



**Reserve Bank of India  
Issue Department  
Bhubaneswar**

**NOTICE INVITING E-TENDER (NIT)**

**E-Tender for Supply of sufficient number of adult and able-bodied Labourers for handling of Coin Bags and Note Boxes for Reserve Bank of India (RBI), Bhubaneswar**

**RBI/Bhubaneswar Regional Office/Issue/4/24-25/ET/955[Supply of Labour]**

The Regional Director, Reserve Bank of India, Bhubaneswar (hereinafter called “the Bank”), invites e-tenders under Two-Bid system (Technical & Price Bids) from reputed and experienced contractors holding valid licence for supply of sufficient number of adult and able-bodied labourers/ mazdoors as specified in requisition for:

- (i) Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Bhubaneswar or any premises identified by the Bank.
- (ii) Loading, unloading, weighing, carting, spreading, stacking of full note boxes in the premises of the RBI Bhubaneswar/ Railways Stations / Airports or any premises identified by the Bank.
- (iii) Collection, packing, shifting, stacking, loading of shredded currency note briquettes.

2. The period of contract will initially be for two-years, i.e., from April 01, 2025, to March 31, 2027 and may be extended by the Bank at its opinion for 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.

3. The Estimated cost of the work is approximately ₹50,00,000/- (Rupees Fifty Lakh Only) per year for the contract period of two years from April 01, 2025 to March 31, 2027. However, the actual amount may vary.

4. The detailed information regarding the above e-Tenders will be available at the MSTC website <https://www.mstcecommerce.com/eproc>. The details of eligibility criteria and the detailed notice inviting Tender are also available on the website of the Bank at <https://www.rbi.org.in>. The Tendering will be done through the e-Tendering portal of M/s MSTC Ltd. (<https://www.mstcecommerce.com/eproc>). All interested bidders must register themselves with M/s MSTC Ltd. Through the above referred website to participate in the e-Tendering process.

5. The last date for submission of online bids is March 13, 2025 (Thursday) up to 3:00 PM and Part-I of the Tender will be opened on March 13, 2025 (Thursday) at 4:00 PM. The Part II, i.e., price bids will be opened in respect of only those Contractors/bidders who satisfy all criteria stipulated in Part I. The date of opening of Price Bid will be intimated subsequently to the eligible bidders.

6. The schedule for the e-Tendering process is as under:

<b>E-Tender Schedule</b>	<b>Schedule Date and time</b>
Date and Time of Notice inviting Tender (NIT) and tender documents available to parties for viewing and downloading on Bank's Website and e-procurement portal (MSTC)	February 20, 2025 (Thursday) from 04:00 PM onwards.
Pre-Bid meeting (Offline mode)	February 28, 2025 (Friday) at 11:30 AM. Venue: – Issue Department, Reserve Bank of India, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751 001.
Date and Time of starting of e-tender for submission of online Technical (Techno Commercial) Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a>	March 03, 2025 (Monday) from 11:00 AM onwards.
Date and Time of closing the bidding of e-tender for submission of online Technical (Techno Commercial) Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a>	March 13, 2025 (Thursday) up to 3:00 PM.
Date & Time of opening of Part-I (Technical Bid)	March 13, 2025 (Thursday) at 4:00 PM.
Date & Time of opening of Part-II (Price Bid)	Will be intimated separately to all the eligible bidders.

7. The Bank reserves the right to accept or reject any or all e-Tenders without assigning any reason thereof.

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

**General Manager (O-i-C)**  
**Reserve Bank of India**  
**Bhubaneswar**



**RESERVE BANK OF INDIA  
Issue Department  
Bhubaneswar**

**E-Tender for Supply of sufficient number of adult and able-bodied Labourers for handling of  
Coin Bags and Note Boxes**

**RBI/Bhubaneswar Regional Office/Issue/4/24-25/ET/955[Supply of Labour]**

**PART I**

**Scope of work and commercial conditions**

**(Section I to VII)**

**Reserve Bank of India  
Issue Department  
Jawaharlal Nehru Marg  
Bhubaneswar  
Odisha-751001**

## **DISCLAIMER**

The Bank has prepared this document to provide background information of work 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 or any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied, as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The purpose of this document is to provide interested parties with information of work. Each bidder should conduct her/ his own investigations and analysis and should check the accuracy, adequacy, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

The Bank or its employees make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitutions or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption or information contained therein or deemed to form part of this document.

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 the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

This is an open tender. Those Bidder(s) who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate.

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

The Bank may at its discretion, assign one or more, or all items of work to the successful Bidder, for which rates are called for.

The agreement / contract is to ensure that bidder shall supply sufficient number of adult and able-bodied labourers/ mazdoors as specified in requisition for:

(i) Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Bhubaneswar or any premises identified by the Bank.

(ii) Loading, unloading, weighing, carting, spreading, stacking of full note boxes in the premises of the RBI Bhubaneswar/ Railways Stations / Airports or any premises identified by the Bank.

(iii) Collection, packing, shifting, stacking, loading of shredded currency note briquettes.

The Bank neither promises nor assures any specific quantity of job under the contract.

The Bank will under no circumstances be liable to reveal the criteria adopted for the final selection of the successful bidder to anybody.

Rates should be quoted both in figures and words in columns specified. In case of discrepancy, the rate quoted in words will be considered final. No advice of any change in rate or conditions after the opening of the tender will be entertained.

The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.

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**Reserve Bank of India  
Issue Department  
Bhubaneswar**

**Section- I**

**NOTICE INVITING TENDER (NIT)  
(ONLY THOROUGH E-PROCUREMENT METHOD)**

**SCHEDULE OF TENDER (SOT)**

**NOTE: THIS IS AN OPEN TENDER ENQUIRY. Those bidders who fulfil eligibility criteria as indicated in this document and submit the details as directed therein ARE ELIGIBLE TO PARTICIPATE IN THIS TENDER. Bidders may check their eligibility for participation in this Tender before submitting the bids.**

A. Nature of work	
The bidder shall supply sufficient number of adult and able-bodied labourers/ mazdoors as specified in requisition for: (i) Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Bhubaneswar or any premises identified by the Bank. (ii) Loading, unloading, weighing, carting, spreading, stacking of full note boxes in the premises of the RBI Bhubaneswar/ Railways Stations / Airports or any premises identified by the Bank. (iii) Collection, packing, shifting, stacking, loading of shredded currency note briquettes.	
B. E-Tender No.	<b>RBI/Bhubaneswar Regional Office/Issue/4/24-25/ET/955[Supply of Labour]</b>
C. Mode of Tender	e-Procurement System (Online) Part I – Technical Bid and Part II – Price Bid  <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a>
D. Estimated value of work	₹50,00,000/- (Rupees Fifty Lakh only) per year for the period of two years from April 01, 2025, to March 31, 2027.
E. Date and Time of Notice inviting Tender (NIT) and tender documents available to parties for viewing and download on	February 20, 2025 (Thursday) from 4:00 PM onwards.

Bank's Website and e-procurement portal (MSTC)	
F. Pre-Bid meeting (Offline) (Date, Time and Venue)	February 28, 2025 (Friday) at 11:30 AM. Venue: – Issue Department, Reserve Bank of India, Pt. Jawaharlal Nehru Marg, Bhubaneswar- 751 001.
G. Earnest Money Deposit (EMD)	₹1,00,000/- (Rupees One Lakh only) to be deposited in favour of Reserve Bank of India, Bhubaneswar in account No. 186003001 & IFSC– RBIS0BBPA01 of RBI, Bhubaneswar (by NEFT only) on or before the date given in NIT.  The proof of having remitted the EMD is to be uploaded in MSTC portal. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the official email ID: "Issue, Bhubaneswar" < <a href="mailto:issuebhubaneswar@rbi.org.in">issuebhubaneswar@rbi.org.in</a> >
H. Last date of submission/deposit of EMD through NEFT	March 13, 2025 (Thursday) up to 3:00 PM.
I. Transaction Fee	Payment of Transaction Fee as mentioned in the MSTC portal through MSTC payment gateway / NEFT / RTGS in favour of MSTC Limited.
K. Date of starting of e-Tender for submission of online Technical Bid and Price Bid at <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a>	March 03, 2025 (Monday) from 11:00 AM onwards.
L. Date of closing of online e-tender for submission of Technical Bid & Price Bid <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a>	March 13, 2025 (Thursday) up to 3:00 PM.
M. Date and time of opening of Part-I (Technical Bid)	March 13, 2025 (Thursday) at 4:00 PM.
N. Date & Time of opening of Part-II (Price Bid)	Will be intimated separately to all the eligible bidders.

The e-Tender notice along with the detailed tender document is available at the MSTC website <https://www.mstcecommerce.com/eprocn> and the website of the Bank at <https://www.rbi.org.in> under the menu "Tenders". All interested bidders must register themselves with MSTC through the above referred website to participate in the e-Tendering process.

Only those who fulfil the qualification criteria are eligible to participate in this tender. The contract shall be valid for two years at a time (i.e., from April 01, 2025 to March 31, 2027) 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.

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



<https://www.mstcecommerce.com/eprocn> and [www.rbi.org.in](http://www.rbi.org.in). Any amendment(s)/corrigendum/clarifications with respect to this tender shall be uploaded on the Bank's website/e-portal only. The bidder should regularly check the above website/e-portal for any amendment/ corrigendum/ clarification on the above tender.

The services specified above must be provided by the successful bidder/s to Reserve Bank of India, Issue Department, Bhubaneswar.

## SECTION – II

### INSTRUCTIONS FOR E-TENDERING

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

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

1.	<p>Process of e-tender:</p> <p><b>A) Registration:</b> The process involves Bidder's registration with the MSTC e- procurement portal which is free of cost. Only after registration, the bidder(s) can submit her/his/their bids electronically. Electronic Bidding for submission of Technical Bid and Price Bid will be done over the internet. The Bidder should possess Class III signing type digital signing certificate (DSC). Bidders are also requested to ensure the validity of their DSC. Bidders are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/ RBI Bhubaneswar is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL(TECHNO-COMMERCIAL) BID AND THE PRICE BID HAVE TO BE SUBMITTED ON-LINE AT <a href="https://mstcecommerce.com/eprocn/">https://mstcecommerce.com/eprocn/</a> (Version 3)</p> <ul style="list-style-type: none"><li>i. Bidders are required to register themselves online at <a href="https://mstcecommerce.com/eprocn/">https://mstcecommerce.com/eprocn/</a>.</li><li>ii. Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to Download Guide / Video / Registration.</li><li>iii. Bidders will receive a system generated email confirming their registration in their email which has been provided during filling of the registration form.</li></ul> <p>In case of any clarification, please contact MSTC/RBI, Bhubaneswar (before the scheduled time of the e-tender).</p> <p><b>Contact person (MSTC) For Bidders:</b></p> <p>HO Central Help Desk: (For bidders) Phone Number: +91-7969066600 <a href="mailto:helpdeskho@mstcindia.in">helpdeskho@mstcindia.in</a> (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.</p>
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**Contact person (MSTC Ltd):**

Name	Email ID	Mobile Number
Shri Mahesh Ramavath	<a href="mailto:rmahesh@mstcindia.co.in">rmahesh@mstcindia.co.in</a>	8801281004
Shri TDMV Satyasai	<a href="mailto:tsatyasai@mstcindia.co.in">tsatyasai@mstcindia.co.in</a>	6370350776
Help Desk/ Office	<a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a>	0674-2544199/ 2950091

**Contact person (RBI, Bhubaneswar):**

Name	Email ID	Mobile Number
Shri Navneet Deep, Manager	<a href="mailto:navneetdeep@rbi.org.in">navneetdeep@rbi.org.in</a>	9031137729
Ms Sulagna Ghosh, Assistant General Manager	<a href="mailto:sulagnaghosh@rbi.org.in">sulagnaghosh@rbi.org.in</a>	06742394866
Shri Umakanta Nayak, Assistant Manager	<a href="mailto:umakantanayak@rbi.org.in">umakantanayak@rbi.org.in</a>	9439505976

**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.

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. A) All bidders fulfilling the eligibility criteria as indicated in Section IV need to upload documents as indicated in Section VI in support thereof along with the tender. Only such bidder(s) shall proceed with bid procedure.
- B) Part I Technical (Techno-Commercial) bid will be opened electronically on specified date and time given in the NIT. Part II Price bid will be opened electronically of only those bidder(s) whose Part I Technical (Techno-Commercial) bid is found to be Technically (Techno-Commercially) acceptable to RBI, BHUBANESWAR. Such bidder(s) will be intimated the date of opening of Part II Price bid, through valid email confirmed by them.
- Note: The bidders are advised to offer their best possible rates. There would generally be no negotiations. Hence, bidders may note to submit the most competitive prices while submitting the price bid. However, in case the lowest bid/rate appears to be reasonable

	<p>considering the prevailing market conditions, the order may be awarded to the lowest bidder and if the bid/rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p> <p>C) All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
3.	<p><b>Special Note towards Transaction fee:</b></p> <p>The bidders 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.</p> <p>Transaction fee is <b>non-refundable</b>.</p> <p>NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event to give themselves sufficient time to submit the bid.</p> <p>Bidders are advised not to deposit cash in bank as it becomes difficult to ascertain the details of the remitter of such cash transactions.</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party’s account will not be accepted.</p> <p>In the case of failure to make payment towards Transaction fee for any reason, the bidder, in turn, will not have the access to online e-tender.</p>
4.	<p>A. Bidders are advised to make remittance of EMD to Reserve Bank of India, Bhubaneswar as advised in the NIT.</p> <p>B. Bidders are advised 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.</p> <p>C. Once documents are uploaded in the library, bidders can attach documents through Attach Document link against the tender. Please note that if the documents are not attached to any tender, the same cannot be downloaded by RBI Bhubaneswar and it will be deemed that the bidder has not submitted the documents. For further assistance please follow instructions of vendor guide.</p>
5.	<p>All notices and correspondences regarding the tender shall be sent by email only during the process till finalization of tender by RBI, Bhubaneswar as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their</p>

	<p>corporate email I.D. provided is valid and updated at the time of registration of bidder with the MSTC Ltd. Bidders are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).</p>
6.	<p>a) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the bidders only.</p> <p>b) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to bidder (s) who have downloaded the documents from web site. Please see website <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a> of MSTC Ltd.</p>
7.	<p>E -tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender).</p>
8.	<p><b>Bidding in e-Tender:</b></p> <p>a) Bidder(s) need to deposit/submit necessary EMD and Transaction fee separately for the e-tender. Transaction fees is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, BHUBANESWAR immediately after award of work.</p> <p>b) The process involves Electronic Bidding for submission of 'Technical Bid' and 'Price Bid'.</p> <p>c) Earnest Money Deposit (EMD) for a sum of ₹1,00,000/- (Rupees One Lakh only) shall be deposited in favour of Reserve Bank of India, Bhubaneswar A/c No. 186003001 &amp; IFSC Code: RBIS0BBPA01. (Please mention your company's name in the NEFT transaction remarks.) in the form of Online Payment/NEFT on or before 3.00 PM on March 13, 2025 (Thursday).</p> <p>The account details for payment through NEFT/RTGS are as follows. Beneficiary Name: Reserve Bank of India, Bhubaneswar IFSC: RBIS0BBPA01(0 is to be read as zero) Account No.: 186003001 Remarks: Issue Bhubaneswar – EMD for Supply of Labour Contract.</p> <p>Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded on the MSTC website.</p> <p>The Bidders are also advised to send the proof of remittance with transaction number (scanned copy) to <a href="mailto:issuebhubaneswar@rbi.org.in">issuebhubaneswar@rbi.org.in</a></p> <p>d) The bidder(s) who have submitted the above fees can only submit their Technical (Techno Commercial) Bid and Price Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement → New Common Portal → Bid Floor</p>

Manager→ live event →Selection of the live event→ Transaction fee->Common terms->Attach Documents->Price Bid.

e) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run then the bidder will not be able to save/submit his bid. (For details refer bidder guide & FAQ).

f) First the bidder needs to fill up the Commercial specification if any and save it. Then the bidder should fill up the Technical bid. After filling the Technical Bid, bidder should click 'save' for recording their Technical bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Technical 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, two more options will show up, "Withdraw bid" and "Delete bid". If the bidder wants to withdraw its bid permanently, then they should click withdraw bid link. He/she will not be able to bid again. If the bidder 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.

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

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

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

j) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful bidder shall be called hereafter **SUPPLIER/CONTRACTOR.**

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) Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.

n) The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender and reserves the right to cancel or reject or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

o) 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.

9. a) Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.

b) No deviation to the technical and commercial terms & conditions is allowed.

- c) RBI, BHUBANESWAR has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- d) The online tender should be submitted strictly as per the terms and conditions and procedures laid down on the website - <https://www.mstcecommerce.com/eprocn> of MSTC Ltd.
- e) The Bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
- f) The bid will be evaluated based on the filled-in technical & commercial formats.
- g) The documents uploaded by Bidder(s) will be scrutinized. In case any of the information furnished by the Bidder is found to be false during scrutiny, EMD of defaulting Bidder(s) shall be forfeited. Punitive action including suspension, blacklisting and banning of business may also be taken against defaulting Bidders.
- h) All the e-tenders for the said tender should be submitted only online on the portal of MSTC Ltd not later than March 13, 2025 (Thursday) by 03:00 PM.
- i) Since this is an e-tendering process, Tenders sent in physical form through post or deposited in any Quotation Box shall not be accepted. Similarly, Tenders submitted through Fax or Email shall not be accepted. No Tenders received online after the expiry of the timeline shall be entertained under any circumstances whatsoever.

## SECTION III

### INSTRUCTIONS TO BIDDERS

<b>A. General</b>	
<b>1. Scope of Tender</b>	<p>The bidder shall supply sufficient number of adult and able-bodied labourers/ mazdoors as specified in requisition for:</p> <ul style="list-style-type: none"><li>(i) Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Bhubaneswar or any premises identified by the Bank.</li><li>(ii) Loading, unloading, weighing, carting, spreading, stacking of full note boxes in the premises of the RBI Bhubaneswar/ Railways Stations / Airports or any premises identified by the Bank.</li><li>(iii) Collection, packing, shifting, stacking, loading of shredded currency note briquettes.</li></ul>
<b>2. Prohibited Practices</b>	<p>The Bank requires that bidder is 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> <ul style="list-style-type: none"><li>(a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:<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><li>(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;</li><li>(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</li><li>(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;</li></ul></li><li>(b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in prohibited practices in competing for the tender in question;</li><li>(c) may declare a bidder ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the bidder has engaged in prohibited practices in competing for, or in executing the contract;</li><li>(d) It is expressly stated that any worker / employee / partner / associate etc. of the Contractor coming and working within the Bank for the purposes of this contract or otherwise shall not claim to be employee of</li></ul>



	the Bank nor misuse the security pass/ identification issued to him/her for any unauthorized purpose within or outside the Bank premises during/after the contract period. The Contractor shall educate her/ his personnel/workers about this aspect and shall indemnify the Bank, in case any loss is caused to the Bank, because of violation of this clause.
<b>3.Risk and Cost</b>	In the event of any breach by the contractor or in the event of early termination of the contract, the contractor shall be fully liable to risk and cost in addition to any other remedy whichever the Bank may have under the contract.
<b>4. Eligibility Criteria</b>	Eligibility criteria to be followed as per Section IV of this tender document.

<b>5. Amendment of Tender Document</b>	<p>5.1 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's website/e-portal. Any amendments / corrigendum issued shall be a part of this document.</p> <p>5.2 To give prospective bidders 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>
<b>B. Preparation of Tenders</b>	
<b>6. Cost of Tendering</b>	<p>A Bidder will not have the access to online e-tender without making the payment towards transaction fee. The bidder 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. Transaction fee is not refundable.</p>
<b>7. Documents comprising the Tender</b>	<p>The Tender shall comprise the following:</p> <p><b>Part I: Technical (Techno Commercial) Bid (Scope of work and commercial conditions)</b></p> <p>Section I: Notice Inviting Tender (NIT)  Section II: Instructions for e-Tendering  Section III: Instructions to Bidders  Section IV: Terms and Conditions of the contract  Section V: Tender Form – Part-I (Technical Bid)  Section VI: List of Documents to be submitted with Technical Bid  Section VII: Evaluation of Part-I (Technical Bid)</p> <p><b>Part-II- Tender Form (Price Bid)</b></p>
<b>8. Letter of Tender</b>	<p>The bidder 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.</p>
<b>9. Documents establishing the qualifications of the Bidder</b>	<p>To establish its qualifications to perform the Contract in accordance with Eligibility Criteria stated in Section IV of this tender document, the bidder shall submit all relevant documents/records/information, as mentioned in Section VI of this tender document while submitting the Tender.</p>
<b>10. Period of validity of Tenders</b>	<p>10.1 The Tender validity period shall be 90 days from the last date of the submission of tender.</p> <p>10.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Bank may consider request from bidders to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
<b>11. EMD as Tender Security</b>	<p>11.1. Bidders need to submit necessary Earnest Money Deposit (EMD) and transaction fees to be eligible to bid online in the e-tender. Transaction fees is non-refundable. No interest will be paid</p>

	<p>on EMD. EMD of the unsuccessful bidder(s) will be refunded by the tender inviting authority. E-Tender bids received without the deposit of required EMD shall be rejected.</p> <p>11.2. EMD of ₹1,00,000/- (Rupees One Lakh only) to be deposited by way of NEFT in favour of Reserve Bank of India, Bhubaneswar on or before 3:00 PM on March 13, 2025 (Thursday). Please mention your company's name in the NEFT transaction remarks. The Account and other details for transferring the EMD amount through NEFT are as under:</p> <p>Amount: ₹1,00,000/- (Rupees One Lakh only)  Beneficiary Name: Reserve Bank of India, Bhubaneswar  IFSC: RBIS0BBPA01(0 is to be read as zero)  Account No.: 186003001</p> <p>Proof of Remittance of EMD with Transaction Number (Scanned copy) shall be attached/uploaded in MSTC website. The bidders are also advised to send the same to the email ID: <a href="mailto:issuebhubaneswar@rbi.org.in">issuebhubaneswar@rbi.org.in</a>.</p> <p>If the Bidder, after submission of the Bids, demurs or deviates from her/ his offer or modifies the terms and conditions thereof which are not acceptable to RBI Bhubaneswar, the EMD shall be forfeited without assigning any reasons thereof.</p>
<p><b>C. Submission and opening of tenders</b></p>	
<p><b>12.Submission, Sealing and Marking of tenders</b></p>	<p>12.1 Bidders submitting tenders electronically shall follow the electronic e-tendering submission procedures specified in the instructions regarding E-Tender.</p> <p>12.2 The bidders may submit their Technical Bid in the prescribed format (Section V) 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 date and time.</p> <p>12.3 If desired/prescribed information is not submitted, the Bank will assume no responsibility for rejection of Tender.</p>
<p><b>13. Deadline for Submission of Tenders</b></p>	<p>13.1 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>13.2 The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.</p> <p>13.3 Submission of tender in offline mode is not permitted.</p>

<b>14. Late Tenders</b>	No Tender submission after the deadline shall be allowed on the e-portal.
<b>15. Tender Opening</b>	The Bank shall open the Tender electronically on the notified date.
<b>D. Examination of Tenders</b>	
<b>16. Confidentiality</b>	Information relating to the evaluation of Tenders shall not be disclosed to bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all bidders.
<b>17. Clarification of Tenders</b>	<p>17.1 To assist in the examination, evaluation, comparison of the Tenders and qualification of the bidders, the Bank may, at its discretion, ask any bidder for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a bidder 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>17.2 If a bidder 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>18. Qualification of the Bidder</b>	The Bank shall determine its satisfaction whether the selected bidder meets the eligibility criteria as specified in Section IV of this document.
<b>19. Scrutiny/ Evaluation of Tenders</b>	<p>The tenders comprising two parts, i.e., Part I on "Scope of work and commercial conditions" (Technical Bid) and Part II on "Price Bid" shall be submitted separately through E-Tendering Portal comprising :</p> <p>i. Part I on Scope of work and commercial conditions to be submitted along with the following:</p> <ol style="list-style-type: none"> <li>a. Earnest Money Deposit through NEFT for an amount of ₹ 1,00,000/- (Rupees One Lakh only) in favour of Reserve Bank of India, Bhubaneswar in A/c No. 186003001 &amp; IFSC Code: RBIS0BBPA01. Please mention your company's name in the NEFT transaction remarks. No interest shall be paid on this deposit.</li> <li>b. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.</li> <li>c. Documentary evidences and documents required to be submitted under the Tender as mentioned in Section VI.</li> <li>d. Undertaking stating that the bidder is not a wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.</li> </ol>

- e. Masked Indicative Price bid listing all the components as per Price Break-up Schedule without indicating any prices.
- f. Any other information the bidder wishes to furnish.

ii. Part II on "Price Bid" 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 Part-II 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.

iii. The tenders, once opened, 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.

The Tenderers are advised to visit the site/s of work/s / activities, viz. Railway Station and Bank premises and acquaint themselves with the site conditions before submitting bids.

iv. Price bid (Part II) of only those bidders who are found eligible after scrutiny of their Part I of the tenders will be opened. Date and time for opening Price Bid (Part II) of the tenders will be intimated separately to all the eligible bidders through the email id/contact numbers provided by the bidders.

v. The Bank will award the contract to the bidder(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 cost considering the values of all the component of the contract for arriving L1.

vi. At the discretion of the Bank, the work may be distributed based on number of note boxes/coin bags lifted during the year. The division of work may 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 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.

	<p>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.</p> <p>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.</p> <p>vii. Tenders will be evaluated based on 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 bidders in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.</p> <p>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.</p>
<p><b>20. Bank's Right to accept any tender and to reject any or all tenders</b></p>	<p>The Bank reserves the right to accept or reject any tender and to annul the tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to bidders or assigning any reason thereof. Further the conditional bids shall be rejected outrightly.</p>

**Other Important Instructions:**

**A. General Conditions:**

- i. The Bank is not responsible for the completeness of the Tender Document.
- ii. In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the Tender.
- iii. The bidder 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.
- iv. The rates/quotes in the Price Bid shall be firm and final and will not be enhanced under any pretext during the period of the contract and as such the bidders may quote their rates taking in to account the probable future revisions in prices.
- v. Price Bids not conforming to the statutory obligations like Minimum Wages (Central Government of India), EPF, ESI, Bonus, etc., are liable to be rejected.
- vi. All statutory deductions, as applicable shall be made from the bills submitted by the Contractor. The Price Bid shall, therefore, be all inclusive.
- vii. Price Bids shall be inclusive of the cost of the uniform and identity cards and protective gear like hand gloves, helmets, masks, etc., provided by the Contractor to the personnel deployed.

- viii. There should neither be any case / charge under investigation / enquiry / trial against the Contractor, nor should he be convicted in a Court of Law or suspended / blacklisted by any organization on any grounds.
- ix. RBI reserves the right to recover any part or the whole of the amount of the performance bank guarantee for losses suffered by RBI due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation / insolvency or change of composition. The decision of RBI in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the Contractor and the decision shall not be questionable.
- x. In case the Contractor discontinues the Contract before the expiry of the period of Contract, his Performance Bank Guarantee shall be forfeited.
- xi. In the case of any pilferage, theft of or breakage, etc., to the property / assets of RBI, the Contractor shall be responsible for such losses. The Bank will be at liberty to deduct the amount of such loss from the monthly bills / Performance Bank Guarantee of the Contractor after holding an enquiry. The decision of the Bank to this effect shall be final and binding upon the parties. In case of unsatisfactory performance and violation of any condition of the tender / contract, the contract shall be liable to be cancelled and Performance Bank Guarantee will be forfeited.
- xii. In the case of any change in the constitution of the Contractor, the rights of RBI, Bhubaneswar should not suffer and the same shall be intimated to RBI in writing before effecting the same.
- xiii. The Contractor shall bear the stamp duty on the original of this agreement, which shall be executed in duplicate. The Bank shall retain the original and the contractor shall retain the duplicate.

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

- i. Any canvassing by or on behalf of the Bidder or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. In such case, the tender of the bidder 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 outrightly and summarily rejected by the Bank.
- iii. Tenders received by fax or email or any manner other than the specified manner 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 specified by the bidder in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.
- viii. Alternative Proposals / Time for Completion shall not be permitted.

ix. In the event of successful bidder(s) refusing to sign the agreement and execute the contract or rescind the contract or in any matter causes disruption of service, at any time during its validity, the EMD/Performance Bank Guarantee lying with the Bank shall be forfeited/invoked and the bidder(s) shall be blacklisted from participating in any tender in future.

### **C. Dispute Resolution**

i. 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).

ii. All disputes and differences of any kind shall be referred to the sole arbitrator, i.e., Regional Director / Officer-in-Charge, Reserve Bank of India, Bhubaneswar and his/her decision, in writing, shall be final and binding on the Service Provider. However, for any dispute/issue, not settled through arbitration, the legal jurisdiction shall be Bhubaneswar only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

### **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 but not limited to 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 bidders 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 bidder 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 its 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 bidder(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 and all other terms and conditions subject to which such information is provided.



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

iii. This Tender Document does not purport to contain all the information each bidder 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 bidder 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 its 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 Bidder(s).

I / we hereby declare that I / we have read and understood the above instructions for the guidance of bidders and contents of the standard agreement and accept the same.

Signature of the Bidder

Name

Designation

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SEAL

Witnesses: **Witness 1**

**Witness 2**

Signature _____ Name _____ Address _____ _____ _____ Date: _____	Signature _____ Name _____ Address _____ _____ _____ Date: _____
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## SECTION IV

### Terms and Conditions of the Contract for Supply of sufficient number of adult and able-bodied Labourers for handling of Coin Bags and Note Boxes

(To be finalized at the time of signing the agreement)

#### Scope of work:

The bidder shall supply sufficient number of adult and able-bodied labourers/ mazdoors as specified in requisition for:

- (i) Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Bhubaneswar or any premises identified by the Bank.
- (ii) Loading, unloading, weighing, carting, spreading, stacking of full note boxes in the premises of the RBI Bhubaneswar/ Railways Stations / Airports or any premises identified by the Bank.
- (iii) Collection, packing, shifting, stacking, loading of shredded currency note briquettes.

#### Eligibility:

The bidder must be a reputed, experienced and licence holder Labour Contractor having:

- (i) The bidder must have at least three years' experience as on March 31, 2024, of similar type of services to Central/ State Government/ PSUs/ Nationalized Banks/ Reputed organisations. 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 (such as loading, unloading, weighing, carting, stacking of boxes or bags provided to Central / State Government / PSUs / Nationalized Banks / Reputed organisations, etc.) over the last three years i.e., the current financial year and the last three financial years: -
  - a. Three similar completed services each costing not less than the amount equal to 40% (forty per cent) of the estimated cost; or
  - b. Two similar completed services 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 the estimated cost during the last three financial years, the last being March 31, 2024, duly supported by audited financial statements.
- (iv) The bidder shall have Positive net worth as per the latest audited balance sheet. The bidders shall submit solvency certificate issued by their banker (a scheduled bank) for any engagement up to a limit of ₹50,00,000/- (Rupees Fifty Lakh Only), in the prescribed format ([Annex I](#)).
- (v) The bidder should possess a valid licence, valid in the state of Odisha, issued by the Assistant Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour

- (Regulations and Abolition) Central Rules, 1971. In the case of non-possession of licence, as mentioned above, which is valid in the State of Odisha, the bidder should submit an undertaking that he/she will submit such valid licence to this office after successful award but before the commencement of the contract.
- (vi) The bidder shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
  - (vii) In the case of successful award of the contract, the bidder shall have an Office/ local representative within Bhubaneswar Municipal area for execution of the contract.
  - (viii) The bidder 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.
  - (ix) The bidder should engage only those contract employees who were not discontinued for unhealthy practices in the last three years at any organisation. (This is to ensure that those labourers on whom we received complaints are not engaged for three years)
  - (x) If the Bank is informed about unsatisfactory performance of a bidder or its allied firms for similar type of service in the last three years by any office of RBI or any other organisation, the bid of the bidder may not be considered. Allied firms (including the term 'affiliates'/ 'affiliated firm', 'sister concern', 'associated firm', 'related party' in different contexts) of a bidder/ contractor (Principal firm, includes Joint Venture Company) is a firm/ concern that comes within the sphere of effective influence of the principal firm, based on – i) Principal Firm being a proprietary firm owns it, ii) Principal firm being a partnership firm, has common (all or majority of) partners, or any one of partners having profit share of 20% or more iii) Common Management (say majority of director) with the Principal firm; iv) Partners or directors of the principal firm have a majority interest in the management; v) Principal firm has a controlling voice by owning substantial or majority (20% or more) shares; vi) Principal firm directly or indirectly controls or is controlled by or is under common control, by way of any agreement/ MoU or otherwise, vii) is a successor/ subsidiary to the principal firm or vice-a-versa; viii) have common offices/ manufacturing facilities.
  - (xi) Conflict of Interest among Bidders/ Agents: A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anticompetitive practices to the detriment of Procuring Entity's interests. All bidders found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this tender process, if: a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or b) receives or have received any direct or indirect subsidy/ financial stake from another bidder; or c) has the same legal representative/ agent as another bidder for purposes of this bid. d) has a relationship with another bidder, directly or through common third parties, which puts it in a position to have access to information about or influence the bid of another Bidder or influence the decisions of the Procuring Entity regarding this Tender process; or e) has a close business or family relationship with a staff of the Procuring Organisation who: (i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Tender Process, and/or the evaluation of bids; or (ii) would be involved in the implementation or supervision of resulting Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tender process and execution of the Contract.

Note: The bidders shall submit documentary evidence in support of their claims of possessing the required qualification/ eligibility. Please note that for being eligible to participate in the e-tendering process, all the prospective bidders are required to complete all the formalities prescribed by MSTC Ltd and also obtain necessary log-in id/password and knowledge for placing the bids in the system/portal. The System will not allow any person/firm to log-in at the portal of MSTC Ltd and view the tender document/other conditions without authentic log-id and password. Further, an e-tender / e-bid submitted without necessary approvals / supporting documents or by an entity who is found to be not satisfying any of the above criteria, will be rejected by the system and no request or claims for reconsideration will be entertained. Decision of MSTC Ltd. in this regard shall be final.

#### **Commencement / Renewal:**

- (i) On receipt of intimation from the Bank of the acceptance of his/her tender, the successful bidder shall be bound to execute and implement the contract. The successful bidder shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.
- (ii) The Contract shall be valid for the period of two years at a time, i.e., from April 01, 2025 to March 31, 2027, 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 and Performance Bank Guarantee:**

- (i) Interested bidders shall deposit **Earnest Money of ₹1,00,000/- (Rupees One Lakh only)** by way of NEFT in favour of Reserve Bank of India, Bhubaneswar in A/c No. 186003001 & IFSC Code: RBIS0BBPA01. Please mention your company's name in the NEFT transaction remarks. If the Bidder, after submission of the tender, demurs, resiles or deviates from his/their offer or modifies the terms and conditions thereof which are not acceptable to the Bank, EMD shall be forfeited without assigning any reasons thereof.
- (ii) E-Tender quotes received without the deposit of required EMD shall be rejected.
- (iii) For the proper performance of the obligations under the contract, within 10 days from the issue of notification of award by RBI, the successful bidder shall furnish an **irrevocable Performance Bank Guarantee (PBG)** from a scheduled commercial bank **for an amount equal to 5% of the annual contract value** in favour of the Bank. The PBG will remain valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor. In the 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 PBG.
- (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.

- (v) In case the invitation of e-Tender be withdrawn or cancelled by the Bank, which shall have the right to do so at any time, no compensation / reimbursement shall be payable to bidders for incurring expenditure in the process of submitting the tenders or preparation therefor or for the registration charges or other charges/fee paid by them to MSTC Ltd for getting registered.
- (vi) In case the successful Bidder fails to furnish the PBG as prescribed under this Tender Document, EMD shall be forfeited by the Bank, without prejudice to liability of the bidder for any further loss or damage incurred in consequence, by the Bank.

**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 their part and for which the Bank is not responsible.

- (i) The Contractor shall, at all times during the Contract Period, within twelve hours from the receipt of written or verbal requisition to that effect from the General Manager / Deputy General Manager-in-charge, , Issue Department, RBI, Bhubaneswar Regional Office or any of his/her subordinate officer(s), supply as many able bodied mazdoors/labourers as may be required for handling treasure boxes/bags containing notes/coins and also for miscellaneous incidental items of work in the Issue Department , RBI Bhubaneswar as may be specified in the notice.
- (ii) The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on 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.
- (iii) On urgent occasions/cases the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of three hours. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area, i.e., the safety-yard.
- (iv) 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 forfeit the PBG.
- (v) The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability/activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking and delivering the treasure boxes/ coin bags or by reason of any act of dishonesty or fraudulent conduct on his/her part or on the part of the mazdoors or other personnel engaged by the Contractor.
- (vi) The Bank shall have the right to direct the contractor not to engage the services of any mazdoor /worker who is incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the services of any workers / mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from

the Bank, the contractor shall immediately stop engaging the services of such workers / mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of ₹ 500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and invoke the PBG.

- (vii) The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/ she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager / Deputy General Manager-in-charge, Issue Department, RBI Bhubaneswar shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager / Deputy General Manager-in-charge, Issue Department, RBI Bhubaneswar determines that the amount of insurance cover is not sufficient (amount) or does not cover all the risks to which employees / mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/ Deputy General Manager-in-charge, Issue Department, RBI Bhubaneswar failing which the Bank may purchase insurance for the additional amount and / or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.
- (viii) The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees/ officials who shall be associated with carrying out of the work subject of this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees / officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees / officials verified by the Police Department before the commencement of the contract. Copies of valid Police Verification Report (PVR) of each mazdoor shall be furnished by the contractor.
- (ix) The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes and Coin Bags, Bank's employees or officers, Bank's property, goods, etc., and general public or any other person present in the premises of the Bank.
- (x) The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the Contractor. The maintenance of record/ muster for marking the presence/ absence of contract labour shall be the responsibility of the Contractor and such record/ muster shall always be under the control of the Contractor.
- (xi) The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

**Payment and Taxes:**

- (i) The payment will be made on monthly basis after the submission of bills for each consignment complete in all respects. The payment will be made after obtaining necessary certificates / data / information regarding completion of the work from various stakeholders and the bill/s being found to be complete in all respects. The Bank will not be responsible for any lesser claim made by the contractor.
- (ii) The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to the 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 prices quoted shall be inclusive of all taxes, duties, local levies, works contract tax, GST, or any other taxes as applicable imposed by Central/ State Government / Local Bodies at extant rates. If the Bidder fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards. All payments to the Contractor shall be subject to the Tax Deducted at Source, TDS-IGST, TDS-CGST, TDS-SGST whichever is applicable at the rate/specified under the relevant laws/rules in this regard.
- (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, Bhubaneswar shall be final and binding on both parties.

**Disqualification/ Termination/ Penalty:**

- (i) It will be treated as a serious misdemeanour in case a bidder attempts to do any canvassing by or on behalf of the bidder 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 bidder shall be liable for rejection in addition to getting blacklisted for a minimum period of one year extendable to 3 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 labourers/ mazdoors or any breach of instructions of the contract, considered by the General Manager/ Deputy General Manager -in-Charge, Issue Department, Reserve Bank of India, Bhubaneswar 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 ₹. 5,000/- (Rupees Five thousand only) on the contractor.

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 shall abide by all relevant laws in force in the country and in Odisha. 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 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/labourers as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.
- (iii) The workmen / labourer should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen /labourers 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 Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen /labourers. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract. The Contractor shall maintain all records and legal documents updated as per the prevailing statute and have to produce before the management/ statutory authorities as and when asked for.
- (iv) The Contractor shall not supply Child Labour, which is prohibited under Child Labour Act, 1986.
- (v) The wage period has to be fixed by the Contractor and it should not exceed one month. 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 monthly basis. All payments to the employees are to be made by the Contractor in the respective employees' bank accounts and bank statements indicating payments are required to be submitted to the Bank.
- (vi) The Principal Employer, i.e., the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor to lapse or default on his/ her part in discharging his/ her 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.
- (vii) 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/her for execution of the contract. In the case of any complaint of sexual harassment against its employees/labourer 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 of the said complaint. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

- (viii) 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.
- (ix) 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/system/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 the 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:**

- (i) 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.
- (ii) The contractor shall take out and maintain, at their own cost but on terms and conditions approved by the Bank, a Comprehensive All Risk Insurance cover for labourers and materials during the operation of the contract, against risks including but not limited to the personal injuries to the labourers engaged by him or to any third party, any loss or damage to the property of the Bank or any third party.
- (iii) The contractor shall provide and ensure sufficient protection gears like safety shoes, hand gloves, etc., are being used by their workers while carrying out works.
- (iv) 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.
- (v) The quoted rates shall not be less than the minimum wage fixed/notified by the Odisha State Government – where the service is performed and shall include all statutory obligations.
- (vi) The contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Bank shall not be liable for any dues for availing the services of the personnel.

- (vii) 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**

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

### **Jurisdiction and Governing Law:**

The agreement shall be subject to the jurisdiction of the courts at Bhubaneswar. The agreement is governed by the laws of India.

### **Amendment**

No amendment to this agreement shall be effective unless it is in writing and signed by duly authorised representatives of both parties.

### **Payment of Stamp Duty**

The Contractor shall bear the stamp duty on agreement and shall ensure that the agreement is stamped with proper duty chargeable thereon as per the prevalent Odisha state Stamp Act. The agreement shall be executed in duplicate, and the Bank shall retain the original and the contractor shall retain the duplicate.

## SECTION-V

### **PART I – SCOPE OF WORK AND COMMERCIAL CONDITIONS- Technical (Techno Commercial) Bid**

#### **Letter of Offer**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Regional Director  
Reserve Bank of India  
Jawaharlal Nehru Marg  
Bhubaneswar- 751 001

Dear Sir,

Having examined the specifications and schedule of Quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the nature of the works specified in the said memorandum, Section III and Section IV of the tender document 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, at the rates mentioned in the attached Schedule of Quantities, specifications and in accordance with all respects, in Agreement with the 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.

#### MEMORANDUM

Sl. No.	Particulars	Details of Tender
1.	Description of works	<p>The bidder shall supply sufficient number of adult and able bodied labourers/ mazdoors as specified in requisition for:</p> <p>(i) Loading, unloading, weighing, carting, spreading, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Bhubaneswar or any premises identified by the Bank.</p> <p>(ii) Loading, unloading, weighing, carting, spreading, stacking of full note boxes in the premises of the RBI Bhubaneswar/ Railways Stations / Airports or any premises identified by the Bank.</p> <p>(iii) Collection, packing, shifting, stacking, loading of shredded currency note briquettes.</p>

2.	Estimated cost / expenditure which may be incurred by RBI Bhubaneswar during the contract period i.e. from April 01, 2025 to March 31, 2027	₹ 50,00,000/- (Rupees Fifty lakh only) per year for the two years The amount is indicative only and RBI Bhubaneswar is not under any obligation to incur expenditure equal to or exceeding the estimated cost / expenditure mentioned in this memorandum.
3.	Earnest Money Deposit (EMD)	₹ 1,00,000/- (Rupees One Lakh only) to be paid by way of NEFT in favor of Reserve Bank of India, Bhubaneswar in A/c No. 186003001 & IFSC Code: RBIS0BBPA01. Please mention your company's name in the NEFT transaction remarks.
4.	Performance Bank Guarantee (PBG)	The successful bidder shall furnish an irrevocable Performance Bank Guarantee (PBG) from a scheduled commercial bank of <b>5% of the annual contract value</b> in favour of the Bank within 10 days of such intimation.
5.	Mode of payment	NEFT
6.	Contract Period	Two years (from April 1, 2025 to March 31, 2027)
7.	Extension of the contract	The contract may be extended by RBI Bhubaneswar at its discretion for a further period of one year, subject to satisfactory performance, with/without any variations in terms and conditions of the original contract agreement.

Should this Tender be accepted, I/we hereby agree to abide by and fulfil the terms, conditions and provisions of section IV of the tender document so far as they may be applicable.

Name of the Partner of the firm or the person Authorized to sign

Or

Name of person having Power of Attorney to sign the contract.

(Certified true copy of the Power of Attorney authorizing the above signatory should be enclosed). Failure to enclose the same shall lead to rejection of the Tender.

Yours faithfully,

Signature of the Bidder

## Technical (Techno Commercial) Bid Form

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

### a. General Information

1.1	Name of the Bidder				
1.2	Whether the Bidder is a company, LLP, partnership firm or proprietary concern?				
1.3	Date of formation of company / LLP / partnership / proprietary concern				
1.4	Name(s) of the Proprietor/ Partners/ Directors (Furnish documentary evidence such as Memorandum / Articles of Association, Partnership Deed, etc., and PAN in support)				
1.5	Name and designations of the persons who are authorized to execute the contract				
1.6	Registered address and contact address of the Company /Firm/ Proprietorship Concern (Please furnish proof of address such as Telephone Bill, Electricity Bill, Mobile Bill, etc.)	Local Address at Bhubaneswar		Registered Address	
		Pin code			
1.7	Telephone No. (with STD code)	Office	Residence	Fax	Mobile
1.8	E-mail addresses				

### b. Registration Particulars (Enclose copy of Certificates)

Sl. No.	Type of registration	Registration No.	Date of Registration
1	Income Tax- PAN (copy to be attached)		
2	Income Tax- TAN (for TDS)		

3	GST Registration No. (copy to be attached)		
4	Any other type of registration		
5	<p>Details of valid licence, valid in the state of Odisha, issued by the Assistant Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulations and Abolition) Central Rules, 1971. In the case of non-possession of licence, as mentioned above, which is valid in the State of Odisha, the bidder should submit an undertaking that he/she will submit such valid licence to this office after successful award but before the commencement of the contract (Copy to be attached).</p>		

### c. Financial Status of the firm

1	Average Annual Turnover of the last three years (audited financial statements are to be attached)	2021-22 (₹ 2022-23 (₹ 2023-24 (₹	In lakh) In lakh) In lakh)
2	Net worth as per the latest audited balance sheet (Copy to be attached)		
3	Current Account Number of the Bidder maintained with a bank		
4	Name and address of the bank and the branch where the above current account is maintained (Please submit a certificate from the banker or a cancelled cheque in support of the same)		
5	Whether any proceeding against the firm or its director/s are pending in any court? (Yes/No) <u>If yes please give details:</u>		
6	Whether the Bidder has ever been blacklisted by the Bank or State / Central Govt. department; (Yes/No) (If the firm or its director/s have ever been debarred from applying or blacklisted by RBI or convicted by any Criminal Court, they need not apply)		
7	Experience in undertaking similar work (No. of Years) (Certificates are to be attached)		

### d. Supply of Labourers

1	Maximum number of labourers the Bidder can arrange at a time if requested by the RBI. (On award of contract, the successful Bidder shall submit list of mazdoors, supervisors or other employees / officials who will be associated with carrying the work, photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, etc. The antecedents and character of all the employees shall be verified by the Police Department. (Before commencement of contract)	
2	Are you in a position to supply the required number of labourers at short notice?	

**e. Experience details:** Documentary evidence and relevant work experience certificates of having successfully completed similar works / contracts during last three years shall be submitted along with the tender, without which tender is liable for rejection at the discretion of RBI.

Sl. No.	Name of the Institution	Address and Phone No.	Contract Period	Actual Value of the work done in the Institution (₹)
1				
2				
3				

**f. Present Contracts**

Sl. No.	Name of the Client	Address and Phone No.	Contract Period
1.			
2.			

**g. Contact details: Details for conveying requisitions for labourers**

Sl. No.	Name	Designation	Phone Number	Mobile Number	Fax No	E-mail address
1.						
2.						

**h. Details of Earnest Money Deposit**

Sl. No.	EMD details	Particulars
01	NEFT details	
02	Amount (in figures and words)	
03	Name of the Bank	
04	Name of the Branch	
05	Address of the Branch	
06	Contact number of the Branch	
07	Email Address	

**i. Are the terms and conditions of the contract acceptable to the bidder? – 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.



**j. Declaration: - Details to be submitted by the bidder**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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. I/We shall not raise any dispute regarding the decision taken by RBI in this regard.

Dated this \_\_\_ day of \_\_\_ 2025

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

Signature

(With Seal of the Company/Firm):

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Place: \_\_\_\_\_ Date:

\_\_\_\_\_(Certified true copy of the Power of Attorney/authorized signatory of the above signatory should be enclosed)

Witnesses

- 1) Signature with Name, address and date

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2) Signature with Name, address and date

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**Notes:**

**The Bidders are advised to visit the site/s of work/s / activities, viz., the Bank premises and acquaint themselves with the site conditions before submitting the Tenders. The same shall be allowed only on the date of the pre-bid meeting.**

## Section VI

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

1. Letter of offer and Technical (Techno Commercial) bid form (Section-V) completely filled and signed.
2. 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 licences/ registrations:
  - a. GST registration certificate.
  - b. PAN.
  - c. Copies of EPF, ESI, valid Labour licence.
3. Total monetary value of similar services performed for each of the last three years.
4. 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. A client Certificate only in the prescribed format should be provided for each work executed (Prescribed format i.e. [Annex II](#) is attached).
5. Audited financial Statements for the last three years, i.e., 2021-22, 2022-23 and 2023-24. Copies of the Profit and Loss statements along with Balance Sheet for the concerned period.
6. Income tax returns of the last three financial years, i.e., 2021-22, 2022-23 and 2023-24.
7. The bidder shall have Positive net worth as per the latest audited balance sheet. The bidders shall submit solvency certificate issued by their banker (a scheduled bank) for any engagement up to a limit of ₹ 50,00,000/- (Rupees Fifty Lakh Only), in the prescribed format ([Annex I](#)).
8. Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
9. Bank account details (Copy of cancelled cheque).
10. Authority to seek references from the Bidder's bankers.
11. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
12. Undertaking stating that the bidder is not wilful defaulter to any bank/financial institution and there is no criminal case against the company/person.
13. Advice of the Earnest Money Deposited to RBI, Bhubaneswar Account through NEFT.
14. Bank Account statements for the last one year.
15. Furnish documentary evidence such as self-certified copies of contract, award letters, agreements, certificates issued by the previous clients, etc.
16. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount.

Note: All the above documents should be submitted (uploaded) by the Bidder along with the Technical (Techno-commercial) Bid while submitting the Bids through E-Tender portal. In case of non-submission of any of the above document by the bidder, the tender will be treated as disqualified in Part-I at the sole discretion of the Bank.

**Form of Bankers Certificate from a Scheduled Bank**

(To be submitted in Bank's Letter head)

To

Regional Director

Reserve Bank of India

Pt. J.L. Nehru Marg

Bhubaneswar- 751001

This is to certify to the best of our knowledge and information that M/s/Shri/ Ms having address at \_\_\_\_\_, is a customer of our bank since \_\_\_\_\_ and are/is respectable, solvent and can be treated as good for any engagement up to a limit of ₹ 50,00,000/- (Rupees Fifty lakh Only). This certificate is issued without any guarantee or responsibility on the bank or any of its officers. Other particulars are given below for your perusal and record:

Sl. No.	Particulars	Comments of the bank
1.	Composition of the firm (whether Proprietorship/ Partnership/ Private Limited/ / Public Limited.)	
2.	Name of the Proprietor/ all Partners/ all Directors of the firm.	
3.	Credit facility/ Overdraft facility enjoyed by the firm from the bank, if any	
4.	Irregularities in dealings, if any, with the bank account(s) of the firm.	
5.	Networth as per the latest audited balance sheet	
6.	Any other remarks	

(Signature and Stamp)

For the bank

Contact Number (mandatory field):

Contact Email Address (mandatory field):

Place:

Date:

**CLIENT'S CERTIFICATE - PERFORMANCE OF CONTRACTOR****(On Client's Letter Head)**

The Regional Director  
Reserve Bank of India  
Bhubaneswar

Date :

Dear Sir,

**Client's Certificate Regarding Performance of M/s \_\_\_\_\_**

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

	contractor	
	a) Technical Proficiency	Outstanding/Very Good/Good/Satisfactory/Poor
	b) Financial Soundness	Outstanding/Very Good/Good/Satisfactory/Poor
	c) Mobilization of Manpower	Outstanding/Very Good/Good/Satisfactory/Poor
	d) General behaviour	Outstanding/Very Good/Good/Satisfactory/Poor

**Note:** All columns should be filled in properly.

Signature of the Reporting Officer with office seal

**Name: -**

**Designation:**

**Contact  
details**

**Email:**

**Mobile:**

**Landline:**

## SECTION VII

### EVALUATION OF PART-I (TECHNICAL BID)

#### Qualifying Criteria

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

Sl. No.	Parameters of Technical Evaluation	Whether fulfilling the parameter/ Submitted the Necessary Documents (Yes/No)	Whether eligible to qualify Part-I of the Tender	Remarks
1.	Minimum three years of experience in undertaking similar works.			
2.	Whether the bidder has successfully executed/completed similar services over the last three years, - a. Three similar completed services each costing not less than the amount equal to 40% (forty per cent) of the estimated cost; or b. Two similar completed services 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.			
3.	Minimum average annual turnover of at least 30% of estimated cost of the contract during the last three years – to be supported by audited financial statements.			
4.	Positive net worth as per the latest audited balance sheet. Solvency certificate issued by a scheduled bank for any engagement up to a limit of ₹ 50,00,000/- (Rupees Fifty Lakh Only).			
5.	Whether the Bidder possess a valid licence issued by the Assistant Labour Commissioner, Government of India as mentioned in this tender document. If not, whether the bidder			



	has submitted an undertaking that he/she will submit such a valid licence to this office after successful award but before commencement of the contract.			
6.	Whether the bidder or allied firms has ever been delisted 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-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 ₹ 1,00,000/- has been made to the Bank by the bidder? If yes, a copy of the NEFT details to be attached.			
10.	Whether the bidder has an office/ local representative within Bhubaneswar Municipal Area?			

**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. Price Bid. However, the Bank reserves the right to relax any norm under its sole discretion, applicable to all**



**Reserve Bank of India  
Issue Department  
Bhubaneswar**

**E-Tender for Supply of sufficient number of adult and able-bodied Labourers for handling of Coin  
Bags and Note Boxes**

**RBI/Bhubaneswar Regional Office/Issue/4/24-25/ET/955[Supply of Labour]**

**PART II (PRICE BID)**

**Name of the Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Last Date and Time of Submission:**

**Part II**  
**Price Bid**  
**Labour (Mazdoor) Charges**

Sl. No	Particulars of Work to be carried out	Approximate weight per unit	Approximate Quantity (Number of Boxes/Bags) to be handled per year (Ai)	Rate per box / per bag (in ₹) (Bi) *	Ai x Bi (in ₹) (Column 4 x Column 5)
1	2	3	4	5	6
1.	(i) Removing Note Boxes / Coin Bags from the vaults, arranging, weighing and loading into the container at the Office Premises. A) Rate for Note Boxes B) Rate for Coin Bags	90-120 kg	A) 11282 Note Boxes.	A)	
		10-20 kg	B) 55480 Coin Bags	B)	
	(ii) Unloading Note Boxes/ Coin Bags from the Container at the Office, arranging, weighing and stacking in the vaults. A) Rate for Note Boxes B) Rate for Coin Bags	90-120 kg	A) 24236 Note Boxes	A)	
		10-20 kg	B) 23800 coin bags	B)	
2.	Shifting, spreading, carting and stacking the filled note boxes/ coin bags from one vault to another vault on the same floor/ different floor	90-120 kg	A) 19202 note boxes.	A)	
		10-20 kg	B) 12072 coin bags	B)	

	and in the same vault also. A) Rate for Note Boxes B) Rate for Coin Bags				
3.	Shifting of Empty boxes (Aluminum/wooden ) from lower / upper basement area to the safety yard in the Office premises.	5-10 kg	10214 note boxes.		
4.	Handling of Packed Bags of Shredded currency Note Briquette	50-55 kg	17654 briquette bags		
<b>Total</b> [ $\sum(A_i \times B_i)$ ]					

\* The prices (Rate per box/ bag) quoted above shall be inclusive of all taxes, duties, local levies, works contract tax, GST, or any other taxes as applicable imposed by Central/ State Government / Local Bodies at extant rates. If the Bidder fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.

Note- Lowest Bidder (L1) will be arrived at based on the approximate number of note boxes/ coin bags arrived by us for each item of work ( $A_i$ ) and the Rates Quoted by the bidder ( $B_i$ ) and using the Formula= $\sum(A_i \times B_i)$ .

#### Notes to Price Bid:-

- a. The bidder/s should quote rates for all the items of work and no part item of work will be contracted. The item of works vis-à-vis the weight of the box/bag may be carefully considered while quoting the price.
- b. The stacking of boxes can be up to height of 8-9 feet.
- c. Payment will be made for monthly intervals after verifying supporting documents of the payment by the Contractor of applicable minimum wages, Insurance premium, EPF, Gratuity, etc. The payment will be made after obtaining necessary certificates / data / information regarding completion of the work from various stakeholders and the bill/s being found to be complete in all respects. The decision of the Bank in this regard shall be final and binding on the bidder. The Bank will not be responsible for any lesser claim made by the contractor.
- d. The bidders are advised not to quote 'zero' amount in respect of any of the above items.
- e. Rates for items of work not enumerated herein and not agreed upon in the agreement shall be decided by the Bank in consultation with the contractor.

- f. I/We agree upon the items of work (as per particulars of work mentioned above) for which rates have been quoted by us. There may be marginal variation of the stages of work depending upon the place and the circumstances.
- g. Specific sanction of the GM/DGM-in-Charge, Issue Department, RBI, Bhubaneswar will be required for the supply of labour, for carrying out work/s other than what has been detailed in the particulars of work above.
- h. Activities/quantity/ scope of work mentioned above are indicative only as per experience and may vary in the future works. The said Activities/quantity/scope of works mentioned above will not be considered as basis for payments. Payments will be made on the actual works done basis only.

Signature of the Contractor

Seal

Date:

Place :

(Proforma of Price Bid placed above is for your reference only. Price Bid to be filled in the MSTC e-tendering Portal only.)