pankaj Kumar

Deputy Manager (NRO)

Mobile no- 7229068247

Email - [cdgopn2@mstcindia.in](mailto:cdgopn2@mstcindia.in)

**B) System Requirement:**

(i) Windows 7 or above Operating System

(ii) IE-7 and above Internet browser.

(iii) Signing type digital signature

(iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

(v) To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied,

Tools => Internet Options => Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning “Enable Protected Mode”.

Other Settings:

Tools => Internet Options => General => Click on Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools => Internet Options => custom level (Please run IE settings from the page [www.mstcecommerce.com](http://www.mstcecommerce.com) once)

2. The Technical Bid and the Price Bid shall have to be submitted online at



[www.mstcecommerce.com/eproc](http://www.mstcecommerce.com/eproc). Tenders will be opened electronically on specified date and time as given in the Tender.

3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

#### **4. Special Note towards Transaction fee:**

The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login on the e-portal. 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 changes 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. **Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without making the payment towards 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.

5. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, the vendors are required to ensure that their corporate email ID provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

6. E-tender cannot be accessed after the due date and time mentioned in the NIT.

#### **7. Bidding in e-tender:**

a) 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.

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

c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Price Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → PSU/Govt. depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event

d) 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 is not running, then the vendor will not be able to save/submit his technical bid.

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

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

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

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

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

j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any 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.

k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

l) The 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.



m) No deviation of 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 and conditions for the tender.

**8.** Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

**9.** No deviation to the technical and commercial terms and conditions are allowed.

**10.** The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

**11.** Vendors are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) to familiarize themselves with the system before bidding.



### **Section - III**

#### **Instructions to Bidders**

<b>A. General</b>	
<b>1. Scope of Tender</b>	<p>The tenderer shall supply sufficient number of fully covered container trucks/vehicles having metallic body of sufficient thickness, preferably bullet / tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS), CCTV &amp; Hooter and taxi for police escort or bank/RBI representatives for transportation of banknotes packed in boxes and /or coins packed in bags from:</p> <ul style="list-style-type: none"> <li>(i) Railway station / Airports / Presses /Government Mints/any place/any currency chest or any Issue Office of RBI to the RBI, Jammu.</li> <li>(ii) RBI, Jammu to the currency chests located under its jurisdiction with carrier's risk (in case of coin transportation) or to any other place specified by RBI, Jammu.</li> <li>(iii) Currency chests located in the jurisdiction of the RBI, Jammu to RBI, Jammu/ or to any other place specified by RBI, Jammu.</li> <li>(iv) RBI, Jammu to outstation RBI Issue Offices with carrier's risk (in case of coin transportation).</li> </ul>
<b>2. Prohibited Practices</b>	<p>The Bank requires that tenderers, suppliers, contractors, interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:</p> <ul style="list-style-type: none"> <li>i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</li> </ul>



	<p>ii. “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>iii. “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and</p> <p>iv. “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</p> <p>(b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender in question;</p> <p>(c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;</p>
<b>3. Eligibility Criteria</b>	<p>The tenderers must be experienced, resourceful, financially sound and licensed entity (company / partnership / proprietary firm, etc.) and fulfilling the following conditions:</p> <p>(i) The bidder must have at least three years' experience (ending month of March prior to bid opening) of similar type of services (similar work means each similar completed work executed under a single tender/contract) to Central/ State Government/ PSUs/ Nationalized Banks/ Reputed organizations. Services rendered with list of such</p>





	<p>Central/ State/ PSUs / Nationalised Banks with duration of service shall be furnished.</p> <p>(ii) The bidder must have successfully executed/completed similar services (definition of "similar services" should be clearly defined), over the last three years i.e., the current financial year and the last three financial years: -</p> <p>a). Three similar completed services <b>with each costing</b> not less than the amount equal to 40% (forty per cent) of the estimated cost (of two years); or</p> <p>b). Two similar completed services <b>with each costing</b> not less than the amount equal to 50% (fifty per cent) of the estimated cost (of two years); or</p> <p>c). One similar completed service costing not less than the amount equal to 80% (eighty per cent) of the estimated cost (of two years)</p> <p>(iii) <b>Minimum average annual turnover of at least 30% of estimated cost of the contract</b> (of two years) during the last three financial years, ending 31 March of the previous financial year, supported by audited financial statements.</p> <p>(iv) Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank.</p> <p>(v) <b>Minimum number of 5 fully covered container trucks/ vehicles</b> having metallic body of sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS), CCTV and Hooter and having minimum storing capacity of 70 note boxes of average size being approximately (82 x 71 x 32) cm weighing approx.140 kgs./ Minimum 6-10 Metric Ton capacity for coin bags.</p> <p>(vi) <b>Minimum number of two seven (07) seater passenger vehicles</b> which would be used for the transportation of police escort / bank / RBI representatives accompanying the banknote/coin remittances from / to RBI, Jammu.</p>
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	<p>(vii) The tenderer shall have a valid Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.</p> <p>(viii) In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the Office for execution of contract.</p> <p>(ix) The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank.</p> <p><b>Note:</b> The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification/ eligibility.</p>
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<b>4. Amendment of Tender Document</b>	<p>4.1 At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website (<a href="http://www.rbi.org.in">www.rbi.org.in</a>) /MSTC portal. Any amendments / corrigendum issued shall be an integral part of this document.</p> <p>4.2 To give prospective tenderers reasonable time in which to take any/all amendments/corrigendum into account in preparing their Tenders, the Bank may, at its discretion, extend the deadline for the submission of tenders.</p>
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#### **B. Preparation of Tenders**

<b>5. Cost of Tendering</b>	The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
<b>6. Documents comprising the Tender</b>	<p>6.1 The tender shall comprise the following:</p> <p>Section I: Notice Inviting Tender (NIT)</p> <p>Section II: Important instructions for e-procurement</p> <p>Section III: Instructions to Bidders (ITB)</p> <p>Section IV: Terms and Conditions of the contract</p> <p>Section V: Tender Form – Part-I (Technical Bid)</p> <p>Section VI: List of Documents to be submitted with Technical Bid</p>



	Section VII: Evaluation of Part-I (Technical bid) Section VIII: Tender Form – Part-II (Price Bid)
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<b>7. Letter of Tender</b>	The tenderer shall submit the tender using the digital signature Class III via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.
<b>8.Documents establishing the qualifications of the Tenderer</b>	To establish its qualifications to perform the Contract in accordance with Section III (Para 3), the tenderer shall submit all relevant documents/records/information while submitting the tender.
<b>9. Period of validity of Tenders</b>	9.1 The tender validity period shall be 90 days from the last date of the submission of tender. 9.2 In exceptional circumstances, prior to the expiration of the tender validity period, the Bank may request tenderers to extend the period of validity of their tenders. The request and the responses shall be made in writing.
<b>10. EMD as Tender Security</b>	10.1 Tenderers need to submit necessary EMD and transaction fee to be eligible to bid online in the e- tender. Transaction fee is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. 10.2 Earnest Money Deposit of ₹47,300/- (Rupees Forty-Seven Thousand Three Hundred only) to be made to the Reserve Bank of India, Jammu through NEFT/RTGS. The Account and other details for transferring the EMD amount through NEFT/ RTGS are as under: <b>₹47,300/- (Rupees Forty-Seven Thousand Three Hundred only)</b> <b>Name: - RBI Jammu</b> <b>Account No:- 8714295</b> <b>Account Type :- Current</b> <b>IFSC Code: - RBIS0JMPA01 (Both zero)</b> <b>NEFT Inward Account</b>



## C. Submission and Opening of Tenders

<b>11. Submission, Sealing and Marking of tenders</b>	<p>11.1 Tenderers submitting tenders electronically shall follow the electronic e-tendering submission procedures specified in the instructions regarding e-Tender.</p> <p>11.2 The tenderers may submit their Technical Bid in the prescribed format (Part-I) along with the copies of all the necessary documents, as per the list of documents given in Section VI and Price Bid (competitive rates) in the prescribed format (Part-II). E-Tender with all information shall be submitted on or before the prescribed time on the last date.</p> <p>11.3 If desired/prescribed information is not submitted, the Bank will assume no responsibility for rejection of tender.</p>
<b>12. Deadline for Submission of Tenders</b>	<p>12.1 Tenders must be filled online through e-tendering process mentioned in this document, not later than the date and time indicated in this document.</p> <p>12.2 The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.</p>
<b>13. Late Tenders</b>	<p>No tender submission after the deadline shall be allowed on the e-portal.</p>
<b>14. Tender Opening</b>	<p>The Bank shall open the tenders electronically on the notified date.</p>
<b>D. Examination of Tenders</b>	
<b>15. Confidentiality</b>	<p>Information relating to the evaluation of tenders shall not be disclosed to tenderers, or any other persons not officially concerned with such process until information on contract award is communicated to all tenderers.</p>



<b>16. Clarification of Tenders</b>	<p>16.1 To assist in the examination, evaluation, comparison of the tenders and qualification of the tenderers, the Bank may, at its discretion, ask any tenderer for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the tenders.</p> <p>16.2 If a tenderer does not provide clarifications of its tender by the date and time set in the Bank's request for clarification, its tender shall be rejected.</p>
<b>E. Tender Evaluation and Comparison</b>	
<b>17. Qualification of the Tenderer</b>	<p>The Bank shall determine to its satisfaction whether the selected tenderer meets the qualifying criteria in accordance with Section III (Para 3).</p>
<b>18. Scrutiny/ Evaluation of Tenders</b>	<p>The tenders comprising two parts i.e., Part I on “<b>Scope of work and commercial conditions</b>” and Part II on “<b>Price Bid</b>” shall be submitted separately through e-tendering portal.</p> <p>i). Part I on Scope of work and commercial conditions to be submitted along with the following:</p> <ul style="list-style-type: none"> <li>a. Earnest Money Deposit through NEFT/ RTGS for an amount of <b>₹47,300/- (Rupees Forty-Seven Thousand Three Hundred only)</b>. No interest shall be paid on this deposit.</li> <li>b. Documents as mentioned in Section VI</li> </ul> <p>ii). Part II on “<b>Price Bid</b>” of the tender to be submitted separately comprising prices in Indian Rupees only with detailed break-up of price in the specified format given in <b>Section-VIII</b> both in figures and words. No other enclosure is permitted in Part II. Change of terms and conditions and deviations, if any, found in Part II of the tender will not be considered and will be treated as null and void. The rates</p>



	<p>quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.</p> <p>iii). Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, who choose to be present.</p> <p>iv). The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.</p> <p>v). Price bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on the date mentioned in this document.</p> <p>vi). The Bank will award the contract to the tenderer(s) whose bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has/have offered the Bid Price reasonable to the estimated, considering the values of all the component of the contract for arriving L1.</p> <p>vii). Tenders will be evaluated on the basis of the terms &amp; conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.</p> <p>viii). The work may be distributed based on KMs (Kilometers) covered during the year. The division of work will be as under.</p> <p>ix). The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.</p> <p>x). Price bid (Part II) of only such of those tenderers who are</p>
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	<p>found eligible</p> <ul style="list-style-type: none"> <li>a) In the event of there being more than one L1 bidder, the entire work may be equally distributed ((50:50), (33.3:33.3:33.3)) etc. among the L1 bidders.</li> <li>b) Otherwise, at the discretion of the Bank, the entire work may be split between L1 and L2 in the ratio of 60:40 (approx.) subject to the L2 bidder agreeing to accept the rates offered and accepted by L1 bidder. This is without any prejudice to the supply capacity of L1 bidder and is only meant to reduce complete reliance on one contractor.</li> <li>c) In case of L2 bidder is not agreeable to match L1 rate then L3, L4 etc. bidder in that order shall be given opportunity to match L1 rate for awarding the balance 40% of work.</li> <li>d) If L2, L3, L4 etc. are not agreeable to match the offered rate of L1, then the balance estimated work (40%) may also be awarded to L1 bidder.</li> </ul>
<b>19. Bank's Right to accept any tender and to reject any or all tenders</b>	<p>Keeping in view of sensitivity of the work, the Bank shall be at liberty not to accept the lowest bid or any tender and reserves the right to reject any or all the tenders at any stage of the tendering process, either in whole or in part, without assigning any reason.</p>
<b>F. Award of Contract</b>	
<b>20. Period of Contract</b>	<p>20.1 On receipt of the intimation from the Bank of the acceptance of his/ her tender, the successful tenderer shall be bound to implement the contract. The successful tenderer(s) shall sign an agreement within a week in accordance with the terms and conditions of the agreements, specified in Section IV, and the schedule of rates, finally arrived at.</p> <p>20.2 The award of contract shall be valid for a period of two years i.e., from (April 1, 2026 to March 31, 2028) at a time, which can be extended by the Bank at its opinion for a further period of one year with/without any variation in the terms and</p>



	conditions, subject to satisfactory performance of the contractual terms and conditions.
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## **Other Important Instructions:**

### **A. General Conditions:**

- (i) Bank is not responsible for the completeness of the tender document.
- (ii) In the event of any difference between figures and words of quoted rates, the rate in words shall be considered for evaluating the tender.
- (iii) The tenderer is expected to examine all instructions, forms, terms, and specifications in the tender document. Failure to furnish all / any information or documentation required by the tender document may result in the rejection of the tender.

### **B. Situations leading to disqualification / rejection of tenders**

- (i) Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the tender process. In such case the tender of the tenderer shall be liable for rejection, in addition to being blacklisted for a period of minimum one year extendable to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.
- (ii) All the tenders should be complete in all respects with all attachments / enclosures / annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out rightly and summarily rejected by the Bank.
- (iii) Tenders received by fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
- (iv) Bid proposals received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.
- (v) Tenders received after the due date and time shall be summarily rejected.
- (vi) Conditional tenders shall be straightway rejected, and no additional clause will be entertained.
- (vii) No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.
- (viii) Alternative proposals / time for completion shall not be permitted.



### **C. Dispute Resolution**

(i) If a dispute of any kind arises between the Bank and the contractor/ counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate /engage in amicable discussions.

(ii) If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The award passed by the arbitrator shall be binding on the parties and shall apply to the contract.

### **D. Force Majeure**

Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder, if such delay is caused by circumstances beyond its reasonable control including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

### **E. Disclaimer**

(i) Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.

(ii) The Bank reserves the right to modify, amend or supplement this document including all formats and Annexures.



(iii) While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

#### **F. Confidentiality Statement**

(i) The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this tender document.

(ii) The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.

(iii) This tender document does not purport to contain all the information each tenderer may require.

(iv) This tender document may not be appropriate for all persons, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.

(v) Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.

(vi) The Bank and employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.

(vii) This document and the information provided therein are confidential and intended solely for the use of the tenderer(s).



## **Section IV**

### **Terms and conditions of the contract for supply of sufficient number of fully covered container trucks/ vehicles for transportation of banknotes and coins**

#### **Scope of work:**

The tenderer shall supply sufficient number of fully covered container trucks/vehicles having metallic body of sufficient thickness, preferably bullet / tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS), CCTV & Hooter and taxi for police escort or bank/RBI representatives for transportation of banknotes packed in boxes and /or coins packed in bags from:

- (i) Railway station / Airports / Presses /Government Mints/any place/any currency chest or any Issue Office of RBI to the RBI, Jammu.
- (ii) RBI, Jammu to the currency chests located under its jurisdiction with carrier's risk (in case of coin transportation) or to any other place specified by RBI, Jammu.
- (iii) Currency chests located in the jurisdiction of the RBI, Jammu to RBI, Jammu/ or to any other place specified by RBI, Jammu.
- (iv) RBI, Jammu to outstation RBI Issue Offices with carrier's risk (in case of coin transportation)

#### **Eligibility:**

The tenderers must be experienced, resourceful, financially sound and licensed entity (company/partnership/proprietary firm, etc.) and fulfilling the following conditions:

- (i) The bidder must have at least three years' experience (ending month of March prior to bid opening) of similar type of services (similar work means each similar completed work executed under a single tender/contract) to Central/ State Government/ PSUs/ Nationalized Banks/ Reputed organizations. Services rendered with list of such Central/ State/ PSUs / Nationalised Banks with duration of service shall be furnished.
- (ii) The bidder must have successfully executed/completed similar services (definition of "similar services" should be clearly defined), over the last three years i.e., the current financial year and the last three financial years: -
  - a. Three similar completed services with each costing not less than the amount equal to 40% (forty per cent) of the estimated cost; or



- b. Two similar completed services with each costing not less than the amount equal to 50% (fifty per cent) of the estimated cost; or
- c. One similar completed service costing not less than the amount equal to 80% (eighty per cent) of the estimated cost
- (iii) Minimum average annual turnover of at least **30% of estimated cost** of the contract during the last three financial years, ending 31 March of the previous financial year, supported by audited financial statements.
- (iv) Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank.
- (v) **Minimum number of 5** fully covered container trucks/ vehicles having metallic body of sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangement, enabled with Global Positioning System (GPS), CCTV and Hooter and having minimum storing capacity of 70 note boxes of average size being approximately (82 x 71 x 32) cm weighing approx. 140kgs/ minimum 6-10 Metric Tonne capacity for coin bags.
- (vi) **Minimum number of two seven (07) seater passenger vehicles** which would be used for the transportation of police escort / bank / RBI representatives accompanying the banknote/coin remittances from / to RBI, Jammu.
- (vii) The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
- (viii) In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the Office for execution of contract.
- (ix) The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank.

Note: The tenderers shall submit documentary evidences in support of their claims of possessing the required qualification/ eligibility.

**Commencement / Renewal:**

- (i) On receipt of intimation from the Bank of the acceptance of tender(s), the successful tenderer(s) shall be bound to execute and implement the contract. The successful tenderer(s) shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.
- (ii) Contract shall be valid for two years at a time (i.e., April 2026 – March 2028) which can be extended by the Bank at its opinion for a further period of one year, with / without



any variation in the terms and conditions, subject to satisfactory performance of the contractual terms and conditions. Thereafter fresh bidding for the new tender for the said service may be undertaken.

(iii) When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether she/he is willing to renew the contract for a further period on the existing terms and conditions.

#### **Earnest Money Deposit:**

An EMD of 2% of the total estimated cost of work as specified in the tender shall be collected in advance from all bidders.

#### **Performance Bank Guarantee**

(i) A Performance Bank Guarantee (PBG) for an amount equal to 5% of the contract value i.e., **₹1,18,250/-** (Rupees One Lakh Eighteen Thousand Two Hundred Fifty only) shall be obtained within 10 days after the issue of notification of award by RBI, from the contractor valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor. Submission of PBG shall be ensured as stipulated in the tender. In case of delays in submission in unavoidable circumstances, charges for the delay in submission of PBG shall be recovered from the bills of contractor at Bank rate. No interest shall be payable on the amount of the PBG.

(ii) The Performance Bank Guarantee (PBG) shall be for the due performance of the contract for the entire contract period also against any loss or damage caused to or suffered or would be caused to or suffered by the Bank. If the contract is renewed, the contractor will arrange to provide extended Bank Guarantee accordingly.

(iii) The Bank reserves the right to increase the amount of Bank Guarantee depending upon the amount of remittance and the contractor shall provide Bank Guarantee of additional amount.

(iv) The Bank Guarantee shall be released without interest after 3 months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from any agencies concerned or contractors' employees.

#### **Duties of the contractor:**

It shall remain the contractor's responsibility to successfully execute the contract till the completion of validity period. In case contractor fails to deliver the assigned work,



her/his PBG shall be invoked. Further, the contractor has to indemnify the Bank from any type of loss due to any negligence on its part and for which the Bank is not responsible.

(i) The Contractor shall, at all times during the Contract Period, within 12 hours from the receipt of written or verbal requisition to that effect from the General Manager/ Deputy General Manager, Reserve Bank of India, Issue Department, Jammu or any of his/her subordinate officer(s), supply adequate number of vehicles for transportation of coins packed in bags/ currency notes packed in boxes. Such requisition may be delivered to the contractor by means of telephone or mobile phone or e-mail or fax etc. The requisition notice may be cancelled by the Bank by issuing another notice, orally or in writing not less than three hours before the time fixed for transport of coin bags/ note boxes. In such case the Bank shall not make any payment to the contractor by way of remuneration, compensation, etc.

(ii) In urgent cases, certified by the General Manager/DGM-in-charge, Issue Department of the Bank, requisition with three hours' notice in lieu of twelve hours' notice, may be made by the Bank and shall be complied with accordingly by the contractor.

(iii) The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on a day/days declared as Public Holiday/s under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute/provision applicable in this respect.

(iv) The contractor shall not, in any circumstances, transport goods or any other item pertaining/belonging to any other person in the vehicles carrying the consignment of the Bank.

The coin bags will be handed over to the contractor at his/her own risk, he/she must provide necessary security arrangements for them. The contractor may arrange for insurance of the coins at his/her own cost in consultation with the Bank.

(v) The container trucks carrying remittances may be required to halt enroute after sunset in the nearest Police Station or District Police Head Quarters or any other place directed by the Police Authorities or by the Bank. Night halt charges shall be paid in such cases and the same may be quoted by the tenderer in the Price Bid II of the tender.

(vi) The contractor shall be required to obtain necessary route permits and pay all relevant taxes on his/her own.



(vii) The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and invoke the PBG.

(viii) In case of any breakdown of vehicle, the contractor shall be liable to provide services of crane/ stand-by/ alternate vehicle of similar specifications so that the remittance of the treasure is not delayed.

(ix) The contractor shall ensure that the vehicles are having valid permission issued by RTO concerned, Registration papers, permit, PUC certificate, Fitness Certificate, tax paid up to date, Insurance cover, etc. to the vehicles. The drivers of the trucks must have valid driving license. The contractor will indemnify and keep the Bank indemnified- against any loss, costs, charges and expenses incurred or suffered by the Bank on account of lack of said permit, license, certificates, etc.

(x) The Bank shall have the right to inspect or arrange inspection of the vehicles deployed by the contractor for the work at any time and declare any vehicle/ equipment unsafe and ask for its immediate withdrawal from the operation. The contractor shall ensure prompt/ immediate compliance of the same.

(xi) The work of the Bank should be carried out in a proper, careful, expeditious and efficient manner. The complete works/activities should be carried out without causing any damage to the note boxes, Bank's employees or officers, Bank's property, goods etc. and general public or any other person present in the premises of the Bank. The tenderer shall be required to work in close co-ordination with the contractor who will supply labourers/ mazdoors.

(xii) **The vehicles supplied by the contractor shall be less than 10 years old** and must be roadworthy and in good condition. These vehicles shall either be owned or leased by the contractors. In case of leased vehicles, the lease of vehicles shall not expire during the contract.

(xiii) The contractor shall make good and reimburse to the Bank any loss or damage sustained by reason of accident, fire, theft, robbery, looting of the treasure, in transit or by any defective vehicle or from any incompetence, negligence of the employees of contractor.

(xiv) The contractor shall submit periodic maintenance records of the vehicles to Bank. The contractor has to ensure that all the vehicles are equipped with necessary safety equipment including fire extinguisher.

(xv) The Contractor should have communication network for tracking the movement





of vehicles at any point of time. GPS should be provided for continuous tracking of truck.

(xvi) The container trucks/closed vehicles provided by the Contractor shall be equipped with wireless mobile communication system along with a hooter.

(xvii) The container trucks/closed vehicles provided by the Contractor shall have high resolution CCTV coverage of both passenger and cargo compartment. Communication should be maintained with the escort party commander (police) and the bank representative (Potdar). CCTV coverage and its storage should be in a manner that there is adequate coverage on both the compartments and treasure. The recording of same should be retrievable for any test/ investigation. The final decision, as to whether the container trucks meet the said requirements or not, will be that of the Bank.

### **Payment and Taxes:**

The payment will be made on monthly basis after the submission of bills for each consignment complete in all respects.

(i) The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. **The truck charges shall be paid only when the truck is carrying treasure. However, for taxi carrying police escort/ Banks personnel, to and fro charges shall be paid.**

(ii) The contract price shall be all inclusive consisting of fixed and operating charges and based on the Scope of Work, vehicle being supplied and also include inter alia Drivers' including other workmen's salary/uniform/food/allowances etc., Employees' State Insurance Corporation (ESIC) payment, Employee Provident Fund (EPF) payment, Bonus payment, Gratuity, insurance & overtime wages, if any, taxes & levies, parking charges, toll gate fees & all other charges.

(iii) The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.

(iv) All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from the dues payable or becoming payable to the contractor. PBG may be invoked as last resort.



(v) In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/ Officer-in-Charge, Reserve Bank of India, Jammu shall be final and binding to on both parties.

**Disqualification/ Termination/ Penalty:**

(i) It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case the tender of the tenderer shall be liable for rejection in addition to being blacklisted for a period of minimum one year extendable to three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.

(ii) The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination.

(iii) In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of vehicles or any breach of instructions of the contract, considered by the General Manager/DGM-in-Charge, Issue Department, Reserve Bank of India, Jammu to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-Charge in consultation with Regional Director/ Officer-in-Charge may impose a fine not exceeding Rs. 10,000 (Rupees Ten Thousand only) on the contractor for each instance.

(iv) In case of frequent or continued delay or in case of any breach by the Contractor of any of the provisions of this agreement, the Bank may terminate the contract with immediate effect by giving intimation in writing by the General Manager/Deputy General Manager-in-charge, Issue Department with the approval of the Regional Director/Officer-in-Charge on behalf of the Reserve Bank of India whether any penalty as herein before provided for such delay or breach has been imposed or not.

(v) Continuation of the contract shall be primarily depending upon the performance of the contractor. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated by giving three months' notice in writing.

(vi) If the Contractor failed to provide services for more than 3 occasions continuously, then the Bank has right to terminate the Contract with/without giving any notice whatever may be the reason. In such case the transporter has no power to claim compensation.



(vii) In all cases where the contractor has been levied a cumulative penalty of five percent of the total contract value, the extension beyond the initial period of two years may not be considered.

### **Compliance with Statutes:**

The contractor(s) shall abide by all relevant laws in force in the country and state(s) concerned. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible.

(i) The bidder must ensure adherence to various statutory provisions relating to labour, taxation, workmen safety, child and women labour, employment reservations, etc. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/Income Tax/ PAN/ EPF/ESI authorities/ Indian Registration Act 1908/ Labour license, etc.

(ii) The contractor shall abide by the provisions of the Motor Vehicle Acts and the rules of various States in force in the States concerned.

(iii) The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972, to their deployed Workmen as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.

(iv) The workmen should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen should be given Employees Provident Fund as per EPF Act, 1952, Bonus and/ or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen's Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill/Bank Guarantee without prejudice to the Bank's right to cancel the contract.

(v) The Contractor shall maintain all records and legal documents updated as per prevailing statute and have to produce before the management/statutory authorities as and when asked for.

(vi) The contractor shall submit the salary disbursement statements against the



signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it should be done in presence of the Bank's official under his signature. Alternatively, employees' bank account may be credited and bank statements indicating payment may be submitted.

(vii) The Principal Employer i.e., the Bank shall not be responsible for providing any employment benefits to the contract labour/workers/employees provided by the contractor to fulfil the duties assigned to him/her. In the event of the Bank as the Principal Employer being required/called upon to pay any amount to the contract labour/workers/employees engaged by the contractor due to lapse or default on his part in discharging his obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.

(viii) The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 by any mazdoor or other persons deployed by him for execution of the contract. In case of any complaint of sexual harassment against its employees/labour within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor, and he shall ensure taking proper action under the Act in respect to the said complaint. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

(ix) 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.

(x) 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 the Bank's employee, if sexual violence by the employee of the Contractor is proved.

#### **Non-Disclosure Clause:**

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 obligation 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



obligation under it or 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 the obligation of non-disclosure of confidential information under this agreement is fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

### **Workmen Safety and Insurance**

(a) The contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works.

(b) The contractor shall take out and maintain, at their own cost but on terms and conditions approved by the Bank, insurance against the risks, and for the coverage, as shall be specified in the contract.

(c) The contractor shall provide and ensure that sufficient protection gears like safety shoes, hand gloves etc., are being used by their workers while carrying out works.

(d) The Bank shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties/ for inspection or otherwise.

(e) The quoted rates shall not be less than the minimum wage fixed/notified by the State Government - where the service is performed and shall include all statutory obligations.

(f) The contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and Bank shall not be liable for any dues for availing the services of this personnel.

The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Bank. The contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral



character.

### **Dispute Resolution Mechanism & Arbitration**

(a) If a dispute of any kind arises between the Bank and the contractor/ counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate /engage in amicable discussions.

(b) If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The award passed by the arbitrator shall be binding on the parties and shall apply to the contract.

(c) It is to be duly noted that in the case of any/all disputes on terms and conditions of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously).

### **Documents required**

All the bidders should be asked to include the following information and documents with their bids:

1. Copies of original Registration certificate documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder. Appropriate business licenses/ registrations:

(a) GST registration certificate

(b) PAN

(c) Copies of EPF, ESI, Labour license

(d) Copy of valid license under the Private Security Agencies (Regulation) Act, 2005 or the similar Act/ Rules promulgated by State in which the service is performed (in case of Security Service)

2. Total monetary value of Services performed for each of the last five years.

3. Copies of work orders and experience in Services of a similar nature and size for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further



information on those contracts.

4. Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
5. Audited financial Statements for the last three years (Copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period).
6. Bank Account details.
7. Authority to seek references from the Bidder's bankers.
8. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount and,
9. Proposals for subcontracting components of the Services (if any) amounting to more than 10 (ten) percent of the Contract Price.

### **Scrutiny / Evaluation of tenders**

The tenders comprising two parts i.e., Part I on "**scope of work and commercial conditions**" and Part II on "**Price Bid**" shall be submitted through online bidding portal comprising of:

(i) Part I on **scope of work and commercial conditions** to be submitted comprising of -

(a) Earnest Deposit money in the form of NEFT / RTGS / Bank draft/ Pay order / Banker's cheque for **₹47,300/- (Forty-Seven thousand Three Hundred only)**

(b) No interest shall be paid on this deposit.

(c) Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.

(d) Documentary evidence and documents required to be submitted under the Tender.

(e) Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person.

(f) **Masked Indicative Price Bid listing all the components as per Price Breakup Schedule without indicating any prices.**

(g) Any other information the tenderer wishes to furnish.

(ii) Part II on "**Price Bid**" of the tender to be submitted comprising of prices in Indian Rupees only with detailed break-up of price both in figures and words. No other enclosure is permitted in Part II. Change of terms and conditions and deviations, if any, found in Part II of the tender will not be considered and will be treated as null and



void. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever. The rates quoted should be inclusive of all taxes, cess or duties, other levies applicable, if any.

(iii) Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, who choose to be present.

(iv) The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, etc., as prescribed in the tender document, the tenders that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.

(v) Price bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on subsequent working day or any other future date informed by the Bank.

(vi) The Bank will award the contract to the tenderer(s) whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has/have offered the Bid Price reasonable to the estimates considering the values of all the component of the contract for arriving L1.

(vii) Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc., mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

(viii) Keeping in view the sensitivity of the work, the Bank shall be at liberty not to accept the lowest bid or any tender and shall reserve the right to reject any or all the tenders at any stage of the tendering process, either in whole or in part, without assigning any reason.

(ix) In case of more than one (01) L1 bidder, the division of work will be as under:

(a) In the event of there being more than one L1 bidder, the entire work may be equally distributed ((50:50), (33.3:33.3:33.3)) etc. among the L1 bidders.

(b) Otherwise, the entire work may be split between L 1 and L2 in the ratio of 60:40 (approx.) subject to the L2 bidder agreeing to accept the rates offered and accepted by L1 bidder. This is without any prejudice to the supply capacity of L1 bidder and is only meant to reduce complete reliance on one contractor.

(c) In case L2 bidder is not agreeable to match L1 rate then L3, L4 etc. bidder in that order shall be given opportunity to match L1 rate for awarding the balance 40% of work.





(d) If L2, L3, L4 etc. are not agreeable to match the offered rate of L1, then the balance estimated work (40%) may also be awarded to L1 bidder.



## **SECTION-V**

### **PART I – SCOPE OF WORK AND COMMERCIAL CONDITIONS**

#### **Technical Bid Form**

**(Note- To be filled and uploaded in the e-tendering portal MSTC)**

Sr. No.	Particulars	Information submitted by the Bidder		
1	Name of the Tenderer			
2	Whether the tenderer is a Company, partnership firm or proprietary concern			
3	Name/s of the proprietor/ partners/ Directors (Copies of relevant documents to be enclosed)			
4	Name and designations of the persons who are authorized to execute the contract			
5	Registered address and contact address of the Company/Firm/Proprietorship Concern			
6	Telephone Number (s)	Office	Residence	Mobile
7	E-Mail Id			
8	Name and address of the office/local representative of the Tenderer within Municipal area of Jammu			
9	Experience in undertaking similar work (No. of Years) (Certificates are to be			



	attached)	
10	Average Annual Turnover of the last three years (audited financial statements are to be attached)	2022-23 (Rs. In lakh) 2023-24 (Rs. In lakh) 2024-25 (Rs. In lakh)
11	Net worth as per the latest audited balance sheet (Copy to be attached)	
12	Whether holding national Permit for the Vehicles (Photocopies of the National Permits of the vehicles to be attached)	
13	Name, address, IFSC Code, Account type and number of the Bank (copy of cancelled cheque to be attached)	
14	PAN/TAN/GSTN NO (Document to be attached)	
15	Phone Nos for conveying requisition by Bank's officials	Landline- Mobile- Fax



16 Details of trucks/Vehicles							
Sl. No.	Model Year	Registration Number	Whether the Trucks/Vehicles are GPS, CCTV, Wireless mobile communication along with hooter enabled having minimum storing capacity of 70 note boxes of average size of approx.. 82x71x32 cm weighing approx.. 140 kgs/minimum 6-10 MT for coins (Yes/No)	National Permit Number/ Date of Expiry	Whether the Trucks are having Metallic cover/locking arrangement? (Yes/No)	Expiry of the fitness certificate issued by RTO	How many vehicles can be arranged at a time by supplier

**17. Details of the institutions with which the tenderer has entered into similar contracts** (Documents / certificates in support thereof may be enclosed)

Sl. No.	Name of the Institution	Address and Telephone Number (submit relevant documents)	Period of contract	Actual value of the work done in the institution (₹)

18. Are the characters and antecedents of the drivers of the transport vehicles verified and certified by the police? - Yes / No

19. (a) Whether the tenderer has ever been blacklisted by RBI or State / Central Government Department? - Yes / No

(If the firm or its director/s have been debarred from applying or blacklisted by RBI or



convicted by any criminal court, they need not apply).

(b) Whether any proceedings against the firm or its director/s are pending in any court? Yes / No

If yes, then give details (A separate sheet may be attached)

20. Are the terms and conditions of the contract acceptable to the tenderer? – Yes/No  
If yes, a copy of the terms and conditions of the contract, given in Section-III and Section IV of this tender document, duly signed on each page, should be submitted with the tender.

21. Details of Earnest Money deposited through NEFT into the account of RBI, Jammu:

**NEFT Details:**

Amount: ₹47,300/- (Rupees forty-seven thousand three hundred only)

Name: - RBI Jammu

Account No: - 8714295

Account Type: - Current

IFSC Code: - RBIS0JMPA01 (Both zero) NEFT Inward Account

Proof of EMD payment with transaction number (scanned copy) shall be attached/uploaded. The bidders are also advised to send the proof with transaction number to [issuejammu@rbi.org.in](mailto:issuejammu@rbi.org.in); and [arsalankhan@rbi.org.in](mailto:arsalankhan@rbi.org.in) .

**22. Declaration: - Details to be submitted by the tenderer**

(a). I/ 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 me / us in writing.

(b). Should this tender be accepted, I/ we hereby agree to abide by and fulfil all the Terms Conditions of the Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.

(c). I/ we understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor.

(d). The tender is submitted through e-tendering process in two parts, i.e., Part I and Part II. Part I contains all commercial terms and conditions and technical particulars



and Part II contains only the price bid in the Bank's proforma.

(e). All the information given by me/us are true and correct to the best of my/our knowledge and belief and if any of them is subsequently proved to be wrong/incorrect, the Bank is free to take any penal action it may deem fit.

(f). I/we understand that our tender is liable for rejection at any stage if any information furnished by me/us is found to be incorrect/wrong and the decision of the RBI in this regard will be final.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

For and on behalf of M/s \_\_\_\_\_

\_\_\_\_\_  
(Signature with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

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

Witnesses:

(1) Signature with Name, address and date	(2) Signature with Name, address and date



## **Section VI**

### **List of the Documents to be submitted with the Technical Bid**

- (i). Experience Certificates.
- (ii). Audited financial statements for the last three years.
- (iii). Solvency certificate duly certified by the bank showing positive net worth as per the latest audited balance sheet.
- (iv). Relevant documents pertaining to the constitution of the firm with the details of the proprietor/ partners/ Directors, as the case may be.
- (v). Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
- (vi). Undertaking stating that the tenderer is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
- (vii). Copies of the PAN/TAN and GSTN number as applicable.
- (viii). Details of Office/local representative within Municipal area of the Jammu with relevant documents.
- (ix). Copy of Registration Certificates of the vehicles/Insurance copies/Fitness certificates (Minimum 5 vehicles).
- (x). Copy of the Driving licenses and Aadhar card of the drivers employed.
- (xi). Copy of certification of incorporation / certification of registration of the company.
- (xii). Photocopies of the National Permits of the vehicles.
- (xiii). Acceptance of the Terms and Conditions of the contract (contained in Section III and Section IV) by the applicant by submitting a copy of the same duly signed by the Tenderer along with the seal of the company.
- (xiv). Advice of the Earnest Money Deposited to RBI, Jammu Account through NEFT.
- (xv). Bank Statements for the last one year.
- (xvi). Copy of cancelled cheque of the firm.

**Note: All the above documents should be submitted/uploaded by the Tenderer along with the Technical Bid while submitting the Bids through E-Tender portal. In case of non-submission of any of the above documents by the tenderer, the tender will be treated as disqualified in Part-I at the sole discretion of the Bank.**



## **SECTION VII**

### **Evaluation of Part-I (Technical Bid)**

#### **Qualifying Criteria**

The eligibility criteria set earlier in this tender document must be fulfilled for consideration of technical bid. In addition, the following criteria will also be considered:

<b>Sl. No.</b>	<b>Parameters of Technical Evaluation</b>	<b>Whether fulfilling the parameters/submitted the necessary Documents (Yes/No)</b>	<b>Whether eligible to qualify Part-I of the Tender</b>	<b>Remarks</b>
1	Minimum three years of experience (ending month of March prior to bid opening) of similar type of services (similar work means each similar completed work executed under a single tender/contract) to Central/ State Government/ PSUs/ Nationalized Banks/ Reputed organizations. Services rendered with list of such Central/ State/ PSUs / Nationalised Banks with duration of service shall be furnished.			
2	Minimum average annual turnover of at least 30% of estimated expenditure of the contract during the last three financial years – to be supported by audited financial statements			
3	Positive net worth – Solvency certificate duly certified by the bank to be attached			
4	Whether holding National Permits for the Vehicles?			
5	Whether Characters and antecedents of the drivers of the transport vehicles verified and certified by the police? (If not done already, it must be done on awarding the contract)			
6	Whether the tenderer has ever been blacklisted by RBI or State/central Government Department?			
7	Whether any proceeding against the firm or its director/s are pending in any court?			





8	Are the terms and conditions of the contract given in Section III & IV of the tender document are acceptable to the tenderer? If yes, a copy of the same, duly signed on each page, should be submitted.			
9	Whether the Earnest Money Deposit of ₹5,00,000/- has been made to the Bank by the tenderer? If yes, a copy of the NEFT details to be attached.			
10	Whether the details of Office/local representative within Municipal area of the Jammu with relevant documents given.			

**Only those tenders fulfilling the above evaluation criteria will qualify in Part-I of the tender and will be eligible for Part-II i.e., Financial Bid. However, the Bank reserves the right to relax any norm under its sole discretion, but applicable to all.**



**SECTION-VIII**  
**PART II - PRICE BID**

**Trucks/ Vehicles/Taxis Charges for Transportation of Banknotes/ Coins**

Rates quoted for supply of sufficient number of fully covered container trucks/vehicles for transportation of banknotes/coins and taxis for transportation of Police Escort and Bank/RBI Representatives (01.04.2026 to 31.03.2028) **(exclusive of GST)**

Sr No	Nature of work	Rate	
		Words	Figure
1.	Transportation Charges of <b>Full Truck</b> (Fully covered with metal bodies) from Reserve Bank of India, Jammu to places <b>within Jammu</b> municipality limits <b>(Fixed rates)</b>		
2.	Transportation Charges of <b>Half Truck</b> (Fully covered with metal bodies) from Reserve Bank of India, Jammu to places <b>within Jammu</b> municipality limits <b>(Fixed rates)</b>		
3.	Transportation Charges of <b>Taxi</b> (minimum seating capacity of 07 persons) <b>within Jammu</b> municipality limits <b>(Fixed Rates)</b> .		
4.	Transportation Charges of <b>Full Truck</b> (Fully covered with metal bodies) from Reserve Bank of India, Jammu to <b>other places (on Per kilometer basis)</b>		
5.	Transportation Charges of <b>Half Truck</b> (Fully covered with metal bodies) from Reserve Bank of India, Jammu to <b>other places (on Per kilometer basis)</b>		
6.	Transportation Charges of <b>Taxi</b> (minimum seating capacity of 07 persons) from Reserve Bank of India, Jammu to <b>other places (on Per kilometer basis)</b>		
7.	Halting charges for truck (up to 24 hours)		
8.	Halting charges for Taxi (up to 24 hours)		

**\*All quoted rates should be exclusive of applicable GST rates.**

**Name of the Authorized Official of the Company/Firm:**

**Signature (With Seal of the Company/Firm):**

Note: Charges per km. (per day minimum running condition is not acceptable)  
(Proforma of Financial Bid placed above is for your reference only. Financial Bid to be filled in the MSTC e-tendering Portal Only)