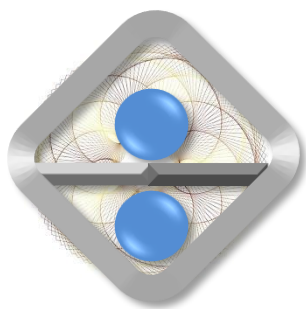


भारतीय रिजर्व बैंक नोट मुद्रण प्राईवेट लिमिटेड  
नैगमिक कार्यालय, बेंगलूरु  
**BHARATIYA RESERVE BANK**  
**NOTE MUDRAN PRIVATE LIMITED**  
**CORPORATE OFFICE, BENGALURU**



बीआरबीएनएमपीएल नैगमिक कार्यालय, बेंगलूरु एवं उसके आधिकारिक आवास  
में एकीकृत सुविधा प्रबंधन के लिए निविदा दस्तावेज़

**Tender Document for Integrated Facility Management**  
**Services at BRBNMPL Corporate Office and Official**  
**Residences, Bengaluru**

निविदा सं. 013/CO/OT/2018-19 दिनांक February 02, 2019  
**TENDER No: 013/CO/OT/2018-19 dated February 02, 2019**

|  |  |
|--|--|
| बंद होने की तिथि और निविदा अप्राप्ति का समय/<br><b>Closing Date &amp; Time for receipt of Tender</b> | 14:30 Hrs on March 06, 2019                    |
| दस्ती निविदा प्राप्ति की जगह /<br><b>Place of receipt of tender by Hand</b>                          | बीआरबीएनएमपीएल, बेंगलूरु<br>BRBNMPL, Bangalore |
| निविदा खोलने की तिथि और समय /<br><b>Time &amp; Date of Opening of Tender</b>                         | 15:00 Hrs on March 06, 2019                    |
| निविदा खोलने की जगह/<br><b>Place of Opening of Tenders</b>   | बीआरबीएनएमपीएल, बेंगलूरु<br>BRBNMPL, Bangalore |

भारतीय रिजर्व बैंक नोट मुद्रण (प्रा.) लिमिटेड, बेंगलूरु  
**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD**  
**BANGALORE -560029**

दूरभाष / Phone: 080-66602000, 66602034

फैक्स / Fax: 080 – 66602039, ई-मेल / E-Mail: [cobangalore@brbnmpl.co.in](mailto:cobangalore@brbnmpl.co.in)

वेबसाइट / Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)

अहस्तांतरणीय / **Not Transferable**

**Security Classification: Non-Security**

बीआरबीएनएमपीएल नैगमिक कार्यालय और बेंगलूरु के अधिकारी क्वार्टरों में एकीकृत सुविधा प्रबंधन  
के लिए निविदा दस्तावेज़

**Tender Document for Integrated Facility Management Services at BRBNMPL  
Corporate Office and Official Residences, Bengaluru**

निविदा सं. 013/CO/OT/2018-19 दिनांक February 02, 2019  
**TENDER No: 013/CO/OT/2018-19 dated February 02, 2019**

This document contains **46** pages

The tender document is sold to:

M/s. \_\_\_\_\_  
Address \_\_\_\_\_

Details of Contact person in BRBNMPL regarding this tender:

नाम/Name : एस एम पावले / S M Pawale

पदनाम/Designation : उप महाप्रबंधक / Deputy General Manager

Address:  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Regd. & Corporate Office,  
No. 3 & 4, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase,  
BTM Layout, Near Jal Bhavan,  
Bannerghatta Road,  
Bengaluru - 560029

Email: [smpawale@brbnmpl.co.in](mailto:smpawale@brbnmpl.co.in)

Phone: 080 – 66602000, 66602034, Fax: 080-66602039

**CONTENTS OF THIS TENDER ENQUIRY: (In SBD Format)**

| <b>Tender Clause / Section Reference</b> | <b>Tender Clause Description</b>                                  | <b>Remarks</b>  |
|--|---|---|
| Section I                                | Notice Inviting Tender (NIT)                                      | Enclosed  |
| Section II                               | General Instructions for Tenderer (GIT)                           | To be downloaded from website: <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> under 'Downloads' Section.                    |
| Section III                              | Special Instructions to Tenderers (SIT)                           | Enclosed  |
| Section IV                               | General Conditions of Contract (GCC)                              | To be downloaded from website: <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> under 'Downloads' Section.                    |
| Section V                                | Special Conditions of Contract (SCC)                              | Enclosed  |
| Section VI                               | List of Requirements  | Enclosed  |
| Section VII                              | Technical Specification   | Enclosed  |
| Section VIII                             | Quality Control Requirements /Compliance Statement by Tenderer    | Enclosed  |
| Section IX                               | Qualification/Eligibility Criteria                                | Enclosed  |
| Section X                                | Tender form   | Enclosed  |
| Section XI                               | Price Schedule (Price Bid)  | Enclosed  |
| Section XII                              | Questionnaire /Checklist  | Enclosed  |
| Section XIII                             | Bank Guarantee Form for EMD                                       | <u>Not Applicable to this tender.</u><br>Required DD is to be submitted as EMD as mentioned in section-I (Notice Inviting Tender-NIT) |
| Section XIV                              | Manufacturer's Authorization Form                                 | <u>Not applicable to this tender</u>  |
| Section XV                               | Bank Guarantee Form for Performance Security / SD                 | Enclosed  |
| Section XVI                              | Contract Form   | Enclosed  |
| Section XVII                             | Letter of Authority for attending a Bid Opening                   | Enclosed  |
| Section XVIII                            | Shipping arrangement for liner cargo-                             | <u>Not applicable to this tender</u>  |
| Section XIX                              | Proforma of Bills for Payments                                    | Enclosed  |
| Section XX                               | Proforma for Financial Turnover for last 03 years certified by CA | Enclosed  |
| Section XXI                              | Pre contract Integrity Pact                                       | <u>Not applicable to this tender</u>  |

भारतीय रिजर्व बैंक नोट मुद्रण (प्रा.) लिमिटेड, बेंगलूरु  
BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD  
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फैक्स / Fax: 080 – 66602039, ई-मेल / E-Mail: [cobangalore@brbnmpl.co.in](mailto:cobangalore@brbnmpl.co.in)

वेबसाइट / Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)

**SECTION- I: NOTICE INVITING TENDER (NIT)**

Dated: February 02, 2019

M/s.

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**Tender No: 013/CO/OT/2018-19 dated February 02, 2019**

**Sub:** Tender Document for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru

Dear Sir/Madam,

Sealed tenders in TWO parts (Part-I - Technical and Part-II Commercial (Price) bid) are invited for ***“Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru”***.

| Sl. No. | Brief Description of Goods / Services   | Quantity (Unit) | Earnest Money Deposit                                   | Remarks  |
|---------|---|-----------------|---|--|
| 01      | Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru.<br><br>As per Scope of work mentioned at List of Requirement – Section-VI | As per BOQ      | <b>₹ 86,000 /-</b><br>(Rupees Eighty Six Thousand Only) | Estimate Value:<br><b>₹ 42,83,000/-</b><br>(Rupees Forty Two Lakhs Eighty Three Thousand Only) |

### SALIENT FEATURES OF TENDER FORM

| Sl.No. | Description  | Details  |
|--------|--|--|
| 1.i    | Tender No.   | Tender No: 013/CO/OT/2018-19   |
| ii     | Tender Date  | February 02, 2019  |
| iii    | Name of the Work   | Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru   |
| iv     | Estimated Value  | <b>₹ 42,83,000/-</b><br><b>(Rupees Forty Two Lakhs Eighty Three Thousand Only)</b>   |
| v      | Earnest Money deposit  | <b>₹ 86,000 /- (Rupees Eighty-Six Thousand Only)</b> in the form of DD favouring Bharatiya Reserve Bank Note Mudran Pvt. Ltd, Bengaluru, payable at Bengaluru. In case E.M.D is not submitted along with the tender (Technical Bid), the offer will be liable for rejection. However, please note DGS&D / NSIC, New Delhi registered firms are exempted from submission of requisite EMD. Such Tenderer shall submit copy of supporting documents. |
| vi     | Cost of Tender Form  | ₹ 500 /- (Rupees Five Hundred Only) (Non Refundable) in the form of DD favoring Bharatiya Reserve Bank Note Mudran Pvt. Ltd, Bengaluru. Payable at Bengaluru   |
| vii    | Last date of sale of tender forms  | One day before the last date of submission and closing of tenders up to 14. 00 Hrs. (Incasse holiday falls on that day, it shall be last working day) i.e. up to <b>March 05, 2019</b> .   |
| viii   | Last date of submission/ closing of  | <b>14. 30 hrs. on March 06, 2019</b>   |
| ix     | Nominated Person / Designation to Receive Bulky Tender (Clause 21. 21. 1 of GIT) | Shri. S M Pawale, DGM  |
| x      | Date of opening of Technical bid   | <b>15. 00 hrs. on March 06, 2019</b>   |
| xi     | Date of opening of price bid   | Shall be communicated to the eligible bidders.   |
| xii    | Validity of tender   | 120 days from the date of opening of the tender, which can be further extended for another 30 days.  |
| xiii   | Date of Commencement   | As mentioned in the LOI/ Work Order or as advised by the officials in-charge   |
| xiv    | Tenure   | Total tenure shall be three years. Initially, the Annual Maintenance Contract shall be awarded for a period of one year. At the end of tenure, on satisfactory performance of the contract, the contract may be renewed on yearly basis for further period up to a maximum of two years.   |
| xv     | Liability compensation for delay   | At the rate of 0.5 % (half percent) of the incomplete contract value per week of delay, up to maximum of 10 % ( Ten percent) of the delayed contract value after which the contract stands rescinded.  |
| xvi    | Defects Liability period   | 02 months from the date of work completion   |
| xvii   | Period of submitting the final bill by contractor                                | Maximum period of two months from the date of completion of work.  |
| xviii  | Terms of contract and specifications   | As per schedule.   |

|     |  |   |
|-----|--|---|
| xix | Performance Security deposit/Bond to be deposited within 21 days after the issue of notification of award of contract by BRBNMPL | Successful Bidders has to submit B.G. as performance security for 10% (Ten percent) of the tendered amount in the prescribed format mentioned at Section: XV. |
| xx  | Release of Security Deposit/ RM  | After expiry of Defects Liability Period / Completion of all contractual obligations including warranty obligations, whichever is later.                      |

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website <https://www.brbnmpl.co.in> for further details.
3. Cost of Tender Form: Cost of Tender Form is ₹ 500/-. Tender Documents can be purchased from our office up to one day before the last date of submission of the tender up to 14.00 hrs during working hours against payment of ₹ 500/- by Demand Draft /Pay Order/Banker's Cheque in favour of BRBNMPL, Bengaluru on any scheduled bank payable at Bengaluru. The tender document can also be downloaded from our website ([www.brbnmpl.co.in](http://www.brbnmpl.co.in)) in which case the cost of the tender form in the form of DD should be submitted in the envelope containing Earnest Money Deposit. The offer of the bidders who do not submit the cost of the Tender Document downloaded from the website shall be liable for rejection.
4. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
5. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold / received / opened on the next working day at the appointed time.
6. The tender documents are not transferable.

For and on behalf of BRBNMPL,

(S M Pawale)  
Deputy General Manager

## IMPORTANT TENDER CONDITIONS AT A GLANCE FOR ATTENTION OF BIDDERS

1. **Tender Form Price:** Tender Documents can be purchased from our office up to 14.00 Hrs. one day before the last date of submission (In case holiday falls on that day, it shall be last working day) against payment of ₹ 500/- by Demand Draft /Pay Order/Banker's Cheque in favour of BRBNMPL, Bengaluru on any scheduled bank payable at Bengaluru. The tender document can also be downloaded from our website ([www.brbnmpl.co.in](http://www.brbnmpl.co.in)) in which case the cost of the tender form in the form of DD/Pay Order/Bankers Cheque should be submitted in the envelope containing Earnest Money Deposit. The offer of the tenderers who do not submit the cost of the Tender Document downloaded from the website shall be liable to be rejected. Issuance of tender paper shall not automatically be construed qualification of bidder for award of work, which will actually be determined during bid evaluation.
2. **Validity of Tender:** The quoted rates shall be valid for a period of 120 days from the date of opening of the tenders, however in case of any delay due to genuine reasons. The validity period may be extended further for additional period of 30 days. If any tenderer withdraws his tender before the said period or makes any modification in the Price Bid or terms and conditions of the tender then, employer, without prejudice to any other right or remedy will be at liberty to forfeit the whole of the earnest money.
3. **Tenure of Contract:** The work should be completed as per the time period mentioned in the tender form (i.e., for a period of 03 years on yearly renewal basis) based on Satisfactory Performance.
4. **E.M.D:** An EMD of ₹ 86,000 /- (Rupees Eighty-Six Thousand Only) is payable in the form of Demand Draft/Banker's Cheque/Fixed Deposit along with authorization form enclosed in Annexure E (subject to encashment) drawn in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Bengaluru drawn from any scheduled Commercial Bank in India, payable at Bengaluru. Please refer GIT Clause 18 under Section II, In case E.M.D is not submitted along with the tender (Technical Bid Part – I), the offer will be liable for rejection. However, please note DGS&D / NSIC, New Delhi registered firms are exempted from submission of requisite EMD.
5. **Optional Quantity/Additional Work order:**  
Quantities mentioned in the schedule of items are approximate and may vary as per actual work done/ site requirement; contractor shall not claim any extra rate on this account. BRBNMPL may extend the Work order/place additional work order at a later date at the quoted rates.
6. **Payment Terms:**  
Payment shall be made on monthly basis only on satisfactory compliance of all the tender/work order/agreement conditions stipulated and performance of the job satisfactorily. The successful tenderers shall raise monthly bill in the 1st week of succeeding month for releasing payment after fulfilling the entire necessary statutory requirement. The bill should be submitted along with the copy of Attendance register, Wage register, valid ESI & PF challans supported by statement (ECRs) for having paid/remitted the contributions and also produce the original records along with the certifying authorities for verification and return. If the monthly bill is held up due to any reasons of non-fulfilment of contract terms, the contractor must disburse the wages on or before 7th of every month to his labourers through his own sources.  
Deductions: Statutory deductions shall be made at source as per rule.  
**The Payment against uniform, shoes, & bonus will be released on succeeding month on submission of documentary evidence.** The contractor should pay the Bonus payment as per the provisions of payment of Bonus Act, 1965 annually during the month of April/May to his labourers. However, the contract period is completing in between the financial year, the contractor has to make the payment within one month from the date of completion of the contract and submit the documentary proof (in form C) for releasing of payment. Proportionate amount from the bill shall be deducted if the contractor fails to comply with any of the responsibilities under the work order/contract. Such amounts shall be decided by the BRBNMPL and shall be binding on the contractor.  
a. **Final Bill:** The final bill shall be submitted by the Bidder within 2 (two) months from the date of completion of the works. The final bill submitted by the Bidder shall be

processed for payment only after receipt of –No claim certificate and handing over the site in a tidy and clean condition to the BRBNMPL.

7. **Please send your competitive bidding in sealed cover super scribed** as “Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru” **against Tender Enquiry No. 013/CO/OT/2018-19** dated February 02, 2019 **to reach us on or before 14.30 hrs on March 06, 2019 at BRBNMPL, Bengaluru with the following separate sealed covers inside:**
- The First sealed cover super scribed as Technical bid (part I) against Tender Enquiry No. **013/CO/OT/2018-19 dated February 02, 2019**, should contain all the Technical details offered by the tenderer including Section VIII – Quality Control Requirements/Compliance statement by Tenderer, documents in support of Qualification/Eligibility criteria (Section IX), Section X: Tender Form, Section XII: Questionnaire, Section XIV: Manufacturer’s authorization form (if applicable), etc., EMD amount and cost of tender paper. No information regarding price should be mentioned in this part.
  - The second sealed cover super scribed as PRICE BID (part II) against Tender Enquiry No.: **013/CO/OT/2018-19 dated February 02, 2019**, should contain only Section XI – Price Schedule exactly as per Proforma duly filled and signed. The Price Quoted as per Price Bid (Section-XI) should match Price Break-up (Annexure-A).
  - BIDS submitted not in accordance with above guidelines will be liable to be rejected.
  - If the sealed tenders are sent by post or courier service, the tenderers shall ensure that the tenders are posted or dispatched sufficiently early so that the tenders are received by the BRBNMPL within the stipulated date and time. BRBNMPL will not be responsible for any delay in post or courier. If the tenders are to be delivered in person at the above address, the sealed tenders shall be deposited before the stipulated date and time, at the aforesaid office. BRBNMPL shall not accept responsibility for late receipt of tenders if delivered in person or sent by post or courier service.  
The Technical part (part I) tenders will be opened at 15.00 hrs on March 06, 2019 in the presence of available tenderers or their authorized representatives. In the second stage, the financial bids of only the technically acceptable offers shall be opened for further scrutiny and evaluation. The date of opening of Price bids will be intimated to qualified bidders. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.
8. Consumables: All consumables/spares /replacement parts required shall be listed out by the supervisor (for both the quarters and the Company) and procured with prior approval / consent from BRBNMPL representatives. The expenditure incurred shall be reimbursed to the contractor on submission of bills by BRBNMPL.
9. Price:
- The contractor has to quote his most competitive price considering all the factors involved in the Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru and the price shall be all-inclusive except GST, which shall be shown separately at the prevailing rate. The Price shall be firm & binding, no escalation on above on any account shall be admissible during the currency of contract period, except for the GST for which documentary proof should be attached for claiming escalation, if any.
  - The contract price should be based on the scope of work, manpower (highly skilled / skilled / semi-skilled / unskilled) required and shall include inter-alia, salary, allowances, ESIC payment, PF payment, Bonus payment, leave with wages, Gratuity, insurance, charges for uniform and shoes, conveyance, canteen allowance/food allowance & overtime wages if any, depreciation, repair & maintenance cost of equipment deployed for mechanized housekeeping etc. , Work Contract Tax/GST & all other charges & overheads for captioned AMC services with reference to the Scope of work at Section – VI & VII.
  - In case of any revision in the minimum wages payable to the worker of the contractor, BRBNMPL will reimburse the differential wages at actual & statutory contribution thereon on submission of proper documentary proof of payment of the revised wages. GST as applicable will also be reimbursed on above payment.



- d. Rate of the wages should not be less than minimum wages as prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner, New Delhi from time to time.
  - e. The rates quoted in the commercial bid shall be inclusive of PF/ESI /Bonus contributions, which shall be made for the workers employed by the contractor on being successful in the tender. You have to submit a copy of the ESI/PF challan along with the wage sheets of the persons employed, with bills.
10. Compensation for Delay:
- The work shall be taken up strictly as per the terms & conditions of the contract. For any delay beyond the time specified for any particular maintenance works, without any valid reason, compensation for delay/liquidated damages @ 0.5% of the value equivalent to one-month O & M price shall be levied per week of delay, subject to a maximum of 5% of monthly O & M charges.
- The Contractor's co-ordination with other agencies appointed by BRBNMPL is essential to maintain smooth progress of the work and any delay which in the opinion of BRBNMPL if due to non-co-ordination and inefficient management of the contractor will not be entertained.
11. Notification of Award: BRBNMPL issue Notification of award / LOI to the successful bidders who qualify and become lowest bidder by post or by fax/email (to be confirmed by post) that its tender for Captioned Subject, has been accepted, briefly indicating therein the essential details of work and corresponding prices accepted. The successful tenderer/Contractor shall mobilize all men required for timely performance of the facility management services involving various activities and start the work from the date mentioned in Notification of Award. Contractor should return back the duplicate copy of Notification of Award duly signed and stamped in each page as acceptance.
  12. Security Deposit/Performance Bond: Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish Security Deposit to BRBNMPL for an amount equal to 10% of the Order Value by way of DD/BG, valid up to Sixty days after date of completion of all contractual obligations, including warranty period. (Please refer GCC Clause 6 under Section IV.). Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning of duplicate copy of Notification of Award/ LOI duly signed shall make the tenderer liable for forfeiture of its EMD and, also, for further sanctions by BRBNMPL against it
  13. Contract Agreement: A formal agreement has to be executed between the contractor and BRBNMPL on ₹ 100/-Non-judicial stamp paper purchased by the contractor within two weeks of receipt of Security Deposit/Performance Bond as per the format given in SECTION-XVI. In case Contractor fails to complete the formalities for execution of agreement, Work Order shall be cancelled. In such case, EMD / SD of the contractor shall be forfeited and BRBNMPL may initiate appropriate action as deemed fit
  14. Liquidated Damages: If the supplier fails to deliver any or all of the goods within the time frame (s) [delivery schedule] incorporated in the contract, BRBNMPL shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods [value of quality for which delivery is delayed] for each week of delay or part thereof until actual delivery, subject to a maximum deduction of 10%. [Please refer GCC Clause 24 under Section IV].
  15. Parties who have been black listed /debarred by BRBNMPL or any PSU or any Government Departments are not eligible for submission of this tender.
  16. BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting/rejecting the whole or any part of the tender or portion of the quantity tendered without assigning any reason thereof.
  17. If the tenderer is registered under DGS&D/NSIC, New Delhi they have to clearly mention and submit a copy of supporting documents. In absence of any such declaration, tenderer shall be considered as not registered under DGS&D/NSIC, New Delhi. Tenderer registered with NSIC/DGS&D are eligible for exemption of only EMD. As regarding SD, the tenderer who are registered with DGS&D /NSIC should submit an undertaking for payment of SD in case they become L1 firm in bid process and this undertaking letter should be attached to the Technical Bid-Part-I.

18. Copies of Certificates / Documents related to VAT/CST Registration, PAN and Professional Tax Registration Certificate etc., to be provided along with the Technical Bid-part-I.
19. The Contractor's co-ordination with other agencies appointed by BRBNMPL is essential to maintain smooth progress of the work and any delay, which in the opinion of BRBNMPL if due to non-co-ordination and inefficient management of the contractor will not be entertained.
20. Sub-contract: Sub-contracting in any form before and after placement of the work order will not be allowed. In case the contractor is found engaging sub-contractor, the contract is liable for terminated forthwith and forfeiture of Security Deposit.
21. Copies of Certificates / Documents related to company profile like GST/VAT/CST Registration, PAN and Professional Tax Registration Certificate etc., to be provided along with the Technical Bid-Part-I.
22. Other Instructions:
  - a. A tenderer should quote the tender in figures as well as in words. The Rates and total amounts should be rounded off to nearest percentage (%) value. In case of discrepancy between the rates in words and figures the rate quoted by the tender in words shall be taken as correct.
  - b. The tender document should be signed on each page by the tenderer or his duly authorized representative. A certified true copy of an absolute power of Attorney in favour of signatory should accompany tender documents.
  - c. Any discrepancies, omissions, ambiguities or conflicts in or among contract documents or any doubt as to their meaning should be called to the attention of The Deputy General Manager: 080 – 66602000, 66602034 within three (3) days of issue of tender. Where information sought is not clearly indicated or specified, the company will issue a clarifying bulletin to all tenderers, which will become part of the contract. Any oral instructions will not form any part of contract.
  - d. The use of whitener / eraser in this tender is prohibited. If any correction becomes of necessary, the same should be done by striking off originally written rates & figures etc. and then rewritten should be done under initials of person filling the tender.
  - e. Please note that the contractors who have worked earlier with BRBNMPL, Bengaluru and their performance was not found satisfactory for any of the jobs awarded to them, their tenders shall not be opened during technical bid stage and their offers shall be considered as invalid and shall be rejected.
23. No counter conditions shall be accepted.
24. **Rights of company:**  
BRBNMPL is not bound to accept the lowest or any tender or assign any reason for such non-acceptance.  
If the successful bidder refuses to take up the job or leave the job half way after opening the quotation and becoming lowest party, BRBNMPL reserve the right to forfeit the EMD and no correspondence will be entertained and decision of the BRBNMPL will be final. The left over job will be finished engaging other agencies and the additional cost involved will be recovered from original contractor. In any of the above case company reserve the right to take necessary action as deemed fit against the contractor and assign another agency for completion of the leftover job and the additional cost incurred thus shall be recovered from the original contractor.
25. **Indemnity:** The Contractor shall indemnify the Employer from and against all actions, suits claims and demands brought or made against the Employer in respect of any matter or thing done or omitted to be done by the Contractor or any of his Sub- Contractor(s) or nominated Sub-Contractor(s) or their employees or workmen in the execution of or in connection with the Works of this Contract and against any loss or damage to the Employer in consequence of any action or suit being brought against the Contractor or any of his Sub-Contractor(s) or nominated Sub-Contractor(s) or their employees or workmen for anything done or omitted to be done in the execution of the Works under this Contract.
26. Resolution of Disputes / Arbitration: If any dispute arises after the issue of LOI /Work Order and during the execution of the project which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The court of Bengaluru (Karnataka State) only shall have jurisdiction

to deal with and decide any legal matter of dispute whatsoever arising out of any LOI/ Work order placed by us.

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

## **Section II: General Conditions of Tenderers (GIT)**

Part – I (For complete details refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in) under downloads)

### **Part II: Additional General Instructions Applicable to Specific Types of Tenders:**

#### **1. Compliance of Security Norms:**

- a) Bharatiya Reserve Bank Note Mudran Pvt. Limited, Bengaluru is a security organization. Hence the bidder shall have to abide by the prevailing security Norms. Any of the bidder's employee/works man/labour deployed at site found by the Company as having doubtful integrity, shall be removed from the premises at the risk and cost.
- b) The bidder shall provide security provisions to check infiltration, and safeguard of the works till the complete work is handed over. Nothing, extra shall be paid to the bidder by the BRBNMPL on this account.

#### **2. Safety & Security Measures:**

- a) The contractor should scrupulously conform to the safety and security norms and stipulations while working in the security area. The contractor should maintain site clearance during the progress of the work and also after the completion of the work.
- b) The Contractor will be required to take –Workmen's Compensation Insurance' policy to all of his workmen engaged for the said job and copy of the same to be submitted.
- c) It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor shall take all the precaution during execution of work against any hazards, personnel injury or any damage to the property. The contractor shall provide adequate safety gadgets to the workmen as per norms.
- d) In respect of all labour, directly or indirectly employed on the works for the performance and execution of the contractor's work under the contract, the contractor shall at his own expense arrange for all the safety provisions as listed in (i) safety code forming part of the contract documents (ii) Indian Standards Regulations, Rules and orders made there under and such other acts as applicable.
- e) Precautions as stated in the safety clause are the minimum necessary and shall not preclude the Contractor taking additional safety precautions as may be warranted for the particular type of work or situations. Also mere observance of these precautions shall not absolve the contractor of his liability in case of loss or damage to property or injury to any person including the contractor's labour, the BRBNMPL representatives or any member of the public or resulting in the death of any of these.
- f) Protective gear such as safety Masks/Helmets, Ear Muffler, Goggles, Gloves, Safety Belt, Safety Helmet, Rubber Shoes, etc. shall be provided by the contractor at his own cost to all his manpower at site. BRBNMPL shall have the right to stop any person not wearing such protective gear from working on the site.
- g) The contractor has to ensure that all equipment tools, brought on to the premises will be in safe conditions have recently been checked and that all personnel using the equipment and tools have been trained in their safe use.
- h) In case the contractor fails to make arrangements and provide necessary facilities as aforesaid, the BRBNMPL shall be entitled to do so and recover the costs thereof from the contractor. The decision of the BRBNMPL in this regard shall be final and binding on the contractor.
- i) The contractor shall obtain valid license under the Contract Labour (R & A) Act 1970 and the Contract Labour (Regulation and abolition) Central Rules 1971 and under any other applicable rules before the commencement of the work and continue to have a valid license until the completion of the work.
- j) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall

conform to all the Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.

- k) BRBNMPL is a security organization and hence the contractor has to abide by the security rules of the Company. The contractor has to ensure the character and antecedent of the persons deployed. The contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The contractor has to issue printed photo identity card to its workers duly authenticated by the designated security officer of the Company. The Contractor shall not allow any visitor to the site without the prior written approval of BRBNMPL.
3. The contractor shall make their own arrangement for providing working lunch/dinner to their employees.
  4. Compliance to all the statutory / regulatory norms and practices (like ESI / PF /labour license etc.) shall be the sole responsibility of the contractor / firm / agency and shall indemnify BRBNMPL at all times.
  5. All compensation or other sums of money payable by the Contractor to the employer under the terms of this contract will be deducted from the earnest Money deposit/Security Deposit or any other process or recovery of such dues.
  6. The calculations made by the tenderer should be based upon probable quantities of several items of work, which are furnished for the tenderer's convenience in the schedule of probable quantities, but it must be clearly understood that the contract is not a lump sum contract.
  7. The successful tenderer is bound to carry out any items of work necessary for the completion of the job though such items as are not included in the quantities and rates with the written approval of the employer.

*(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)*

### **Section III: Special Instructions to Tenderers (SIT)**

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail. (Clauses of GIT listed below include a possibility for variation in their provisions through SIT.

There could be other clauses in SIT as deemed fit).

| SI. No. | GIT Clause No.         | Topic   | SIT Provision   |
|---------|------------------------|---|---|
| 1       | 1, 2, 3, 4, 5, 6, 7    | PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, TENDER DOCUMENTS, Amendments to Tender Documents | No Change   |
| 2       | 8                      | Pre bid Conference  | Not Applicable  |
| 3       | 9                      | Time Limit for receiving request for clarification of Tender Documents  | No Change   |
| 4       | 10, 11, 12, 13, 14, 15 | Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders  | No Change   |
| 5       | 16, 17                 | Documents Establishing Tenderer's Eligibility and Qualifications<br>Documents establishing Good's Conformity to Tender document   | No Change   |
| 6       | 18                     | EMD   | No Change   |
| 7       | 19                     | Tender Validity   | 120 days from date of opening of tender. Extension of another 30 days, if required  |
| 8       | 20                     | Number of Copies of Tenders to be submitted   | One   |
| 9       | 21, 22 23, 24, 25      | Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender, Opening of tenders, Basic Principle  | No Change   |
| 10      | 35. 2                  | Additional Factors for Evaluation of Offers   | Supplement with the following: Prospective bidders should meet our tender conditions and items being supplied should be strictly as per given specification without counter conditions. |
| 11      | 43                     | Parallel Contracts  | Not Applicable  |
| 12      | 50. 1, 50. 3           | Tender For rate Contracts   | Not applicable  |
| 13      | 51. 1, 51. 2           | PQB Tenders   | Not Applicable  |
| 14      | 52. 1, 52. 3, 52. 5    | Tenders involving Purchaser's & Pre - Production Samples  | Not applicable  |

|    |                            |  |                |
|----|----------------------------|--|----------------|
| 15 | 53. 4, 53. 5, 53. 7        | EOI Tenders  | Not applicable |
| 16 | 54. 3. 1, 54. 5. 2         | Tenders for Disposal of Scrap  | Not applicable |
| 17 | 55. 2, 55. 3, 55. 7, 55. 8 | Development/Indigenization Tenders   | Not applicable |
| 18 | Clarification of Bidders:  | For any clarification bidder may contact this office on any working day during working hours before submission of tender paper. Contractor is advised to visit the site with prior information to understand the actual scope of work and prevailing site conditions. Authorization paper must be displayed for any person visiting on behalf of contractor. Once tender is submitted, it will be implied that the contractor has fully understood the detail specifications, site condition and scopes of work. After quoting ignorance regarding these will not be entertained.  |                |
| 19 | Sub-contract               | Sub-contracting in any form before and after placement of the work order will not be allowed. In case the contractor is found engaging sub-contractor, the contract is liable for termination forthwith and forfeit the Security Deposit   |                |
| 20 | Clarification of Bids      | During evaluation and comparison of bids, purchaser may, at its discretion ask the bidder for clarification of its bid. The clarification should be received within 7 days from the bidder from the date of receipt of such request. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.  |                |
| 21 | Discrepancy in Prices      | <p>a) If in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price and the quantity), the unit price shall prevail and the total price shall be corrected accordingly, unless client feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price shall be corrected accordingly.</p> <p>b) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected, and</p> <p>c) If, as per the judgment of client, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post, if the tenderer does not agree to the observation of the client, the tender is liable for rejection.</p> |                |

*(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)*

#### **Section IV: General Conditions of Contract (GCC)**

(For complete details refer our website [www.brbtnmpl.co.in](http://www.brbtnmpl.co.in) under downloads)

### **Section V: Special Conditions of Contract (SCC)**

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify / substitute / supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GGC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit).

| <b>Sl. No</b> | <b>GCC Clause No.</b>             | <b>Topic</b>  | <b>SCC Provision</b> |
|---------------|-----------------------------------|---|----------------------|
| 1.            | 8.2                               | Packing and Marking   | No change            |
| 2.            | 11.2                              | Transportation of Domestic Goods                                    | No change            |
| 3.            | 12.2                              | Insurance   | No change            |
| 4             | 14.1                              | Incidental Services   | No change            |
| 5             | 15                                | Distribution of Dispatch Documents for clearance / Receipt of Goods | No change            |
| 6             | 16.2, 16.4                        | Warrantee Clause  | No change            |
| 7             | 19, 19.3                          | Option Clause   | No change            |
| 8             | 20.1                              | Price Adjustment Clause   | No Change            |
| 9             | 21.2                              | Taxes and Duties  | No Change            |
| 10            | 22, 22.1, 22.2, 22.3, 22.4, 22.6, | Terms and Mode of Payments  | No Change            |
| 11            | 24.1                              | Quantum of LD   | No Change            |
| 12            | 25.1                              | Bank Guarantee and Insurance for Material loaned to Contractor      | No change            |
| 13            | 33.1                              | Resolution of Disputes  | No change            |
| 14            | 36, 36.3.2, 36.3.9                | Disposal / Sale of Scrap by Tender                                  | Not applicable       |

#### **1. Statutory Requirements:**

The successful contractor should comply with all the statutory provisions as applicable such as but not limited to:

- The contractor shall have to observe/ fulfill and comply with all the statutory requirements and obligation as per the provisions of law/Rules i.e. the Factories Act 1948, Karnataka Factories Rule 1969, Employee's Compensation Act 1923, Employers Liability Act 1938, Contract Labour R & A Act 1970 and Central Rules 1971, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Minimum Wages Act 1948, Payment of Wages Act 1936, Employee's Provident Funds & Misc. Provisions and Schemes 1952, and Employee's State Insurance Act 1948, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Karnataka Industrial(National and Festival) Act 1963, etc., including any enactment made by the Governments or modification thereof or any other law/s relating thereto and rules framed there under from time to time.
- The Contractor should comply with the rules and other statutory obligations with regard to payment of labour wages not less than the minimum wages notified by Govt. of India under the Minimum Wages Act 1948 and rules made there under, health, welfare and safety measures, hours of work, leave and other benefits as required under Factories Act 1948 and rules and also other applicable statutory Acts and Rules made thereunder. Rate of the wages should not be less than minimum wages as prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner New Delhi from time to time (Notification – File No. 1/38(3)/2018-LS-II dated 28/09/2018) – copy enclosed as **Annexure C** for ready reference. The Contractor has to maintain all

the required registers, records, document as stipulated under various applicable Labour Laws and its compliance, will be deemed to be part of the contract and submit the same to the Competent Authorities and also to the Company Officials as and when called for verification. The contractor shall be registered with the concerned statutory authorities like P.F & ESI, Service Tax as provided in various legislations and shall be directly responsible to the authorities hereunder for compliance of the provisions.

- c. The Labourers to be engaged/ deployed should not be below 18 years of age. They should be in sound health.
- d. The Tenderer/ Contractor should extend National & Festival Holiday to the labours as per the Provisions of Karnataka Industrial (National and Festival Holidays) Act 1963.
- e. The Tender/Contractor should extend leave with wages to their Labourers as per the Provision of Factories Act 1948.
- f. The Contractor must have a valid PROVIDENT FUND CODE & ESI CODE and the same shall be intimated along with the tender. Copy of Registration Certificates issued under EPF and MP Act, 1952, Karnataka Shops and Establishments Act and ESI Act, 1948 along with originals for verification.
- g. Rate of Minimum wages should not be less than minimum wages as notified by Govt. of India from time to time and contractor shall ensure that wages are not less than minimum wages at any point of time during the complete period of contract. If the quoted price is less than the prevailing minimum wages, the price bid will be rejected.
- h. The Tenderers who engages more than 20 Labourers shall obtain required Labour Licence from the Asst. Labour Commissioner (Central) immediately.
- i. The Tenders should submit commencement and completion of work notice, half yearly, annual returns, Accident Reports and other applicable reports to the various Authorities as required under Contract Labour (R&A) Act, Factories Act, EPF Act, ESI Act, and other applicable laws from time to time.
- j. The Contractor/Agency shall indemnify the Company from any claims/liability due to any breach of the statutory requirements from him/them. The Company as a principle Employer shall enforce the provisions of the Acts.
- k. It shall be sole responsibility of the contractor to ensure safety to all his workers.
- l. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall conform to all Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions. The contractors should properly maintain all necessary first aid kits in the sub-station and ensure that all its employees are adequately trained in administering first aid in case of emergencies.
- m. BRBNMPL will not accept any responsibility for any loss or damage to any property or personal belonging effect to Contactor's employee.
- n. The CONTRACTOR shall keep BRBNMPL, its servants or agents indemnified against claims, actions or proceedings brought or instituted against BRBNMPL, its servants or agents by any of his employees or any other third party employed by the Contractor in connection with relating to, or arising out of the performance of the services under the Contract.
- o. The contractor has to obtain –Workmen Compensation Insurance Policyl to his all labourers engaged for the said job and the same has to be submitted before commencement of work. The contractor shall indemnify BRBNMPL against any liability for any accident, death or injury to BRBNMPL's servants or agents or against any loss of or damage to any property belonging to BRBNMPL, its servants or agents which shall arise out of the performance of the services under this agreement and against all costs, claims, demands and damages involved therewith.
- p. The CONTRACTOR shall pay and indemnify the BRBNMPL against liability in respect of any fees or charges (including any rates and taxes but not including service tax) legally demandable under any Act of Parliament, or State Legislature instrument, rule or order or any regulation or Bye-law or any local authority in respect of the work.
- q. Uniform: The Contractor has to compulsorily provide proper uniform (2 sets/year) and shoes (1 pair/year) within 30 days of issue of work order. In case of non-compliance, BRBNMPL reserves the right to impose suitable penalty and provide the same. The cost so incurred shall be deducted from the bill along with penalty. The colour shade of the uniform should be totally different from the approved uniform of the Company employees and the colour of the uniform should be approved by BRBNMPL. The



contractor should also provide all the safety appliances to BRBNMPL. The payment against uniform shoes and bonus will be released on succeeding month on submission of documentary evidence.

- r. Statutory Deductions: Statutory deductions shall be made at source as per rule
  - s. Supervision: The Contractor or his supervisor should be present at the work spot and supervise in all working days. The Contractor should take and observe all the required formalities like deployment of his labourers, maintaining of attendance as directed by the authorized persons of BRBNMPL. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the Contractor and shall confirm to all the labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.
    - i. Penalties: In case the Tenderer fails to execute the work as per the Terms and Conditions and instructions, The Management reserves the rights to levy Penalty as mentioned below:
    - ii. In case the Tenderer not carried out the work as per the Terms and Conditions of the work order, not complied with the statutory requirement and its obligations, abandons/discontinue the contract within the validity of the contract period, the BRBNMPL Management reserves the rights to get the remaining work/uncompleted work done through any other agencies and the loss or extra expenditure suffered in such event shall be debited to Tenderers' account in addition to forfeiting the Security Deposit.
    - iii. In case of default or breach of Contract Terms & Conditions, the Security Deposit is liable for forfeiture.
    - iv. Un-satisfactory performance of the Contract may also lead to black listing of the Tenderer.
    - v. If the Wages are not disbursed to the Contract Labourers on or before 7<sup>th</sup> of every month (or on the previous day in case 7<sup>th</sup> happens to be Sunday or Holiday) a penalty of ₹ 500/- per day lump sum would be levied to the Tenderer.
2. Tender Evaluation:
- a. The evaluation shall be based on L1 basis considering the Total Cost including GST. However, BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity tender or cancel the tender without assigning any reason what so ever.
  - b. BRBNMPL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
  - c. Quoted price should be in words and figures. Any discrepancy between words and figures, the price in words shall prevail. Insertions, postscripts, additions and alterations shall not be recognized, unless authenticated by the tenderer's signature. In case of discrepancy between unit price and total price/cost, the unit rate will be considered for evaluation.
  - d. All decisions by BRBNMPL on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny
  - e. Any effort by a bidder to influence BRBNMPL personnel or representatives on matters relative to the bid under study in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning award of contract may result in rejection of his bid
3. Tenure:
- The Contract shall be for a total period of three years (On yearly renewal basis) at the terms & conditions of the tender. Initially work order will be issued for one year and it will be subsequently renewed /extended thereafter for max another 02 years subject to satisfactory performance/services rendered by the contractor. However, BRBNMPL reserve the rights to terminate contract at any time at the discretion of BRBNMPL with three months' notice.
- In Case the Contract is to be extended beyond 3 years of Tenure, the same will be done with mutual consent of the Contractor.
4. The successful tenderer must note that all performance of the job shall be strictly in accordance with the requirements and fulfilments of the local/public authorities,

statutory approvals and to the requirements of BRBNMPL and no deviation on any account will be permitted

BRBNMPL's representative reserves the right to execute any delayed services through third parties and deduct from CONTRACTOR the cost of these services together with 10% of this cost for the damages, without any consent of CONTRACTOR, who shall be notified in writing of the measures taken in every case, after giving due notice and Contractor continues to fail to carryout rectifications/execution of services.

Any damages / breakdowns arising out of negligence, improper handling or improper maintenance will be viewed seriously. In such case the entire expenditure incurred for rectifying or replacing the damaged items will be borne by the contractor. The amount determined by BRBNMPL shall be final and binding. The contractor shall indemnify to this effect.

The payment or deduction of such damages shall not relieve contractor from his obligations to complete the services or from any of his other obligations and liabilities under this Contract.

The period of failure to carry out and all matters of delay, damages, unsatisfactory performance of the services mentioned in several clauses above shall be as determined and judged by the BRBNMPL whose decision shall be final and binding on the contractor.

5. The Contractor should take utmost care to ensure that no damage to the property of BRBNMPL takes place due to any act of workmen while carrying out the work under the contract.
6. The Contractor should issue identity Cards to all Labour engaged to carry out the work, including supervisors. The identity badge should be worn on the left of the chest at the place of work. The contractor should comply with all security procedures adopted by us and they should furnish the list of people deployed for this contract for verification of their antecedents to our Security Manager. Gate passes will be issued to the personnel deployed & it should be renewed periodically
7. Inspection by BRBNMPL  
All materials and workmanship shall be subject to inspection, examination, and test by the BRBNMPL at any and all times during the period of contract. It is responsibility of the contractor to intimate on regular basis the progress of work / receipt of material and shall furnish promptly without additional charge all reasonable facilities, labour and materials necessary for the safe and convenient inspection and test that may be required by the BRBNMPL.
8. Emergency /Minor Works – Contractor shall carry out all works which are minor / emergency in nature with prior approval of BRBNMPL.
9. Superintendence: Contractor shall provide all necessary superintendence as necessary for the proper fulfilling of Contractor's obligations under this Contract.
10. Adequacy of Contractor's Staff

It is essential that the service activities are to be performed with utmost diligence and expediency so as to maintain the highest standards of Maintenance. To achieve this, Contractor shall maintain adequate level of staff of good technical competence at site at all times. In case mechanized services are provided by the contractor, the equipment shall be well maintained and kept in good condition for all time.

If, at any time, during the currency of the Contract, Contractor's staffing, in the opinion of BRBNMPL, is inadequate to meet the requirements of Contract services, BRBNMPL may so notify Contractor, who shall thereupon take immediate steps to increase its staff at site. Contractor shall affect such increases within a period of maximum Seven Days following the procedure outlined elsewhere in the contract agreement. If within the specified period Contractor does not or fails to increase the staff as required, BRBNMPL may itself or through other parties hire additional staff to supplement that of Contractor at the cost fixed by the BRBNMPL to be deducted from the payment of Contractor.

Failure of Contractor to comply with the instructions of BRBNMPL may be grounds for determination by BRBNMPL that Contractor is not proceeding with the performance of services with due diligence to ensure fulfilment of contractual requirements.

11. Conditions of Performance:
  - a. Contractor confirm and assure that:
    - i. Contractor has the requisite skilled and qualified personnel to perform the services.

- ii. Contractor has inspected the premises and is familiar with the conditions related to performance of the services.
- iii. Contractor shall at all times ensure that the supply of know-how, Manpower, Materials, Equipment, Tools and Tackles shall be adequate to satisfactorily undertake the scope of services without delay.
- iv. Contractor shall at all times ensure that the services are being carried out in the most expeditious efficient manner consistent with the best interests of BRBNMPL, and in good and professional manner and in accordance with sound industry practice.
- v. Contractor shall perform and provide the services in accordance with provisions of this Contract and shall exercise all reasonable skill, care diligence and judgment in performance of the services.
- b. Contractor shall discuss as per the Contract, the general basis for execution of services, Contractor shall provide procedures for BRBNMPL approval which shall be based upon good engineering practice in order to maintain the services/equipment at a high level of efficiency and to provide safe working conditions. If any question arises between Contractor and BRBNMPL regarding particular work procedure followed or proposed to be followed by Contractor, Contractor must justify to BRBNMPL the soundness of such procedure and shall obtain BRBNMPL's written approval before the same may be affected. Provision or otherwise of such approval shall not relieve Contractor of any of its obligations under this Contract.

BRBNMPL shall have the right to check and make remarks on any or all procedures proposed to be adopted by Contractor for the performance of services. Contractor shall submit such work procedure for BRBNMPL's review and approval.

#### 12. Variations

- a. Additional and modification works shall be subject to the provisions made under this contract Agreement.
- b. BRBNMPL may have some additional works, modifications etc at site related to the Scope of Services to be carried out. BRBNMPL has the right to make use of Manpower, materials, Equipment, Tools & Tackles made available at site by the Contractor, for carrying out the additional services. Contractor shall carry out such additional works without any additional charges to BRBNMPL. However, the cost of materials required for such works shall be paid as per the provision under this contract.
- c. BRBNMPL has the right to waive the charges of damages due to routine program performance shortfalls observed of Contractor by BRBNMPL during that period for using its Manpower, materials, Equipment, Tools and Vehicles for carrying out the additional works.

#### 13. Labour:

- a. Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith.
- b. Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948 prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner, Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 and any applicable law in the country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India. In no case person under age of 18 Years shall be employed.
- c. All the proposed staff / personnel shall possess high standard of Integrity, have no affiliation with any political parties or trade unions. This has to be followed during the entire contract period.
- d. Contractor shall in its dealing with the personnel for the time being employed on or in connection with the Agreement have due regard to all recognized festivals.

- Contractor shall also observe all relevant local customs and such other conditions and instructions as may be issued to Contractor from time to time by BRBNMPL.
- e. Contractor shall administer any National Labour on employment on terms and conditions not less favourable than those established for equivalent sites or locations within India.
  - f. Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighbourhood of the site against the same.
  - g. Upon the outbreak of any strike or labour dispute involving any of Contractor's personnel engaged on the services, Contractor shall forthwith give details thereof to BRBNMPL. If any dispute arises between the contract labour/labour/employees and Contractor agency, the BRBNMPL will not be responsible in any manner. The Contractor shall not stop or cause stoppage of work on account of strike or other agitation during the period of contract. The Contractor agrees that it shall be liable for all consequences for the delay caused or loss / damages suffered by the BRBNMPL due to the stoppage / strike by the Contractor. BRBNMPL shall recover the cost incurred due to this from the Contractor's running account bills.
  - h. Contractor shall within twenty-four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any injury, loss or damage to any personnel or to property of Contractor, BRBNMPL or of a third party, report such occurrence to the competent authority whenever such a report is required by law.  
Contractor shall, to the extent permissible under applicable laws, comply with and be bound by such terms and conditions of any labour agreement established by BRBNMPL and applicable to the services of the personnel appointed in India.
  - i. BRBNMPL will have privity of the contract with the contractor only and will give instructions to the contractor and will have nothing to do or to concern with the conditions of employment of the workers engaged by and/or working for Contractor. However, BRBNMPL shall be at liberty to object to and require Contractor to remove forthwith from the site any person employed by Contractor in or about execution or performance of services who in the opinion of BRBNMPL has committed a misconduct or whose employment is otherwise considered to be undesirable. Contractor without the written permission of BRBNMPL shall not again employ such person upon services at any circumstances.
  - j. BRBNMPL will not, in any manner, be responsible for any act, omission or commission of the workers engaged by the contractor and no claim in this respect will be raised against BRBNMPL

#### 14. Contractor's Working Hours

- a. Normal daily working hours for Contractor's personnel will be as per the Office Working Hours, except those working on shift basis, which will be prepared by Contractor and approved by BRBNMPL. Sundays will be observed as weekly rest days except in case of persons who will be working on shift basis. The weekly holiday should be given to the workers with an alternative arrangement.
- b. In this contract, the shift pattern shall comply with local regulations governing the engagement of Labour, such as Contract Labour Law, Shop and Establishment Act etc.
- c. Contractor will have to work after normal working hours if required on Sundays / Holidays to fulfil its obligation of services. Overtime if any for such work shall be to Contractor's account deemed to have been included in the rates quoted.
- d. After normal daily working hours the Contractor is required to deploy the manpower on Sundays / holidays to cater any crises or exigencies on requirement basis without any extra cost to BRBNMPL. Further, Contractor is responsible and bound to provide coverage for 24 hours a day throughout the Agreement period to attend to any work of the services with full mobilization as required at site and as and when directed by BRBNMPL's Representative(s) without any extra cost to BRBNMPL.
- e. During the festive days, Contractor at no extra cost to BRBNMPL shall make such adjustment as necessary to the working arrangement at each location of the premises to meet such exigencies as may be directed by BRBNMPL

15. Manpower Deployment:

The Contractor shall estimate the manpower requirements as per skill and competence and accordingly shall deploy for the work. However, Contractor should deploy a supervisor and minimum of 11 labourers for regular daily work and ensure deployment of manpower on Sundays/holidays.

The contractor shall make his own estimate and deploy sufficient manpower for executing the job as per scope of work. No deficiency in service shall be allowed for shortage in manpower.

Supervisor must have min. 02 (Two) years of experience and maintain records, making passes of labourers etc. The Contractor will instruct/supervise the workers about the manner of the execution of the work. In case at any point of time during random check less manpower is found at site, proportionate amount shall be deducted from the bill. The Management will have privatised Contract with Contractor only and will give instructions to the Contractor.

The supervisor appointed by contractor should take care of entire activities of the contract and do liaising with BRBNMPL personnel for effective functioning.

16. Conflict of Interest:

- a. Contractor shall conduct its operations in a lawful manner consistent with good international practices and standards for such type of services.
- b. Neither Contractor nor any of its subsidiaries or affiliates shall in connection with the services enter into a contract, give an undertaking, bid, enter into a Joint Venture Partnership, have any relations with a Third Party or any other arrangement to perform any services, to supply goods or equipment which may be to BRBNMPL's detriment.
- c. Any treasures, antiques, valuable etc. found during excavation belong to the BRBNMPL & same shall be handed over without causing any damage to them.
- d. The Contractor must ensure that at no point of time should any system be rendered non-functional.
- e. Communication and Document distribution pertain to respective specialized works shall be made during execution of work to meet the requirement of the BRBNMPL.
- f. Details of the service infrastructure in terms of the service staff strength and their qualifications, details of warehousing facilities for spares and the value of spares stocked shall be submitted.

17. Sub-Contracting:

The contractor shall not sub-contract the work to any sub-contractor without the prior approval of BRBNMPL. In case the contractor is found engaging sub-contractor without prior approval, BRBNMPL reserve the right to terminate the contract and security deposit shall be forfeited.

18. Disputes Arbitration: If any dispute arises after the issue of LOI /Work order and during the execution of the project which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be Bengaluru. Further, disputes if any that may arise at any point of time shall be subject to Bengaluru jurisdiction only. However the right of giving the list of arbitrators for selection of sole arbitrator by the parties is exclusively kept reserved by BRBNMPL whose decision shall be final and binding on the parties.

19. Force Majeure Clause: BRBNMPL shall in addition to its power under other clauses to determine Purchase orders have power to terminate its liability there under at any time by giving a notice of reasonable time in writing to the supplier of the company's desire to do so and upon the expiration of the notice the P.O /W.O shall be determined without prejudice to the rights of the parties accrued to the date of determination. Further in the event of any situation arising out of or caused by any act which is beyond the control of BRBNMPL, which results in stoppage of production, or in event of any policy decision made in the interest of the company which may necessitate the short closure of the Work order, the company by giving a notice of reasonable time to supplier, can terminate the Work order without prejudice to the rights of the parties accrued to the date of termination.

**Section VI – List of Requirements**  
**Tender Enquiry No: 013/CO/OT/2018-19 dated February 02, 2019**

**Tender Notice for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru**

| Sl. No. | Brief Description of Goods / Services   | Quantity (Unit) | Earnest Money Deposit                                   | Remarks  |
|---------|---|-----------------|---|--|
| 01      | Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru.<br><br>As per Scope of work mentioned at List of Requirement – Section-VI | As per BOQ      | <b>₹ 86,000 /-</b><br>(Rupees Eighty Six Thousand Only) | Estimate Value:<br><b>₹ 42,83,000/-</b><br>(Rupees Forty Two Lakhs Eighty Three Thousand Only) |

1. Price BID been submitted as per given format\_(Section XI: Price Schedule –Part-II Bid) in separate sealed envelope.
2. DD for EMD amount, Cost of tender document, complete set of signed tender document & necessary proof documents for eligibility in tender participation are attached with Part-I Tender Form.
3. Payment terms are accepted as per tender conditions.
4. I have the proof of following mandatory documents and enclosed along with tender documents.
  - a. Our company's profile.
    - i. Name and complete address of the firm:
    - ii. Status of the firm: Proprietor / Partnership / Regd. Company / Co-op. Society (Copy of documentary evidence furnished)
    - iii. Name & Address of the proprietor /partner/Director (as case may be)
    - iv. Local / Central Sales Tax / GST / Excise Reg. No.: (Copy of certificate enclosed) (if applicable)
    - v. Income Tax P.A.N. No.: (Copy enclosed)
    - vi. PF, ESI Registration details:
    - vii. Bankers and their Address:
    - viii. Whether falling within MSME? (Micro, Small and Medium Enterprise), if so please furnish documentary evidence to this effect.
  - b. List of valuable customers:
7. We confirm that we have fulfilled eligibility criteria required by BRBNMPL and supported documents have been enclosed.
  - a. Proof of Eligibility criteria, work completion certificates & Experience
  - b. List of customers where similar kind of work has been done. Contact person name, designation & telephone no.
  - c. Valid ESIC and PF Registration Certificate copies
  - d. Copy of Income Tax PAN card
  - e. Copy of Local/CST/GST/Excise Reg. certificates.
  - f. Audited balance sheet for previous THREE years i. e. for the financial year ending March 2015, March 2016 & March 2017.
  - g. Copy of Registration certificate under MSME (if applicable)
  - h. Signed copy of entire Tender document.
8. We confirm having read the terms and conditions of tender, scope of work and having visited the site, we have submitted the price bid. The Price bid is quoted exactly as per your format (Section-XI) and is inclusive of labour cost, statutory levies, duties, GST & all other charges as per Scope of work. While quoting, we have given consideration for minimum wages, escalation and statutory compliances.
9. We confirm that on being successful in the tender we would execute the work exactly as per the terms and Conditions of the Tender.

10. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. As required, we enclose herewith the complete set of copy of tender documents (including terms & conditions) duly signed by us as a token of acceptance.
11. We also confirm that the undersigned is duly authorized and have the competence to sign the contract for and on behalf of the firm.
12. We have gone through the other tender conditions mentioned in Section-II: (General Instructions for Tenderer (GIT) & Section-IV General Conditions of Contract (GCC)) of this tender & we abide to follow above sections as a part of this tender.
13. It is also confirmed that our firm is not black listed /debarred from tendering process from BRBNMPL or any PSU/Govt. departments.

Date:    /    / 2019

Place:

For and on behalf of

[Signature with Name & date]

Duly authorized to sign tender for and on behalf of

Company Seal

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

## Section VII – Technical Specifications

### **PREAMBLE:**

Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL) is a wholly owned Subsidiary of Reserve Bank of India is engaged in sovereign function of Design and printing of Bank Notes. It has corporate office at Bengaluru and has two printing presses at Mysore, Karnataka and Salboni, West Bengal.

### **1. General:**

The Company wishes to go for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru and accordingly invites quotations from eligible, resourceful and efficient contractor/(s) / vendors / agencies who could render their services for the same.

Providing uniformed and trained personnel, attendants, helpers, care taker for visiting officers flat and plumber / electrician / carpenter (rate per day basis).

Brief scope of work and manpower requirement is as mentioned below:

| Sl No  | Description                        | Nos       | Level          | Minimum Qualification & Experience   |
|--|------------------------------------|-----------|----------------|--|
| 1  | Supervisor                         | 01        | Highly Skilled | Graduate/Diploma with 3 years working experience as supervisor /manager in facility management services.<br>Ability to read & Speak English, Hindi and Kannada & he should be a computer literate.<br>Ability to write in English & Kannada & able to drive two wheeler (Motor bike) |
| 2  | Technician (Electrical) (CO & NGV) | 01        | Skilled        | ITI / Diploma in Electrical with minimum 05 years' experience in handling big electrical installations   |
| 3  | Technician (Plumber) (CO & NGV)    | 01        | Skilled        | ITI / Diploma with minimum 05 years' experience  |
| 4  | Driver                             | 01        | Skilled        | Min. 10 <sup>th</sup> Pass with more than 05 years driving experience  |
| 5  | Attendant (Multitasking) – (Male)  | 03        | Semi-Skilled   |  |
| 6  | Helpers (03 Male and 01 Female)    | 04        | Un-Skilled     |  |
|  |                                    |           |                |  |
| <b>At NGV / Visiting Officers Flat (VOF) / Official Residences</b> |                                    |           |                |  |
| 1  | Caretaker                          | 01        | Skilled        | Ability to read, write & Speak English. Knowledge of other languages shall be desirable.<br>Proficient cook. Upkeep & maintenance of VOF.<br>Maintain records and asset management   |
| 1  | Helpers (03 Male and 01 Female)    | 02        | Un-skilled     |  |
|  | <b>Total</b>                       | <b>14</b> |                |  |

### **Note:**

1. The Supervisor deployed from your end shall have to be provided with mobile phone for connectivity and two wheeler for transportation to carry out works for the office and at Official Residences in Bengaluru
2. All the necessary tools and tackles (civil/mechanical/electrical/housekeeping/ etc.) essential for providing day to day integrated Facility Management Services shall be the sole responsibility of the contractor
3. The contractor to suitably consider the charges for transportation to be incurred for the movement of manpower between the office and official residences.



## **2. Scope of Work:**

- i. Supervisor:
  - a He will supervise and ensure execution of all the works assigned at Corporate office and Official Residences. He shall report to the officer-in-charge and update on daily basis of the works scheduled.
  - b Maintain attendance of the staff on daily basis
  - c Maintain records, log book of the Electrical, plumbing and carpentry complaints in officers flat on daily basis and get the rectification work.
- ii. At Corporate Office –  
Attendant – Multitasking: shall include but not limited
  - a Serving Tea coffee/soft drinks/snacks/water and lunch/dinner to all the staff/guests/DAK movement/make photocopy/ filling of documents etc. as per the directions of the company
  - b The office boys shall be deployed as per requirements of the Officer-In-Charge BRBNMPL.

### **Helpers Staff**

- a Proper and effective cleaning, brooming and mopping of office floor, corridors, staircases, Pantries including sweeping and swabbing of the premises with and approved detergent on all the floor, toilets, lounges, common area and entire open space on the floor and approaches to office building with brooms before opening office and swabbing after lunch.
- b Dusting of all items of furniture (wooden, steel and upholstered) such as tables, chairs, filing cabinets, almirahs, windows and their glasses from inside and outside furniture's partition, walls, doors, and telephones instruments, notice boards, flower vases, art objects, pictures, painting, all equipment's and machines in the premises, adjusting of all items of furniture in the reception and adjoining area.
- c Clearing of waste paper / refuse from waste paper baskets / buckets and other places. The refuse shall be disposed off at the nearest garbage point of the Municipal Authorities
- d Providing of liquid soap in toilet and placing of sufficient quantity of naphthalene balls /cakes in urinal as per requirements. At no time, the liquid soap dispensers shall be kept empty.
- e Cleaning toilets of office premises, skirting, dado, wall cladding, doors, EWC pan, grating waste fittings etc., with approved quality dry/liquid detergent chemicals, acids, soap, phenyl, air purifier, cakes naphthalene balls, sanitary cubs, toilet papers, liquid soap, washing with water, wet mopping, cleaning the interior of commodes, overall – surfaces of commandment and cover brooms, brushes, rugs, clothes, removing. Stains collected dust, dirt, mud, waste of all nature etc complete as directed. Toilets to be cleaning twice in a day and floors should be cleaning (dry & wet) at least once in a day and as per requirements. A log book has to be maintained in the toilets and to be signed every day and to be inspected every week.
- f Cleaning thoroughly all internal roads, paved parking areas, pavements etc., by sweeping.
- g Additional works, as and when required for performing office duties such as providing water and file transfers etc.
- h Other miscellaneous jobs required for office, which will be unskilled jobs.

### **Note:**

All the above items of job shall be completed before 9:30 a.m. every day during the working hours of the office. The contractor has to ensure that the premises are cleaned thoroughly and properly. The bath rooms and other areas must be maintained in neat and tidy manner and no water stagnation, blockage of pipe lines or foul smells emanate from the toilet area.

### **Technician (Electrical):**

- a Day-to-day electrical maintenance work at Office & Quarter premises

- b Manage all Electrical related works of the company and ensure that all Electrical related functionalities perform perfectly on day to day basis.
- c Operation of all air conditioners, UPS and diesel generators sets
- d Maintenance and management of all Electrical equipment, panel boards, bus bars, transformers, OCB's, Electrical wiring, power control rooms, lighting in the premises.
- e Constantly co-ordinate with the related equipment maintenance contractor for DG's, ACs, UPS etc and get the servicing done by them.
- f During breakdown, the electrical staff should immediately rectify the problem or contact the respective equipment maintenance contractor, if any for attending the breakdown.
- g Check the functioning and ensure proper working of panel board, transformers, wiring fuses, cables, UG cables, UPS, ACs, Lift, etc regularly and maintain record of the functioning.
- h Procure diesel etc for functioning of DG sets in emergency.
- i Periodical servicing of pump sets, Electrical motors installed in pump rooms once in a month.
- j Any other items not included above but required for ensuring uninterrupted and smooth Electrical management and maintenance services at the premises.
- k All consumables/replacement parts will be reimbursed to the contractor on submission of bill by BRBNMPL
- l Operation of electrical equipment's

#### Technician – Plumber

- a Water management and all related plumbing works
- b All sanitary works
- c Drainage pumps and drainage system inside apartment /premises / office premises.
- d Daily checking leakages of pipelines, drainage system in the premises
- e The Contractor shall provide all the necessary plumbing tools such as dye bank, adjustable pipe wrench, hammer, chisel monkey plier, Hackshaw frame with blade, etc.
- f The plumber deployed in the in the officer quarters shall also look after company residential accommodation of senior officers in Bangalore on need basis.
- g All consumables/replacement parts will be reimbursed to the contractor on submission of bill by BRBNMPL

#### iii. Visiting Officers Flat Care Taker:

- a Reception arrangements, maintenance, cleaning and upkeep of the VOF
- b Operation, maintenance and supervision of kitchen and dining hall at Officers Quarters and Staff Quarters.
- c Cleaning/washing of linen, upholstery, curtains, kitchen equipment and cutlery/ crockery supplied to the rooms/kitchen by the Bank
- d All guests (on per booking basis) should be provided with a welcome kit containing items as per list Annexed on arrival at VOF, which will be reimbursed by the company based on occupancy as per record
- e Providing breakfast / lunch/dinner/tea/coffee, etc, to the guests as per their requirements. Menu and rates to be fixed based on mutual consent with BRBNMPL
- f Care taker should make available his service in the VOF on 24 x 7 basis, a room will be provided for his stay by the company.

#### Guidelines for care taker:

- a It shall be the sole responsibility of the caretaker to maintain the VOF to the highest standards at all times and no shortfall shall be entertained.
- b The Caretaker should allow only those who have got allotment letter to occupy VOF. Those who are coming without reservation/allotment letter or without any advance intimation should be allowed occupation only after confirmation from the officials concerned. Before seeking confirmation from the concerned

authorities, the Caretaker should verify the identity card of the visitor and be satisfied about his/her bonafides. The Caretaker should be polite and courteous to the visitors.

- c The Caretaker should allow the occupant to occupy only the room allotted by the company. He should not interchange the occupancy without the knowledge of the authority.
- d Extra beds and linen may be provided for occupants to VOF on request to accommodate additional members of the family.
- e The Caretaker should familiarize himself with the location of the electric switches, working of the A/C, TV, Computer, Geyser, Iron etc. When a guest arrives for occupation, the Caretaker should guide the occupant about the location of the electric switches, A/C regulator etc.
- f Every day the room should be cleaned by vacuum cleaner. The toilet also should be cleaned and room freshener should be sprayed. The room should be cleared off cobwebs periodically.
- g The linen should be changed whenever a new occupant occupies a room. If an occupant occupies a room for more than a week, the linen should be changed twice a week.
- h The linen such as bed sheets, bed cover, towel, napkins, pillowcase, sofa cover etc. should be washed periodically using washing machine and only cleaned and washed linen should be used.
- i When the occupant vacates the room, the rent, if not already paid by the allottees, at the prescribed rate should be collected. This amount should be remitted to the company on a monthly basis. He should give receipt for the amount collected towards rent, if demanded by the occupant/s.
- j The food shall be prepared in a neat and hygienic environment.
- k If the occupants had availed of the catering facilities, the Caretaker should collect the charges from the occupants as per the rates mutually agreed between the Company and the contractor. For this purpose, rate of food items should be promptly displayed in the VOF.
- l The Caretaker can collect extra charges if he extends laundry facility to the occupant/s.
- m Immediately after an occupant vacates a room, the Caretaker should check all the furniture, fixtures and all movable items provided in the room. If any damage is caused to any item or if any item is missing, he should report the fact immediately to the authority before next allottee occupies that room, for initiating action for recovery of the dues.
- n Before a new occupant occupies a room, the Caretaker should ensure that all the utilities viz. TV, bed, table, chair, easy chair, waste paper basket, chapalls etc. are placed at the proper places as instructed.
- o The Caretaker should report any damage to utility articles like TV, iron, geyser, and toilet flush etc. for getting them repaired in time.
- p The Caretaker should stay, as far as possible, in the room earmarked for him and he should not allow any unauthorized person to get entry into the VOFs.
- q Company shall provide cooking/storage space, utensils, crockery items, electricity and LPG connection. The cost of LPG refills and cleaning materials will be reimbursed by the company on production of receipts from the vendors. However, the cost of raw materials for preparation of food should be borne by the contractor.

**Welcome kit should contain the following items:**

| Sl No | Name of the Item | Minimum Cost | Quantity/room | Indicative Brand                      |
|-------|------------------|--------------|---------------|---------------------------------------|
| 1     | Tooth Brush      | Rs 15        | 01/person     | Colgate, Oral B etc                   |
| 2     | Tooth Paste      | Rs 10        | 01/room       | Colgate, Pepsodent, Close Up etc      |
| 3     | Bath Soap        | Rs 10        | 01/person     | Lux, Cinthol, Mysore Sandal, Santoor, |

|   |                      |       |   |                               |
|---|----------------------|-------|---|-------------------------------|
| 4 | Toilet Soap          | Rs 10 | 01/room   | Dettol, Savlon Etc            |
| 5 | Coconut Oil (Sacket) | Rs 5  | 01/room   | Parachute etc                 |
| 7 | Disposable Razor     | Rs 15 | 01/person                                       | Gillette                      |
| 8 | Shampoo Pouch        | Rs 5  | 01/person                                       | All Clear, Pantene etc        |
| 9 | Mineral Water        | Rs 15 | One Bottle per booking per day during occupancy | Bisleri, Aquafina, Kinley etc |

The welcome kit has to be given compulsorily to all the guests. However, if any changes / additions in the welcome kit provided, the same shall be taken up separately.

iv. Helpers (Official Residences):

a. Weekly once at each flat:

Proper cleaning of all the toilets and bathrooms in a flat along with its flooring, dado sanitary fittings and fixtures, W.C pan, doors and windows with glass panes/louvers etc. (both sides) of the same from inside the flat, common wash basin, Kitchen platform with sink, once in a week in each flat, using approved acid or chemical (wherever required) Phenyl, approved toilet cleaner like Harpic, etc., water detergent etc. The cleaning shall be carried out in workmanship manner manually etc. as directed by Maintenance engineer. The Contractor has to take the signature of the residents as token for work done in their flat etc. all complete as directed.

b. Monthly once at each flat including Visiting officers flat:

Properly cleaning of ceiling/ wall mounted fans in all the rooms with mild soap/ detergent water or chemicals, removal of cobwebs from ceilings and other corners of all the rooms, cleaning of all door shutters, windows panes, mosquito mesh, M.S. Grill to remove the stains, dust, etc. (inside the rooms) of all rooms with soap/ detergent water, from inside the flat once in a month. The work shall be carried out in proper workmanship manner as directed by the Maintenance engineer. The Contractor has to take the signature of the residents as token for work done in their flat etc. all complete as directed.

c. Daily at Visiting Officers Flat:

Proper cleaning of all the toilets and bathrooms in a flat along with its flooring, dado sanitary fittings and fixtures, W.C pan, doors and windows with glass panes/louvers etc. (both sides) of the same from inside the flat, common wash basin, Kitchen platform with sink, daily using approved acid or chemical (wherever required) Phenyl, approved toilet cleaner like Harpic, etc., water detergent etc. The cleaning shall be carried out in workmanship manner manually etc. as directed by BRBNMPL representatives. The Contractor has to take the signature of the residents as token for work done in their flat, surrounding areas, etc. all complete as directed.

d. General instructions for the work to be carried out (Housekeeping- Official Residences):

1. The housekeeping staff shall be responsible for cleaning of the washrooms/toilets to ensure that the same is spic and span.
2. Sweeping and mopping would automatically include cleaning cobwebs, tiles flooring, wall tiles and skirting in the said areas.
3. Cleaning all niches and portions under windows and shelves of the washrooms.
4. Cleaning of Windows & Doors Glasses, surrounding areas, internally with line of scope of work.
5. Any damage or theft of fittings/fixtures will be brought to the notice of the caretaker/security officer immediately.
6. Over and above the activities mentioned above, if any further work relating to Housekeeping/cleaning of the designated areas will be done as and when required as per the instruction of the Maintenance Engineer.

7. The contractor should use following approved/ any other equivalent cleaning materials approved: (Separate rates to be indicated in the price schedule along with breakup)
  - a. Cleaning material - Harpic/Sanifresh for WC's
  - b. Lizol/ phenyl/ (Perfumed) for floor cleaning /Bath room cleaning
  - c. Domex (Perfumed) for floor cleaning /Bath room cleaning.
  - d. Colin for cleaning of windows panes /fans etc.
  - e. Glitiz of M/s Jaquar or any equivalent for cleaning of CP brass fitting
  - f. Permanent kind of stains inside the bathroom can be cleaned with the help of stain removers like "Easy off Bang", etc. Contractor should keep/provide stock of cleaning materials/ machines for use to ensure state of the art cleaning technology such as scrubbing, dusters/ mops detergents/ washing powder, brooms, sponges, garbage sacks, polish, phenyl acid, ladder, vacuum cleaner, different types of brushes for dusting, liquid items cleaning, oil stain remover, bleaching liquid, bleaching powder, cleaning acid etc.
- v. Specialized Maintenance / Repair Works: To be taken up as called for which are required to be attended for maintenance of BRBNMPL Officers Quarters beyond the scope of work of the manpower supplied for Integrated Facility Management Services on Rate per Day Basis. The brief of the works is listed below:
  - a. Electrical – Wiring, switch board fixing, providing new electrical points, capping, casing, geyser repair, etc.
  - b. Fabrication & Welding – repair of doors, windows, grills, all metal related works, etc.
  - c. Carpentry – Fixing and repair of doors, windows, frames, shutters, incl. of all fittings & fixtures
  - d. Civil / Masonry – Chipping, dismantling, tiling, masonry works, concreting, plastering, painting, etc.

All the necessary tools required for the maintenance works shall be the sole responsibility of the contractor. Bill will be settled as per no of days the personnel were utilized, job cards, materials replaced/ utilized and applicable taxes.

The employer expects the tenderer to take a "Single Point and Full Responsibility" of Manning and Maintenance of various services such as Electrical, Housekeeping, Plumbing, Carpentry, etc., and certain other responsibilities as described.

4. **Objective:** To provide a clean, neat, hygienic & well maintained environment in BRBNMPL. The scope of work mentioned in this tender is not exhaustive and not limited to the following. Tenderers may note that minor works if any, to fulfil the objective, should be carried out by the contractor, with no increase in his offered rates. Such works should be taken up under directives of BRBNMPL officials and with mutual consent. The decision of BRBNMPL in this regard will be final and binding on the Contractor. Tenderers are expected to inspect the site, assess and understand the requirements for the work and submit their respective bid.

The areas mentioned are approximate and indicative and BRBNMPL reserves the right to include/exclude any area or change the frequency of cleaning (manageable with the estimated manpower contingent) after mutual consent with the contractor.

- i. The Supervisor in charge should invariably co-ordinate with all other service providers like Water supply services, Pest Control Services, Electrical Maintenance services, UPS etc so as to ensure that services rendered are to the best standards. For proper supervision & co-ordination with other agencies, the Contractor has to provide with Mobile & two wheeler (motor bike) to Manager & supervisor.
- ii. After cleaning / up keeping work the contractor should get the work certified by the occupants in the prescribed REGISTER/format and produce the same for verification of BRBNMPL officials.
- iii. The manpower requirement as specified by us should be strictly engaged to carry out the entire house keeping operations.

- iv. The desirable tools and tackles (mechanical / electrical / civil) as required for the day to day maintenance / minor repairs should be made available at site.
- v. The complaints from residents should be recorded, with details like nature of complaint, adequate redressal action taken and timings. A unique complaint number should be provided to the complainant and checking mechanism should also be put in force to ensure proper closure of all complaints in time. On satisfactory closure of complaints, the contractor should invariably get the endorsement from the complainant in a suitable format approved by BRBNMPL. The contractor should maintain printed formats and registers, which should be approved by BRBNMPL.
- vi. Handing over & taking over the flats /quarters from/to the occupants
- vii. Maintaining Occupant database.
- viii. Taking stock of inventory at the time of taking over of flats/quarters.
- ix. Cleaning & all other allied jobs while handing over & taking over to maintain the quarters in good condition.
- x. Proper accounting of locks & keys, materials / items / assets removed from the quarters has to be accounted and deposited to BRBNMPL.
- xi. Co-ordinating with other service providers to ensure that all the gadgets are in working condition.
- xii. Day to day complaint Management (Running Complaints, addressing & maintaining records etc.) in consultation with Officer – in charge BRBNMPL.

#### **Section VIII: Quality Control Requirements/Declaration by the tenderer -**

##### **Tender Enquiry No: 013/CO/OT/2018-19 dated February 02, 2019**

#### **Tender Notice for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru**

**[Supplier/Bidders shall fill the following format and submit along with bid]**

1. It is confirmed that I/We shall carry out the works as per Technical specification and tender conditions. Necessary warranty and test certificates for desired materials shall be submitted along with bills.
2. I /we, also confirm that No material without conforming to the Specifications in the Contract will be used for the Works without prior written approval and instruction of the BRBNMPL Officers in charge.

## **Section IX: Qualification/ Eligibility Criteria**

### **Part-I: Technical Bid Criteria**

1. Minimum qualification: The agency/contractor should have experience in similar nature of works / facility management works / maintenance of townships, quarters, flats, office spaces, etc.,
2. The Tenderer should never have been blacklisted from BRBNMPL.
3. The bidder should be currently in business and in sound financial condition.
4. The Tenderer should not have suffered financial loss for more than one year during the last 3 years ending 31/03/2018.
5. The Net Worth of the firm should not have eroded by more than 30% in the last 3 years ending 31/03/2018.
6. The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.
  - a. Proof of Average annual financial turnover of firm during the last 3 years ending 31.03.2018 should be 30% of estimated value or more **(i.e., ₹ 12.85 lakhs)**.
  - b. Proof of having successfully completed similar works along with the work orders / performance Certificate/ Completion Certificate indicating a) Name of Work, b) Name of Client, c) Value of work, d) Scheduled date of completion, e) Actual Value of works on completion f) Actual date of completion g) Any other information, during last 7 years ending last day of the month previous to the one in which tenders are invited as per either of the following: -  
Three similarly completed works each costing not less than the amount of value of 40% of estimated value **(i.e., ₹ 17.14 lakhs)** in the last 7 years up to 31.10.2018.

**OR**

Two similarly completed works each costing not less than the amount of value of 50% of estimated value **(i.e., ₹ 21.42 lakhs)** in the last 7 years up to 31.10.2018.

**OR**

One similarly completed works each costing not less than the amount of value of 80% of estimated value **(i.e., ₹ 34.26 lakhs)** in the last 7 years up to 31.10.2018.

*Note: Similar works refers that the contractor should have undertaken facility management services involving maintenance and up-keeping works/premises/ townships of residential & commercial, and other facilities with minimum deployment of 10 persons exclusively for the services.*

Work order and corresponding work completion certificates indicating Name of works, Work order no., date, Value of works order placed, actual value of work completed and the time period for the completion of the work (scheduled and actual) for each of the works should be submitted along-with the Tender Part – I. If required so the Bidder has to produce the original documents for verification by BRBNMPL, failing which the bidder will be disqualified. The originals of all the above-mentioned documents will be returned back after verification. The completion certificates of works issued by officers of rank below that of Executive Engineer or equivalent in case of CPWD/ PWD or any Government Department and Asst. General Manager or equivalent level of any commercial Bank would not be entertained. Total value of work done, date of completion of work and the nature of the work should be clearly mentioned in the completion certificate without which the application/tender will not be accepted.

The following documents should be submitted along with the tender.

- a. Copy of complete set of tender documents duly signed with seal affixed except price bid.
- b. Cost of Tender Form: Cost of Tender Form is ₹ 500/-. Tender Documents can be purchased from our office up to one day before the last date of submission of the tender up to 14.00 hrs during working hours against payment of ₹ 500/- by Demand Draft /Pay Order/Banker's Cheque in favour of BRBNMPL, Bengaluru on any scheduled bank payable at Bengaluru. The tender document can also be downloaded from our website ([www.brbnmpl.co.in](http://www.brbnmpl.co.in)) in which case the cost of the tender form in the form of DD should be submitted in the envelope containing Earnest Money Deposit. The offer of the bidders who do not submit the cost of the Tender Document downloaded from the website shall be liable for rejection.
- c. Earnest Money Deposit (EMD): The tender shall be accompanied by Earnest Money of value as mentioned in the tender form in the form of crossed Bank Draft only issue in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd, Bengaluru payable at Bengaluru and should be valid for 90 days. The Bank draft may be taken from State Bank of India

or a Nationalized Bank or any Scheduled Bank payable at Bengaluru. On acceptance of the tender, the earnest money will be treated as part of the security deposit. BRBNMPL will return the earnest money deposit, where applicable, to every unsuccessful tenderer.

- d. Proof of registration – ESI, PF, PAN and GST clearance certificate.
- e. Audited and **CA certified** balance sheet for previous THREE years i.e. for the financial years ending March 2016, March 2017 & March 2018.
- f. **CA certified** turnover Certificate as per format enclosed at Section XX – Proforma for financial certificate.
- g. Work order and corresponding Work Completion Certificates as per the above mentioned criteria.
- i. Letter of Undertaking – **In case any ambiguity is noticed in the Documents (list out documents) submitted at any stage, we will be entirely responsible and liable for any action as deemed fit under the Law.**
- j. Detail of Civil and criminal cases and other legal dispute proceedings including arbitration proceedings, if any, pending against the tenderer or where the tenderer is involved and also closed cases during the last 3 years.

For tenderer registered with NSIC/DGC&D, a separate undertaking is to be furnished for payment of SD in case they become L1 firm in bidder process.

#### **Part-II Commercial (Price) Bid:**

The commercial/price bid of the bidders who have qualified in Technical Bid Part-I only will be opened. The bid should contain the Annexure – I: Proforma of Price Bid & Bill of quantities.

#### **Submission of Tenders shall be as under:**

The Sealed envelope shall be submitted in the Tender Box kept at the Corporate Office, Bengaluru on or before the stipulated date and time. The tender should be marked as – **Tender Notice for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru with – Tender No. 013/CO/OT/2018-19 dated February 02, 2019** and original due date of opening at the top of the envelope. Each & every page of the tender shall be signed & stamped by the authorized bidder as an acceptance of terms and conditions. The bidders must make the entry of the tender submitted in the Tender register kept for the purpose before dropping the same in the Box.

#### **Important:**

1. Please note that the contractors who have worked earlier with BRBNMPL, Bengaluru and their performance was not found satisfactory for any of the jobs awarded to them, their tenders shall not be opened during technical bid stage and their offers shall be considered as invalid and shall be rejected.
2. Agencies those who are not empaneled with BRBNMPL, Bengaluru are requested to kindly download the vendor registration form from the website and submit the same along with registration fees of ₹ 500/- before submitting the tender documents.
3. **Submission of tender shall be as under.**
  - a. **Envelope – 1 containing Part-I Technical Bid:**
  - b. **Envelope – 2 containing Part-II Commercial (Price) Bid:**Both the 2 sealed envelopes should be put in a **Third** sealed cover super scribed with the name of the work and Tender Number with due date of opening as mentioned in the tender form.
4. Tenders received after the below mentioned time and date, whether sent by post or delivered in person are liable to be rejected.
5. In case of any clarifications, **Bidders may contact Corporate Office BRBNMPL at: 080 – 66602000, 66602034 (Direct) on any working days between 10:00 Hrs. – 18.00 hrs.**
6. **Dates:**
  - a. Last Date of submission of Tender: **March 06, 2019** at 14.30 hrs.
  - b. Date of opening of Tender: **March 06, 2019** at 15.00 hrs.
  - c. Date of opening of Technical Bid (Part-II): To be communicated to the successful bidders in Pre-Qualification Bid (Part-I).
  - d. Opening of Price bid: Shall be intimated to qualified bidders in due course.
7. Tender once submitted will be treated as property of BRBNMPL and Tenderer will not be allowed to make any change / modification in Tender or withdrawal of Tender. Claim for ignorance of Site condition will not be considered.

**(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)**



## Section X: Tender Form

Date: .....

To,  
The General Manager,  
Corporate Office,  
BRBNMPL,  
Bengaluru 29

Ref: Your Tender Enquiry No: 013/CO/OT/2018-19 dated February 02, 2019

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver ..... (description of goods and services) in conformity with your above referred document for the sum of as mentioned in financial bid (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V — "Special Conditions of Contract", for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto as required in the GIT clause 19, read with modification, if any in Section-III — "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

Proforma of Techno-Commercial Bid – Tender Document for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

Thanking you.  
Yours faithfully,

Seal

Signature with date Name:

*Note: Techno-commercial bid without Copies of documents mentioned above, EMD amount, Tender Form cost & Copy of complete set of tender documents duly signed with seal affixed, is liable to be rejected.*

अनुभाग / Section XI: कीमत अनुसूची / Price Schedule

**बीआरबीएनएमपीएल नैगमीक कार्यालय और बेंगलूरु के अधिकारी क्वार्टरों में कीमत बिड सह एकीकृत सुविधा  
प्रबंधन सेवा का प्रोफॉर्मा**

**Proforma of Price Bid cum Integrated Facility Management Services at BRBNMPL  
Corporate Office and Official Residences, Bengaluru**

प्रेषक/ From:

सेवा में / To

महाप्रबंधक / The General Manager,

बीआरबीएनएमपीएल / BRBNMPL,

बेंगलूरु / Bengaluru – 570 003.

**प्रिय महोदय / Dear Sir,**

**SUB:** Tender Notice for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru

**संदर्भ / REF:** आपकी निविदा इनक्वाइरी सं। / Your Tender Enquiry No: निविदा सं. / **TENDER No:**  
**013/CO/OT/2018-19** दिनांकित / **dated February 02, 2019**

We received your tender enquiry cited and we are pleased to submit the following as our price bid for your kind consideration.

**Item wise Price bid:**

| Sl. No. | Description  | Rate / Month (₹) | Total Annual Rate (₹) |
|---------|--|------------------|-----------------------|
| 01      | All-inclusive charges for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru |                  |                       |
|         | Total in Words –   |                  |                       |

**NOTE:**

- The rates quoted are with all awareness of the site conditions and after going through the tender documents in details.*
- We confirm that the quoted price is inclusive of all statutory levies, GST, duties, packing, forwarding, freight, handling, loading, unloading & insurance charges for delivery at your Office Premises and is firm.*
- We confirm that there would not be any price escalation during the tenure of contract.*
- We confirm that we will abide by all the tender terms & conditions of tender, scope of work and we do not have any counter conditions.*
- We confirm that tendered item will be supplied as per specifications.*

Thanking you,

Yours faithfully,

Seal

(.....)  
Name & Signature with date

Firm:

**संलग्नक / Annexure – ‘B’**

निविदा सं./ **TENDER No: 013/CO/OT/2018-19** दिनांकित/dated दिसंबर/ **February 02, 2019**

**कीमत बिड के लिए लागत का ब्योरा / BREAK UP OF COST FOR PRICE BID**

Break up cost and details of persons deployed for Integrated Facility Management Services at BRBNMPL Corporate Office and Official Residences, Bengaluru

| Sl. No | Description   | Man power | Wages (Basic + DA) / Day (₹) | PF + ESI @ 17.75% | Gross Salary / Month (₹) | Total Annual Amount (₹) |
|--------|---|-----------|------------------------------|-------------------|--------------------------|-------------------------|
| A      | Highly Skilled Labour   | 01        |                              |                   |                          |                         |
|        | Skilled   | 04        |                              |                   |                          |                         |
|        | Semi-Skilled  | 03        |                              |                   |                          |                         |
|        | Un-Skilled  | 06        |                              |                   |                          |                         |
|        | Total   | 14        |                              |                   |                          |                         |
| B      | Administrative Costs, Tools & Tackles (Fixed for 03 years)  |           |                              |                   |                          |                         |
| C      | Profit (Fixed for 03 years)   |           |                              |                   |                          |                         |
| D      | Sub Total (A + B + C)   |           |                              |                   |                          |                         |
| E      | GST @ ____ %  |           |                              |                   |                          |                         |
| F      | Total (D + E)   |           |                              |                   |                          |                         |
| G      | Uniform Charges (2 sets uniform and one pair of shoes) (Fixed for 03 years)   |           |                              |                   |                          |                         |
| H      | Bonus (As per Bonus Act 1965)   |           |                              |                   |                          |                         |
| I      | Charges for engaging labour for specialized maintenance / Repair Works (minimum 06 visits per month) (as given under scope of work Sl. No. v) |           |                              |                   |                          |                         |
| J      | Grand Total (F + G + H)   |           |                              |                   |                          |                         |
|        | Grand Total in Words –  |           |                              |                   |                          |                         |

**Note:**

1. The price breakup shall be quoted based on the minimum wage notification File No. 1/38(3)/2018-LS-II dated 28/09/2018 (As per Annexure ‘D’). Subsequent wages shall be considered for reimbursement as per the revision of notification during the tenure of the contract on submission of documentary evidence regarding release of payment to the labours. the payment against uniform, shoes & bonus will be released on succeeding month on submission of documentary evidence. The contractor should pay the Bonus payment as per the provision of payment of Bonus Act, 1965 to their labours.
2. Contractor to consider 26 working days in a month while quoting for Gross Salary / month
3. The Rates for engaging skilled and experienced labour for specialized maintenance / Repair Works related to Civil / Masonry / Carpentry / Fabrication / Welding / Electrical / Plumbing etc. shall be exercised for on as and when required basis for attending the complaints. The bills for the same shall be settled as per the actual number of days the personnel being engaged, job cards, materials replaced/utilized, consumables / spares and applicable taxes.

Thanking you,

Yours faithfully,

Seal

(.....)  
Name & Signature with date

Firm:

## **Section XII: Questionnaire / Checklist**

The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue does not apply to a tenderer, the same should be answered with the remark – not applicable". Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question / issues, its tender will be liable to be ignored.

| Sl No | Item Description  | Yes/ No | Deviation /Remarks |
|-------|---|---------|--------------------|
| 01.   | Brief description of goods and services offered as per tender and scope of work?  |         |                    |
| 02    | Offer is valid for acceptance up to 120 days (additional 30 days if required) after opening of tender   |         |                    |
| 03    | A copy of Permanent Income Tax A/ C No (PAN) card attached (Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority)  |         |                    |
|       | A copy of GST Registration Certificate attached ?   |         |                    |
| 04    | Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present BRBNMPL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.  |         |                    |
| 05    | Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?<br>Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.  |         |                    |
| 06    | Please indicate name & full address of your Banker(s)   |         |                    |
| 07    | Please state whether business dealings with you currently stand suspended/ banned by BRBNMPL/any Ministry / Dept. of Government of India or by any State Govt.  |         |                    |
| 08    | Did you Enclosed following Documents/Attachments;<br>(a) DD for EMD /Tender fee are attached with tender documents and proof of documents for eligibility in Part-I bid envelop?<br>(b) Did you put price bid document in separate second envelop and sealed properly?<br>(c) Did you put above two envelop in to a third envelop written tender No, name of work, Addresses etc.?<br>(d) Did you attached copies of Work completion certifications and Audited balance sheet for last 03 years certified by CA as per eligibility criterion mentioned section Section-IX & Section: XX |         |                    |

.....

(Signature with date)

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

(Name, address and stamp of the tendering firm)

**SECTION XV: Bank Guarantee Form for Performance Security**

\_\_\_\_\_[Insert Bank 's Name, and Address of Issuing Branch or Office)  
Beneficiary (**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED,**

Date: -----

Performance Guarantee No.

WHEREAS ..... (name and address of the Contractor) (hereinafter called "the Contractor") has undertaken, in pursuance of contract no ..... dated ..... to construction (UPVC Works) (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Contractor shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the Contractor such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Contractor, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding me said debt from the Contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay BRBNMPL up to the above amount upon receipt of its first written demand, without BRBNMPL having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the after the completion of all contractual obligations and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)  
Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch

Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch.

## Section XVI: Contract Form

(Address of BRBNMPL's office issuing the contract)

Contract No ..... dated.....

This is in continuation to this office' Notification of Award No. .... dated .....

1. Name & address of the Contractor: .....
2. BRBNMPL's Tender document No. .... dated ..... and subsequent Amendment No. .... dated ..... (if any), issued by BRBNMPL
3. Contractor 's Tender No. .... dated ..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the contractor and BRBNMPL in connection with this tender
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - a. General Conditions of Contract;
  - b. Special Conditions of Contract;
  - c. List of Requirements;
  - d. Technical Specifications;
  - e. Quality Control Requirements;
  - f. Tender Form furnished by the supplier;
  - g. Price Schedule(s) furnished by the supplier in its tender;
  - h. Manufacturers' Authorisation Form (if applicable for this tender);
  - i. BRBNMPL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section - V - 'General Conditions of Contract' of BRBNMPL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - a. Brief particulars of the goods and services which shall be supplied / provided by the supplier are as under:

| Schedule No. | Brief description of goods / services | Accounting unit | Quantity to be supplied | Unit Price (In Rs.) | Total price |
|--------------|---------------------------------------|-----------------|-------------------------|---------------------|-------------|
|--------------|---------------------------------------|-----------------|-------------------------|---------------------|-------------|

Any other additional services (if applicable) and cost thereof:

- i. Total value (in figure) (In words)
- ii. Delivery schedule
- iii. Details of Performance Security
- iv. Quality Control
  - a. Mode(s), stage(s) and place(s) of conducting inspections and tests.
  - b. Designation and address of BRBNMPL's inspecting officer
- v. Destination and dispatch instructions
- vi. Consignee, including port consignee, if any
- vii. Warranty clause
- viii. Payment terms
- ix. Paying authority

.....  
(Signature, name and address of BRBNMPL's authorized official) For and on behalf of  
Received and accepted this contract

(Signature, name and address of the supplier's executive duly  
authorized to sign on behalf of the supplier)  
For and on behalf of

(Name and address of the supplier)

.....

(Seal of the  
supplier) Date:

Place:

Section XVII: Letter of Authority for attending a Bid Opening  
(Refer to clause 24.2 of GIT)

The General Manager

Unit Address

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the  
Tender of \_\_\_\_\_

Following persons are hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of  
preference given below:

| Order of Preference   | Name | Specimen Signatures |
|---|------|---------------------|
| I.  |      |                     |
| II.   |      |                     |
| Alternate Representative  |      |                     |
| Signature of Bidder or Officer authorized to<br>sign the bid Documents on behalf of the<br>bidder |      |                     |

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

Signature and Stamp of  
Bidder

Date: / /2019



**Section XIX: Proforma of Bills for Payment**  
**(To be submitted by contractor's on their letter Head)**

**Name and Address of the Firm:**

Bill No:                      Dated :.....

To:  
The General Manager  
Corporate Office,  
B.R.B.N.M.P.L.,  
Bengaluru 560029

|                           |  |
|---------------------------|--|
| Invoice / Bill No. & Date |  |
| PAN No.                   |  |
| TIN No.                   |  |
| VAT No.                   |  |
| GST No.                   |  |

**Sub: Submission of Bill for payment**

| Sl. No.  | Work Order No: & Date  | Item Description | Quantity | Rate (₹) | Amount | Amount in Words |
|--|--|------------------|----------|----------|--------|-----------------|
| 1  |  |                  |          |          |        |                 |
| <b>Total (Including all taxes) - A separate Detail measurement sheet is to be attached along with this bill.</b> |  |                  |          |          |        |                 |
| 2.   | Work order amount: `   |                  |          |          |        |                 |
| 3  | Type of bill:  |                  |          |          |        |                 |
| 4  | Area of work:  |                  |          |          |        |                 |
| 5  | Starting date of work :  |                  |          |          |        |                 |
| 6  | Schedule date of completion:   |                  |          |          |        |                 |
| 7  | Actual date of completion:   |                  |          |          |        |                 |
| 8  | Reasons for delay:   |                  |          |          |        |                 |
| 11   | Liquidated damage (if any ) :<br>(For any delay beyond specified schedule time period) |                  |          |          |        |                 |
| 12   | DLP Period:  |                  |          |          |        |                 |
| 13   | EMD :  |                  |          |          |        |                 |
| 14   | Security Deposit:  |                  |          |          |        |                 |
| 15   | Any other details/Remarks:   |                  |          |          |        |                 |

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Signature and Stamp of Contractor

**Section XX: Proforma of Financial Turnover Certificate**

**Certificate**

*(To be issued by practicing Chartered Accountant with membership No. on the letter head)*

To whom so ever concern

Dear Sir,

Sub: Certificate for turnover and others as per tender conditions.

This is to certify that M/s. \_\_\_\_\_  
\_\_\_\_\_ (Agency Name & Address) are in  
the business of contracts execution for last 03 completed years (considered up to 31<sup>st</sup>  
March 2018 of last financial year). Their performance report as required under tender  
conditions for the last 3 years is as follows.

| <b>Financial<br/>Years</b> | <b>Annual Turnover</b> | <b>Profit / (- Loss) for<br/>the year</b> | <b>Net worth as on<br/>year end</b> |
|----------------------------|------------------------|---|-------------------------------------|
| 2015-16                    |                        |   |                                     |
| 2016-17                    |                        |   |                                     |
| 2017-18                    |                        |   |                                     |
| <b>Total</b>               |                        |   |                                     |

The above information is based on the audited accounts

Place:

Date:

Seal:

Signature of the CA with Membership No.

\*\*\*\*\*

**Annexure-B****NATIONAL ELECTRONIC FUND TRANSFER**

(Investor / customer's option to receive payments through Credit Clearing Mechanism)  
Name of the Scheme and the periodicity of payment

|   |  |  |
|---|--|--|
| 1 | Investor / Customer's Name   |  |
| 2 | Particulars of Bank account  |  |
|   | A  | Name of the Bank   |
|   | B  | Name of the branch   |
|   |  | Address  |
|   |  | Telephone No   |
|   |  | Whether Bank branch is NEFT enabled  |
|   | C  | Code number of the bank and branch appearing on the MICR Cheque issued by the bank |
|   | D  | Type of the account (SB, Current or Cash Credit)                                   |
|   | E  | Ledger and Ledger Folio number   |
|   | F  | Account number (as appearing on the Cheque book)                                   |
|   | G  | <b>RTGS / IFSC Code No.</b>  |
|   | (In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque or photocopy of a cheque or front page of your Savings bank passbook issued by your bank for verification of the above particulars) |  |
| 3 | Date of effect   |  |

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

(.....)

Signature of the Investor / Customer

Date:

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp

Date:

(.....)

Signature of the authorized official of the Bank

**To Whomsoever It May Concern**

This is to confirm that we M/s. \_\_\_\_\_ have not been blacklisted / debarred by BRBNMPL/Government of India in the past 5 years.

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

For & on behalf of  
(Seal & signature with date)

(Name and designation)  
Duly authorized to sign tender for and on behalf of

**To Whomsoever It May Concern**

This is to confirm that we M/s. \_\_\_\_\_  
shall fulfill the Security Deposit formalities as per NIT on becoming L1

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

For & on behalf of  
(Seal & signature with date)

(Name and designation)  
Duly authorized to sign tender for and on behalf of

**ANNEXURE 'E': COPY OF MIN. WAGE NOTIFICATION**

F.No.1/38(3)/2018-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 28/9/2018

**ORDER**

In exercise of the powers conferred by Central Government vide Notification 188(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment the undersigned, hereby revise the rates of Variable Dearness Allowance on the basis of the average consumer price index number for the preceding period of six months ending on 30.06.2018 reaching 288.33 from 286 (base 2001 = 100) and thereby resulting in an increase of 2.33 points for **Industrial Workers** as under. This order shall come into force w.e.f. 01.10.2018

The rates of Variable Dearness Allowance for workers employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

| Category of worker                 | Rates of V.D.A. Area wise per day<br>(in Rupees) |    |    |
|------------------------------------|--|----|----|
|                                    | A  | B  | C  |
| Unskilled                          | 35   | 29 | 23 |
| Semi-Skilled/Unskilled Supervisory | 38   | 33 | 27 |
| Skilled/Clerical                   | 42   | 38 | 33 |
| Clerical                           | 45   | 42 | 38 |

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2018 will be as under :-

| Category of worker                 | Rates of wages including V.D.A. per day<br>(in Rupees) |            |            |
|------------------------------------|--|------------|------------|
|                                    | A Area   | B Area     | C Area     |
| Unskilled                          | 523+35=558   | 437+29=466 | 350+23=373 |
| Semi-Skilled/Unskilled Supervisory | 579+38=617   | 494+33=527 | 410+27=437 |
| Skilled/ Clerical                  | 637+42=679   | 579+38=617 | 494+33=527 |
| Highly Skilled                     | 693+45=738   | 637+42=679 | 579+38=617 |

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

  
(J.K. SAGAR)  
CHIEF LABOUR COMMISSIONER(C)