



NOTICE INVITING TENDER

e-Tender No.: RBI/Kolkata Regional Office/Issue/2/25-26/ET/855 [Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes]

1. Reserve Bank of India, Kolkata invites e -Tender for “**Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes**” valid from April 1, 2026 to March 31, 2028. The e-Tender along with the detailed tender notice is available at MSTC Limited site <https://www.mstcecommerce.com/eprocn/> and the website of the Bank at <https://www.rbi.org.in>.
2. All interested bidders must register themselves with MSTC through the above referred website to participate in the e-Tendering process.
3. The schedule for the e-Tendering process is as under:

e-Tender Schedule	Scheduled date
Date of NIT available to parties to download	From 18.01.2026 to 08.02.2026
Date of starting of e-Tendering (Bid Start Date)	09.02.2026 from 10:00 hrs
Date of Pre-Bid Meeting	09.02.2026 at 15:00 hrs
Last date of submission of EMD through NEFT/ BG	19.02.2026 up to 13:00 hrs
Last date of submission of e-Tender (Bid Close Date)	19.02.2026 up to 13:00 hrs
Date and time of opening of Part-I (Technical Bid)	19.02.2026 at 16:00 hrs
Date and time of opening of Part-II (Price Bid)	Will be intimated separately

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

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to the e-Tender, if issued in future, will only be notified on the RBI and MSTC Website as given above and will not be published in the newspaper.

Place: Kolkata
Date: January 18, 2026

Regional Director



**भारतीय रिज़र्व बैंक / Reserve Bank of India
निर्गम विभाग / Issue Department
कोलकाता / Kolkata**

**E-tender for Supply of sufficient number of adult and able-bodied labourers for
handling of coin bags and note boxes**

E-TENDER No. RBI/Kolkata Regional Office/Issue/2/25-26/ET/855

(Part I)
(Techno-commercial Bid)

Name of Tenderer : _____

Address : _____

DISCLAIMER



Reserve Bank of India (hereinafter referred to as “the Bank”), Issue Department, Kolkata, has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India 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 purpose of this document is to provide interested parties with information of work. This Bidding Document may not be appropriate for all persons, and it is not possible for neither the Bank nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors to consider the particular needs of each party who reads or uses this document. The assumptions, assessments, statements and information contained in this document may not be complete, accurate, adequate or correct. Each Tenderer should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tendering Document and obtain independent advice from appropriate sources.

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

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by Reserve Bank of India in



submitting the e- tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

This is an open tender. Those bidder/vendors who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate.

The Bank does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders either in whole or in part without assigning any reasons whatsoever. The Bank also reserves the right to not proceed with tender or to change the configuration of the tender, to alter the schedule of tender 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/bidder expressing interest.

The Bank may at its discretion, assign one or more, or all items of work to the successful tenderer, for which rates are called for. The agreement / contract for supply of secure containers is in the nature of a rate contract. The Bank neither promises nor assures any specific quantity of job under the contract. The Bank will, under no circumstances be liable to reveal the criteria adopted for the selection of the Contractor to anybody. No advice of any change in rate or conditions after the opening of the tender will be entertained. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.

No reimbursement of cost of any type shall be paid to persons or entities expressing interest.

In case of any discrepancies in the notice issued in Hindi, Bengali and English, the particulars mentioned in the English version will prevail.

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Schedule of Tender (SOT)

a.	E-Tender No	RBI/Kolkata Regional Office/Issue/2/25-26/ET/855 [Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes]
b.	Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprocn)
c.	Estimated cost	₹ 1.61 Crore only (Rs. One Crore Sixty-One Lakh only) over two years. The actual cost may vary depending on the requirement.
d.	Date of NIT available to parties to download at www.mstcecommerce.com/eprocn	From 18.01.2026 to 08.02.2026
e.	Last date of availability of tender for viewing	08.02.2026
f.	Date of starting of e-Tendering (Bid Start Date)	09.02.2026 from 10:00 hrs
g.	Pre-bid meeting with the eligible bidders	09.02.2026 at 15:00 hrs, Pre-Bid Meeting Venue: 4 th floor, Issue Department, Reserve Bank of India, Kolkata Disclaimer: A mere participation in the pre-bid meeting would not guarantee an award of contract and the same is subject to the terms and conditions mentioned in the tender.
h.	Last date for submission of tender (Part-I and Part- II) by the eligible bidders	19.02.2026 at 13:00 hrs
i.	Date & time of opening of Part-I (Techno- Commercial bid)	19.02.2026 at 16:00 hrs
j.	Date & time of opening of Part-II (Price Bid)	Will be intimated to the eligible bidders separately



k.	Earnest Money Deposit	<p>₹ 3.22 Lakh only (Rs. Three Lakh Twenty-Two Thousand only) through</p> <p>(1) NEFT to A/c No. 186003001, bearing the name – RBI Kolkata and IFSC - RBIS0KLPA01 ('0' in the code represents ZERO)</p> <p>or</p> <p>(2) Bank Guarantee issued by a scheduled bank.</p> <p>(3) Last date for receipt of EMD is on or before 13:00 hrs of 19.02.2026</p> <p>(4) No interest shall be paid on this deposit. The proof of having remitted the EMD is to be uploaded in MSTC portal. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the email ID: idskolkata@rbi.org.in</p>
l.	Transaction Fee (To be paid and submitted separately by the vendors to MSTC vide MSTC E-Payment Gateway for participating in the E- Tender)	To be paid through MSTC Payment Gateway/ NEFT/ RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

a. Tender document can be downloaded from www.mstcecommerce.com and www.rbi.org.in.

b. 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.

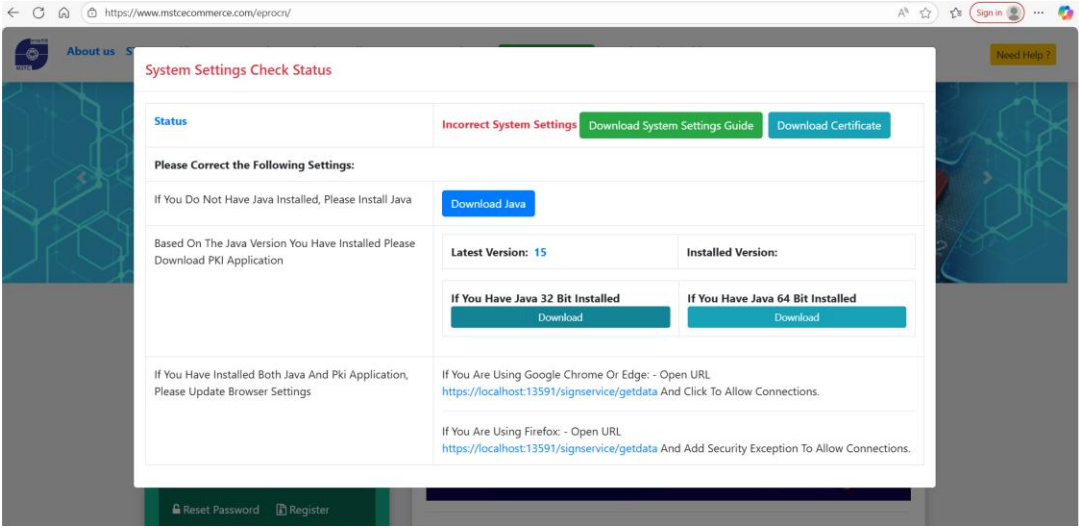
c. Any amendment(s)/corrigendum/ clarifications with respect to this tender shall be uploaded on the website/e-portal only. The tenderer should regularly check the above website/e-portal for any amendment/ corrigendum/ clarification on the above website.

d. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

e. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.



E-Tendering Procedure

1.	<p>System Requirements: -</p> <p>i) The detailed manual is available in the link MSTC E-Commerce (https://www.mstcecommerce.com/eprocn) >System Settings -> Download Guide/Edge Setting (for edge browsers) for configuring the system to participate in e-tender.</p> <p>ii) For more details, vendor may refer For more details, vendor may refer to the Vendor Guide and FAQ available at MSTC E-Commerce (https://www.mstcecommerce.com/eprocn)</p> 
2.	<p>Registration: -</p> <p>i. 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.</p> <p>ii. Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement →PSU / Govt. Depts. →Click On RBI →Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>iii. Vendors will receive a system generated mail confirming their registration in their e-mail which has been provided during filling the registration form.</p>



3.	<p>Transaction Fees</p> <ul style="list-style-type: none"> i) The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. ii) The vendors have to select the particular tender from the event dropdown box. iii) The vendor shall have the facility of making the payment either through NEFT or Online Payment. iv) 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. v) On selecting Online Payment, the vendor shall have the provision & for making payment using its Credit/ Debit Card/ Net Banking. vi) 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. The transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee. <p>NOTE – Bidder(s) 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>
4.	<p>Bidding in e-tender:</p> <ul style="list-style-type: none"> i) Bidder(s) need to submit necessary EMD to be eligible to bid online in the e-tender. No interest will be paid on EMD. ii) Only those bidder(s) who have submitted the above fees can submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU /Govt. Depts. → RBI Vendor Login → My menu → Auction Floor Manager → live event → Selection of the live event → Techno Commercial Bid. iii) The bidder should allow to run an application namely ‘enApple’ by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application does not run then the bidder will not be able to save/submit his bid.



	<p>iv) After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Submit" button to register their bid.</p> <p>NOTE: - The Techno-Commercial Bid & Price bid cannot be revised once the "Final Submission" button has been clicked by the bidder.</p>
5.	<p>Opening of Bids</p> <p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the Notice Inviting Tender (NIT). Bidder(s) can witness electronic opening of bid.</p> <p>(B) 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 by RBI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid e-mail confirmed by them.</p> <p>Note: As there would generally be no negotiations hence tenderers are advised to submit their most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account 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.</p>



6.

Contact Details (MSTC) for further enquiries/assistance:

HO Central Help Desk: (For vendors)- Phone Number :07969066600

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

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

Shri. Sabyasachi Mukherjee - 7278030407

Email id: smukherjee@mstcindia.co.in

Shri. Kranti Kumar– 9174009882 Email id: kkkumar@mstcindia.co.in

MSTC Help Line:9499054101/2/3/4.

Email id : helpdesk@mstcindia.co.in

Contact Persons: RBI, Issue Department, Kolkata Regional Office:

Name and Designation	Email ID	Mobile
Shri Ankur Handique, AGM	ankurhandique@rbi.org.in	7086159321
Ms. Sukanya Hazarika Manager	sukanyahazarika@rbi.org.in	8088644453
Shri Rohit Dhamanaskar, Assistant Manager	rpdhamanaskar@rbi.org.in	9664555224
Shri Ashwin Walke, Assistant Manager	ashwinwalke@rbi.org.in	8275837038



Important Instructions on e-tendering

- 1) Bidders are requested to read the terms & conditions of this tender before participating in the tendering process.
- 2) The price bid and the commercial bid has to be submitted on-line at <https://www.mstcecommerce.com/eprochome/rbi>.
- 3) The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a personal computer connected with Internet. MSTC/RBI is not responsible for making such arrangement.
- 4) Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.
- 5) Bidders are requested to read the vendor guide and see the video in the page <https://www.mstcecommerce.com/eprochome/rbi> to familiarize them with the system before bidding.
- 6) All notices and correspondence to the bidder(s) shall be sent by e-mail only during the process till finalization of tender by RBI. Hence the bidders are required to ensure that their corporate e-mail I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- 7) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see Website www.mstcecommerce.com/eprochome/rbi of MSTC Ltd.
- 8) E-tender cannot be accessed after the due date and time mentioned in NIT.
- 9) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- 10) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- 11) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.



- 12) All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 13) Vendors are instructed to use attach documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB. For further assistance please follow instructions of vendor guide.
- 14) The bidders must upload all the documents required as per terms of the NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
- 15) RBI 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.
- 16) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- 17) After submitting online bid, the bidder cannot access the tender, once it has been submitted.
- 18) The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/rbi of MSTC Ltd.
- 19) The bid will be evaluated based on the filled-in technical & commercial formats.
- 20) 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 including suspension and banning of business can also be taken against defaulting bidders.

Place _____

Date _____



Section I
Format of Tender

Date:

Place:

The Regional Director
Reserve Bank of India
Issue Department
15, N.S. Road
Kolkata – 700 001

Dear Sir,

E-Tender for Supply of sufficient number of Adult and Able-bodied Labourers/ Mazdoors for handling of Coin bags and Note boxes

I/We have carefully examined the scope of work and services specified in the memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the works and services in the Memorandum for the time specified in accordance with the scope of work, specifications and instructions in writing referred to in Terms and Conditions of the contract and instructions to the tenderers and other important conditions and with such other materials as are provided for, and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

Sr. No.	Particulars	Details of Tender
1	Description of works	Supply of sufficient number of adult and able-bodied labourers / mazdoors for handling Currency Note Boxes and coin bags, including loading, unloading, weighing, carting and stacking of Coins Bags/currency note boxes, and miscellaneous incidental items of work in the premises of the RBI Kolkata or India Government Mint, Kolkata or at Railway Stations / Airports or any other premises identified by RBI Kolkata.



2	Contract Period	April 1, 2026 to March 31, 2028
3	Estimated cost / expenditure which may be incurred by RBI Kolkata during the contract period	<p>₹ 1.61 Crore only (Rs. One Crore Sixty-One Lakh only) over two years.</p> <p>The actual cost may vary depending on the requirement.</p> <p>The amount is indicative only and RBI Kolkata is not under any obligation to incur expenditure equal to or exceeding the estimated cost / expenditure mentioned in this memorandum.</p>
4	Earnest Money Deposit (EMD)	₹3.22 Lakh only (Rs. Three Lakh Twenty-Two Thousand only)
5	Mode of payment	NEFT or Bank Guarantee from a scheduled bank
6	Extension of the contract	The contract may be extended by RBI Kolkata at its discretion for a further period of one year subject to satisfactory performance, with/without any variations in terms and conditions of the original contract agreement.

2. I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of the tender and this period of validity can be extended for such period as may be mutually agreed upon between the Bank and me/us in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.

3. If this tender is accepted, I/we hereby agree to abide by and fulfil all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successor, or assignees or nominees in Office such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the tender.

4. I/We hereby declare that I/We shall treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are



authorized to communicate the same or use the information in any manner prejudicial to the safety of the Reserve Bank of India.

5. I/we understand that Reserve Bank of India reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason thereof.

6. The Tender is submitted electronically within time stipulated.

Dated this day of2026.

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

Date _____

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

Witnesses

i) Signature with name _____

Address and date _____

ii) Signature with name _____

Address and date _____



Section II

Scope of Work

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

- i. Loading, unloading, weighing, carting, stacking of coins packed in bags and also for miscellaneous incidental items of work in the premises of the RBI, Kolkata/ India Government Mint, Kolkata or any premises identified by the Bank.
- ii. For loading, unloading, stacking of full or empty notes boxes in the premises of the RBI, Kolkata, Railways Stations / Airports or any premises identified by the Bank.

Eligibility:

The tenderer must be a reputed, experienced and license holder Labour Contractor fulfilling the following conditions:

- i. The bidder must have at least three years of experience (ending month of March prior to bid opening i.e. March 31, 2025) of similar type of services to Central/ State Government/ PSUs/ Nationalized. Banks/ Reputed organisations. Services rendered with list of such Central/ State/ PSUs/ Nationalised Banks with duration of service shall be furnished.
- ii. The bidder must have successfully executed/completed similar work (similar work means each similar completed work executed under a single tender/ contract), over the last three years i.e., the current financial year and the last three financial years: -
 - a) Three similar completed services costing not less than the amount equal to 40% (forty per cent) of the estimated cost; or
 - b) Two similar completed services costing not less than the amount equal to 50% (fifty per cent) of the estimated cost; or
 - c) One similar completed service costing not less than the amount equal to 80% (eighty per cent) of the estimated cost.
- iii. Minimum average annual turnover of at least **30% of estimated cost** during the last



three years, ending 31st March of the previous financial year, duly supported by audited financial statements.

- iv. Positive net worth as per the latest audited balance sheet. The tenderers shall submit solvency certificate duly certified by the bank confirming financial solvency up to the value of the contract.
- v. The Contractor should possess a valid license issued by the Assistant Labour Commissioner, Government of India as provided under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulations and Abolition) Central Rules, 1971.
- vi. The tenderer shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
- vii. In case of successful award of the contract, the tenderer shall have an Office/ local representative within Municipal area of the Regional Office of the Bank for execution of the contract.
- viii. The tenderer shall maintain an account with any of the scheduled commercial banks. The name of the bank and nature of account maintained should be furnished to the Bank.

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

Commencement / Renewal:

- i. On receipt of intimation from the Bank of the acceptance of his / her tender, the successful tenderer shall be bound to execute and implement the contract. The successful tenderer shall sign an agreement with the Bank within a week in accordance with the conditions in tender document and the schedule of rates.
- ii. The contract shall be valid for two years at a time (i.e. April 01, 2026– March 31, 2028) which can be extended by the Bank at its opinion for a further period of one year, with/without any variation in the terms and conditions, subject to satisfactory performance



of the contractual terms and conditions. Thereafter fresh bidding for the new tender for the said service may be undertaken.

- iii. When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether he is willing to renew the contract for a further period on the existing terms and conditions.
- iv. In case the new contract for the year beginning April 01, 2028 is not finalized due to any reason, the contractor may be required by the General Manager, Issue Department to work on the same terms and conditions for a further period of up to three months from the date of expiry of the Agreement.

Earnest Money Deposit:

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

Performance Bank Guarantee

A Performance Bank Guarantee (PBG) for an amount equal to 5% of the contract value shall be obtained within 10 days after the issue of notification of award by RBI, from the contractor valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor. Submission of PBG shall be ensured as stipulated in the tender. In case of delays in submission in unavoidable circumstances, charges for the delay in submission of PBG shall be recovered from the bills of contractor at Bank rate. No interest shall be payable on the amount of the PBG.

Duties of the contractor:

It shall remain the contractor's responsibility to successfully execute the contract till the completion of validity period. In case contractor fails to deliver the assigned work, his/her PBG shall be invoked. Further, the contractor has to indemnify the Bank from any type of loss due to any negligence on their part and for which the Bank is not responsible.



- i. The Contractor shall, at all times during the Contract Period, within twelve hours from the receipt of written or verbal requisition to the effect from the General Manager/ Deputy General Manager-in-Charge, Reserve Bank of India, Issue Department, Kolkata or any of his/her subordinate officer(s), supply as many able bodied mazdoors/labourers as may be required for handling coin bags and note boxes and also for miscellaneous incidental items of work in the Issue Department, Reserve Bank of India, Kolkata as may be specified in the notice.
- ii. The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as Public Holidays under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute / provision applicable in this respect.
- iii. On urgent occasions/cases the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of three hours. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and Note Boxes shall be carried out in a closed area i.e. the safety-yard or in the presence of police escort.
- iv. The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the PBG.
- v. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability/activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the coin bags/ note boxes or by reason of any act of dishonesty or fraudulent conduct on his/her part or on the part of mazdoors or other personnel engaged by the Contractor.



- vi. The Bank shall have the right to direct the contractor not to engage the services of any mazdoor worker who are incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the services of any workers / mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers/mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of Rs.500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non- compliance or frequent recurrence, the Bank may cancel the contract and invoke the PBG.
- vii. The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/she shall ensure that the insurance cover is always kept alive during the currency of this agreement. The General Manager / Deputy General Manager-in-charge, Issue Department shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager I Deputy General Manager-in-charge, Issue Department determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees / mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/ Deputy General Manager-in-charge, Issue Department failing which the Bank may purchase insurance for the additional amount and I or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.
- viii. The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees / officials who shall be associated with carrying out of the work subject of this agreement immediately after receipt of the letter from the Bank regarding



awarding of the contract. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees /officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees / officials verified by the Police Department before the commencement of the contract.

- ix. The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes and Coin Bags.
- x. The supervision and control of the contract labour engaged for discharge of the work under this agreement shall be done by the Contractor. The maintenance of record / muster for marking the presence / absence of contract labour shall be the responsibility of the Contractor and such record /muster shall always be under the control of the Contractor.
- xi. The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

Payment and Taxes:

- i. The payment will be made on monthly basis after the submission of bill.
- ii. The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. The prices quoted shall be inclusive of all taxes, duties, local levies, works contract tax or any other taxes as applicable imposed by Central / State Government / Local Bodies at extant rates but exclusive of GST. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.



- iii. The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.
- iv. All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from dues payable or becoming payable to the contractor. PBG may be invoked as last resort.
- v. In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/CGM(O-i-C), Reserve Bank of India, Kolkata shall be final and binding to on both parties.

Disqualification/ Termination/ Penalty:

- i. It will be treated as a serious misdemeanor in case a tenderer attempts to do any canvassing by or on behalf of the tenderer or to bring political or other outside influence with regard to the Bank's decision on scrutiny, comparison, evaluation and award of the contracts. In such case the tender of the tenderer shall be liable for rejection in addition to getting blacklisted for a minimum period of one year extendable to 3 years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with immediate effect.
- ii. The contract may be terminated by either of the two parties for any reason, giving to the other party three months' notice in writing of such termination.
- iii. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labourers/ mazdoors or any breach of instructions of the contract, considered by the General Manager/ Deputy General Manager -in-Charge, Issue Department, Reserve Bank of India, Kolkata to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-Charge in consultation with Regional Director/ CGM(O-i-C) may impose a fine not exceeding Rs. 5,000 (Rupees five thousand only) per instance on the contractor.
- iv. In all cases where the contractor has been levied a cumulative penalty of five percent of



the total contract value, the extension beyond the initial period of two years may not be considered.

Compliance with Statutes:

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

- i. The bidder must ensure adherence to various statutory provisions relating to labour, taxation, workmen safety, child and women labour, employment reservations etc. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/Income Tax/ PAN/ EPF/ESI authorities/ Indian Registration Act 1908/ Labour license etc
- ii. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen/ labourers as per the notification published by Central Govt./ State Govt. whichever is higher from time to time, besides paying all other statutory payments.
- iii. The workmen /labourer should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen /labourers should be given Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen / labourers. In case of any complaint regarding non- compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract. The Contractor shall maintain all records and legal documents updated as per the prevailing statute and have to produce before the management / statutory authorities as and when asked for.



- iv. The Contractor shall not supply Child Labour, which is prohibited under Child Labour Act, 1986.
- v. The wage period has to be fixed by the Contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it should be in presence of the Bank's official under his/ her signature. Alternatively, employees' bank account may be credited and bank statements indicating payments may be submitted.
- vi. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/ called upon to pay any amount to the employees of contractor to lapse or default on his/her part in discharging his/her obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.
- vii. The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 by any mazdoor or other persons deployed by him/her for execution of the contract. In case of any complaint of sexual harassment against its employees/labourer within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and he shall ensure taking proper action under the Act in respect of the said complaint. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- viii. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- ix. The Contractor shall be responsible for any monetary compensation that may need to



be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to the Bank's employee, if sexual violence by the employee of the Contractor is proved.

Non-Disclosure Clause:

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

Workmen Safety and Insurance

- a. The contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works
- b. The contractor shall take out and maintain, at their own cost but on terms and conditions approved by the Bank, insurance against the risks, and for the coverage, as shall be specified in the contract.
- c. The contractor shall provide and ensure sufficient protection gears like safety shoes,



hand gloves etc. are being used by their workers while carrying out works.

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

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

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

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

Dispute Resolution Mechanism & Arbitration

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

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

Documents required

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



1. Copies of original Registration certificate documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder. Appropriate business licences/ registrations:
 - a. GST registration certificate
 - b. PAN
 - c. Copies of EPF, ESI, Labour license
 - d. Copy of valid license under the Private Security Agencies (Regulation) Act, 2005 or the similar Act/ Rules promulgated by State in which the service is performed (in case of Security Service)
2. Total monetary value of Services performed for each of the last five years.
3. Copies of work orders and experience in Services of a similar nature and size for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts.
4. Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
5. Audited financial Statements for the last three years (Copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period).
6. Bank Account details & Copy of cancelled cheque of the bank.
7. Authority to seek references from the Bidder's bankers.
8. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount and
9. Proposals for subcontracting components of the Services (if any) amounting to more than 10 (ten) percent of the Contract Price.

Scrutiny / Evaluation

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

- i. The tenders, comprising of two parts, will be submitted by the tenderers. Part I comprising scope of work and commercial conditions to be submitted comprising of:



- a. Earnest Deposit Money in the form of NEFT for **₹ 3.22 Lakh only (Rs. Three Lakh Twenty-Two Thousand only)**. No interest shall be paid on this deposit.
 - b. Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
 - c. Documentary evidences and documents required to be submitted under the tender.
 - d. Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person.
 - e. **Masked Indicative Price Bid listing all the components as per Price break up Schedule without indicating any prices.**
 - f. Any other information the tenderer wishes to furnish.
- ii. Part II comprising **Price Bid** of the tender to be submitted comprising of prices in Indian Rupees only with detailed break-up of price (as per format) both in figures and words. No other enclosure is permitted in Part II. Change of terms and conditions and deviations, if any, found in Part II of the tender will not be considered and will be treated as null and void.
 - iii. Part I of the tenders shall be opened in the presence of tenderers or their authorized representatives, who choose to be present.
 - iv. The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders which do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
 - v. The Tenderers are advised to visit the site/s of work/s / activities, viz. Port, Airport, Railway Station, Indian Government Mint and Bank premises and acquaint themselves with the site conditions before submitting bids.
 - vi. Price Bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the Tenders will be opened on subsequent working day.
 - vii. The Bank will award the contract to the tenderer whose Bid has been determined to be substantially responsive to the conditions mentioned in tender document and who has offered the Bid Price reasonable to the estimated considering the values of all the



component of the contract for arriving L1.

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



Section III

General Terms and Conditions

(A) Documents Comprising Tender/ Bid

Part I: (Techno-Commercial Bid)

- i) Form of Tender/Bid
- ii) Documentary evidence of payment of Earnest Money Deposit (EMD)
- iii) Duly completed Checklist (As per Schedule A)
- iv) Annex-III
- v) Duly Filled-in and signed tender document consisting of Section I to Section IV
- vi) Dully filled-in Schedule A to schedule F.
- vii) Copies of original Registration certificate documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder. Appropriate business licenses/ registrations:
 - a) GST registration certificate
 - b) PAN
 - c) Copies of EPF, ESI, Labour license
- viii) Total monetary value of Services performed for each of the last five years.
- ix) Copies of work orders and experience in Services of a similar nature and size for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts.
- x) Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources).
- xi) Audited financial Statements for the last three years (Copies of the Profit and Loss(P/L) statements along with Balance Sheet for the concerned period).



- xii) Bank Account details.
- xiii) Authority to seek references from the Bidder's bankers.
- xiv) Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount and
- xv) Proposals for subcontracting components of the Services (if any) amounting to more than 10 (ten) percent of the Contract Price.

Part II: (Price Bid): Duly filled-in and submitted on mstc ecommerce website

(B) Clarifications and Pre-bid meeting

- i) If the bidders have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or any other matter concerning the tender, she/he shall in good time, before the scheduled date of Pre-bid meeting, put forth the particulars thereof and submit them to the RBI, in writing, addressed to the Tender Inviting Authority, in order that such doubts may be clarified authoritatively during Pre-bid meeting and shall be conveyed to all the bidders in due course. Once a tender is submitted, the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.
- ii) In order to explain the scope of work, other details and to clarify any issues/ queries raised by the bidders, a Pre-bid meeting shall be arranged on the date, time and venue specified in the Schedule of Tender (SOT). The bidders are advised to peruse the tender and visit the site and submit any matter requiring clarification to the RBI latest by 5:00 PM on the previous working day of the date fixed for pre-bid meeting. In case the bidder wishes to include any condition while tendering for the work, he will have to submit the same before the pre-bid meeting to enable the RBI to examine/ consider the same. All the bidders are advised to attend the Pre-bid meeting in their own interest. Any tender received with any deviation/ Condition is liable for rejection. No further doubts/clarifications shall be entertained after the pre-bid meeting.



(C) Amendment to Tender document

- i) At any time prior to the deadline for the submission of tender/ Bids, RBI may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify any part of the tender document by an amendment.
- ii) The amendments would be made available on the website of RBI and MSTC website.
- iii) The Bidders, are strongly advised to regularly visit the website www.rbi.org.in to ensure that they are aware of the amendments, if any. The addendum (s)/ corrigendum, if any, issued will form part of the contract document.
- iv) In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the RBI may, at its sole discretion, extend the deadline for submission of Bids.

(D) Preparation of bid and Cost of bidding

The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and may inspect the site of the work and acquaint herself/himself with all local conditions, nature of the work and all matters pertaining thereto.

(E) Earnest Money Deposit (EMD)

- i) **An EMD of 2% of the total estimated cost of work as specified in the tender shall be collected in advance from all the bidders.**
- ii) The bidders are required to submit documentary evidence of Earnest Money Deposit (EMD)/ Bid Security for an amount as specified in SOT (Schedule of Tender) along with the tender.
- iii) EMD must be submitted through NEFT / Bank Guarantee issued by a scheduled bank.
- iv) The Earnest Money will be collected from the successful bidders only.
- v) Under no circumstances, EMD will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque.
- vi) No relaxation shall be granted to any firm (including Micro and Small enterprises)



for submission of Performance Bank Guarantee and Earnest Money Deposit (EMD). Any bid received without EMD shall be deemed as non-bonafide and shall be rejected.

(F) Performance Bank Guarantee: A Performance Bank Guarantee (PBG) for an amount equal to 5% of the contract i.e. ₹ 8.05 Lakh (Rs. Eight Lakh and Five Thousand only) to be paid by the successful tenderer along with her/his/their tender within 10 days after the issue of notification of award by RBI, shall be held by the Reserve Bank of India as a security deposit for the execution and due fulfillment of the Contract. In case of delays in submission in unavoidable circumstances, charges for the delay in submission of PBG shall be recovered from the bills of contractor at Bank rate. No interest shall be payable on the amount of the PBG.

(G) Signing of Bid, Power of Attorney

- i) Each of the tender documents should be signed by the person or persons submitting the tender in token of her/his/their acquainted herself/ himself/ themselves with the General Conditions of Contract, Specifications and other terms and conditions etc. as laid down.
- ii) Bidders shall submit, along with Part-I of the tender, a power of attorney, on a stamp paper of appropriate value and duly notarized, in favour of the person signing the Bid documents authorizing her/him to sign the Bid documents, make corrections/ modifications thereto and interacting with Reserve Bank of India and act as the contact person. The proforma of the power of attorney shall be in the form annexed hereto.

(H) Modification / substitution / Withdrawal of Bids

- i) No modification or substitution of the submitted Bid shall be allowed after the due date and time of submission of the tender.
- ii) A Bidder may withdraw its submitted Bid, provided that written notice of the withdrawal is received by RBI before the last date for submission of Bids. In case a Bidder wants to resubmit her/his Bid, she/he shall submit within the due date a fresh Bid following all the applicable conditions.



- iii) Only a single copy of the withdrawal notice shall be prepared, and each page of the notice shall be signed and stamped by the authorized signatory. The notice shall be duly marked "WITHDRAWAL".

(I) Bid Due Date

Reserve Bank of India may, in exceptional circumstances, and at its sole discretion, can extend the Bid due date.

(J) Opening of Bids

- i) The uploaded tender Part I, EMD, technical details, etc., called Part I of the tender, will be opened on the time and date, as specified in SOT, at office, by the tender inviting authority or her/his/their authorized representative in the presence of authorized representatives of the bidders who choose to be present.
- ii) The price bid, containing the duly filled-in tender-Part II, of those bidders, who are found qualified after scrutiny of Part I of the tender documents, only will be opened in presence of the authorized representatives of the qualified bidders on a subsequent date which will be intimated to all the qualified bidders.

(K) Acceptance of Tender and Award of Work

- i) On receipt of intimation from the RBI of the acceptance of her/his/their tender, the successful bidder shall be bound to execute/perform the contract and within a week thereof, the successful bidder shall sign an agreement in accordance with the draft articles of agreement. In the event the Bidder fails to perform work after acceptance of tender, the bidder shall be liable to be debarred/disqualified up to five years from participating in any tender or executing any work in the Bank.
- ii) The cost of required stamp paper for execution of the agreement shall be borne by the successful bidder.

(L) Bank's right to accept or reject any or all the bids

Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to



the affected Bidder or Bidders. RBI shall not assign any reason for rejection of any or all Bids.

(M) Provision of Rule 144 (xi) of the GFR 2017: Compliance with the Rule 144 (xi) of GFR 2017 inserted vide Office Memorandum (OM) F.No.6/18/2019-PPD dated July 23, 2020 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India, the Public Procurement Orders issued in furtherance thereto, and their subsequent revisions shall be mandatory. In this regard, Bidder shall submit a copy of Undertaking / Declaration / Certificate on their letter head duly sealed and signed by the authorized signatory in the format given at Annexure – III. If the Undertaking / Declaration / Certificate submitted by the bidder is found to be false, his/her/its tender / work order will be immediately terminated, and legal action in accordance with law including forfeiting of Earnest Money Deposit /Performance Bank Guarantee may be initiated and the Bank may also debar the bidder from participating in the tenders invited by the Bank in future.

(N) The tenderer has to declare whether his/her relative/s are employed in the Bank and if so in what position. If no relative is employed in the Bank the tenderer should give a declaration to that effect.

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

Place:

Date:

Signature of bidder (with seal)



Section -IV

TENDER FORM

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

PART- I: Technical Bid

1. Particulars of the Tenderer

i.	Name of the Tenderer			
ii.	Whether the tenderer is a/an individual/company/partnership firm / Limited Liability Partnership (LLP) / (Proprietary concern)			
iii.	Date of Birth in case of individual / proprietorship			
iv.	Date of formation/incorporation of Partnership/LLP/Company. (Furnish self-attested Documentary evidence like Memorandum / Articles of Association, Partnership Deed etc.)			
v.	Name (s) of the Proprietor/Partners/Directors of the organization (Furnish self-attested copies of the documents)			
vi.	Address (Furnish proof of address such as Telephone bill, electricity bill, mobile bills, etc.)			
vii.	Telephone/Mobile number	Office	Residence	Mobile
viii.	Email			
ix.	PAN Number			
x.	GSTIN with documentary evidence			
xi.	Brief description of business			



xii.	Website, if any	
xiii.	Name and contact details (mobile no. and email id) of the authorized person who will execute the contract	
xiv.	Whether holding National Permit – If yes, submit self-attested copy of documentary evidence	
xv.	Annual Turnover in Rs. Lakh during last three financial years in similar business: (submit self-attested copies of audited financial statements for last three years)	2024-25: (Assessment Year 2025-26) 2023-24: (Assessment Year 2024-25) 2022-23: (Assessment Year 2023-24)

2. Bank Account Details

1.	Name of the Bank	
2.	Bank Branch Address	
3.	IFSC code	
4.	Type of bank account & Account Number	
5.	Details of defaults, if any	



3. Details of EMD

Amount Rs. _____

NEFT Reference No. __ Date _____

Date of Submission of EMD to RBI along with Annex - 1: _____

4. Are the characters and antecedents of the labourers/supervisors and other employees verified and certified by the police? - Yes / No

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

(If the firm or its director/s have been debarred from applying or blacklisted by RBI or convicted by any criminal court, they need not apply).

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

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

I agree to the terms and conditions as stipulated in the tender document by RBI, Kolkata.

Date: _____

Signature of Applicant

Name (_____)
(with rubber stamp/seal of the firm/ company)



Details to be filled in by Tenderer (to be filled, signed and uploaded on the portal of MSTC Ltd.)

Schedule A
Check List of Documents to be uploaded

Sr. No.	Description	Bidder's Confirmation
1.	Duly signed Tender Part-I (Section I to IV) and Part-II	
2.	Duly filled Schedule A, B, C, D & E	
3.	Documentary evidence of EMD paid	
4.	Self-attested photocopy of PAN (mandatory) and TAN (if applicable)	
5.	Self-attested photocopy of GST registration	
6.	Bank statement/self-attested photocopy of front page of pass book	
7.	Power of Attorney	
8.	Annexure – III	
9.	Whether any of the applicant's relative/s is/are employed in the Reserve Bank of India?	Yes/No
10.	Audited Financial Statements of last 3 years	
11.	Client Certificates	
12.	Solvency certificate duly certified by the bank showing Positive net worth as per the latest audited balance sheet.	
13.	Relevant documents pertaining to the constitution of the firm with the details of the proprietor/ partners/ Directors, as the case may be.	



14.	Copy of certification of incorporation / certification of registration of the company.	
15.	Undertaking stating that the tenderer is not willful defaulter to any bank/financial institution and there is no criminal case against the company/person.	
16.	Details of Office/local representative within Metropolitan area of the Kolkata with relevant documents.	
17.	Bank Statements for the last one year.	
18.	Copy of cancelled cheque of the Banker.	
19.	Copy of License No (under section 12(1) of the Contract Labour (Regulation and Abolition Act, 1970.	

Place:

Date:

Signature of bidder (with seal)

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



Schedule B
Organisational Details

Name of the tenderer				
Whether individual proprietorship, partnership, or limited company				
Date of formation of partnership / Ltd. Company				
Postal Address	Local Address		Permanent / Regd. Office Address	
Pin code				
Telephone No. (with STD code)	Office	Residence	Fax	Mobile
E-mail				

Place:

Date:

Signature of bidder (with seal)



Schedule C
Registration Details

Sl. No.	Type of registration	Registration No.	Date of Registration
1	Income Tax – PAN		
2	Income Tax – TAN (for TDS)		
3	GST Number		
4	Shops and Commercial Establishments Act		
5	PF/EPF		
6	Any other type of registration		
7	Whether the provisions of contract Labour (Regulation & Abolition) Act, 1970, Contract Labour (Regulation & Abolition*) Central Rules, 1971 and any other legal provisions are applicable to your firm?		
8	Whether you are holding a Licence under Section 12(1) of Contract Labour (R&A) Act 1970/71, if so, the details of licence number etc. may be furnished. (A copy of the license to be attached)		
9	ESIC Registration details (A copy of the Registration Certificate to be attached)		

I/We hereby declare that I/we have read and understood the above conditions.

Place:

Date:

Signature of bidder (with seal)



Schedule D

List of Clients

(For whom similar work was undertaken in the last 5 years)

Sr No	Details	Client (1)	Client (2)	Client (3)
1.	Name			
2.	Address			
3.	Email Id			
4.	Contact No			
5.	Brief details of the work			
6.	Date of award of contract			
7.	Certificate from Client			

Place:

Date:

Signature of bidder (with seal)



Schedule E
Details of Banker(s)

Sr. No.	Particulars	Details
1.	Name and address of the bank branch	
2.	Contact Person	
3.	Email Id	
4.	Telephone Number	
5.	Fax Number	

Place:

Date:

Signature of bidder (with seal)



ANNEXURE I

NEFT Details for effecting e-payments

Name of the Institution: Reserve Bank of India, Kolkata

Address (in full): 15, Netaji Subhas Road, RBI Kolkata

1.	Name of the Account Holder (as appearing in the Bank Account)	Reserve Bank of India, Kolkata
2.	Account Number	186003001
3.	Type of Account (Savings, Current etc.)	Current
4.	PAN Number	AAIFR5286M
5.	Name of the Bank	RBI, Kolkata
6.	Name of the Branch	RBI, Kolkata
7.	Address of the Bank	RBI, Kolkata
8.	NEFT/IFS Code	RBIS0KLPA01 (0 in the code represents ZERO)
9.	Name of the Account	NEFT Inward
10.	GSTIN	19AAIFR5286M1ZD
11.	Narration which may be used while initiating the payment	IDKOL Tender for Mazdoor



Annex-II

POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

(On Non-Judicial Stamp Paper of appropriate value)

To,
Regional Director
Reserve Bank of India
Issue Department
Kolkata Regional Office
Kolkata-700001

Dear Sir

Name of Work: **Tender Document for Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes**

We..... (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr. / Ms. (Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the captioned Project, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature of Mr./ Ms is attested below:

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

Note: Power of Attorney should be properly stamped and notarized. Power of Attorney furnished by Contractor shall be irrevocable.



Annexure 'III'

Proforma of Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India

(To be submitted by the bidders on their letter head duly sealed and signed by the authorised signatory)

To
Regional Director
Reserve Bank of India
Kolkata

Name of Work: Tender Document for Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes

I/We _____ (Name and address, including country of location of bidder) have read and understood the contents of the Office Memorandum (OM) F.No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. I/We certify that _____ (Name of the bidder)

- i. Is not from a country sharing land border with India, or
- ii. Is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
- iii. Is from a country sharing land border with India where Government of India has extended lines of credit, or
- iv. Is from a country sharing land border with India where Government of India is engaged in development projects.

(strikeout whichever of the above is not applicable)



3. I/ We further certify that _____ (Name of the bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub-contract I/We _____(Name of the bidder) will not sub-contract any work to a contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum/ order.

4. I/We know and understand that, if this Undertaking / Declaration / Certification / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our tender / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorised signatory of the Bidder with stamp

Date:

Place:

**Draft Articles of Agreement
(to be finalized during signing)**

Supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes at RBI, Kolkata - 01.04.2026 to 31.03.2028

The agreement made at Kolkata on this day of 2026 and shall be effective from the 1st day of April 2026 between Reserve Bank of India, a body corporate established under the Reserve Bank of India Act, 1934 and having its Office at 15, Netaji Subhas Road, Kolkata - 700001 (hereinafter referred to as “the Reserve Bank of India” / “the Bank”) acting through its General Manager/ Deputy General Manager-in-Charge, Issue Department, Reserve Bank of India (hereinafter referred to as “Deputy General Manager/The General Manager” which expression shall include his successors in office) of the ONE PART,

AND

, hereinafter referred to as the “THE contractor”, which expression shall include his legal heirs, representatives, successors) of the OTHER PART. Whereas the contractor has quoted rates for the supply of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes in RBI, Kolkata/ Indian Government Mint, Kolkata.

And, whereas, the Regional Director/CGM-i-C, Reserve Bank of India, Kolkata has accepted such rates and it has been agreed by and between the parties to enter into this agreement.

NOW IT IS MUTUALLY AGREED AND DECLARED AS FOLLOWS:

1.

- i. This AGREEMENT is effective and valid for a period of two years from April 01, 2026, to March 31, 2028. The agreement may be extended/renewed by the Bank at its sole discretion, for a further period of one year with / without any variation in

the terms and conditions, subject to satisfactory performance of the contractual terms and conditions.

- ii. When the period of the contract is about to expire, the matter of extension of the contract may be considered by the Bank. Three months before the expiry of the existing contract, the contractor shall provide in writing to the Bank, whether she/he is willing to renew the contract for a further period on the existing terms and conditions.
- iii. In case the new contract for the year beginning from April 01, 2028 is not finalized due to any reason, the contractor may be required to work on the same terms and conditions for a further period of up to three months from the date of expiry of this Agreement.
- iv. This agreement/ contract is in the nature of a rate contract. The Bank neither promises nor assures any specific quantity of job under the contract.

2.

- i. For the proper performance of the contract the said contractor has deposited a sum of ₹ 8.05 Lakh (Rs. Eight Lakh Five Thousand only) as PBG with the Bank valid for the entire contract period, which is liable to be forfeited either fully or partially depending upon the loss or damage incurred by the Bank as determined by the General Manager, in consultation with the Regional Director/ CGM-i-C of the Bank. No interest shall be payable on the said deposit.
- ii. The Performance Bank Guarantee (PBG) shall be for the due performance of the contract for the entire contract period and also against any loss or damage caused to or would be caused to or suffered by the Bank. If the contract is renewed, the contractor will arrange to provide extended Bank Guarantee accordingly.
- iii. The Bank Guarantee shall be released without interest after 3 months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from any agencies concerned or contractors' employees.

3. **Duties of the contractor:**

It shall remain the contractor's responsibility to successfully execute the contract till the

completion of validity period. The contractor has to indemnify the Bank from any type of loss due to any negligence on their part and for which the Bank is not responsible.

- i. The Contractor shall, at all times during the Contract Period, within twelve hours from the receipt of written or verbal requisition to the effect from the General Manager/ Deputy General Manager-in-Charge, Reserve Bank of India, Issue Department, Kolkata or any of his/her subordinate officer(s) supply as many able bodied mazdoors/ labourers as may be required for loading, unloading, carrying, weighing and stacking of note boxes/ coin bags and also for miscellaneous incidental items of work in the Issue Department, Reserve Bank of India, Kolkata as may be specified in the notice form or at places and at the time specified in each notice.
- ii. The notice so given shall be complied with, even if it requires working beyond ordinary business hours or on day/days declared as Public Holidays under the Negotiable Instruments Act, 1881 including Saturday and Sunday or any other extant statute / provision applicable in this respect or Notification of the Government of India or Government of West Bengal.
- iii. In urgent cases certified as such by the General Manager/Deputy General Manager-in-Charge, Issue Department, Reserve Bank of India, Kolkata Office, a requisition with three hours' notice in lieu of the minimum twelve hours' notice shall be complied with accordingly by the Contractor. On urgent occasions/cases the contractor shall comply with the request to provide mazdoors in sufficient number at short notice of three hours. Any such requisition may be countermanded by the General Manager, Issue Department, Reserve Bank of India, Kolkata.
- iv. Office on his/her giving a notice of such countermand either in writing or verbally or by telephone not less than three hours before the hour fixed for supply and the Contractor shall be entitled to no payment of remuneration and compensation in respect thereof. The decision regarding any occasion/case being urgent shall rest with the Bank and it shall be sufficient for the purpose of this contract that the Bank has conveyed such notice and identified it as urgent. The Contractor shall comply with the same and act accordingly. The loading and unloading of Coin Bags and

Note Boxes shall be carried out in a closed area i.e. the safety-yard or in the presence of police escort.

- v. The contractor shall not assign the contract onwards. He/ She shall not sublet any portion of the contract except with the prior written consent of the Bank. In case of breach of this condition, the Bank may rescind the contract and forfeit the Security Deposit.
- vi. The Contractor shall make good and reimburse to the Bank any damage or loss sustained by reason of any defect(s) caused due to inability/activity of mazdoors or deployment of insufficient mazdoors by the Contractor or from any incompetence, negligence or defect or delay in weighing, loading, unloading, storing, carting, packing, unpacking, carrying and delivering the coin bags/ note boxes or by reason of any act of dishonesty or fraudulent conduct on his/her part or on the part of mazdoors or other personnel engaged by the Contractor.
- vii. The Bank shall have the right to direct the contractor not to engage the services of any mazdoor worker who are incompetent and/or negligent in carrying out the aforesaid works. The Bank shall also have the right to direct the Contractor to stop engaging the services of any workers / mazdoors who are found indulging in any dishonest or fraudulent activity while carrying out the aforesaid works in the Bank or otherwise. On receipt of such direction from the Bank, the contractor shall immediately stop engaging the services of such workers/mazdoors for carrying out the aforesaid works in the Bank. If the contractor fails to comply with the direction of the Bank, the Bank may impose penalty of Rs.500/- (Rupees Five Hundred Only) per person per day for the period of such non-compliance. In case of sustained non-compliance or frequent recurrence, the Bank may cancel the contract and invoke the PBG.
- viii. The Contractor shall take suitable liability insurance cover or any other coverage of similar nature such as ESI, for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/she shall ensure that the insurance cover is always kept alive during the period of this agreement. The General Manager / Deputy General Manager-in-charge, Issue Department

shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager / Deputy General Manager-in-charge, Issue Department determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees /mazdoors are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/ Deputy General Manager-in charge, Issue Department failing which the Bank may purchase insurance for the additional amount and / or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.

- ix. The Contractor shall furnish a list containing the names of the mazdoors, supervisors or other employees / officials who shall be associated with carrying out of the work subject of this agreement immediately after receipt of the letter from the Bank regarding awarding of the contract and every month thereafter indicating the period of engagement in the Bank and whether the Police Clearance certificates are valid. The Contractor shall also furnish photographs, residential addresses, permanent addresses and character certificates of the mazdoors, helpers, supervisors or other employees / officials referred to above. The Contractor shall get the antecedents and character of all the mazdoors, helpers, supervisors or other employees/ officials verified by the Police Department before the commencement of the contract. The contractor shall ensure that only such labourers/ supervisors are engaged whose Police Clearance certificates are valid throughout their period of engagement.
- x. The Contractor shall ensure that all the works/activities are carried out in a proper, careful, expeditious and workman-like manner. The complete works/activities should be carried out without causing any damage to the Notes Boxes, Coin Bags or any other property of the Bank, failing which cost of the items damaged will be recovered from the Contractor.
- xi. The supervision and control of the contract labour engaged for discharge of the

work under this agreement shall be done by the Contractor. The maintenance of record / muster for marking the presence / absence of contract labour shall be the responsibility of the Contractor and such record /muster shall always be under the control of the Contractor.

- xii. The Contractor shall maintain, at all times during this contract, discipline among the contract labour and administer issues related to leave or absence. The Contractor shall also issue Photo Identity Cards to all the mazdoors and other personnel which may be associated with the discharge of the work/s subject of this agreement.

4. **Payment and Taxes:**

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

- i. The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor.
- ii. The contractor shall be paid charges for services rendered at the rates mentioned in the Schedule to this Agreement. The said charges offered are fixed and cannot be enhanced on any ground for the entire contract period and no additional charges shall be claimed by the contractor. The prices quoted shall be inclusive of all taxes (but exclusive of GST), duties, local levies, works contract tax, or any other taxes as applicable imposed by Central / State Government / Local Bodies at extant rates. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.
- iii. The Bank reserves the right to recover/enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means.
- iv. All compensations or other sums of money payable by the contractor to the Bank under the terms of the contract shall be deducted from Performance Bank

Guarantee furnish by contractor or other dues payable or becoming payable to the contractor. PBG may be invoked as the last resort.

- v. In the event of any dispute as to whether any liability has arisen hereunder, the decision of the Regional Director/ Officer-in-Charge, Reserve Bank of India, Kolkata shall be final and binding on both the parties and in the event of such liabilities being found to have arisen, the decision of the said Regional Director as to the amount of damage or loss sustained shall likewise be final and binding.

5. **Termination/ Penalty:**

- i. This contract may within the period herein before mentioned, be terminated by either of the two parties to it, giving to the other party three months' notice in writing of such termination.
- ii. In case of frequent or continued delay or in case of any breach of the contractor on any of the provisions of this contract, it may be determined by the General Manager/ Deputy General Manager-in-Charge, with the approval of the Regional Director on behalf of the Reserve Bank of India forthwith whether any penalty as therein before provided for such delay or breach has been imposed or not.
- iii. In event of any delay by the contractor in complying with any requisition issued by the Bank for supply of labourers/ mazdoors or any breach of instructions of the contract, considered by the General Manager/ Deputy General Manager -in-Charge, Issue Department, Reserve Bank of India, Kolkata to be grave enough to attract penalty, the aforesaid General Manager/ DGM-in-Charge in consultation with Regional Director/ CGM(O-i-C) may impose a fine not exceeding Rs. 5,000 (Rupees five thousand only) per instance on the contractor.
- iv. In all cases where the contractor has been levied a cumulative penalty of five percent of the total contract value, the extension beyond the initial period of two years may not be considered.

6.

- i. The contractor shall be required to obtain a licence, if applicable, from the Office of the Assistant Labour Commissioner, Government of India, Kolkata as provided

under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 read with section 21 Contract Labour (Regulation and Abolition) Central Rules, 1971 and also comply with the other requirements of the above Act. If licence is not applicable, then contractor will be required to make available an affidavit, mentioning the details of number of labourers employed by them.

- ii. If the contractor does not obtain a license as contemplated under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 read with section 21 Contract Labour (Regulation and Abolition) Central Rules, 1971 or any other law as applicable, failing which he alone would be responsible for actions/proceedings ensuring thereto. The bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way be made liable to the labourers by the Contractor.
- iii. In addition, he/they have to provide essential amenities like drinking water, first aid facility etc. to its employees as per Contract Labour Act 1970. The agency/contractor has to give affidavit on Non Judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the labourer of all descriptions to be engaged by him for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under Contract Labour (Regulation and Abolition Act) 1970 and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

7. **Compliance with Statutes:**

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

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

Indian Registration Act 1908/ Labour license etc

- ii. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen/ labourers as per the notification published by Central Govt./ State Govt. whichever is higher from time to time, besides paying all other statutory payments.
- iii. The workmen /labourer should be paid the minimum wages under the Minimum Wages Act, 1948 and rules made thereunder. Besides, the workmen /labourers should be given Employees Provident Fund as per EPF Act, 1952, Bonus and /or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid PF Account for making PF Contribution for its workmen / labourers. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.
- iv. The Contractor shall maintain all records and legal documents updated as per the prevailing statute and have to produce before the management / statutory authorities as and when asked for.
- v. The Contractor shall not supply Child Labour, which is prohibited under Child Labour Act, 1986.
- vi. The wage period has to be fixed by the Contractor and it should not exceed one month. The contractor shall submit the salary disbursement statements against the signature of its employees assigned for the Bank's work for verification by the Bank on quarterly basis. If payment is made in cash, it should be in presence of the Bank's official under his/ her signature. Alternatively, employees' bank account may be credited and bank statements indicating payments may be submitted.

- vii. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the employees provided by the contractor to fulfil the duties assigned to him. In the event of the Bank as the Principal Employer being required/called upon to pay any amount to the employees of contractor to lapse or default on his/her part in discharging his/her obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.
- viii. The contractor shall be solely responsible for full compliance of the provision of the Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 by any mazdoor or other persons deployed by him/her for execution of the contract. In case of any complaint of sexual harassment against its employees/labourer within the premises of Reserve Bank of India, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and he shall ensure taking proper action under the Act in respect of the said complaint. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- ix. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- x. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to the Bank's employee, if sexual violence by the employee of the Contractor is proved.
- xi. The contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/ statute in force in this regard. The contractor only shall be responsible for liabilities, if any, in this regard.

- xii. The contractor will be held responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him/ her for the purposes of rendering the services required by the Bank under this tender. Payment should be made through normal banking channel. Written records for having made these payments will be submitted to the Bank as and when asked for its verification. Bank should not be responsible for any dispute arising out of less or no payment to laborers.

8. **Non-Disclosure Clause:**

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

9. **Workmen Safety and Insurance:**

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

- ii. The Contractor shall take suitable liability insurance cover for personal injuries likely to be suffered by the labourers engaged by him in connection with the contract and he/she shall ensure that the insurance cover is always kept alive during the period of this agreement. The General Manager / Deputy General Manager-in-charge, Issue Department shall have the right to call upon the Contractor to furnish the insurance policies so purchased and verify, examine or scrutinize the same to satisfy himself about the adequacy of the insurance cover taken by the Contractor. If the General Manager / Deputy General Manager-in-charge, Issue Department determines that the insurance cover is not sufficient (amount) or does not cover all the risks to which employees/ labourers are exposed having regard to the risk involved in the work of the contract employees, the Contractor shall purchase insurance cover for the additional amount as well as for the risks not covered in the existing insurance policy to make up for the insufficiency so determined by the General Manager/ Deputy General Manager-in charge, Issue Department failing which the Bank may purchase insurance for the additional amount and / or additional risks. The Bank shall recover the expenses incurred in this regard by the Bank from the Contractor.
- iii. The contractor shall provide and ensure sufficient protection gears like safety shoes, hand gloves etc. are being used by their workers while carrying out works.
- iv. The Bank shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties/ for inspection or otherwise
- v. The quoted rates shall not be less than the minimum wage fixed/notified by the State Government - where the service is performed and shall include all statutory obligations.
- vi. The contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Bank shall not be liable for any dues for availing the services of the personnel.
- vii. The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Bank. The contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

10. **Dispute Resolution Mechanism & Arbitration:**

- i. If a dispute of any kind arises between the Bank and the contractor/ counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate /engage in amicable discussions.
- ii. If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The award passed by the arbitrator shall be binding on the parties and shall apply to the contract.
- iii. All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Kolkata and only Courts in Kolkata shall have jurisdiction to determine the same.

11. The Contractor should ensure to provide minimum 19 labourers at a time or any other number of labourers as communicated by the Bank in writing.

12. The amount of damage or loss and any fines imposed may be deducted from time to time from any sums payable to the contractors and/or recovered from him otherwise.

13. The contractors shall carry and deliver patent remittance boxes as also any other remittance boxes, loaded or unloaded, to and from such of the place as are specified in the schedule and shall be paid for at the rates given therein.

14. The provisions of this agreement and the rates shown in the enclosed schedule are effective from the 01.04.2026.

15. This Agreement shall be executed in duplicate, the original shall be kept with the Bank and the duplicate by the contractors. The stamp duty shall be borne and paid by the contractor.

16. Both the parties agree to pay applicable taxes which are applicable to either of the parties from time to time. As per Indian laws, taxes as applicable will be deducted at source and a certificate for the same will be issued to the contractor.

17. In the event of a discrepancy between the two versions, the English version would be treated as the authenticated one and prevail over the Hindi Version.

18. The clauses in this agreement have to be read in conjunction with the tender document and the contractor shall not be absolved of any liability's duties, merely because a specific mention has not been made in this agreement.

19. The vendor/contractor will adhere to the relevant provisions of IS policy of the Bank.

20. The provisions of this agreement and the rates shown in the enclosed schedule are effective from April 01, 2026.

IN WITNESS WHEREOF the parties have signed these presents and have caused their common seal to be affixed to these presents and to a duplicate hereof, the day and year first HEREINABOVE written.

FOR CONTRACTOR

FOR RESERVE BANK OF INDIA,
KOLKATA

Signature

Signature

Name:

Name & Designation:

Witnesses:

Witnesses:

1.

1.

(Signature and Name)

(Signature and Name)

2.

2.

(Signature and Name)

(Signature and Name)

Proforma for Bank guarantee in lieu of Earnest Money Deposit

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

This deed of guarantee made this ____ day of __two thousand ____ between ____ (Name of Banker) having its registered office at _____ (place) and one of its local offices at _____ (hereinafter referred to as the Surety), and Reserve Bank of India, a Corporation constituted by the Reserve Bank of India Act, 1934, having its Central Office at Central Office Building, Shahid Bhagat Singh Road, Mumbai-400 001 INDIA (hereinafter referred to as the Bank).

WHEREAS _____ (Tenderer's name hereinafter referred to as 'Tenderer') a Company registered under _____ and having its registered office at _____ is bound to deposit with the Bank by way of earnest money INR _____ (INR _____ only) in connection with the Tender of sufficient number of adult and able-bodied labourers for handling of coin bags and note boxes for the Bank and terms and conditions enclosed therein.

WHEREAS the tenderer as per clause No. _____ Section II of Instructions to tenderers and special conditions has agreed to furnish a Bank Guarantee valid up to _____ instead of deposit of earnest money in cash.

NOW THIS WITNESSETH:

1. That the Surety in consideration of the above Tender made by the Tenderer to the Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of INR

_____ only within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.

2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.

3. The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Tenderer for the above cited work for Bank's main office premises, at Kolkata Office. The Banks' decision in this regard shall be final and binding.

4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.

5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR ___only.

6. This guarantee shall remain in force and effective up to _____and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.

5. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.

6. 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.

7. Notwithstanding anything contained hereinabove, unless a demand or claim under this guarantee is made on the Surety in writing on or before _____, the Surety shall be discharged from all liabilities under guarantee thereafter.

8. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED For and on behalf of above named Bank.

For and on behalf of (Banker's Name and Seal) Branch Manager (Banker's Branch Manager)



**भारतीय रिज़र्व बैंक / Reserve Bank of India
निर्गम विभाग / Issue Department
कोलकाता / Kolkata**

**E-tender for Supply of sufficient number of adult and able-bodied labourers for
handling of coin bags and note boxes**

E-TENDER No. RBI/Kolkata Regional Office/Issue/2/25-26/ET/855

(Part II) (Price Bid)

Name of Tenderer: _____

Address: _____



(Forming part of the Tender Form)
RESERVE BANK OF INDIA
ISSUE DEPARTMENT, KOLKATA

PART-II: Price Bid
(Inclusive of all the taxes but exclusive of GST)

Rate Schedule for Labour

(Charges per wooden box/steel box/coin bag/coin sack)

The process of loading, unloading, weighing, stacking is generally mentioned in the work schedule. It involves total process of workflow from loading/unloading to stacking in the vault and vice versa.

PART- II- LABOUR CHARGES

Sl. No.	Item of works	Weightage	Rate per box (note)	Rate per coin bag
1	Handling of packed note boxes/steel trunks or coin bags from RBI vaults/IG Mint vault & transport to any Rly.Stn./Shipyards (namely Sealdah Stn., Kolkata Stn., Howrah Stn., Shalimar yard Stn., Kidderpore dock, NSCB Airport etc.) involving Loading, Unloading, Weighing, Stacking etc. and vice versa	0.01 (Coin) 0.01 (Note)		
2	Handling of packed note boxes/steel trunks or coin bags from RBI vaults/IG Mint vault to containers/trucks at safety yard of RBI, Main Office Premises or IG Mint involving Loading, Unloading, Weighing, Stacking etc. and vice versa for dispatch of remittance or inward remittance.	0.16 (Note) 0.72 (Coin)		



	Miscellaneous Jobs			
3	Shifting, loading, unloading, stacking, unstacking, weighing etc of Note boxes/Steel Trunks/Mint sealed coin bags from IG Mint Vault/ Overnight vault or another vault to fresh note/chest note/coin vault/any vault etc. and vice versa irrespective of the floor on which the vault is located.	0.015 (coin) 0.015 (note)		
4	Shifting of Note boxes/Steel Trunks/Mint sealed coin bags for space management inside the vault	0.015 (note) 0.015 (coin)		
5	Miscellaneous labour charges for stitching, sealing, marking and stacking of coin bags / sacks at RBI Main Office Premises Vault/ IG Mint vault for dispatch of coin remittance	(0.01)	(per Coin bag)	
6	No charges for late running of trains are admissible. However, in case of delay in commencement of work at any given place even after half an hour, detention charges as under for every completed half an hour will be paid till commencement of the actual work, per Mazdoor per half an hour	(0.01)		
7	In case the Work Order issued is not countermanded within the stipulated time as per the terms of the agreement entered, compensation charges for cancellation of work order issued to the labour contractor after he had already made available labour at the schedule place and time.	(0.01)		



8	To remove the gunny bags filled with briquettes from SBS unit to a place specified by RBI at RBI Main Office Premises and Bagging, Lifting, Shifting, Storing at RBI's godown (all operation)	(0.01)	
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N.B. The charges must be quoted for conventional wooden boxes (containing 1,00,000 pieces of banknotes). Since the weight of a corrugated box is 40%(approx) of the weight of a conventional wooden box, labour charge for corrugated wooden box will be considered 40% of the labour charge for conventional wooden box on a proportionate basis.

Note:

- (a) The contractors are advised not to quote 'ZERO' amount in respect of above items.
- (b) The rates should be inclusive of all taxes but exclusive of GST.
- (c) Prices should be quoted in Indian Rupees only.

I agree to the terms and conditions as stipulated in the tender document by RBI, Kolkata.

Date:
Applicant

Signature of

Name (_____)

(with rubber stamp/seal of the firm/ comp)



Section V

Prohibited Practices/ Situations leading to disqualification / rejection of tenders

1. The Bank requires that tenderers, suppliers, Contractors interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:

- (a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:
 - 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;
 - 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;
 - 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
 - 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;
- (b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender.
- (c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;
- (d) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender.
- (e) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;

2. Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process.



Such Tenderer/s shall be blacklisted for next three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.

3. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be outrightly and summarily rejected by the Bank.
4. This is an e-tender. Tenders received by post, fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
5. Tenders received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.
6. Tenders received after the due date and time shall be summarily rejected.
7. Conditional tenders shall be straightway rejected and no additional clause will be entertained.
8. No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.
9. Alternative Proposals / Time for Completion shall not be permitted.
10. The Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest as mentioned below shall be disqualified.
 - (a) Tenderers in two different applications have controlling shareholders in common.
 - (b) Tenderers (including their personnel) that have a business and family relationship with such members of the RBI staff who are directly or indirectly involved in the tender will not be awarded the contract.
11. In the event of the successful tenderer(s) refusing to sign the agreement and execute the contract or rescinds the contract or in any manner causes disruption of service, at any time during its validity, the EMD/SD lying with the Bank shall be forfeited/revoked and the tenderer shall be blacklisted from participating in any tender in future.