



**College of Agricultural Banking
Reserve Bank of India
University Road, Pune – 411016**

Tender Notice

Annual Maintenance Contract for maintenance of firefighting equipment and disaster management services at Reserve Bank of India (RBI), College of Agricultural Banking (CAB), Pune and its residential colonies

The tendering would be done through the e-tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com>). All the interested Bidders may register themselves with MSTC through the above referred website to be able to participate in the tendering process. The NIT Number and Schedule of the tender is given below:

Name of Department	Protocol Security and Logistics Section (PSLS)
NIT No.	RBI/CAB PUNE/Others/1/25-26/ET/45
Name of Work	Annual Maintenance Contract for maintenance of firefighting equipment and disaster management services at Reserve Bank of India (RBI), College of Agricultural Banking (CAB), Pune and its residential colonies
Total Estimated Cost	₹55 lakh per annum
EMD	₹1,10,000/-
View Tender Date	April 22, 2025 from 03:00 PM
Pre-Bid meeting date	April 29, 2025 at 11:30 AM at CAB, RBI Pune/ online, as per prevalent conditions
Web Site	www.mstcecommerce.com/eprocn
Start Bid Date	May 01, 2025 at 1:00 PM
Close Bid Date	May 14, 2025 till 02:00 PM
Bid opening Date	May 14, 2025 at 03:00 PM

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any amendments / corrigendum to the Tender, if issued in future, will only be notified on the website of RBI and will not be published in the newspaper.

Chief General Manager & Principal



**COLLEGE OF AGRICULTURAL BANKING
RESERVE BANK OF INDIA
UNIVERSITY ROAD, PUNE**

RBI/CAB PUNE/Others/1/25-26/ET/45

**E-TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR MAINTENANCE OF
FIREFIGHTING EQUIPMENT AND DISASTER MANAGEMENT SERVICES AT RESERVE
BANK OF INDIA (RBI), COLLEGE OF AGRICULTURAL BANKING (CAB), PUNE AND ITS
RESIDENTIAL COLONIES**

AT

**COLLEGE OF AGRICULTURAL BANKING AND ITS RESIDENTIAL COLONIES
UNIVERSITY ROAD, PUNE**

TECHNO COMMERCIAL BID

Name of Bidder: _____

Address: _____

Last Date of Submission of e-Tender	May 14, 2025 at 2:00 PM
Date of opening of Part-I	May 14, 2025 at 3:00 PM
Pre-Bid Meeting	April 29, 2025 at 11:30 AM

DISCLAIMER

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

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

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

Table of Contents

Notice Inviting Tender (NIT).....	4
Section I: Schedule of Tender (SOT).....	5
Section II: Instructions Regarding E-tender	7
Section III: General Instructions to Bidders.....	12
A. General.....	14
B. Contents of Tender Document	17
C. Preparation of Tenders	18
D. Submission and Opening of Tenders	19
E. Examination of Tenders	20
F. Tender Evaluation and Comparison	21
G. Award of Contract	21
Section IV: Evaluation/ Selection Criteria	23
Section V: General and Specific Conditions of Contract.....	27
Annexure I: Scope of Works	27
Annexure II: List of Fire Equipment installed in the Bank Premises.....	34
Annexure III: Details of Fire-fighting Staff required and their eligibility criteria.	36
Annexure IV: Duties and responsibility of Fire staff	38
Annexure V: Penalty Clause	45
Annexure VI: Form-1 of Technical Bid	57
Annexure VII: General Instructions regarding Techno-commercial and Financial bids.....	59
Section VI: Standard Formats (Annexure VIII to XV).....	65
Annexure VIII: Particulars of the tendering Company/Firm.....	65
Annexure IX: Check-list for Technical evaluation/ Documents to be uploaded in MSTC portal.....	67
Annexure X: Client's certificate regarding performance of company/agency/firm providing Firefighting Services	70
Annexure XI: Form Of Banker's Certificate from a Scheduled Bank.....	72
Annexure XII: Details of Bank Accounts	73
Annexure XIII: Details of previous experience	74
Annexure XIV: Proforma for Bank Guarantee for Security Deposit	75
Annexure XV: Proforma of Service Report:	79
Annexure XVI: PART II - Financial Bid	80
A. Price Bid Format I: (to be filled by bidder online).....	82

Notice Inviting Tender (NIT)

College of Agricultural Banking (CAB), Reserve Bank of India, (hereinafter called “the Bank”), invites E-tenders under Two–Bid system (Technical & Financial Bid) for the provision of Fire Fighting Staff for maintenance of firefighting equipment and disaster management services at **CAB, RBI and its residential Colonies**. The agreement shall be deployment for a period of one year i.e. for the period from **July 01, 2025 to March 31, 2026** and extendable up to two more years subject to mutual consent of both the parties and based on the satisfactory performance of the Service Provider / Eligible bidder / Vendor(s).

The bidders, having office/s in Pune/ Mumbai / Navi Mumbai, should electronically submit their proposal, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects **on or before May 14, 2025 (02:00PM)**. Bidders shall submit tender proposal along with refundable EMD of **₹1,10,000/- (Rupees One Lakh Ten Thousand Only)** complete in all respect as per the prescribed format. The technical bids will be **opened electronically on May 14, 2025 (03:00PM)**. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in and www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The bidder should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

**Chief General Manager & Principal,
CAB, RBI, Pune**

Section I: Schedule of Tender (SOT)

(Only through e-procurement)

a. Name of the Department	Protocol, Security and Logistics Section (PSLS), CAB, RBI, Pune	
b. e-Tender no:	RBI/CAB PUNE/Others/1/25-26/ET/45	
c. e-Tender name	Annual Maintenance Contract for maintenance of firefighting equipment and disaster management services at Reserve Bank of India (RBI), College of Agricultural Banking (CAB), Pune and its residential colonies	
d. Mode of Tender	e-Procurement System Online Part I - Techno-Commercial Bid and Part II – Financial Bid through (https://www.mstcecommerce.com/eprochome/rbi/)	
e. Estimated value of tender (including Taxes)	₹55,00,000/- (Rupees Fifty Five Lakh Only)	
f. Date of NIT available to the parties to download	April 22, 2025 at 3.00 P.M.	
g. Bidding start date of Techno Commercial Bid and Financial Bid at MSTC	May 01, 2025 at 1:00 P.M onwards	
h. Date of Pre Bid Meeting at PSLS, CAB, Pune	April 29, 2025 at 11:30 AM (Online/Offline as per prevalent conditions)	
i. Earnest Money Deposit (EMD)	<ul style="list-style-type: none"> • ₹1,10,000/- (Rupees One Lakh Thousand Only) by NEFT. • Due date of submission of EMD: up to 01:00 PM of May 14, 2025 • The account details for NEFT transactions are as under: 	
	Name of the Account Holder (as appearing in the Bank Account)	College of Agricultural Banking, Reserve Bank of India, Pune
	Account Number	8614038
	Type of Account (Savings, Current etc.)	Current
	PAN Number	AAIFR5286M
	Name of the Bank	Reserve Bank of India
	Name of the Branch	CAB, PUNE

	Address of the Bank	CAB, RBI, University Road, PUNE
	NEFT/IFS Code	RBIS0PUPA01 (0 in the code represents ZERO)
	Name of the Account	Sundry Deposit A/c-DAD
	GST Number	27AAIFR5286M1ZG
	<p>Kindly mention your name/ company name in the NEFT Transaction remarks to ensure proper identification of your transaction. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the following e-mail ID</p> <p>girdharilal@rbi.org.in</p> <p>thejaswikv@rbi.org.in</p>	
j. Last date for submission of EMD	May 14, 2025 by 1:00 PM	
k. Last date of online e-Tender for submission of Techno-Commercial Bid & Financial Bid	May 14, 2025 by 2:00 PM	
l. Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	May 14, 2025 at 3:00 PM	
m. Date & Time of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically only for those bidders whose Part-I (Technical Bid) submissions are found acceptable by CAB, RBI, Pune. These bidders will be notified about opening of Part-II (Financial Bid) via the valid email address provided by them.	
n. Transaction Fee	Payment of Transaction as advised by M/s MSTC Ltd to be paid directly to MSTC.	

Section II: Instructions Regarding E-tender

This is an e-procurement event of College of Agricultural Banking (CAB), Reserve Bank of India (RBI), Pune. The e-procurement Service Provider/ Contractor/ Vendor is MSTC Limited. You are requested to read and understand the Notice Inviting Tender and subsequent Corrigendum, if any, before submitting your online tender.

Process of E-tender:

A) Registration:

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

Special Note: The Technical Bid and The Commercial Bid Has to Be Submitted On-Line At www.mstcecommerce.com/eprocn/ (Version 3)

- a) Vendors are required to register themselves online with www.mstcecommerce.com/eprocn/. Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to Download Guide / Video / Registration.
- b) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e-tender).

Contact person (RBI):

i)	Shri Girdhari Lal, Assistant General Manager (PSLS), CAB, Pune	girdharilal@rbi.org.in , Phone No.: 020-25582339/ 9796699610
ii)	Shri Thejaswi K V, Asst. Manager (PSLS), CAB, Pune	thejaswikv@rbi.org.in , Phone no. 020-25582250/9164464243

Contact person (MSTC Ltd):

HO Central Help Desk/ERO Help Desk

Phone Number	Email
07969066600	helpdesk@mstcindia.co.in
Availability: 9:30 AM to 5:00 PM on all working days for all technical issues relating to e-Auction, e-Tenders, System settings etc.	

WRO Help Desk

Phone Number	Email
For E-procurement related queries Contact no: - 022-22870471/22886266	mstcwro@mstcindia.co.in
Other Numbers Contact no: - 022-22886261/22886265/ 22885567	
Availability: 10 AM to 6 PM on all working days for all technical issues relating to e-Auction, e-Tenders, System settings etc.	

B) सिस्टम आवश्यकता / System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 7 update 9 and above software to be downloaded and installed in the system.

To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level.

For more details, vendor may refer to the **Vendor Guide** and **FAQ** available at www.mstcecommerce.com/eproc.

2. Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the Notice Inviting Tender.

Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable to RBI, CAB, Pune. Such

bidder(s) will be intimated date of opening of Part II Price bid, through valid email submitted by them.

Note: The bidders are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable considering the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.

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

4. **Special Note towards Transaction fee:** The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in Service Provider / Contractor / Vendor login. The vendors must select the particular tender from the event dropdown box. 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, and Service Provider / Contractor / Vendor shall be receiving a system generated mail.

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

NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event to give themselves sufficient time to submit the bid.

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

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

8. **Bidding in E-tender:**

Note: Vendors are instructed to use Upload Documents link in my menu to upload documents

In document library. Multiple documents can be uploaded. Maximum size of single document For upload is 5 MB.

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

- a) Bidder(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.
- b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- c) www.mstcecommerce.com → e-procurement → New Common Portal → Login → My menu → Auction Floor Manager → live event → Selection of the live event
- d) The vendor(s) who have submitted transaction fee can only submit their technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govt. depts. → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event
- e) The vendor should allow running JAVA application. This exercise must be done immediately after opening of Bid floor. Then they must fill up Common terms/Commercial specification and save the same. After that click on the technical bid. If this application does not run, the vendor will not be able to save/submit his technical bid.
- f) After filling the Technical Bid, vendor should click 'save' for recording their technical bid. Once the same is done, the Commercial Bid link becomes active. The same must be filled and vendor should click on "save" to record their Commercial bid. Once both technical bid & Commercial bid have been saved, the vendor can click on the "Final submission" button to register their bid.
- g) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.
- h) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.

- i) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- j) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- k) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. A bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between the Buyer and the Vendor for execution of supply.
- l) It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- m) Buyer reserves the right to cancel / reject / accept / withdraw / extend the tender in full or part as the case may be without assigning any reason thereof.
- n) No deviation in the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.

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

10. No deviation in the technical and commercial terms & conditions are allowed.

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

12. 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.

13. 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) will be forfeited. Punitive action may also be taken against defaulting bidders

14. Vendors are requested to read the VENDOR GUIDE and see the video in the page www.mstcecommerce.com/eprochome/rbj to familiarize them with the system before bidding

Section III: General Instructions to Bidders

Table of Contents

A. General

1. Scope of Tender
2. Prohibited Practices
3. Eligibility Criteria for participating in the tender

B. Contents of Tender Document

4. Sections of Tender Document
5. Clarification of Tender Document
6. Amendment of Tender Document

C. Preparation of Tenders

7. Cost of Tendering
8. Documents Comprising the Tender
9. EMD as Tender Security and Transaction Fee
10. Letter of Tender
11. Documents Establishing the Qualifications of the Bidder
12. Visit to Department
13. Period of Validity of Tenders

D. Submission and Opening of Tenders

14. Submission, Sealing and Marking of Tenders
15. Deadline for Submission of Tenders
16. One Bid per Bidder
17. Late Tenders
18. Tender Opening

E. Examination of Tenders

19. Confidentiality
20. Clarification of Tenders

F. Tender Evaluation and Comparison

21. Evaluation of Tenders
22. Qualification of the Bidder
23. Bank's Right to Accept Any Tender, and to Reject Any or All tenders

G. Award of Contract

24. Award Criteria
25. Notification of Award

26. Signing of Contract
27. Performance Security

A. General	
1. Scope of Tender and general information	<p>1.1 The Bank Invites E-tenders from the eligible reputed bidders, with office located in Pune/Mumbai/Navi Mumbai, to participate in the process of selection of Firefighting Service Agency for Annual Service Contract regarding Providing Active Security Service of Firefighting staff at CAB, RBI, office premises and its residential colonies. The Estimated value of contract per annum is ₹55,00,000/- (Rupees Fifty Five Lakh Only) (including Taxes).</p> <p>1.2 More details of Scope of Work, Terms and conditions and details of Firefighting staff required for providing services are detailed in Annexure I. The Bank reserves the right to adjust the number of Firefighting staff and the related scope of work.</p>
2. Prohibited Practices	<p>2.1 The Bank requires that bidders, suppliers, eligible bidders, interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:</p> <p>(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;</p> <p>(ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>(iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and</p> <p>(iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</p> <p>(b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in prohibited practices in competing for the tender in question;</p>

<p>3. Eligibility Criteria for participating in the tender</p>	<p>The Agency participating in the bidding process should qualify to have the basic minimum requirements mentioned as follows:</p> <p><u>3.1 Experience/Eligibility.</u></p> <p>(a) The Fire Agency must hold a valid licence to act as a Licensed Agency for undertaking and executing the work of providing installation of equipment's and maintenance of fire prevention and life safety measures in any place, building or part thereof from the Maharashtra State Fire Services / Department for the period of Contract</p> <p>(b) Minimum 3 years of experience in last 5 years (up to the date of issue of this tender) of similar works in Airports, Defence, PSUs, Embassies, Public / Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies. (Agency/Firm must be registered before 5 years from the date of issue of this Notice)</p> <p>(c) The Fire Agency should be registered currently with the appropriate Government authorities and should be a well-established and reputed organisation.</p> <p>(d) The Agency should mandatorily have an office (Registered/ corporate/ branch/ regional/ Zonal/ representative/ liaison) at Pune, Mumbai, Navi Mumbai. Documentary proof for the same to be submitted.</p> <p><u>3.2 Minimum years of each completed work.</u></p> <p>(a) Providing / provided Firefighting services in any one high security installation / establishment such as Airports, Defence, PSUs, Embassies/Consulates, Public / Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies during the last five years equivalent to 80% of the estimated cost.</p> <p style="text-align: center;">OR</p> <p>(b) Providing / provided Firefighting services in any two high security installation / establishment such as Airports, Defence, PSUs, Embassies/ Consulates, Public /Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies during the last five years equivalent to 50% of the estimated cost.</p>
---	--

OR

(c) Providing / provided Firefighting services in any **three** high security installation / establishment such as Airports, Defence, PSUs, Embassies/Consulates, Public / Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies during the last five years equivalent to 40% of the estimated cost.

Client's report for satisfactory completion/performance to be uploaded as documentary proof (Scanned copy PDF format) Submit work order accordingly (As per [Annexure X](#))

3.3. **Annual Turnover**. Should have a minimum annual turnover of amount equal to **₹55,00,000/- (Rupees Fifty Five Lakh Only)** from provision of Firefighting Services activities, during the last 3 years i.e., up to **March 31, 2025**. (Proof to be submitted)

3.4 **ISO Certification, SA 8000, OHSAS 18001**. The bidder should have at least one of the following certifications: ISO-9001 / SA-8000 / OHSAS-18001 (Proof to be submitted)

3.5 **ESIC, EPF Registration**. The Agency must be registered with ESIC and EPFO.

3.6 **Training Setup**. Company should have a proper infrastructure for imparting training to their Firefighting staff on professional, physical aspects, discipline and conduct. A duly certified documentary evidence of the same may be provided.

3.7 **Certificate of Registration of Establishment**. The Agency should be in possession of a valid certificate of Registration of Establishments under the Maharashtra Shops and Commercial Establishments Act, 1961, from the Department of Labour, Maharashtra. (Proof to be submitted)

3.8 The Agency should be in possession of a valid license for employing contractual labour under "The Contract Labour (Regulation & Abolition) (Maharashtra) Rules, 1974" from Ministry of Labour, Govt. of Maharashtra. (Proof to be submitted)

	<p>3.9 The Agency should furnish solvency certificate issued by the applicant's banker, specifically for the purpose of the work, for a minimum amount equal to the estimated cost. (Proof to be submitted)</p> <p>3.10 The Agency should have office in Pune, Mumbai or Navi Mumbai. <i>(Proof to be submitted)</i></p>
B. Contents of Tender Document	
4. Sections of Tender Document	<p>4.1 The Tender Document consist of two parts which include all the Sections indicated below and should be read in conjunction with any Article/Section issued in accordance with <u>Instructions to Bidders</u>.</p> <p><u>Part I: Tendering Procedures</u></p> <ul style="list-style-type: none"> • Section I: Notice Inviting Tender(NIT) • Section II: Instruction to Bidders (ITB) • Section III: Tender Data Sheet (TDS) • Section IV: Evaluation / Selection Criteria <p><u>Conditions of Contract and Contract Forms</u></p> <ul style="list-style-type: none"> • Section V: General and Specific Conditions of Contract (Annexure-I to VII) • Section VI: Standard Formats (Annexure VIII to XV).
5. Clarification of Tender Document, Pre-Bid Meeting	<p>5.1 A bidder requiring any clarification of this document shall contact the Bank in writing at the email address mentioned in this document or raise enquiries during the pre-Bid meeting.</p> <p>5.2 The Pre-Bid meeting off-line mode/ online, as per prevalent conditions) will be conducted on April 29, 2025 (11:30 AM) at RBI, CAB, University road, Pune-411016. Bidders may also clarify the issues telephonically or in person as per the contacts furnished in this document.</p> <p>5.3 The bidder shall submit questions, if any, and also inform regarding participation in the pre-bid meeting in writing to reach the Bank's email address mentioned in this document before April 28, 2025</p>

6. Amendment of Tender Document	<p>6.1 At any time prior to the deadline for submission of Tenders, the Bank may amend this document by issuing amendments / corrigendum on RBI website (www.rbi.org.in) / e-portal.</p> <p>6.2 Any amendments / corrigendum issued shall be a part of this document.</p> <p>6.3 To give prospective bidders reasonable time to take any / all amendments / corrigendum into account in preparing their Bids, the Bank may extend the deadline at its discretion, for the submission of Tenders.</p>
C. Preparation of Tenders	
7. Cost of Tendering	<p>7.1 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.</p>
8. Documents Comprising the Tender	<p>8.1 The Tender shall comprise the following:</p> <ul style="list-style-type: none"> • Notice Inviting Tender • Technical Bid Details • Financial Bid Details • Earnest Money Deposit
9. EMD as Tender Security and Transaction Fee	<p>9.1 Bidders need to submit necessary EMD and Transaction fees to be eligible to bid online in the e-tender. Transaction fees is non-refundable. No interest will be paid on EMD. The tender inviting authority will refund EMD of the unsuccessful bidders.</p> <p>Intending bidder has to deposit a sum of ₹1,10,000/- (Rupees One Lakh Ten Thousand only) as EMD with the CAB, RBI, Pune on or before May 14, 2025 (1:00 PM) by NEFT to following A/c: Beneficiary Name: CAB, RBI, Pune, IFSC: RBIS0PUPA01 (0 in the code represents ZERO), Account No:- : 8614038 Type of Account: Current Account.</p> <p>Please Write “<u>Amount for EMD – PSLs Tender –AMC of Firefighting Services</u>” in narration</p>

	<p>9.2 Tenders without EMD (including MSME registered members) will not be accepted under any circumstances.</p> <p>9.3 Transaction fee is non-refundable. A bidder will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>9.4 EMD shall be returned after successful award of tender. However, EMD shall be forfeited, if the bidder withdraws his bid during the period of tender validity or fails to execute the contract on award of work</p> <p>NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid</p>
10. Letter of Tender	10.1 The bidder shall submit the Tender using the digital signature class 3 via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.
11. Documents Establishing the qualifications of the Bidder	11.1 To establish its qualifications to perform the Contract in accordance with Section III (Para 3), the bidder shall provide the information in the format prescribed in Section VI (Standard Formats).
12. Visit to Department	12.1 The bidder is required to provide Firefighting services and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to the Department and is aware of the operational conditions prior to the submission of the tender documents.
13. Period of validity of Tenders	<p>13.1 The Tender validity period shall be 90 days from the last date of the submission of tender.</p> <p>13.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Bank may request bidders to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
D. Submission and Opening of Tenders	
14. Submission, Sealing and Marking of Tenders	<p>14.1 Bidders submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the Instructions regarding E-Tender.</p> <p>14.2 The bidders may submit online their Financial Bid (competitive rates) in prescribed format (Part-II, Annexure-XVI) along with copies of</p>

	<p>necessary documents as indicated in the “Technical Bid” (Part-I). E-Tender with all information shall be submitted on or before the prescribed time and date. Incomplete Tenders will be rejected outright.</p> <p>14.3 The bidders shall quote rates inclusive of all components factored as mentioned in Annexure-XVI.</p> <p>14.3 If desired / prescribed information are not submitted, the Bank will assume no responsibility for rejection of Tender.</p>
15. Deadline for Submission of Tenders	<p>15.1 Tenders must be submitted online through e-tendering process outlined in this document, no later than the date and time specified herein.</p> <p>15.2 The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.</p>
16. One Bid per Bidder	<p>16.1 Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.</p>
17. Late Tenders	<p>17.1 No Tender after the deadline shall be allowed on the portal.</p>
18. Tender Opening	<p>18.1 The Bank shall open the Tender (Part-I) electronically on the notified date. Part-II will be opened for those bidders who qualify in Part-I. Date of opening of Part-II will be notified by email to the successful bidders on their valid email address.</p>

E. Examination of Tenders	
19. Confidentiality	<p>19.1 Information relating to the evaluation of Tenders shall not be disclosed to bidders or any other person not officially concerned with such process until information on Contract award is communicated to all bidders.</p>
20. Clarification of Tenders	<p>20.1 To assist in the examination, evaluation, comparison of the Tenders and qualification of the bidders, the Bank may, at its discretion, request 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</p>

	<p>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>20.2 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 liable to be rejected.</p>
F. Tender Evaluation and Comparison	
21. Evaluation of Tenders	21.1 The Bank shall use the evaluation criteria indicated in Section - IV
22. Qualification of the Bidder	22.1 The Bank shall determine, to its satisfaction, whether the selected bidder meets the qualifying criteria in accordance with Section III (Para 3).
23. Bank's Right to Accept Any Tender, and to Reject Any or All Tenders	23.1 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 outright.
G. Award of Contract	
24. Award Criteria	24.1 The Bank shall shortlist the bidder based on the evaluation criteria detailed in Section IV (Evaluation Criteria).
25. Notification of Award	25.1 The bidder who qualifies the Technical Evaluation including Site visit evaluation and is L1 in Financial Bid shall be awarded the tender. ¹
	25.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract. The successful bidder shall take over entire work within 7 days of notification of award of work.
26. Signing of Contract	26.1 The successful bidder shall execute an agreement in bilingual. Hindi as well as English with the Bank on Non-Judicial stamp paper of value as applicable within 15 days of award of work. The stamp duty shall be borne and paid by the bidder. However, the issue of intimation of award of work by the Bank shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract. The

¹ L1- Lowest Bidder

	<p>period of this contract for this year is from July 01, 2025 to March 31, 2026. The contract is renewable for FY 2026-27 and FY 2027-28 subject to the satisfactory performance of the eligible bidder tractor during FY 2025-26 and other terms and conditions detailed in the tender document based on wholesale price index and consumer price index of that period.</p>
<p>27. Performance Security</p>	<p>27.1 The successful bidder shall furnish along with the contract the Performance Bank Guarantee (PBG) of 5 % of tender amount. The PBG shall be valid for a period of 90 days after the expiry of contract period. The EMD of such bidder will be returned on receipt of PBG.</p> <p>27.2 Failure of the successful bidder to submit the Performance Bank Guarantee or to sign the Contract shall constitute sufficient grounds for the annulment of the award, forfeiture of the EMD and blacklisting of such bidder.</p> <p>27.3 The PBG shall be released without interest after three months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the agency or its employees. In case of any complaint or pending dues, the Performance Bank Guarantee (PBG) shall be discharged only after adjusting all dues, liabilities, etc.</p>

Section IV: Evaluation/ Selection Criteria

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

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

2. Price Bid (Part- II) Evaluation

- a. The evaluation of the price bid will be considered of only those bidders who meet the eligibility criteria as mentioned in “**Eligibility Criteria for participating in the tender**” of tender document and provide documentary proof on MSTC in respect of the same.
- b. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Bank may, at its discretion, ask any bidder for a clarification of its bid.
- c. The clarification so called, should be given with detailed price analysis containing the cost of all the tools, equipment, machines, liveries, compliance of statutory requirements (Contractor All Risk Insurance, Third Party Liability Insurance, workmen compensation Act, Bonus Act (if applicable) etc.) and other administrative charges etc. required to complete the work) and should be supported with quotations received from the suppliers/ providers of the above-mentioned goods and services.
- d. On scrutiny of the clarification so submitted, if the rates quoted by the tenderer are found not workable/ feasible, the Bank reserves its right to summarily reject such tender.
- e. Failure on the part of the bidder to provide such clarification within the stipulated time, may entail cancellation of the bid of such bidder.
- f. Any clarification submitted by a bidder that is not in response to a request by the Bank shall not be considered.

- g. The Bank's request for clarification and the response shall be in writing through post or email.
- h. Price Bids shall be evaluated based on the rates quoted as percentage of the Fixed Rates derived from minimum wages calculation as mentioned in Part- II of the tender document.
- i. The bidder must calculate the fixed rate based on the applicable minimum wages set by State or Central Government, whichever is higher
- j. Tenders having quoted rates below the prescribed minimum wages rates (State or Central Government, whichever is higher) shall be summarily rejected and will not be evaluated for the purpose of ascertaining L1 tenderer.
- k. No request for any change in rate or conditions after the opening of the part II tender will be entertained.
- l. **In case two or more tenderers become the lowest, for the purpose of selection of successful bidder, the tenderers becoming lowest bidders will be evaluated on the basis of following criteria:**

Criteria 1- Past Experience (in field of providing services of firefighting staff) (Evaluation will be done based on the oldest work order / agreement pertaining to providing services of firefighting staff submitted by the bidder along with Part-I of the tender)	
5-10 years	10 Marks
10-15 years	15 Marks
15-20 years	20 Marks
> 20 years	25 Marks
Criteria 2- Average Turnover of Previous Three Financial Years (Evaluation will be done based on Turnover certificates, ITRs, Profit & Loss and Balance statement for the last 3 financial year duly certified by a Chartered Accountant submitted by the bidder along with Part- I of the tender)	
55 Lakh - 2 Crore	10 Marks
2 Crore - 5 Crore	15 Marks
5 Crore - 10 Crore	20 Marks

> 10 Crore	25 Marks
Criteria 3- Amount of Manpower on Rolls (Bidders will be required to provide this information along with latest EPF/ ESIC statement in support of their claim whenever asked for)	
15- 50	10 Marks
51- 75	15 Marks
76- 100	20 Marks
> 100	25 Marks
Criteria 4- Number of Similar works in hand (Bidders will be required to provide this information along with work order/ agreement, TDS certificates and Bank statement showing receipt of payment against the claimed work, whenever asked for)	
1-3	10 Marks
4-5	15 Marks
5-10	20 Marks
> 10	25 Marks

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

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

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

Signature of tenderer with seal

Address:

Date:

Section V: General and Specific Conditions of Contract

Annexure I: Scope of Works

I. General terms and conditions.

Tender for Engagement of Firefighting Staff for obtaining all kinds of fire-fighting related services including periodical servicing / maintenance of the firefighting installations, getting the same periodically inspected by State Fire Department/Licensed agencies for NOCs, submission of service reports, organizing periodical firefighting drills, refilling of used and emptied fire extinguishers, etc. in RBI, CAB, Pune and four colonies under an Annual Rate Maintenance Contract.

Address of Banks residential Colonies is given below - .

- (i) 'Ashiyana' Officers' Quarters (Gokhle Nagar, Pune)
- (ii) 'Parijat' Officers' Quarters (University Road, Pune),
- (iii) 'Gulmohar' Officers' Quarters (Dahanukar Colony, Kothrud, Pune) and
- (iv) 'Rajinigandha' Staff Quarters (University Road, Pune)

II. Scope of Work expected during AMC

2. The scope of work involves periodical maintenance of entire system by deputing service personnel as per the schedule prescribed in [Annexure III](#). They shall service / clean the components and various parts like control panels, smoke, Gas, Beam detectors, fire extinguishers, walky-talky sets, MCP's sound hooters fire axe, first aid boxes, Emergency management kits, torches, Megaphone, Wheelchair in the presence of Bank's representative and shall inspect thoroughly each and every point of the system / equipment installed for its satisfactory performance. The routine servicing testing shall be done to take care of the specifications and guidelines of fire-fighting authorities of Govt. of Maharashtra / Local Fire Brigade.
3. The Agency shall provide total 09 qualified/trained Fire personnel consisting of Fire Supervisors and Firemen to operate 03 shifts per day in following composition – 01 Fire Supervisor and 02 Firemen in each shift.
 - i. The Agency shall deploy Fire personnel (01 Fire supervisor and 02 Firemen in each shift) in eight hours shift and should work round the clock in three (03) shifts (0600 Hrs to 1400 Hrs, 1400 Hrs to 2200 Hrs, 2200 Hrs to 0600 Hrs) providing fire safety, manning the fire console rooms, holding and maintaining fire safety equipment like fire alarm, hydrants, wet/dry riser system, fire extinguishers, training the Bank's general staff, conducting fire drills, liaison with local fire brigade, at College of

Agricultural Banking, Reserve Bank of India, Pune. Thus, at any given point of time one team of two Firemen and a Fire Supervisor shall be on duty.

ii. The eligibility for Firemen and Fire supervisors to be deployed is as given below:

- a) Fire supervisor should be in possession of Diploma in Fire Safety or Fire Service Engineering with minimum 10+2 pass certificate and will have minimum six years' experience as fire safety personnel in any reputed organization.
- b) Firemen deputed should be in possession of Diploma in Fire Safety or Fire Service Engineering with minimum 10+2 pass certificate and will have minimum three years' experience as fire safety personnel in any reputed organization.
- c) Fire supervisor / Firemen deputed shall not be transferred/ changed within one year. Any change of the deployed fire staff should be done in consultation with the security officer of the Bank
- d) Fire personnel detailed should be medically and physically fit
- e) Any shortfall of workers due to illness/ other reasons will be made up by deputing a replacement/ reliever. The replacement must also meet the educational qualification, experience criteria, medical and physical standards as specified for the fire staff.
- f) Absence of deputed person longer than ten days will be treated as replacement
Repeated below

Supporting documents have to be submitted before deputing the fire staff.

iii. In addition to it, the Agency shall depute one Fire Consultant/Advisor and the pre-requisites and job are as given below;

- a) Should be a retired Fire Officer (not below the rank of Asst. Station Officer) from State Fire Department.
- b) He should be medically fit to perform the assigned duties
- c) Should be working on a fixed remuneration proportionate to his experience and his remuneration should be higher than the wages paid to fire supervisor.
- d) Age should not be more than 65 Years
- e) Should work in general shift i.e. 0930 Hrs – 1745 Hrs during the working days (Monday-Saturday) and available on call on non-working days/holidays.
- f) Should oversee the fire safety activities at the Bank
- g) Should liaise with local Fire Department, Police Authorities and Municipal authorities or any other state Government agency as desired by the Bank

- h) Should advise the Bank on latest developments/information on fire safety
 - i) Monitoring the functioning on duty fire staff
 - j) Training the fire staff and Bank's staff at regular intervals.
 - k) To carry out periodical rounds of the Bank's residential premises as directed by Bank's Officer to ensure adequacy of fire safety arrangements in colonies.
 - l) To implement any other specific instructions given by Banks during the course of duties.
3. It will be responsibility of the eligible bidder to get the Form B audit done, twice in a year as per the guidelines of the Fire Department by the licenced agency and to upload the same on the website of the Fire Department/ send information to the Fire Department.
 4. It will be the responsibility of the eligible bidder to get the Fire Audit done by a licenced agency as per the guidelines of the Fire Department for the College of Agricultural Banking, Reserve Bank of India, Pune for its whole premises and 04 residential colonies situated at Model colony, Shivaji Nagar, Aundh and Kothrud Road in Pune every year and submit the report to the Bank by the end of July.
 5. It will be the responsibility of the eligible bidder to get the servicing of all type of fire extinguishers done on a Quarterly basis provided at various locations in CAB campus and Residential colonies at Pune, including checking of all extinguishers as a whole consisting cylinder handle, seal, discharge hosepipe, Pressure gauge etc. The details of servicing are as below
 - i. Check surface condition (paint/corrosion)
 - ii. Check for mechanical damage/ denting.
 - iii. Check for broken hanger attachment/handle lug, horn etc.
 - iv. Check for seals, if broken or missing replaces it.
 - v. Check for brackets position If not in position fix it.
 - vi. Check for wear, corrosion, and loose or missing screw. Necessary screws may be replaced, if damaged/missing.
 - vii. Check for corrosion. Dents, cracks etc. if detected, indicate in report with remarks.
 - viii. Check for blocked tube. If blocked de-chock it.
 - ix. Check Pressure Gauge.
 - x. Giving detailed service report (according to Proforma given in Annexure-XVII)
 - xi. All defects/damages noticed during inspection/servicing, the same may be reported in the report & corrective measures may be suggested in remarks.

6. The successful performance of the entire Fire Alarm System in automatic as well as in manual mode shall be the prime responsibility of the eligible bidder and Bank expects that the system should be maintained properly to keep it operational all the time.
7. The Bidder shall also attend all the breakdown calls on utmost priority on intimation by the Bank and / or as and when noticed. After inspection and servicing, the eligible bidder shall prepare a service report in the approved format, and obtain the certificate for satisfactory working of the system from the Bank's Representative (PSLS). The defects noticed during monthly service shall be indicated in the report, discussed with the Bank's engineer, and rectified within 48 hours.
8. The bidder should provide skilled technical personnel to clean, service, maintain the entire Fire system in perfect working condition. Cost of replacement of spares/components shall be paid separately. However, the labour charges for such replacement shall be included in the AMC charges. Such replacement shall be carried out only after obtaining approval for the cost of spare/component etc. from the Bank. All repairs not involving any spares or components, or special tools shall be carried out without any extra charges.
9. All technical personnel employed for the AMC work shall be provided with all necessary tools like spanners, hammers, screw drivers, pipe wrenches, electric testers, test lamp, insulated pliers etc. necessary for routine servicing by the eligible bidder. Required quantity of cotton waste, dusters lubricating oil, gland gaskets, grease brasso, spirit etc. required for servicing and cleaning shall be provided by the eligible bidder.
10. Function under the Assistant General Manager (PSLD) of the Bank on all aspects of work and administration.
11. Conduct regular firefighting drills and assist during the Bank's disaster evacuation mock drills to include evacuation of differently abled employees using evacuation chairs.
12. Regular patrolling of entire premises for identifying fire hazards and removing/taking steps to protect against fire and building code violations.
13. Check all escape routes and fire lanes daily and ensure they are free of obstacles.
14. Assist in search and rescue & salvage operation in case of an incident.
15. Update knowledge of the latest fire-fighting equipment and techniques and to remain aware of current developments in fire services.

16. Effective and close liaising with local fire brigade establishments.
17. The Agency shall be solely responsible for all the firefighting arrangement in respect of said premises.
18. The Agency's fire staff shall obtain necessary instructions for day-to-day work from the Security Assistant General Manager of the Bank.
19. The Agency's Fire Staff shall perform duties according to the detailed Standard Operating Procedures and Fire Orders prepared by the Security Assistant General Manager of the Bank.
20. The eligible bidder shall, at his own cost, install a **Biometric attendance system** at the main gate of the Bank. The eligible bidder in all aspects shall maintain the Biometric system and a report of attendance shall be produced as and when demanded by the Bank. The report of biometric attendance shall also be attached with the monthly bills. Bank shall not assume any responsibility of any data leak in any form from the Biometric attendance system.
21. The Agency shall ensure that the fire staff engaged on Bank's premises should abide by all the instructions as and when given by the Security Assistant General Manager or any other officer designated by the Regional Director.

III. Detailed Scope of Work

The various Fire System Equipment to be maintained are indicated in the [Annexure II](#). In general, the cleaning and servicing of these equipment shall be done as under-

1. The firm shall be prepared to take up any emergency work whether free of cost or at extra cost depending upon the type, time of services required on receiving telephonic information.
2. The schedule of servicing of the equipment at the premises will be drawn in consultation with the Assistant General Manager/AGM (PSLS).
3. Periodically check firefighting equipment's deployed in four colonies i.e. (i) 'Ashiyana' Officers' Quarters (Gokhle Nagar, Pune) (ii) 'Parijat' Officers' Quarters (University Road, Pune), (iii) 'Gulmohar' Officers' Quarters (Dahanukar Colony, Kothrud, Pune), and (iv) 'Rajinigandha' Staff Quarters (University Road, Pune)
4. The procedure for maintenance, testing etc. of fire extinguisher is as follows:

- I. Perform **daily** inspections of fire extinguishers to ensure that:
 - a. The extinguisher is in the correct location
 - b. It does not appear damaged (e.g. dents or corroded body)
 - c. The Pin and Tamper Seal are in place
 - d. The indicator gauge, when present, is in the green segment
 - e. There is no sign of discharge.
 - f. For the first inspection of every month, sign the Inspection Card on extinguisher.
 - g. Report any damage, discharge, defects, or missing extinguishers Promptly to the Work Order.
- II. **Quarterly** inspections of fire extinguishers to ensure that –
 - a) Check vent holes in the cap and clean them Routine:
 - b) Ensure that sealing disc is intact
 - c) Check piercing mechanism for its proper working
 - d) Replace the cartridge if there is loss of more than 10% of its contents
 - e) Check the nozzle and clean it, if clogged.
 - f) Remove the water, clean the body internally and refill it with clean fresh water.
 - g) Check washer inside the cap and replace it.
 - h) Check the plunger/disc and plunger rod.
 - i) Stir the solution with separate sticks and top up the solution if the levels are below the marks by adding fresh water.
 - j) Clean and polish the body with wax polish
- III. **Biannually**
 - a) All the extinguishers shall be subjected to Pressure Test. The extinguishers shall be subjected to a gradually increased pressure of 17.5 kg/cm² and it shall withstand the pressure for 2 1/2 minutes.
 - b) Obtain fire NOC from the concern authority as per Maharashtra State Fire Services rules and regulation issued from time to time. No extra charges will be given for the same.
- IV. **Annually**
 - a) All the extinguishers, which have not been operated during any emergency, shall be operated once in a year. If any of these extinguishers are found to be leaking, all the remaining extinguishers shall be subjected to Pressure Test. Extinguishers with rusted body shall be subjected to Pressure Test without going in for the Discharge Test. During the

Discharge Test the jet shall project to a minimum distance of 8 meters for at least 30 seconds.

- b) Check the powder for caking for granulation.
- c) Clean and polish the body with wax polish.
- d) 20% of the extinguishers, which have been operated during any emergency, shall be put under Discharge Test once in a year. If any of these extinguishers are found to be leaking all the remaining extinguishers shall be subjected to Pressure Test. The extinguishers with rusted body shall be subjected to the Pressure Test without going in for the Discharge Test. During the Discharge Test a 2 kg capacity extinguisher shall expel 80% of its contents within 10 to 15 seconds and jet shall project to a distance of 3-4 meter and 10 kg capacity extinguisher shall expel 80% of its contents within 23-20 second and the jet shall project to a distance of 5 to 7.5 meters. All the extinguishers bodies to be subjected pressure of 31.5 kg/cm² up to 2 & 1/2 minutes once in two years & refilled.

Annexure II: List of Fire Equipment installed in the Bank Premises.

Sr. No:-	Description and Quantity		
1.	Smoke Detector : 227		
2.	Gas Detector : 02		
3.	Beam Detector : 01		
4.	Panel : 02		
5.	MCP: 26		
6.	Smoke Detector Zone : 03		
7.	Sounder (Hooter) : 22		
8.	First Aid Box : 21		
9.	Emergency Management Kit Bag : 01		
10.	Torch : 02		
11.	Megaphone : 01		
12.	Wheel Chair : 04		
	Fire Extinguisher		
	Details of type/ quantity/ location of fire extinguisher in the CAB Campus and Residential Colonies are mentioned below.		
	Sl. No:-	Type of Fire Extinguisher	Main Office and Annex Building
	1.	CO2 (3 Kg)	06
	2.	CO2 (4.5 Kg)	46
	3.	CO2 (22.5 Kg)	04
	4.	Water Mist (3 litre)	11
	5.	ABC (4Kg)	40
	6.	ABC (6Kg)	37
	7.	ABC (9Kg)	10
	8.	DCP	01
	9.	Mechanical Foam (6 Kg)	12

	10.	Mechanical Foam (9 Kg)	03
	11.	Mechanical Foam (45 Ltr)	01
	12.	Clean Agent (4 Kg)	03
	13.	Clean Agent (5 Kg)	12
	14.	K Type (9 Kg)	03
	15.	CO2 (9 Kg)	08
	Total		197

Annexure III: Details of Fire-fighting Staff required and their eligibility criteria.

Place of Posting	Posting Requirements in a day
College of Agricultural Banking (CAB), Reserve Bank of India (RBI), Pune	a) 02 Firemen and 01 Supervisor in each shift every day. Total 03 Shifts in a day b) One Fire Advisor in the general Shift (0930 Hrs – 1745 Hrs) c) Fire staff to be rotated/shifted only with prior approval of the Bank Officials
The duty timings will be as under:	
Morning Shift	06:00 hours to 14:00 hours
Afternoon Shift	14:00 hours to 22:00 hours
Night shift	22:00 hours to 06:00 hours
<ol style="list-style-type: none">1. At any given point of time, one team of (Two Fire men and One Fire Supervisor) shall be on duty.2. The eligible bidder shall make substitute arrangements in the event of absence of any of the fire staff supplied by him within half an hour from the commencement of shift.3. There will be three shifts of 08 hours each in a day for round the clock.4. Two firemen and One Fire Supervisor will be available for duty in every shift. In case of exigencies, the eligible bidder shall provide services beyond above-mentioned hours.5. Eligible bidder shall attend to all emergency works prior to or after shift hours and no extra payment for deployment of additional workers will be made.6. Company will provide one day off in a week to Fireman each in shift and deploy additional firemen as relievers.7. Police verification of each person deployed is necessary and mandatory. It will be the sole responsibility of the firm to get proper police verification done of all the fire staff prior to deployment. A certificate to this effect is to be submitted to the Bank by the Agency that the Police verification of its staff deployed in the services of the Bank has been completed and the Bank as and when required can call the same.8. The eligible bidder shall submit details, such as names, parentage, residential address, age etc. along with recent photograph of the persons deployed by him. For the purpose of proper identification of the employees of the eligible bidder deployed for the work, he shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.	

9. The eligible bidder shall be liable for the payment of wages and all other dues, which they are entitled to receive under the provisions of Minimum Wages Act and other relevant statutory enactments.
10. Any shortfall of labor due to illness/ other reasons will be made up by deputing a replacement/ reliever. The replacement must also meet the educational qualification, experience criteria, medical and physical standards as specified for the fire staff.

Age Criteria - Bidder shall ensure that the deployed persons are punctual, disciplined, and vigilant in performance of their duties. Persons so deployed in the Bank shall be from amongst properly trained **Firemen and Fire Supervisor** and must be conversant in **Hindi and Marathi**. They should be preferably below 40 years of age. In no circumstance shall **Firemen and Fire Supervisor** deployed be below 18 years of age. Age of **Fire Consultant/Advisor** should **not be more than 65 Years**

Qualification and Experience:

1. **Fire supervisor** should be in possession of Diploma in Fire Safety or Fire Service Engineering with minimum 10+2 pass certificate and will have minimum six years' experience as fire safety personnel in any reputed organization.
2. **Firemen** deputed should be in possession of Diploma in Fire Safety or Fire Service Engineering with minimum 10+2 pass certificate and will have minimum three years' experience as fire safety personnel in any reputed organization.
3. **Fire Consultant/Advisor** should be a **retired Fire Officer** (not below the rank of Asst. Station Officer) from State Fire Department. Age should **not be more than 65 Years**

Uniform: The staff deployed by the agency as fire-fighting staff should be properly, cleanly, and smartly attired and should display their identity cards while on duty. Their Uniforms should be ironed, and shoes should be black and polished.

- The eligible bidder shall provide at its **own cost two pairs of uniform per year**, fluorescent Jacket, Fire helmet, leather shoes, Socks, Lanyard with whistle, Jersey for winter, Rain coat/umbrella for rainy season, loaded torches and batons at all the posts the persons deployed for this work and CAB, RBI, Pune shall have no liability whatsoever on this account.

Annexure IV: Duties and responsibility of Fire staff

A. Watch Duties:

- a) All will report for duty ten minutes before their duty start time and will be well turned out.
- b) Fire-fighting staff should occupy the fire console room round the clock with one Fire supervisor and two firemen in each shift. They should always be alert to receive incoming fire-alarm calls and information and take necessary action to overcome the emergency.
- c) They should monitor the fire panel system and be attentive towards alarms notification, multiple alarms and other significant Emergencies.
- d) Any fire-fighting staff on duty shall not leave the premises until his reliever reports for duty
- e) They should check all the fire equipment for serviceability at laid down periodicity.

B. Initial Response to Incidents: Once the fire alarm or fire call is received, it is the primary responsibility of fire staff to take immediate action after analysing the call to overcome any exigency. Tasks occurring between the receipt of an alarm and initial firefighting or emergency scene activities are given below -

- a) Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, location/area, structure type, etc.).
- b) Dons personal protective equipment before and at emergency scenes. Proceeds to assigned location with the fire-fighting gear/apparatus upon receipt of call and fight the fire with portable and fixed fire-fighting equipment.
- c) On receipt of emergency call and analysing the situation in quick span, information about the emergency should be given to Bank Security Assistant General Manager present and fire brigade.

C. On Scene Communication: In the case of emergency, fire staff should be conversant to pass information at the emergency scene to ensure appropriate coordination of apparatus and personnel with fire control room.

- (a) Fire staff should take instructions (e.g., regarding the assignment of personnel and apparatus) from the Security Assistant General Manager in command upon arrival at the emergency scene.

- (b) Communicates with other fire personnel at emergency scene about conditions, size up, etc.
- (c) Fire staff should be conversant with operation of the Public Announcement system and should make the announcement in case order of evacuation is ordered.

- D. **Documentation:** The Supervisor employed should know how to maintain basic documents, viz, Fire Audit file, Equipment file, Attendance register. If required the staff should promptly act as a runner to carry documents/ equipment related to Fire, Security and Disaster management from one person/place to other. He should be conversant with usage of computer.
- E. **Assistance to physically handicapped employees/customers:** Fire-fighting staff should ensure that in the case of emergency, they should help and assist physically disabled staff/customers towards the safe evacuation and or depute specific individual for assistance.
- F. **Emergency Medical Care:** Fire-fighting staff should be conversant with the first aid medical care and they should respond for safe evacuation of medical casualty and assist in first aid support as interim relief.
- G. **Assistance to physically handicapped employees/customers:** If required, the fire staff on duty when not engaged in an Emergency should help and assist physically disabled staff/customers.
- H. **Forcible Entry** (If required): Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene - using axes, halligan tools, hooks, rabbit tools, battering rams, sledge hammers, power saws and other tools.
 - a) Determines best location for forcible entry.
 - b) If required, Cuts through surfaces using power saws and other power tools.
 - c) Gains entry into structures using axes, sledgehammers, battering rams, halligan tools and other forcible entry tools.
 - d) Pries open doors in structures using pry bars, halligan tools, bolt cutters and other tools.
 - e) Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools.
 - f) Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and aims fog stream out of window or hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.

- a. Determines best location for venting structure based on location of hazard and Fire personnel, roof type, and building construction.
- b. Opens windows and other points of entry manually or by using pry bars, halligan Tools, and other tools, to ventilate structure.
- c. Breaks windows and other points of entry using axes, ladders and other tools, to Ventilate structure.
- d. Cuts open walls, roof and other structures to ventilate structure.
- e. Uses fans for positive and negative pressure.

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

- a) Determines manual ladder type and size needed at incident scene.
- b) Determines proper placement of manual ladder at scene.
- c) Raises and positions manual ladder at incident scene.
- d) Anchor and secures manual ladder (i.e. tying off) at scene.
- e) Climbs manual ladder to perform search, rescue and other operations.

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

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

K. **RESCUE:** Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, or other means of escape using rescue harnesses, ropes, backboards and other equipment. Extricates victims in order to save Lives using shovels, torches, drills, pry bars, saws, jacks, jaws and other equipment's.

- a) Evacuates persons from incident scene due to risk of fire, explosion, and exposure to Hazardous chemicals, etc.
- b) Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
- c) Drags or carries victims from emergency scenes.
- d) Places victims onto stretchers, backboards, baskets, etc.

- e) Digs to free victims trapped in any entrapments using shovels, picks, spades and other equipment.
- f) Conducts rescues in accordance with established guidelines/ using life saving techniques.

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

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

- a) Checks and searches open areas, walls, and open structures for fire extension.
- b) Searches for and extinguishes any hidden fires by looking, feeling or smelling for
- c) Fire and smoke.
- d) Opens ceilings, walls etc. to expose hot spots and other hazardous conditions with axes, pike pole/ceiling hook etc.
- e) Removes and extinguishes burned or smouldering debris from buildings.

N. **Clean up/pick up:** Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.

- a) Backs lines out of structures.
- b) Rolls and holds hoses after use and returns them to appropriate vehicle.
- c) Determines that all hoses used during response to incident are present and accounted for.
- d) Cleans and returns all tools, equipment, supplies and property in usable condition to appropriate vehicles.
- e) Cleans the apparatus.

O. **Maintenance of the Fire Equipment**

- a) Fire-fighting staff should have the basic knowledge for maintenance required for various firefighting equipment, viz, portable and fixed system.
- b) Fire-fighting staff should periodically inspect the portable extinguisher and ensure that AMC work is carried out as per laid down procedure.

- c) Fire-fighting staff should check the heat and smoke detector on daily basis with specific attention on 10 detectors per day, make a record of it, and report the shortcoming of any. He should ensure that AMC work is carried out as per laid down procedure.
- d) Fire-fighting staff should periodically check the Manual Call point and report the shortfall, if any.
- e) Fire-fighting staff should ensure that all the equipment at fire console room and personal protective gear should be maintained as per the best practices of the profession including fire jacket, Uniform, Fire Axe, safety shoes helmets, Mega Phone, emergency light, etc.
- f) Fire-fighting staff should periodically check the Photo-luminescent floor marking (radium) and Exit signboard and should report the repair or rectification required. Assist in search & rescue & salvage operation in the case of any emergency incident. Assist Fire Brigade as and when fire brigade is called for training requirement and actual exigency.
- g) Any other related task given by the Bank to improve fire-safety should be attended to.
- h) **Tools and equipment** – All tools and equipment require by fire fighting staff are to be provided by the eligible bidder. The cost to be borne by eligible bidder.
- i) Fire Fighting Staff should carry out the maintenance of Fire Equipment as per the undermentioned maintenance Schedule -

Sl. No:-	Description	Quantity	Description	Frequency
1.	Fire Emergency Door	04	Checking testing & servicing of all doors gates and shutters including general cleaning, lubricating and checking the functioning of the same.	Fortnightly/ Monthly
			Any other items to keep the fire doors in good condition	As per requirement
2.	Portable fire-extinguisher:	197	Routine inspection, testing, and maintenance	Weekly
3.	Fire Panel/ Alarm System	02		Daily
4.	Smoke Detectors	227		Weekly

5.	Smoke Detector Sounders	22		Weekly
6.	Manual Call Point	26		Daily
7.	Fire Signage Markings		Routine inspection and maintenance	Weekly

Q. Other conditions:

- a) The Fire staff will be responsible for overall fire-safety and watch and ward arrangement of the office premises.
- b) The Fire staff should ensure that all necessary instructions are communicated to the Firemen coming in the subsequent shift and there is no lapse of any kind in following these instructions.
- c) The Agency will be accountable for the activities of all the fire staff during the shift. It must monitor shift wise fire staff deployment as per standard requirement and brief all staff for specific instructions of the day.
- d) The fire staff will maintain shift documentation as per laid down formats including files and registers viz, National Fire Service Week register, Fire Audit File, Emergency Evacuation File, General Correspondence File, Equipment Register (Fire detector, Fire extinguisher, Attendance register, Night round register).
- e) Inspection of buildings and fire protection devices: Fire-fighting staff is required to inspect building from the prospective of fire prevention/ hazardous materials code violations monthly or during their activities.
- f) Fire-fighting staff is required to take the two-hourly round of the premises and endorse the same in the log book the primary purpose of round is to ensure the daily fire safety of the building.
- g) Fire-fighting staff should regularly inspect the entire premises for identifying fire hazards, remove them, and take steps to protect against fire and building code violations.

- h) Fire-fighting staff should take the rounds of the critical areas including the staircases to ensure free passage and no debris or inflammable items are dumped in the Garage area.
- i) **Training and Professional Development:** Fire-fighting staff should at their own try to enhance their domain knowledge and remain abreast with the current best practices w.r.t to firefighting. In addition, they should be conversant with the guidelines issued by Pune Municipal Corporation, (Fire & Emergency Services) and the Banks internal orders.
- j) Departmental operations and procedures pertaining to fire-fighting –
 - (a) Maintains knowledge of latest firefighting equipment and techniques.
 - (b) Maintains basic knowledge of building structures related to fire control.
 - (c) Maintains basic knowledge of chemicals and other hazardous materials.
 - (d) Attends and impart routine training drills and sessions to Bank staff, Security Guards, Lounge staff, VOF staff and Security Guards of Bank colonies.
 - (e) Conducts periodic and regular fire-safety and Disaster Management drills at Bank premises and residential colonies as and when required.
 - (f) Reviews internal fire department bulletins, memos, etc., to remain aware of departmental updates.
 - (g) Fire Audit and Fire Service Week: fire staff will assist in annual fire audit and Annual fire service week activities. He will maintain close liaison with local fire brigade establishment.
 - (h) **Dedicated Mobile Phone:** The Service provider will have to provide one dedicated mobile phone set with adequate balance to the Fire staff for swift communication. The Bank will not bear any cost in this regard.
 - (i) The fire advisor, fire Supervisor and fire men will report to the Security Assistant General Manager of the Bank for the Administrative requirement and operational guidance.
 - (j) Any other task given by the Bank to improve fire-safety.

Annexure V: Penalty Clause

Sr. No:-	Service Level Agreement (SLA)	Failure Tolerance Level	Risk	Penalty per Month
	General			
1	Failure to attend fire alarm at Fire Console room.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
2	Staff shall not be Missing from duty/ post.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
3	Failure to intimate the incidents immediately to Security Assistant General Manager	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
4	Staff shall not sleep on duty Should be alert at all time	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
5	Misbehaviour by the firemen with any employee / visitors, etc.	Zero	Medium	Minimum 0.3% to Maximum 3% of the bill value.
6	Failure of the firemen in handing and taking over of duties during shift change and failure in follow up of SOPs	Zero	Medium	Minimum 0.3% to Maximum 3% of the bill value.
7	Misuse of Bank property/ equipment.	Zero	Medium	Minimum 0.3% to Maximum 3% of the bill value.
8	Non-submission of desired reports/audit reports on time	Zero	Medium	Minimum 0.3% to Maximum 3% of the bill value.

9	Trainings shall be conducted as per calendar approved from Bank by the Agency - Minimum one training session to all staffs in a month	Zero	Low	Minimum 0.2% to Maximum 2% of the bill value.
10	Two hourly patrolling in each shift - Patrolling minimum 1 time in two hours during Day / Night -	Zero	Low	Minimum 0.2% to Maximum 2% of the bill value.
11	Firemen to ensure Team performance & discipline is maintained at all the times	Zero	Low	Minimum 0.2% to Maximum 2% of the bill value.
12	Smart Turnout, Good Uniform with ID card at all the times.	Zero	Low	Minimum 0.2% to Maximum 2% of the bill value.

Withholding of Payments: The Bank may withhold the payment and invoke the BG to an extent that, it reasonably believes when, the Agency is in breach of the obligations as per this Agreement and scope of work. If the breach is such that the same can be remedied, the Agency is given **07 (seven) days'** notice for remedy of the deficiency. Once the service provider has cured the deficiency, the Bank will pay back the withheld amounts on this cause. It is clarified that such withheld amount shall not earn any interest.

Deductions from Payment: The Bank may deduct from the Agency's Bill, amounts on account of claims of penalty as per the mentioned Service Level Agreement (SLA), costs or claims, losses, damages, defective services carried out by the Agency, etc., directly incurred by the Bank ('The Direct Damages') that arise from the negligence of the Agency. In case the Agency fails to remedy the breach, as mentioned, the Bank has the discretion, without further notice, to deduct such amounts from the Agency's Bill, and this right is in addition to any other rights available to the Bank under this Agreement.

Operational Working Penalty: Working penalty limiting to the operational requirements are specified as follows:

Penalty per Month

S L A	High Risk	Minimum 0.5% to a Maximum of 3% of the monthly bill value and not exceeding more than 5% of the total bill value.
	Medium Risk	Minimum 0.3% to a Maximum of 3% of the monthly bill value and not exceeding more than 5% of the total bill value.
	Low Risk	Minimum 0.2% to a Maximum of 2% of the monthly bill value and not exceeding more than 5% of the total bill value.

Implementation: The above-mentioned SLA are to be monitored by the Protocol, Security and Logistics Section (PSLS), CAB, Pune and process the penalties, if any.

Working Penalty (Statutory compliances): Working penalty limiting to the statutory compliances are specified as follows:

S No	Statutory requirements	Failure Tolerance Level	Risks	Penalty per Month
1.	Shall comply with the statutory requirement regarding maximum number of hours of service of 8 hours per day.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
2.	Deploying the employee beyond 8 hours in a day.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
3.	Failure to deploy 100% Firefighting staff in each shift.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
4.	Failure to comply with the Applicable laws	Zero	Medium	Minimum 0.3% to Maximum 3% of the bill value.
5.	Deploying the Staff/ employees without giving weekly off.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.

6.	Attendance register shall be maintained in such a manner that daily tracker of staff is possible.	Zero	Medium	Minimum 0.5% to Maximum 3% of the bill value.
7.	Statutory requirement documents to be provided on by keeping one register each i.e., Wage/ Leave/ Weekly off/ Attendance.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
8.	Participation in the Vendor Compliance Audit.	Zero	High	Minimum 0.5% to Maximum 3% of the bill value.
9.	Statutory requirement documents to be provided on time i.e., -PF/ESI - Before 5th of every month	Zero	Medium	Minimum 0.3% to Maximum 3% of the bill value.
10.	Failure to pay the salary with in 07th of each month on or before 07th every month	Zero	Medium	Minimum 0.3% to Maximum 3% of the bill value.

Other Conditions

1. The Eligible bidder shall comply with the necessary statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees state Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund(and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employees Liability Act, 1938; Employment of Children Act 1938; Maternity Benefit Act and/or any other rules/regulations and/or statutes that may be applicable to them. The eligible bidder shall be solely responsible for any violation of provision of the above mentioned legislative enactments or any other statutory provisions and shall further keep the Bank indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the noncompliance of the aforesaid statutory provisions. Eligible bidders failure to fulfil any of the obligations hereunder and / or under the said Acts, rules/ regulations/ or any bye-laws or rules framed under or any of these, the Bank shall be entitled to cover any of the such loses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the eligible bidders monthly payment.

2. Payment to the agency

- a) The eligible bidder shall comply with or cause to be complied with the notifications issued by Govt. from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns to the authorities concerned.
- b) The eligible bidder should pay the minimum wages stipulated by the Government of India, Ministry of Labor from time to time and submit monthly compliance certificate (with details of wages paid) on payment of minimum wages for the fire staff deployed in our premises along with next month's bill.
- c) The eligible bidder shall make the payment of wages etc., to the persons so deployed and shall on demand furnish copies of salary slip, wage register / muster roll, etc., to the CAB, RBI, Pune for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the eligible bidder to ensure that he is fulfilling his commitments, towards his employees so deployed as per the provisions of Contract Labor (Regulation and Abolition) Act, 1970. The Eligible bidder must comply with the provisions of Contract Labor (Regulation & Abolition) Act, 1970 at his own cost and the rules made there under by the Government from time to time.
- d) If it comes to the knowledge of the Bank that the same staff has been deployed in two consecutive shifts or is deployed elsewhere also, the Bank shall reserve the right to impose penalty as deemed fit. CAB, RBI, Pune will provide no accommodation facility, transport facility or medical facility. The eligible bidder shall not charge any amount from the fire staff deployed by him towards recruitment fee, registration fee etc.
- e) The charges quoted will cover the cost of the services of labor deployed, material used for maintenance of machinery/equipment deployed for efficient rendering of services and shall be payable on monthly basis subject to submission of invoice and performance check. The payment thereon will be made after the Bank's Officers duly certify the same that the services provided have been satisfactory and after deducting all statutory dues/taxes, etc.
- f) Payment will be made on a monthly basis for actual shifts manned/operated by the personnel supplied by the eligible bidder, based on the attendance sheets duly verified by the PSLS and supported by other required documents. The Bank shall entertain no other claim on whatever account.

- g) **Extra Work:** No claim for any extra work shall be allowed unless it has been executed with the concurrence of the Bank. Any such extra work as authorized shall be made in accordance with the following provisions.
- i. The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein.
 - ii. Rates for all items, wherever possible, should be derived out of the rates given in the Price Bid (Part-II of Tender).
- h) The Eligible bidder will ensure that Fire staff engaged by him must receive their entitled wages in time i.e., before **seventh** of every month. The payment of wages shall not be withheld for the reasons of pending bills with RBI. It is expected that the eligible bidder shall make payments of wages and all the statutory dues before 7th of every month and then claim re-imbursement from the Bank before 15th of the Month. In view of this, the following procedure will be adopted. The bills shall be submitted along with the following documents in respect of the contractual employees deployed at CAB, Pune, mandatorily:
- i Current month Invoice Copy.
 - ii Current month Wage Register (Form XVII [See rule 78(1) (a) (i) of The Contract Labour (Regulation and Abolition) Central Rules, 1971], duly signed by the individual contract Labourers.
 - iii Current month Attendance Register with signature of the employee.
 - iv Current month ESI remittance challan (if applicable) with consolidated and breakup details.
 - v Current month EPF remittance challan, as applicable, with consolidated and breakup details.
 - vi Bank statement of the agency duly authorized by Bank officials having details of salary Payment made to each employee.
 - vii Proof of any other payment (bonus etc.) made to the contractual employees.
 - viii A Certificate by the Vendor declaring that they are adhering to the applicable forms under the Minimum Wages Act, 1948 (XI of 1948) and all the applicable rules under the Act issued by the Government of India from time to time, EPFO, ESIC (if applicable), Bonus and all other Act/Rules issued by the Government of India in connection with employment of labours.
 - ix Periodical returns submitted to Labour Commissioner, Shram Suvidha Portal, and EPFO & ESIC within 07 days of filing (as and when submitted).

3. The eligible bidder shall compulsorily issue the salary slip to their Firefighting personnel. A tentative format is as under:

Name of Employee's	Month	Designation No:- of Days/Duties present:-
SALARY STATEMENT Payable paid		ESI No:- PF No:-
BASIC BONUS HRA GRATUITY OTHERS ALLOW. ADD. ALLOW/LATE DUTY GROSS WAGES OT GROSS WAGES + OT DEDUCTIONS (TAXES AND ANY OTHER CHARGES) NET PAYABLE (Rs.)		DEDUCTIONS AMOUNT EPF (%) ESI (%) SECURITY DEPOSIT TOTAL DEDUCTION:

4. The claims in bills regarding taxes and GST, if applicable, shall be necessarily accompanied with documentary proof pertaining to the concerned month's bill. A requisite portion of the bill / whole of the bill amount shall be held up until such proof is furnished, at the discretion of Bank.
5. The Agency shall raise the bill by 15th of every month and the payment shall be made within 45 days from the date of submission of complete bill with all supporting documents. As the Bank follows National Electronic Fund Transfer (NEFT) method only.
6. Before submission of the bill, the Agency shall ensure that the payment of persons deployed by the Agency has been made for the billed period.
7. No request for making advance payment on any ground shall be entertained. Under no circumstances, Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
8. Any future increase or decrease in these statutory rates like Minimum Wage, VDA, EPF, ESI, Bonus, GST, etc., will be binding on both the parties and will be paid by the Bank accordingly

9. Audit: Because of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the Bank from the agency. If any underpayment is discovered, the Bank shall duly pay the amount to the agency.
10. **Outsourcing** : Each Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. If the Bank subsequently finds to the contrary, it reserves the right to cancel the contract immediately.
11. RBI reserves the right to assess the capacity and capability of the parties. The Bank also reserves the right to accept any or reject any/ all the applications or any part thereof at any stage of process without assigning any reason thereof. The Bank has no obligation to accept the lowest financial application. RBI's decision in this regard shall be final and binding.
12. In the event of the eligible bidder committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability, pay to the Chief General Manager & Principal of the CAB, Pune, a sum as may be claimed by CAB, Pune.
13. The eligible bidder shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CAB, Pune
14. The eligible bidder shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of Reserve Bank of India.
15. The eligible bidder shall at his own cost take necessary insurance cover in respect of the previously mentioned services rendered to the Bank. The Bank shall not be responsible for payment of any compensation for death or injury or accident to any of the fire staff, which may arise out of and during their duties and deployment. It is agreed and understood that the eligible bidder shall alone be liable to pay such damages or compensation to such fire staff.
16. The eligible bidder shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the CAB, RBI, Pune and ensure that no such persons shall create disruption/ hindrance/ problem of any nature in the Bank either explicitly or implicitly.

17. That the eligible bidder shall keep CAB, RBI, Pune indemnified against all claims whatsoever in respect of the employees deployed by the eligible bidder. In case any employee of the eligible bidder so deployed enters in to dispute of any nature whatsoever, it will be the primary responsibility of the eligible bidder to contest the same. In case CAB, RBI, Pune is made party and is supposed to contest the case, CAB, RBI, Pune will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the eligible bidder to CAB, RBI, Pune on demand. Further, the eligible bidder shall ensure that no financial or any other liability comes on CAB, RBI, Pune in this respect of any nature whatsoever and shall keep CAB, RBI, Pune indemnified in this respect.
18. The eligible bidder shall ensure that the persons so deployed do not allow any property of the CAB, RBI, Pune related to Fire Safety Equipment to be taken out of the premises without a Gate Pass signed by the designated officials of the CAB, RBI, Pune. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the eligible bidder along with subsequent changes, if any. AGM (Protocol, Security and Logistics Section (PSLS), CAB, Pune shall make suitable arrangement to ensure compliance.
19. It shall be the responsibility of the eligible bidder to take care of fire safety arrangements in the CAB, RBI, Pune premises and report the matter related to fire safety to the AGM (Security) of CAB, RBI, Pune immediately. It shall be the sole responsibility of the eligible bidder to ensure security and safety of all the property and assets, movable and immovable, related to fire safety and security of the CAB, RBI, Pune and if there is any loss to the CAB, RBI, Pune on account of dishonesty, and/or due to any lapse on the part of the eligible bidder or his worker/s, the eligible bidder shall make good on demand the loss to the CAB, RBI, Pune. He should also take steps, in consultation with CAB, RBI, Pune authorities, to register FIR with police, if required.
20. **Financial Inclusion:** The Agency shall ensure that all the Fire staff deployed in the Bank premises are having a Saving Bank Account along with an ATM card. Payments of wages shall be paid through NEFT/ RTGS and wages must be paid up to 07th of every month.
21. At the end of the contract period, if asked by the Bank, the company will have to extend the services by 3 months on same terms and conditions

22. Sexual Harassment:

- (a) The Eligible bidder / Agency shall comply with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the

complaint will be filed before the Internal Complaints Committee constituted by the eligible bidder / agency and the eligible bidder / agency shall ensure appropriate action under the said Act in respect to the complaint.

(b) Any complaint of sexual harassment from any aggrieved employee of the eligible bidder against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

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

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

(e) The Agency shall ensure that no employee of the agency will enter or remain in the Bank's premises beyond the specified time limits unless necessary for fulfilling agency's obligations and with permission of the Caretaker/Bank Security officials.

23. Insurance

a) The successful bidder shall take **"all risk (CAR) policy"** for the contract value, **"third party / public liability"** for the contract in the joint names of the Bank and the Eligible bidder (name of the former being placed first in the policy) and **"workmen compensation policy"** for the workers engaged in the work (Name and location of the work must be mentioned clearly in the insurance policy). The Minimum cover under **third party / public liability** shall be for a minimum of **Rs.2.00 lakh per accident**, for up to 5 accidents during execution of work. The Minimum cover under (Workmen Compensation Policy) shall be in accordance with the minimum wages paid to the worker deployed for the fulfilment of the contract.

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

otherwise and also in respect of any award of compensation or damages consequent upon such claims.

Note: These policies shall be valid until the completion of the work. If the eligible bidder does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the eligible bidder or by revoking PBG. The eligible bidder shall indemnify the Employer against all risk by obtaining and keeping in force / currency throughout the Contract Period, necessary Insurance Policies of appropriate value.

- c) The Eligible bidder shall upon settlement by the insurer of any claim made against the insurer pursuant to a policy taken under this clause proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event all the money received from the insurer in respect of such damage shall be paid to the eligible bidder and the eligible bidder shall not be entitled to any further payment in respect of the expenditure incurred for rebuilding or repairing of the materials or goods destroyed or damaged.
- d) The eligible bidder, in case of re-building or reinstatement after damage shall be entitled to such extension of time for completion as the Employer may deem fit, but shall, however, not be entitled to reimbursement by the Employer of any shortfall or deficiency in the amount finally paid by the insurer in settlement of any claim arising as set out herein.
- e) Without prejudice to his liability under this clause, the eligible bidder shall also cause all nominated sub-eligible bidders to effect, for their respective portions of the works similar policies of insurance in accordance with the provisions of this clause and shall produce or cause to produce to the employer such policies.
- f) The Eligible bidder shall not permit a nominated Sub - Eligible bidder to commence work at the site unless said insurance policies are submitted. In the event of failure, of the Sub - Eligible bidder to take out such policy or policies of insurance before commencing the works at the site, the eligible bidder shall be responsible for any claim or damage attributable to the said Sub-Eligible bidder.

24. Non-disclosure

The Agency shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Agency during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Agency shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Agency shall indemnify the Employer for any loss

suffered by the Employer because of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Agency and the Employer shall be entitled to claim damages and pursue legal remedies. The Agency shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Agency's obligations with respect to nondisclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

25. Arbitration.

- (a) Any dispute and/or difference arising out of or relating to this contract will be resolved through joint discussion of the authorised representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator to be appointed by the Chief General Manager, CAB, RBI, Pune.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Vendor shall continue to be made in terms of the contract.
- (d) The agreement shall be subject to the jurisdiction of the Courts in Pune.

I/We hereby declare that I/We have read and understood all the above instructions/conditions and agree to abide by them.

Place:

Signature and seal of the Bidder

Date:

Name of Authorized signatory

Scanned copy (PDF format) must be uploaded while submitting e-tender online through MSTC E-Commerce portal.

Annexure VI: Form-1 of Technical Bid

(To be given on bidder's letterhead)

The Chief General Manager & Principal,
CAB, Pune

E-Tender for Annual Maintenance Contract for maintenance of firefighting equipment and disaster management services at Reserve Bank of India (RBI), College of Agricultural Banking (CAB), Pune and its residential colonies

In response to the above and in full agreement with the terms and conditions as stipulated by CAB, RBI, Pune:

- (a) I/ We certify that before signing this bid, I/ We have read and fully understood all the terms and conditions and instructions laid down in tender document and undertake to abide by them.
- (b) I/ We understand the minimum wages will be required to be paid as per the terms and conditions stipulated by the Central Government/ other authorities concerned from time to time. In addition, I/We also understand that all statutory payments like EPF /ESI /Bonus /Gratuity, Leave, Relieving charges, uniform, etc., also need to be paid as prescribed under various statutes, by me / us.
- (c) I/ We undertake that complete Fire security of the Bank's office premises shall be ensured by our Agency.
- (d) The Earnest Money Deposit (EMD) of **₹1,10,000/- (Rupees One Lakh Ten Thousand only)** is submitted through online on Beneficiary Name: CAB, RBI, Pune, IFSC: RBIS0PUPA01 (0 in the code represents ZERO), Account No: 8614038, Type of Account: Current Account.
- (e) On receiving the award of contract, I/We will furnish a Performance Bank Guarantee as a Security Deposit of 5% value of tender amount, which shall be valid for the entire period of contract.
- (f) I / We also understand that the Chief General Manager & Principal, CAB, RBI, Pune has the right to accept or reject my/ our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.
- (g) I/ We have valid registration in respect of Employees Provident fund/ Employees State Insurance/ GST etc., copies of which are enclosed herewith.

(h) I/ We agree and undertake, if our bid is successful and accepted, to provide the security services in accordance with the requirement of the Bank.

(i) I/ We also understand that the Bank Guarantee, in lieu of security deposit, will be invoked in the event of failure on my/ our part to execute the agreement within the specified time or in case of breach attributable to me/ us of the terms and conditions, or failure on my/ our part to duly execute the work.

Yours faithfully,

Date:

Authorized Signatory (Name & Seal)

Place:

Scanned copy (PDF format) must be uploaded while submitted e-tender online through MSTC E-commerce portal.

Annexure VII: General Instructions regarding Techno-commercial and Financial bids

(To be read in relevance to e-Tendering process only)

(To be scanned and uploaded)

1. PART- I (Techno-commercial bid)

- 1.1 Tenders in two parts are invited from Companies/Firms/Agencies for Annual Maintenance Contract for providing Firefighting Personnel (Fire men) at CAB, RBI, Pune at an estimated cost of **₹55,00,000/- (Rupees Fifty Five Lakh Only)** per annum **inclusive** of GST.
- 1.2 The outsourcing agency (hereinafter referred to as “Agency”) shall provide trained, uniformed Fire security personnel under its employment, and will provide security to the buildings, equipment, materials and employees at premises of the CAB, RBI, Pune as indicated in this document and monitoring and surveillance of the said premises.
- 1.3 The agency should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970 and Pune Works Contract Act (wherever applicable).
- 1.4 Eligibility criteria for participating in the tender. Company/Firm/Agency who full fill the following pre-qualification criteria are eligible to apply.

Sl. No	Criteria	Requirement
1.	Duration of experience	<p><u>Experience/Eligibility.</u></p> <p>1.1 The Fire Agency must hold a valid licence to act as a Licensed Agency for undertaking and executing the work of providing installation of equipment's and maintenance of fire prevention and life safety measures in any place, building or part thereof from the Maharashtra State Fire Services / Department for the period of Contract</p> <p>1.2 Minimum 3 years of experience in last 5 years (up to the date of issue of this tender) of similar works in Airports, Defence, PSUs, Embassies, Public / Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies.</p> <p>1.3 The Fire Agency should be registered currently with the appropriate Government authorities and should be a well-established and reputed organisation.</p>

		<p>1.4 Agency/Firm must be registered before 5 years from the date of issue of this Notice. The Agency should submit atleast one work order older than 5 years (i.e prior to April 2020)</p> <p>1.5 The Agency should mandatorily have an office (Registered/ corporate/ branch/ regional/ Zonal/ representative/ liaison) at Pune, Mumbai, Navi Mumbai. Documentary proof for the same to be submitted.</p>
--	--	--

2.	Minimum value of each completed work (qualifying)	<p><u>Minimum years of each completed work.</u></p> <p>2.1 Providing / provided Firefighting services in any one high security installation / establishment such as Airports, Defence, PSUs, Embassies/Consulates, Public / Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies during the last five years equivalent to 80% of the estimated cost.</p> <p style="text-align: center;">OR</p> <p>2.2 Providing / provided Firefighting services in any two high security installation / establishment such as Airports, Defence, PSUs, Embassies/ Consulates, Public /Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies during the last five years equivalent to 50% of the estimated cost.</p> <p style="text-align: center;">OR</p> <p>2.3 Providing / provided Firefighting services in any three high security installation / establishment such as Airports, Defence, PSUs, Embassies/Consulates, Public / Pvt Sector Banks, IT Sector and other reputed large Pvt Sector companies during the last five years equivalent to 40% of the estimated cost.</p> <p>Client's report for satisfactory completion/performance to be uploaded as documentary proof (Scanned copy PDF format) Submit work order accordingly (As per Annexure X)</p>
----	---	--

3.	ISO Certification and other standards	ISO Certification, SA 8000, OHSAS 18001. The bidder should have at least one of the following certifications: (a) ISO 9001 (b) SA 8000 (c) OHSAS 18001 (Scanned copy to be uploaded)
4.	Certificate of Registration of Establishment	The Agency should be in possession of a valid certificate of Registration of Establishments under the Maharashtra Shops and Commercial Establishments Act, 1961, from the Department of Labour, Maharashtra. (Scanned copy to be uploaded)
5.	Registration under Contractual Labour Act	The Agency should be in possession of a valid license for employing contractual labour under “The Contract Labour (Regulation & Abolition) (Maharashtra) Rules, 1974” from Ministry of Labour, Govt. of Maharashtra. (Scanned copy to be uploaded)
6.	ESIC, EPFO Registration	The Agency must be registered with ESIC and EPFO. (Scanned copies of Registration Certificates to be uploaded)
7.	Training Setup	Company should have a proper infrastructure for imparting training to their personnel on professional, physical aspects, discipline and conduct as prescribed by the Controlling Authority. A duly certified documentary evidence of the same may be scanned and uploaded.
8.	Yearly turnover	Should have a minimum annual turnover of amount equal to ₹55,00,000/- (Rupees Fifty Five Lakh only) from provision of Firefighting Services activities , during the last 3 years i.e., up to March 31, 2025 . (Scanned copy of the relevant documents duly Certified by Chartered Accountant to be uploaded)
9	Solvency	The Agency should furnish solvency certificate issued by the applicant's banker, specifically for the purpose of the work , for a minimum amount equal to the estimated cost (issued after April 22, 2025). (Scanned copy to be uploaded) (Annexure XI)
10	Visit to Office Premises	The bidder is required to provide Firefighting security services and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the eligible bidder has undertaken a visit to the Office Premises and is aware of the operational conditions prior to the submission of the tender documents.

11	One Bid per Bidder	Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
----	--------------------	--

1.6 Details of the company/firm/agency:

- 1.6.1 The full particulars of the Company/Firm/Agency, in detail, are required to be submitted. In case of a company, the certificate of registration, Memorandum and Articles of Association of the company and other relevant documents and particulars of all the directors and responsible officials are required to be submitted. In case of a partnership firm, the partnership deed, power of attorney, if any and particulars of all the partners constituting the firm; and in case of an Agency or Proprietorship, the particulars of the individual/individuals involved therein along with the name(s) and address(es)' etc. are required to be submitted (Scanned copy to be uploaded).
 - 1.6.2 Details of work experience as per the requirements in the pre-qualification criteria supported by work orders, documents, and certificates shall be submitted. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any other centre should also be given (Scanned copy to be uploaded).
 - 1.6.3 Income Tax Assessment orders along with latest final order and credit worthiness certificate from the bankers with a copy of the specified accounts of the business of the eligible bidder for a period of last three financial years duly certified by Chartered Accountants should be enclosed in proof of credit worthiness and turnover for the last three years (Scanned copy to be uploaded).
 - 1.6.4 Written information about the names and address of the Bankers with full details like names, present contact / postal addresses, e-mail IDs, telephone (landline and mobile) nos., etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished (Scanned copy to be uploaded).
- 1.7 The list of documents to be uploaded in the MSTC portal is given in the [Annexure-IX](#)
- 1.8 Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their candidature.

2 PART-II (Financial Bid).

- 2.1 Part-II of the online tender should only contain the service provider's quoted rates in Format I ([Annexure XVI](#)).
 - 2.2 The rates should be in conformity to Minimum Wages Act 1948 as published by Central Government/ State Government, Whichever is higher.
 - 2.3 The tendered rates shall be inclusive of all the liabilities of the company/agency/firm viz., Statutory Liabilities such as Minimum Wages, ESI and EPF (if applicable) contributions, etc. A reference may be made to all Central Government or State Government laws/guidelines (Whichever is Higher) in this regard.
 - 2.4 The quoted rates shall also include cost of Transportation, loading and unloading, freight charges, transit insurance and other administrative charges, materials, labour and tools/machinery, etc. required at the site.
 - 2.5 The financial bid also include, cost of uniform, Identity card and training of fire staff, Cost of Workmen compensation policy, Contractors all risk policy, Third Party Liability Insurance, Fire Audit Charges as specified in Scope of Works, Form A and Form B charges (Twice a Year) as specified in Scope of Works, Servicing of all type of fire extinguishers provided at various locations in CAB campus and its Residential colonies at Pune
 - 2.6 The rates/quotes in the Financial Bid shall be firm and final and will not be enhanced under any pretext during the period of the contract.
 - 2.7 **Financial Bids not conforming to the statutory obligations like Minimum Wages EPF, ESI, and Bonus etc. (If applicable) are liable to be rejected.**
 - 2.8 All statutory deductions, as applicable shall be made from the bills submitted by the company/agency/firm. The Financial Bid shall, therefore, be all-inclusive.
 - 2.9 To assist in the examination, evaluation, comparison of the Tenders and qualification of the tender, 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 reasonable to 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.
 - 2.10 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 liable to be rejected.
- 3 **Opening of Tender.** As per the procedures laid down in Section I hereto for opening of tender.

3.1 Validity of Tender: The Tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of Part-I, which period may be further extended by mutual agreement in writing by the Bidder and the Bidder shall not cancel or withdraw the tender during this period or change the quoted rates.

3.2 The tender documents, which do not comply with the conditions prescribed in the tender form, will be rejected outright.

3.3 Conditional bids will also be rejected outright.

3.4 The Part-II (Financial bid) of only those bidders who qualify in the Techno-commercial Bid (Part-I) will be opened on a subsequent date, for which the intimation would be given to the qualified bidders.

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

Note: All the bidders may please note that any amendments / corrigendum to the tender, if issued in future, will be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

I/We hereby declare that I/We have read and understood all the above instructions/conditions and agree to abide by them.

Date:

Signature and seal of the Bidder
(Name of Authorized signatory) Place:

Scanned copy (PDF format) must be uploaded while submitting e-tender online through MSTC E-commerce portal.

Section VI: Standard Formats (Annexure VIII to XV).

Annexure VIII: Particulars of the tendering Company/Firm

(To be given on Bidder's letterhead)

1.	Name of the Company/Firm	
2.	Type of Company whether, Proprietorship, Partnership etc.	
3.	Name and address of the Proprietor/ Partners/ Directors of the Company	
4.	Registration (firm, company etc.) / Registration Authority, Date Number etc.	
5.	Registered office address and telephone number & email address	
6.	Office address through which the work will be handled (together with email id of authorised official)	
7.	Experience in undertaking similar services to other organizations	____ Years
8.	Total value of the contract entered into with other organizations for the last 3 years:	
	2022-23	₹
	2023-24	₹
	2024-25	₹
9.	Furnish Balance Sheet for last 3 years i.e 2021-22, 2022-23, 2023-24.	
10.	Whether providing Firefighting services to any of the Government/Semi-Government Undertaking/s and if so, furnish details	
11.	PAN No:- (copy of PAN card issued by the Income Tax Department)	
12.	Provident Fund Account No:-	
13.	ESI Registration. Number	
14.	Fire NOC/Licence issued by Maharashtra State Fire Services / Department with Validity	
14.	Licence number under Contract Labour (R&A) Act	
15.	Indicate if involved in any litigation	

16.	Any disputes (including with statutory authorities) are pending and details of the stage of proceedings	
17	Type of Insurance provided to employees & Name of Insurance company	

Signature of the applicant with Seal and date

Scanned copy (PDF format) must be uploaded while submitting e-tender online through MSTC E-commerce portal.

Annexure IX: Check-list for Technical evaluation/ Documents to be uploaded in MSTC portal

Sr. No: -	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason/ undertaking for non-applicability
1.	Tender Document issued by the Bank – duly filled, stamped and signed (including all Annexures, Minutes of pre-bid meeting and corrigendum if any)	
2.	Power of Attorney/ authorization with the seal of the company/ firm in the name of the person signing the tender documents	
3.	Copy of NEFT Receipt as evidence of remitting EMD amount	
4.	Certificate of incorporation and Memorandum and Articles of Association / partnership deed/ other relevant certificate of registration for commencement of business	
5.	Copy of PAN Card & other related Income Tax documents	
6.	Copy of GST Registration Certificate	
7.	Copy of MSMED Registration Certificate, if any	
8.	Copy of EPF Registration	
9.	Copy of ESIC Registration	
10.	Proof of Valid license for employing contractual labour under “The Contract Labour (Regulation & Abolition) (Maharashtra) Rules, 1974” from Ministry of Labour, Govt. of Maharashtra. (Scanned copy to be uploaded)	
11.	Fire NOC/Licence issued by Maharashtra State Fire Services / Department with Validity	
12.	Details of similar qualifying works completed in last 5 years along with contact details of clients	
13.	Work Orders for all similar qualifying works completed in last 5 years. At least one work order of similar qualifying works issued before 5 years.	
14.	Client's Certificates (in format prescribed under Annexure X) from different clients in letterhead of the client and signed by authorized signatory for all similar qualifying	

Sr. No: -	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason/ undertaking for non-applicability
	works completed in last 5 years	
15.	Completion certificates for all similar qualifying works completed in last 5 years	
16.	Work Orders for previous experience, if any, of carrying out Works for the Reserve Bank of India at any center, if any	
17.	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for the last 3 years, i.e. 2021-22, 2022-23 and 2023-24.	
18.	Average Turnover of not less than ₹55,00,000/- (Rupees Fifty Five Lakh only) per annum (for Firefighting Services) for the last 3 years, duly certified by the Chartered Accountant. i.e. 2021-22, 2022-23 and 2023-24.	
19.	Copies of the Income Tax Clearance Certificates/ Income Tax Assessment Orders/ Income Tax Returns for last 3 years i.e. 2021-22, 2022-23 and 2023-24.	
20.	Details of Bank Accounts along with Contact details of Banker(s) (in format prescribed under Annexure XII)	
21.	Banker's Certificate (Solvency Certificate) issued by the bidder's bankers specifically for this work for an amount equivalent to the estimated cost of ₹55,00,000/- (Rupees Fifty Five Lakh only) for indicating financial soundness of the bidder. (As per Annexure XI)	
22.	Valid document in support of having full-fledged service setup/ back office/ administrative office in Pune/Mumbai/Navi Mumbai	
23.	List of deviations, if any, in commercial/technical terms and conditions	
24.	Certificate regarding Training Facility.	
25.	Valid ISO 9001 / SA 8000 / OHSAS 18001 Certificates	
26.	Details of staff available in the organization for Deployment (manpower on rolls as on March 31, 2025). Documentary Proof to be submitted	

Sr. No: -	Particulars of the documents	Submitted (Yes/ No/ Not Applicable*) *Kindly provide valid reason/ undertaking for non-applicability
27.	Other relevant documents, if any 1. 2. 3.	

Authorized Signatory (With name &
Seal) Date:

**Scanned copy (PDF format) must be uploaded while submitting e-tender
online through MSTC E-commerce portal.**

CONFIDENTIAL

**Annexure X: Client's certificate regarding performance of company/agency/firm
providing Firefighting Services**

To
The Chief General Manager & Principal
CAB, Pune

Name and address of the Client: -

Details of service availed from M/s.....

1.	Details of services with brief particulars	
2.	Agreement/ Work order No:- and date	
3.	Agreement amount	
4.	Date of commencement of contract	
5.	Date of Completion of Contract	
6.	i) Quality of service (indicate grading)	Outstanding / Very Good/ Good / Satisfactory / Poor
7.	Details of penalty levied for deficiency in service (indicate amount) if any	
8.	Was there any instance of non-compliance with any statutory or regulatory requirement?	
9.	1. Did the firm opt for arbitration at any stage 2. If yes, total amount of claim 3. Total amount awarded	
10.	Comments on the capabilities of the firm.	
	a) Technical proficiency	Outstanding / Very Good/ Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good/ Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good/ Good / Satisfactory / Poor
	e) General behaviour	Outstanding / Very Good/ Good / Satisfactory / Poor

Note: All columns should be filled in properly

Date:
Place:

Signature of the Authorised Official
(with seal)

Please Note: Scanned copy (PDF format) must be uploaded while submitted e-tender online through MSTC E-commerce portal. The original reports in client's official letter head is to be addressed to The Chief General Manager & Principal, CAB, Pune

Annexure XI: Form Of Banker's Certificate from a Scheduled Bank

(To be uploaded by the Bidder along with the Tender)

1. Name of the company/agency/firm:
2. Composition of the company/agency/firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited):
3. Name of the Proprietor/ Partners/ Directors of the company/agency/firm:
4. Name of the Banker:
5. Name of the Branch and complete postal address:
6. Name and job title of the contact person along with his/her Telephone No (s) and E-mail etc.:
7. Type of Account (Saving/Current etc.):
8. Account Number:
9. IFSC of the bank branch:
10. Turnover of the company/agency/firm for the last 3 years as per current account (year wise):
11. Credit facility/ Overdraft facility enjoyed by the company/agency/firm:
12. Dealings:
13. The period from which the company/agency/firm has been banking with the bank:
14. Any other remarks:

You may also kindly forward your opinion whether the above company/agency/firm is considered financially sound to be entrusted with the contract for works estimated to cost **₹55,00,000/- (Rupees Fifty Five Lakh Only)** per annum.

(Signature) For the Bank

Place:

Date:

Note:

- i. **Banker's certificates should be on letter head of the bank**
- ii. **In case of partnership firm, certificate to include names of all partners as recorded with the bank.**
- iii. **Scanned copy (PDF format) of the original must be uploaded while submitted e-tender online through MSTC E-commerce portal.**

Annexure XII: Details of Bank Accounts

To be submitted in official stationery of the eligible bidder
(For EMD and bill payment/reimbursement)

	Banker 1	Banker 2
Name of the Branch and its Complete Postal Address *		
Name and Job-title of the Contract Person along with his/her Telephone No:- (s) and Email etc. *		
Type of Account and Account No:- *		
Whether Credit Facility / Overdraft Facility enjoyed by the agency *		
The Period from which the agency has been banking with the Banker *		
Any other information which the bidder may like to furnish about its Bankers: *		
PARTICULARS OF ELIGIBLE BIDDERS/SUPPLIERS FOR PAYMENT THROUGH NEFT		
Name of the Firm / Company *		
GSTIN. *		
Permanent Account No:- (PAN)*:		
Postal Address (with Pin code)*		
Contact Person *		
Telephone Number (landline)		
Mobile Number *		
E-mail ID *		
Bank Account Number*		
Type of A/c* (Saving/Current)		
Name of the Bank*		
Name of the Branch*		
IFS CODE*		
The fields marked with * should be mandatorily filled.		

Place:

Date:

Authorised signatory
(with name and seal)

Scanned copy (PDF format) must be uploaded while submitting e-tender online through mstc ecommerce portal.

Annexure XIII: Details of previous experience

Minimum value of each completed work (qualifying) Experience of having successfully completed similar works during last 5 years (Refer Section-III Para 3)						
Sl. No:-	Nature of service rendered	Name, address & Telephone number of the client (Govt. / Semi-Govt/ bank/others)	Number of persons deployed (No of Firemen, No of Fire Supervisors)	Value of Work in Rupees	Period of Work (example 2023-24)	Details of Documentary proof in PDF (Page No:- / File Name)

Scanned copy (PDF format) must be uploaded while submitting e-tender online through mstcecommerce portal.

Annexure XIV: Proforma for Bank Guarantee for Security Deposit

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

No. _____ Date _____

To:

The Principal
College of Agricultural Banking
Reserve Bank of India
University Road, Pune 411016

Dear Madam,

In consideration of your agreeing to accept the security deposit of (Rs _____ only) furnishable to you by M/s _____ (hereinafter referred to as "the Contractor") in terms of their contract with you for "**ANNUAL MAINTENANCE CONTRACT FOR MAINTENANCE OF FIREFIGHTING EQUIPMENT AND DISASTER MANAGEMENT SERVICES AT RESERVE BANK OF INDIA (RBI), COLLEGE OF AGRICULTURAL BANKING (CAB), PUNE AND ITS RESIDENTIAL COLONIES**" as per their Tender dated _____ and your Special Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated _____ in the form of guarantee from us in the manner hereinafter contained, we _____ (Name of the Bank) do hereby covenant and agree with you as follows :

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of Rs _____ (Rupees _____ only) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of Rs _____ (Rupees _____ only) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.

2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish

your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder _____ beyond _____ the _____ limit _____ of Rs _____ (Rupees _____ only) as aforesaid.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.

7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.

14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.

15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs _____ (Rupees _____ only). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities thereunder, irrespective of whether or not the original guarantee is returned to us.

16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above named Bank)

For & on behalf of
(Banker's Name & Seal)

BRANCH MANAGER
(Banker's Seal)
Address

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

Annexure XV: Proforma of Service Report:

[illegible]

Annexure XVI: PART II - Financial Bid

Note: The rates have to be filled by the tenderer online in the MSTC portal only. Do not upload the filled calculation sheet, this is for reference only

The rates/wages should be **latest** and in conformity to **Minimum Wages Act 1948** for **Wages of Fire Supervisor** is considered equivalent to wages specified for employees employed in **Watch and Ward (with arms)** and **Wages of Firemen** is considered equivalent to wages specified for employees employed in **Watch and Ward (without arms)** as published by Central Government or State Government **whichever is higher will be applicable**.

Fixed Amount:

(I) Minimum Wages to be paid to Firemen(FM)

Equivalent to wages specified for employees employed in **Watch and Ward (without arms)** as published by Central Government or State Government **whichever is higher will be applicable**.

S.No:-	Description	Wages for 1 day	Total Amount per annum
I.1	Minimum Wages	₹ A	₹A*365
	(Basic + Variable Dearness Allowance)		
I.2	Employer contribution of Employee Provident Fund (EPF) including EDLI and admin charges, if any (subject to maximum ceiling of salary of Rs 15000.00 or any other amount specified by EPFO from time to time) @ 13% of Minimum wages	₹ B	₹B*365
I.3	Minimum wages per Firemen	C= A+B	FM=[(A*365)+(B*365)]
I.4	Total Wages for 6 Firemen (I.3 x 6)	D= C* 6	E = D* 365

(II) Minimum Wages to be paid to Fire supervisor(FS)

Equivalent to wages specified for employees employed in **Watch and Ward (with arms)** as published by Central Government or State Government **whichever is higher will be applicable.**

S.No:-	Description	Wages for 1 day	Total Amount per annum
II.1	Minimum Wages	₹ A1	₹A1*365
	(Basic + Variable Dearness Allowance)		
II.2	Employer contribution of Employee Provident Fund (EPF) including EDLI and admin charges, if any (subject to maximum ceiling of salary of Rs 15000.00 or any other amount specified by EPFO from time to time) @ 13% of Minimum wages	₹ B1	₹ B1*365
II.3	Minimum wages per Fire Supervisor	C1= A1+B1	FS=[(A1*365)+(B1*365)]
II.4	Total Wages for 3 Fire Supervisor (II.3 x 3)	D1= C1*3	E1 = D1*365

(III). Minimum Wages to be paid to Fire Advisor (Retired Fire officer not below the rank of Asst. Station Officer)

Minimum Wages to be paid to Fire Advisor		
S.No:-	Description	Rate Calculation per Annum
III	Wages for One Fire Advisor	FA= FS * (FS / FM)*1

- FM = Total Minimum wages per Fire men per annum
- FS= Total Minimum wages per Fire Supervisor per annum
- FA= Total Minimum wages per Fire Advisor per annum

Total Fixed amount per Annum (Amount = E +E1+FA)	X
---	----------

- The wages of advisor will change in accordance with the change in VDA of Firemen and Fire Supervisor
- ESIC and Bonus are not applicable as the Basic wages (As per estimates) per month is more than ₹21,000/- for Firemen and Fire supervisors.

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

Fixed amount (X)		X
Quoted Service Charge In percentage % (Y)		
Sr. No.	The Service Charges is to be quoted as percentage of fixed amount, X, which Shall include	
1.	Eligible bidder's profit & overhead ,Wages and allowances paid to the workers by the eligible bidder over and above the rates specified under the minimum wages, liveries required for the workers, Transportation, loading and unloading, freight charges, transit insurance and other administrative charges and any other charges	Y%
2.	Cost of uniform and training of fire staff	
3.	Cost of Workmen compensation policy, Eligible bidders all risk policy, Third Party Liability Insurance	
4.	Fire Audit Charges as specified in Scope of Works	
5.	Form B charges(Twice a Year) as specified in Scope of Works	
6.	Servicing of all type of fire extinguishers on Quarterly basis provided at various locations in CAB campus and Residential colonies at Pune as specified in Scope of Works	
Total Charges per Annum (Z= X + Y% of X)		(Z= X + Y% of X)
GST @ 18% on Total Charges per Annum (GST= 18% of Z)		(GST= 18% of Z)
Total Contract Value(CV) per Annum		(CV= Z + GST)

Note:

- Note 1:** The intending bidders are required to consider **latest wages** in conformity to **Minimum Wages Act 1948** for **Fire Supervisor** is considered equivalent to wages specified for employees employed in **Watch and Ward (with arms)** and **Wages of Firemen** is considered equivalent to wages specified for employees employed in **Watch and Ward (without arms)** as published by Central Government or State Government **whichever is higher will be applicable** while calculating the minimum wages as summarized in Table (I) and Table (II) above.

2. **Note 2:** The intending bidders are required to quote their **Service Charge** (Y%) as in Table **Price Bid Format 1**. Quotations received in any other format will be summarily rejected. **Quotation service charge as zero will not be accepted.** Such bids shall be rejected.

For Example: -

If the Bidder wants to quote 15% as Service charge (including all costs except GST) on fixed amount, then he will quote only 15 in the respective field of price bid at MSTC website.

3. Rates of service charge quoted online are to be exclusive of GST. GST will be calculated extra on total monthly charges to arrive at the contract cost and will be paid as applicable on actual basis. No separate claim in respect of any tax (other than applicable GST), duty or levy whether existing or future and/ or any other charges shall be entertained by the Bank.
4. As there is no separate classification of Firefighting staff in Minimum wages notification issued by Central government or State Government, the minimum wages notified for employees employed in Watch and Ward duties for arriving at Fixed amount per month are as follows-

a. **Wages of Fire Supervisor is considered equivalent to wages specified for employees employed in Watch and Ward (with arms)**

b. **Wages of Firemen is considered equivalent to wages specified for employees employed in Watch and Ward (without arms)**

c. Wages of Fire Advisor is considered in same proportion with the wages of Fire supervisor as the proportion of wages of fire supervisor and firemen

Yearly Wages of Fire Advisor = i.e., Yearly Wages of One Fire Supervisor x (Yearly Wages of One Fire Supervisor / Yearly Wages of One Fire men).

d. As Fire Advisor is supposed to be a retired Fire Officer (not below the rank of Asst. Station Officer) from State Fire Department, EPF and ESIC contributions will not be applicable if Fire Advisor appointed by the eligible bidder has crossed the threshold age limit for the same.

5. The payment of wages and any future revision in this Fixed cost by the Bank (and accordingly, in contract cost) will be based on the minimum wages as notified by Central government and State Government, Ministry of Labour and Employment for firefighting workers (and in case of no separate classification of Firefighting workers in such notification, the minimum wages notified for employees employed in Watch and Ward services will be considered for this purpose as per the rules mentioned above).

6. The Rates indicated above are as per the extant government guidelines and the same is used to derive the fixed amount. In the event of revision/ change in any of the above rates by the government, the fixed amount and accordingly, the contract cost will be recalculated and revised accordingly.

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

Signature of bidder with seal

Address:

Date: