



**भारतीय रिज़र्व बैंक  
संपदा कक्ष, भायखला, मुंबई**

**भायखला, तारदेव, माटुंगा, दादर (वरदा) और गोरेगांव (गोकुलधाम) में बैंक के आवासीय परिसर में  
जल स्तर संकेतक की एसआईटीसी**

भारतीय रिज़र्व बैंक ₹5 लाख और ₹10 लाख के बीच की लागत के इलेक्ट्रिकल श्रेणी में बैंक के पैनल में शामिल ठेकेदारों से ई-निविदा मोड द्वारा दो-भाग निविदा आमंत्रित करता है। निविदा एमएसटीसी लिमिटेड के ई-निविदा पोर्टल के माध्यम से की जाएगी। सभी इच्छुक पात्र सूचीबद्ध ठेकेदारों को निविदा प्रक्रिया में भाग लेने के लिए उपर्युक्त वेबसाइट के माध्यम से एमएसटीसी लिमिटेड पर स्वयं को पंजीकृत करना होगा।

**निविदा की अनुसूची**

a. कार्य का नाम	भायखला, तारदेव, माटुंगा, दादर (वरदा) और गोरेगांव (गोकुलधाम) में बैंक के आवासीय परिसर में जल स्तर संकेतक की एसआईटीसी
b. ई-निविदा नं.	RBI/Mumbai Regional Office/Estate/140/25-26/ET/820
c. निविदा का माध्यम	ई-खरीददारी प्रणाली- (ऑनलाइन भाग I – टेक्नो वाणिज्यिक बोली एवं भाग II कीमत बोली <a href="https://www.mstcecommerce.com/eprocn/">(https://www.mstcecommerce.com/eprocn/)</a> के माध्यम से
d. अनुमानित लागत	<b>₹7.70 लाख (जीएसटी सहित)</b>
e. पार्टियों द्वारा डाउनलोड हेतु NIT उपलब्ध होने की तारीख (निविदा दिखने का समय)	09.01.2026 को शाम 06:00 बजे से
f. बोली पूर्व बैठक	लागू नहीं
g. i) बयाना जमा ii) निविदा शुल्क	i) लागू नहीं ii) शून्य निविदा शुल्क
h. ऑनलाइन टेक्नो वाणिज्यिक बोली एवं कीमत बोली प्रस्तुत करने हेतु ई-निविदा के प्रारम्भ होने की तिथि	09.01.2026 को शाम 06:00 बजे से
i. ऑनलाइन टेक्नो वाणिज्यिक बोली एवं कीमत बोली प्रस्तुत करने की अंतिम दिनांक	19.01.2026 को अपराह्न 02:00 बजे तक
j. भाग-I को खोलने की तिथि व समय (टेक्नो वाणिज्यिक बोली)	19.01.2026 को अपराह्न 03:00 बजे निविदा भाग-I खोलने का स्थान: संपदा कक्ष, भायखला, मुंबई-400 008
भाग-II (मूल्य बोली) खोलने की तिथि और समय	भाग-II खोलने की तिथि और समय पात्र विक्रेताओं को बाद में सूचित किया जाएगा।
k. लेनदेन शुल्क	एमएसटीसी लिमिटेड के पक्ष में एमएसटीसी भुगतान गेटवे/एनईएफटी/आरटीजीएस के माध्यम से एमएसटीसी के अनुसार

2. बैंक न्यूनतम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी निविदा को पूर्ण या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना कोई कारण बताए सभी निविदाओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

3. भविष्य में जारी निविदा में कोई भी संशोधन / शुद्धिपत्र, यदि कोई हो, केवल ऊपर दी गई आरबीआई वेबसाइट और एमएसटीसी वेबसाइट पर अधिसूचित किया जाएगा और समाचार पत्र में प्रकाशित नहीं किया जाएगा।

**क्षेत्रीय निदेशक  
भारतीय रिजर्व बैंक  
मुंबई**



**Reserve Bank of India  
Estate Cell, Byculla  
Mumbai**

**E-tender No.- RBI/Mumbai Regional Office/Estate/140/25-26/ET/820**

**E-Tender  
For**

**SITC of Water Level indicator at Bank's Residential Premises at Byculla, Tardeo,  
Matunga, Dadar(Varada) & Goregaon (Gokuldham).**

**Name of Contractor:** \_\_\_\_\_

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

**Last date of submission - 02:00 PM on 19.01.2026**

### SCHEDULE OF TENDER (SOT)

a. Name of work	SITC of Water Level indicator at Bank's Residential Premises at Byculla, Tardeo, Matunga, Dadar(Varada) & Goregaon (Gokuldhham).
b. e-Tender no	RBI/Mumbai Regional Office/Estate/140/25-26/ET/820
c. Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through ( <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a> ))
d. Tender Value (Estimate Cost)	<b>Rs. 7.70 lakhs inc. GST</b>
e. Date of NIT available to parties to download (View Tender Time)	On 09.01.2026 from 06:00 PM onwards
f. Pre-Bid meeting	Not Applicable
g. i) Earnest Money Deposit	i) Not Applicable
ii) Tender Fees	ii) No Tender Fees
h. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a>	06:00 PM on 09.01.2026
i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	02:00 PM on 19.01.2026
j. Date & time of opening of Part-I (Techno-Commercial Bid)	03:00 PM on 19.01.2026 at Estate Cell, Byculla, Mumbai-400008
The date and time of opening of Part-II (Price Bid)	The date and time of opening of Part-II (Price Bid) shall be intimated to the eligible vendors subsequently)
k. Transaction Fee	As per MSTC through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED

2. 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 therefor

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

**Regional Director  
Reserve Bank of India  
Mumbai**

## **Important instructions for E-procurement**

Bidders are requested to read the terms & conditions of this tender before submitting your online tender.

1

### **Process of E-tender :**

A) Registration: The process involves vendor's registration with MSTC eprocurement 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 type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi)**

1). Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com)→ e-Procurement →PSU/Govtdepts→ Select RBI Logo-

>Register as Vendor -- Filling up details and creating own user id and password→ Submit.

2) 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):**

1. Smita Mhapsekar, Manager(Estate)- [smita@rbi.org.in](mailto:smita@rbi.org.in)- 8850982596
2. Arti Yadav, Asst. Manager(Estate)-[artiyadav@rbi.org.in](mailto:artiyadav@rbi.org.in)-9560223863
3. Abhijeet Deshmukh, Asst. Manager (Tech-Elect)-  
[abhijeetdeshmukh@rbi.org.in](mailto:abhijeetdeshmukh@rbi.org.in)- 9969201968
4. Harshal Patel, J.E.(Electrical)- [harshalpatel@rbi.org.in](mailto:harshalpatel@rbi.org.in)-8155881595

### **Contact person (MSTC Ltd):**

5. Mr. Sushil Nale, Asst. Manager – [sushil@mstcindia.co.in](mailto:sushil@mstcindia.co.in) Mobile- 09987758430
6. Ms Archana, Asst. Manager- [archana@mstcindia.co.in](mailto:archana@mstcindia.co.in) Mobile- 09990673698
7. Ms. Rupali Pandey, Executive- [rpandey@mstcindia.co.in](mailto:rpandey@mstcindia.co.in) Ph- 022 22886268
8. Mr. Tejas V, Executive [tejasv@mstcindia.co.in](mailto:tejasv@mstcindia.co.in) Ph-022 22822789 Google hangout ID- (for text chat)- [mstceproc@gmail.com](mailto:mstceproc@gmail.com)
9. Technical support staff – 022-22870471
10. Helpline Nos.- 033 40645207, 033 40609118, 033 40645316, 033 22901004, 033 22895064
11. Email- [helpdesk@mstcindia.co.in](mailto:helpdesk@mstcindia.co.in)

### **B) System Requirement:**

i) Windows 7 or above Operating System ii) IE-7 and above Internet browser.

	<p>iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.</p>
	<p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <p>□ Tools =&gt; Internet Options =&gt; Security =&gt; Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. □ Other Settings:</p> <p>Tools =&gt; Internet Options =&gt; General =&gt; Click On Settings under “browsing history/Delete Browsing History” =&gt; Temporary Internet Files =&gt; Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> .Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
4	<p><b>Special Note towards Transaction fee:</b></p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><b><u>Transaction fee is non-refundable.</u></b></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><b><u>NOTE</u></b></p> <p>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>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>

7	<p>Bidding in e-tender :</p> <p>a) Vendor(s) need to submit necessary Transaction fees (If ANY) to be eligible to bid online in the e-tender. Transaction fees are non-refundable. No interest will be paid on EMD.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement →PSU/Govtdepts→ Login under RBI→My menu→ Auction Floor Manager→ live event →Selection of the live event</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common Terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to Save/submit his Technical bid.</p> <p>e) 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 and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid &amp; Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms &amp; conditions for the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page <a href="http://www.mstcecommerce.com/eprochome">www.mstcecommerce.com/eprochome</a> to familiarize them with the system before bidding.

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**Section - I**  
**Form of Quotation**

To  
Regional Director  
Reserve Bank Of India,  
Estate Cell, Byculla  
Mumbai 400 008

We have carefully examined the requirements, conditions and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and also having acquired the requisite information relating thereto as affecting the quotation. I/We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance to all respects in writing referred to in articles of agreement, general instructions to tenderers and special conditions hereinbefore referred to, specifications and schedule of quantities with the conditions of the contract attached hereto by in all respects, in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

(a)	Description of works	:	SITC of Water Level indicator at Bank's Residential Premises at Byculla, Tardeo, Matunga, Dadar (Varada) & Goregaon (Gokuldham).
(b)	Estimated cost	:	<b>₹ 7.70 Lakh</b>
(c)	Terms of Payment	:	As per clause 24 of Commercial Conditions
(d)	Earnest Money	:	NIL
(d)	Time allowed for completion of the work from the 14 <sup>th</sup> day after the date of written order to commence the work	:	2 Months

2. We also agree that our quotation will be valid for acceptance by the Bank for 90 days from the date of opening of tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
3. Should this quotation be accepted, I/we hereby agree to abide by and fulfill all the terms and conditions and in the event of any default thereof, to forfeit and pay to

you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the quotation document together with the written acceptance of the Contract.

- 4. I/We understand that you reserve the right to accept or reject any or all the quotations either in full or in part without assigning any reason therefor.
- 5. The Quotation is submitted online that is E-tender at MSTC portal.

Dated this .....day of ..... 2026.

For and on behalf of M/s .....

(Signature of authorized signatory with seal)

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

(Certified true copy of Board Resolution or mandate or Power of Attorney of the above signatory as authorized signatory should be enclosed).

Witnesses (1) \_\_\_\_\_

Signature with name, \_\_\_\_\_  
address and date

Witness (2)  
Signature with Name, \_\_\_\_\_  
address and date

## Section II

### Articles of Agreement

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_  
Between the Reserve Bank of India, having its Office at Mumbai (hereinafter called  
“the Employer”) of the one part and \_\_\_\_\_  
(hereinafter called “the Contractor”) of the other part.

WHEREAS the Employer is desirous of carrying out : **“SITC of Water Level indicator at Bank’s Residential Premises at Byculla, Tardeo, Matunga, Dadar (Varada) & Goregaon (Gokuldhham)”** and has caused drawings and specifications describing the works to be done

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

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth in the special conditions and in the Schedule of Quantities and conditions of Contract as modified and finally accepted by both the parties(all of which are collectively referred to as “the said conditions”) the works shown upon the said drawings and/or described in the said Specification and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as “the said Contract Amount”).

#### **NOW IT IS HEREBY AGREED AS FOLLOWS:**

- 2.1 In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall, upon and subject to the said Conditions, execute and complete the work shown upon the said drawings and described in the said Specifications and the Schedule of Quantities.
- 2.2 The Employer shall pay the Contractor the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
- 2.3 The term "Architect" in the said conditions shall mean CGM, Premises department, Central Office, Reserve Bank of India and on his ceasing to be the architect for the purpose of this Contract for whatever reason, such other person or persons as shall be nominated for that purposes by the Employer, not being a person to whom the Contractor shall object for reasons considered to be

sufficient by the Employer PROVIDED ALWAYS that no person or perhaps persons subsequently appointed to be architect under this Contract shall be entitled to disregard or overrule any previous decisions or approval or direction given or expressed in writing by the architect for the time being.

- 2.4 The said Conditions and annexures thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.
- 2.5 The plans, agreement and documents mentioned herein shall form the basis of this Contract.
- 2.6 The contractor shall afford every reasonable facility for carrying out of all works relating to the said work in the manner laid down in the said Conditions and shall make good any damages done to walls, floors etc. after the completion of such works.
- 2.7 The Employer reserves to itself the right of altering the Drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out by other without prejudice to this Contract.
- 2.8 Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work from the 14<sup>th</sup> day of issue of works order/letter of acceptance as provided for in the said conditions and to complete the entire work within 02 months subject nevertheless to the provisions for the extension of time.
- 2.9 All payments by the Employer under this Contract will be made only at Reserve Bank of India, Byculla.
- 2.10 All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Byculla, Mumbai and only Courts in Mumbai shall have jurisdiction to determine the same.
- 2.11 That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

If the Contractor is a partnership or an individual

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

If the Contractor is a company	IN WITNESS WHEREOF the Employer has set its hand to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates/has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.
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## 2.12 Non-Disclosure clause

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc. which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement to any third party and shall at all times hold the same in strictest confidence. The Contractors shall treat the details of the contract as private and confidential except to the extent necessary to carry out the obligations under it or to Comply with applicable laws. The Contractor shall not publish, permit to be published or Disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect of its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

## 2.13 Prevention of Sexual harassment

The contractor/Agency shall be solely responsible for full compliance with the provision 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 Bank, complaint will be filed before the Internal complaint committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

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

The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the contractor is proved.

The contractor shall be responsible for educating its employee about prevention of sexual harassment at work place and related issue.

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

Signature clause:

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

*(Name and designation)*

In the presence of

(1)

Address

(2)

Address

Witness

SIGNED AND DELIVERED by

In the presence of

(1)

Address

(2)

Address

Witness

THE COMMON SEAL OF

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

(1)

(2)

If the party is partnership  
firm

or an individual should  
be signed by all or on  
behalf of all the partners.

Directors who have signed these presents  
in to- ken thereof in the presence of

(1)

(2)

SIGNED AND DELIVERED BY the  
Contractor by  
the hand of Shri

---

and duly constituted attorney.

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

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

### Section III

#### General Instructions to Contractors and Special Conditions

1. E-Tenders are invited for **SITC of Water Level indicator at Bank's Residential Premises at Byculla, Tardeo, Matunga, Dadar (Varada) & Goregaon (Gokuldham).**
2. E- Tenders for the above work containing technical specifications and the terms and conditions (Rates and amounts of items shall not appear anywhere in this part) and rates of items stated in figures and amounts in figures shall be uploaded in MSTC web portal not later than 14.00 hrs. on 19.01.2026. No terms and conditions or any other information/ enclosure shall be appearing in the quotation. Any information and enclosure other than prices against the items appearing in quotation shall not be considered for evaluation.
3. E- tenders will be opened on the same day at 15.00 hrs Tenderers are advised to upload their bid on MSTC website (<https://www.mstcecommerce.com/eprocn/index.jsp>) However, if they desire to submit additional information, they may do so on their own letter head/paper. Each page of the forms shall be signed and uploaded along with technical documents. Each copy of the tender shall be clearly marked as "original" and "duplicate" as the case may be. All the information called for shall be complete in all respects. Information furnished on sheets other than those supplied may not be considered. However, the firms can upload only the relevant catalogues/leaflets/brochures of the manufacturers of the material offered. Incomplete tenders or tenders not complying with the requirement are liable for rejection. Each of the tender documents should be signed by the person or persons submitting the tender and is taken at his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
4. The Quotations shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of Quotations and shall be extended by such period as may be mutually agreed to.
5. Rates should be quoted both in figures and in words in columns Specified and validity of the rates will be extended mutually. Allied civil work like cutting of flooring, puncturing walls etc. to complete the work will be done by the successful tenderer rate of which should be included in the item rate only. Firm has to make the punctured wall / flooring good as per original by using cement mortar at both the sides. Before quoting the rates, tenderer should inspect site and get acquainted with work.



6. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.
7. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
  - i. When there is a difference between the rates in figures and in words, the rates which corresponds to the amounts worked out by the contractor, shall be taken as correct.
  - ii. When the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.
  - iii. When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount
8. The work done shall be guaranteed against all types of defects for a period of one year from the date of handing over and defect(s) found within this period shall be rectified.
9. The Contractor shall not assign the Contract. He shall not sublet any portion of the Contract except with the written consent of the Bank. In case of breach of these conditions, the bank may serve a notice in writing on the contractor rescinding the Contract whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the contractor.
10. The Contractor shall carry out all the work strictly in accordance with Drawings, details and instructions and Bank's Engineer. If in the opinion of the Bank's Engineer changes have to be made in the design and with the prior approval in writing of the Employer, they desire the Contractor to carry out the same, the contractor shall carry out the same without any extra charge. The Bank's decision in such cases shall be final and shall not be open to arbitration.
11. A Schedule of probable quantities in respect of each work and specifications accompany these special conditions. The Schedule of probable quantities is liable to alteration by omissions, deductions or addition at the discretion of the Consultant. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the items should be totalled in order to show the aggregate value of the entire tender.
12. The tenderer must obtain for himself, on his own responsibility and at his own expenses, all the information which may be necessary for the purpose for making

a tender and for entering into a contract and must examine the Drawings and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters appertaining thereto.

13. Firm should visit the site to get acquaint themselves with the site conditions before submitting their quotation.
14. The rates quoted in the tender shall include all charges for supply, installation (assembly), testing, packing, handling and transport for all supplies. The rates shall include storage, watch and ward, necessary insurance, temporary, lighting at night, tools and tackles, labour and other services for erection and works.
15. The rates shall also be firm and shall not be subject to exchange variations, labour condition, fluctuations in railway freights or any conditions whatsoever. Tenderers must include in their rates sales tax, excise duty, customs duty, octroi, service tax and any other tax and duty or other levy levied by the Central Government or any State Government or local authority, if applicable. No claim in respect of sales tax, sales tax on works contract, excise duty, customs duty, octroi or other tax, duty or levy whether existing or future shall be entertained by the Employer. The Bank will not issue B/G forms or any kind of form for obtaining concessions in taxes/duties etc.
16. The work shall be carried out in such a manner that there shall be minimum disruption of electrical supply to Bank's residential premises. A programme shall be drawn in consultation with the consultant and Banks engineer for this purpose.
17. The Contractor should note that unless otherwise stated, the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. No claim shall be entertained on this account.
18. Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the Contractor and it shall be reckoned from the 14th day after written order to commence the work is issued. The work shall throughout the stipulated period of the contract, be proceeded with all due diligence. If the contractor fails to complete the work within the specified period, he shall be liable to pay liquidated damages @ 0.25% per week and maximum 10% of the contract value for delayed period. The tenderer shall before commence work, prepare a detailed work programme which shall be approved by the Employer.

19. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though these items are not included in the quantities and rates. The Employer will issue schedule of instructions in respect of such additional items and their quantities in writing.
20. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the specifications and also in compliance of the requirement of the legal public authorities and to the requirements of the local electricity authority and CEI and no deviation on any account will be permitted.
21. The successful tenderer should make with his own arrangements to obtain all materials required for the work.
22. The tenderer shall submit along with his tender, a list mentioning the names of manufacturers of equipment which he proposes to use in the work if his tender is accepted. Samples of all such equipment quoted for all illustrations with descriptive literature on the same shall accompany the tender. The samples and the literature so submitted by the successful tenderer shall be retained.
23. The Contractor shall strictly comply with the provision of safety code annexed hereto.
24. Following terms of payment shall be applicable.
  - a. 60% of the contract amount will be paid after supply of all the material along with the test report.
  - b. 35% of the contract amount will be paid after successfully completion of installation, testing and commissioning of the system.
  - c. 5% amount will be deducted and kept as Retention money from each bill to be made to the contractor. This Retention money will be released by the Bank, on successful completion of DLP of 1 year from the virtual completion date of work. The amount retained by the Bank shall not bear any interest.
25. The contractor should take out the following insurance covers in the joint names of the Bank (1st Holder) and the firm within the stipulated period of commencement:
  - Transit, storage, erection and commissioning policy for the full contract amount (Contractors all risk policy).
  - Workmen compensation policy for the workmen employed at site.The minimum limit of the coverage under the third-party insurance policy shall be Rs.2 lakhs person for any one accident or occurrence and Rs.5 lakhs in respect of damage to property for any one accident or occurrence. I/We hereby declare

that I/we have read and understood the above instructions for the guidance of tenderers.

26. The successful tenderer shall submit Contract agreement on suitable value judicial stamp paper within 14 days from the date of work order and the cost of stamp paper shall be borne by the contractor
27. **Non-Disclosure clause:** The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipments etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
28. **Prevention of Sexual harassment clause:** Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues. The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.
29. I/We have understood the scope of work, terms and conditions and quoted rates accordingly. I/We shall comply with all the conditions of the Bank's quotation.

Date:

Place:

Signature of tenderer

Name and Address

## **Section IV**

### **Technical Specifications for Electrical Works & list of approved make of materials**

1. The scope of work covers SITC of Water Level indicator at Bank's Residential Premises at Byculla, Tardeo, Matunga, Dadar (Varada) & Goregaon (Gokuldham) .
2. The entire work shall be done as per I.E. rules and relevant ISS.
3. All the components / materials used shall have ISI mark wherever available.
4. The quantity mentioned in BOQ may increase or decrease as per the site requirement. Payment shall be made as per actual measurements.
5. Rates quoted shall be inclusive of all taxes, duties, transportation etc. as applicable.
6. Contractor shall include the cost of any item which is not included in this tender but required for making the system in good operating System
7. Electrical power supply Cables / Wires shall be PVC insulated colour coded standard copper conductor 1100 volts grade (FRLS) ISI marked and of approved make.
8. All electrical rewiring work shall be got done through licensed wireman & under the supervision of supervisor.
9. For laying the cable, firm has to make their own arrangement for ladder / julla / scaffolding.
10. Firm shall follow all the safety guidelines while carrying out the work.
11. After laying the cable, firm shall make the surface/slab good as per original from both the sides.
12. All the works shall be carried out as directed by Bank's Engineer as per site condition
13. Approved make of materials:

<b>Sr. No</b>	<b>Name of Item</b>	<b>Make</b>	<b>Makes offered by contractor</b>
1	PVC wires/cables with copper conductor 1100 volts grade FRLSH.	Polycab, Finolex, RR Kabels	

2	Lugs	Dowels, Comet	
3	Weatherproof box	Hensel, Sintex, Precision, Presto, Jamson	
4	Water level Indicator	Padmansha or equivalent	

Note: Contractor should select one make in all above categories for complete project.

I/We agree to carry out the above work as per specifications.

Place:

Date:

Seal and signature of the contractor:

## **Section V**

### **APPENDIX**

1.	Defects liability Period	12 months from the date of issue of virtual completion certificate (Date of last flat full completion date).
2.	Period of final measurement	One (1) month from the date of final commissioning.
3.	Date of commencement	14 <sup>th</sup> day from the date of work order
4.	Date of completion	2 Months
5.	Liquidated Damages	0.25% of the total contract value per week of delay subject to a maximum of 10% of contract amount
6.	Value of work for Interim Certificate	Rs.2 Lacs per bill
7.	Retention Percentage	5%
8.	<u>Total Security Deposit</u> (Retention money)	Retention money 5% after be deducted from each bill.
9.	Release of SD instalment	RMD on successful completion of defect liability period

**Section VI**  
**A. Safety Code**

1. First aid appliances including adequate supply of sterilized dressings and cotton wool shall be provided in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all work that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench, whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing; minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris of materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
10.
  - i) No paint containing lead or lead products shall be used except in the forms of paste or readymade paint.
  - ii) Suitable face masks shall be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
11. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the period of cessation of work.
12. Hoisting machines and tackle used in the works, including their attachments, anchorage and support shall be in perfect condition.
13. The ropes sued in hoisting or lowering material or a means of suspension shall be of durable quality and adequate strength and free from defects.



## **B. Electric Safety**

- i. All the temporary electrical power for carrying out various services at site such as cutting / drilling machine shall be provided through properly rated earth leakage protection devices (ELCB).
- ii. Only ISI marked 3 pin plug and other appliances and equipment's shall be used.
- iii. Electrical power cables/wires used shall be properly rated and joints should be avoided. If there, the joint should be proper and insulated.
- iv. All electrical appliances i.e. welding, drilling, cutting machine, etc. shall be safely and securely earthed to prevent leakage current while in operation.
- v. Before commencing the welding work for the first time on any day, fire section shall be informed.
- vi. Fire buckets filled with clean dry sand and ready for immediate use for extinguishing fires, in addition to fire extinguishers suitable for dealing with fires, shall be conspicuously marked and kept at site at convenient location
- vii. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plugs, etc. as applicable depending upon the requirement of the work, shall be used by the workmen to prevent occupational health hazards.
- viii. The safety belt shall be used by the workmen while working from height for more than 10 feet from ground level.
- ix. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
- x. Power supply shall be switched off from the Mains when equipment is not in use.
- xi. Wood-shavings, saw-dust or any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner
- xii. The work site shall be properly illuminated during the work.
- xiii. All the electrical works should be carried out by licensed/ authorized electricians/ wiremen.
- xiv. Portable battery-operated lights may be used at work site to avoid laying of temporary wire for lights.
- xv. Necessary barricading and signage boards of good quality shall be fixed at conspicuous locations at the work site.
- xvi. Aluminum / steel ladders should have proper rubber insulation at the base and wherever required, these ladders shall be kept on electrical insulating safe rubber mats

### **C. FIRE SAFETY**

- i. Cutting / drilling machine and other electrically operated equipments used at site shall be plugged into correctly rated electrical outlets.
- ii. Only ISI marked 3 pin plug and other appliances and equipments shall be used.
- iii. Electrical power cables/wires used shall not have any joints and shall be properly rated.
- iv. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
- v. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire officers/Personnel, work shall be started.
- vi. Two buckets of water and sand shall be kept in an easily accessible area on the site.
- vii. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
- viii. Used paint drums shall be stored in specified store only after closing them properly.
- ix. Personal protective equipments such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
- x. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10' from Ground level.
- xi. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
- xii. Both the staircase doors shall be normally kept closed.
- xiii. None of the fire extinguishers shall be removed/shifted from its designated location.
- xiv. Power supply shall be switched off from the mains when equipment is not in use.
- xv. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xvi. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xvii. Battery operated emergency light/torches shall be provided by the contractor to the workmen while working beyond office hours.

**Section VII**  
**Bill of Quantity**

**SITC of Water Level indicator at Bank's Residential Premises at Byculla, Tardeo, Matunga, Dadar (Varada) & Goregaon (Gokuldharm)**

Sr. No.	Description	Qty. (Nos.)	Unit	Rate	Amount
1	<b>SITC of Copper Armoured Cable</b> Supply, Installation, Testing and Commissioning of 4 Core X 1.5mm <sup>2</sup> , approved make, XLPE FRLS insulated 1100-volt, Copper Armoured cable in surface manner on wall etc. using heavy duty GI saddles / Clamps (minimum three nos. in a length of 1 Mtr) with required screws and other hardware etc. Rate shall include for required opening in wall/slab and backfilling area surrounded cable by mortar and making the good damages as mentioned in the tender.	1500	Mtr.		
2	<b>Termination of Cable</b> Termination of 4 Core X 1.5mm <sup>2</sup> Copper Armoured Cables with LT termination kit (Price included supply & installation of brass glands for Panel Side & PVC for Weather proof Junction box and copper lugs for cable, related hardware items) complete in all respect.	88	Nos.		
3	<b>SITC of Weatherproof Junction Box</b> SITC of approved make weatherproof junction box. Rate shall be inclusive of Connectors for termination of Wire / cable etc.	44	Nos.		
3	<b>SITC of Water Level Indicator</b> SITC of approved make Water level indicator for Overhead water Tank with minimum 4 steps indication. Price shall be inclusive of supply & installation of underwater probes along with the wires from Junction	44	Nos.		

	Box, termination etc. to complete the job. i. Vardha – 04 Nos. ii. Gokuldham – 8 Nos. iii. Byculla Colony – 29 Nos. iv. Tardeo – 2 Nos. v. Matunga – 01 Nos.				
	<b>Total Base amount in ₹</b>				
	CGST				
	SGS				
	<b>Grand Total in ₹</b>				

Date:

Place:

Seal & Signature of Agency