

# ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

**e-TENDER ENQUIRY No: 007/MYS/CIVIL/2024-25 dated 24/04/2024**  
**MSTC Event No: BRBNMPL/Mysuru Press/Civil/4/24-25/ET/11**



**भारतीय रिजर्व बैंक नोट मुद्रण प्राईवेट लिमिटेड**  
**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**  
(Wholly owned Subsidiary of Reserve Bank of India)  
MYSURU

Corporate Identification Number (CIN): **U22213KA1995PTC017100**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU



**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly owned Subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru 570003

Phone: 0821-2582905, 2582915, 2582925; FAX: 0821- 2582099

Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) ; Email: [mysorepress@brbnmpl.co.in](mailto:mysorepress@brbnmpl.co.in)

OPEN TENDER ENQUIRY (OTE) / NATIONAL COMPETITIVE BIDDING (NCB)

Standard Bidding Document (SBD)

(Service Contract)

Not Transferable

Security Classification: Non-Security

**e-TENDER DOCUMENT FOR**

**“Annual Maintenance Contract for Civil Works at Plant Area,  
BRBNMPL, Mysuru”**

e-Tender No. 007/MYS/CIVIL/2024-25 dated 24/04/2024

**MSTC Event No.** BRBNMPL/Mysuru Press/Civil/4/24-25/ET/11 [ AMC of Civil Works at Plant]

This tender document contains **146** pages

The tender document is to be downloaded from website [www.mstcecommerce.com](http://www.mstcecommerce.com)

Last Date & Time for submission of tender	<b>24/05/2024 up to 12:00 PM</b>
Tender Opening Date & Time	<b>24/05/2024 at 12:01 PM</b>
Cost of Tender document	<b>NIL; (MSTC Transaction Fee is applicable)</b>
Earnest Money Deposit (EMD) (Exempted bidders are required to submit Bid Securing declaration in lieu of EMD as per Annexure 7)	<b>Rs.98,000/-</b> (Rupees Ninety eight thousand only )

Details of Contact person/s in BRBNMPL regarding this tender:

<b>Name: Prabhat Kumar</b> Designation: Deputy General Manager E-mail : <a href="mailto:prabhatkumar@brbnmpl.co.in">prabhatkumar@brbnmpl.co.in</a>	<b>Name: Arjun Kumar P</b> Designation: Assistant General Manager E-mail : <a href="mailto:arjunkumar@brbnmpl.co.in">arjunkumar@brbnmpl.co.in</a>
Phone: 0821-2469 008 /2469 029 Fax : 0821-2582 099	
<b>Civil Maintenance Division, Administrative Building</b> <b>Note Mudran Nagar, Mysuru 570003</b> <b>Phone: 0821-2582905, 2582915, 2582925; FAX: 0821- 2582099</b> Website: <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> ; Email: <a href="mailto:mysorepress@brbnmpl.co.in">mysorepress@brbnmpl.co.in</a>	
Note: All Official correspondences related to above tender are to be address to the head of Unit along with tender reference No. as follows <b>The General Manager</b> Bharatiya Reserve Bank Note Mudran (P) Limited, Note Mudran Nagar, Mysuru – 570003	

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****CONTENTS**

Section I	Notice Inviting Tender (NIT)	Enclosed
Section II	General Instructions to Tenderers (GIT)	Enclosed
Section III	Special Instructions to Tenderers (SIT)	Enclosed
Section IV	General Conditions of Contract (GCC)	Enclosed
Section V	Special Conditions of Contract (SCC)	Enclosed
Section VI	List of Requirements	Enclosed
Section VII	Technical Specifications	Enclosed
Section VIII	Quality Control Requirements	Enclosed
Section IX	Qualification / Eligibility Criteria	Enclosed
Section X	Tender Form	Enclosed
Section XI	Price Schedule	Enclosed
Section XII	Bidder Information	Enclosed
Section XIII	Bank Guarantee Form for EMD	Not Applicable for this Tender
Section XIV	Manufacturer's Authorization Form	Not Applicable for this Tender
Section XV	Bank Guarantee Form for Performance Security	Enclosed
Section XVI	Contract Form	Enclosed
Section XVII	Letter of Authority for attending a Bid Opening	Enclosed
Section XVIII	Eligibility Declarations	Enclosed
Section XIX	Proforma of Bills for Payments	Enclosed
Section XX	Proforma of Pre-contract Integrity Pact	Not Applicable for this Tender
Annexure – 1	Explanatory Note on Make in India Order 2017; MSEs Order 2012 and Start-ups	For information of Bidder
Annexure – 2	Restrictions on Public Procurement from countries sharing land border with India	
Annexure – 3	Bid Security Declaration	To be filled and submitted as part of Technical Bid, as applicable
Annexure – 4	Template for assessment of capability of Bidder	
Annexure – 5	Performance Statement	
Annexure – 6	Statement of Financial Standing	
Annexure – 7	NEFT Mandate Form	
Annexure – 8	Terms and Conditions -Compliance	
Annexure – 9	Undertaking / declaration	
Annexure – 10	Bidders Escalation matrix	
Annexure – 11	Check-List for Bidders	

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

Annexure - 12	Performance Bank Guarantee issued on behalf of holding company for satisfactory performance of contract by its Subsidiary company.	To be filled and submitted as part of Technical Bid, if applicable
Annexure - 13	Undertaking to provide financial support to wholly owned subsidiary by Holding Company	
Annexure - 14	Labour laws to be complied by the Contractor	Enclosed
Annexure - 15	Safety & security measures to be complied by the Contractor	Enclosed
Annexure - 16	Safety, Health and Environment	Enclosed

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**BHARATIYA RESERVE BANK  
NOTE MUDRAN PRIVATE LIMITED**

**(Wholly owned Subsidiary of Reserve Bank of India)**

**Note Mudran Nagar, Mysuru 570003**

**Phone: 0821-2582905, 2582915, 2582925; FAX: 0821- 2582099**

Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) ; Email: [mysorepress@brbnmpl.co.in](mailto:mysorepress@brbnmpl.co.in)

**Not Transferable**

**Security Classification: Non-Security**

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

BNM No. / (M) 19.03.12 /2024-25

Date: 24/04/2024

**MSTC Event No.: BRBNMPL/Mysuru Press/Civil/4/24-25/ET/11**

**TENDER ENQUIRY No. 007/MYS/CIVIL/2024-25**

**“ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT  
PLANT AREA, BRBNMPL, MYSURU”**

Sealed tenders are invited from eligible and qualified bidders for supply of following goods and services:

**PART A**

**1. Notice Inviting Tender (NIT)**

**Bids are invited from eligible and qualified tenderers for supply of following: -**

Schedule No.	Brief Description of Goods / Services	Quantity (with UoM)	Earnest Money (in ₹)	Remarks
1	<b>Annual Maintenance Contract for Civil works at Plant area BRBNMPL, Mysuru.</b> (Non – Splitable) As per Bill of quantities and scope of work mentioned at Section-VI, VII, & XI.	As per BOQ	<b>Rs.98,000/-</b> (Rupees Ninety eight thousand only)	<b>Estimated Value: Rs. 48,60,000 /-</b> (Forty eight lakhs Sixty thousand only)

***The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of making a tender and for entering into a contract and must inspect the site of the work and acquaint himself with all scope of work, volume of work, local conditions, means of access to the work, nature of the work and all matters appertaining thereof before quoting of his rates and carrying out the work.***

***“Bidder may quote for the given Schedule online through [www.mstcecommerce.com](http://www.mstcecommerce.com)”***

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.

Open Tender, Two Bid System (Online) through Service Provider M/s MSTC Ltd., [www.mstcecommerce.com](http://www.mstcecommerce.com)

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

	(Part-I Techno-commercial Bid & Part-II Financial/Price Bid)
Date of Sale of tender documents	From 24/04/2024 to 24/05/2024 (from the website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> )
Price of the Tender Document	NIL, Refer <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a>
Place of sale of tender documents	To be downloaded from our service provider website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a>
Closing date and time for receipt of tenders	24/05/2024 up to 12:00 PM
Place of receipt of tenders	The Bid to be submitted online at <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a>
Time and date of opening of tenders	12:01 PM on 24/05/2024
Place of opening of tenders	Online at <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a>

1. Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com).
2. Tenderers shall ensure that their tenders, with all pages signed and sealed, and complete in all respects as per instructions contained in the Tender Documents, are submitted online at [www.mstcecommerce.com](http://www.mstcecommerce.com) on or before the closing date and time.

**3. Bidders must read the complete 'Tender Document'**

This NIT is an integral part of the Tender Document and serves a limited purpose of invitation, and does not purport to contain all relevant details for submission of bids. Bidders must go through the complete Tender Document for details **before submission** of their Bids.

**4. Availability of the Tender Document**

Interested tenderers may obtain further information about this tender from the above office selling the documents. They may also visit our **website** mentioned above for further details. In case of e-tenders, the tender document shall be published on the nominated eProcurement portal. It shall be available for download after the date and time of the start of availability till the deadline for availability. Unless otherwise stipulated, the downloaded Tender Document is **free of cost**. If the office happens to be closed on the deadline for submitting the bids as specified above, this deadline shall not be extended in case of e-tenders.

**5. Eligibility Criteria for Participation in this Tender**

Subject to provisions in the Tender Document, participation in this Tender Process is open to all bidders who fulfil the '**Eligibility**' and '**Qualification**' criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of the contract. Bidder shall be required to declare fulfilment of Eligibility Criteria in **Section XVIII (Eligibility Declarations)**. The Bidder, unless otherwise stipulated

- (i) must,
  - a) be a natural person, private entity, or public entity (State-owned enterprise or institution).
  - b) unless explicitly permitted, not be (or proposes to be, a Joint Venture/ Consortium (an association of several persons, firms, or companies - hereinafter referred to as JV/C).
  - c) be a manufacturer of the product offered or be authorized representative by the Principal/OEM or be dealer authorized by the Principal/OEM.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- (ii) must
- a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.
  - b) (including their affiliates or subsidiaries or Contractors/sub-Contractors for any part of the contract)
    - I. Not stand declared ineligible / blacklisted / banned / debarred by BRBNMPL or its subsidiaries or by Ministry / Department of GoI from participation in their Tender Processes or by any Government Agency anywhere in the world, for participating in their tenders, under that country's laws or official regulations; and / or
    - II. Not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible / suspended / blacklisted / banned / debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for:
      - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
      - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
      - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
    - III. Not have changed its name or created a new business entity as covered by the definition of "Allied Firm", consequent to having been declared ineligible/ suspended/ blacklisted/ banned/ debarred;
    - IV. Not have an association (as a bidder/ partner/ director/ employee in any capacity)
      - I. of retired official of BRBNMPL if such a retired person has not completed the cooling-off period of one year after his retirement. However, this shall not apply if such officers have obtained a waiver of the cooling-off period from their erstwhile organization.
      - II. of the near relations of executives of BRBNMPL involved in this Tender Process
    - V. Not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition
  - (iii) must fulfil any other additional eligibility condition, if any, as may be prescribed elsewhere in Tender Document.
  - (iv) must provide such evidence of their continued eligibility to the Procuring Entity, if so requested.
  - (v) of Class-II Local Suppliers and Non-Local Suppliers (as defined in Make-in-India policy) shall be eligible subject to certain conditions as detailed subsequently.
  - (vi) from specified countries having land borders with India (but not in development partnership with India) shall be eligible subject to certain conditions as detailed subsequently.
  - (vii) If this to be a procurement process for the second stage of two-stage / Pre- Qualification Bidding (PQB) after shortlisting qualified bidders in the EoI / PQB stage, then only the bidders shortlisted / qualified in the first stage shall be eligible to participate.

**6. Purchase Preference Policies of the Government**

As detailed in the tender document, **BRBNMPL reserves its right** to grant preferences to eligible bidders under various Government Policies/directives (policies relating to Make in India; MSME; Start-ups etc.)

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**7. Pre-bid Conference**

If so indicated, Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned therein. Participation in such a Pre-bid Conference is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained.

**8. Submission of Bids in case of e-tenders**

- (i) Bids must be uploaded on the nominated eProcurement portal i.e [www.mstccommerce.com](http://www.mstccommerce.com) the deadline for submission. If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall not be extended.
- (ii) If the office is closed on the deadline date for physical submission of originals, it shall stand extended to the next working day at the same time and venue.
- (iii) In case of e-tenders, no manual Bids shall be made available or accepted for submission (except for originals of scanned copies as per sub-clause above). Bidder must comply with the conditions of the eProcurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.

**9. Bid Opening in case of e-tenders**

Bids received shall be opened online at the specified date and time. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

**10. Price:**

Prices shall be quoted in **Indian Rupees only**. The quoted rate should be on the basis of delivery at our site (F.O.R. BRBNMPL, General Stores, Mysuru) and the basic rate, GST, packing & forwarding charges, freight, discounts, insurance (if any), etc. should be clearly indicated in your offer. The price quoted should remain firm and valid till completion of delivery of full quantity. The break- up of various components of total cost should be submitted online at [www.mstcecommerce.com](http://www.mstcecommerce.com).

11. Tenderer shall note that the tender document is kept same for all schedules, if more than one schedule is specified, for administrative convenience. BRBNMPL reserves the right to conclude contract for each schedule independently as per the response and qualification.

**12. Exemption for MSEs and Start-ups:**

The bidders who are currently registered and shall continue to remain registered during the tender validity period with Central Purchase Organization (CPO) or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012' issued by Ministry of Micro, Small and Medium Enterprises (MSME) or as a Start-up as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)/DGS&D/DIC/NSIC, New Delhi registered firms, are exempted from payment of Tender Fee and Earnest Money Deposit (EMD). In case the tenderer falls in these categories, they should furnish certified copy of their valid registration details (registration as a MSE or Start-up as the case may be).

Bidders are advised to refer the following for relaxations, exemptions and other conditions of Public Procurement Policy:

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

Please refer Annexure-1:

- a) Salient Features of 'Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012'; Conditions for Micro and Small Enterprises (MSEs).
- b) Conditions for Start-Up Companies.
- c) Salient Features of Revised 'Public Procurement (Preference to Make in India) Order, 2017'.
- d) Procedure to be adopted when the Bidder qualifies as both MSE and Class-I Local Supplier.

Key Notes:

1. No exemption will be given for depositing of Security Deposit (SD) to any category of bidder [DIC/SSI/MSME/NSIC/Startup/Make in India registered firm] and CPO.
2. No Purchase preference for MII for Procurements where the estimated value to be procured is less than Rs.5 Lakh.

13. All Bidders shall have to sign the Integrity Pact with the purchaser as per format given in Section XX, otherwise, their bids are liable to be summarily rejected. Details of IEM for this tender is furnished below: - *(If applicable for the tender)*

Name : /

Address : ***(Not applicable for this tender)***

Email : /

14. Submission of authentic documents in time is the **prime responsibility of the bidder**. In case of ambiguity or incomplete documents pertaining to bid submitted, bidders may be given only one opportunity with a fixed deadline after bid opening to provide complete and unambiguous documents in support of meeting Pre-Qualification Criteria. In case the bidder fails to submit any document or submits incomplete documents within the given time, bidder's tender shall be rejected.
15. **Disclaimers and Rights of Procuring Entity:** The issue of the Tender Document does not imply that BRBNMPL is bound to select bid(s), and it reserves the right without assigning any reason to.
16. BRBNMPL reserves the right to complete the evaluation based on the details furnished with the bid without seeking any additional information.
17. The tenderer shall satisfy BRBNMPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with BRBNMPL.
18. Incomplete Bid documents submitted not in accordance with the directions issued shall be liable for rejection. A Tender shall be liable for rejection in the following circumstances:

- **Non-submission of EMD**
- Does not fulfil **minimum pre-qualification criteria** as per the Tender Documents.
- Submits the **tender late** i.e., after due date and time.
- Unsolicited bids (applicable for LTE only).
- Stipulates the validity period less than what is stated in the Tender Documents.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- Stipulates his own conditions and does not agree to withdraw the deviations, rendering his bid unacceptable.
- Does not disclose the full names and addresses of all his Partners or Directors as applicable wherever called for in the tender.
- Does not submit bid in the prescribed format making it impossible to evaluate the bid.
- Indulges in tampering of tender documents.
- Does not conform to any tender condition which stipulates non-conformance of tender conditions as a rejection criterion.

19. No counter condition/s shall be accepted against the tender enquiry.

20. If any clarification is required, bidders are advised to send their request in writing to the contact details mentioned at Page 1 of this tender so as to reach at **least 07 days prior** to date of opening of the tender.

21. Disclaimers and Rights of Procuring Entity: The issue of the Tender Document does not imply that BRBNMPL is bound to select bid(s), and it reserves the right without assigning any reason to

- (i) reject any or all of the Bids, or
- (ii) cancel the tender process; or
- (iii) abandon the procurement of the Goods/Services; or
- (iv) issue another tender for identical or similar Goods/Services

**Important Note: Offers submitted not in line with the above guidelines will be liable for rejection.**

For and on behalf of BRBNMPL,

-Sd-

**(Prabhat Kumar)**

Deputy General Manager

Civil Maintenance Office,

Administrative Building, BRBNMPL,

Note Mudran Nagar, Mysuru-570003

Phone: 0821-2469 008 /2469 029 Fax: 0821-2582 099

E-mail: [prabhatkumar@brbnmpl.co.in](mailto:prabhatkumar@brbnmpl.co.in)

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**PART B: IMPORTANT INSTRUCTIONS FOR E-PROCUREMENT**

1) Process of E-tender:

- A. Registration: The process involves vendor's registration with **MSTC Limited e-procurement portal**. Only after registration, the vendor can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Financial Bid will be done over the internet. The vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a Personal Computer connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID AND THE FINANCIAL BID HAS TO BE SUBMITTED ONLINE AT <https://www.mstcecommerce.com>

- a) Vendors are required to register themselves online with <http://www.mstcecommerce.com>
- b) Vendors will receive a system-generated mail confirming their registration in their email, which has been provided during filling the registration form. In case of any clarification, please contact MSTC Limited, (before the scheduled time of the e-tender). Contact Persons at MSTC Ltd are as under

**Smt. Sumana Maity,**

**Email: [smaity@mstcindia.co.in](mailto:smaity@mstcindia.co.in),**

**Mobile: 9831155225.**

B. System Requirement:

- i) Windows7 or above Operating System
- ii) IE-7 and above Internet browser
- iii) Signing type digital signature.
- iv) Latest updated JRE 8 (x86 offline) software update 144 and above software to be downloaded and installed in the system.

To disable "Protected mode "for DSC to appear in The signer box following settings may be applied. Tools -> Internet Options-> Security-> Disable protected mode if enabled - i.e., remove the tick from the tick box mentioning "Enable Protected mode"

Other Settings: Tools-> Internet options-> General-> Click on settings under "browsing history/ Delete Browsing history" => Temporary Internet Files=> Activate "Every time I visit the webpage" To enable ALL active X controls and disable "use pop up blocker" under Tools-> Internet Options-> custom level (Please run IE settings from the page [www.mstcecommerce.com](http://www.mstcecommerce.com) once)

2) The techno commercial price bid have to be submitted online at:

<https://mstcecommerce.com>. Tenders will be opened electronically on specified date and time as given in the tender. NO TENDERS/ BIDS THROUGH ANY OTHER MEDIUM WILL BE ACCEPTED BY BRBNMPL.

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

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

4) E-tender cannot be accessed after the due date and time mentioned in NIT.

**5) Type of Tender**

- (i) Part I: Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
- (ii) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by BRBNMPL. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.
- (iii) All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

**6) Special Note towards Transaction fee:**

- a) The vendors shall pay the transaction fee (non - refundable) to MSTC using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.
- b) Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; Transaction Fee deposited from or by debiting any other party’s account will not be accepted. Transaction Fee is non - refundable.
- c) In case of failure to access the payment towards Transaction Fee for any reason, the vendor, in term, will not have the access to online e-tender.
- d) In case of failure to access the payment towards cost of tender document & EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and BRBNMPL will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fee and EMD through Bank Draft / Banker’s Cheque / Pay Order etc. well in advance and upload the scanned copy of the same. The bidders may upload the bidding related documents in the link ‘My Documents’. The documents uploaded here shall be available for attaching with this event in the Bid Floor. Once documents are uploaded in ‘My documents’, vendors can attach documents through Attach Document link against the particular tender. For further assistance, please follow instructions of vendor guide.
- e) All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by BRBNMPL. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- f) Please note that there is no provision to take out the list of parties downloading the tender document from the website mentioned in NIT. As such, bidders are requested to see the website once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- g) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from website. Please see website [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) of MSTC Ltd.
- h) E-tender cannot be accessed after the due date and time mentioned in NIT.
- i) Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
- j) The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) of MSTC Ltd.
- k) Bids must be uploaded on the MSTC Website [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) till the deadline for submission. If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall not be extended.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****PART C: IMPORTANT TENDER CONDITIONS AT A GLANCE FOR ATTENTION OF BIDDERS**

Tender Validity	The quoted rates shall be valid for a period of <b>120 days</b> from the date of opening of the tenders. The validity period may be <b>extended further</b> for additional period of 30 days, if felt necessary.
Place of Work	Note Mudran Nagar, BRBNMPL, Mysuru -570003
Delivery Schedule/Contract Tenure	<b>(01)</b> One year. Extendable for two more years (One year at a time) on satisfactory completion of contract. Extension of contract will be at the discretion of BRBNMPL.
Relaxations, exemptions and other conditions for Micro and Small Enterprises (MSEs) Order 2012 for MSEs & Start-ups	Since, this is a works contract, benefits to MSE & Start-ups <b>shall not be applicable</b> . However, the Cost of Tender Fee and EMD relaxation is applicable to MSE & Start-ups. Prequalification criteria with respect to prior turnover and prior experience may be relaxed for only Start-ups as per GOI guidelines.
Pre-Bid Meeting	Not Applicable
Type of Contract	Work Contract
Parallel Contracts / Split Clause	Not Splitable
Date of Commencement	<b>10 days</b> from the issue of Notification of Award OR Letter of Intent
Performance Security	Amount equal to <b>10% of the Order Value</b> in the form of DD/BG valid for 1 year from the date of completion of work OR completion of DLP, whichever is later. In case of BG claim period of 60 days may please be added beyond the contractual obligation including DLP / Warranty period, as the case may be .
Defects Liability Period ***	<b>2 Months</b> OR as specified from the date of Completion of Work.
Liquidated Damages	<b>0.50% of delivered price</b> of the delayed services for each week of delay or part thereof subject to max. 10% of delayed services contract price. LD shall be applicable to each milestone and delay thereof.
The minimum value of interim bill/monthly bill/progressive running account (R/A)	As per <b>Schedule of Payment</b>
Optional Quantity/Additional Work order	Applicable
Qualification/ Eligibility Criteria for participating in the tender	Please refer <b>Section IX : Qualification/ Eligibility Criteria</b> of the tender for detailed information

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

Mandatory Submittals	<ul style="list-style-type: none"><li>❖ Company Registration Certificate</li><li>❖ Proprietorship/partnership deed/Memorandum and article of association of the firm and their details are to be submitted</li><li>❖ GST Registration Certificate</li><li>❖ ESI &amp; PF registration certificates</li><li>❖ MSME and Start-up Registration Certificate (if Applicable)</li><li>❖ Last 03 Years IT returns</li><li>❖ Documentary proof (copies of POs executed and Work completion certificate to claim the eligibility)</li><li>❖ Contact Details and Escalation Matrix</li></ul>
----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. **EMD:** An EMD of **Rs.98,000/- (Rupees Ninety eight thousand only )** is payable in the form of Online Bank Transfer (proof of online transfer to be submitted) or through in any other Electronic mode of payment such as Debit Card powered by RuPay, Unified Payments Interface (UPI) (BHIM-UPI), Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code) or in the form of account payee demand draft/Banker's cheque, drawn on a scheduled commercial bank in India, in favour of "**Bharatiya Reserve Bank Note Mudran Private Limited**" payable at Mysuru. Details of the Payment methods is as mentioned below.

**Payment Methods**

Account Payee Demand Draft/ Banker's cheque	From any scheduled commercial bank in India in favour of " <b>Bharatiya Reserve Bank Note Mudran Private Limited</b> ", payable at Mysuru.
Online Bank Transfer (Proof of online transfer should be submitted along with the tender papers)	<b>NEFT/RTGS</b> can be made at the following BRBNMPL account maintained with Bank: SBI SBI A/c No.: 00000010562408040 IFSC: SBIN0003130 State Bank of India, Mysuru. However, UTR reference Number to be submitted.
Other Electronic Modes of Payment as per UPI id and QR code Unified Payments Interface (UPI) (BHIM-UPI) (UPI QR Code)	 <p>UPI ID: <b>brbnmplmys@sbi</b> Merchant Name: BRBNMPL MYSORE</p>

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

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. **PRE-BID VISIT:** The bidder must obtain for himself on his **own responsibility** and at his own expenses, all the information which may be necessary for the purpose of making a tender and for entering into a contract and must inspect the site of the work and acquaint himself with all scope of work, volume of work, local conditions, means of access to the work, nature of the work and all matters appertaining thereof before quoting of his rates and carrying out the work. The site for the work is BRBNMPL Mysuru as per BOQ & scope of work.
4. **SUFFICIENCY OF SCHEDULE OF QUANTITIES:** The Bidders shall be deemed to have satisfied himself before tendering as to the **correctness and sufficiency** of his tender for the works and of the prices stated in the Schedule of Quantities and/or Schedule of Rates and prices, which rates and prices shall cover all his obligations under the Contract, and all matters and things necessary for the proper completion of the works.
5. Any revision, clarification, **addendum, corrigendum**, time extension etc. to this tender document will be hosted in the **Company's website and MSTC only**. Bidders are requested to visit the website (Company and MSTC) regularly to keep themselves updated. Revision, clarification, addendum, corrigendum, time extension etc shall be sent to the prospective bidders by e-mail/post.
6. **CONTRACT PRICE:** The rates quoted in the tender shall include all charges for clearing of site before commencement as well as after completion. The rate quoted shall be deemed to be for the **finished work to be measured** at site. **No claim** in respect of tax, duty or levy shall be entertained separately in addition to the quoted rate. Any upward/downward revision in GST shall be considered at actuals. **Any change in tax structure during the currency of the contract shall be applicable and payable. All calculation should be on Basic Cost only.** The TDS and all other taxes as applicable will be affected from each running bill/ Final bill at the rate in vogue at the relevant time.
7. The eligible bidder shall be selected as per the eligibility criteria mentioned in Section IX of the tender and Tender shall be finalized on **overall Lowest L1 bidder** from eligible bidders as per section XI.
8. **TENURE / COMPLETION PERIOD:** BRBNMPL will execute an Annual contract initially for a period of **one year**, which may be extended for another **two years (One year at a time)** at the same terms & conditions subject to **satisfactory performance**. Extension of contract will be at the discretion of BRBNMPL. Failure to execute the assigned annual contract due to reason whatsoever will invite blacklisting from vendor list and forfeiture of security deposit.
9. **CLARIFICATION OF BIDDERS:** For any clarification, bidder may contact Civil Maintenance Office, BRBNMPL, Mysuru 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. Authorisation paper must be displayed for any person visiting on behalf of the prospective bidder. Once tender is submitted, it will

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

be implied to assume that the bidder has fully understood the detail specifications, site condition and scopes of work. Any ignorance regarding these will not be entertained after submission of the tender. Our contract numbers are: **0821-2469008 /2469029**.

10. 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, Civil Maint. Contact ph. 0821-2469008** within **seven (07) 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.
11. The tender document should be **signed on each page** by the tenderer or his duly authorized representative. Tender document should be accompanied by a certified true copy of an absolute **Power of Attorney (POA)** in favour of signatory to the documents. The persons submitting the tender in token of his/their acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not signed may be rejected.
12. The tender submitted on behalf of a firm **shall be signed** by all the partners of the firm or by a partner, who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be **rejected**.
13. Subsequently, bidders, who have qualified in Technical Bid shall be intimated of the opening of the Price Bid. In the second stage, the **Price Bids of only the technically qualified** offers shall be opened for further scrutiny and evaluation. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.
14. The Bidder must mention their Income Tax Permanent Account No. (PAN), GST registration, MSME, Professional Tax Registration, PF Registration, ESI Registration and UDYAM Registration **along with the offer**, failing which the offer will liable to be rejected.
15. 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.
16. The use of whitener / eraser in this tender is **prohibited**. If any correction becomes 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.
17. Vendors, who have been **black listed /debarred** by BRBNMPL or any PSU or any Government Departments are not eligible for submission of this tender.
18. The calculations made by the Bidder should be based upon probable quantities of several items of work, which are furnished for the Bidder's convenience in the schedule of probable quantities, but it must be clearly understood that the contract is **not a lump sum contract**.
19. The successful Bidder 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.
20. Please note that the Contractor, who has worked earlier with BRBNMPL, Mysuru and their performance was **not found satisfactory** for any of the jobs awarded to them, their Offer / tender / bid shall **not be opened** for Technical Bid evaluation and their offers shall be considered as invalid and the same shall be rejected.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

21. The Bidders/firm shall only submit **one proposal**. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified. More than one bid means(s) by bidder(s) having same proprietor/partner/limited liability partner in any other bidder(s). Further, more than one bids shall also include two or more bidders having common Power of Attorney Holder.

**22. TENDER EVALUATION**

- i) The tender shall be **evaluated on L1 quoted rates** among participated agencies. 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.
- ii) 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.
- iii) 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.
- iv) In case of discrepancy between unit price and total price/cost, the **unit rate** will be considered for evaluation. All decisions by BRBNMPL on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.
- v) 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.

23. **NOTIFICATION OF AWARD:** BRBNMPL shall issue **Notification of award (NoA) / LOI** to the successful 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 Bidder/Contractor shall mobilize all men required for timely performance 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.

24. **SECURITY DEPOSIT/PERFORMANCE BOND:** An amount equivalent to **10% of the Contact Value** to be submitted within **21 days of issue of NoA / LOI** in the form of BG/DD, which may be released after **60 days** of successful and satisfactory completion of the Entire Project/Contractual Obligation.

**Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning contract copy duly signed within stipulated time shall make the tenderer liable for annulment of the award and forfeiture of its EMD (or enforcement of Bid Security Declaration), besides taking other administrative punitive actions by BRBNMPL against it.**

25. **CONTRACT AGREEMENT:** A formal agreement has to be executed between the Contractor and BRBNMPL on Rs 500/- (01 Nos) **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. The original Agreement shall be with BRBNMPL and a copy of

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

the same will be given to the Contractor. 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.

26. All statutory provisions/requirements should be complied with. Records to this effect are to be maintained by the bidder and to be shown on demand to the authorities concerned and are responsible directly to them.
27. The work shall, in general, conform to the Latest **KPWD/CPWD Specifications for Civil, Electrical and all other works** with up-to-date correction slips for all sub heads of work as applicable, and, **Technical Specifications** included in the tender documents, wherever applicable. Wherever any aspect of design/ construction/ material standards is not covered under the above-mentioned specification, relevant standards shall be referred to in the order of precedence which shall be as follows. In the case of discrepancy between the various documents, the following order of preference shall be observed: –
- a) Specific Conditions of Contract.
  - b) General Conditions of Contract, NIT, ITB.
  - c) Technical Specifications.
  - d) KPWD/CPWD Specifications. (In the same order)
  - e) Indian Standard Specifications of BIS
  - f) National Building Code, 2016 & ECBC.
  - g) Sound engineering practices and as per directions of the Engineer-in-Charge.

**28. PAYMENT TERMS**

**A. Monthly Bills**

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 within **5th day of succeeding month** for releasing payment after fulfilling the entire necessary statutory requirement. The bill should be submitted along with the certified 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. The Contractor has to mandatorily ensure payment of wages to the labours engaged by directly crediting monthly wages to their respective bank account

- (i) Deductions: Statutory deductions shall be made **at source** as per rule
- (ii) The Payment against **uniform, safety shoes** 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 and amendments thereafter to the laborers. 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.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- (iii) All payments to the Contractor shall normally be made by Electronics clearing facility. All Bank charges in connection with payment by way of Demand Draft on specific request to the Contractor shall be borne by the Contractor as per Finance Department requirement.
- (iv) The bill should be submitted along with the following duly certified documents:
  - a. Form B - Format of Wage Register
  - b. Form D - Format of Attendance Register
  - c. Form C - Format of Register of loan/recoveries
  - d. Valid ESI & PF challan supported by statement (ECRs) for having paid/remitted the contributions

**B. Final Bill:**

- (i) The Contractor shall submit the final bill within 2 (two) months from the date of completion of the works. The final bill submitted by the Contractor shall be processed for payment only after the receipt of "No claim certificate" and the clearance of site of all rubbish, debris, vats, tanks, materials, temporary structures, Township and machinery and handing over the site in a tidy and clean condition to the BRBNMPL.
- (ii) BRBNMPL shall have a right to cause a technical examination of the works and the final bill of the Contractor including all supporting vouchers, abstracts etc. to be made at the time of payment of the final bill. If, as a result of this examination or otherwise, any sum is found to have been overpaid or over certified it shall be lawful for BRBNMPL to recover the sum.
- (iii) **Statutory Deductions:** Statutory deductions shall be made at source as per rule.

**29. STATUTORY REQUIREMENTS**

The Contractor shall comply with all the rules and regulations of the following statutory laws as per the tender document. Payment shall be made after complying the same.

- i. **Minimum Wages Act 1948** prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner, Government of India.
- ii. **Payment of Wages Act, 1936.** -
- iii. **Payment of Bonus Act, 1965.**
- iv. **Employment State Insurance Act, 1948.**
- v. **Employees Provident Fund (Miscellaneous Provision) Act, 1952.**
- vi. **Contract Labour (Regulation and Abolition) Act, 1970 and central Rules, 1971.**
- vii. **Equal Remuneration Act, 1976.**
- viii. **Payment of Gratuity Act, 1972.**
- ix. **Maternity Benefit Act, 1961.**
- x. **Factories Act 1948, Employees Compensation Act 1923, Employers Liability Act 1938, Industrial Dispute Act 1947** and rules made thereunder.
- xi. Any applicable law in the country where any of the services are performed or regulations issued without limitation of all laws, regulations and requirements of Government of India.
- xii. For the **contract** labourers whose monthly wage exceeds **Rs.21,000/-** or any ceiling limit as amended from time to time, the Contractor has to obtain **Workman Compensation Insurance Policy and Health Insurance Policy** with coverage of 4 lakhs per labourer in lieu of ESI.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- xiii. Contractor has to ensure the proper maintenance & updating of the all the relevant registers and records.
- xiv. The tenderer/agency should have valid **PF/ESI registration/code number** and copy of the same should be submitted along with the tender documents. The Contractor should cover his/their **labourers under PF/ESI** as applicable.
- xv. The tenderer who engages more than 20 labourers shall obtain **Labour license** from Asst. Labour Commissioner immediately before commencement of Work.
- xvi. **Child Labour will not be allowed** to work at site of BRBNMPL, Mysuru. The agency should ensure sound health contract labour for the said job.
- xvii. Contractor needs to ensure that the payments to deployed manpower is not less than the **prevailing rates of Minimum Wages** (as per Govt. of India Notifications, issued from time to time), as prescribed for the classification of work "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 Sewage Pipe Lines". The present rate of Minimum wages for various categories of contract are as under :

SI No	Category	Rates wages including VDA w.e.f 01.04.2024 (Rs.) for "B" area
01	Un-skilled	651
02	Semi-Skilled	734
03	Skilled	862
04	Highly-Skilled	948

- xviii. The Contractor should submit the relevant documents for **verification of compliance**, whenever asked for.
- xix. The Contractor, who employs less than **10 labourers, shall obtain Workmen Compensation Policy and Health Insurance Policy** with coverage of Rs.4 lakh per labourer in lieu of ESI.
- xx. The tenderer/ Contractor should provide **National Holidays** – 3 days & Festival Holidays shall be provided by BRBNMPL to the labourers.
- xxi. Contract labourers shall be provided with **Leave with wages** as per the provisions of Factories Act, 1948 and rules made there under.
- xxii. However, during the absence of any contract labourer, Contractor has to provide alternate manpower on need basis as instructed by BRBNMPL officer at no extra cost to BRBNMPL.

**If the above points are not complied then the work order is liable to be cancelled, no payment will be released and SD/EMD will be forfeited. The payments shall be made after complying with all the statutory regulations.**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

30. **OPTIONAL QUANTITY/ADDITIONAL WORK ORDER:** Quantities mentioned in the schedule of items are approximate and may vary as per **actual work done/ site requirement**. The Contractor shall not claim any extra rate other than the quoted rate on this account. BRBNMPL may extend the Work Order/**place additional Work Order** at a later date at the quoted rates.
31. **Modification of Agreement:** Modification of the terms and conditions of this Agreement, may only be made by written agreement between the Parties. Any instruction for modification of the terms and conditions of this Agreement made by BRBNMPL shall be binding on the Consultant. Modification and / or variation in the scope of Services may be made by BRBNMPL at any stage in the following manner, by giving 7 days' prior notice to the consultant:
- i. **Increase, decrease or omission** of any part of the consultancy services;
  - ii. **Change the character** or content of any part;
  - iii. Change the direction or dimensions of any part;
  - iv. **Additional scope.**
32. **DEFECTS LIABILITY PERIOD:**  
Delay and Extension of Time:  
If in the opinion of the BRBNMPL, the works be delayed  
(a) by **force majeure** or  
(b) by reason of any **exceptionally** inclement weather or  
(c) by reason of proceedings taken or threatened by or dispute with adjoining or neighbouring or public authorities arising otherwise than through the Architect's own default or  
(d) by the **works or delays** of other Architects or Tradesmen engaged or nominated by the Owner and not referred to in the schedule of quantities and/or specification or  
(e) by reason of **Owner's instructions** as per relevant clause hereof or  
(f) by reason of **civil commotion**  
(g) by reason beyond control of the Architect in the **opinion of BRBNMPL**.  
In case of foreclosure of the contract, percentage payment due up to the completed stage will be made as indicated in the Payment schedule. In case contract is foreclosed in the middle of any indicated stage in financial bid, pro-rata payment shall be made for the completed services as agreed mutually. The Bidder does not reserve any right to claim compensation whatsoever for foreclosure of contract by BRBNMPL.  
The completion time as mentioned above is the essence of the contract and shall strictly be adhered to by the bidder. **Delay without any valid reason** shall attract liquidated damages @ **0.5% of consultancy fee** for delay per week up or part thereof to a maximum of 10% of total consultancy fees payable.
33. The contract may be terminated at any time by BRBNMPL upon **fourteen days' notice** in writing being given to Bidders, if the Bidder's work is not found to be satisfactory according to the terms of the agreement or the associated bidder fails to take action as per the directions of BRBNMPL Engineer-in-charge. In case the agreement is terminated on account of Bidder's work not being satisfactory, BRBNMPL will get the work done at the risk & cost of the bidder.
34. In case the Tenderer fails to execute the work as per the Terms and Conditions and instructions, BRBNMPL reserves the rights to **impose Liquidated Damages** as mentioned below:

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- a) In case the Tenderer not carried out the work as per the Terms and Conditions of the work order, not complied with the **statuary 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.
- b) In case of **default or breach of Contract Terms** & Conditions, the Security Deposit is liable for forfeiture.
- c) Un-satisfactory performance of the Contract may also lead to **black listing** of the Tenderer.
35. **NON – COMPLIANCE OF SITE INSTRUCTION:** If the Contractor after receipt of written/ verbal notice from the BRBNMPL requiring compliance fails to comply with such instructions, the BRBNMPL may employ and pay other Contractor to execute any such work, whatever that may be necessary to give effect thereto, and all cost incurred in connection therewith shall be **recoverable from the Contractor** by the BRBNMPL or may be deducted from any payment due to the Contractor.
36. **SUB CONTRACTING:** The Contractor shall not **sub -contract** the work to any sub-Contractor.
37. **PROHIBITED AREA:** Contractor shall fully recognize that the site is **Prohibited Area** and that all works and movement within it shall be subjected to the BRBNMPLs direction and control.
38. BRBNMPL is an **ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018** organisation. The Contractor should also comply all requirements and obligation of **ISO, EQMS and OH&S** applicable for BRBNMPL and its employees.
39. **RESPONSIBILITY OF THE CONTRACTOR:**
- a) The Contractor should issue **identity Cards** to all Labour engaged by them to carry out the work, including supervisors. The Contractor should comply with all security procedures adopted by BRBNMPL 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.
- b) Contractor's Working Hours
- Normal daily working hours for Contractor's personnel will be **08:00 hrs to 17:00 hrs** (with lunch interval), except those working on shift basis, which will be prepared by Contractor and approved by BRBNMPL. The weekly holiday should be given to the workers with an alternative arrangement.
  - Contractor shall deploy labour on **Sundays / Holidays** in case of any exigency to fulfil its obligation of services.
- c) **Uniform:** The Contractor has to compulsorily provide proper uniform (2 sets/year) and safety shoe (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 make arrangements for providing the uniforms and shoe. 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

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

the safety appliances to BRBNMPL. The payment against uniform and safety shoes and bonus will be released on succeeding month on submission of documentary evidence. The Contractor should ensure that all the labours engaged shall duly wear the stipulated uniform and safety accessories while discharging the duties.

- d) **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 laborers, 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.
- e) 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.
- f) 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**.
- g) 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.
- h) 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.
- i) 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.
- j) Contractor shall administer any **National Labour on employment on terms and conditions** not less favorable than those established for equivalent sites or locations within India. 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.
- k) 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

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

to the stoppage / strike by the Contractor. BRBNMPL shall recover the cost incurred due to this from the Contractor's running account bills.

- l) 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.
- m) 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.
- n) 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.
- o) 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
- p) Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith.
- q) It shall be **sole responsibility** of the Contractor to ensure safety to all his workers.
- r) 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 and ensure that all its employees are adequately trained in administering first aid in case of emergencies.
- s) BRBNMPL will not accept any responsibility for any loss or damage to any property or personal belonging effect to **Contractor's employee**.
- t) 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.
- u) 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.

**40. COMPENSATION FOR DAMAGES:** The Contractor shall be responsible for all other damages to any person, tools & tackles, animal or property arising out of and incidental to the negligent or defective carryout of this contract. He shall also indemnify the BRBNMPL in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation or damages arising there from. The BRBNMPL shall

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

be entitled to deduct the amount of any damage, compensation, charges, costs and expenses arising or occurring from or in respect of, any such claims or damage from any or all sums due or to become due to the Contractor, without prejudice to the BRBNMPL's other rights in respect thereof.

**41. WATER AND ELECTRICITY**

- Water – The Contractor is permitted to avail the services available at site free of charge. However, any dis-proportionally large or a high volume consuming activity shall be performed only after prior approval is obtained from the BRBNMPL.
- Electricity – The Contractor is permitted to avail electricity at site free of charge for performance of their scope of work. However, any dis-proportionally large or a high volume consuming activity shall be performed only after prior approval is obtained from the BRBNMPL.

**42. CONFLICT OF INTEREST**

- i) Contractor shall conduct its operations in a **lawful manner** consistent with good international practices and standards for such type of services.
- ii) 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.
- iii) Any treasures, antiques, valuable etc. found **during excavation** belong to the BRBNMPL & same shall be handed over without causing any damage to them.
- iv) The Contractor must ensure that at no point of time should any system be rendered **non-functional**.
- v) Communication and Document distribution pertain to respective specialized works shall be made during execution of work to meet the requirement of the BRBNMPL.
- vi) 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.

**43. Short closure of the Work order:** 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.

**44. 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.

**45. Rights of the Company:**

- a) The Company is not bound to accept the **lowest or any tender** or to assign any reason for such non-acceptance.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- b) If the successful bidder refuses to accept the work order or take up the job or leave the job half way after opening the quotation and becoming lowest party, BRBNMPL reserve the **right to terminate the contract and forfeit the EMD / Security Deposit** and no correspondence will be entertained and decision of the BRBNMPL will be final. In such 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.
46. **Indemnity:** The Contractor shall **indemnify** BRBNMPL from and against all actions, suits claims and demands brought or made against the BRBNMPL 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.
47. **Termination:** If the Contractor shall be adjudged **bankrupt** or if he should make a general assignment for the benefit of his creditors, or if a receiver shall be appointed on account of his insolvency, or if he should persistently or repeatedly refuse to carry out the work diligently, or if he should fail to provide enough properly skilled workmen or proper materials or equipment or plant and machinery or tools or anything else necessary for the progress of the works in accordance with the approved Construction Program, or if he should fail to make prompt payments to Sub-Contractors or to suppliers for materials or equipment or to his workers, or if he should persistently disregard laws or ordinances or instructions of the Employer, or if he should be guilty of a Violation of breach of any provision of the Contract, or if he has abandoned the Contract, or if he has failed to commence the works, or if he has suspended the Works, then the Employer/Employee on the basis that sufficient cause exists to justify such action, may without prejudice to any other right or remedy and after giving the Contractor seven days' notice in writing, terminate the employment of the Contractor and take possession of the premises and of all materials, equipment, tools, and plant and machinery thereon and use these as Employer's property for the completion of the Works. In such case the Contractor shall not be entitled to receive any further payment until the work is completed. If the amount due to the Contractor for the work carried out by him as per the Contract terms exceeds the expenses, including for additional management and administrative services, for completing the Works and in respect of the damages and / or losses suffered by the EMPLOYER due to the Contractor's default, then such excess shall be paid to the Contractor within three months of the Final Completion of the Works. If such expenses for completing of the Works and in respect of the Damages and / or losses suffered exceed such amount due, then the Contractor shall pay the difference to the EMPLOYER within one month of receiving the notification to that effect from the Employer. The expenses incurred by Employer for completing the Works and in respect of the damages and / or losses suffered by him due to the Contractor's default, shall be certified by the Employer and his decision on this matter shall be final and binding on the Contractor.
48. **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**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

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 **Mysore (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.

All terms & conditions of this NIT shall be treated as part & parcel of the contract.

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

## Section II: General Instructions to Tenderer (GIT)

### Part I: General Instructions Applicable to all Types of Tenders

#### A PREAMBLE

##### 1. Introduction

- 1.1 Interpretations, Definitions and abbreviations which have been used in these documents, shall have the meanings as indicated in GCC.
- 1.2 For sake of convenience, whole of this Standard Bidding Document (including all sections) is written in reference to Procurement of Goods Tenders. However, this SBD would be utilized for all types of Tenders e.g. EOI, PQB, Rate Contract, Tenders involving Samples, Sale / Disposal of Scrap Material and Development / indigenization / Make in India etc., Procurement of Services etc. Therefore, the construction of all clauses is to be interpreted in the context of particular type of tender beyond the letter of the clause, read with the additional clauses for the specific type of tenders in Part II GIT/ GCC.
- 1.3 These tender documents have been issued for the requirements mentioned in Section - VI - "List of Requirements", which also indicates, inter-alia, the required delivery schedule and terms & place (i.e. destination) of delivery.
- 1.4 This section (Section II - "General Instruction to Tenderers" - GIT) provides the relevant information as well as instructions to assist the prospective tenderers in preparation and submission of tenders. It also includes the mode and procedure to be adopted for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract. With this limited objective, GIT is not intended to be complete by itself and the rest of this document - SIT, GCC and SCC in particular may also be thoroughly studied before filling up the Tender Document. There would be certain topics covered in GIT/SIT as well as in GCC/SCC from different perspectives. In case of any conflict between these, provisions of GCC/ SCC would prevail.
- 1.5 The tenderers shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.
- 1.6 **Local Conditions** It is imperative that each bidder fully acquaints himself with all the local conditions and factors, which would have any effect on the performance / completion of the contract in all respects inter alia including the legal, environmental, infrastructure, Logistics, communications, and cost aspects. Bidders would themselves be responsible for compliance with Rules, Regulations, Laws and Acts in force from time to time in India and/ or country of manufacture & supply. On such matters, the Purchaser shall not entertain any request from the bidders.

1.7 **Obtaining the Tender Documents:** Interested tenderers may obtain further information about this requirement from the office issuing the documents, mentioned in the NIT. They may also visit website mentioned therein for further details.

1.7.1 Tenderer may also download the tender document from the website mentioned in NIT and submit its tender by utilizing the downloaded document. The bidder must not make any changes to the contents of the tender document, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).

1.7.2. The tender documents are not transferable.

#### 2. Language of Tender

The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and BRBNMPL, shall be written in English or Hindi language, unless otherwise specified in the Tender. However, the language of any printed literature furnished by the tenderer in connection with its tender may be written in any other language provided the same is accompanied by Hindi or English translation. For purposes of interpretation of the tender, the English translation shall prevail.

#### 3. Eligible Tenderers

3.1 This invitation for tenders is open to all suppliers who fulfil the 'eligibility' and 'qualification' criteria specified in these documents. Bidder should meet (as on the date of his bid submission and should continue to meet till the award of the contract) the 'Eligibility Criteria' detailed in NIT clause 4. Please refer to Section IX - Qualification criteria and Section XVIII - Eligibility Declarations. In case of Second Stage (after the Pre-Qualification stage) of two Stage Bidding or in case of Special Limited Tenders this invitation is open only to such bidders who have been shortlisted.

3.2 The bidder, their affiliates, or subsidiaries - including subContractors or suppliers for any part of the contract - should not stand declared ineligible/blacklisted/banned/debarred by BRBNMPL or its subsidiaries or by Ministry / Department of GoI from participation in their Tender Processes or by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Eligibility Declarations (Section XVIII).

3.3 Unless otherwise stipulated in the tender, Joint Ventures/Consortiums shall not be considered in this Tender.

3.4 Under Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised from time to time), entities from such countries identified as not allowing Indian companies to participate in their Government procurement shall not be allowed to participate on a reciprocal basis in this tender. For this purpose, a supplier or bidder shall be considered to be from a country if (i) the entity is incorporated in that country, or ii) a majority of its shareholding or effective control of the entity is

# BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

## ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- exercised from that country; or (iii) more than 50% of the value of the item being supplied has been added in that country. Indian suppliers shall mean those entities which meet any of these tests with respect to India. Please refer to Section XVIII - Eligibility Declarations.
- 3.5 Orders issued by the Government of India regarding purchase preference to "Local Suppliers" to encourage 'Make in India' and promote manufacturing and production of goods and services in India shall apply to this procurement under Government of India's Public Procurement (Preference to Make in India) Order, 2017 (as amended from time to time). Please refer to Annexure 1 of this tender document.
- 3.5.1 **Minimum local content for eligibility to participate:** Only bidders meeting the minimum prescribed local content for the product shall be eligible to participate subject to the following conditions.
- 3.5.2 Based on the Make in India Policy, classes of local / non-local Suppliers eligible to participate in the tender shall be declared in the tender document. If not so declared, only Class-I and Class-II local Suppliers shall be eligible to participate and **not** non-local Suppliers.
- 3.6 Government of India, Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) vide F.No.6/18/2019-PPD dated 23<sup>rd</sup>/24<sup>th</sup> July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighbouring countries sharing land border with India, shall apply to this tender. Please refer to XVIII – Eligibility Declarations and Annexure 6 of this tender document.
- 3.7 In case Integrity Pact is mandated in the NIT/SIT, only those bidders who sign the Integrity Pact, would be eligible to participate in the Tender.
- 3.8 Any bidder having a conflict of interest, which substantially affects fair competition, shall not be eligible to bid in this tender. Bids found to have a conflict of interest shall be rejected as nonresponsive. Bidder shall be required to declare the absence of such conflict of interest in Section XVIII Eligibility Declarations.
4. **Eligible Goods Services - Country of Origin and Minimum Local Content**  
Unless otherwise stipulated in SCC or Contract, the country of origin of 'Goods' and 'incidental Works/ Service' to be supplied under the contract shall have their origin in India or other countries and must conform to the declaration made by the Contractor in its bid regarding but not limited to i) restrictions on certain countries with land-borders with India; ii) minimum local content and location of value addition (Make in India Policy); iii) Contractor's status as MSE or Start-up. The term "origin" used in this clause means where the goods (including subcontracted components) are mined, grown, produced, or manufactured or from where the incidental Works/ Services are arranged and supplied.
5. **Tendering Expense**  
The tenderer shall bear all costs and expenditure incurred and / or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. BRBNMPL will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.
- B TENDER DOCUMENTS**
- 6. Content of Tender Documents**
- 6.1 The tender document includes: -**
1. Section I : Notice Inviting Tender (NIT)
  2. Section II : General Instructions to Tenderers (GIT)
  3. Section III : Special Instructions to Tenderers (SIT)
  4. Section IV : General Conditions of Contract (GCC)
  5. Section V : Special Conditions of Contract (SCC)
  6. Section VI : List of Requirements
  7. Section VII : Technical Specifications/Scope of Work
  8. Section VIII : Quality Control Requirements
  9. Section IX : Qualification Criteria
  10. Section X : Tender Form
  11. Section XI : Price Schedule
  12. Section XII : Bidder Information
  13. Section XIII : Bank Guarantee Form for EMD
  14. Section XIV : Manufacturer's Authorization Form
  15. Section XV : Bank Guarantee Form for Performance Security
  16. Section XVI : Contract Form
  17. Section XVII : Letter of Authority for attending a Bid Opening
  18. Section XVIII : Eligibility Declarations
  19. Section XIX : Proforma of Bills for Payments
  20. Section XX : Proforma for Pre-Contract Integrity Pact
- 6.2 The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested tenderers before formulating the tender and submitting the same to BRBNMPL, should read and examine all the terms, conditions, instructions etc. contained in the tender documents. Failure to provide and / or comply with the required information, instructions etc. incorporated in these tender documents may result in rejection of its tender.
- 7. Amendments to Tender Documents**
- 7.1 At any time prior to the deadline for submission of tenders, BRBNMPL may, for any reason deemed fit by it, modify the tender documents by issuing suitable amendments to it.
- 7.2 Such an amendment will be uploaded in the website and notified in writing by registered / speed post or by fax / telex / e-mail, followed by copy of the same by suitable recorded post to all prospective tenderers, which have received the tender documents and will be binding on them.
- 7.3 In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, BRBNMPL may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.
- 8. Pre-Bid conference**
- 8.1 If found necessary, a pre-bid conference may be stipulated in the SIT, for clarification / amendment

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- to Technical specifications / techno-commercial conditions in two-bid tenders.
- 8.2 Participation is not mandatory, however, in case a bidder chooses not to participate (or fails to do so) in the pre-bid conference, it would be assumed that they have no issues regarding the Technical / commercial specifications / conditions.
- 8.3 After the pre-bid conference a clarification letter would be issued, containing amendments if required, of various provisions of the Bid-Documents, which shall form part of the Bid-document.
9. **Clarification of Tender Documents**  
Prospective bidders must interpret the provisions in the Bid document in the context in which they appear. Any interpretation of the provisions far removed from such context or any other contrived interpretation or interpretation between the lines is not acceptable. A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BRBNMPL in writing or by fax / e-mail / telex. BRBNMPL will respond in writing to such request provided the same is received by BRBNMPL prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding documents.
- C PREPARATION OF TENDERS**
10. **Documents Comprising the Tender**
- 10.1 Unless otherwise indicated in NIT/SIT, "**Technical bid**" shall include inter-alia (including any changes in the following as per NIT/ SIT):
- a) Tender Form/Covering letter as per format in Section X.
- b) Section VI - List of Requirements, showing the schedules and quantities quoted.
- c) Documentary evidence, as necessary in terms of GIT clauses 3 and 16 establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.
- d) Documents and relevant details to establish in accordance with GIT clause 17 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the tender documents along with list of deviations if any (ref clause 17.2 of GIT). The tenderers may also enclose in their tenders, technical literature and other documents as and if considered necessary by them.
- e) Earnest money furnished in accordance with GIT clause 18.1 alternatively, documentary evidence as per GIT clause 18.2 for claiming exemption from payment of earnest money. and Bidder Information as per Section XII.
- f) Manufacturer's Authorization Form (ref Section XIV, if applicable)
- g) A list of deviations (ref Clause 19.4) from the clauses of this SBD, if any.
- h) If stipulated in NIT/SIT, duly signed Integrity Pact as per Section XX.  
*Note: No price details shall be disclosed or hinted upon in any manner in the Technical bid.*
- 10.2 Unless otherwise indicated in NIT/ SIT, "**Financial Bid**" shall include inter-alia (including any changes in the following as per NIT/ SIT):
- a) Price Schedule (Section XI) and all financially relevant details. Prices shall be quoted duly taking into consideration, the Payment and delivery terms.
- 10.3 A tender, that does not fulfil any of the above requirements and / or gives evasive information / reply against any such requirement, shall be liable to be ignored and rejected.
- 10.3 Tender sent by fax/email/telex/cable shall be ignored.
- 11. Tender currencies**
- 11.1 Unless otherwise specified, the tenderer shall quote only in Indian rupees.
- 11.2 Where the tender condition specifies acceptance of quotations in different currencies, then, for domestic goods, prices shall be quoted in Indian rupees only and for imported goods, prices shall be quoted either in Indian rupees or in the currency stipulated in the SIT, mentioning, inter-alia, the exchange rate adopted for converting foreign currency into Indian Rupees. As regards price(s) for allied services, if any, required with the goods, the same shall be quoted in Indian Rupees if such services are to be performed / undertaken in India.
- 11.3 Tenders, where prices are quoted in any other way shall be treated as unresponsive and rejected.
- 12. Tender Prices**
- 12.1 The Tenderer shall indicate on the Price Schedule provided under Section XI all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a tenderer, same should be clarified accordingly by the tenderer.
- 12.2 If there is more than one schedule in the List of Requirements, the tenderer has the option to submit its quotation for any one or more schedules and, also, to offer special discount for combined schedules. However, while quoting for a schedule, the tenderer shall quote for the complete requirement of goods and services as specified in that particular schedule.
- 12.3 The quoted prices for goods offered from within India (goods manufactured in India or goods of foreign origin already located in India) and that for goods of foreign origin offered from abroad are to be indicated separately in the applicable Price Schedules attached under Section XI.
- 12.4 While filling up the columns of the price schedule, the following aspects should be noted for compliance:
- 12.5 For goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), the prices in the corresponding price schedule shall be entered separately in the following manner:
- a) The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including Goods and services Tax, Customs duty or any other similar duties and taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc.

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- b) Goods and Services Tax, which will be payable on the goods in India if the contract is awarded.
- c) Charges towards inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and
- d) The price of incidental services, as and if mentioned in List of Requirements.
- 12.6 For goods of foreign origin offered from abroad, the prices in the corresponding price schedule shall be entered separately in the following manner:
- a) The price of goods quoted FAS / FOB port of shipment, CIF port of entry in India or CIF specified place of destination in India as indicated in the List of Requirements, Wherever applicable, the amount of custom duty and import duty on the goods to be imported.
- c) The charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, as specified in the List of Requirements. and
- d) The charges for incidental services, as and if mentioned in the List of Requirements.
- 12.7 **Additional information and instruction on Duties and Taxes:**  
For goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), if the Tenderer desires to ask for Goods and services Tax, Customs duty or any other similar duties and taxes to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.
- 12.8 **Goods and Services Tax**
- a) All the bidders/tenders should ensure that they are GST compliant and their quoted tax structure/rates are as per GST Law.
- b) As per the GST Act, the bid and contract must show the GST Tax Rates (and GST Cess, if applicable) and GST Amount explicitly and separate from the bid/contract price (exclusive of GST). Bid-price inclusive of taxes/GST would be a violation of the GST Act. In case any taxes, duties are not clearly specified, or column is left blank in price bid then it will be presumed that no such tax/levy is applicable or payable by BRBNMPL. However, the price should be inclusive of any other taxes or levies if any, already paid or payable.
- c) If a tenderer asks for GST (and GST Cess, if applicable) to be paid extra, the rate and nature of such taxes applicable should be shown separately. Such taxes will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to such taxes and is payable as per the terms of the contract. The payment of GST and GST Cess to Contractor/supplier would be made only on the latter submitting a Bill/invoice in accordance with the provision of relevant GST Act and the rules made there under and after online filing of valid return on GST portal.
- d) Bidders should quote 'GST' if payable extra on total basic rate of each item. GST in '%' inclusive of cess to
- e) be quoted. GST will be applicable on 'basic rate + Packing & forwarding charges + Freight + Insurance'.
- f) **GST Registration Number (15-digit GSTIN):** In case bidder has multiple business verticals in a state and having separate registration for each business vertical, GSTIN of each vertical concerned with the supply and service involved, as per the scope of NIT to be informed to BRBNMPL. If supply / service provided is from multiple states, then bidder should mention GST Registration Number for each state separately.
- g) If bidder is not liable to take GST registration, i.e., having turnover below threshold, bidders need to submit undertaking / indemnification against tax liability. The bidder/dealer shall not charge any GST and/or GST Compensation Cess on the bill/invoice. In such case, applicable GST will be deposited by BRBNMPL directly to concerned authorities. Further, the bidder should notify and submit to BRBNMPL within 15 days from the date of becoming liable to registration under GST.
- h) Those bidders who have opted for Composition scheme under GST, they have to submit a declaration indicating their GST registration No.
- i) **HSN (Harmonized System of Nomenclature) code** for the goods being supplied by the vendor for each item covered under the NIT has to be declared in the Technical bid. Services Accounting Code (SAC) for classification of services under GST for each item covered under the NIT has to be declared in the Technical bid.
- j) All necessary adjustment vouchers such as Credit Notes / Debit Notes for any short/excess supplies or revision in prices or for any other reason under the Contract shall be submitted to BRBNMPL as per GST provisions.
- k) In the event of default on his part in payment of tax and submission / uploading of monthly returns, BRBNMPL is well within its powers to withhold payments, especially the tax portion, until Vendor/Supplier/ Contractor corrects the default and / or complies with the requirements of GST and produces satisfactory evidence to that effect or upon GST appearing on the Company GST portal.
- l) Vendor/Supplier/Contractor should issue Receipt vouchers immediately on receipt of advance payment and subsequently issue supplies along tax invoice after adjusting advance payments as per Contractual terms and GST Provisions.
- m) In case the GST rating of vendor on the GST portal / Govt. official website is negative / blacklisted, then the bids may be rejected by BRBNMPL. Further, in case rating of bidder is negative / blacklisted after award of work for supply of goods / services, then BRBNMPL shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by BRBNMPL.
- n) Any late delivery i.e., delivery after the due date attracts payment of damages by the vendor / Contractor as agreed mutually. It is agreed by the Contractor that such damages become recoverable by BRBNMPL with applicable GST thereon.
- o) Any reference in the NIT to CENVAT / VAT / Service Tax / Excise Duty and the clauses relating thereto may please be ignored.
- 12.9 **Goods and Services Tax...contd...**
- a) If reimbursement of Goods and Services Tax is intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate,

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- b) quantum and nature of the tax applicable. In the absence of any such stipulation, it will be presumed that the prices quoted are firm and final and no claim on account of Goods and Services Tax will be entertained after the opening of tenders.
- c) If a Tenderer chooses to quote a price inclusive of Goods and Services Tax and also desires to be reimbursed for variation, if any, in the Goods and Services Tax during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of Goods and Services Tax included in its price. Failure to indicate all such details in clear terms may result in statutory variations being denied to the tenderer.
- d) Subject to sub clauses (a) & (b) above, any change in Goods and Services Tax upward / downward as a result of any statutory variation in Goods and Services Tax taking place within original Delivery Period shall be allowed to the extent of actual quantum of Goods and Services Tax paid by the supplier. In case of downward revision in Goods and Services Tax, the actual quantum of reduction of Goods and Services Tax shall be reimbursed to BRBNMPL by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the supplier.
- e) If a tenderer asks for GST to be paid extra, the rate and nature of such taxes applicable should be shown separately. Such taxes will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to such taxes and is payable as per the terms of the contract.
- f) The tenderer should quote the exact percentage of GST that they will be charging extra.
- 12.10 Duties, taxes and other levies of Local bodies**  
Unless otherwise stated in the SIT, the goods supplied against contracts placed by BRBNMPL are not exempted from levy of duties, taxes and other Levies of local bodies. In such cases, the supplier should make the payment to avoid delay in supplies and forward the receipt of the same to the purchasing department for reimbursement and, also, for further necessary action.  
In cases where exemption is available, suppliers should obtain the exemption certificate from the purchasing department to avoid payment of such levies and taxes.
- 12.11 Duties / Taxes on Raw Materials**  
BRBNMPL is not liable for any claim from the supplier on account of fresh imposition and / or increase (including statutory increase) of Customs duty, Goods and Services Tax or any other similar duties and taxes on raw materials and/or components used directly in the manufacture of the contracted goods taking place during the pendency of the contract, unless such liability is specifically agreed to in terms of the contract.
- 12.12 Imported Stores not liable to Above-mentioned Taxes and Duties:**  
Above mentioned Taxes and Duties are not leviable on imported goods (goods of foreign origin offered from abroad) and hence would not be reimbursed.
- 12.13 Customs Duty:**  
In respect of imported goods of foreign origin offered from abroad, the tenderer shall specify the rate as well as the total amount of customs duty payable. The tenderer shall also indicate the corresponding Indian Customs Tariff Number applicable for the goods in question.
- 12.13.1** For transportation of imported goods offered from abroad, relevant instructions as incorporated under GCC Clause 11 shall be followed.
- 12.13.2** For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 12 shall be followed.
- 12.13.3** Unless otherwise specifically indicated in this tender document, the terms FOB, FAS, CIF etc. for imported goods of foreign origin offered from abroad, shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International Chamber of Commerce, Paris
- 12.13.4** The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 12) is for the purpose of comparison of the tenders by BRBNMPL and will no way restrict BRBNMPL's right to award the contract on the selected tenderer on any of the terms offered.
- 13. Authorized Dealer/Distributor/Representative of Suppliers**
- (i) For Non-Commercially-Off-the-Shelf (Non-COTS) items, when a firm sends quotation for an item manufactured by some different company, the firm is also required to attach, in its quotation, the manufacturer's authorisation certificate and also manufacturer's confirmation of extending the required warranty for that product as per formats given in SBD. This is necessary to ensure quotation from a responsible party offering genuine product, also backed by a warranty obligation from the concerned manufacturer. In the tender, either the manufacturer/OEM or its authorised dealer/distributor/ representative can be considered as valid bidders.
- (ii) In case of large contracts, especially capital equipment, the manufacturer's authorisation must be insisted upon on a tender specific basis, not general authorisation/dealership, by so declaring in the bid documents clearly.
- (iii) In cases where the manufacturer has submitted the bid, the bids of its authorised dealer/ distributor/ representative will not be considered and EMD will be returned.
- (iv) And in case of violations, both infringing bids will be rejected.
- (v) For Commercially-Off-the-Shelf (COTS) items with clear and standard specifications, where the requirement is technically and commercially simple enough that pre-qualification of the bidder is not crucial for the performance of the contract, a valid dealership certificate will have to be submitted.
- (vi) Bids of bidders quoting as authorised representative of a principal manufacturer would also be considered to be qualified, provided:
- a) their principal manufacturer meets all the criteria above without exemption, and
- b) the principal manufacturer furnishes a legally enforceable tender-specific authorisation in the prescribed form assuring full guarantee and warranty obligations as per the general and special conditions of contract; and
- c) the bidder himself should have been associated, as authorised representative of the same or other Principal Manufacturer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar 'Product' for past three years ending on 'The Relevant Date'.
- 13.1 Conflict of Interest among Bidders**

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- A bidder shall not have any conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in the bidding process if,
- (i) they have controlling partner(s) in common; or
  - (ii) they receive or have received any direct or indirect subsidy/financial stake from any of them; or
  - (iii) they have the same legal representative for purposes of the bid; or
  - (iv) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
  - (v) Bidder participates in more than one bid in the bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties involved. However, this does not limit the inclusion of the components/sub-assembly/ Assemblies from one bidding manufacturer in more than one bid; or
  - (vi) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid.
  - (vii) For same reasons, in case of a holding company having more than one independently manufacturing units or more than one unit having common business ownership / management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare in their bids such sister / common business / management units in same / similar line of business.
- 14. Firm Price / Variable Price**
- 14.1 Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.
- 14.2 In case the tender documents require offers on variable price basis, the price quoted by the tenderers will be subject to adjustment during original Delivery Period to take care of the changes in the cost of labour and material components in accordance with the price variation formula to be specified in the SIT. If a tenderer submits firm price quotation against the requirement of variable price quotation, that tender will be prima-facie acceptable and considered further, taking price variation asked for by the tenderer as zero.
- 14.3 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 12 will apply for both firm price tender and variable price tender.
- 14.4 Subject to provisions of Clause 11 above, where prices are quoted in foreign currencies, involving imports - Foreign Exchange Rate Variation (ERV) would be borne by the Purchaser within the original Delivery Period. The offer of the Tenderer should indicate import content and the currency used for calculating import content.
- 14.5 Base Exchange rate of each major currency used for calculating FE content of the contract should be indicated. The base date of ERV would be contract date and variation on the base date can be given up to the midpoint manufacture, unless firm has already indicated the time schedule within which material will be imported by the firm.
- 14.6 In case delivery period is re-fixed / extended, ERV will not be admissible, if this is due to default of the supplier.
- 14.7 Documents for claiming ERV:
- (i) A bill of ERV claim enclosing working sheet
  - (i) Banker's Certificate/debit advice detailing FE paid and exchange rate
  - (ii) Copies of import order placed on supplier
  - (iii) Invoice of supplier for the relevant import order
- 15. Alternative Tenders**
- Unless otherwise specified in the Schedule of Requirements, alternative tenders shall not be considered.
- 16. Documents Establishing Tenderer's Eligibility and Qualifications**
- 16.1 Pursuant to GIT clause 3 and 10, the tenderer shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.
- 16.2 The documentary evidence needed to establish the tenderer's qualifications shall fulfil the following requirements:
- a) In case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorized by the goods manufacturer to quote for and supply the goods to BRBNMPL. The tenderer shall submit the Manufacturer's Authorization Letter to this effect as per the standard form provided under Section XIV in this document.
  - b) The tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.
  - c) In case the tenderer is not doing business in India, how will he be able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast-moving components and other obligations, if any, specified in the conditions of contract and/or technical specifications.
- 17. Documents establishing Good's Conformity to Tender document**
- 17.1 **Country of Origin, Manufacture and Supply:** Bidder must declare the country of - origin, manufacture, value addition and supply of the goods offered by them. He must confirm that these do not violate provisions of Clause 3 of GIT.
- 17.2 The tenderer shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by BRBNMPL in the tender documents. For this purpose, the tenderer shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by BRBNMPL in the tender documents to establish technical responsiveness of the goods and services offered in its tender.
- 17.3 In case there is any variation and/or deviation between the goods & services prescribed by BRBNMPL and that offered by the tenderer, the tenderer shall list out the same in a chart form

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- without ambiguity along with justification, and provide the same along with its tender.
- 17.4 If a tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to BRBNMPL in this regard.
- 18. Earnest Money Deposit (EMD)**
- 18.1 Pursuant to GIT clause 10.1(e) the tenderer shall furnish along with its tender, earnest money for amount as shown in the List of Requirements. The earnest money is required to protect BRBNMPL against the risk of the Tenderer's unwarranted conduct as amplified under sub-clause 23.2 below.
- 18.2 The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with BRBNMPL (except for NCB/ICB Tender) or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MoMSME) or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), are exempted from payment of earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (registration with BRBNMPL or as a MSE or as a Startup, as the case may be).  
Micro & Small Enterprises must attach Registration Certificate issued by DIC / KVIC / KVIB / Coir Board / NSIC / Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum / Acknowledgment / Udyog Aadhaar Portal / Udyam Registration.
- 18.3 The earnest money shall be denominated in Indian Rupees or in equivalent foreign exchange in case of GTE/ICB tenders.
- 18.4 The earnest money shall be furnished in one of the following forms:
- Insurance Surety Bonds
  - Account Payee Demand Draft from any scheduled commercial bank in India or
  - Banker's cheque from any scheduled commercial bank in India or
  - Online Bank Transfer (Proof of online transfer to be submitted)
  - Other Electronic Modes of Payment
    - Debit Card powered by RuPay
    - Unified Payments Interface (UPI) (BHIM-UPI)
    - Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code)
  - Bank Guarantee (including e-Bank Guarantee) issued/confirmed by any scheduled commercial bank in India in the proforma given in Section XIII of SBD in case the amount is more than ₹5 lakh and in case of foreign bidders in GTE/ICB tenders (in equivalent foreign exchange amount)
- 18.5 Unless otherwise specified in SIT, the earnest money shall be valid for a period of forty-five days beyond the validity period of the tender.
- 18.6 In case of two packet or two stage bidding, EMD of unsuccessful bidders during the first stage i.e. technical evaluation etc. should be returned to them without any interest whatsoever within 30 days of declaration of result of the first stage i.e. technical evaluation etc.
- Otherwise, EMD of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.
- The successful bidder's bid security (EMD) can be adjusted against the SD or returned as per the terms of the tender document. The balance can be deducted from the supplier's bill/invoice before release of payment. Unlike Procurement of Works, in Procurement of Goods, the concept of taking part of Performance Guarantee as money retained from first or progressive bills of the supplier is not acceptable.
- 18.7 Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The successful tenderer's earnest money will be forfeited if it fails to furnish the required performance security within the specified period.
- 19. Tender Validity**
- 19.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 90 days (Ninety days) in case of single bid tender system and 120 days in case of two-bid system after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- 19.2 In exceptional cases, the tenderers may be requested by BRBNMPL to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/email/ telex/cable followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.
- 19.3 In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BRBNMPL, the tender validity shall automatically be extended up to the next working day.
- 19.4 **Compliance with the Clauses of this Tender Document:** Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.
- 20. Signing and Sealing of Tender**
- 20.1 An authenticated copy of the document which authorizes the signatory to commit on behalf of the firm shall accompany the offer. The individual signing the tender or any other documents connected therewith should clearly indicate his full name and designation and also specify whether he is signing,
- As Sole Proprietor of the concern or as attorney of the Sole Proprietor;
  - As Partner (s) of the firm;
  - As Director, Manager or Secretary in case the of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- 20.2 The authorized signatory of the tenderer must sign the tender at appropriate places and initial the remaining pages of the tender.
- 20.3 The tenderers shall submit their tenders as per the instructions contained in GIT Clause 10.
- 20.4 Unless otherwise mentioned in the SIT, a tenderer shall submit the tender in "Original" and in "Duplicate" and mark them as such.
- 20.5 The original and other copies of the tender shall either be typed or written in indelible ink and the same shall be signed by the tenderer or by a person(s) who has been duly authorized to bind the tenderer to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.
- 20.6 All the copies of the tender shall be duly signed at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialled by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.
- 20.7 The tenderer is to seal the original and each copy of the tender in separate envelopes, duly marking the same as "Original", "Duplicate" and so on and writing the address of BRBNMPL and the tender reference number on the envelopes. The sentence "NOT TO BE OPENED" before ... (The tenderer is to put the date & time of tender opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, BRBNMPL will not assume any responsibility for its misplacement, premature opening, late opening etc.
- 20.8 **Two-Bid (envelop/packet) System:** If so indicated in the NIT/SIT, tender document will seek quotation in two parts (Two Bid System) for purchasing capital equipment, high value plant, machinery etc. of complex and technical nature. First part would be containing the relevant technical details of the equipment / machinery etc., and in the second part, price quotation along with other allied issues. First part will be known as 'Technical Bid', and the second part 'Financial bid'. Tenderer shall seal separately 'Technical Bid' and 'Financial bid' and covers will be suitably super scribed. Both these sealed covers shall be put in a bigger cover and sealed and evaluation would be done as described in clause 24.4 below. Further details would be given in SIT, if considered necessary. Pricing details should not be mentioned or hinted at in any manner in the "Technical Bid". In Financial bid, there should not be any extra information connected with Technical suitability of the offer – which has not been already disclosed in the Technical Bid.
- 20.9 Documents to be uploaded in case of e-tenders**
- 20.9.1 Documents that need *not* be signed or uploaded by Bidders**
- Unless otherwise stipulated, the following sections & annexures of the tender document need not be signed and uploaded as part of the Bid. However, Bidders have to upload "Terms and Conditions – Compliance" as token of acceptance of all the Terms and Conditions mentioned therein.
1. Section I : Notice Inviting Tender (NIT)
  2. Section II : General Instructions to Tenderers (GIT)
  3. Section III : Special Instructions to Tenderers (SIT)
  4. Section IV : General Conditions of Contract (GCC)
  5. Section V : Special Conditions of Contract (SCC)
  6. Section VI : List of Requirements
  7. Section VII : Technical Specifications/Scope of Work
  8. Section VIII : Quality Control Requirements
  9. Section IX : Qualification Criteria
  10. Section XIII : Bank Guarantee Form for EMD
  11. Section XV : Bank Guarantee Form for Performance Security
  12. Section XVI : Contract Form
  13. Section XIX : Proforma of Bills for Payments
  14. Annexure 1 to 5 : Explanatory Note on Make in India Order 2017; MSEs Order 2012 and Start-ups
  15. Annexure 6 : Restrictions on Public Procurement from countries sharing land border with India
- 20.9.2 Documents that need to be filled, digitally signed and uploaded by Bidders**
- Unless otherwise stipulated, the following sections & annexures need to be filled, digitally signed and uploaded as part of the Bid: -
1. List of Requirements – Compliance
  2. Technical Specifications – Compliance
  3. Quality Control Requirements – Compliance
  4. Section X : Tender Form (To serve as a covering letter to both the Techno-commercial & Financial Bids)
  5. Section XI : Price Schedule
  6. Section XII : Bidder Information
  7. Section XIV : Manufacturer's Authorization Form, if applicable
  8. Section XVII : Letter of Authority for attending a Bid Opening
  9. Section XVIII : Eligibility Declarations
  10. Section XX : Proforma for Pre-Contract Integrity Pact, if applicable
  11. Annexure 7 : Bid Securing Declaration (for exempted bidders)
  12. Annexure 8 : Assessment of capability of Bidder, if asked
  13. Annexure 9 : Performance Statement
  14. Annexure 10 : Statement of Financial Standing, if required
  15. Annexure 11 : NEFT Mandate Form
  16. Annexure 12 : Terms and Conditions – Compliance
  17. Annexure 13 : Undertaking to provide financial support to our wholly owned subsidiary
  18. Annexure 14 : Checklist for Bidders
- SUBMISSION OF TENDERS**
- 21. Submission of Tenders**
- 21.1 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 place as indicated in NIT on or before the closing date and time indicated therein, failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents. In case

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- of bulky tender, which cannot be put into tender box, the same shall be submitted by the tenderer by hand to the designated officers of BRBNMPL, as indicated in NIT. The officer receiving the tender will give the tenderer an official receipt duly signed with date and time.
- 21.2 The tenderers must ensure that they deposit their tenders not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for BRBNMPL, the tenders will be received up to the appointed time on the next working day.
22. **Late Tender**  
A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.
23. **Alteration and Withdrawal of Tender**  
23.1 The tenderer, after submitting its tender, is permitted to alter / modify its tender so long as such alterations / modifications are received duly signed, sealed and marked like the original tender, within the deadline for submission of tenders. Alterations / modifications to tenders received after the prescribed deadline will not be considered.
- 23.2 No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the tenderer in its tender besides other sanctions by BRBNMPL.
- E TENDER OPENING**
24. **Opening of Tenders**  
24.1 BRBNMPL will open the tenders at the specified date and time and at the specified place as indicated in clause 1 of NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for BRBNMPL, the tenders will be opened at the appointed time and place on the next working day.
- 24.2 Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority as per the format in SBD XVII from the corresponding tenderers. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives' names & signatures and corresponding tenderers' names and addresses.
- 24.3 During the tender opening, the tender opening official(s) will read the salient features of the tenders like description of the goods offered, price, special discount if any, delivery period, whether earnest money furnished or not and any other special features of the tenders, as deemed fit by the tender opening official(s).
- 24.4 In the case of two bid system mentioned in clause 20.8 above, the technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee / authority with reference to parameters prescribed in the tender document. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Other financial bids would be returned unopened to the respective bidders under Registered AD / Reliable Courier or any other mode with proof of delivery.
- F SCRUTINY AND EVALUATION OF TENDERS**
25. **Basic Principle**  
Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.
26. **Preliminary Scrutiny of Tenders**  
26.1 The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, the tenders, that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
- 26.2 The following are some of the important aspects, for which a tender may be declared unresponsive and ignored;
- a) Tender is not in the prescribed format or is unsigned or not signed as per the stipulations in the bid document;
- b) Tenderer is not eligible to participate in the bid as per laid down eligibility criteria (Example: the tender enquiry condition says that the bidder has to be a registered MSE unit, but the tenderer is a, say, a large-scale unit);
- c) Tender validity is shorter than the required period;
- d) Required EMD has not been provided or EMD provided is not as per prescribed format, amount, validity etc. or exemption from EMD is claimed without acceptable proof of exemption;
- e) Tenderer has quoted for goods manufactured by a different firm without the required authority letter from that manufacturer;
- f) Goods offered are sub-standard, not meeting the required specification etc.;
- g) Tenderer has not agreed to essential condition(s) specified in the tender enquiry (Example: Some such important essential conditions are - performance security, terms of payment, liquidated damage clause, warranty clause, dispute resolution mechanism, applicable law and any other important condition having significant bearing on the cost/ utility/ performance of the required goods, etc.);
- h) Against a schedule in the List of Requirement (incorporated in the tender enquiry), the Tenderer has not quoted for the entire requirement as specified in that schedule. (Example: In a schedule, it has been stipulated that the Tenderer will supply the equipment, install and commission it and also train BRBNMPL 's operators for operating the equipment. The Tenderer has however, quoted only for supply of the equipment).
27. **Minor Infirmary / Irregularity / Non-Conformity**  
If during the preliminary examination, BRBNMPL find any minor infirmity and / or irregularity and / or non-conformity in a tender, BRBNMPL may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, BRBNMPL will convey its observation on such 'minor' issues to the tenderer by registered post/speed post/email etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- issue in clear terms, that tender will be liable to be ignored.
- 28. Discrepancy in Prices**
- 28.1 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 by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BRBNMPL 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 corrected accordingly.
- 28.2 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 corrected; and
- 28.3 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 28.1 and 28.2 above.
- 28.4 If, as per the judgment of BRBNMPL, 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 BRBNMPL, the tender is liable to be ignored.
- 29. Discrepancy between original and copies of Tender**
- In case any discrepancy is observed between the text etc. of the original and that of other copies of the same tender set, the text etc. of the original shall prevail. Here also, BRBNMPL will convey its observation suitably to the tenderer by registered / Speed post and, if the tenderer does not accept BRBNMPL's observation, that tender will be liable to be ignored.
- 30. Clarification of Bids**
- (i) During the evaluation of Techno commercial or Financial Bids, the Procuring Entity may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted in writing or electronically, and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder. Any clarification submitted by a Bidder regarding its Bid that is not in response to a request by the Purchasing Entity shall not be considered.
- (ii) In e-tendering, if discrepancies exist between the uploaded scanned copies and the Originals submitted by the bidder, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Ethics, and the bid shall be liable to be rejected as non-responsive in addition to other punitive actions under the Tender Document for violation of the Code of Ethics.
- (iii) The Procuring Entity reserves its right to, but without any obligation to do so, to seek any shortfall information / documents only in case of historical documents which pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. These should be called only on basis of the recommendations of the TEC.
- 31. Qualification and Eligibility Criteria**
- Tenders of the tenderers, who do not meet the required qualification and eligibility criteria prescribed in Section IX and Section XVIII respectively, will be treated as unresponsive and will not be considered further.
- 32. Conversion of tender currencies to Indian Rupees**
- In case the tender document permits the tenderers to quote their prices in different currencies, all such quoted prices of the responsive tenderers will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the Bill Currency Selling exchange rates established by the State Bank of India for similar transactions, as on the date of tender opening.
- 33. Schedule-wise Evaluation**
- In case the List of Requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule. The tender for a schedule will not be considered if the complete requirements prescribed in that schedule are not included in the tender. However, as already mentioned in GIT sub clause 12.2, tenderers have the option to quote for any one or more schedules and offer discounts for combined schedules. Such discounts, wherever applicable, will be taken into account to determine the tender or combination of tenders offering the lowest evaluated cost for BRBNMPL in deciding the successful tenderer for each schedule, subject to that tenderer(s) being responsive.
- 34. Comparison on CIF/FOR Destination Basis**
- Unless mentioned otherwise in Section - III - Special Instructions to Tenderers and Section - VI - List of Requirements, the comparison of the responsive tenders shall be on CIF/FOR destination basis, duly delivered, commissioned, etc. as the case may be.
- 35. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders**
- 35.1 Further to GIT Clause 33 above, BRBNMPL's evaluation of a tender will include and take into account the following:
- a) In the case of goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), Goods and Services Tax or any other similar duties and taxes, which will be contractually payable (to the tenderer), on the goods if a contract is awarded on the tenderer; and
- b) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/taxes, which will be contractually payable (to the tenderer) on the goods if the contract is awarded on the tenderer.
- 35.2 BRBNMPL's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.
- 35.3 BRBNMPL reserves its right to grant preferences to eligible bidders under various Government Policies/directives (policies relating to Make in India; MSME; Start-ups etc.):
- (i) Class I Local Suppliers under Public Procurement (Preference to Make in India) Order 2017 (MII) of Department for Promotion of Industry and Internal Trade, (DPIIT - Public Procurement Section) as

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- revised from time to time. Please refer to Annexure 1 of this SBD.
- (ii) Bidders from Micro and/or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time. Please refer to Annexure 3 of this SBD.
- (iii) Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20/2/2014-PPD dated 25.07.2016 and subsequent clarifications. Please refer to Annexure 4 of this SBD.
- (iv) Any other category of Bidders, as per any Government Policies, announced from time to time, if so provided in this tender.
- 35.4 If the tenders have been invited on variable price basis, the tenders will be evaluated, compared and ranked on the basis of the position as prevailing on the day of tender opening and not on the basis of any future date.
- 36. Tenderer's capability to perform the contract**
- 36.1 BRBNMPL, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the tenderer, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one schedule in the List of Requirements, then, such determination will be made separately for each schedule.
- 36.2 The above-mentioned determination will, inter-alia, take into account the tenderer's financial, technical and production capabilities for satisfying all the requirements of BRBNMPL as incorporated in the tender document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by BRBNMPL.
- 36.3 **Consideration of Abnormally Low Bids:** An Abnormally Low bid is one in which the bid price, in combination with other elements of the bid, appears so low that it raises substantive concerns as to the Bidder's capability to perform the contract at the offered price. Procuring Entity shall in such cases seek written clarifications from the Bidder, including detailed price analyses of its bid price concerning scope, schedule, allocation of risks and responsibilities, and any other requirements of the Tender Document. If, after evaluating the price analyses, procuring entity determines that Bidder has substantively failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity shall reject the bid/proposal, and evaluation shall proceed with the next ranked bidder.
- 37. Cartel Formation / Pool Rates**  
Cartel formation or quotation of Pool / Co-ordinated rates, leading to "Appreciable Adverse Effect on Competition" (AAEC) as identified in Competition Act, 2002, as amended by Competition (Amendment) Act, 2007, would be considered as a serious misdemeanour and would be dealt accordingly as per Clause 44 below.
- 38. Negotiations**  
Normally there would be no price negotiations. But BRBNMPL reserves its right to negotiate with the lowest acceptable bidder (L1), who is techno-commercially cleared / approved for supply of bulk quantity and on whom the contract would have been placed but for the decision to negotiate, under special circumstances in accordance with CVC guidelines. Selection of Contractors by negotiations should be a rare exception rather than the rule and may be resorted to only in the following exceptional circumstances: -
- (i) Where the procurement is done on nomination basis (PAC and STE without PAC);
- (ii) Procurement is from a single or limited sources of supply;
- (iii) Procurements where there is suspicion of cartel formation.
- 39. Contacting BRBNMPL**
- 39.1.** From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact BRBNMPL for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.
- 39.2.** It will be treated as a serious misdemeanour in case a tenderer attempts to influence BRBNMPL's decision on scrutiny, comparison, evaluation and award of the contracts. In such a case the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by BRBNMPL, in terms of clause 44 of GIT.
- G AWARD OF CONTRACT**
- 40. BRBNMPL's Right to Accept any Tender and to Reject any or all Tenders**  
BRBNMPL reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.
- 41. Award Criteria**  
Subject to GIT clause 36 above, the contract will be awarded to the lowest evaluated responsive tenderer decided by BRBNMPL in terms of GIT Clause 34.
- 42. Variation of Quantities at the Time of Award**  
Normally, there will be no variation of quantities at the time of awarding the contract. However, at the time of awarding the contract, the quantity to be procured shall be re-judged based on the current data, since the ground situation may have very well changed. In that case, BRBNMPL reserves the right to increase or decrease the tendered quantity by 25 (Twenty-Five) per cent for ordering, if so warranted. A clause would be included in SIT giving further details.
- 43. Parallel Contracts**  
BRBNMPL reserves its right to conclude Parallel contracts, with more than one bidder (for the same tender) under following circumstances: -
- (i) After due processing, if it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying and there was no prior stipulation in the NIT/ SIT to split the quantities, then the purchaser reserves its rights to distribute the quantity being finally ordered, among the other bidders by counter offering the L1 rate to L2 or higher tenderers.
- (ii) When it is decided in advance to have more than one source of supply due to the critical / strategic / specific nature of the supplies / goods parallel

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- contract stipulation would be declared in the NIT / SIT, clearly stating the manner of deciding relative share of lowest bidder (L1) Contractor and the rest of the tenderers should be clearly defined, along with the minimum number of suppliers sought for the contract. Unless otherwise stipulated in the NIT / SIT, in case of splitting in two and three, the ratio of 70:30; 50:30:20, respectively, may be used. These ratios are approximate and BRBNMPL reserves its right to marginally vary quantities to suit capacity of the firm / unit loads of packing or transportation. In such cases the firms should not quote for less than 30% of the tendered quantity; otherwise, their offer would be considered as unresponsive.
- 44. Serious Misdemeanours and Integrity Pact**
- 44.1 Serious Misdemeanour:** Following would be considered as serious misdemeanours:
- (i) Other than in situations of force majeure, after opening of financial bids, the supplier withdraws from the procurement process or after being declared as successful bidder: (i) withdraws from the process; (ii) fails to enter into a procurement contract; or (iii) fails to provide performance security or any other document or security required in terms of the bidding documents.
- (ii) If the proprietor of the firm, its employee, partner, or representative is convicted of any offence by a court under the Prevention of Corruption Act, 1988 or under the Indian Penal Code or any other law for the time being in force for offences involving moral turpitude in business dealings.
- (iii) If a firm directly or through an agent violates the code of ethics mentioned in Clause 32 of the GCC or violates Integrity Pact mentioned in clause 43.3 below, in procurement or execution of the contract.
- (iv) Violate the safety or statutory norms that result in industrial accidents leading to loss or injury to life or property or to any other legal liability to The Procuring Entity.
- (v) Employs an Ex-BRBNMPL official, who has been dismissed or removed on account of corruption or employs a non-official convicted for an offence involving corruption or abetment of such an offence, in a position where he could corrupt BRBNMPL officials or employs an Ex-BRBNMPL official within two years of his retirement, who has had business dealings with him in an official capacity before retirement; or
- (vi) On account of doubtful loyalty to the country or national security consideration as determined by appropriate agencies of GoI (normally such banning/ blacklisting would be initiated by the central government/ ministry).
- 44.2** Besides, suitable administrative actions, like rejecting the offers or delisting of registered firms, BRBNMPL would take other remedies available to it including banning / blacklisting Tenderers committing such misdemeanour, including declaring them ineligible to be awarded BRBNMPL contracts for indefinite or for a stated period.
- 44.3 Integrity Pact**
- (i) **Signing of the Integrity Pact:** If so stipulated in the NIT/ SIT, purchaser shall be entering into an Integrity Pact with the bidders as per format enclosed vide Section XX: Integrity Pact, of this tender document. Each page of this Integrity pact proforma would be duly signed by Purchaser's competent signatory. All pages of the Integrity Pact are to be returned by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid and to make binding commitments on behalf of his company. Any bid not accompanied by Integrity Pact duly signed by the bidder shall be considered to be a non-responsive bid and shall be rejected straightway. Names and contact details of the Independent Monitor(s) for this Tender are listed in Notice Inviting Tender (NIT).
- (ii) **Additional Serious Misdemeanour:** As supplement to clause 44.1 above, breaches of any of the provisions of the Integrity Pact by the Bidder or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Bidder) shall be one of the misdemeanours attracting consequences and penalties as mentioned in clause 44.2 above.
- 45. Notification of Award of Contract (Letter of Intent)**
- 45.1** Before expiry of the tender validity period, BRBNMPL will notify the successful tenderer(s) in writing, by registered letter / speed post / courier or by fax / email (to be subsequently confirmed by registered letter / speed post / courier) that its tender for goods & services, which have been selected by BRBNMPL, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful tenderer must furnish to BRBNMPL the required performance security within twenty-one days from the date of this notification. Relevant details about the performance security have been provided under GCC Clause 6 under Section IV.
- 45.2** The notification of award shall constitute the conclusion of the contract.
- 46. Issue of Contract**
- 46.1** Within seven working days of receipt of performance security, BRBNMPL will send the contract form (as per Section XVI), duly completed and signed in duplicate, to the successful tenderer by registered letter / speed post / courier.
- 46.2** Within seven days from the date of issue of the contract, the successful tenderer will return the original copy of the contract, duly signed and dated, to BRBNMPL by registered letter / speed post / courier.
- 47. Non-receipt of Performance Security and Contract by BRBNMPL**
- Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning contract copy duly signed within stipulated time shall make the tenderer liable for annulment of the award and forfeiture of its EMD (or enforcement of Bid Securing Declaration), besides taking other administrative punitive actions by BRBNMPL against it.
- 48. Return of EMD**
- The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever, in terms of GIT Clause 18.6.
- 49. Publication of Tender Result**
- The name and address of the successful tenderer(s) receiving the contract(s) will be mentioned in the notice board/bulletin/web site of BRBNMPL.

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

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

##### 50. Rate Contract Tenders

50.1 If tender/contract stipulates explicitly that this is a "Rate Contract" for the supply of the Goods during the period therein specified, then the following additional Contract Conditions shall be applicable:

- (i) Earnest Money Deposit (EMD) is to be furnished by unregistered bidders only.
- (ii) The Rate Contract is only a standing offer from the Contractor. In the Schedule of Requirement, no commitment is given as to the number or quantity of the Goods which shall be ordered during the period of the rate contract; only the anticipated requirement is mentioned without any commitment.
- (iii) The Procuring Entity undertakes to place the supply (withdrawal/off-take) orders for Goods detailed in the Contract at the terms and prices mentioned therein.
- (iv) BRBNMPL reserves the right to conclude more than one rate contract for the same item.
- (v) Unless otherwise specified in SIT, the currency of a Rate Contract would normally be for one year.
- (vi) During the currency of the Rate Contract, BRBNMPL would have the option to short-close the rate contract by serving suitable notice. The prescribed notice period is generally thirty days.
- (vii) During the currency of the Rate Contract, BRBNMPL would have the option to renegotiate the price with the rate contract holders.
- (viii) During the currency of the Rate Contract, in case of emergency or for values less than ₹2.5 lakh, BRBNMPL may purchase the same item through ad hoc contract with a new supplier.
- (ix) Usually, the terms of delivery in rate contracts are FOR dispatching station.
- (x) Supply orders, incorporating definite quantity of goods to be supplied along with all other required conditions following the rate contract terms, will be issued by BRBNMPL or its nominated Direct Demanding Officers (DDO) for obtaining supplies through the rate contract.
- (xi) BRBNMPL is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be affected beyond the validity period of the rate contract, all such supply will be guided by the terms & conditions of the rate contract.
- (xii) The rate contract will be guided by "Fall Clause" as described below.

##### 50.2 Fall Clause

GCC clause 30 shall be expressly applicable to Rate Contracts. Any violation of the fall clause would be considered a serious misdemeanour under clause 44 of the GIT and action, as appropriate, would be taken as per provision of that clause.

##### 50.3 Performance Security

Depending on the anticipated overall withdrawal/off-take against a rate contract and, also, anticipated number of parallel rate contracts to be issued for an item, the procuring entity shall consider obtaining Performance Security @ 5% (Five percent) of the value of supply order in the supply orders issued against rate contracts on the rate contract holder.

##### 50.4 Renewal of Rate Contracts

In case it is not possible to conclude new rate contracts before the expiry of existing ones, due to some special reasons, the existing rate contracts would be extended with same terms, conditions etc.

for a suitable period, with the consent of the rate contract holders. Rate contracts of the firms, who do not agree to such extension, will be left out. Period of such extension would generally not be more than three months.

##### 51. Prequalification Bidding (PQB)

51.1 Prequalification Bidding is for short listing of qualified Bidders who fulfil the Prequalification criteria (PQC) as laid down in SIT or in Section IX of SBD - "Qualification Criteria" for procurement of Goods or Services as listed in Section VI of SBD - "List of Requirements". Short listed Bidders would be informed of their qualification and short listing in accordance with the stipulations laid down in the SIT. Unless otherwise stipulated in the SIT, the PQB short listing would be valid only till the next procurement tender. Further conditions will be elaborated in the SIT.

51.2 If stipulated in the SIT, only these short-listed qualified bidders would be invited to participate in the Procurement of the requirements. Otherwise SIT may also indicate that instead of floating a separate PQB tender, it may be combined with the Procurement Tender, as a three bid (envelope) tender. Initially the first envelope containing PQB would be opened and evaluation would be done. Thereafter the rest of tender would be handled as a two-bid system for only those bidders who succeed in PQB.

51.3 Unless otherwise stipulated in NIT/ SIT, EMD would be required as per clause 18 of GIT from unregistered bidders. No separate EMD would be called from short-listed bidders for the subsequent procurement bidding. In case a shortlisted bidder does not participate in subsequent procurement bidding, the EMD shall be forfeited.

##### 52. Tenders involving Samples

52.1 Normally no sample would be called along with the offer for evaluation.

52.2 **Purchaser's Samples:** If indicated in the SIT, a Purchaser's sample may be displayed to indicate required characteristics over and above the Specifications for perusal of the bidders. Name and Designation of the Custodian, Place, Dates and Time of inspection of Purchaser's sample will be indicated in the SIT. The supplies in the contract will have to meet the indicated required characteristics for which the Purchaser's sample was displayed, besides meeting the specification listed in Section VII - "Technical Specifications" of the SBD. He would be issued a sealed Purchaser's sample for the purpose at the time of award of the contract.

52.3 **Pre-Production Samples:** If stipulated in SIT, successful Contractor would be required to submit a Pre-Production sample(s) to the Inspecting Officer or the nominated authority mentioned in the contract within the time specified therein. If the Contractor is unable to do so, he must apply immediately to the Office issuing the acceptance of tender for extension of time stating the reasons for the delay. If the Purchaser is satisfied that a reasonable ground for an extension of time exists, he may allow such additional time as he considers to be justified (and his decision shall be final) with or without alteration in the delivery period stipulated in the contract and on such conditions as he deems fit. In the event of the failure of the Contractor to

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- deliver the pre-production sample by the date specified in the acceptance of tender or any other date to which the time may be extended as aforesaid by the Purchaser or of the rejection of the sample, the Purchaser shall be entitled to cancel the contract and, if so desired, purchase or authorize the purchase of the stores at the risk and cost of the Contractor (unless specified otherwise in the SIT). In such an event, in case of Security Items where urgency develops due to such delays, BRBNMPL reserves its right to procure not more than one year's requirement against this "Risk & Cost" tender from existing pre-qualified and security cleared firms. Bulk production and supply will only be allowed if this sample(s) pass the Tests laid down in the Section VIII "Quality Control Requirements" in the SBD.
- 52.4 Testing of Samples:** Tests, procedures and testing laboratories for testing samples would be detailed in the Section VIII - "Quality Control Requirements" in the SBD.
- 52.5 Validation / Prolonged Trials:** If specified in SIT or in the Section VIII - "Quality Control Requirements" in the SBD, pre-production samples may have to undergo validation or extended trial before their performance can be declared satisfactory.
- 52.6 Parameters Settings and duration of Validation Tests** would be indicated in the Section VIII - "Quality Control Requirements" in the SBD. It would also stipulate the period or event marking end of validation trials. It would also be indicated therein whether the Permission to start bulk production will have to wait full validation or it can go on in parallel.
- 53. Expression of Interest (EOI) Tenders:**
- 53.1** EOI tenders are floated for short listing firms who are willing and qualified for: -
- Registration of Vendors for Supply of particular Stores or certain categories of Stores.
  - Development of new items or Indigenization of Imported stores
- 53.2** The qualification / eligibility criteria required and the format of submission of such Data would be indicated in the Section IX - "Qualification Criteria" in the SBD.
- 53.3** Objectives and scope of requirement would be indicated in the Section VI - "List of Requirements" in the SBD. Indicative quantity required yearly and its future requirements would also be indicated.
- 53.4** In case of EOI for Development of new Items or for Indigenization, prospective firms would be given opportunity to inspect the Machine / Item at the place of installation at the place, dates and Time mentioned in SIT.
- 53.5** In case EOI is for registration of vendors, Registration Fees and validity period of registration would be detailed in the SIT.
- 53.6 Short List of Suppliers:** The suppliers shall be evaluated for short listing, inter-alia, based on their past experience of supplying goods in similar context, financial strength, technical capabilities etc. Each supplier will be assigned scores based on weightages assigned to each of the criteria mentioned in the Section IX - "Qualification Criteria" in the SBD.
- 53.7** If stipulated in the SIT, the Firm's capacity and Capability may be assessed by a nominated Committee or by a third party nominated by BRBNMPL.
- 53.8** All suppliers who secure the minimum required marks (normally 50% unless otherwise specified in the Section IX) would be short listed. Section IX may alternatively specify minimum qualifying requirement for each of the criteria i.e. minimum years of experience, minimum number of assignments executed, minimum turnover etc. Under such circumstances, all suppliers who meet the minimum requirement, as specified, will be short listed.
- 53.9** In case of EOI for registration of vendors, registration letters would be issued to the short-listed tenderers.
- valid registration from the SPCB, the bidder must also submit a notarized copy of the valid registration certificate from CPCB (or MoEF); and
  - In case of a sale involving inter-state movement of goods, the buyer shall also submit an NOC from the concerned SPCB, with whom the buyer is registered, to the seller before taking delivery, failing which the buyer will be responsible for the consequences and the seller shall take further decision as may be deemed fit.
- 54.4 Notification of Acceptance and Award of Contract:**
- 54.4.1** The successful tenderer, herein after referred to as purchasers, shall have to submit security deposit (SD) @ 10% of the total sale value of the contract within 5 working days of issue of the sale contract (excluding the date of issue of sale contract). The SD shall be deposited in the form of account payee demand draft drawn on any scheduled commercial bank in India in favour of Bharatiya Reserve Bank Note Mudran Private Limited or through online transfer or through other electronic mode of payment as mentioned at relevant clause of NIT in connection with EMD.
- 54.4.2** The purchaser has to pay balance payment within 20 days from the date of notification of acceptance, which is to be issued by BRBNMPL or his authorized representative, in the form of account payee demand draft drawn on any scheduled commercial bank in India in favour of Bharatiya Reserve Bank Note Mudran Private Limited or through online transfer or through other electronic mode of payment. In case of any default to deposit balance payment, BRBNMPL reserves right to terminate the contract and forfeit the security deposit.
- 54.5 Disposal Tenders for Security and Sensitive Machinery and Items:**
- 54.5.1 Non-Misuse Declaration:** The bidder is required to give an undertaking that he or his employees or legal heirs will ensure that such items purchased from BRBNMPL, will be utilized only for scrap recovery and will not be misused for any other purpose. He will also ensure that this undertaking is honoured and it got underwritten from further down the line scrap processors / re-purchasers, if any. In case his firm changes hands, it will be his responsibility to ensure that the new owners honour and underwrite this undertaking.
- 54.5.2** If stipulated in SIT delivery would be given only in dismantled / cut-up condition.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**55. Development and Indigenization Tenders:**

- 55.1** Already developed firms or firms who have already received development orders for the item (with whatever results) would not be considered in such tenders.
- 55.2** If specified in SIT the contract documents may be issued free of cost, and submission of earnest money deposit and security deposit may be relaxed.
- 55.3** If specified in SIT, The Tenderers may quote separately for
- (i) Price / rate for bulk supply of item in development / indigenization supplies and
- (ii) Separately, cost of development including cost of pre-production samples. Firms would be paid only for the number of samples specified in the Tender. If he has to manufacture more samples due to failure of earlier one, he would not be paid for it.
- 55.4** L1 would be determined on the basis of rate of item quoted including reference to total cost of the development cost (including the cost of prototype) plus the notional total cost of quantities that will be required over next three years, wherever applicable.
- 55.5** Development contracts may, as far as feasible, be concluded with two or more Contractors in parallel.
- 55.6** The ratio of splitting of the supply order between various development agencies / firms in cases of parallel development, including criteria thereof, would be specified in the SIT.

**55.7** However, in case the requirement is meagre and complex technology is involved, or quantity of the equipment / spares is limited/small/uneconomic if

distributed between two vendors, the entire order could be placed upon the L1 vendor only.

**55.8** If specified in SIT, Advance and Intermediate Payment to Suppliers may be allowed.

**55.9 Quantity for Development Commitment**

In Next three years, after the newly developed firm is able to successfully complete Development orders with  $\pm 5\%$  tolerances, 20% of annual quantity requirement may be reserved for Newly Developed firms.

**55.10 Period of Development Commitment**

A newly developed firm would be granted this facility till only three years after completing the initial Development order. However, this facility is not a bar to the firm from competing with already established firms for quantities larger than 20% provided their prices and performance so warrant. Thereafter they would have to compete on equal terms with other already developed firms.

\*\*\*\*\*

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****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.)

<b>Sl. No.</b>	<b>GIT Clause No.</b>	<b>Topic</b>	<b>SIT Provision</b>
1	2	Language of Tender	To be submitted in <b>English</b> only
2	3	Eligible Tenderers	Applicable
3	4	Eligible Goods and Services (Origin of Goods)	Applicable
4	6	Content of tender Document	Applicable
5	8	Pre-bid Conference	Not Applicable
6	9	Time Limit for receiving request for clarification of Tender Documents	Request for clarification should reach within <b>Seven (07)</b> days from date of floating tender.
7	10	Documents Comprising the Tender	Applicable
8	11.2	Tender Currency	Applicable. <b>Indian Rupees Only</b>
9	12.1	Tender Prices	i. Rate should be quoted on the basis of final completion of works at BRBNMPL, Mysuru (including <b>Unit Rate and GST</b> as applicable). ii. Break-up of various components of total cost have to be furnished in the prescribed format given at Section-XI (Price Schedule). The basic rate, taxes (GST) and duties, levies, discounts etc. should be <b>clearly indicated in the offer</b> . iii. If the tenderer fails to include taxes and duties in the offer, the price shall be taken as <b>inclusive of such taxes</b> and duties and <b>no claim</b> for the same shall be entertained later.
10	12.2, 33, 36.1	Schedule wise evaluation	Not Applicable
11	12.8, 12.9	GST	i. Wherever applicable bidder shall quote the exact Tax percentage F.O.R. General Stores, Mysuru (Karnataka). Supplier shall be <b>solely responsible</b> for correctness of the HSN Code

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

			<p>of item to be supplied and its applicable rate. Any differential amount in taxes and duties including the consequential penalty amount, if any, due to incorrect HSN Code will be borne by Supplier. BRBNMPL will not be responsible for any ambiguities arising due to incorrect HSN Code and its applicable rate. Supplier shall be solely responsible for any Legal Complicacy arising due to this.</p> <p>ii. Bidder(s) needs to ensure that <b>GST registration will be "Active"</b> as on the date of bid opening, during its evaluation and throughout the tenure of contract. Failing of which will lead to termination of contract and action as deemed fit as per terms of tender and also if any payment due to the Contractor/supplier against Bills/Performance Security etc. will be kept on hold till such time bidder/Contractor/service provider furnishes the GST clearance certificate issued by the appropriate authority to BRBNMPL.</p>
12	12.10	Applicability of duties, taxes and other levies of local bodies	Applicable
13	14	PVC Clause & Formula	Not applicable. The quoted rate (inclusive of all taxes) should be <b>firm and fixed</b> and should not be subject to any variation/escalation (except Statutory Payments against submission of documentary evidence) on any account during the contract period.
14	14.4 to 14.7	Exchange Rate Variation (ERV)	Not Applicable
15	16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Applicable
16	18	Earnest Money Deposit (EMD)	<p>EMD of <b>Rs.98,000/- (Rupees Ninety eight thousand only )</b> is payable in the same way as mentioned in NIT. Proof of EMD submission to be attached along with technical bid.</p> <p>However, exempted bidders have to submit "<b>Bid Securing Declaration</b>" in lieu of EMD as per Annexure 7 in Company Letterhead.</p>
17	19	Tender Validity	Applicable As specified <b>(120 days)</b>
18	20.9	E-Procurement	Applicable
19	20.9.1	Documents to be	Applicable

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

		uploaded in case of e-tenders	
20	24.4	Opening of Tenders	Price bids of only those bidders who <b>qualify</b> in the Techno-Commercial Bid (Part-I) will be opened.
21	31	Qualification and Eligibility Criteria	Relaxation of Norms with regard to Prior Turnover and Prior experience for <b>Class-I and Class-II local suppliers and Start-up's [MSEs or otherwise]</b> subject to meeting of quality and technical specifications as referred in Annexure 1 to 5. <b>Note:</b> This tender does not fall under the category of procurement of items/services related to public safety, health, critical security operations and equipment, etc. [Refer Annexure 1 to 5]. <b>Note: This tender falls under category of Works Contract; so, Relaxation of Norms wrt Prior Turnover &amp; Prior Experience shall not be applicable to MSE's UNDER PUBLIC PROCUREMENT POLICY FOR MSE's ORDER 2012.</b>
22	35.2, 35.3	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders	<b>35.2</b> As specified. Prospective bidders should meet our tender conditions as well as the proposed works should meet our required Specifications at Section VII. <b>Note: This tender falls under category of Works Contract; so, Purchase Preference shall not be applicable to MSE's UNDER PUBLIC PROCUREMENT POLICY FOR MSE's ORDER 2012.</b>
23	41	Award Criteria	Tender shall be finalized on <b>the basis of Overall Lowest (L1) Bidder</b> from eligible bidders as per Section XI and as per other terms & conditions of the tender.
24	42	Variation of quantities at the time of award	Quantities mentioned in the schedule of items are approximate and may vary as per <b>actual work done/ site</b> requirement. The Contractor shall not claim any extra rate other than the quoted rate on this account. BRBNMPL may extend the Work order/place <b>additional work order</b> at a later date at the quoted rates.
25	43	Parallel Contracts	Not applicable
26	44.1	Serious Misdemeanours	Applicable
27	44.3	Integrity Pact	Not Applicable
28	45.1	Notification of Award of Contract (LoI)	Applicable a) On finalisation of Tender, Notification of Award of Contract (NOA) / Letter of Intent (LOI)

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

			<p>will be issued by <b>BRBNMPL, Mysuru</b> to successful bidder.</p> <p>b) Successful Bidder shall furnish performance security to BRBNMPL within <b>21 days of issue of NOA/LOI</b>.</p> <p>c) Contract Agreement / Work Order will be placed only after <b>acceptance</b> of NOA/LOI and after submission of Performance Security by the Bidder.</p> <p>d) Non-Acceptance of Notification of Award of Contract (NOA) / Letter of Intent (LOI) and/or <b>Non-Submission of Performance Security</b> may lead cancellation of Notification of Award of Contract (NOA) / Letter of Intent (LOI).</p> <p>e) Time Schedule will be considered from the date issue of Notification of <b>Award of Contract (NOA) / Letter of Intent (LOI)</b>.</p>
29	50.1, 50.3	Tender For rate Contracts	Not Applicable
30	51.1, 51.2	PQB Tenders	Not Applicable
31	52.1, 52.3, 52.5	Tenders involving Purchaser's and Pre-Production Samples	Not Applicable
32	53.4, 53.5, 53.7	EOI Tenders	Not Applicable
33	54.3.1, 54.5.2	Tenders for Disposal of Scrap	Not Applicable
34	55.2, 55.3, 55.7, 55.8	Development / Indigenization Tenders	Not Applicable

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

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

### Part I: General Conditions of Contract applicable to all types of Tenders

#### 1. Interpretation; Definitions and Abbreviations: In the contract, unless the context otherwise requires:

##### 1.1 Interpretation and Definitions:

- 1) The heading of these conditions shall not affect the interpretation or construction thereof.
- 2) "Writing" or "Written" includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed or printed under or over signature or seal, as the case may be.
- 3) Words in the singular include the plural and vice-versa.
- 4) Words importing the masculine gender shall be taken to include the feminine gender and words importing persons shall include any company or association or body of individuals, whether incorporated or not.
- 5) Terms and expression not herein defined shall have the meanings assigned to them in the Indian Sale of Goods Act, 1930 (as amended) or the Indian Contract Act, 1872 (as amended) or the General Clauses Act, 1897 (as amended) as the case may be.
- 6) Any reference to 'Goods' shall be deemed to include the incidental Works/Services also while any reference to 'Services' shall be deemed to include the incidental Works/Goods also.
- 7) Any generic reference to GCC shall also imply a reference to SCC as well.
- 8) In case of conflict, provisions of SCC shall prevail over those in GCC.
- 9) Any reference to 'Contract' shall be deemed to include all other documents (inter-alia GCC, SCC) as described in GCC-clause 2.5.
- 10) Any reference to any legal Act, Government Policies or orders shall be deemed to include all amendments to such instruments, from time to time, till date.
- 11) "Allied Firms" are all business entities that are within the 'controlling ownership interest' (ownership of or entitlement to more than twenty-five percent of the company's shares or capital or profits) or 'control' (including the right to appoint a majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder agreements or voting agreements) of the principal firm acting alone or together or through one or more juridical persons. All successor firms or assigns of the principal firm shall be considered allied firms.
- 12) "Bid" (including the term 'tender', 'offer', 'quotation' or 'proposal' in specific contexts) means an offer to supply goods, services or execution of works made as per the terms and conditions set out in a document inviting such offers.
- 13) "Bidder" (including the term 'Bidder', 'consultant' or 'service provider' in specific contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a Tender Process.
- 14) "Bill of Quantities" (including the term Price Schedule or BOQ) means the priced and completed Bill of Quantities forming part of the bid.

- 15) "Consignee" means the person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.
- 16) "Contract" (including the terms 'Purchase Order' or 'Supply Order' or 'Withdrawal Order' or 'Work Order' or 'Consultancy Contract' or 'Contract for Services', 'Rate Contract' or 'Framework Contract' or 'Letter of Intent - LoI' (letter or memorandum communicating to the Contractor the acceptance of his bid) or 'Agreement' or a 'Repeat Order' accepted/acted upon by the Contractor or a 'formal Agreement', under specific contexts), means a formal legal agreement in writing relating to the subject matter of procurement, entered into between the Procuring Entity and the Contractor on mutually acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the country;
- 17) "Contractor" (including the terms 'Supplier' or 'Service Provider' or 'Consultant' or 'Firm' or 'Vendor' or 'Manufacturer' or 'Successful Bidder' under specific contexts) means the person, firm, company, or a Joint Venture with whom the contract is entered into and shall be deemed to include the Contractor's successors (approved by the Procuring Entity), agents, subContractor, representatives, heirs, executors, and administrators as the case may be unless excluded by the terms of the contract;
- 18) "Day", "Month", "Year" shall mean calendar day/month or year (unless reference to financial year is clear from the context).
- 19) "Drawing" means the drawing or drawings specified in or annexed to the Specifications or the Tender Document/Contract;
- 20) "Earnest Money Deposit" (EMD) means monetary guarantee to be furnished by a Tenderer along with its tender.
- 21) "Goods" (including the terms 'Stores', 'Material(s)' in specific contexts) includes all articles, material, commodity, livestock, medicines, furniture, fixtures, raw material, consumables, spare parts, instruments, machinery, equipment, industrial plant, vehicles, aircrafts, ships, railway rolling stock assemblies, subassemblies, accessories, a group of machines comprising an integrated production process or such other categories of goods or intangible products like technology transfer, licenses, patents or other intellectual properties (but excludes books, publications, periodicals, etc., for a library) under specific context), procured or otherwise acquired by a Procuring Entity. Any reference to Goods shall be deemed to include certain small work or some services, which are incidental or consequential to the supply of such goods, such as transportation, insurance, installation, commissioning, training and maintenance.
- 22) "Government" means the Central Government or a State Government as the case may be and includes agencies and Public Sector Enterprises under it, in specific contexts;
- 23) "Inspection" means activities such as measuring, examining, testing, analysing, gauging one or more characteristics of the goods or services or works, and comparing the same with the specified

# BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

## ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- requirement to determine conformity.
- 24) "Inspecting Officer" means the person, or organisation specified in the contract for the purpose of inspection under the contract and includes his / their authorised representative;
- 25) "Intellectual Property Rights" (IPR) means the rights of the intellectual property owner concerning a tangible or intangible possession/ exploitation of such property by others. It includes rights to Patents, Copyrights, Trademarks, Industrial Designs, Geographical indications (GI).
- 26) "Joint Venture" means a Joint Venture or a Consortium (that is an association of several persons, or firms or companies - also referred to as JV/C)
- 27) "Purchaser" means BRBNMPL - the organization purchasing goods and services as incorporated in the documents;
- 28) "Purchase Officer" means the officer signing the acceptance of tender and includes any officer who has authority to execute the relevant contract on behalf of the Purchaser;
- 29) "Parties": The parties to the contract are the "Contractor" and the "Purchaser", as defined above;
- 30) "Performance Security" (includes the terms 'Security Deposit' or 'Performance Bond' or 'Performance Bank Guarantee' or other specified financial instruments in specific contexts) means monetary guarantee to be furnished by the successful Tenderer for due performance of the contract placed on it.
- 31) "Place of Delivery": The delivery of the stores shall be deemed to take place on delivery of the stores in accordance with the terms of the contract, after approval by the Inspecting Officer, if so provided in the contract:
- a) The consignee at his premises; or
- b) Where so provided, the interim consignee at his premises; or
- c) A carrier or other person named in the contract for the purpose of transmission to the consignee; or
- d) The consignee at the destination station in case of contract stipulating for delivery of stores at destination station.
- 32) "Procurement" or "public procurement" (or 'Purchase', or 'Government Procurement/Purchase' including an award of Public-Private Partnership projects, in specific contexts) means the acquisition of Goods/Services/works by way of purchase, lease, license or otherwise, either using public funds or any other source of funds (e.g. grant, loans, gifts, private investment etc.) of goods, works or services or any combination thereof, by a Procuring Entity, whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration. The term "procure" / "procured" or "purchase" / "purchased" shall be construed accordingly;
- 33) "Scheduled Commercial Bank" means a bank, defined as a scheduled bank under section 2(e) of the Reserve Bank of India Act, 1934.
- 34) "Services" is defined by exception as any subject matter of procurement other than goods or works, except those incidental or consequential to the service, and includes physical, maintenance, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a Procuring Entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf. It includes 'Consultancy Services' and 'Other (Non-consultancy) Services'.
- 35) "Specification" or "Technical Specification" means the drawing/ document/standard or any other details governing the construction, manufacture or supply of goods or performance of services that prescribes the requirement to which goods or services have to conform as per the contract.
- 36) "Signed" means ink signed or digitally signed with a valid Digital Signature as per IT Act 2000 (as amended from time to time). It also includes stamped, except in the case of Letter of Award or amendment thereof.
- 37) "Tender"; "Tender Document"; "Tender Enquiry" or "Tender Process": 'Tender Process' is the whole process from the publishing of the Tender Document till the resultant award of the contract. 'Tender Document' means the document (including all its sections, appendices, forms, formats, etc.) published by the Procuring Entity to invite bids in a Tender Process. The Tender Document and Tender Process may be generically referred to as "Tender" or "Tender Enquiry", which would be clear from context without ambiguity.
- 38) "Test" means such test as is prescribed by the particulars governing the construction, manufacture or supply of Goods as may be prescribed by the contract or considered necessary by the Inspecting Officer whether performed or made by the Inspecting Officer or any agency acting under the direction of the Inspecting Officer;
- 39) "Works" refer to any activity, sufficient in itself to fulfil an economic or technical function, involving construction, fabrication, repair, overhaul, renovation, decoration, installation, erection, excavation, dredging, and so on, which make use of a combination of one or more of engineering design, architectural design, material and technology, labour, machinery and equipment. Supply of some materials or certain services may be incidental or consequential to and part of such works. The term "Works" includes (i) civil works for the purposes of roads, railway, bridges, buildings, irrigation systems, water supply, sewerage facilities, dams, tunnels and earthworks; and so on, and (ii) mechanical and electrical works involving fabrication, installation, erection, repair and maintenance of a mechanical or electrical nature relating to machinery and plants.

### 1.2 Abbreviations:

"AAEC"	means "Appreciable Adverse Effect on Competition" as per Competition Act
"BG"	means Bank Guarantee
"BL or B/L"	means Bill of Lading
"BOQ"	means Bill of Quantities
"BSD"	means Bid Securing Declaration
"BNMPIPL"	means Bank Note Paper Mill India Private Limited
"BRBNMPL"	means Bhartiya Reserve Bank Note Mudran Private Limited
"CD"	means Custom Duty
"CFR"	means Cost and Freight (port of destination)
"CIF"	means Cost, Insurance and Freight (port of destination)

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

"CMD"	means Chairman and Managing Director
"CPSU"	means Central Public Sector Undertaking
"DAP"	means Delivered at Place (Destination)
"DDO"	means Direct Demanding Officer in Rate Contracts
"DEA"	means Department of Economic Affairs
"DoCC"	means Currency and Coins Division in Department of Economic Affairs
"DGS&D"	means Directorate General of Supplies and Disposals
"DP"	means Delivery Period
"DPIIT"	means Department for Promotion of Industry and Internal Trade
"DSC"	means Digital Signature Certificate
"ECS"	means Electronic clearing system
"EFT/NEFT"	means (National) Electronic Funds Transfer
"EMD"	means Earnest money deposit
"EOI"	means Expression of Interest (Tendering System)
"e-RA"	means Electronic Reverse Auction
"ERV"	means Exchange rate variations
"FAS"	means Free Alongside Ship (port of loading)
"FOB"	means Freight on Board (port of loading)
"FOR"	means Free on Rail (named Station)
"GCC"	means General Conditions of Contract
"GeM"	means Government e-Marketplace
"GIT"	means General Instructions to Tenderers
"GoI"	means Government of India
"GST"	means Goods and Services Tax
"H1, H2 etc."	means First Highest, Second Highest Offers etc. in Disposal Tenders
"HSN"	means Harmonized System of Nomenclature
"IEM"	means Independent External Monitor
Incoterms	means International Commercial Terms, 2000 (of ICC)
"INR"	means Indian Rupee
"IPR"	means Intellectual Property Rights
"ITC (HS)"	means Indian Tariff Classification (Harmonised System)
"L1, L2 etc."	means First or second Lowest Offer etc.
"LC"	means Letter of Credit
"LD or L/D"	means Liquidated Damages
"LoI"	means Letter of Intent [analogous to LoA - Letter of Award (Acceptance) or Notification of Award of

	Contract]
"LSI"	means Large Scale Industry
"MII"	means Make in India
"MoF"	means Ministry of Finance
"MSE"	means Micro and Small Scale Enterprise
"MSME"	means Micro, Small and Medium Enterprises
"MSMED"	means MSME Development (Act)
"NIT"	means Notice Inviting Tenders
"NSIC"	means National small industries corporation
"OEM"	means Original Equipment Manufacturer
"PAN"	means Permanent Account Number
"PQB"	means Pre-qualification bidding
"PSU"	means Public Sector Undertaking
"PVC"	means Price variation clause
"RBI"	means Reserve Bank of India
"RC"	means Rate contract
"RCM"	means Reverse Charge Mechanism
"RFI"	means Request for Information
"RFP"	means Request for Proposal
"RFQ"	means Request for Qualification
"RR or R/R"	means Railway Receipt
"SBD" or "TD"	means Standard Bid Document / Tender Document
"SCC"	means Special Conditions of Contract
"SIT"	means Special Instructions to Tenderers
"SPMCIL"	means Security Printing and Minting Corporation Limited
"SSI"	means Small Scale Industry

**A. Application**

**2.1** The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract (SCC) prescribed under Section V of this document.

**2.2** General Conditions of the contract shall not be changed from one tender to other.

**B. The Contract****2.3 Language of Contract**

Unless otherwise stipulated in SCC, the contract shall be written in the Official Language or English. All correspondence and other contract documents, which the parties exchange, shall also be written/translated accordingly in that language. For purposes of interpretation of the contract, the English documents/translation shall prevail.

**2.4 Severability**

If any provision or condition of this Contract is prohibited or rendered invalid or unenforceable,

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of this Contract.
- 2.5 Contract Documents and their Precedence**  
The following conditions and documents in indicated order of precedence (higher to lower) shall be considered an integral part of the contract, irrespective of whether these are not appended/referred to in it. Any generic reference to 'Contract' shall imply reference to all these documents as well:
- (i) Valid and authorized Amendments issued to the contract.
  - (ii) the Agreement consisting of the initial paragraphs, recitals and other clauses set forth immediately before the GCC and including the formats annexed to it and signatures of Procuring Entity;
  - (iii) the Letter of Intent (LoI)
  - (iv) Final written submissions made by the Contractor during negotiations, if any;
  - (v) the SCC
  - (vi) the GCC
  - (vii) the Contractor's bid;
  - (viii) any other document listed in the SCC as forming part of this Contract.
  - (ix) Integrity Pact, if any
- C. Governing Laws and Jurisdiction**
- 2.6** The Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force.
- 2.7** Irrespective of the place of delivery, or the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from which the Letter of Intent (LoI, or the contract Agreement, in the absence of LoI) has been issued. The courts at Kolkata or Bengaluru shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.
- 2.8** Besides GCC and SCC, the following Laws shall be applicable:
- (i) Indian Contracts Act, 1872
  - (ii) Sale of Goods Act, 1930
  - (iii) Arbitration and Conciliation Act, 1996 and Arbitration and Reconciliation Amendment Act, 2015
  - (iv) Competition Act, 2002 as amended by Competition (Amendment Act), 2007
- D. Contractor's Obligations and restrictions on its Rights**
- 2.9 Changes in Constitution / financial stakes / responsibilities of a Contract's Business:** The Contractor must proactively keep the Procuring Entity informed of any changes in its constitution / financial stakes / responsibilities during the execution of the contract.
- 2.10 Obligation to Maintain Eligibility and Qualifications:** The contract has been awarded to the Contractor based on specific eligibility and qualification criteria. The Contractor is contractually bound to maintain such eligibility and qualifications during the execution of the contract. Any change which would vitiate the basis on which the contract was awarded to the Contractor should be proactively brought to the notice of the Procuring Entity within seven (07) days of it coming to the Contractor's knowledge. These changes include but are not restricted to change regarding declarations
- made by it in its bid in Section XVIII: Eligibility Declarations.
- 2.11 Consequences of a breach of Obligations:** Should the Contractor or any of its Partners or its SubContractors or the Personnel commit a default or breach of its obligations, the Contractor shall remedy such breaches within 21 days, keeping the Procuring Entity informed. However, at its discretion, the Procuring Entity shall be entitled, and it shall be lawful on his part, to treat it as a breach of contract and avail any or all remedies thereunder. The decision of the Procuring Entity as to any matter or thing concerning or arising out of GCC clause or on any question whether the Contractor or any partner of the Contractor firm has committed a default or breach of any of the conditions shall be final and binding on the Contractor.
- E. Permits, Approvals and Licenses**
- 2.12** Whenever the supply of Goods and incidental Works/Services requires that the Contractor obtain permits, approvals, and licenses from local public authorities, it shall be the Contractor's sole responsibility to obtain these and keep these current and valid. Such requirements may include but not be restricted to export licence or environmental clearance, if required. If requested by the Contractor, the Procuring Entity shall make its best effort to assist the Contractor in complying with such requirements in a timely and expeditious manner, without any dilution of the Contractor's responsibility in this regard.
- 3. Use of contract documents and information**
- 3.1** The supplier shall not, without BRBNMPL's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of BRBNMPL in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- 3.2** During the process of procurement of Security or Sensitive Machinery and Items, Tender Documents and the specifications / drawings of such items would be issued only to Vendors having security clearance within the validity of such clearance and he shall maintain absolute secrecy and strictly control the number of copies and access to the documents and copies thereof, in addition to safeguards mentioned in sub-para above.
- 3.3** Further, the supplier shall not, without BRBNMPL's prior written consent, make use of any document or information mentioned in GCC sub-clause 3.1 above except for the sole purpose of performing this contract.
- 3.4** Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 3.1 above shall remain the property of BRBNMPL and, if advised by BRBNMPL, all copies of all such documents shall be returned to BRBNMPL on completion of the supplier's performance and obligations under this contract.

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- 3.5 All deliverables, outputs, plans, drawings, specifications, designs, reports, and other documents and software submitted by the Contractor under this Contract shall become and remain the property of BRBNMPL and subject to laws of copyright and must not be shared with third parties or reproduced, whether in whole or part, without BRBNMPL's prior written consent. The Contractor may retain a copy of such documents and software but shall not use it for any commercial purpose.
4. **Indemnities for breach of IPR Rights**
- 4.1 The Contractor shall indemnify and hold harmless, free of costs, the Procuring Entity and its employees and officers from and against all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which may arise in respect of the Goods or Services provided by the Contractor under this Contract, as a result of any infringement or alleged infringement of any patent, utility model, registered design, copyright, or other Intellectual Proprietary Rights (IPR) or trademarks, registered or otherwise existing on the date of the contract arising out of or in connection with:
- (i) Any design, data, drawing, specification, or other documents or Goods or Services provided or designed by the Contractor for or on behalf of the Procuring Entity.
- (ii) The sale by the Procuring Entity in any country of the Services/ products produced by the Goods supplied by the Contractor, and
- (iii) The installation of the Goods by the Contractor/Delivery of the services or the use of the Goods or Services at the Procuring Entity's Site.
- 4.2 Such indemnity shall not cover any use of the Goods or Services or any part thereof or any products produced thereby:
- (i) other than for the purpose indicated by or to be reasonably inferred from the contract
- (ii) neither any infringement resulting from the use of the Services or any part thereof,
- (iii) or any service/products produced thereby in association or combination with any other service, equipment, plant, or materials not supplied by the Contractor.
- 4.3 If any proceedings are brought, or any claim is made against the Procuring Entity arising out of the matters referred above, the Procuring Entity shall promptly give the Contractor a notice thereof. At its own expense and in the Procuring Entity's name, the Contractor may conduct such proceedings and negotiations to settle any such proceedings or claim, keeping the Procuring Entity informed.
- 4.4 If the Contractor fails to notify the Procuring Entity within twenty-eight (28) days after receiving such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its behalf at the risk and cost to the Contractor.
- 4.5 At the Contractor's request, the Procuring Entity shall afford all available assistance to the Contractor in conducting such proceedings or claim and shall be reimbursed by the Contractor for all reasonable expenses incurred in so doing.
5. **Eligible Goods/Services - Country of Origin and Minimum Local Content**
- 5.1 Unless otherwise stipulated in SCC or Contract, the country of origin of 'Goods' and 'incidental Works/ Service' to be supplied under the contract shall have their origin in India or other countries and must conform to the declaration made by the Contractor in its bid regarding but not limited to i) restrictions on certain countries with land-borders with India; ii) minimum local content and location of value addition (Make in India Policy); iii) Contractor's status as MSE or Start-up.
- 5.2 The term "origin" used in this clause means where the goods (including subcontracted components) are mined, grown, produced, or manufactured or from where the incidental Works/ Services are arranged and supplied.
6. **Performance Security**
- 6.1 Within twenty-one (21) days (or any other period mentioned in Tender Document or Contract) after the issue of notification of award (LoI or the contract, if LoI is skipped) by BRBNMPL, the supplier shall furnish to BRBNMPL performance security for an amount of **three to ten percent (3-10%)** of the total value of the contract, valid up to sixty (60) days (or any other period mentioned in Tender Document or Contract) after the date of completion of all contractual obligations by the supplier, including the warranty obligations.
- 6.2 For **multi-year Service contracts** which may be of 5-7 years or more, procuring entities may consider to proportionately keep reducing performance security in proportion to the balance service period, wherever feasible. Wherever it is decided to take lower or proportionately reducing performance security, tender conditions may be suitably modified.
- 6.3 The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:
- a) Insurance Surety Bond
- b) Account Payee Demand Draft drawn on any scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran Private Limited as indicated in the relevant clause of NIT in reference to EMD.
- c) Bank Guarantee (including e-Bank Guarantee) issued/ confirmed by any scheduled commercial bank in India, in the prescribed form as provided in section XV of this document.
- 6.4 In the event of any loss due to supplier's failure to fulfil its obligations in terms of the contract, the amount of the performance security shall be payable to BRBNMPL to compensate BRBNMPL for the same.
- 6.5 In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- 6.6 If the Contractor during the currency of the Contract fails to maintain the requisite Performance Security, it shall be lawful for the Procuring Entity at its discretion:
- (i) to terminate the Contract for Default besides availing any or all contractual remedies provided for breaches/default, or
- (ii) without terminating the Contract:
- a) recover from the Contractor the amount of such

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- b) security deposit by deducting the amount from the pending bills of the Contractor under the contract or any other contract with the Procuring Entity, or treat it as a breach of contract and avail any or all availing any or all contractual remedies provided for breaches/default.
- 6.7 Subject to GCC sub-clause 6.3 above, BRBNMPL will release the performance security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.
- 6.8 **Non-receipt of Performance Security and Contract by BRBNMPL**  
Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning contract copy duly signed within stipulated time shall make the tenderer liable for annulment of the award and forfeiture of its EMD (or enforcement of Bid Securing Declaration), besides taking other administrative punitive actions by BRBNMPL against it.
- 6.9 **No Claim Certificate and Release of Contract Securities**  
After mutual reconciliations of outstanding payments and assets on either side, the Contractor shall submit a 'No-claim certificate' to the Procuring Entity requesting the release of its contractual securities, if any. The Procuring Entity shall release the contractual securities without any interest if no outstanding obligation, asset, or payments are due from the Contractor. The Contractor shall not be entitled to make any claim whatsoever against the Procuring Entity under or arising out of this Contract, nor shall the Procuring Entity entertain or consider any such claim, if made by the Contractor, after he shall have signed a "No Claim" Certificate in favour of the Procuring Entity.
7. **Technical Specifications and Standards**
- 7.1 **Scope of Supply/Services:** The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in 'Technical Specification' and 'Quality Control Requirements' under Sections VII and VIII of this document.
- 7.2 **Incidental Works/Services:** If so stipulated, the Contractor shall be required to perform specified incidental Works/Services (e.g., Installation, Commissioning, Operator's Training etc. in case of Supply of Capital Goods/Machinery & Plant) as an integral part of the Goods in the contract or perform/deliver specified incidental Works/Goods as an integral part of the Services in the contract.
8. **Packing and Marking**
- 8.1 The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.
- 8.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. in case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.
- 8.3 **Packing instructions:**  
Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and VIII and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:
- contract number and date
  - brief description of goods including quantity
  - the gross weight of the package
  - packing list reference number
  - country of origin of goods
  - consignee's name and full address and
  - supplier's name and address
9. **Inspection and Quality Control**
- 9.1 BRBNMPL and / or its nominated representative(s) will, without any extra cost to BRBNMPL, inspect and/or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. BRBNMPL shall inform the supplier in advance, in writing, BRBNMPL's programme for such inspection and, also the identity of the officials to be deputed for this purpose.
- 9.2 The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subContractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to BRBNMPL's inspector at no charge to BRBNMPL.
- 9.3 If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, BRBNMPL's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to BRBNMPL and resubmit the same to BRBNMPL's inspector for conducting the inspections and tests again.
- 9.4 In case the contract stipulates pre-despatch inspection of the ordered goods at suppliers' premises, the supplier shall put up the goods for such inspection to BRBNMPL's inspector well ahead of the contractual delivery period, so that BRBNMPL's inspector is able to complete the inspection within the contractual delivery period.
- 9.5 If the supplier tenders the goods to BRBNMPL's inspector for inspection at the last moment without providing reasonable time to the inspector for

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to BRBNMPL under the terms & conditions of the contract.
- 9.6 BRBNMPL's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by BRBNMPL's inspector during pre-despatch inspection mentioned above.
- 9.7 Goods accepted by BRBNMPL and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute BRBNMPL's right to reject the same later, if found deficient concerning 'Technical Specifications and Quality Assurance'.
10. **Terms of Delivery**
- 10.1 Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.
- 10.2 **Time is the Essence of the contract:** The time for and the date for delivering the Goods stipulated in the contract or as extended shall be deemed to be of the essence of the contract. Delivery must be completed not later than the date(s) so specified or extended.
- 10.3 Terms of delivery (e.g., F.O.R. destination/CIF/DAP etc.) shall determine the point at which the responsibilities and property in goods passes over from the Contractor to the Procuring Entity. These terms also determine the time of delivery.
- 10.4 **Transfer of Title of Goods:** Unless otherwise stated in the contract, notwithstanding any inspection and approval by the Inspecting Officer on the Contractor's premises, or any payments made to the Contractor, property in the Goods (and resultant rights and liabilities) shall not pass on to the Procuring Entity until the Goods have been received, inspected, and accepted by the consignee. The Contractor shall be responsible for all loss, destruction, damage, or deterioration of or to the Goods from any cause whatsoever while the Goods after approval by the Inspecting Officer are awaiting despatch or delivery or are in the course of transit from the Contractor to the consignee or, as the case may be, interim consignee. The Contractor shall alone be entitled and responsible for making claims against any carrier in respect of non-delivery, short delivery, mis-delivery, loss, destruction, damage, or deterioration of the Goods entrusted to such carrier by the Contractor for transmission to the consignee or the interim consignee as the case may be.
- 10.5 **Quantity Tolerance:** Unless otherwise stipulated in the contract, the obligation for completing supplies shall be considered complete if the Goods have been supplied to the tolerance of  $\pm 5\%$  of the quantity or of the total value of goods ordered in the contract. Only the supplied quantity shall be paid for as per the terms of the contract.
11. **Transportation of Goods**
- 11.1 **Part Supplies:** The supplier shall not arrange part-shipments and / or transhipments without the express / prior written consent of BRBNMPL.
- 11.2 **Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement:** In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.
- 11.3 **Shipping Arrangement for Foreign Contracts:** In the case of FOB/FAS contracts, shipping arrangements shall be made by BRBNMPL. The Contractor shall give adequate notice to the Forwarding Agents/Nominees about the readiness of the cargo from time to time and at least six weeks' notice in advance of the required position for finalising the shipping arrangements. In the case of CFR contracts, the Contractor shall arrange shipment in accordance with the instructions from BRBNMPL.
- 11.4 **Airlifting:** Should the Purchaser intend to airlift all or some of the stores the Contractor shall pack the stores accordingly on receipt of intimation to that effect from the Purchaser. Such deliveries will be agreed upon well in advance and paid for as may be mutually agreed.
12. **Insurance:**  
Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:
- (i) In case of supply of domestic goods on CIF/FOR destination basis, the supplier shall be responsible till the entire stores contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier in its own name and not in the name of BRBNMPL or its Consignee.
- (ii) In the case of FOB and CFR offers for import of Goods, insurance shall be arranged by the Purchaser. However, the supplier must give sufficient notice to the Purchaser prior to the date of shipment, so that the Insurance Cover for the shipment can be activated. The Supplier must co-ordinate so as to ensure that the Shipment sails only with Insurance cover in place.
- (iii) In case of Import of Goods, even in case where the insurance is paid by the Purchaser, and loss or damage shall be made good by the Contractor free of cost, without waiting for the settlement of insurance claim. The payment after settlement of insurance claim shall be reimbursed by the Purchaser to the Contractor. It will be entirely the responsibility of the Contractor to make good loss/damage without waiting for settlement of insurance claim so that machine is commissioned within the time specified in the contract.
13. **Spare parts**
- 13.1 If specified in the List of Requirements and in the resultant contract, the supplier shall supply / provide any or all of the following materials, information etc. pertaining to spare parts manufactured and / or supplied by the supplier:
- a) The spare parts as selected by BRBNMPL to be purchased from the supplier, subject to the condition that such purchase of the spare parts shall not relieve the supplier of any contractual obligation including warranty obligations; and
- b) In case the production of the spare parts is discontinued:

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- i. sufficient advance notice to BRBNMPL before such discontinuation to provide adequate time to BRBNMPL to purchase the required spare parts etc., and
- ii. immediately following such discontinuation, providing BRBNMPL, free of cost, the designs, drawings, layouts and specifications of the spare parts, as and if requested by BRBNMPL.
- 13.2** Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to BRBNMPL promptly on receipt of order from BRBNMPL.
- 14. Incidental services**
- 14.1** Subject to the stipulation, if any, in the SCC (Section V) and the Technical Specification (Section VII), the supplier shall be required to perform any or all of the following services:
- a) Providing required jigs and tools for assembly, start-up and maintenance of the goods
- b) Supplying required number of operation & maintenance manual for the goods
- c) Installation and commissioning of the goods
- d) Training of BRBNMPL's operators for operating and maintaining the goods
- e) Providing after sales service during the tenure of the contract
- f) Providing maintenance service after expiry of the warranty period of the goods if so incorporated in the contract
- 14.2** Prices to be paid to the supplier by BRBNMPL for any of the required incidental services, if not already included in the contract price during the placement of the contract, shall be settled and decided in advance by BRBNMPL and the supplier. However, such prices shall not exceed the contemporary rates charged by the supplier to other customers for similar services.
- 15. Distribution of Despatch Documents for Clearance / Receipt of Goods**
- 15.1** The supplier shall send all the relevant despatch documents well in time to BRBNMPL to enable BRBNMPL to clear or receive (as the case may be) the goods in terms of the contract. Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows:
- 15.2** For Domestic Goods, including goods already imported by the supplier under its own arrangement, within 24 hours of despatch, the supplier shall notify BRBNMPL, consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):
- (a) Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value;
- (b) Packing list;
- (c) Insurance certificate;
- (d) Railway receipt / Road Consignment note;
- (e) Manufacturer's guarantee certificate and in-house inspection certificate;
- (f) Inspection certificate issued by BRBNMPL's inspector
- (g) Expected date of arrival of goods at destination and
- (h) Any other document(s), as and if specifically mentioned in the contract.
- 15.3** For Imported Goods, within 3 days of dispatch, the supplier will Notify BRBNMPL, consignee and other concerned if mentioned in the contract, the complete details of dispatch and also supply the following documents to them by Courier (or as instructed in the Contract), besides advance intimation by Fax / email:
- (a) Clean on Board Airway Bill/Bill of Lading (B/L)
- (b) Original Invoice
- (c) Packing List (with item-wise gross and net weight)
- (d) Certificate of Origin from Seller's Chamber of Commerce
- (e) Certificate of pre-despatch inspection by BRBNMPL's representative/ nominee
- (f) Certificate of Quality and current manufacture from OEM
- (g) Dangerous Cargo Certificate, if any.
- (h) Insurance Policy of 110% if CIP/CIF contract.
- (i) Performance Bond / Warranty Certificate
- 15.4 Receipt of Consignment - Preliminary Acknowledgement:** At the time of the delivery at the destination, the consignee shall receive the Goods on a "subject to inspection and acceptance in terms of contract" basis and shall issue the preliminary receipt to acknowledge having received the claimed quantity (not the quality) of consignment.
- 16. Warranty**
- 16.1** In general, the supplier should warrant that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by BRBNMPL in the contract. The supplier should further warrant that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and/ or the material used are as per BRBNMPL's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 16.2** Unless otherwise specified in the SCC, this warranty shall remain valid for twelve months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by BRBNMPL in terms of the contract or for fifteen months from the date of despatch from the supplier's premises for domestic goods (including goods already imported by the supplier under its own arrangement) or for eighteen months after the date of shipment from the port of loading in the source country for imported goods offered from abroad, whichever is earlier.
- 16.3** Obligations of the Contractor under the warranty clause shall survive even though:
- a) The Goods may have been inspected, accepted, installed/ commissioned and paid for by BRBNMPL.
- b) The contract is terminated for any reason whatsoever.
- 16.4** BRBNMPL shall promptly notify in writing to the Contractor, if during the period above, the said goods/stores/articles are discovered not to conform to the description and quality or have deteriorated, otherwise than by fair wear and tear (the decision of BRBNMPL in that behalf being final and conclusive).

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- 16.5 Upon receipt of such notice, the supplier shall, with all reasonable speed (or within the period, if specified in the SCC or contract), repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts / goods after providing their replacements and no claim, whatsoever shall lie on BRBNMPL for such replaced parts/goods thereafter.
- 16.6 A penalty of 0.5% (half per cent) of the contract value for the delay in response time beyond specified time as detailed above shall be recoverable from the Performance/Warranty Guarantee. The maximum penalty for warranty failure will be 5% (Five percent) of the contract value during the whole warranty period. If there is further such delay after reaching this limit, BRBNMPL shall be entitled to encashment of whole of Performance/ Warranty Guarantee Bonds.
- 16.7 In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified / replaced goods shall remain till the original warranty period.
- 16.8 If the supplier, having been notified, fails to rectify / replace the defect(s) within a reasonable period (or within the period, if specified in the SCC or contract), it shall amount to breach of Contract for default and BRBNMPL shall avail any or all remedial action(s) thereunder.
17. **Assignment**
- 17.1 The Supplier shall not sublet, transfer, or assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with BRBNMPL's prior written permission.
18. **Sub Contracts**
- 18.1 The Supplier shall notify BRBNMPL in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.
- 18.2 Sub contract shall be only for bought out items and incidental Works/ Services.
- 18.3 Sub contracts shall also comply with the provisions of GCC Clause 5 ("Country of Origin").
- 18.4 If the Contractor sublets or assigns this contract or any part thereof without such permission, the Procuring Entity shall be entitled, and it shall be lawful on his part, to treat it as a breach of contract and avail any or all remedies thereunder.
19. **Modification of contract**
- 19.1 Once a contract has been concluded, the terms and conditions thereof will generally not be varied. However, if necessary, BRBNMPL may suo-moto or, on request from the supplier, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:
- (a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for BRBNMPL,
- (b) mode of packing,
- (c) incidental services to be provided by the supplier
- (d) mode of despatch,
- (e) place of delivery, and
- (f) any other area(s) of the contract, as felt necessary by BRBNMPL depending on the merits of the case.
- 19.2 In the event of any such modification / alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/ or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by BRBNMPL, the supplier shall convey its views to BRBNMPL within twenty-one days from the date of the supplier's receipt of BRBNMPL's amendment / modification of the contract.
- 19.3 **Option Clause:** By a suitable provision in the SCC, the Purchaser may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.
- 19.4 **Repeat Order:** By a suitable provision in the SCC, the Purchaser may reserve the right to procure additional 50% of the ordered quantity within 6 months from the date of last supply by placing repeat order against the previous order with same rate and terms and conditions. However, both optional quantity and repeat order quantity together shall not exceed 50% of the initial ordered quantity.
20. **Prices**
- 20.1 Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender or during negotiations, if any, and incorporated in the contract except for any price adjustment authorized in the SCC.
- 20.2 **Price Variation:** If the Price Variation clause is applicable as per the contract, the price shall be subject to adjustment to take care of the changes in the cost of labour, material, and fuel/power components as per the price variation formula specified therein.
- 20.3 **Exchange Rate Variation:** The offer of the tenderer should indicate import content and the currency used for calculating import content. The Base Exchange rate of each significant currency used for calculating the Foreign Exchange content of the contract shall be as prevailing on the last deadline for submission of Techno-commercial Bids, and variation beyond the base Exchange Rate shall be calculated up to the midpoint of the delivery period, unless firm has already indicated the time schedule within which material will be imported by the firm. In case delivery period is refixed / extended, ERV will not be admissible, if this is due to default of the supplier.
- Documents for claiming ERV:
- (i) A bill of ERV claim enclosing working sheet
- (ii) Banker's Certificate/debit advice detailing F.E. paid and exchange rate prevailing on the date as applicable.

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- (iii) Copies of import order/agreement placed on supplier
- (iv) Invoice of supplier for the relevant import order
- 21. Taxes and Duties**
- 21.1** Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to BRBNMPL. Further instruction, if any, shall be as provided in the SCC.
- 21.2** If applicable under relevant tax laws and rules, BRBNMPL shall deduct from all payments and deposit required taxes to respective authorities on account of GST Reverse Charge Mechanism; Tax Deducted at Source (TDS), and Tax Collected at Source (TCS) relating to Income Tax, labour cess, royalty etc.
- 21.3** The payment of GST and GST Cess to the Contractor shall be made only on the latter submitting a GST compliant Bill / invoice indicating the appropriate HSN code and applicable GST rate thereon duly supported with documentary evidence as per the provision of relevant GST Act and the Rules made there under. The delivery shall be shown being made in the name, location/ state, and GSTIN of the consignee only; the location of the procurement office of the procuring entity has no bearing on the invoicing.
- 21.4** The supply of Goods or services or both, if imported into India, shall be considered as supply under inter-state commerce / trade and shall attract integrated tax (IGST). The IGST rate and GST cess shall be applicable on the 'Custom Assessable Value' plus the 'Basic Customs duty applicable thereon'.
- 21.5** While claiming reimbursement of duties, taxes etc. (like GST) from the Procuring Entity, as and if permitted under the contract, the Contractor shall also certify that in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the Contractor) shall refund to the Procuring Entity, the Procuring Entity's share out of such refund received by the Contractor. The Contractor shall also refund the appropriate amount to the Procuring Entity immediately on receiving the same from the concerned authorities.
- 21.6** All necessary adjustment vouchers such as Credit Notes/ Debit Notes for any short/ excess supplies or revision in prices or any other reason under the contract shall be submitted to the Procuring Entity in compliance with GST provisions.
- 21.7** Liquidated damages or any other recoveries should be shown as deductions on the invoice, and GST shall be applicable only on the nett balance payment due.
- 21.8** In case of Price Variation or Exchange Rate variation, or any other variation is applicable, GST shall be applicable on the nett invoice value after the variation is taken into account.
- 21.9** GST shall be paid as per the rate at which it is liable to be assessed or has been assessed provided the transaction of the sale is legally liable to such taxes and is payable as per the terms of the contract subject to the following conditions:
- (i) The Procuring Entity shall not pay a higher GST rate if leviable due to any misclassification of HSN number or incorrect GST rate incorporated in the contract due to Contractor's fault. Wherever the Contractor invoices the Goods at GST rate or HSN number, which is different from that incorporated in the contract, payment shall be made as per GST rate, which is lower of the GST rates incorporated in the contract or billed.
- (ii) However, the Procuring Entity shall not be responsible for the Contractor's tax payment or duty under a misapprehension of the law.
- (iii) Bidder is informed that he shall be required to adjust his basic price to the extent required by a higher tax rate billed as per invoice to match the all-inclusive price mentioned in the contract.
- (iv) In case of profiteering by the Contractor relating to GST tax, the Procuring Entity shall treat it as a violation of the Code of Integrity in the contract and avail any or all punitive actions thereunder, in addition to recovery and action by the GST authorities under the Act.
- (v) The Contractor should issue Receipt vouchers immediately on receipt of all types of payments along with tax invoices after adjusting advance payments, if any, as per Contractual terms and GST Provisions.
- (vi) Liquidated damages or any other recoveries should be shown as deductions on the invoice, and GST shall be applicable only on the nett balance payment due.
- 21.10 Statutory Variation Clause:** Unless otherwise stated in the contract, statutory increase in applicable GST rate only during the original delivery period shall be to Procuring Entity's account. Any increase in the rates of GST beyond the original completion date during the extended delivery period shall be borne by the Contractor. The benefit of any reduction in GST rate must be passed on to the Procuring Entity during the original and extended delivery period. However, GST rate amendments shall be considered for quoted HSN code only, against documentary evidence, provided such an increase of GST rates after the last date of bid submission.
- 21.11 Duties/Taxes on Raw Materials:** The Procuring Entity is not liable for any claim from the Contractor on account of fresh imposition and/ or increase (including statutory increase) of GST, customs duty, or other duties on raw materials and/ or components used directly in the manufacture of the contracted Goods taking place during the pendency of the contract unless such liability is expressly agreed to in terms of the contract.
- 22. Terms and Mode of Payment:** Unless specified otherwise in SCC, the terms of payments would be as follows:
- 22.1** Unless otherwise specified in SCC, usual payment term is 100% on receipt and acceptance of goods by the consignee (Stores section) and on production of all required documents by the supplier.
- 22.2 For Domestic Goods:** Unless otherwise specified in the SCC, payments to suppliers are usually made by account payee cheque or through ECS only. In case of non-payment through EFT, or where EFT facility is not available, payment may be released through cheque.
- 22.2.1** Where the terms of delivery is FOR dispatching Station, the payment terms, depending on the value and nature of the goods, mode of transportation etc. maybe 60% to 90% (as specified in SIT) on proof of dispatch and other related documents and balance on receipt at site and acceptance by the consignee (Stores section).

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- 22.2.2** Where the terms of delivery is delivery at site / CIF Destination / FOR destination, usual payment term is 100% on receipt and acceptance of goods by the consignee (Stores section) and on production of all required documents by the supplier.
- 22.2.3** Where goods to be supplied also need installation and commissioning by the supplier, the payment terms are generally as under:
- (a) For a contract with terms of delivery as FOR dispatching station
- i. 60% on proof of dispatch along with other specified documents
- ii. 30% on receipt of the goods at site by the consignee (Stores section) and balance
- iii. 10% on successful installation and commissioning and final acceptance by the consignee (User department)
- (b) For a contract with terms of delivery as Delivery at site/CIF Destination/FOR destination
- i. 90% on receipt and acceptance of goods by the consignee (Stores section) at destination and on production of all required documents by the supplier
- ii. 10% on successful installation and commissioning and final acceptance by the consignee (User department)
- 22.3 For Imported Goods:** Unless otherwise specified in SCC, payments are made through an irrevocable Letter of Credit (LC).
- (a) Cases where Installation, Erection and Commissioning (if applicable) **are not the responsibility of the Supplier** - 90% net FOB/FAS/CFR/CIF/CIP price is to be paid against invoice, shipping documents, inspection certificate (wherever applicable), manufacturers' test certificate, etc. and balance 10% on receipt of goods and after ascertaining its suitability by the consignee (User department).
- (b) Cases where Installation, Erection and Commissioning **are the responsibility of the Supplier** - 80% to 90% net FOB/FAS/CFR/CIF/ CIP price (as specified in the SCC) will be paid against invoice, inspection certificate (where applicable), shipping documents etc. and balance 10% - 20% within 21-30 days of successful installation and commissioning at the consignee's premises and final acceptance by the consignee (User department).
- 22.4** Unless specified otherwise in the SCC, the following general conditions will apply for payment to the supplier.
- 22.5** In Domestic Contracts, payments shall only be made in Indian Rupees. In Global Tenders, payment to foreign bidders shall be made in the currency/ currencies authorized in the contract.
- 22.6** The supplier shall send its claim for payment in writing as per Section XIX - "Proforma for Bill for Payments", when contractually due, along with relevant documents etc., duly signed with date, as specified in SCC and in a manner as also specified therein.
- 22.7** While claiming payment, the supplier is also to certify in the bill 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.
- 22.8** The important documents which the supplier is to furnish while claiming payment are:
- a) Original Invoice (GST compliant)
- b) Packing List (with item-wise gross and net weight)
- c) Certificate of country of origin of the goods from seller's Chamber of Commerce in case of imported goods
- d) Certificate of pre-dispatch inspection by BRBNMPL's representative / nominee
- e) Manufacturer's test certificate
- f) Performance / Warrantee Bond
- g) Certificate of insurance
- h) Clean on Bill of lading / Airway bill / Rail receipt or any other dispatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry / department
- i) Consignee's Certificate confirming receipt and acceptance of goods in case of payment after receipt and acceptance
- j) Dangerous Cargo Certificate, if any, in case of imported goods.
- k) Any other document specified.
- 22.9** While claiming reimbursement of duties, taxes (like GST, Customs duty and any other similar duties and taxes) from BRBNMPL, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to BRBNMPL. The supplier shall also refund the applicable amount to BRBNMPL immediately on receiving the same from the concerned authorities.
- 22.10** In case where the supplier is not in a position to submit its bill for the balance payment for want of receipt copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions:
- (a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of despatch of goods.
- (b) Delay in supplies, if any, has been regularized.
- (c) The contract price where it is subject to variation has been finalized.
- (d) The supplier furnishes the following undertakings:  
"I/We, \_\_\_\_\_ certify that I/We have not received back the Inspection Note duly receipted by the consignee or any communication from BRBNMPL or the consignee about non-receipt, shortage or defects in the goods supplied. I / We agree to make good any defect or deficiency that the consignee may report within three months from the date of receipt of this balance payment or six months from the date of dispatch whichever is later."
- 22.11 Withholding and lien in respect of sums claimed:** Whenever any claim or claims for payment of a sum of money arises against the Contractor, out of or under the contract, BRBNMPL shall be entitled, and it shall be lawful on his part, to withhold and also have a lien to retain such sum or sums, in whole or in part pending finalisation or adjudication of any such claim from:
- (i) any security or retention money, if any, deposited by the Contractor.
- (ii) any sum(s) payable till now or hereafter to the

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- Contractor under the same Contract or any other contract with BRBNMPL if the security is insufficient or if no security has been taken from the Contractor.
- 22.12 Payment Against Time-Barred Claims:** All claims against BRBNMPL shall be legally time-barred after three years calculated from the date when the payment falls due unless the payment claim has been under correspondence. BRBNMPL is entitled to, and it shall be lawful for it to reject such claims.
- 23. Delay in the supplier's performance**
- 23.1** The time for and the date specified in the contract or as extended for the delivery of the stores shall be deemed to be the essence of the contract and the supplier shall deliver the goods and perform the services under the contract within the time schedule specified by BRBNMPL in the List of Requirements and as incorporated in the contract.
- 23.2** Subject to the provision under GCC clause 28, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions besides any administrative action:
- Imposition of liquidated damages,
  - Forfeiture of its performance security and
  - Termination of the contract for default.
- 23.3** If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform BRBNMPL in writing about the same and its likely duration and make a request to BRBNMPL for extension of the delivery schedule accordingly. On receiving the supplier's communication, BRBNMPL shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
- 23.4** When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:
- Liquidated Damages:** BRBNMPL shall recover from the supplier, under the provisions of the clause 24 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
  - Denial Clause:**
    - That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, Goods and Services Tax or on account of any other duties and taxes which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.
    - Notwithstanding any stipulation in the contract for an increase in price on any other ground, including price variation clause or foreign exchange rate variation, or any other variation clause, no such increase after the original delivery date shall be admissible on such goods delivered after the said
- date.
- c) But nevertheless, BRBNMPL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, Goods and Services Tax or any other duty or tax or levy or on account of any other ground as stipulated in the price variation clause or foreign exchange rate variation or any other variation clause, which takes place after the expiry of the date of delivery stipulated in the contract.
- 23.5** The supplier shall not despatch the goods after expiry of the delivery period. The supplier is required to apply to BRBNMPL for extension of delivery period and obtain the same before despatch. In case the supplier despatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against BRBNMPL.
- 24. Liquidated damages**
- 24.1** Subject to GCC clause 28, if the supplier fails to deliver any or all of the Goods or fails to perform the services within the time frame(s) incorporated in the contract, BRBNMPL shall, without prejudice to other rights and remedies available to BRBNMPL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% percent (or any other percentage if prescribed in the SCC) of the delivered price of the delayed goods and / or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% (or any other percentage if prescribed in the SCC) of the delayed 'goods' or 'services' contract price(s). During the above-mentioned delayed period of supply and / or performance, the denial clause incorporated under GCC sub-clause 23.4 above shall also apply.
- 25. Custody and Return of BRBNMPL's Materials / Equipment / Documents loaned to Contractor**
- 25.1** Whenever stores are required to be issued to the firm/Contractor for fabrication or prototypes or sub-assemblies are issued for guidance in fabrication, these would be issued against appropriate Bank Guarantee as specified in SCC. In addition to the Bank Guarantee, appropriate insurance may be asked if specified in the SCC.
- 25.2** All drawings and samples issued to the Contractor in connection with the contract must be returned by him. Final payment will be withheld if this is not done, besides any other sanction deemed fit by BRBNMPL.
- 26. Breach of Contract - Termination for default**
- 26.1** BRBNMPL, without prejudice to any other contractual rights and remedies available to it for breach of contract, such as removal from the list of registered supplier, may, by written notice of default sent to the supplier, terminate the contract in whole or in part:
- If the supplier fails to deliver any or all of the stores or services within the time period(s) specified in the contract, or any extension thereof granted.
  - If the supplier fails to perform any other obligation (including Code of Ethics or obligation to maintain eligibility and Qualifications based on which contract was awarded) within the period specified in the contract or any extension thereof granted.
  - If the supplier is found to have made any false or fraudulent declaration or statement to get the

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- contract or he is found to be indulging in unethical or unfair trade practices.
- (iv) When the item offered by the supplier repeatedly fails in the inspection and/or the supplier is not in a position to either rectify the defects or offer items conforming to the contracted quality standards.
- (v) When both parties mutually agree to terminate the contract.
- (vi) Any special circumstances, which must be recorded to justify the termination of a contract.
- (vii) In pursuance of an award given by a Court of Law.
- 26.2** In the event BRBNMPL terminates the contract in whole or in part, pursuant to GCC sub-clause 26.1 above, BRBNMPL may take recourse to any one or more of the following actions:
- (i) Invoke the performance security;
- (ii) Invoke the risk purchase clause - BRBNMPL may procure goods and/ or services similar to those undelivered, with such terms and conditions and in such manner as it deems fit at the "Risk and Cost" of the supplier and the supplier shall be liable to BRBNMPL for the extra expenditure, if any, incurred by BRBNMPL for arranging such procurement;
- (iii) Any other action as deemed appropriate.
- 26.3** Unless otherwise instructed by BRBNMPL, the supplier shall continue to perform the contract to the extent not terminated.
- 26.4** All warranty obligations, if any, shall continue to survive despite the termination.
- 26.5** **Limitation of Liability:** Except in cases of criminal negligence or wilful misconduct, the aggregate liability of the Contractor to the Procuring Entity, whether under the contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Contractor to indemnify the Procuring Entity concerning IPR infringement.
- 27. Breach of Contract - Termination for insolvency**
- 27.1** In the event the supplier becomes bankrupt or otherwise insolvent or loses substantially the technical or financial capability (based on which he was selected for award of contract) or liquidation proceedings are commenced against it by a third party or by own volition, BRBNMPL reserves the right to terminate the contract, at any time, by serving written notice to the supplier, without any adverse consequence to BRBNMPL and without being liable to pay any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect any rights of action or remedies which have accrued or will accrue prior to termination or thereafter to BRBNMPL.
- 27.2** Upon such termination, BRBNMPL shall be deemed to be the owner of the stores/materials manufactured by the supplier and retain first right and lien over the stores/materials including the raw material purchased by the supplier for performance of the contract and require the stores/materials to be delivered under the contract, which is terminated on account of bankruptcy or insolvency or likely bankruptcy or insolvency of the supplier and such stores in possession of the supplier shall be earmarked and be delivered to BRBNMPL before the start of the bankruptcy or insolvency process.
- 27.3** In the event the supplier is aware or apprehends that it is likely to go into liquidation whether on account of liquidation proceedings commenced by a third party or by way of voluntary liquidation, then the supplier shall forthwith inform BRBNMPL as soon as it is aware that a third party has issued notice that it intends to commence liquidation proceedings or well before it files for liquidation.
- 27.4 Escrow Arrangement**
- (i) The Supplier shall deposit with a third party escrow agent mutually agreed to by the parties, a copy of Software and its source code and object code for safe keeping with instructions for it to be released forthwith to BRBNMPL, in the event the Supplier fails to make the source code/object code accessible to BRBNMPL whenever required and/or in the event the Supplier is likely to go into liquidation or goes into liquidation.
- (ii) In the event, the Supplier apprehends that it is likely to go into liquidation whether on account of liquidation proceedings commenced by a third party or in the event it anticipates filing for bankruptcy, then the Supplier shall inform BRBNMPL in advance and engage with it to determine the sale and possession of BRBNMPL's software and its source code. In the event Supplier fails to do so, the third party escrow agent shall be instructed under the Escrow Agreement to release the Software and its source code to BRBNMPL as noted above.
- (iii) For the purpose of this Clause, the term '*Software*' shall collectively mean, the full and final version of the Software to be delivered to BRBNMPL in source code and object code forms, together with any and all improvements, corrections, modifications, updates, enhancements or other changes, whether or not included in the full and final version including all System Documentation and User Documentation. The term '*System Documentation*' shall mean any and all documentation used in the development and updating of the Software, including but not limited to, customer requirements and specifications design or development specifications, test and error reports, and related correspondence and memoranda. And the term '*User Documentation*' shall mean the end-user instruction manual that usually accompanies the Software instructing end users in the use of the Software in both printed and electronic form.
- (iv) The term '*System Documentation*' shall mean any and all documentation used in the development and updating of the Software, including but not limited to, customer requirements and specifications design or development specifications, test and error reports, and related correspondence and memoranda. And the term '*User Documentation*' shall mean the end-user instruction manual that usually accompanies the Software instructing end users in the use of the Software in both printed and electronic form.
- 28. Force Majeure**
- 28.1** In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by BRBNMPL in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- which had occurred under any other clause of this contract prior to such termination.
- 28.2** Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of any such sanction so long the delay and / or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 28.3** In case due to a Force Majeure event BRBNMPL is unable to fulfil its contractual commitment and responsibility, BRBNMPL will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.
- 29. Termination for convenience**
- 29.1** BRBNMPL reserves the right to terminate the contract, in whole or in part for its (BRBNMPL's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of BRBNMPL. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- 29.2** The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by BRBNMPL following the contract terms, conditions and prices. For the remaining goods and services, BRBNMPL may decide:
- a) to get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- b) to cancel the remaining portion of the goods and/or services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and/or services.
- 30. Fall Clause**
- This clause shall be applicable only if explicitly invoked in SCC. Nevertheless, Fall Clause shall be expressly applicable in case of Rate Contract.*
- 30.1** The price charged for the Goods supplied under the contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Goods or offers to sell Goods of identical description, to any persons/organisations including the Procuring Entity or any Department or Undertaking of the Central Government, as the case may be during the currency of the contract. Contractor shall forthwith notify such reduction or sale or offer of sale to the Procuring Entity and the price payable under the contract for the Goods supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced.
- 30.2** The above stipulation shall, however, not apply to:
- (i) Exports by the Contractor
- (ii) Sale of Goods as original equipment at prices lower than the prices charged for normal replacement
- (iii) Sale of perishable Goods having a limited shelf life, such as drugs that have expiry dates
- 30.3** The Contractor shall furnish the following certificate with each bill for payment of supplies made against the contract.
- "We certify that there has been no reduction in the sale price of the Goods of description identical to the*
- Goods supplied to BRBNMPL under the contract herein, and such Goods have not been offered/sold by me/us to any person/organisation including any Ministry/ Department/Attached and Subordinate Office/Public Sector Undertaking of Central or State Government(s) as the case may be upto the date of bill / the date of completion of Contract at a price lower than the price charged under this contract except for the quantity of Goods categories under (i), (ii) and (iii) of sub-clause (30.2) above, details of which are as follows:-"*
- 31. Notices**
- 31.1** Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing, the procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- 31.2** The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.
- 32. Code of Ethics, Obligations, Penalties and Punishments**
- 32.1 Code of Ethics:** Officers and staff of BRBNMPL as well as Bidders, Suppliers, Contractors, and Consultants under BRBNMPL contracts shall observe the highest standard of ethics and should not indulge in following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
- (i) **"Corrupt practice"** making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- (ii) **"Fraudulent practice"** any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
- (iii) **"Anti-competitive practice"** - any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of the procuring entity, that may impair the transparency, fairness, and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- (iv) **"Coercive practice"** harming or threatening to harm, persons, or their property to influence their participation in the procurement process or affect the execution of a contract;
- (v) **"Conflict of interest"** - participation by a bidding firm or any of its affiliates who are either involved in the Consultancy Contract from which particular procurement is linked; or if they are part of more than one bid in the procurement; or if their personnel have relationship or financial or business transactions with any officer in Procuring entity, who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- from the procuring entity with an intent to gain unfair advantage in the procurement process or for personal gain; and
- (vi) **“Obstructive practice”** - materially impede procuring entity’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the procuring entity’s rights of audit or access to information;
- 32.2 Obligations for proactive disclosures:**
- (i) Procuring authorities as well as bidders, suppliers, Contractors, and consultants, are obliged under this Code of Ethics to suo-moto proactively declare any conflict of interest (coming under the definition mentioned above – pre-existing or as and when these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of ethics.
- (ii) Any bidder must declare, whether asked or not in a bid document, any previous transgressions of such code of ethics with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of ethics.
- 32.3 Penalties and Punishments**
- A particular violation of ethics may span more than one of above-mentioned unethical practices. Without prejudice to and in addition to the rights of the procuring entity to other penal provision as per the bid-documents or Contract, If the Procuring Entity comes to a conclusion that a (prospective) bidder or Contractor directly or through an agent has violated this Code of Ethics in competing for the contract or in executing a contract, the Procuring Entity may take appropriate measures including:
- 32.3.1 if his bids are under consideration in any procurement**
- (i) Rejection and exclusion of the bidder from the procurement process;
- (ii) Calling off of any pre-contract negotiations and forfeiture or encashment of bid security;
- (iii) Forfeiture or encashment of any other security or bond relating to the procurement;
- (iv) Cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
- (v) Recovery of payments made by the procuring entity along with interest thereon at prevailing rate;
- (vi) Holiday Listing, Removal from the list of approved vendors and banning/debarment of the bidder from participation in future procurements of the procuring entity for a period not less than one year;
- (vii) In case of Anti-competitive practices, information for further processing may be filed with the Competition Commission of India.
- (viii) Initiation of suitable disciplinary or criminal proceedings against any individual staff found responsible.
- 33. Resolution of disputes**
- In case of any dispute or difference or question arising out of or in connection with or in relation to the contract or related documents, including, without limitation, their existence, interpretation, performance, or termination (whether during the course of supply or after its completion and whether before or after the determination, abandonment or breach of contract), the Parties (the PURCHASER and the SELLER) shall endeavor to settle such disputes or differences amicably in the following manner:
- 33.1 Adjudication**
- After exhausting efforts to resolve the Dispute with the Purchasing Officer executing the contract on behalf of the Procuring Entity, the Contractor shall give a ‘Notice of Adjudication’ specifying the matters which are in question, or subject of the dispute or difference indicating the relevant contractual clause, as also the amount of claim item-wise to Head of Procurement or any other authority mentioned in the contract (hereinafter called the “Adjudicator”) for invoking resolution of the dispute through Adjudication. During his adjudication, the Adjudicator shall give adequate opportunity to the Contractor to present his case. Within **60** days after receiving the representation, the Adjudicator shall make and notify decisions in writing on all matters referred to him. The parties shall not initiate, during the adjudication proceedings, any conciliation or arbitral or judicial proceedings in respect of a dispute that is the subject matter of the adjudication proceedings. If not satisfied by the decision in adjudication, or if the adjudicator fails to notify his decision within the abovementioned time-frame, the Contractor may proceed to invoke the process of Conciliation.
- 33.2 Conciliation through Expert Settlement Committee (ESC)**
- If the Parties fail to resolve their dispute or difference by Adjudication, then either Party can send a notice invoking Conciliation through an Expert Settlement Committee (ESC) to the other Party within **15** days from the date of failure to resolve the dispute. The date of the last meeting held in the process of Adjudication shall be taken as date of failure to resolve the dispute through mutual consultation. The other Party shall have to respond within **15** days from the date of receipt of notice invoking Conciliation.
- 33.3 Arbitration**
- (i) If the Parties fail to reach an amicable settlement through the processes of Mutual Consultation and Conciliation through ESC, then either Party (the PURCHASER or the SELLER) may within thirty (30) days of such failure give a written notice to the other Party requiring that all matters in dispute or difference or in question be arbitrated upon in accordance with The Arbitration and Conciliation Act 1996.
- (ii) Only the matters specified in such written notice which are in question or subject of dispute or difference, as also the amount of claim / counter-claims, shall be referred to the arbitration and no other matter which has not been specified shall be referred to the arbitration.
- (iii) The claims and counter claims raised by the Parties at the time of invocation of the arbitration shall be final and binding on the Parties and no change shall be allowed in the same at any stage during arbitration under any circumstances. Withdrawal of claims/counter claims may however be done by the Parties at any stage.

## BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU

- (iv) The matters in dispute or difference or in question may be referred by either Party to a sole Arbitrator if the total value of the claim/counter-claim is up to ₹50 lakh and to a panel of three Arbitrators if the total value of claim/counter-claim is more than ₹50 lakh. For this purpose, BRBNMPL shall maintain a panel of qualified and experienced persons who will function as Arbitrators.
- (v) **Appointment of Sole Arbitrator:** MD, BRBNMPL shall appoint the Sole Arbitrator from its panel of Arbitrators with the written consent of the other Party. The complexities of the dispute, the qualification and the experience of the person shall be kept in view while making such appointment. The award of the sole Arbitrator shall be final and binding on all parties.
- (vi) **Appointment of three Arbitrators:** MD, BRBNMPL shall appoint an Arbitrator from its panel of Arbitrators. The complexities of the dispute, the qualification and the experience of the person shall be kept in view while making such appointment. Likewise, the other Party shall appoint its Arbitrator. The two Arbitrators so appointed shall appoint the third Arbitrator, who will be the Presiding Arbitrator. The decision of the majority of the Arbitrators shall be the Award of the Arbitral Tribunal and shall be final and binding on all parties.
- (vii) The Arbitrator or Arbitrators appointed under this clause shall have the power to extend the time to make the award with the consent of the Parties as per the Arbitration and Conciliation Act, 1996 as amended till date. The fees of Arbitrator(s) and all other incidental cost incurred during the arbitration proceedings shall be borne equally by the parties.
- (viii) The arbitration proceeding shall be held in Bengaluru or any other place in India as decided by the PURCHASER and shall be conducted in English language. All documentation to be reviewed by the Arbitrators and / or submitted by the Parties shall be written or translated into English.
- (ix) The Arbitration Proceedings shall be governed by The Arbitration and Conciliation Act 1996, as amended from time to time including provisions in force at the time the reference is made.
- (x) Pending reference to arbitration, the Parties shall continue to perform their contractual obligations under the Agreement and disputes or differences or questions, if any, will finally be settled in the arbitration.
- 34. Jurisdiction**  
Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relating to the contract or any Award arising therefrom, shall lie only in the Court of competent civil jurisdiction in this behalf at Bengaluru/Kolkata and only the said Court(s) at Bengaluru/Kolkata shall have jurisdiction to entertain and take any such actions and/or proceedings to the exclusion of all other Courts.
- 35. Governing Law**  
The Contract shall be governed in all respects by the by the laws of the Republic of India for the time being in force without application of the doctrine of Renvoi.
- 35. Secrecy**  
**35.1** If the Contract declares the subject matter of this Contract as coming under the Official Secrets Act, 1923 or if the contract is marked as "Secret", the

Contractor shall take all reasonable steps necessary to ensure that all persons employed in any work in connection with the contract, have full knowledge of the Official Secrets Act and any regulations framed thereunder.

- 35.2.** Any information obtained in the course of the execution of the contract by the Contractor, his servants or agents or any person so employed, as to any matter whatsoever, which would or might be directly or indirectly, of use to any enemy of India, must be treated secret and shall not at any time be communicated to any person.
- 35.3.** Any breach of the aforesaid conditions shall entitle the Purchaser to cancel the contract and to purchase or authorise the purchase of the stores at the risk and cost of the Contractor, In the event of such cancellation, the stores or parts manufactured in the execution of the contract shall be taken by the Purchaser at such price as he considers fair and reasonable and the decision of the Purchaser as to such price shall be final and binding on the Contractor.

#### Part II: Additional General Conditions of Contract for specific Types of Tenders in addition / modification to clauses mentioned above:

##### 36. Disposal / Sale of Scrap by Tender

- 36.1** During the currency of contract, no variation in price or rate shall be admissible.
- 36.2 Payment and Default**
- 36.2.1** Payment may be made in the form of Account Payee Demand Draft drawn on any scheduled commercial bank in India in favour of Bharatiya Reserve Bank Note Mudran Private Limited or through Online Transfer or through other Electronic Mode of Payment as mentioned in the NIT.
- 36.2.2** No interest will be paid to the purchaser for the amounts paid or deposited with the BRBNMPL and subsequently found refundable to the purchaser under any of the conditions of the contract.
- 36.2.3** If the purchaser fails to deposit sale value for a sold lot within the allowed period as per relevant clause BRBNMPL may forfeit the security deposit. Requests for an extension of this period, made by the purchaser may be considered by the BRBNMPL and may at its discretion, on the merits of the case, allow further time not excluding 50 days from the date of the contract. Interest shall be leviable on such amount at a rate 2% per annum higher than the PLR of State Bank of India, from the date of expiry of the payment date to actual date of payment (actual date of payment inclusive).
- 36.2.4** The lot or lots in respect of which forfeiture has been made, shall be deemed to have been abandoned by the purchaser to all intents and purposes and may be re-sold or otherwise disposed of at the discretion of the BRBNMPL without reference to the purchaser concerned and without incurring any liability on part of BRBNMPL whatsoever in respect there under.
- 36.2.5** In case extension is granted by BRBNMPL and due to late payment of sale amount the delivery cannot be completed by the purchaser, in accordance with the relevant clause of Special Conditions of Tender sale, then ground rent shall also be leviable as per relevant clause of Special Conditions of Tender sale.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- 36.2.6** On production of proof of having made payment, nominated authority shall issue a delivery order authorizing the purchaser to take delivery of the Scrap Materials.
- 36.3 Deliveries, Delays and Breach of Contact**
- 36.3.1** The Title of goods or material sold shall not be deemed to have been passed to the Purchaser / Bidder until and unless the full and final payment has been made by the purchaser, in accordance with the contract to the BRBNMPL and the authorized Officer has issued the Delivery Order in favour of the purchaser. The materials sold may be removed from the premises only on production of the cash receipt for the payment and a delivery order from the Officer authorized by the BRBNMPL.
- 36.3.2** Unless specified otherwise in SIT, delivery period for lifting of material shall be within 60 days from the date of finalization of contract agreement.
- 36.3.3** The work of delivery will be supervised by Stock Holder or his authorized representative, representative of accounts Department and Security Staff duly authorized by BRBNMPL for the propose of delivery. Delivery will be allowed during working hours.
- 36.3.4** No delivery of materials sold shall be given on Sundays, Gazetted holidays and other shall holidays observed by BRBNMPL. The delivery of the goods or material shall be effected from the premises concerned only during its normal working hours. In order to complete the delivery within the working hours all loading must cease half an hour before the normal closing time of the concerned premises. The decision of the BRBNMPL with regard to the working hour shall be final and binding on the purchaser. Purchaser will not be allowed to lift the Scrap Material from more than one location at a time.
- 36.3.5** The purchased stores will be carried away by the purchaser at his risk and no claims against the BRBNMPL will be entertained for shortage in weight which may be discovered after the materials have left the premises wherefrom delivery is taken. If required the purchaser shall provide his own bags, cases or other receptacles for the removal of the scrap.
- 36.3.6** The BRBNMPL shall not be responsible for any accident that may occur to purchaser's labours/servants for any reasons whatsoever. The purchaser will himself have to ensure the safety of his workers and shall be liable to pay claims, whatsoever if any. BRBNMPL will not carry any responsibility of such payments. The purchaser will be responsible to supply personal protection equipment to his labour/servant and staff and no additional charges are admissible for the same.
- 36.3.7** The materials sold, shall be removed by the purchaser within the period specified in relevant clause of Special Condition of Sale.
- 36.3.8** If due to any default on the part of the BRBNMPL, the purchaser is unable to remove the materials sold within the specified period, the BRBNMPL may extend the period therefore and in such an event purchaser will be entitled to take delivery of the goods or the materials sold within such extended Delivery period.
- 36.3.9** If Contractor fails to lift sold scrap within the specified period, penalty shall be levied at the rate of 0.5% per day of the value of un-removed Scrap. Moreover the material shall remain at the purchaser's risk until removal thereof. Further BRBNMPL will be entitled to charge the ground rent as stated in relevant Para of SCC, for the area in which the materials sold are kept or stored - which would be recovered by the BRBNMPL from the Purchaser before removal of the material and in the event of default in payment thereof, the BRBNMPL at may its discretion shall be entitled to order the re-sale of such materials and forfeit the Security deposit or sale amount or both, paid by the purchaser.
- 36.3.10** If the purchaser makes slow progress with his contract and the BRBNMPL is of opinion that he may fail to fulfil the contract within the time specified in the conditions of sale, it will be lawful for the BRBNMPL to cancel the whole contract or such portion thereof as may not have been completed and the BRBNMPL shall be at liberty to dispose of the goods in any manner at the risk and expense of the purchaser.
- 36.3.11** The purchaser will have to comply with the provisions of the Contract Labour (Regulations and Abolition Act 1970 and Central Rules 1971 and obtain license from the Assistant Labour Commissioner or the competent authorities empowered to issue such license. Any failure on the part of the purchaser in this regard will be at his risk and consequences. He shall comply with Workman's Compensation Act 1923, Payment of Wages Act 1936, and Minimum Wages Act, 1948 and all the other related statutory and legal provisions and obligations, the purchaser shall also indemnify the BRBNMPL against any claim / liabilities that may occur to the Contractor's labours and servants due to any reasons whatsoever.
- 36.3.12** If the purchaser makes default in complying with any of the condition of the contract, the sale of lot or lots in respect of which such default is made may be cancelled and such lot or lots may be put up again for sale and in such an event if a lower price is offered and accepted for such lot or lots then the purchaser shall be liable to pay the difference in price thereof together with all expenses occasioned by such resale in default to the BRBNMPL provided further that the purchaser in default shall not be entitled to claim any profit which may arise from such resale.
- \*\*\*\*\*

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****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 GCC 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)

Sl. No.	GCC Clause No.	Topic	SCC Provision
	6.1, 6.3, 6.5	Performance Security	Applicable. An amount equivalent to <b>10% of the work order value</b> to be submitted within 21 days of issue of LOI shall have to be submitted in the form of BG/DD which may be <b>released after 60 days</b> of successful and satisfactory completion of the <b>Entire Project/Contractual Obligation</b> . of the work order value. Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning contract copy duly signed within stipulated time shall make the tenderer liable for annulment of the award and forfeiture of its EMD (or enforcement of Bid Security Declaration), besides taking other administrative punitive actions by BRBNMPL against it. Performance Security shall be released without any interest after successful completion of all contractual obligations including Defects Liability Period (DLP) and Warranty obligations i.e., after 01 (One) Year and on submission of "No Demand" Certificate.
	8.2	Packing and Marking	Applicable
	9	Inspection and Quality Control	Applicable, received goods shall be inspected as per tender specifications. If delivered goods is rejected for any reasons, Contractor has to replace the same within <b>15 days at his own cost</b> and risk at our site from the date of issue of our intimation of rejection.
	11.2	Transportation of Domestic Goods	Applicable
	12.2	Insurance	Applicable
	14.1	Incidental Services	Applicable
	15	Distribution of Dispatch	Applicable

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

		Documents for clearance / Receipt of Goods	
	16.2, 16.4	Warrantee Clause	<p><b>Applicable</b></p> <p><b>Minimum 01 (One) Year OEM's Warranty from the date of successful completion of the work.</b></p> <p><b>Defects Liability Period (DLP): Minimum 01 (One) Year from the date of successful completion of the work.</b> Any defect/s recorded during DLP, shall be rectified / replaced by the Contractor without any extra cost to BRBNMPL. If the Contractor fails to do so, <b>within 02 (two) weeks</b> after information, BRBNMPL reserves the right to rectify the same through another agency &amp; the cost incurred thus shall be recovered from the Contractor.</p>
	18	Sub-contracting	Not applicable
	19.3	Option Clause	<p>Applicable</p> <p>BRBNMPL reserves the right to place an additional Order at same rate, terms &amp; conditions for <b>maximum 25% of the Contract Value</b> till final time schedule of the Contract. Further, it may be noted that the quantity against each line item of BOQ shall not be increased by more than 25% (Refer clause No. 19.3 of GCC, Section IV).</p>
	20.1	Price Adjustment Clause	Not applicable
	21.10	Statutory Variation Clause	<p>Applicable</p> <p>Bidder has to furnish the price-break-up including the tax components. Any revision (increase/ decrease) in Statutory rates after opening of the tender shall be paid at actuals on submission of documentary evidence. <b>Any increase in statutory duties beyond scheduled time schedule is not attributable to BRBNMPL and the same shall have to be borne by the Contractor.</b></p> <p>If the tenderer fails to include taxes and duties in the tender, purchaser will consider no claim thereafter.</p>
	21.2	Taxes and Duties	Applicable
	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payments	<p><b>Payment Terms:</b></p> <ol style="list-style-type: none"> <li>i. <b>No advance payment shall be made.</b></li> <li>ii. <b>Payment shall be done as per actual work carried out.</b> The Contractor shall not be paid any mobilization advance or any secured advance.</li> <li>iii. Payment shall be released through RTGS/ NEFT only. Bank Mandate as per as per</li> </ol>

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

			<p>Annexure 11, if not submitted earlier, should be submitted along with Technical Bid. Statutory Deductions as applicable will be deducted from the gross bill amount.</p> <p>iv. Bidder has to furnish the <b>price-break-up</b> including the tax components.</p> <p>v. The value of work done, less recovery if any will be payable as per progress of work as running account bills subject to satisfactory completion of work as per Joint measurements entered in the Measurement Book (MB) and the same entered in excel sheets to be submitted for certification to BRBNMPL Official. Deductions will comprise the deductions as stipulated including statutory deduction.</p> <p>vi. All R/A bills / invoices for progress payments as well as for final payments shall be submitted in prescribed computerized forms supported by detailed measurement of items of work as per measurement books.</p> <p><b>Final Bill:</b> Successful Bidder shall submit final bill within <b>02 (two) months</b> 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 Demand" Certificate, Undertaking for Statutory Compliances and clearance of site of all rubbish, debris, vats, tanks, materials, temporary structures, Township and machinery and handing over the site in a tidy and clean condition to BRBNMPL and any other document required by BRBNMPL. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from BRBNMPL.</p>
	23	Delay in the supplier's performance	<p>Below is in addition to GCC Clause No. 23.</p> <p>Extension of time will only be considered, if in the <b>opinion of BRBNMPL</b>, the works be delayed (a) by force majeure or (b) by reason of any exceptionally inclement weather or (c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring or public authorities arising otherwise than through the Contractor's own default or (d) by the works or delays of other Contractors or Tradesmen engaged or nominated by the Owner and not referred to in the schedule of quantities and/or specification or (e) by reason of BRBNMPL instructions as per relevant clause hereof or (f)</p>

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

			by reason of civil commotion (g) by reason beyond control of the Contractor in the opinion of BRBNMPL.
	24	Liquidated Damages	Applicable In case of any delay in work completion; BRBNMPL shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to <b>0.5% of the contract price</b> for each week of delay or part thereof until actual completion, subject to a maximum deduction of <b>10%</b> of contract price. For any delay in adherence to <b>itinerary of Time Schedule mentioned in Section VI: List of Requirements</b> , Liquidated Damage (LD) shall be levied.
	25.1	Bank Guarantee and Insurance for Material loaned to Contractor	Not applicable
	27.4	Escrow Arrangement	Not applicable
	30	Fall Clause	Not applicable
	33, 33.1, 33.2, 33.3	Resolution of Disputes	Clauses of 33.1, 33.2 and 33.3 are applicable All disputes / differences shall be subject to and referred to the court of competent jurisdiction situated within the limits of <b>Mysuru</b>
	36	Disposal / Sale of Scrap by Tender	Not applicable

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****SECTION VI – LIST OF REQUIREMENTS****“TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU”****Tender No: 000/MYS/CIVIL/2021-22 dated .....**

<b>Schedule No.</b>	<b>Brief Description of Goods / Services</b>	<b>Accounting Unit</b>	<b>Quantity</b>	<b>Amount of Earnest Money</b>
1	<b>Annual Maintenance Contract for Civil works at Plant area, BRBNMPL, Mysuru</b>	As per BOQ	As per BOQ	<b>Rs.98,000/-</b> (Rupees Ninety eight thousand only )

- 1) BRBNMPL, Mysuru invites tenders from eligible vendors for the work of “**Annual Maintenance Contract for Civil works at Plant area, BRBNMPL, Mysuru**”. The work has to be executed as mentioned in the BOQ as per the IS, CPWD and KPWD specifications and to the satisfaction of the officials from BRBNMPL. The general character and the scope of the works shall be as illustrated and defined in, Specifications, Schedule of Quantities, and other Contract Documents.
- 2) The BIDDER should carefully examine the ‘**Specification**’, “**Bill of Quantity**” in its complete form and be informed and satisfied himself as to the details, nature, character and quantities of the work to be carried out, site conditions and other pertinent matters and details.
- 3) **PROFESSIONAL LIABILITY** The Contractor is expected to carry out its assignment with **due diligence** and in accordance with prevailing standards of the profession
- 4) **Contractor’s Responsibility:** The Contractor shall provide everything necessary for the proper execution of the works according to the intent and meaning of the schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from.
- 5) Materials and workmanship to conform to descriptions: All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or **Specifications and in accordance with the instructions**, and the CONTRACTOR shall upon the request of BRBNMPL furnish all **invoices, accounts, receipts** and other vouchers to **prove** that the materials comply therewith. The CONTRACTOR shall at his own cost arrange for and/or carry out any test of any materials which the BRBNMPL may require.
- 6) It is the **prime responsibility** of the bidder to ensure that execution of the works proceeds smoothly in proper co-ordination among different agencies and in accordance with the programme for completion.
- 7) It is the **prime responsibility** of Contractor to complete specified job in schedule time. The Contractor shall be periodically intimated about their performance. Time allowed for carrying out the work as mentioned in the tender should be strictly observed by the CONTRACTOR and it shall be reckoned from the date of issue of LOI or any other date mentioned in the LOI/Notification of Award.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- 8) If at any time after start of work, BRBNMPL decides to abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, **BRBNMPL shall give notice** in writing to this effect to the bidder and they shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.
- 9) BRBNMPL reserves the right to **contact and verify Applicant's Information**, References, and date submitted in the bid without further reference to the applicant(s).
- 10) The Contractor requiring any **clarification** on the tender may notify BRBNMPL in writing or by fax and e-mail. They should send in their queries before the date mentioned in the Schedule of Bidding Process, BRBNMPL shall endeavor to respond to the queries within a reasonable period of time.
- 11) BRBNMPL shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, BRBNMPL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring BRBNMPL to respond to any question or to provide any clarification
- 12) Amendment to tender: At any time prior to the deadline for submission of Proposals, BRBNMPL may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the tender by **the issuance of Addenda**.
- 13) Any Addendum thus issued will be uploaded on the website **www.brbnmpl.co.in**. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, BRBNMPL, at its own discretion, extend the Proposal Due Date by uploading a corrigendum on the website
- 14) **Alteration in quantity or work, specification & design**/addition of work / deletion of work: The BRBNMPL shall have power to make any alterations / additions to or substitutions for the original specifications and instructions that may appear to him to be necessary during the maintenance work. For that purpose or if for any other reason it shall in its opinion be desirable, it shall have power to order the Contractor to do any or all of the following:
  - **Increase or decrease** the quantity of any work included in the contract.
  - **Delete** any such work.
  - Change the character or **quantity** or kind of any such work.
  - Execute **additional work** of any kind necessary for the completion of the work &
  - Change in any specified sequence, method of timing of the work.
  - The Contractor shall be bound to carry out the work in accordance with any instructions in these connections, which may be given to him in writing signed by the BRBNMPL and shall not on any way **vitiating or invalidate** the contract.
  - Quoted rates shall be firm and binding and inclusive of all taxes & charges.
  - Statutory deduction of taxes shall be made at the source.
  - Successful Bidder has to arrange all the required materials, labors, scaffolding, safety equipment, tools and plants, transportation etc., at his own cost for proper completion of work including cement and steel, labour, etc. shall be arranged by the Contractors.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- The Successful Bidder has to strictly follow the safety norms during his work & also take care for BRBNMPL property.
- The Successful Bidder should understand the scope of work before quoting and inspect the site accordingly.

Note:

- Bidder should be registered under **GST**.
- Should have permanent Income Tax A/C No as allotted by the income tax authority of government of India.
- Should not be blacklisted/ debarred by BRBNMPL or any PSU or any govt. Departments.
- Copies of certificate/documents related to PAN, GST, ESI & PF registration certificates must be submitted along with the bid.
- The bidder has to submit appropriate documents for ESI, Workmen`s Compensation policy and Contractor`s all risk policy for all the Workers engaged for the work.
- Bidder to furnish stipulated document in support of qualifying criteria. Non -submission or incomplete submission of documents may lead to rejection of offer.

**List of Requirements - Compliance**

Note to Bidders: Fill up this Form regarding Section VI: List of Requirements maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.

Tender Title								
Tender No.							Date	
Schedule No.	HSN / SAC Code	GST* %	Local Content (%)	Description of Goods and Services	Quantity with UoM	Delivery offered	Destination State for GST purpose	Bidder's GSTIN

\* Mention total % and breakup into CGST, SGST, IGST, Cess etc.

We shall comply with, abide by, and accept without variation, deviation, or reservation all requirements detailed in Section VI: List of Requirements in the Tender Document.

Signature of Authorized Signatory with Date and Seal

**TIME IS THE ESSENCE OF THE CONTRACT**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****SECTION VII – TECHNICAL SPECIFICATIONS AND SCOPE OF WORK****1. PREAMBLE:**

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

BRBNMPL, Mysuru invites tenders from eligible vendors for the work of "**Annual Maintenance Contract for Civil works at Plant area, BRBNMPL, Mysuru**". The work has to be executed as mentioned in the BOQ as per the IS, CPWD and KPWD specifications and to the satisfaction of the officials from BRBNMPL. The general character and the scope of the works shall be as illustrated and defined in, Specifications, Schedule of Quantities, and other Contract Documents.

**2. Scope of Work**

M/s Bharatiya Reserve Bank Note Mudran Pvt. Limited is a Company wholly owned subsidiary of Reserve Bank of India. The scope of work to be carried out under Civil maintenance at plant area shall be briefly as given under:-

Sl. No.	Locations / Areas	Scopes	Manpower	Remarks
	The following buildings and locations are under the Plant Area.  1. Main press building 2. Electrical Sub stations 3. AC Plant 4. DG Station 5. MSDS 6. LDO 7. Water Treatment Plant-I. 8. Chemical Stores	Carpentry/Aluminium /MS work: Repairing, maintenance and all types of defects rectification of all types of carpentry and allied works in all types of doors such as MS doors, Aluminium partition doors, Aluminium Sliding doors, all types of windows, air ventilators, door and window frames, grills hinges, hydraulic door closers, floor spring and door stoppers, handles, locks, glass removal and fixing, board fixing etc.	Contractor must provide one carpenter and one welder/ Aluminium Fabricator with helpers.  Contractor	All consumables including welding machine, welding rods and necessary accessories to be arranged by the Contractor. Complaints of emergency in nature are to be attended immediately on intimation. All the routine complaints should be liquidated within five days from the date of lodging complaint.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

<p>9. Railway platform 10. Fire station and fire towers 11. Industrial Canteen / Welfare Buildings. 12. Perimeter boundary wall along with Nine watchtowers. 13. Flood light towers 14. Crèche building 15. Main Gate complex building 16. Main Press Entrance block 17. All the above mentioned building rooftops. 18. Overhead water tanks 19. Cooling towers 20. Administrative building 21. Armoury room 22. Scooter parking sheds</p>	<p><b>Masonry work:</b> Addition, alteration, repairing of civil masonry works in all types of buildings, all roof tops, compound walls, drainage culverts, parapet wall of the culverts, drainage channels, drainage man holes etc.  uprooting of wild vegetation, weeds, bushes and etc. From the roof tops, open court yards etc. as and when required.</p>	<p>must provide one mason with helper.</p>	<p>The Contractor shall arrange all types of required tools and tackles. And also the Contractor shall arrange all the consumables like cement, sand, bricks and stone chips etc. All the civil masonry complaints should be liquidated within 07 days from the date of lodging of the complaint. All consumables including tools and necessary accessories are to be arranged by the Contractor. Complaints of emergency in nature are to be attended immediately on intimation. All the routine complaints should be liquidated within three days from the date of lodging complaint.  Unskilled labour will be deployed daily for upkeep maintenance work as per daily requirement. Necessary consumables will also be arranged by the Contractor.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.

**1. Cleaning of WS RTP Tank:**

WS RTP Tank to be cleaned by engaging manpower as per the requirement of BRBNMPL preferably thrice a year. Contractor may quote for the Tank Cleaning work accordingly. Payment shall be made accordingly. Contractor has to arrange necessary manpower including tools & tackles all the safety gadgets for carrying out the works smoothly. Approximate size of the Tank is 8.60 metres X 5.41 metres and accumulation of the sludge varies from 500mm to 600 mm thick (Approximate). Polythene Bags for storage shall be supplied by BRBNMPL. Payment for Tank cleaning for any additional depth shall be

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

considered on pro rata basis. Job includes Collection of the same in Bags which shall be provided by us and safe transportation of the ink sludge outside the premises to a place directed, to Ink Sludge Storage Area complete in all respect as per satisfaction of BRBNMPL officers.

2. **Conditions about Manpower Deployment:** The Management will have privity of Contract with Contractor only and will give instructions to the Contractor. It is suggested that the Contractor should prepare his own estimates considering all factors as mentioned in the Scope of work for maintenance and quote the competitive price accordingly. Tentative minimum number of manpower deployed for this work is as given below:

Sl. No.	Details of man power	Number of persons (Per day)
1	Highly Skilled Supervisor (Diploma - Civil holder with minimum 3 years' experience in similar works with good communication skills both verbal and writing)	01
2	Skilled-Mason/Carpenter/Fitter/PVC flooring repair and relaying/Fitter for aluminium doors/partition & rolling shutter maintenance, minor repair works/ Glazer- persons having multi skill.	03
3	Semi-Skilled Labour for Bush/Weed cutting	04
3	Unskilled labour	05
4	On daily basis total of Manpower requirement.	13 ( <b>Thirteen</b> Only)
5	Supply of additional Skilled manpower – 20 nos. per month on as and when required basis.	

3. Total **Thirteen**, consisting of one **Highly skilled supervisor**, three **skilled**, four **semi-skilled** and five **unskilled** workers on daily basis.

4. **De-weeding/Bush Cutting:**

The Contractor has to provide and operate petrol operated grass cutting machine to clear wild growths/weeds. The Contractor should also provide petrol for operating the weed cutting machine and maintain the grass cutting machine including spares procurement and repair of the machines. The Contractor has to quote for the supply, operation and maintenance of the Grass cutting machine in the Price Bid. The machines should be kept in good running condition at all the time. The average running hours of the bush/grass cutting machine is approximately **450 hours per month**. However, the payment will be made on the actual hours run by the machine in each month as per the quoted rate.

5. Details of persons proposed to be deployed with their qualification, experience, address etc., shall be submitted on award of the work.

i. The Contractor has to deploy minimum manpower as mentioned above. The supervisor should have good knowledge of work and good communication skills both writing and verbal to co-ordinate Official work.

ii. Manpower/supervisor deployed should be available on all the specified timings. In case of any unauthorized absenteeism/ on random check and verification, any person found missing without intimation, proportionate amount shall be deducted from the monthly

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

bill and performance shall be rated accordingly. Supervisor should report maintenance Office on all working days by 8.00 A.M. without fail for coordinating various maintenance activities.

- iii. The manpower deployment for WS RTP Tank Cleaning work shall be arranged for taking up the job as per the requirement.
- iv. The Contractor shall have insurance coverage to his workers against all risks including against electrical and mechanical accidents while performing maintenance work. The Contractor or his staffs are not eligible for any compensation from BRBNMPL in this regard. It shall be the sole liability of the Contractor only.
- v. The Contractor should ensure that all his supervisors/personnel are capable of handling and rectifying normal maintenance works efficiently so as to keep the duration of interruption to the barest minimum.
- vi. Contractor should provide uniform with their Contractors' Company's logo to be displayed on the shirt for easy identification to all his workers engaged. Colour shall be as approved by BRBNMPL
- vii. In case of any change of employee, the same should be intimated to BRBNMPL immediately.
- viii. The shift should be of 8 hrs. per day. One person shall do only one shift per day. It may extend 1 to 2 hrs. in case of exigency.
- ix. The Contractor should display manpower deployment Chart showing names of workers performing duties.
- x. On award of work order the Contractor shall submit the bio-data of all the personnel deployed and complete all security formalities laid down by BRBNMPL.
- xi. In case the Contractor is engaged in other contracts in the same premises, on award of work order to the work specified in this tender, the following are to be followed scrupulously.
- xii. Deployment of manpower will be exclusive to one contract only.
- xiii. Breach of any condition shall disqualify the Contractor and contract awarded is liable to cancel.
- xiv. The Contractor will ensure that the persons engaged in the execution of the job are of good character and have been kept for the above services after proper police verification.
- xv. The Contractor shall keep the staff having good health, capable of doing the manual jobs. Medically unfit persons should not be deployed for the job.
- xvi. For consumables/spares: -  
Normally all the consumables /Spares like M seal, Cement/ White Cement, Washers, Nuts, Bolts, sand stone aggregate etc. for the above repair /maintenance work shall be procured by the Contractor. Any other items not covered in the scope shall be procured by the Contractor from the reliable and genuine source and bill shall be submitted for reimbursement of the same.
- xvii. Other Civil Repair & Maintenance Works not covered in the above:

Any other incidental and emergency works pertaining to Civil repair & maintenance work, not covered above, shall be carried out by the Contractor on verbal or written instruction by

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

the Engineer In-charge. The Contractor has to raise the bill on production of original bill to BRBNMPL after including 10% for overhead and profit. The reimbursement shall be made after due verification of the original cash memo/original bill.

During liquidation of complaint, if it is required to replace any defective fitting with new one and it is not available in BRBNMPL store, the Contractor on issuance of direction shall purchase the item(s) from local market. The reimbursement shall be made after due verification of the original cash memo.

xviii. **Tools & Tackles:**

Tools and tackles required for Comprehensive Annual Maintenance (like carpentry, masonry, fabrication steel, Aluminium glazing, Repair of PVC Flooring including Welding and Routine maintenance) has to be arranged and maintained by the Contractor. The Contractor should also possess portable Welding machine, Drilling machine for wood, concrete & metals, necessary Tools & Plants for attending Aluminium/ rolling shutters works etc. **A list of tools and tackles, which the tenderer can supply along with the quantity, specification, make etc. shall be furnished along with the tender. Submission of such list is mandatory for evaluation of Techno-commercial bid.** Successful bidder placed with work order should obtain the 'Gate Pass' for bringing its tool and tackles inside the premises and he shall preserve such gate pass till all tools are taken back.

xix. **Maintenance of Records:**

Proper maintenance of records such as material receipt and Consumption Registers, Site Inspection, Progress Reports, Hindrance Register, etc.

**Prior to the preparation and submission of this tender, the Contractor shall make visits to the site and carry out all the necessary inspections and investigations in order to obtain all information and to make his own assessment of the conditions and constraints at site, including means of access to it. The Contractor shall make himself aware of all the features of the site and working conditions and space and shall, in general, be responsible for obtaining all the necessary and requisite information needed for him to prepare and submit the tender.**

## **Section VIII: Quality Control Requirements**

### **Quality Control Requirements - Compliance**

#### **1. Quality of Materials and Workmanship**

- a) The Contractor shall ensure that the Materials and workmanship are in accordance with the requirements specified in this Agreement, Specifications and Standards and Sound Engineering practice. The work shall be of the specified quality and standard, both in respect of ingredients as well as the intended functions it is supposed to perform for service life.
- b) The Contract warrants that all Materials shall be new, unused, not reconditioned, unless otherwise allowed as per contract, and in conformity with Specification and Standards, Applicable Laws and Sound Engineering Practice, and that the Contractor shall not use any materials which are generally recognized as being deleterious under Sound Engineering Practice.

#### **2. Inspection & review by BRBNMPL and External Audit.**

- a) BRBNMPL, his authorized representatives, senior officers of department, QA unit or any other third party may inspect and review the progress and quality of the work and issue appropriate directions to the Contractor for taking remedial action in the event the work is not in accordance with the provisions of this Agreement. The work may be inspected at any time/stage by external inspection teams like CTE, Third Party Quality assurance agency, BRBNMPL team etc. may conduct inspection of the quality of the works. The findings of the inspections shall be notified to the Contractor for taking remedial action in accordance with the agreement. The Contractor shall provide all assistance as may be required by the inspection teams in the conduct of its inspection here under.
- b) Suitable actions shall be taken as per the provisions contained in the relevant clauses of the agreement, if the work is not found to be as per specifications or quality as specified in the agreement.

### **Quality Control Requirements - Compliance**

We shall comply with, abide by, and accept without variation, deviation, or reservation all requirements detailed in Section VIII: Quality Control Requirements in the Tender Document

Signature of Authorized Signatory with Date and Seal

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section IX: Qualification Criteria**

**1. Part-I: Technical:**

**I. Experience & Past Performance:**

**• Minimum Qualification:**

- The bidder should be currently in business.
- Minimum value of similar works during last 7 years ending last days of the month previous to the one in which tenders are invited as per either of the following:

Three similar completed works each costing not less than the amount of value of **40%** of estimated value (**i.e., Rs. 19.44 lakhs**) in the last 7 years up to 31/03/2024.

**OR**

Two similar completed works each costing not less than the amount of value of **50%** of estimated value (**i.e., Rs.24.30 lakhs**) in the last 7 years up to 31/03/2024.

**OR**

One similar completed works each costing not less than the amount of value of **80%** of estimated value (**i.e., Rs.38.88 lakhs**) in the last 7 years up to 31/03/2024.

**Type of contract: Works contract**

**Benefits of MSE's in this Tender: Since, this is a works contract, benefits to MSE shall not be applicable. However, the Cost of Tender Fee and EMD relaxation is applicable to MSE & Start-ups.**

**Note: Similar works means:**

**Similar work means any of the following:**

**Any Civil works or Experience in Building Maintenance works**

**Sub Contracted works will not be considered.**

Documentary proof (**copies of POs executed and Work completion certificate**) for the above qualifying criterion should be submitted along duly signed by authorized signatory of your company.

**II. Financial Standings:**

**a) Average Annual Turnover:**

- i. Proof of Average annual financial turnover of firm during the last 3 years ending 31.03.2023 i. e. (FY 2020-21 ,2021-22 &2022-23) should be 30% of estimated value (**i.e Rs. 14.58 lakhs**) or more.
  - ii. The bidders applying under **MSE's/Startups w.r.t. relaxation norms** in public procurement regarding **prior turnover** refer SIT provision for GIT clause No. 31 under Section III: Special Instructions to Tenderers (SIT).
- b) Net worth:** The net worth of the firm should not be negative and should not have eroded by more than 30% year-on-year in the last 3 years ending 31.03.2023.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- c) In the case of bidders/companies, which are restructured by Banks, Financial standing criteria will be completely relaxed.

**Note:** For the purpose of financial analysis of **Turnover and Net worth:** Where financial standing of the bidder company is not strong enough to meet its obligations under the tender and it has taken support from its holding company for participating in the tender, the Holding Company shall give its support by way of bank guarantee to cover the obligations of the bidder under the tender in case of any default. Further, the Financial Standing Credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents providing such ownership. The amount of Bank Guarantee by Holding Company shall be equal to the amount of Bank Guarantee prescribed in the tender for the bidders. This guarantee will be in addition to the one to be submitted by the bidders. Bidders shall submit the formats of Performance Bank Guarantee issued on behalf of holding company and undertaking to provide financial support which are to be obtained from the **Holding/ parent Company** are enclosed as **Annexure - 10 & Annexure - 11**.

**However, the bidder is required to qualify in all other criteria like experience, past performance and capacity/capability as specified in the tender.**

**III. Statement of Financial Standing:**

To be submitted by all bidders (Since, the total Turnover requirement to qualify for bid is less than Rs.5 Crore) as part of Pre-Qualification Criteria (Section IX of tender). Following documents are required to be submitted along with the bid.

- a) The bidders will be required to submit a self-certified statement of their turnover and net worth and details to be filled **as per "Annexure-6"**.
- b) The bidders are also required to submit the **self-certified** Income Tax Return (IT) copies of Financial year 2020-21, 2021-22 & 2022-23 along with copy of Acknowledgement.

Further, it is clarified that Medium, Small and Micro Enterprises (MSME), having a turnover upto Rs.5 crore, are not required to submit their audited books of accounts applicable from the AY 2021-22 onwards. However, easing of this compliance burden will be available only to those MSMEs which carry out less than 5% of their business transactions in cash which include all receipts and payments done by the MSMEs. **Hence, MSMEs not fulfilling the above criteria, are required to submit their audited books of accounts if their turnover is more than Rs. 1 crore.**

**IV. General**

- The Bidder should have valid PF, ESIC registration no. The copy of the same should be submitted along with Part I (Techno commercial bid) of tender.
- The Bidder shall enclose a declaration that they have not been blacklisted/debarred by BRBNMPL/Government of India in the past 5 years, confidentiality & accountability statement duly signed and stamped as per Annexure-12.
- NEFT Mandate form as per Annexure-7.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- For Bidders registered with NSIC/MSME/Startups, a separate undertaking (Format as per Annexure-3) is to be furnished for payment of SD in case they become L1 firm in bidding process.
- Bidder should attach the GST registration certificate & PAN copies .
- Authorization with the seal of the Company in the name of the person signing the Tender Documents.

**NOTE to the BIDDERS:**

Bidder to furnish stipulated documents in support of fulfilment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section X: Tender Form (Covering Letter)**

**(To be submitted as part of Technical bid, along with supporting documents, if any)**  
**(On Bidder's Letter-head)**

**To,**

**The General Manager & O-I-C**

Bharatiya Reserve Bank Note Mudran Pvt. Ltd.

Note Mudran Nagar, Mysuru – 570003

**Ref: Your Tender document No. .... dated .....**

**Sir/Madam,**

Having examined the abovementioned Tender Document, I/we, the undersigned, hereby submit/upload our Techno-commercial and Financial bid (Price Schedule) for the supply of Goods and incidental Works/Services in conformity with the said Tender Documents

(Please tick appropriate boxes or strike out sentences/phrases not applicable to you)

**1. Our Credentials**

We are submitting this bid: -

**on our behalf, and there are no authorized representatives involved in this tender**

**Or**

**as authorized representative offering goods manufactured by our Principal/ OEM (Manufacturer's Authorization Form enclosed)**

**Or**

**as authorized dealer/distributor/stockist offering goods manufactured by our Principal / OEM (Dealership certificate enclosed)**

**2. Our Eligibility and Qualifications to participate**

We comply with all the eligibility criteria stipulated in this Tender Document, and the relevant declarations are made along with documents in Section-XVIII of this bid-form. We fully meet the qualification criteria stipulated in this Tender Document, and the relevant details are submitted along with documents.

**3. Our Bid to supply Goods/Services**

We offer to supply the subject Goods/Services of requisite quality and within Delivery Schedules in conformity with the Tender Document.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**4. Prices**

We hereby offer to supply the Goods/performance the Services at our lowest prices and rates mentioned in the separately uploaded Price-Schedule. It is hereby confirmed that the prices quoted therein by us are:

- i) based on terms of delivery and delivery schedule confirmed by us; and
- ii) Cost break-up of the quoted cost, showing inter-alia costs (including taxes and duties thereon) of all the included incidental Works/Services considered necessary to make the proposal self-contained and complete, has been indicated therein, and
- iii) based on the terms and mode of payment as stipulated in the Tender Document. We have understood that if we quote any deviation to terms and mode of payment, our bid is liable to be rejected as non-responsive, and
- iv) have been arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to:
  - a) those prices; or
  - b) the intention to submit an offer; or
  - c) the methods or factors used to calculate the prices offered.
- v) have neither been nor shall be knowingly disclosed by us, directly or indirectly, to any other bidder or competitor before bid opening or contract award unless otherwise required by law.

**5. Affirmation to terms and conditions of the Tender Document:**

We have understood the complete terms and conditions of the Tender Document. We accept and comply with these terms and conditions without reservations.

**6. Abiding by the Bid Validity**

We agree to keep our bid valid for acceptance for a period up to ....., as required in the Tender Document or for a subsequently extended period, if any, agreed to by us and are aware of penalties in this regard stipulated in the Tender Document in case we fail to do so.

**7. Non-tempering of Downloaded Tender Document and Uploaded Scanned Copies (in case of eProcurement)**

We confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

**8. A Binding Contract**

We further confirm that, if our bid is accepted, all such terms and conditions shall continue to be acceptable and applicable to the resultant contract, even though some of these documents may not be included in the contract Documents submitted by us. We do hereby undertake that, until

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

a formal contract is signed or issued, this bid, together with your written Letter of Intent (LoI), shall constitute a binding contract between us.

**9. Performance Guarantee and Signing the contract**

We further confirm that, if our bid is accepted, we shall provide you with performance security of the required amount stipulated in the Tender Document for the due performance of the contract. We are fully aware that in the event of our failure to deposit the required security amount and/or failure to execute the agreement, the Procuring Entity has the right to avail any or all punitive actions laid down in this regard, stipulated in the Tender Document.

**10. Signatories**

We confirm that we are duly authorized to submit this bid and make commitments on behalf of the Bidder. Supporting documents are submitted herewith. We acknowledge that our digital/digitized signature is valid and legally binding (in case of eProcurement).

**11. Rights of the Procuring Entity to Reject bid(s)**

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

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

M/s .....

[name & address of Bidder and seal of company]

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****Section XI: Price Schedule****(NON-SPLITABLE)**

From:

**To,****The General Manager & O-I-C**

Bharatiya Reserve Bank Note Mudran Pvt. Ltd.

Note Mudran Nagar, Mysuru – 570003

Dear Sir,

**SUB: Tender Notice for “Annual Maintenance Contract for Civil works at Plant area, BRBNMPL, Mysuru”****REF:** Your Tender Enquiry No: TENDER NO: xxx/MYS/CIVIL/2023-24 dated xx/xx/2024

We have received your tender enquiry cited and we are pleased to submit the following as our price bid for your kind consideration. With reference to your Tender enquiry cited above, we are pleased to enclose the following as our Price Bid (Part-II) in separate sealed cover for your kind consideration.

**Price Schedule**

SI No.	Category & designation	Man power	Basic + DA per day	Total wages (average working days per month =26 days)	EPF @ 12.00% / month	EPF Admn. Charges @ 0.5% /month	EDLI @ 0.5% Max. Rs.15000/- is Rs. 75/- / month	ESI contribution @ 3.25% / month	Total amount in Rs per year
		(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)
		{A}	{B}	{C=A*B*26}	{D=C* 12 %}	{E=C* 0.5 %}	{F=C*0.5 %}	{G=C*3.25% }	H=(C+D+E+F+G)*12
<b>A.</b>	<b>AMC Services</b>								
1	Supervisor - High - Skilled	1	915	23,790.00	2,854.80	118.95	75.00	0.00	3,22,065.00
2	Skilled labour	3	832	64,896.00	7,787.52	324.48	225.00	0.00	8,78,796.00
3	Semi - Skilled	4	709	73,736.00	8,848.32	368.68	300.00	2396.42	10,27,793.04
4	Unskilled labour	5	628	81,640.00	9,796.80	408.20	375.00	2653.30	11,38,479.60
5	<b>Total</b>	<b>13</b>		2,44,062.00					33,67,133.64
6	Administrative Cost including overhead expenditure and any <b>other statutory payments</b> as applicable (Expenditure towards gratuity, canteen allowance, overtime, National holidays, appropriate insurance, overheads, compliance of statutory requirements/payments, police verification, safety gadgets ,tools and tacksels,4 lakhs health insurance for labours who are not covered with ESI etc.) per Annum (Quoted rates is Fixed for 3 years of contract against renewal of contract on yearly basis)								
7	Subtotal(5+6)								
8	Profit per Annum (Quoted rates is Fixed for 3 years of contract against renewal of contract on yearly basis)								
9	Bonus (as per Payment of Bonus act 1965)(8.33% on Total Basic+DA )(Considered 4 nos of Semi-skilled labour								

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

	and 5 nos Unskilled labour)				1,55,313.85
10	Uniform charges (2 sets of uniform and a pair of shoes) (Fixed)				
11	Sub total (7+8+9+10)				
B	<b>Variable charges</b>				
Sl No.	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate per Unit (Rs)</b>	<b>Total annual amount (Rs.)</b>
12	Annual supply of additional Skilled manpower - 20 nos. per month on as and when required basis (12*20=240).(payment shall be made as per minimum wages )	EA	240	941.18	2,25,883.61
13	Supply, operation and maintenance of petrol driven bush/grass cutting machine of capacity of 30 to 55CC,04 stroke honda or equivalent inclusive of expenses	Hours	5400		
14	WSRTP auxiliary tank cleaning (two times in a year) inclusive of all taxes, men, material, tools, tackles, transportation, PPE etc. (only polythene bags shall be supplied by BRBNMPL)	EA	2		
15	Sub total (11+12+13+14)				
16	SGST @ 9% on (15)				
17	CGST @ 9% on (15)				
18	Grand total (15+16+17)				
19	Grand total rounded off				

**NOTE:**

1. We confirm that the rates quoted are inclusive of all and with all awareness of the site conditions, after going through the tender documents in detail and is firm.
2. Taxes shall be paid as per actuals as per prevailing rules by BRBNMPL.
3. We confirm that there would not be any price escalation during the tenure of contract.
4. 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.
5. We confirm that tendered item will be delivered as per specifications.
6. No escalation shall be entertained over the quoted rates during the tenure of the contract.
7. In addition to above in case any additional statutory tax liability arises on during the currency of contract, the same will be borne by BRBNMPL.
8. Price breakup should be strictly as per the given format in Section XI.
9. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected.
10. Non-signing of price bid of any tender document & use of correcting fluid, anywhere in tender document is not permitted. Such tender is liable for rejection besides barring the participant from the subsequent bidding process. In this regard, BRBNMPL decision will be final.
11. BRBNMPL shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.

Thanking you,

Yours faithfully,

(.....)

Name &amp; Signature with date

Seal of  
Agency/Firm:

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****Section XII: Bidder Information**

Bidder shall fill in this Form following the instructions indicated below. In case a statement does not apply to a bidder, the same should be answered with the remark "Not Applicable".

Wherever necessary and applicable, the bidder shall enclose certified copy as documentary proof / evidence to substantiate the corresponding statement.

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

**1. Bidder particulars**

a	Name of the Company	
b	Nature of the Company (Proprietorship/Partnership/Ltd. Company/Co-op. Society etc.)	
c	Corporate Identity No. (CIN), if available	
d	Registration with BRBNMPL, if applicable	
e	GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)	
f	Place of Registration/Principal place of business/manufacture	
g	Complete Postal Address	
h	Pin code/ZIP code	
i	Telephone Nos. (with country/area codes)	
j	Fax No. (with country/area codes):	
k	Cell phone Nos. (with country/area codes):	
l	Contact persons/Designation:	
m	Email IDs:	

If asked, submit documents to demonstrate eligibility – A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarized

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

and certified copy of its Registration; and in case of Society – its Byelaws and registration certificate of the firm.

**2. Taxation Details:**

a	PAN number	
b	Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.)	
c	GSTIN (in Consignor and Consignee States)	
d	Registered / Certified Works / Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose	
e	Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts)	

We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted.

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

**3. Authorization of Person(s) signing the bid on behalf of the Bidder**

a	Full Name	
b	Designation	
c	Signing as	

A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,

A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,

A Company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

If asked, documents to be submitted: Registration Certificate / Memorandum of Association / Partnership Agreement / Power of Attorney / Board Resolution

**4. Bidder's Authorized Representative Information**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

a	Full Name	
b	Address	
c	Telephone/Mobile numbers	
d	Email Address	

.....

(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)

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section XIII: Model Form of Bank Guarantee Bond for Bid Security  
(EMD)**

- 1) In consideration of BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED (hereinafter called 'BRBNMPL') having agreed to exempt \_\_\_\_\_ [hereinafter called 'the said Tenderer'] from the demand, under the terms and conditions of Tender No. \_\_\_\_\_ dated for \_\_\_\_\_ (hereinafter called 'the said Tender'), of bid security (EMD) for the due fulfilment by the said Tenderer of the terms and conditions contained in the said Tender, on production of a bank Guarantee for ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ Only), we, \_\_\_\_\_ (indicate the name of the bank) (hereinafter referred to as 'the Bank') at the request of \_\_\_\_\_ [Tenderer] do hereby undertake to pay to BRBNMPL an amount not exceeding ₹ \_\_\_\_\_ against any claim by BRBNMPL by reason of any breach by the said Tenderer of any of the terms or conditions contained in the said Tender.
- 2) We, \_\_\_\_\_, (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from BRBNMPL stating that the amount claimed is due because of withdrawal of the tender by the said Tenderer or any material alteration to the tender carried out by the said Tenderer after its opening or because of failure to accept the Letter of Intent or Agreement by the said Tenderer or by reason of any other breach by the said Tenderer of the terms and conditions contained in the said Tender. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ \_\_\_\_\_
- 3) We undertake to pay to BRBNMPL any money so demanded notwithstanding any dispute or disputes raised by the said Tenderer in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the said Tenderer shall have no claim against us for making such payment.

- 4) We, \_\_\_\_\_, (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the finalization of the said Tender and that it shall continue to be enforceable till the said Tender is finally decided and orders placed on the successful Tenderer and/or till all the dues of BRBNMPL under or by virtue of the said Tender have been fully paid and its claims satisfied or discharged or till BRBNMPL certifies that the terms and conditions of the said Tender have been fully and properly carried out by the said Tenderer and accordingly, discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.
- 5) We, \_\_\_\_\_, (indicate the name of bank) further agree with BRBNMPL that BRBNMPL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender or to extend the time of submission of the said Tender from time to time or to

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

postpone for any time or from time to time any of the powers exercisable by BRBNMPL against the said Tenderer and to forbear or enforce any of the terms and conditions relating to the said Tender and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Tenderer or for any forbearance, act or omission on the part of BRBNMPL or any indulgence by BRBNMPL to the said Tenderer or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

- 6) This guarantee will not be discharged due to the change in the constitution of the Bank or the Tenderer/Bidder.
- 7) We, \_\_\_\_\_, (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of BRBNMPL in writing.

8)

**Banks may insert the following "Notwithstanding" Clause as per the standard format given below:**

9) Notwithstanding anything contained herein:

- a) Our liability under this bank guarantee shall not exceed ₹ \_\_\_\_\_  
(Rupees \_\_\_\_\_ Only);
- b) This bank guarantee shall be valid up to \_\_\_\_\_ ; (being the date of expiry of the guarantee)
- c) The Beneficiary's right as well as the Bank's liability under this guarantee shall stand extinguished unless a written claim or demand is made under this guarantee on or before \_\_\_\_\_ (being the date of expiry of claim period which in no case should be less than 1 year from the date of expiry of validity period of BG as per clause (b) above);
- d) This Bank Guarantee must be returned to the bank upon expiry of claim period. If the Bank Guarantee in original is not received by the bank after expiry of claim period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

10) Dated the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
For \_\_\_\_\_ (indicate the name of the Bank).

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Bank Guarantees issued through SFMS platform:**

BG can also be issued through IFN 760 COV Bank Guarantee Advice Message / IFN 767 COV Bank Guarantee Amendment Message to Advising Bank Branch (Beneficiary's Bank Branch) through SFMS platform

1. In that case, the BG issued by the issuing bank on behalf of Bidder / Supplier / Contractor in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" shall be in paper form and also shall be made available under the "Structured Financial Messaging System" (SFMS). (Ref: GoI, MoF letter F.No.7/112/2011-BOA dated 07.07.2012).
2. The Bidder / Supplier / Contractor shall ensure issuance of IFN 760 COV BG Advising Message by the issuing bank through SFMS platform in order to make the paper Bank Guarantee operative.
3. The issuing bank shall directly send the reference number of SFMS transmission message to BRBNMPL through Speed Post / Courier.
4. The details of beneficiary for issue of BG under SFMS platform is furnished below:

Name and address of Beneficiary	Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru - 570003
Beneficiary Bank	
Branch and Address	
IFSC Code	
SWIFT Code	
MICR Code	

5. The Bank Guarantee submitted shall also be subject to verification from the issuing bank, hence the email ID of bank must be incorporated in the BG.

Note to Bidders: The Bidders are required to check for appropriate conditions mentioned above and intimate BRBNMPL dealing office about the final format.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section XIV: Manufacturer's Authorization Form (PM/SBD/004)**

**To,**

The General Manager & O-I-C

Bharatiya Reserve Bank Note Mudran Pvt. Ltd.

Note Mudran Nagar, Mysuru 570003

Sirs,

Ref. Your Tender Document No..... dated .....

We, \_\_\_\_\_, who are proven and reputable manufacturers of the tendered Goods, having factories at \_\_\_\_\_ hereby \_\_\_\_\_ authorise Messrs \_\_\_\_\_ (name and address of the authorized dealer/distributor/representative) to submit a bid, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs \_\_\_\_\_ (name and address of the above authorized dealer/distributor/representative) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

As principals, we also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document and also undertake to abide by other tender terms and conditions.

If stipulated in the tender document, the following documents may be enclosed,

We enclose herewith, as appropriate, our \_\_\_\_\_ (Bye-Laws / Registration Certificate / Memorandum of Association / Partnership Agreement / Power of Attorney / Board Resolution)

Yours faithfully,

.....

[signature with date, name and designation]

for and on behalf of Messrs..... [name & address of the manufacturers]

Note: This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**SECTION XV: Model Form of Bank Guarantee Bond for  
Performance Security**

- 1) In consideration of BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED (hereinafter called 'BRBNMPL') having agreed to exempt \_\_\_\_\_ [hereinafter called 'the said Contractor(s)'] from the demand, under the terms and conditions of an Agreement dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for (hereinafter called 'the said Agreement'), of security deposit for the due fulfilment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a bank Guarantee for ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ Only), we, \_\_\_\_\_, (indicate the name of the bank) (hereinafter referred to as 'the Bank') at the request of \_\_\_\_\_ [Contractor(s)] do hereby undertake to pay to BRBNMPL an amount not exceeding ₹ \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by BRBNMPL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
- 2) We, \_\_\_\_\_, (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from BRBNMPL stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by BRBNMPL by reason of breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ \_\_\_\_\_.
- 3) We undertake to pay to BRBNMPL any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s)/supplier(s) shall have no claim against us for making such payment.

- 4) We, \_\_\_\_\_, (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of BRBNMPL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

or till BRBNMPL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.

- 5) We, \_\_\_\_\_, (indicate the name of bank) further agree with BRBNMPL that BRBNMPL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by BRBNMPL against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of BRBNMPL or any indulgence by BRBNMPL to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
- 6) This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).
- 7) We, \_\_\_\_\_, (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of BRBNMPL in writing.

**Banks may insert the following “Notwithstanding” Clause as per the standard format given below:**

- 8) Notwithstanding anything contained herein:
  - a) Our liability under this bank guarantee shall not exceed ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ Only);
  - b) This bank guarantee shall be valid up to \_\_\_\_\_ ; (being the date of expiry of the guarantee)
  - c) The Beneficiary’s right as well as the Bank’s liability under this guarantee shall stand extinguished unless a written claim or demand is made under this guarantee on or before (being the date of expiry of claim period which in no case should be less than 1 year from the date of expiry of validity period of BG as per clause (b) above);
  - d) This Bank Guarantee must be returned to the bank upon expiry of claim period. If the Bank Guarantee in original is not received by the bank after expiry of claim period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

9) Dated the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year) For \_\_\_\_\_ (indicate the name of the Bank).

**Bank Guarantees issued through SFMS platform:**

BG can also be issued through IFN 760 COV Bank Guarantee Advice Message / IFN 767 COV Bank Guarantee Amendment Message to Advising Bank Branch (Beneficiary's Bank Branch) through SFMS platform

6. In that case, the BG issued by the issuing bank on behalf of Bidder / Supplier / Contractor in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" shall be in paper form and also shall be made available under the "Structured Financial Messaging System" (SFMS). (Ref: GoI, MoF letter F.No.7/112/2011-BOA dated 07.07.2012).
7. The Bidder / Supplier / Contractor shall ensure issuance of IFN 760 COV BG Advising Message by the issuing bank through SFMS platform in order to make the paper Bank Guarantee operative.
8. The issuing bank shall directly send the reference number of SFMS transmission message to BRBNMPL through Speed Post / Courier.
9. The details of beneficiary for issue of BG under SFMS platform is furnished below:

Name and address of Beneficiary	Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru - 570003
Beneficiary Bank	
Branch and Address	
IFSC Code	
SWIFT Code	
MICR Code	

10. The Bank Guarantee submitted shall also be subject to verification from the issuing bank, hence the email ID of bank must be incorporated in the BG.

Note to Bidders: The Bidders are required to check for appropriate conditions mentioned above and intimate BRBNMPL dealing office about the final format.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section XVI: Contract Form**

**To,**

The General Manager & O-I-C

Bharatiya Reserve Bank Note Mudran Pvt. Ltd.

Note Mudran Nagar, Mysuru 570003

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

1. Name & address of the Supplier: .....
2. BRBNMPL's Tender document No. .... dated.....and subsequent
3. Amendment No. .... dated (if any), issued by BRBNMPL.
4. Supplier's Tender No. .... dated ..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the supplier and BRBNMPL in connection with this tender
5. Supplier's Tender No. .... dated ..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the supplier and BRBNMPL in connection with this tender
6. 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:
  - i. General Conditions of Contract;
  - ii. Special Conditions of Contract;
  - iii. List of Requirements;
  - iv. Technical Specifications;
  - v. Quality Control Requirements;
  - vi. Tender Form furnished by the supplier;
  - vii. Price Schedule(s) furnished by the supplier in its tender;
  - viii. Manufacturers' Authorisation Form (if applicable for this tender);
  - ix. 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.

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

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

Schedule No.	Brief description of goods / services with HSN / SAC Code	Accounting unit	Quantity to be supplied	Unit Price (In ₹)	GST @_%	Total price

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

Total value (in figure) .....

(In words) .....

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

**(Prabhat Kumar)**  
Deputy General Manager  
Civil Maintenance Office,  
Administrative Building, BRBNMPL,  
Note Mudran Nagar, Mysuru-570003

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:

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section XVII: Letter of Authority for attending a Bid Opening**

**To,**

The General Manager & O-I-C

Bharatiya Reserve Bank Note Mudran Pvt. Ltd.

Note Mudran Nagar, Mysuru 570003

**Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the  
tender of \_\_\_\_\_ against tender enquiry \_\_\_\_\_.**

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:

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
I.		
II.		
Alternate Representative		

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.

Signatures of bidder  
with date and seal  
or  
Officer authorized to  
sign the bid documents  
on behalf of the bidder

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section XVIII: Eligibility Declarations**

**(To be submitted as part of Technical bid along with supporting documents, if any)**

Tender Enquiry No.

Date \_\_\_\_\_

Bidder's Name

[Address and Contact Details]

Bidder's Reference No.

Date \_\_\_\_\_

Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.

(Please tick appropriate boxes or cross out any declaration not applicable to the Bidder)

We hereby confirm that we comply with the stipulated eligibility criteria and declare as under and shall provide evidence of our continued eligibility to BRBNMPL as may be requested:

1. Legal Entity of Bidder: .....
2. OEM/Authorized representative/Dealership Status: .....
3. We are,
  - a Joint Venture
  - not a Joint Venture
4. We solemnly declare that we (including our affiliates or subsidiaries or constituents):
  - are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons; (including our Contractors/subContractors for any part of the contract):
  - Do not stand declared ineligible/blacklisted/banned/debarred by BRBNMPL or its subsidiaries or by any Ministry/Department of GoI from participating in its Tender Processes or by any Government Agency anywhere in the world, for participating in their tenders, under that country's laws or official regulations; and/or
  - Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible / suspended / blacklisted / banned/debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
  - Do not have any association (as bidder / partner / Director / employee in any capacity) with such retired officials or near relations of such officials of BRBNMPL.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/unethical/anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

5. Restrictions on procurement from bidders from a country sharing land border with India Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance

We certify as under:

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to Contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

- we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed); and  
 we shall not subcontract any work to a Contractor from such countries unless such Contractor is registered with the Competent Authority

6. MSMEs Status

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- a) We are a,

- Micro Enterprise  
 Small Enterprise  
 Medium Enterprise  
 Others

- b) We are a MSE and we are classified as,

- Manufacturer Service Provider  
 Trader / dealer / reseller distributor / authorized agent  
 Not applicable

- c) We are a MSE and submit herewith Udhyam Registration Certificate as proof of our being MSE registered on the Udhyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid

Udhyam Registration No.....

- d) We are a MSE and our Proprietor / Partner belongs to,

- SC (if applicable, specify % of shares)  
 ST (if applicable, specify % of shares)  
 Women  
 Not applicable

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

1) Start-up Status

We confirm that as per the definition of the Department of Promotion of Industrial and Internal Trade – DPIIT, we are

- a Start-up
- not a Start-up

2) Make in India Status

Having read and understood the Public Procurement (Preference to Make in India) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/Department, and solemnly declare the following:

a) Self-Certification for category of supplier:

(Provide a certificate from statutory auditor's / cost accountant in case of Tenders above ₹10 Crore for Class-I or Class-II Local Suppliers).

Details of local content and location(s) at which value addition is made are as follows:

Local content %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier:

- Class-I Local Supplier
- Class-II Local Supplier
- Non-Local Supplier

b) We also declare that

- There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for the offered Goods, or
- We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Goods

3) Penalties for false or misleading declarations: We hereby confirm that the particulars given above are factually correct and nothing is concealed and also undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration by us would be violation of Code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

[Name & address of Bidder and seal of company]

**Section XIX: Proforma of Bills for Payment**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****(PM/SBD/009)**  
**(Refer Clause 22.6 of GCC)**

Name and Address of the Firm	
PAN	
CIN(as per Company law)	
[Regd. Office address] (as per Company law)	
Address of place of business under GST	
GSTIN of the respective place of business	

<b>Bill No.:</b>	<b>Date:</b>
<b>Purchase order No:</b>	<b>Date:</b>

**Name and address of the consignee:**

<b>Place of Supply</b>	The General Manager & O-I-C Bharatiya Reserve Bank Note Mudran Pvt. Ltd. Note Mudran Nagar, Mysuru 570003
PAN	
CIN(as per Company law)	
[Regd. Office address] (as per Company law)	
Address of place of business under GST	
GSTIN of the respective place of business	

Sl. No.	Authority for purchase	Description of Stores	HSN/SAC	Number or quantity	Taxable value	Rate/ Price	Taxable value
Total							

- 1) Applicable CGST, SGST, IGST and UTGST Amount
- 2) Freight (if applicable)
- 3) Packing and Forwarding charges (if applicable)
- 4) Others (Please specify)
- 5) PVC Amount (with Calculation sheet enclosed)
- 6) (-) deduction/Discount
- 7) Net amount payable (in words)

Dispatch detail RR No./other proof of dispatch	Date:	(Enclosed)
Inspection Certificate No	Date:	(Enclosed)
Income Tax Clearance Certificate No	Date:	(Enclosed)
GST Registration certificate		(Enclosed)

Place and Date.....

Received ₹..... (Rupees).....

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 Supplier

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Section XX: Pre-Contract Integrity Pact**

**(To be executed on plain paper and applicable for all tenders of value above ₹5 crore)**

**(Shall be as per the format uploaded in Company's website)**

**Annexure 1:**

**Explanatory Note on Make in India Order 2017; MSEs Order 2012  
and Start-ups**

(Refer Para 2.7.1 and 2.7.2)

**Public Procurement (Preference to Make in India) Order, 2017**

- The Govt. of India has decided to incentivise the growth of local content in goods and services through the Make in India Policy by providing purchase preference to the manufacturers/service providers having capability to meet/exceed the local content targets. Incentivising enhanced local content in the procurement of goods and/or services would lead to increased local industry content.
- The ultimate aim of the policy is to support and boost the growth of domestic manufacturing sector with a view to enhancing income and employment and contribute added value to economy, absorb manpower as well as have national, regional and international competitiveness.
- Local content can be increased through partnerships, cooperation with local companies, establishing production units in India or joint ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them etc.
- The provisions of this policy shall apply to all procurements of goods, services, including System Integrator (SI) contracts, and works, including Engineering, Procurement and Construction (EPC) contracts. However, the provisions of this policy shall not apply to small procurements where estimated value to be procured is less than ₹5 lakh.

**Definitions**

- Domestic Products shall be goods and/or services (including design and engineering), produced by companies, investing and producing in India.
- Domestic Manufacturer shall be business entity or individual having business activity established under Indian law and producing products domestically.
- Local Content (LC) means the amount of value added in India which shall, unless otherwise prescribed by the Nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.
- Local Content (LC) in Goods shall be the use of raw materials, design and engineering towards manufacturing, fabrication, assembly and finishing of work carried out within the country.
- Local Content (LC) in Services shall be the use of services up to the final delivery by utilizing manpower (including specialists), working appliance (including software) and supporting facilities carried out within the country.
- 'Margin of purchase preference' means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 (lowest bid) for the purpose of purchase preference.
- Supplier of Goods and/or provider of Services shall be a business entity having capability of providing Goods and/or Services in accordance with the business line and qualification thereof and classified as under: -
  - 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50% as defined under Make in India policy.
  - 'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under Make in India policy.
  - 'Non-local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%, as defined

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

under Make in India policy.

## Eligibility to bid

- Only Class-I local suppliers and Class-II local suppliers shall be eligible to bid in all procurements except when Global Tender Enquiry, allowed if purchase value is more than ₹200 crore\*, is issued.
- In local procurement of all goods, services and works in respect of which the Nodal ministry / Department has communicated that there is sufficient local capacity and local competition, only Class-I local supplier shall be eligible to bid irrespective of purchase value.
- For all other local procurements, both Class-I local supplier and Class-II local supplier shall be eligible to bid irrespective of purchase value but purchase preference shall be given to Class-I local supplier only.
- In global tender enquiries, Non-local suppliers shall also be eligible to bid along with Class-I local suppliers and Class-II local suppliers. Class-I local supplier shall be given purchase preference.
- Class-I local suppliers and Class-II local suppliers shall be eligible to get relaxations in eligibility criteria like turnover, production capability and financial strength. Eligibility criteria on previous experience shall not require proof of supply to other countries or proof of exports for any class of suppliers. However, Purchase preference shall be given to Class-I local suppliers only. Class-II local suppliers or Non-local suppliers shall not get purchase preference in any procurement.
- Bidders offering imported products/content cannot, repeat cannot, claim themselves as Class-I local suppliers/Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training, after sales service support like AMC/CMC etc. as local value addition. Such bidders will fall under the category of Non-local suppliers.

S/N	Scenario	Tender Type	Tender value	Eligible bidder	Relaxation / Purchase preference
1	There is sufficient local capacity and competition	OTE/NCB	Any value	'Class-I local supplier'	<ul style="list-style-type: none"> <li>• Relaxation (as per para 10 (a) and (b) of order)</li> <li>• No purchase preference</li> </ul>
2	There isn't sufficient local capacity and competition	OTE/NCB	Any value	'Class-I local supplier' 'Class-II local supplier'	<ul style="list-style-type: none"> <li>• Relaxation (as per para 10 (a) and (b) of order)</li> <li>• Purchase preference to 'Class-I local supplier'</li> </ul>
		GTE/ICB	Any value*	'Class-I local supplier' 'Class-II local supplier' 'Non-local supplier'	<ul style="list-style-type: none"> <li>• Relaxation (as per para 10 (a) and (b) of order) to Class-I and Class-II local suppliers only</li> <li>• Purchase preference to 'Class-I local supplier'</li> </ul>

\*For tender value < ₹200 crore, GTE/ICB shall not be issued except with the approval of Competent Authority as per amended Rule 161 (iv) of GFR 2017.

## Procedure for purchase preference

The manufacturers/service providers having the capability of meeting/exceeding the local content targets shall be eligible for purchase preference under the Policy as described below: -

- Where the quoted price is within the margin of purchase preference of the lowest price, other

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

things being equal, purchase preference shall be granted to the bidder concerned (eligible techno-commercially qualified Class-I local supplier) at the lowest valid price bid. The margin of purchase preference shall be 20%.

- The successful bidder shall be obliged to fulfil the requirements of quality and delivery time in accordance with provisions of the purchase order/contract.
- BRBNMPL shall have the right to satisfy itself of the production capability and product quality of the manufacturer.
- Procedure for granting purchase preference to Class-I local suppliers under various scenarios is given in Annex-I.

Verification of local content

Class-I local suppliers and Class-II local suppliers shall furnish the following undertaking from the authorized signatory of the bidder along with their techno- commercial bid. The undertaking shall become a part of the contract.

Class-I local supplier

"We \_\_\_\_\_ (name of the bidder) undertake that we meet the mandatory minimum local content requirement i.e. equal to or more than 50% for qualifying as Class-I local supplier as per the Make in India Policy for claiming purchase preference against tender No. \_\_\_\_\_. The percentage of local content in the bid is \_\_\_\_\_%."

Class-II local supplier

"We \_\_\_\_\_ (name of the bidder) undertake that we meet the mandatory minimum local content requirement i.e. more than 20% but less than 50% for qualifying as Class-II local supplier as per the Make in India Policy for participating against tender No. \_\_\_\_\_. The percentage of local content in the bid is \_\_\_\_\_%."

Location(s) at which local value addition is made:

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

- In case of procurement for a value in excess of ₹10 crores, above undertaking shall be supported by the following certificate from Statutory Auditor engaged by the bidder or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies), on the letterhead of such Statutory Auditor etc.

Class-I local supplier

"We the Statutory Auditor (or as the case may be) of M/s. \_\_\_\_\_ (name of the bidder) hereby certify that M/s. \_\_\_\_\_ (name of the bidder) meet the mandatory local content requirement of the Goods and/or Services i.e. equal to or more than 50% for qualifying as Class-I local supplier as per the Make in India Policy for claiming purchase preference against tender No. \_\_\_\_\_. The percentage of local content in the bid is \_\_\_\_\_%."

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

Class-II local supplier

“We the Statutory Auditor (or as the case may be) of M/s. \_\_\_\_\_ (name of the bidder) hereby certify that M/s. \_\_\_\_\_ (name of the bidder) meet the mandatory local content requirement of the Goods and/or Services i.e. more than 20% but less than 50% for qualifying as Class-II local supplier as per the Make in India Policy for participating against tender No. \_\_\_\_\_. The percentage of local content in the bid is \_\_\_\_\_ %.”

Note:

- In case of a foreign bidder, certificate (with regard to fulfilment of minimum mandatory local content requirement) from Statutory Auditor or cost auditor of their own office or subsidiary in India giving percentage of local content is also acceptable. In case office or subsidiary in India does not exist or Indian office/subsidiary is not required to appoint Statutory Auditor or cost auditor, certificate from a practicing chartered accountant in India or practicing cost accountant in India shall also be acceptable.
- In case manufacturer/service provider himself is bidding then the certificate shall be submitted by the Statutory Auditors etc. of the manufacturer/service provider.
- In case the bidder is a supplier quoting on behalf of manufacturer/service provider then the certificate shall be submitted by the Statutory Auditors etc. of the supplier. The responsibility for the certificate provided by the Statutory Auditor etc. of the supplier shall be that of the supplier.
- Each supplier shall provide the necessary local content documentation to the Statutory Auditor (or as the case may be), which shall review and determine that local content requirements have been met and issue a local content certificate to that effect, stating the % of local content in the goods or services measured. The Auditor shall keep all necessary information obtained from the supplier for measurement of local content confidential.
- During the execution of the contract, local content certificate shall have to be submitted along with each invoice raised. However, the % of local content may vary with each invoice while maintaining the overall % of local content for the total purchase of the pro-rata local content requirement. In case it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.
- Non-local suppliers shall also indicate percentage of local content component in their bid as under: -

“Percentage of local content as per the make in India Policy in the bid of M/s. \_\_\_\_\_ (name of the bidder) is \_\_\_\_\_ %.”

- The prescribed local content in the Make in India Policy shall be applicable on the date of Notice Inviting Tender (NIT).
- Where currency quoted by the bidder is other than INR, then the bidder claiming benefits under Make in India Policy shall consider exchange rate prevailing on the date of Notice Inviting tender (NIT) for the calculation of local content.
- Since Class-I / Class-II local suppliers are eligible to bid only if they meet the local content norms, therefore, irrespective of whether they are willing to seek benefits under the Make in India Policy or not, it is mandatory for them to submit adequate documentation as follows to establish their status as Class-I / Class-II local supplier. In fact, all bidders (i.e. Class-I local suppliers, Class-II local suppliers, Non-local suppliers) are required to mention local content in their bid and to submit the requisite documents as per the requirement of the Policy.
- BRBNMPL shall have the authority to audit as well as witness production processes to certify the achievement of the requisite local content.

## **BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

### **ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

#### Determination of local content

##### Local content of Goods

- Local Content (LC) in Goods shall be the use of raw materials, design and engineering towards manufacturing, fabrication, assembly and finishing of work carried out within the country.
- Local content shall be computed on the basis of the cost of domestic components in goods, compared to the whole cost of the product.
- The criteria for the determination of the local content cost shall be as follows: -
  - a. In the case of direct component (material), based on country of origin;
  - b. In the case of manpower based on INR component;
- The calculation of local content of the combination of several kinds of goods shall be based on the ratio of the sum of the multiplication of local content (%) of each of the goods with the acquisition price of each of the goods to the acquisition price of the combination of the goods.

#### Local content of Services

- Local Content (LC) in Services shall be the use of services up to the final delivery by utilizing manpower (including specialists), working appliance (including software) and supporting facilities carried out within the country.
- Local content of services shall be calculated on the basis of the ratio of service cost of domestic component in service to the total cost of service.
- The total cost of service shall be constituted of the cost spent for rendering of service, covering:
  - a. Cost component (material) which is used;
  - b. Manpower and consultant cost; cost of working equipment/facility; and
  - c. General service cost.
- The criteria for determination of cost of local content in the services shall be as follows:
  - a. In the case of material being used to help the provision of service, based on country of origin;
  - b. In the case of manpower and consultant based in INR component of the services contract;
  - c. In the case of working equipment/facility, based on country of origin; and
  - d. In the case of general service cost, based on the criteria as mentioned in clauses a, b and c above

#### Local content of EPC contracts

- Local content in Engineering, Procurement and Construction (EPC) contracts where supply of both goods and services are involved shall be the ratio of the whole cost of domestic components in the combination of goods and services to the whole combined cost of goods and services.
- The whole combined cost of goods and services shall be the cost spent to produce the combination of goods and services, which is incurred in the work site.
- Local content of the combination of goods and services shall be counted in every activity of the combination work of goods and services.
- The spent cost shall include production cost in the calculation of local content of goods and service cost in the calculation of local content of services.
- Local content shall be calculated on the basis of verifiable data. In case data used in calculation of local content not being verifiable, the value of local content of the said component shall be treated as 'Nil'.

#### False declarations and Sanctions

- BRBNMPL shall have the right to impose sanctions on the bidder/manufacturer/ service provider for not fulfilling the local content of goods/services in accordance with the value mentioned in the certificate of local content. The sanctions may be in the form of written warning, financial penalty and debarring.
- If the bidder does not fulfil his obligations after the expiration of the period specified in such warning, BRBNMPL shall have the right to initiate action for debarring such bidder or impose financial penalty on the bidder or both.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- A bidder, who has been awarded the contract after availing purchase preference, is found to have violated the local content provision in the execution of the procurement contract of goods and/or services, shall be subject to financial penalty up to a maximum of 10% of the contract value. In such a case, BRBNMPL reserves the right to invoke the performance bank guarantee submitted by the bidder.
- Class-I local suppliers and Class-II local suppliers shall furnish the following undertaking from the authorized signatory of the bidder along with their techno- commercial bid. The undertaking shall become a part of the contract.

“We understand that false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the GFR for which a bidder or its successor may be debarred for up to two years as per Rule 151(iii) of GFR along with such other actions by BRBNMPL as may be permissible under law including financial penalty up to a maximum of 10% of the contract value. In such a case, BRBNMPL reserves the right to invoke the performance bank guarantee submitted by the bidder.”

**Reciprocity clause**

- Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry, shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/Department, except for the list of items published by the Ministry/ Department permitting their participation. The term ‘entity’ of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.
- Hence, prospective foreign bidders intending to participate in tenders floated by BRBNMPL, shall furnish the following declaration,

“We do not belong to any country whose bidders are notified as ineligible on reciprocal basis under the Make in India order of Government of India”

**Manufacture under license / technology collaboration agreements with phased indigenization under ‘Make in India’**

- Suppliers may be exempted from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who hold intellectual property rights and where there is a technology collaboration agreement / transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content within the validity of the contract.
- In procurement of all goods, services or works in respect of which the Nodal ministry has not notified that there is sufficient local capacity and local competition, procuring entities may prescribe in their respective tenders that foreign companies may participate in the tender through a subsidiary or a joint venture with an Indian company. Such subsidiaries/joint ventures may be exempted from meeting the stipulated minimum local content requirement, provided there is clear phasing of increase in local content within the validity of the contract. Such subsidiaries/joint ventures must obtain an exemption letter and submit the same along with their bid to avail the exemption.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Procedure for Purchase Preference under Make in India Order, 2017**

i. Procurement of Goods and Works which are divisible in nature (but without split order clause): -

- If L1 is 'Class-I local supplier' – 100% awarded to L1
- If L1 is not 'Class-I local supplier' – 50% awarded to L1
  - Remaining 50% awarded to lowest bidder among 'Class-I local supplier' falling within L1+20% subject to matching L1 price
  - If lowest bidder among 'Class-I local supplier' is unable to match L1 price or accepts less than offered quantity, next lowest 'Class-I local supplier' bidder within L1+20% is invited to match L1 price for remaining quantity and so on and contract will be awarded accordingly
  - If some quantity is still left uncovered on 'Class-I local supplier', then such balance quantity can be ordered on the original L1 bidder
  - If none of the 'Class-I local supplier' bidder within L1+20% is able to match L1 price or no 'Class-I local supplier' falls within L1+20%, contract awarded to original L1 bidder
- When the tendered goods/services cannot be divided in the exact ratio of 50:50 then BRBNMPL reserves the right to award on lowest eligible Class-I local supplier for quantity not less than 50%, as may be dividable.
  - E.g.: In case tendered quantity is 3 (not divisible in the ratio of 50:50), Class-I local supplier shall get order for 2 nos. and the rest will go to L1 (who is not a Class-I local supplier).

ii. Procurement of Goods and Works which are not divisible in nature and procurement of Services where bid is evaluated on price alone: -

- If L1 is 'Class-I local supplier' – 100% awarded to L1
- If L1 is not 'Class-I local supplier'
  - Lowest bidder among 'Class-I local supplier' falling within L1+20% is invited to match L1 price – contract awarded subject to matching L1 price
  - If lowest bidder among 'Class-I local supplier' is unable to match L1 price, next lowest 'Class-I local supplier' bidder within L1+20% is invited to match L1 price and so on and contract will be awarded accordingly
  - If none of the 'Class-I local supplier' bidder within L1+20% is able to match L1 price or no 'Class-I local supplier' falls within L1+20%, contract awarded to original L1 bidder

iii. Procedure to be adopted in case of tenders with split order/parallel contracts clause

- If in normal course of splitting of orders between L1 and L2 bidders (70:30) or L1, L2 and L3 bidders (50:30:20), 'Class-I local suppliers' qualify for award of contract for at least 50% of the tendered quantity without resorting to purchase preference, then parallel contracts may be awarded to original L1 and L2 bidders or L1, L2 and L3 bidders, as the case may be, as per the split order/parallel contracts clause stipulated in the tender
- If, however, 'Class-I local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference shall be given to 'Class-I local suppliers' provided their quoted rate falls within 20% of the highest quoted bidder considered for award of contract so as to ensure that 'Class-I local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity
  - In case of 2-way splitting between L1 and L2 bidders in the ratio of 70:30, the L2 bidder shall be treated as the highest quoted bidder considered for award of contract
  - In case of 3-way splitting between L1, L2 and L3 bidders in the ratio of 50:30:20, the L3 bidder shall be treated as the highest quoted bidder considered for award of contract

Examples of splitting of orders

i. In case of two-way splitting between L1 and L2 bidders in the ratio of 70:30

- If L1 is 'Class-I local supplier' – 70% awarded to L1
  - If L2 is 'Class-I local supplier' – remaining 30% awarded to L2 subject to matching L1 price

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- If L2 is not 'Class-I local supplier' – Remaining 30% awarded to lowest bidder among 'Class-I local suppliers' falling within L2+20% subject to matching L1 price
- If lowest bidder among 'Class-I local suppliers' is unable to match L1 price or accepts less than offered quantity, next lowest 'Class-I local supplier' falling within L2+20% is invited to match L1 price for remaining quantity and so on and contract will be awarded accordingly
- If some quantity is still left uncovered on 'Class-I local supplier', then such balance quantity can be ordered on the original L1 bidder
- If none of the 'Class-I local suppliers' falling within L2+20% is able to match L1 price or there are no 'Class-I local suppliers' falling within L2+20%, then contract shall be awarded to original L1 and L2 (L3, L4...and so on) bidders in the ratio 70:30 subject to matching L1 price
- If L1 is not 'Class-I local supplier' – 50% awarded to L1
  - If L2 is 'Class-I local supplier' – remaining 50% awarded to L2 subject to matching L1 price
  - If L2 is not 'Class-I local supplier' – Remaining 50% awarded to lowest bidder among 'Class-I local suppliers' falling within L2+20% subject to matching L1 price
  - If lowest bidder among 'Class-I local suppliers' is unable to match L1 price or accepts less than offered quantity, next lowest 'Class-I local supplier' falling within L2+20% is invited to match L1 price for remaining quantity and so on and contract will be awarded accordingly
  - If some quantity is still left uncovered on 'Class-I local supplier', then such balance quantity can be ordered on the original L1 bidder
  - If none of the 'Class-I local suppliers' falling within L2+20% is able to match L1 price or there are no 'Class-I local suppliers' falling within L2+20%, then contract shall be awarded to original L1 and L2 (L3, L4...and so on) bidders in the ratio 70:30 subject to matching L1 price
- ii. *In case of three-way splitting between L1, L2 and L3 bidders in the ratio of 50:30:20*
  - If L1 is 'Class-I local supplier' – 50% awarded to L1
    - If L2 and L3 are 'Class-I local suppliers' – 30% and 20% awarded to L2 and L3 bidders respectively subject to matching L1 price
    - If either L2 or L3 is a 'Class-I local supplier' – 30% awarded to L2 or L3, whoever is a 'Class-I local supplier', subject to matching L1 price – remaining 20% awarded to lowest among other 'Class-I local suppliers' falling within L3+20% subject to matching L1 price
      - If there are no other 'Class-I local suppliers' falling within L3+20%, then the contract will be split into two in the ratio of 50:50 and the remaining 50% shall be awarded to either L2 or L3, whoever is a 'Class-I local supplier', subject to matching L1 price
    - If L2 and L3 are not 'Class-I local suppliers' – remaining 30% and 20% awarded to lowest two bidders amongst 'Class-I local suppliers' falling within L3+20% subject to matching L1 price
    - If any of the two lowest bidders among 'Class-I local suppliers' is unable to match L1 price or accepts less than offered quantity, next lowest 'Class-I local supplier' within L3+20% is invited to match L1 price for remaining quantity and so on and contract will be awarded accordingly
      - If there is only one eligible 'Class-I local supplier' falling within L3+20% then the contract will be split into two in the ratio of 50:50 and the remaining 50% shall be awarded to the single eligible 'Class-I local supplier' subject to matching L1 price
    - If some quantity is still left uncovered on 'Class-I local supplier', then such balance quantity can be ordered on the original L1 bidder
    - If none of the 'Class-I local suppliers' within L3+20% is able to match L1 price or there are no 'Class-I local suppliers' falling within L3+20%, then contract shall be awarded to original L1, L2 (L3, L4... and so on) and L3 (L4, L5... and so on) bidders in the ratio 50:30:20 subject to matching L1 price
  - If L1 is not 'Class-I local supplier' – 50% awarded to L1
    - If L2 and L3 are 'Class-I local suppliers' – 30% and 20% awarded to L2 and L3 bidders

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- respectively subject to matching L1 price
- If either L2 or L3 is a 'Class-I local supplier' - 30% awarded to L2 or L3, whoever is a 'Class-I local supplier', subject to matching L1 price - remaining 20% awarded to lowest among other 'Class-I local suppliers' falling within L3+20% subject to matching L1 price
    - If there are no other 'Class-I local suppliers' falling within L3+20%, then the contract will be split into two in the ratio of 50:50 and the remaining 50% shall be awarded to either L2 or L3, whoever is a 'Class-I local supplier', subject to matching L1 price
  - If L2 and L3 are not 'Class-I local suppliers' - remaining 30% and 20% awarded to lowest two bidders amongst 'Class-I local suppliers' falling within L3+20% subject to matching L1 price
  - If any of the two lowest bidders among 'Class-I local suppliers' is unable to match L1 price or accepts less than offered quantity, next lowest 'Class-I local supplier' within L3+20% is invited to match L1 price for remaining quantity and so on and contract will be awarded accordingly
    - If there is only one eligible 'Class-I local supplier' falling within L3+20% then the contract will be split into two in the ratio of 50:50 and the remaining 50% shall be awarded to the single eligible 'Class-I local supplier' subject to matching L1 price
  - If some quantity is still left uncovered on 'Class-I local supplier', then such balance quantity can be ordered on the original L1 bidder
  - If none of the 'Class-I local suppliers' within L3+20% is able to match L1 price or there are no 'Class-I local suppliers' falling within L3+20%, then contract shall be awarded to original L1, L2 (L3, L4... and so on) and L3 (L4, L5... and so on) bidders in the ratio 50:30:20 subject to matching L1 price

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Public Procurement Policy for Micro and Small Enterprises (MSEs) Order,  
2012**

**CONDITIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)**

1. The definition for Micro & Small Enterprise shall be as per the guidelines issued by Ministry of MSME vide Gazette Notification No. 1702(E) dated 01.06.2020 and 2119(E) dated 26.06.2020 which came into effect from 01.07.2020.
2. MSEs must be registered with any of the following in order to avail the benefits / preference available under MSEs Order, 2012: -
  - District Industries Centers (DIC)
  - Khadi and Village Industries Commission (KVIC)
  - Khadi and Village Industries Board
  - Coir Board
  - National Small Industries Corporation (NSIC)
  - Directorate of Handicraft and Handloom
  - Any other body specified by Ministry of MSME (MoMSME)
  - Udyog Aadhaar Acknowledgment / Udyog Aadhaar Memorandum issued by MoMSME
  - Udyam Registration Portal
3. MSEs participating in the tender must submit valid & authorised copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate, they shall attach original notarised copy of the DIC certificate.
4. The registration certificate issued from any one of the above agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.
5. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on closing date of the tender, are not eligible for exemption/preference. Where validity of such certificates such as NSIC certificate has lapsed, it shall be the responsibility of the bidder to seek renewal from the concerned Govt. agency before such expiry. However, documentary evidence seeking extension before the lapse of validity of such certificate and an authorization letter from the Govt. agency having received application for renewal submitted before the bid closing date shall be accepted.
6. To be classified as Micro or Small Enterprises as per new definition, the companies need to register themselves on "Udyam Registration Portal" on or after 01.07.2020. This provision is for new establishments as well as for existing MSEs registered with NSIC, UAM etc.
7. As per the new notification by the Government of India, every business unit registered under MSME / Udyog Aadhaar shall be treated as a valid MSME up to 30th June 2022 beyond which they need to be registered on Udyam Registration Portal to enjoy the MSME Benefits.
8. The provisions of this policy shall apply to all procurements of goods and services. Work contracts are excluded from the purview of this policy.
9. The MSEs registered with above mentioned agencies / bodies are exempted from payment of Earnest Money Deposit (EMD) & tender fees.
10. MSE must be a Manufacturer/Service provider: The MSE bidder must be a Manufacturer capable of manufacturing the tendered items / Service provider capable of rendering the tendered services by themselves to avail the benefits under MSEs Order, 2012. Traders/dealers/resellers/distributors/authorized agents will not be considered for availing benefits under MSEs Order, 2012 as per guidelines issued by MoMSME.
11. Relaxation of Norms for Micro & Small Enterprises (MSEs): Pre-qualification criteria with respect to Prior Turnover and Prior experience may be relaxed for Micro & Small Enterprises as per GOI guidelines subject to meeting of quality and technical specifications.
12. However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc., wherein BRBNMPL reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Micro and Small Enterprises.
13. Items which are reserved for exclusive purchase from MSEs shall be procured from Micro and

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

Small Enterprises as per Public Procurement Policy.

14. Subject to meeting terms and conditions stated in the tender document, at least 25% of the total quantity of the tender is earmarked for MSEs registered with above mentioned agencies / bodies.
15. In case MSE bidder is L1, entire value of the tender is to be ordered on the L1 MSE bidder.
16. In tender, participating MSEs quoting price within price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply at least 25% of the total tendered value (where the tender quantity can be split).
17. In case of more than one such MSEs are in the price band of L1 + 15% and matches the L1 price, the supply may be shared proportionately if the job can be split.
18. In case the tendered quantity cannot be split, MSE shall be allowed to supply total tendered quantity provided their quoted price is within a price band of L1 + 15% and they match the L1 price.
19. If the quantity cannot be split and there are more than one eligible MSE bidders (price band within L1+15%) then the opportunity to match the L1 rate of the tender shall be given first to MSE (who have quoted lowest rate among the MSEs within the price band of L1+15%) and the total quantity shall be awarded to him after matching the L1 price of the tender.
20. If the MSE who have quoted lowest rate among the MSEs in the price band of L1 + 15% do not agree to match the rate of L1 of the tender, then the next ranked MSE bidder who has quoted within the price band of L1 + 15% in order shall be given chance to match the rate of L1 for award of the quantity/order.
21. For more clarity in this regard, following table is furnished: -

Type of Tender	Price quoted by MSE	Finalization of tender
Can be Split	L1	Full order on MSE
	Not L1 but within L1+15%	At least 25% order on MSE subject to matching L1 price
Cannot be split	L1	Full Order on MSE
	Not L1 but within L1+15%	Full Order on MSE subject to matching L1 price

22. The purchase preference to MSEs is not applicable for works contracts where supply of goods not produced by MSEs is also involved.
23. Special provision for MSEs owned by SC & ST entrepreneurs: Out of the 25% target of annual procurement from MSEs, 4% shall be earmarked for procurement from MSEs owned by SC & ST entrepreneurs. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 4% sub-target so earmarked shall be met from other MSEs.
24. To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by District Authority in addition to certificate of registration with any one of the agencies mentioned in paragraph 1 above. Alternatively, the bidder shall be responsible to furnish necessary documentary evidence for enabling BRBNMPL to ascertain that the MSE is owned by SC/ST entrepreneurs. MSE owned by SC/ST is defined as:
  - In case of Proprietary MSE, proprietor(s) shall be SC/ST
  - In case of Partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise
  - In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters
25. Special provision for MSEs owned by women entrepreneurs: Out of the 25% target of annual procurement from MSEs, 3% shall be earmarked for procurement from MSEs owned by women entrepreneurs in addition to 4% earmarked for MSEs owned by SC/ ST entrepreneurs. MSE owned by Women is defined as:
  - In case of Proprietary MSE, proprietor(s) shall be Women
  - In case of Partnership MSE, the Women partners shall be holding at least 51% shares in

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

the enterprise

- In case of Private Limited Companies, at least 51% share shall be held by Women promoters

26. TReDS: TReDS is an electronic institutional mechanism for facilitating the financing of trade receivables of MSMEs through multiple financiers. BRBNMPL is already registered on the following TReDS platforms: -

- M/s A TReDS (Invoicemart), Mumbai

27. MSE vendors are required to register on the TReDS platform. The MSME vendors can avail the TReDS facility, if they want to.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**SUPPORT TO START-UP ENTERPRISES**

1. Subject to meeting of Quality and Technical specifications, BRBNMPL may consider allowing the participation of “Start-up” companies with capability to execute the supply / services, as per technical specifications / perform the job as per scope of work specified in the tender and subject to meeting extant & relevant guidelines of Government of India. This should be confirmed and substantiated in the technical bid.
2. The bidder who intends to participate as “Start-up” company should enclose the Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India or a certificate of an eligible Start-up from the inter-Ministerial Board of Certification during submission of Technical bid.
3. The Nature of Business mentioned in application made to get Start-up accreditation should be related to the tendered item.
4. Start-ups registered with DPIIT are exempted from payment of Earnest Money Deposit (EMD) & tender fees. However, they shall be required only to submit Bid Security Declaration.
5. Prequalification Criteria with respect to Prior Turnover and Prior Experience may be relaxed for Start-ups as per the GOI guidelines.
6. However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc. wherein BRBNMPL reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Start-up Companies as per GoI guidelines.
7. Start-up Companies who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender.
8. Definition of Start-up Enterprises
  - (i) As defined by DPIIT, an entity shall be considered as a 'Start-up':
    - a) Upto a period of ten years from the date of incorporation/registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India, and
    - b) Turnover of the entity for any of the financial years since incorporation/ registration has not exceeded ₹100 (one hundred) crore, and
    - c) The entity works towards innovation, development or improvement of products or processes or services or a scalable business model with a high potential for employment generation or wealth creation.
  - (ii) Provided that an entity formed by splitting up or reconstructing an existing business shall not be considered a 'Start-up'.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017**

1. The Class-I local suppliers, under PPP-Mll Order, participating in any government tender, may or may not be MSEs, as defined under the MSME Act. Similarly, MSEs participating in any government tender, may or may not be Class-I local suppliers. Suppliers may be categorised in following four broad categories for consideration or applicability of purchase preference:

Category	Terminology
Supplier is both MSE & Class-I local supplier	"MSE Class-I local supplier"
Supplier is MSE but not Class-I local supplier	"MSE but non-Class-I local supplier"
Supplier is not MSE but is Class-I local supplier	"Non-MSE but Class-I local supplier"
Supplier is neither MSE nor Class-I local	"Non-MSE non-Class-I local supplier"

2. The applicability of PPP-MSE Order and PPP-Mll Order in various scenarios, involving simultaneous purchase preference to MSEs and Class-I local suppliers under PPP-MSE Order and PPP-Mll Order respectively, shall be as under:

- a) Items covered under Para 3(a) of PPP- Mll Order, 2017 for which Nodal Ministry has notified sufficient local capacity and competition: For these items, only Class- I local suppliers are eligible to bid irrespective of purchase value. Hence, Class- II local suppliers or Non-local suppliers, including MSEs which are Class-II local suppliers/ Non-local suppliers, are not eligible to bid. Possible scenarios can be as under:
- (i) L-1 is "MSE Class-I local supplier" - 100% of the tendered quantity is to be awarded to L-1
  - (ii) L-1 is "Non-MSE but Class-I local supplier" - Purchase preference is given to MSEs as per PPP-MSE Order. Balance quantity is to be awarded to the L-1 bidder
- b) Items reserved exclusively for procurement from MSEs as per PPP-MSE Order: These items are reserved exclusively for purchase from MSEs. Hence, non- MSEs are not eligible to bid for these items. Possible scenarios can be as under:
- 1. L-1 is "MSE Class-I local supplier" - 100% of the tendered quantity is to be awarded to L-1
  - 2. L-1 is "MSE non-Class-I local supplier" - Purchase preference is to be given to Class-I local supplier as per PPP-Mll Order. Balance quantity, is to be awarded to L-1 bidder
- c) If items are neither notified for sufficient local capacity nor reserved for MSEs, then the process will be as follows:
- c (a) Items covered under Para 3A(b) of PPP-Mll Order are divisible items and both MSEs as well as Class-I local suppliers are eligible for purchase preference. Possible scenarios can be as under:
- (i) L-1 is "MSE Class-I local supplier" - 100% of the tendered quantity is to be awarded to L-1
  - (ii) L-1 is "Non-MSE but Class-I local supplier" - Purchase preference is to be given to MSEs, if eligible, as per PPP-MSE Order. Balance quantity is to be awarded to L-1 bidder
  - (iii) L-1 is "MSE but non-Class-I local supplier" - Purchase preference is to be

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

given to Class-I local suppliers, if eligible, as per PPP-Mll Order Balance quantity is to be awarded to L-1 bidder

(iv) L-1 is "Non-MSE non-Class-I local supplier" - Purchase preference is to be given to MSEs as per PPP-MSE Order. Thereafter, purchase preference is to be given to Class-I local suppliers for "50% of the tendered quantity minus quantity allotted to MSEs above" as per PPP- Mll Order. For the balance quantity, contract is to be awarded to L-1 bidder. (Kindly refer to the illustrative example given at the end)

c (b) Items covered under Para 3A(c) of PPP-Mll Order, 2017 are non-divisible items and both MSEs as well as Class-I local suppliers are eligible for purchase preference. Possible scenarios can be as under:

(i) L-1 is "MSE Class-I local supplier" - Contract is awarded to L-1

(ii) L-1 is not "MSE Class-I local supplier" but the "MSE Class-I local supplier" falls within 15% margin of purchase preference Purchase preference is to be given to lowest quoting "MSE Class-I local supplier". If lowest quoting "MSE Class-I local supplier" does not accept the L-1 rates, the next higher "MSE Class-I local supplier" falling within 15% margin of purchase preference is to be given purchase preference and so on

(iii) If conditions mentioned in sub paras (i) and (ii) above are not met i.e. L-1 is neither "MSE Class-I local supplier" nor "MSE Class-I local supplier" is eligible to take benefit of purchase preference, the contract is to be awarded/ purchase preference to be given in different possible scenarios as under:

A. L-1 is "MSE but non-Class-I local supplier" or "Non-MSE but Class-I local supplier" - Contract is awarded to L-1

B. L-1 is "Non-MSE non-Class-I local supplier" - First purchase preference to be given to MSE as per PPP-MSE Order. If MSE not eligible/ does not accept - purchase preference to be given to Class-I Local supplier as per PPP-Mll Order. If Class-I Local supplier also not eligible/ does not accept - contract to be awarded to L-1

d) Items reserved for both MSEs and Class-I local suppliers: These items are reserved exclusively for purchase from MSEs as well as Class-I local suppliers. Hence, only "MSE Class-I local supplier" are eligible to bid for these items. Non- MSEs/Class-II local suppliers / Non-local suppliers cannot bid for these items. Hence the question of purchase preference does not arise.

e) Non-local suppliers, including MSEs falling in the category of Non-local suppliers, shall be eligible to bid only against Global Tender Enquiry.

Example explaining applicability in scenario explained in para 4 c (a)(iv)

(Scenario: Divisible items, both MSEs as well as Class-I local suppliers eligible for purchase preference and L-1 is "Non-MSE non-Class-I local supplier")

Item - Desktop computer

Qty - 50 Nos.

Details of bids received

Sr. No.	Name of bidder	Rates quoted	Price Ranking	Status of bidder
1.	A	100	L1	Non-MSE non- Class-I local supplier"
2.	B	110	L2	"Non-MSE but Class-I local supplier"

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

3.	C	112	L3	"MSE but non- Class-I local supplier"
4.	D	115	L4	"Non-MSE but Class-I local supplier"
5.	E	118	L5	"MSE but non- Class-I local supplier"
6.	F	120	L6	"MSE Class-I local supplier"

1. In this case, first purchase preference is to be given to MSEs as per PPP-MSE Order for 25% of tendered quantity of 50 Nos. i.e. 12.5 Nos. (rounded off to the next whole number say 13 Nos). Accordingly, invite L3 (bidder C), whose quoted rates falls within 15% margin of purchase preference to match L-1 price i.e. ₹100 for quantity of 13 Nos. Bidder "E" and "F", although MSEs, will not get purchase preference since their quoted rates don't fall within 15% margin of purchase preference. Bidder C will be considered for order of 13 Nos. on confirmation of reduction of price.
2. For 50% of balance quantity of 37 number (tendered quantity of 50 - 13 awarded to bidder C; assuming bidder C has confirmed to accept L-1 rates), purchase preference will be given to lowest Class-I local supplier as per PPP-Mll Order. Accordingly, bidder B will be invited to match L-1 price for 50% of 37 Nos i.e.18.5 (say 19 Nos of computers). If bidder "B" does not accept the L-1 price i.e. price of ₹100 per unit, next higher Class-I local supplier falling within 20% margin of purchase preference, i.e. bidder "D", may be invited to match L-1 price for 19 Nos. of computers and so on.
3. For remaining quantity i.e. 18 Nos (50-13-19), the contract will be awarded to lowest quoting bidder i.e. Bidder "A" who is L-1 in the example.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 2:**

**Restrictions on Public Procurement from countries sharing land border with India**

1. Any bidder from a country which shares a land border with India, excluding countries as listed on the website of the Ministry of External Affairs, to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (hereinafter called 'Restricted Countries'), will be eligible to bid in any procurement whether of Goods, Services (including Consultancy Services and Non-Consultancy Services) or Works (including Turnkey Projects) only if the bidder is registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT) Bidders shall enclose the certificate in this regard in Section XVIII – Eligibility Declarations.
2. Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same Competent Authority.
3. In Bids for Turnkey contracts, including Works contracts, the successful bidder shall not be allowed to sub-contract works to any Contractor from such Restricted Countries unless such Contractor is similarly registered. In such cases, bidders shall enclose the certificate in this regard in Section XVIII – eligibility declarations.
4. If Bidder has proposed to sub-contract Services or incidental Goods directly/ indirectly from the vendors from such countries, such vendor shall be required to be registered with the Competent Authority. However, if Bidder procures raw material, components, and sub-assemblies from such countries' vendors, such vendors shall not require registration.
5. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
6. "Tender" will include other forms of procurement, except where the context requires otherwise.
7. "Bidder from a country which shares a land border with India" means: -
  - a) An entity incorporated, established or registered in such a country; or
  - b) A subsidiary of an entity incorporated, established or registered in such a country; or
  - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d) An entity whose beneficial owner is situated in such a country; or
  - e) An Indian (or other) agent of such an entity; or
  - f) A natural person who is a citizen of such a country; or
  - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
8. The beneficial owner for the purpose of 4 above will be as under:
  - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation—
    - a) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
    - b) "Control" shall include the right to appoint majority of the directors or to

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

control the management or policy decisions including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;

- ii. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - iv. Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
9. An "Agent" is a person employed to do any act for another, or to represent another in dealings with third person.
10. [To be inserted in tenders for Works contracts, including Turnkey contracts] The successful bidder shall not be allowed to sub-contract works to any Contractor from a country which shares a land border with India unless such Contractor is registered with the Competent Authority. The definition of "Contractor from a country which shares a land border with India" shall be as in paragraph 4 above.
11. The Registration shall be valid at the time of submission of bid and at the time of acceptance of bid. If the bidder was validly registered at the time of acceptance/ placement of order, registration shall not be relevant consideration during contract execution.

**Model Certificate for Tenders**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

**Model Certificate for Tenders for Works involving possibility of sub-contracting**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to Contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a Contractor from such countries unless such Contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

**Model Certificate in cases of specified ToT**

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India; I certify that this bidder does not have any ToT arrangement requiring registration with the Competent Authority.

OR

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India. I certify that this bidder have valid registration to participate in this procurement

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 3:**

**Bid Security Declaration**

**(To be submitted as part of Technical bid on Company Letter-head)**

*Bid Securing Declaration In lieu of EMD/Bid security is to be submitted as part of Technical bid in the following format. Bidders exempted from submission of EMD/Bid Security are also required to submit this.*

Bidder's Reference No:	Date:
------------------------	-------

To,

The General Manager & O-I-C

Bharatiya Reserve Bank Note Mudran Pvt. Ltd.

Note Mudran Nagar, Mysuru 570003

Ref:

Tender Enquiry No:	Date:
--------------------	-------

Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in BRBNMPL for 1 year from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

1. **withdraw/amend/impair/derogate, in any respect, from our bid, within the bid validity; or**
2. **being notified within the bid validity of the acceptance of our bid by the Procuring Entity:**
  - a. **refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.**
  - b. **Fail or refuse to sign the contract.**

We know that this Bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

1. **receipt by us of your notification**
  - a) **of cancellation of the entire tender process or rejection of all bids or**
  - b) **of the name of the successful bidder or**
2. **forty-five days after the expiration of the bid validity or any extension to it.**

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

**Place [insert place of signing]**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****Annexure 4:****Template for assessment of capability of Bidder**  
**(To be submitted as part of Technical bid on Company Letter-head)**

*Bidders should furnish statements and documents confirming their Capability to manufacture the Goods. The list below is indicative only. Bidders may attach more documents as required. Additional details not covered elsewhere in the bid may also be added.*

Bidder's Reference No:	Date:
------------------------	-------

To,The General Manager & O-I-C

Bharatiya Reserve Bank Note Mudran Pvt. Ltd.

Note Mudran Nagar, Mysuru 570003

Ref:

Tender Enquiry No:	Date:
--------------------	-------

1	Location of the manufacturing Factory	
2	Details of Plant and Machinery executed and function in each department (Monographs & description pamphlets) be supplied, if available.	
3	Details of arrangement for quality control of products such as laboratory etc.	
4	Details of Technical Supervisory staff-in-charge of production and quality control	
a.	Skilled labour employed.	
b.	Unskilled labour employed.	
c.	The maximum number of workers (skilled & unskilled) employed on any day during the 18 months preceding the date of application.	
5	Installed production capacity of item(s) quoted for, with the existing plant and machinery.	
a.	The installed monthly production capacity for.....and the type of.....	
b.	What portion of the production capacity shall be reserved for this contract? Indicate reserved capacity in terms of the number of items of Goods per month.	
c.	average monthly production of during the last 5	

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

	years on a single shift basis	
d.	Existing order on hand for.....	
6	Have you supplied the Goods tendered for or other identical items in the past? If so, details of supplies in the last five years may be furnished	

.....

**(Signature with date)**

.....

**(Name and designation)**

**Duly authorized to sign bid for and on behalf of**

.....

**[name & address of Bidder and seal of company]**



**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 6:**

**Statement of Financial Standing**

1. Submission of audited books of accounts bearing valid UDIN is required for firms whose sales, turnover or gross receipts is more than ₹1 crore. However, for firms whose cash receipts are limited to 5% of the gross receipts or turnover, and whose cash payments are limited to 5% of the aggregate payments, the threshold limit of ₹1 crore for tax audit is increased to ₹10 crore with effect from AY 2021-22 (FY 2020-21).
2. Firms whose sales, turnover or gross receipts is less than ₹1 crore, submission of audited books of accounts is not necessary. However, such firms have to submit a Statement of Financial Standing in the following format bearing a valid UDIN along with the bid in order to ensure the compliance of the bidder against the financial standing criteria.
3. This statement has to be certified by a certified accountant e.g. Chartered Accountant (CA) in India with valid UDIN and Certified Public Accountants / Chartered Accountants / Members of Certified Accounting Body of the government of the Bidder's country in case of foreign bidders.

**Name of the Bidder:**

Sl. No.	Financial Year	Annual Turnover	Net worth	Remarks
1				
2				
3				

.....  
**Signature of Certified Accountant**

Name :

Name of Firm :

Reg. No of Firm Membership :

UDIN No :

Place :

Date :

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

Annexure 7

**NEFT Mandate Form****(Customer's option to receive payments through Credit Clearing Mechanism)**

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	<b>Account number</b> (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.**

Date: \_\_\_\_\_  
Signature of the Customer

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

Bank's Stamp

\_\_\_\_\_  
Signature of the authorized official of the Bank

Date:

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 8**

**Terms and Conditions -Compliance**

(To be submitted as part of Technical bid in e-Procurements) (on Company Letter-head)

Bidder's Reference No:	Date:
------------------------	-------

To,

The General Manager & O-I-C  
Bharatiya Reserve Bank Note Mudran Pvt. Ltd.  
Note Mudran Nagar, Mysuru 570003  
Ref:

Tender Enquiry No:	Date:
--------------------	-------

Sir/Madam,

We have gone through entire tender document thoroughly including Section-I (NIT), Section-II (GIT), Section-III (SIT), Section-IV (GCC), Section-V (SCC) and Annexures - 1 & 2. We confirm that we shall comply with, abide by, and accept without variation, deviation, or reservation, all terms and conditions of the Tender Document and we have no counter-conditions.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on ..... day of.....[insert date of signing]

Place ..... [ insert place of signing]

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU****Annexure 9****Check-List for Bidders****(The following check-list may be made a part of the SBD; to be submitted by the bidder as part of technical Bid)****This check-list is merely to help the bidders to prepare their bids; it does not over-ride or modify the requirement of the tender. Bidders must do their own due diligence also**

Sl No	Documents submitted, duly filled, signed	Yes / No / NA
1	Section X - Tender Form (to serve as covering letter and declarations applicable for both the Techno-commercial bid and Financial bid)	
2	Section XII - Bidder Information along with Power of attorney and Registration Certificates etc.	
2 (a)	Self-attested copy of Registration certificates etc. of the firm, if asked	
2 (b)	Self-attested copy of PAN	
2 (c)	Self-attested copy of GSTIN registration(s)	
2 (d)	Self-attested copy of Power of Attorney etc. authorizing signatories on stamp paper to sign the bid, if asked	
3	Section XVIII - Eligibility Declarations, along with supporting documents	
3 (a)	Self-attested copy of Registration certificate for bidders / subContractors from restricted neighbouring countries	
3 (b)	Self-attested copy of MSME registration	
3 (c)	Self-attested copy of Start-up registration / status	
3 (d)	Self-attested copy of the certificate of Local Supplier status for Make in India policy, from auditors / cost accountant in case of Tenders above ₹10 Crore	
4	Section XIV - OEM's Authorization Form duly filled up (if applicable to Bidder concerned)	
4 (a)	Self-attested copy of Registration certificates etc. of the OEM/principal	
4 (b)	Self-attested copy of Power of Attorney etc. authorizing signatories on stamp paper to sign Section XIV of OEM / Principal, if asked	
5	Section VI - List of Requirements - Compliance	
6	Section VII - Technical Specifications - Compliance	
6 (a)	Relevant documents like technical data, literature, drawings, and other documents, at the option of Bidder	

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

7	Conformity with capability criteria	
<b>Sl No</b>	<b>Documents submitted, duly filled, signed</b>	<b>Yes / No / NA</b>
7 (a)	Documents attached supporting conformance to capability criteria	
8	Performance Statement	
8 (a)	Documents / contracts supporting the performance statement	
9	Statement of Financial Standing	
9 (a)	Audited Balance Sheet and Profit & Loss Statement	
10	Terms and Conditions – Compliance (in e-Procurements)	
10 (a)	Documents, if any, at the option of Bidder	
11	This Checklist	
12	Proof of submission of EMD or Bid Security Declaration	
13	Section XX - Duly signed Integrity Pact, If applicable	
14	Financial Bid	
15	Any other requirements, if stipulated in the tender; or if considered relevant by the Bidder	

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 10**

**PERFORMANCE BANK GUARANTEE ISSUED ON BEHALF OF HOLDING COMPANY FOR SATISFACTORY PERFORMANCE OF CONTRACT BY ITS SUBSIDIARY COMPANY**

(Name of the Bank and Address of the issuing branch)

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

Name and Address of the Beneficiary:

Bharatiya Reserve Bank Note Mudran Private Limited,  
Note Mudran Nagar,  
Mysuru - 570003

Name / Number of Tender/Contract: \_\_\_\_\_

Performance Bank Guarantee No. : \_\_\_\_\_

Performance Bank Guarantee Value: \_\_\_\_\_

Performance Bank Guarantee Validity: \_\_\_\_\_

**WHEREAS**, \_\_\_\_\_ ("**Bidder**"), the wholly owned subsidiary of our constituent \_\_\_\_\_ ("**Holding Company**") has submitted its offer in response to your *Notice Inviting Tender* bearing no. \_\_\_\_\_ dated \_\_\_\_\_ for supply of \_\_\_\_\_ and has been selected by you as the '*successful bidder*'. Subsequently, you have issued a letter of engagement bearing no. \_\_\_\_\_ dated \_\_\_\_\_ to the Bidder.

**WHEREAS**, we have been informed that it has been stipulated by you in the tender documents that the holding company of the Bidder, shall furnish you with (i) an undertaking to provide '*Financial Support*' to the Bidder; and (ii) an unconditional and irrevocable Bank Guarantee ("**Guarantee**") by a Scheduled Commercial Bank recognized by you as security by the Holding Company for compliance by the Bidder of its obligations under the contract to be executed between yourselves and the Bidder for supply of \_\_\_\_\_ ("**Contract**").

**AND WHEREAS**, pursuant to the undertaking bearing reference no. \_\_\_\_\_ dated \_\_\_\_\_ given by the Holding Company, the Holding Company has approached us to provide a Guarantee which we have agreed to, as below:-

**NOW THEREFORE**, we affirm that, we, as the guarantors hereby extend our guarantee and undertake to indemnify you on behalf of the Bidder and the Holding Company, without any demur, cavil or argument up to a sum of \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only) upon your first written demand declaring the Bidder to be in default under the Contract.

This unconditional Guarantee shall come into full force and effect on the date of execution of the Contract or the date of issue of work order, whichever is earlier.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

This Guarantee shall apply and be supplemental to the Contract as amended, modified or varied by you and the Bidder from time to time. The Holding Company hereby authorizes the Bidder to agree to any such amendment, modification or variation, the due performance and compliance with which the Bidder is guaranteed herein. The Holding Company's obligations and liabilities under this Guarantee shall not be discharged by any allowance of time or other indulgence whatsoever.

We hereby unconditionally and irrevocably undertake to pay you a sum of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only), upon receipt of your written demand, without you having to substantiate or prove your demand. We further agree that such demand shall be final and binding on us notwithstanding any dispute or suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator.

This unconditional and irrevocable Guarantee shall remain in full force and effect until all of the Bidder's duties, obligations (including warranty obligations) and liabilities under the contract have been discharged, of which you will be the sole judge and for a further period of 90 (Ninety) days thereafter or 90 (Ninety) days from the date of earlier termination of the Contract 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)

\_\_\_\_\_ (Designation)

Seal and Address of the Bank

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 11**

**ON THE LETTER HEAD OF THE HOLDING COMPANY**

Ref. :- \_\_\_\_\_

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

To,

Bharatiya Reserve Bank Note Mudran Private Limited,  
Note Mudran Nagar,  
Mysuru - 570003

Dear Sir,

***Undertaking to provide financial support to our wholly owned subsidiary***

We, \_\_\_\_\_ agree to provide financial support to our wholly owned subsidiary, \_\_\_\_\_ ("**Bidder**"), who is participating in the tender floated by you bearing no. \_\_\_\_\_ for the supply of \_\_\_\_\_ ("**Tender**").

We confirm and undertake that our financial standing credentials can be clubbed with that of the Bidder in order to enable it to qualify the financial standing criteria stipulated in the Tender documents. We enclose the necessary documents to enable you to assess and confirm our financial standing.

We further agree and undertake to furnish to you a suitable performance bank guarantee and indemnify you and hold you harmless in the event the Bidder fails to perform its obligations under the Tender.

We, hereby, undertake to make available to the Bidder the required financial resources to enable compliance by the Bidder with the Tender and the contract that may be awarded pursuant to the bid, if successful.

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

***Enclosures: -***

1. Copy(s) of our Certificate of Incorporation and that of the Bidder;
2. Copy(s) of Form MGT-7 (*i.e. Annual Return*) filed by us and the Bidder for the latest financial year;
3. Copy of our Permanent Account Number Card;
4. Copy(s) of our Consolidated Financial Statement for the last three financial years.
5. Copy of shareholders agreement, if any
6. Copy of Memorandum and Articles of Association/Partnership deed of bidding entity.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 12**

**UNDERTAKING / DECLARATION**

(To be submitted on Company letter head duly signed by authorized person)

**1) CONFIDENTIALITY STATEMENT**

“The information, which is contained in this document will not, in whole or in part be reproduced, transferred to other documents/electronic media or disclosed to others without written consent of BRBNMPL”. Bidder shall also undertake to maintain secrecy, exclusivity and confidentiality of the high security currency printing environment of BRBNMPL”

**2) BLACKLISTING**

“We confirm that that our firm has not been in the list of firms blacklisted by BRBNMPL / Government of India in the past 5 years ending as on date. We also confirm that there is no Civil and criminal cases and other legal dispute proceedings including arbitration proceedings pending/closed during the last 3 years”

**3) ACCOUNTABILITY STATEMENT**

“In case any ambiguity is noticed in the Documents submitted at any stage, we will be entirely responsible and liable for any action as deemed fit under the Law”.

I hereby further agree to execute the said work at the respective rates mentioned in the schedule of quantities and abide by terms and conditions contained in the above paras.

Applicable EMD/SD will be deposited with the BRBNMPL for due performance of the contract which will bear no interest. It is also understood that the EMD/SD deposited will be forfeited by BRBNMPL in case I / We fail to start work within 21 (Twenty one) days, when called upon to do so from the date of issue of LOI/work order. The EMD of unsuccessful tenderer will be returned.

Accepted above terms & conditions as well as Safety Code

Yours faithfully,

Date:

(Signature of the Bidder)

Place:

(Seal of bidder mentioning address also)

## **LABOUR LAWS TO BE COMPLIED BY THE CONTRACTOR**

1. **LABOUR:** Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith including their safety. 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. 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. 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/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.  
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. 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.
2. The Contractor shall obtain a valid license under the Contract Labour (R&A) Act, 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, before the commencement of the work, and continue to have a valid license until the completion of the work. The Contractor shall also comply with provisions of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979. The Contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986. Any failure to fulfill these requirements shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.
3. **PAYMENT OF WAGES:**
  - a. The Contractor shall pay to labour employed by him either directly, wages not less than fair wages as defined in the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the contract Labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.
  - b. The Contractor shall, notwithstanding the provisions of any contract to the contrary, cause to be paid minimum wage to labour engaged on the work, including any labour engaged by his sub-Contractors in connection with the said work, as if the labour had been immediately employed by him.
  - c. In respect of all labour directly or indirectly employed in the works for performance of the Contractor's part of this contract, the Contractor shall comply with or cause to be complied with the Labour Regulations made by Government from time to time in regard to payment of wages, wage period, deductions from wages recovery of wages not paid and deductions unauthorized made, maintenance of wage books or wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and all other matters of the like nature or as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

- d. Under the provision of Minimum Wages (Central) Rules, 1950, the Contractor is bound to allow to the labours directly or indirectly employed in the works one-day rest for 6 days' continuous work and pay wages at the same rate as for duty.
  - e. The Contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961, and the Contractor's Labour (Regulation and Abolition) Act 1970, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time.
  - f. The Contractor shall indemnify and keep indemnified BRBNMPL against payments to be made under and for the observance of the laws aforesaid and the Contractor's Labour Regulations without prejudice to his right to claim indemnity from his sub-Contractors.
  - g. The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
  - h. The Engineer-in- Charge may require the Contractor to dismiss or remove from the site of the work any person or persons in the Contractors' employ upon the work who may be incompetent or misconduct himself and the Contractor shall forthwith comply with such requirements.
  - i. **MINIMUM WAGES ACT TO BE COMPLIED WITH:** The Contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time to time and rules framed there under and other labour laws affecting contract labour that may be brought into force from time to time.
4. **INSURANCE:** Without limiting the Contractor's obligations and responsibilities stated elsewhere in the Contract, the Contractor shall at his own cost arrange, secure and maintain insurance in the name of the BRBNMPL and the Contractor with an insurance Company selected by the Contractor, in such a manner that the BRBNMPL and the Contractor are covered for all time during the period of contract i.e. the time period allowed for completion of work, extended period and the defect liability period. the Contractor shall submit the insurance policies to the Consultant/Engineer-in- Charge within one week of signing of the agreement along with the receipt of premium. The Contractor shall timely pay and submit the proof of payment of premiums for extensions of policies, if any. The insurance shall cover the following: -
- a) **Contractor's All Risks Insurance:** The Contractor shall insure the work for a sum equivalent to the Contract value together with materials and Plant for incorporation therein. ALL RISKS claims, proceedings, loss or damages, costs, charges and expenses from whatsoever cause arising out of or in consequence of the execution and maintenance of the work for which the Contractor is responsible under the contract.
  - b) **Workman Compensation & Employers Liability Insurance:** This insurance shall be effected for all the Contractor's employees engaged in the performance of the contract. BRBNMPL shall not be liable in respect of any damages or compensation payable at law in respect of or in consequence of any accident or injury to any workman or any other person in the employment of the Contractor and the Contractor shall indemnify and keep indemnified BRBNMPL against all such damages and compensation and against all claims, demands, proceedings, costs, charges and expenses, whatsoever in respect of or in relation thereof.
5. Before commencing the execution of the work, the Contractor, shall insure and indemnify and keep the BRBNMPL harmless of all claims, against the Contractor's liability for any materials or physical damage, loss or injury which may occur to any property
6. The Contractor shall also at times indemnify the BRBNMPL against all claims, damages or compensation under the provisions of Payment or Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, the Workman's Compensation Act, 1947, Industrial Disputes Act, 1947 and Maternity Benefit Act, 1961, or any modification thereof or any other law relating thereof and rules made there under from time to time.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

7. Compliance with Policy Conditions: In the event that the Contractor fails to comply with conditions imposed by the insurance policies effected pursuant to the Contract, the Contractor indemnify the BRBNMPL against all losses and claims arising from such failure.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 14**

**SAFETY & SECURITY MEASURES TO BE COMPLIED BY THE CONTRACTOR**

**1. COMPLIANCE OF SECURITY NORMS:**

- a) Bharatiya Reserve Bank Note Mudran Pvt. Limited, Mysuru is a security organization and its premises have been declared as 'PROTECTED AREA' by the Govt. of Karnataka. 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 Contractor 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. PROHIBITED AREA: Contractor shall fully recognize that the site is Prohibited area and that all works and movement within it shall be subjected to the BRBNMPLs direction and control.**

**3. 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) 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.
- c) 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.
- d) 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.
- e) 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.
- f) The Contractor has to ensure that all equipment tools, brought on to the premises will be in safe conditions has recently been checked and that all personnel using the equipment and tools have been trained in their safe use.
- g) 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.
- h) 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.
- i) BRBNMPL is a security organization and the Govt. of Karnataka declares the premise as Prohibited Area. 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. Contractor should apply for Gate Pass for labours, welding permission and material entry pass etc. as per approved format only, well in advance to avoid any delay in issue of Gate passes. The Contractor shall not allow any visitor to the site without the prior written approval of BRBNMPL.
- j) Contractor must ensure that the number of labours/masons or any other type of workers

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

engaged for carrying out the work and requested for issue of gate pass are coming for the job awarded. In case any of the workers is not coming for which gate pass was requested/issued, the name of such persons should be brought to the notice of the concerned officer as well as to the Security section and surrender the pass issued immediately.

- k) Gate passes for all the workers shall be applied in the prescribed Gate Pass Format, Contractor must enclose copy of address proof (Voters ID card or ration card or driving license or passport etc., for all the workers for which gate pass has been requested. The details shall be submitted in the prescribed format as given below.

S. No	Name of Person	Father name	Age	ESI No/Workman Compensation Policy No	Present Address	Permanent Address	Identification Mark	Signature of the Individual
-------	----------------	-------------	-----	---------------------------------------	-----------------	-------------------	---------------------	-----------------------------

- l) The following statement also has to be signed by the Contractor

*"It is certified that I know personally the person for whom the entry pass is required and there is nothing adverse report or Police cases against them to debar their entry. I take the responsibility for all those mentioned in the list who acts detrimental to the security and safety of BRBNMPL and other property of the undertaking as also violation of any provision of law & rules framed there under and instruction of Director, GM, DGM and any Executive of the Company. It is also to be certified that the persons mentioned above are not holding any photo pass for the requested period."*

- m) The Format may be collected for applying the Gate pass from the concerned Section
- n) The Contractor shall submit police verification certificate for good character / antecedents for all the workers/supervisor for complying Security formalities. The Contractor shall submit this certificate or receipt of submission. The same shall be submitted for workers/supervisors, who may be a replacement / addition, as the case may be. The cost of verification will be borne by the Contractor.
- o) BRBNMPL reserves the right to get the antecedents of the employees of the Contractor verified through police. Any worker of the Contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the Contractor. The Contractor shall vouch guarantee for the integrity of its workers.

## **Safety, Health and Environment**

1. Health and Safety Policy: The CONTRACTORS shall have HEALTH AND SAFETY POLICY appropriate to the scale and nature of the risks involved in the CONTRACT works. A copy of the POLICY shall be made available to the OWNER/CONSULTANT during the work. All the CONTRACTOR's employees/labour shall be familiar with the POLICY. The POLICY shall meet the relevant statutory and regulatory requirements and the requirements. The POLICY shall periodically be reviewed for updating with respect to new and emerging legal and other requirements.
2. Employee Consultations, Safety Committee and Communication: The CONTRACTOR shall ensure full involvement of all his employees recognize their right to consultation on health and safety matters. The safety appointees of the various areas, in conjunction with the SR shall be responsible for ensuring employees' involvement through routine safety inspections, hazard and risk assessment in new and changed works and their control. The CONTRACTOR shall maintain appropriate operating procedures to guide these requirements.
3. The CONTRACTOR shall communicate to the employees regularly on job hazards applicable to their tasks in hand. Meetings with SUB-CONTRACTORS attended by the representative of CONTRACTOR to discuss hazards and risk assessments, job safety analysis and control procedures and to review accidents and incidents (Near-miss) for remedial measures to prevent such occurrence.
4. CONTRACTOR's Accident/Incident Reports: 'Accident' for the purpose of this Para is defined as 'Undesired Event Giving Rise to Death, Ill-health, Injury, Damage or other Loss' and 'Incident' is defined as 'Event that gave rise to an Accident or had the Potential to lead to an Accident'. An accident where no ill health, injury, damage or other loss occurs is also referred to as 'Near-Miss'. Incident includes Near-Miss. The CONTRACTOR shall report orally, to the or OWNER/CONSULTANT regardless of their extent, duration and severity, immediately on occurrence of all accidents resulting in:
  - i. Personal Injury
  - ii. Property damage
  - iii. Fires
  - iv. Spills
  - v. Near-Misses
5. The CONTRACTOR shall submit the accident and incident report in writing to the OWNER/CONSULTANT within 24 hours of its happening in the form as prescribed by the governing statute or in the absence of which, in the form prescribed by the OWNER/CONSULTANT. The CONTRACTOR shall detail in the 'Accident/Incident Report', the particulars of the dangerous occurrence leading to the accident, lost time of absence due to accident, root cause analysis and the corrective and preventive actions to prevent such recurrence. In addition, the CONTRACTOR shall include his estimate of the impact of accident on project schedule. Incidents shall also be reported in the same manner identifying root cause/s to eliminate such potential occurrence or risks.
6. Work Permits
  - a) The CONTRACTOR shall maintain a work permit procedure to limit the hazardous processes and high risks tasks to authorised personnel, who shall be informed of the job safety analysis and the job specific safety precautions, on issue of a work-permit.
  - b) Safety Work Permit (SWP): SWP is mandatory for working at heights, on fragile roofs such as asbestos or such roofing works, steel erection, work over water, a live substation or switch-yard even if section of work is not electrically charged, demolition, blasting and such potentially hazardous CONTRACT works in the opinion of the or OWNER/CONSULTANT.
  - c) Hot Work Permit (HWP): HWP shall be used where hot working, like electric or gas welding, gas cutting, or burning or any other operation involving heating, open flames or electric arcs,

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

grinding and electrical works etc. are potentially dangerous in areas such as inflammable materials storage, plant and pipe lines handling inflammable and or explosive materials either presently or in the past, or where new works are undertaken adjoining such works which in the opinion of the OWNER/CONSULTANT are potential risks. A HWP shall be deemed mandatory in all such potentially dangerous areas. The CONTRACTOR shall get areas such as welding shops or maintenance areas approved by the OWNER/CONSULTANT for 'Permit-Free' operation.

- d) Confined Space Entry Permit (CSP): CSP is issued for entering and carrying out tasks in confined space. Confined space for the purpose of this Para is defined as an enclosed or partially enclosed space which is not intended or designed primarily as a work place and
- i. is at atmospheric pressure during occupancy
  - ii. has restricted entry and exit
  - iii. Has potentially harmful level of toxic or inflammable contaminant or unsafe level of oxygen
  - iv. Is of a nature that could contribute to overwhelming a person by an unsafe atmosphere
  - v. Has a potential that safety on entry could be affected by unsafe conditions stated above by accident or due to human errors
  - vi. Confined spaces shall include but not limited to storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces more than 4 feet in depth such as pits, tubs, vaults and vessels.
- e) Electrical Safety permits/Lock-out and Tag out (ESP/LOTO): The CONTRACTOR shall institute an electrical safety permit system to ensure safe electrical isolation. Safety permits shall not be issued until safe release tag is placed on the equipment isolated on all isolating points. The safety permit shall be returned on satisfactory completion of the job by the executing agencies duly signing off indicating that all shorts and grounds and men and materials are removed from the job and that the job safe for energising. This is a prerequisite to energise the isolated equipment. The safety tags shall be collected in the order first the isolated equipment and lastly the tag on the main control of the equipment the tags and permit system shall be auditable.

**7. Job Safety Inspection**

- a) The CONTRACTOR shall maintain a procedure for Safety Inspection at routine intervals to provide assurance that the instituted safety procedures are in place to prevent deviations from established standards that could lead to a safety hazard and consequential risk. The CONTRACTOR shall establish appropriate standardised checklists for systematic job safety verification to ensure
- i. Standards are followed without deviation
  - ii. Employees are competent to perform as per prescribed operation control procedures,
  - iii. Monitoring of safety of the various work areas/tasks and
  - iv. Adequacy of existing operation control procedures and practices to mitigate and eliminate risks
- b) Should the existing operation control procedures prove inadequate and the residual risks are higher than tolerable levels, the SR shall initiate hazard and risk assessment and analysis and consultations with the SC to deploy appropriate remedial measures and improved operation control procedures. Periodic inspection reports and proposed remedial measures shall be submitted to the OWNER/CONSULTANT. Records of changes change processes; consultations with the SC and revision of operational controls shall all constitute objective evidence of the existence of established procedures.

**8. EQUIPMENT, SUBSTANCES AND PERSONAL SAFEGUARDING**

**a) MECHANICAL SAFETY**

- i. The CONTRACTOR shall ensure that all his equipment and machinery are safe to use while in motion or working. Operators shall have received training or instruction on operation of the machinery and the regulatory requirements. The CONTRACTOR

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

shall have adequate procedure to ensure the stability and securing of his working machinery during operation. He shall restrict repair and maintenance of the machinery to trained personnel and maintain records of repairs and maintenance. The equipment shall have appropriately designed means of isolating from sources of energy and shall have emergency stop control, which is easily accessible. All controls shall be clearly and uniformly marked. All operation controls, interlocks, sensing devices and guards on tools and equipment shall be functional and their status shall be regularly checked and recorded. The CONTRACTOR shall provide evidence of compliance to these requirements in any contractual write-ups submitted to the OWNER/CONSULTANT for approval in respect of critical construction/contract works.

- ii. The CONTRACTOR shall provide only good quality hand tools and ensure control of condition, storage, routine inspection and use of such hand-tools. Unsafe tools such as with cracked or broken handles, mushroomed chisels and punches, worn screwdrivers, hardened hammerheads; power tools with unsafe resistance to earth or without safety guards shall be prohibited.
- iii. All safety ladders, scaffolding and such access equipment shall meet requirements of IS 3696 and IS 4014 and such standards as the OWNER/CONSULTANT may stipulate. The safety work permits shall be issued only after ensuring that all safety requirements of access equipment are complied with. Access equipment shall be inspected on a routine basis to prevent injuries caused by falls.
- iv. The CONTRACTOR shall ensure safety of all those concerned with lifting and those who may be affected by material hoisting, lifting and handling using various mechanical aids. All lifting equipment such as cranes, hoists, lifting shackles, hooks chains and links shall be designed as per appropriate International codes of construction. Operators shall have been trained in operation and maintenance of such equipment besides training on standard hand signals to be employed during the hoisting and lifting operations. Safe Working Loads (SWL) shall be marked on equipment prominently. SWL shall be evidenced to have been established by test procedures in accordance with acceptable codes of practices.
- v. Riding on construction equipment, forklifts and cranes shall be prohibited unless such vehicles are provided with passenger seats.
- vi. The areas of highly dangerous activities like hoisting, lifting and rock blasting, and radiation, shall be appropriately barricaded to protect personnel and machinery and guided by work permit discipline. Emergency plans shall cater to emergencies arising out of such activities.
- vii. Signs, barricades, barrier tapes and warning or entry restriction devices or accessories shall be provided to minimise work related risks of accidents and injuries. Signage shall meet all regulatory requirements such as under The Building and other construction workers Act 1996, Factory Act 1948, Manufacture, Storage, Import of Hazardous Chemicals Rules under Environmental Protection Act 1986, Indian Explosives Act 1984 and Gas Cylinder Rules 1981 and Indian Electricity Act 1910 and Rules thereof and any other safety requirements of the or OWNER/CONSULTANT.

**b) ELECTRICAL SAFETY**

- i. The CONTRACTOR shall provide only such equipment for work that is electrically safe to work. The CONTRACTOR shall have a procedure to identify and record all his electrical equipment in a register, with provisions to record his periodic inspections of such equipment. Inspection shall cover cables, extension leads, all electrical equipment drawing power from socket outlet. He shall identify and maintain in good working order all electrical installations such as distribution panels and major switchgear ensuring safe accessibility. A clear area shall be maintained around panels and switchgears. The installed equipment shall be periodically inspected by qualified personnel to ensure their continued safe operating condition. Inspection shall include earth polarity checks, continuity checks and earth resistance checks. The CONTRACTOR shall ensure use of flameproof and explosion proof switchgears

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

and lighting fittings where required as per governing codes.

- ii. All power cables providing construction power to various construction machinery and the connectors shall be in safe and sound condition. Cables shall be routed through cable trays supported on appropriately designed structures, duly clamped, secured and identified. Road crossing cables shall be laid in conduits buried at least 600 mm below the surface to prevent damage due to vehicular traffic. All cables shall be off the floor to avoid damage or tripping hazard. Cables shall be terminated at the switchgear and sockets in a workman like manner to prevent loose contacts and flashover. Only safety receptacles shall be used for providing power connection to hand-tools. All switches and distribution boards shall be clearly marked. All electrical distribution and panel wiring diagrams shall be available with the electrical maintenance personnel. The CONTRACTOR shall maintain a safe electrical isolation/lockout procedure.
  - iii. The CONTRACTOR shall ensure lighting circuits are not used for hand-tools. No electrical equipment shall be overloaded. Tools and test equipment used on electrical systems shall be insulated.
9. **SUBSTANCES ABUSE PROGRAMME:** The CONTRACTOR is encouraged to have a 'Substance Abuse Programme', and pre- employment drug testing. Drinking during working hours shall be strictly prohibited. The CONTRACTOR shall promote through poster and other publicity, awareness on abuse of substances.
10. **PERSONAL SAFEGUARDING: PERSONAL PROTECTION EQUIPMENT (PPE)-GENERAL:** The CONTRACTOR shall provide his employees required PPE meeting the requirements of the stated IS specifications and guidelines or equivalent International Standards as may be prescribed by the or OWNER/CONSULTANT from time to time. The CONTRACTOR shall have instituted good working procedures and practices in providing PPE, maintenance, issue and training on their use. All PPE shall be periodically checked to ensure worn, damaged equipment are replaced expeditiously.
- a) **Control Issue, Use and Maintenance of the PPE :** Employees should be responsible for the PPE issued to them. The CONTRACTOR shall meet requirements of IS 8519 entitled 'Guide for Selection of Industrial Safety Equipment for Body Protection' or any equivalent international specification that the OWNER/CONSULTANT may prescribe.
  - b) **Head Protection :** The CONTRACTOR shall comply with requirements of IS 2925. Hard hats shall be used and worn where a hazard of falling or flying objects exist. Hard hats intended for use by visitors shall have replaceable paper lining.
  - c) **Eye and Face Protection:** Eye protection shall be worn during all operations by operators and people in the vicinity, where there is a danger of flying particles of metal such as generated during use of hand tools such as chisels, grinding, welding and cutting lathe work on brass and cast iron acid and alkali splash, high pressure jet cleaning or insulation removal from heights using high pressure jets. The CONTRACTOR shall meet the requirements of IS 8520 entitled 'Guide for Selection of Industrial Safety Equipment for Eye, Face and Ear Protection'.
  - d) **Footwear:** Safety shoes, boots and gumboots fitted with steel toe-caps of approved quality conforming to prescribed Indian or international standards. Wearing of unsafe safety shoes such as jogging shoes, tennis shoes, slippers and sandal etc. are prohibited. The CONTRACTOR shall meet the requirements of IS 10667 entitled 'Guide for Selection of Industrial Safety Equipment for Protection of Foot and Leg'.
  - e) **Protective Clothing:** The CONTRACTOR shall prevent hazards of loose clothes worn by workmen getting caught in moving machine parts. Loose and thin garments such as dhoti and pyjamas are prohibited. While the CONTRACTOR shall ensure that all workmen wear long sleeved shirts, jackets or the like with the sleeves rolled down and secured at the cuff, long pants/ trousers extending upto the top of the safety shoes so as to prevent injuries caused by contact with heat, cold abrasive and sharp surfaces shall be strictly enforced.
  - f) **Hand Protection:** The CONTRACTOR shall provide appropriate hand gloves as per IS 8807 entitled 'Guide for Selection of Industrial Safety Equipment for Protection of Arms and Hands' to prevent injuries to hands during work. The CONTRACTOR shall maintain appropriate inventory

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

of gloves for different applications like acid and alkali handling, general-purpose work gloves and asbestos or heat resistant hand gloves etc.

- g) Safety Harness or Fall Arrest: The CONTRACTOR shall provide safety harness or means of restraint such as safety belts, harness and lifelines etc. to workmen engaged to work in heights such as open-sided floors, open-sided scaffoldings, floor and roof openings, overhead construction works of various nature etc. where there is a falling hazard of two metres or above. Storage, issue, wearing and maintenance of safety harness shall be under strict supervision and records shall be maintained. All fall arrests shall consist of full-body harnesses, lanyards with shock absorbers, lifelines, rope grabs and associated hardware. Two alternate lanyards shall be used to facilitate tying off at a new location before disconnecting from the previous location. Practices for safety harnesses and fall arrests shall conform to IS 4912, IS 11972 and IS 8519 or equivalent international codes.
- h) Falling Object Protection: Where work is in progress in elevated areas, barricades, barrier tapes, signs and such entry restriction devices shall be used to keep area below clear of personnel to prevent injury due to falling objects. If work is required in the area below elevated work area, it shall be scheduled at a time different from elevated works. The workmen below shall be protected from falling objects by the debris net or a catch platform with an adequate toe board to prevent material from falling off. Use of safety net for elevated works shall be considered in the work-permits where appropriate. Where a lift is made above a working area, the area below the path of the lift shall be cleared of personnel during the lift and barricaded and guarded to prevent entry of persons generally in conformity with IS 4912, IS 11972 and IS 13416 for protective barriers in and around building and preventive measures against safety hazards in work places and safety requirements for floor and, wall opening, railings and toe-boards.

**11. FIRE PROTECTION AND PREVENTION**

**a) GENERAL REQUIREMENTS**

- i. Risk assessments shall be carried out to identify potentially vulnerable areas to provide sufficient quantities of correct type of extinguishers and ancillary equipment to deal with various types of fire hazards.
- ii. Where required under the Contract the CONTRACTOR shall provide appropriate type of extinguishers close to areas of fire hazard but not too close they are cut off from use during a fire. Water based extinguishers shall not be positioned close to or used on electrical equipment.
- iii. The location of firefighting equipment shall quickly and easily be identifiable especially in emergencies in a conspicuous manner painted as high as possible to identify the location of the extinguisher to prevent it from being obscured by machinery and goods stacked in front and to return the equipment to its location after emergency use in other locations. In order to ensure this, 'Keep Clear' area shall be demarcated and maintained. Location plans of extinguishers and fire-fighting equipment shall be prominently displayed when desired by the OWNER/CONSULTANT.
- iv. Where required under the Contract, the CONTRACTOR shall maintain alarm systems powered by mains and by battery for back-up. Where required under the Contract, emergency lighting shall be provided to aid evacuation in poor lighting conditions following the alarm. The alarm system shall be made known to all employees. When the OWNER/CONSULTANT extends these facilities for use by the CONTRACTOR, he shall provide appropriate training to his personnel in the use of such emergency facilities and duties

**b) PREMISES AND HOUSE-KEEPING**

- i. ORDERLY WORK-PLACE: The CONTRACTOR shall maintain a well-managed safe working place in sound clean condition. The CONTRACTOR shall ensure that there is

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

a place for everything and everything in its place so that optimum use is made of valuable floor space with commensurate cleanliness and reduced handling time. He shall ensure that his entire infrastructure including temporary and semi-temporary buildings are kept clean and good repair.

- c) **VENTILATION-NATURAL AND ARTIFICIAL:** The CONTRACTOR shall ensure that workplaces are ventilated with at least prescribed amount of clean or cleaned fresh air of a suitable temperature, especially where toxic or irritating substances are present such as welding, vehicle exhaust fumes, irritating dusts, organic solvents or any other inimical atmosphere creating health hazards or safety.
- d) **WELFARE AND HYGIENE FACILITIES:** The CONTRACTOR shall provide welfare facilities to ensure a high standard of cleanliness for all activities and rest. The CONTRACTOR shall provide facilities for his employees such as ablutions, toilets change rooms, kitchens and cafeterias adequate and in a clean and hygienic state.
- e) **POLLUTION TO GROUND, AIR AND WATER:** The CONTRACTOR shall strive to exceed established minimum performance norms in waste and pollution control. All drains shall be identified as clean water and foul water to aid non-armful disposal.
- f) **STACKING AND STORAGE PRACTICE:** The CONTRACTOR shall ensure stacked material is bonded on a stable and level footing capable of carrying the mass of the stack. Adequate clearances shall be provided between the sides of the stack and top to facilitate unimpeded access to service equipment like overhead wiring, cranes, forklifts and firefighting equipment, and hoses. Circular items shall be sufficiently choked with wedges not with odd bits of materials. Free- standing stacks of gunny bags and sacks such as cement bags shall be stacked to prescribed safe-stack heights with layers formed for stable bonding, preventing slippage causing accidents. Stacking against walls shall not be permissible. The CONTRACTOR shall maintain the premises and surrounding areas in clean and clear manner with safe access and egress. There shall be sufficient and adequate storage racks, shelving, bins and pallets and material handling equipment to stack his construction materials such as pipes structural and construction enabling materials. Unwanted materials shall be promptly moved away for efficient material movement.

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly Owned subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru, Karnataka-570003

**ANNUAL MAINTENANCE CONTRACT FOR CIVIL WORKS AT PLANT AREA, BRBNMPL, MYSURU**

**Annexure 16**

**Bidders Escalation Matrix**

Service Level Objectives are to be maintained by the bidder for the contract that will result from this tender process.

An escalation matrix has to be provided by the bidder mentioning no more than 3 levels of escalation, with timelines for escalation on service provider side. Each escalation point should be available over phone and email during the currency of the contract.

<b>Escalation Matrix</b>			
	<b>Name and Designation</b>	<b>Telephone No</b>	<b>E-Mail</b>
Level 1			
Level 2			
Level 3			