



**Protocol & Security Establishment  
Reserve Bank of India, Chennai**

**Minutes of Pre-Bid meeting and Corrigendum - Providing Services of Fire Guards and Fire Supervisors at Main Office Premises:**

**(E-Tender No: RBI/Chennai/Estate/420/22-23/ET/654)**

The Pre-Bid meeting for the captioned work was conducted as mandated in the tender document schedule on February 22, 2023 - at 14:30 hrs at Conference Room-1, 2<sup>nd</sup> floor, Reserve Bank of India, Chennai. At the outset, GM (HRMD) welcomed all the participants of the pre-bid meeting and advised the vendors to freely seek clarification on various statutory and non-statutory facets of the tenders. The following staff members of RBI and firms / prospective tenderers were present during the pre-bid meeting:

Sl. No.	Name and Designation of the RBI Official
1	Shri S Elango, GM (HRMD)
2	Capt. Chander Mohan Uniyal, AM(PP)(P&S)
3	Sqn Ldr Ramandeep Singh Chopra, AM(P&S)
4	Shri Uppala Nagaraju, AM (HRMD)
5	Shri Rajesh Bonagiri, AM(Estate)
6	Shri Tamil Mani P R, Assistant(P&SE)

SI No.	Name of the Firm/Company	Name of the Representative
1	Thirumal Facilities Service	Shri P Lawrence
2	SIS Limited	Shri Haridoss M
3	ISI – India	Shri Ananthakrishnan R

Queries raised by the above companies / firms vis-à-vis clarifications are as follows:

Sl. No.	Queries / Proposals	Clarification furnished by RBI Officials
1	Whether any exemption of EMD is applicable?	No

2. Above clarifications are issued for the information for intending bidders. Minutes of pre-bid meeting shall form the part of bid document / Agreement. All the terms and conditions and specifications of the bid document shall continue to remain same. Hence, it shall be signed and

submitted along with the tender by the tenderers. Submission of Bids shall be construed to be in conformity with the bid document and above clarifications.

**Corrigendum:**

<b>S.No</b>	<b>Existing Clause</b>	<b>Revised Clause</b>
1	<p><b>(With reference to para 6 under Scope of Work on page no.40)</b></p> <p>The applicant has to submit the 'Client Certificate' from at least three clients in their official sealed cover (minimum deployment of 40 Security guards in each separately)</p>	<p>The applicant has to submit the 'Client Certificate' from at least three clients in their official sealed cover (minimum deployment of 10 Fire guards in each separately)</p>
2	<p><b>(With reference to point no. 6 under Technical Bid -Basic Information on page no.50)</b></p> <p>Pan India (minimum three States) Presence Documents and Branch/Office at Chennai</p>	<p>Pan India (minimum two States) Presence Documents and Branch/Office at Chennai.</p>
3	<p><b>(With reference to point no. 11 under Check list for documents submitted on page no.69)</b></p> <p>Pan India (minimum three States) Presence Documents and Branch/Office at Chennai. Attach relevant documents including valid PSARA license</p>	<p>"Pan India (minimum two States) Presence Documents and Branch/Office at Chennai. Attach relevant documents including valid PSARA licenses for each State including State of Tamil Nadu</p>

3. It is intimated the following annexures may be included as part of the tender document.

- i) **Proforma for Undertaking / Declaration /Certificate regarding debarment & Proforma for Undertaking / Declaration /Certificate regarding country sharing land border with India (Annexure B & Annexure C)**
- ii) **Format for Letter of Authorisation / power of attorney for signing of application/proposal. (Annexure VI)**
- iii) **FORM OF BANKERS' SOLVENCY CERTIFICATE FROM A SCHEDULED BANK (On Bankers' Letter Head) (Annexure VII)**

## **Instructions for Proforma for Undertaking/Declaration/Certificate:**

1. Contractor should ensure that the instructions/ directions issued by Central as well as State Government, and also by the Bank in connection with Covid-19 Pandemic are followed scrupulously by the workmen deployed at the Bank. Workmen from containment area or under quarantine should not be deployed for work. Further, you are required to closely monitor the staff deployed to the Bank and in case of any staff/family member of staff is found 'Covid' infected, action to be taken to replace the staff at once. Staff should be sensitised to follow strict social distancing norms while they remain deployed. You shall provide them with necessary gloves, masks, sanitizer, etc., at no extra cost to the Bank. Further, you shall indemnify and keep indemnified the Bank from any financial/ legal liability arising out of your failure, fault or negligence in complying-with the above instructions. Any hindrance to the work due to COVID-19 pandemic or any other reasons shall be intimated to the Bank's engineer.
2. A bidder is liable for debarment/disqualification from bidding on the following grounds:
  - i. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:
  - ii. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - iii. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
  - iv. any collusion bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
  - v. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - vi. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
  - vii. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - viii. obstruction of any investigation or auditing of a procurement process.
  - ix. making false declaration or providing false information for participation in a process or to secure a contract.
  - x. failed to disclose conflict of interest.

- xi. failed to disclose any previous transgressions made in respect of the provisions of sub- clause (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.
  - xii. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the tender etc.
  - xiii. If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
3. Compliance with the Rule 144 (xi) of GFR 2017 inserted vide Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020, issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India, the Public Procurement Orders issued in furtherance thereto, and their subsequent revisions shall be mandatory.

**Note:** The intending bidder who satisfied the above parameters must submit a copy of Undertaking / Declaration /Certificate on their Letter Head duly signed by the authorized signatory in the format given at **Annexure B and Annexure C**.

If the Undertaking / Declaration /Certificate submitted by the bidder is found to be false, his/her/its tender/ Work Order will be immediately terminated, and legal action in accordance with law including forfeiting of Earnest Money Deposit/ Performance Bank Guarantee/ Security Deposit may be initiated and the Bank may also debar the bidder from participating in tenders invited by the Bank in future.

**Annexure B**

**Proforma for Undertaking / Declaration /Certificate regarding debarment**

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

To  
The Regional Director  
Reserve Bank of India  
Fort Glacis, Rajaji Salai  
Chennai – 600001

Name of Work: .....

1. I/We ..... (Name of the bidder) declares that

- a) I/we or any of our allied firm\* is/ are not debarred / suspended / blacklisted by any public institution/entity in India or any other country as on.....
- b) I/We or any of our allied firm\* have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution/entity in India or any other country in last three years as on.
- c) We will inform the Bank in writing, in case, I/we or any of our allied firm\* is/are debarred/suspended/blacklisted by any public institution in India or any other country on or before award of work for the captioned work.

2. I/We, ..... (Name of the bidder) declare that I/we or our allied firm\* ..... (Name of the allied firm(s) is/are debarred/suspended/blacklisted by ..... (Name and address of public institution in India or any other country) and the same effective upto .....(date). A copy of such letter is attached for your information and record.

(Seal and signature of the bidder)

Date  
Place

(Note: strike out one of the above two declarations which is not applicable)

\*Allied firm: A firm would be termed as “allied firm“ if the management is common, or substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firm.

**Annexure C**

**Proforma for Undertaking / Declaration /Certificate regarding country sharing land border with India**

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

To  
The Regional Director  
Reserve Bank of India  
Fort Glacis, Rajaji Salai  
Chennai – 600001

Dear Sir,

Name of Work: .....

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

2. I/ We certify that..... (Name of the bidder)
- i. is not from a country sharing land border with India, or
  - ii. is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
  - iii. is from a country sharing land border with India where Government of India has extended lines of credit, or
  - iv. is from a country sharing land border with India where government of India is engaged in development projects

(Strike out whichever of the above is not applicable)

I / We further certify that ..... (Name of the bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above refer Office Memorandum and its subsequent orders/ revision. I/we..... (Name of the bidder) will not subtract any work to contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum/order.

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

Signature and name of the authorized signatory of the Bidder with Rubber Stamp

Date:

Place:

**Format for Letter of Authorisation / power of attorney for signing of application/proposal**

(On Non-Judicial Stamp Paper of appropriate value)

Know all men by these presents,  
We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorise Mr. / Ms. .... (Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our tender for **Providing Services of Fire Guards and Fire Supervisors at Main Office Premises of Reserve Bank of India, Chennai** including signing and submission of all documents and providing information / responses to P&SE Department,RBI, Chennai representing us in all matters before RBI Chennai, and generally dealing with RBI Chennai in all matters in connection with our proposal for the said Project.

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

Note

Power of Attorney should be properly stamped and notarized  
Power of Attorney furnished shall be irrevocable.

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

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

**FORM OF BANKERS' SOLVENCY CERTIFICATE FROM A SCHEDULED BANK  
(On Bankers' Letter Head)**

Place:

Date:

**Shri. S. M. N. Swamy  
Regional Director for Tamil Nadu & Puducherry  
Reserve Bank of India  
Estate Department  
Fort Glacis, Rajaji Salai  
Chennai - 600 001.**

This is to certify that to the best of our knowledge and information M/s. /Shri..... a customer of our bank having marginally noted address, are/is respectable and can be treated as good for any engagement up to a limit of ₹.....(Rupees .....).

This certificate is issued without any guarantee or responsibility on the bank or any of its officers.

For the Bank with Name, Designation & Seal

Note:-

- (i) Bankers' certificates should be on letter head of the Bank
- (ii) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.