



## भारतीय रिजर्व बैंक / RESERVE BANK OF INDIA

संपदा विभाग, कोलकाता - 700 001 / Estate Department, Kolkata - 700 001

### **Important Instructions (including Eligibility Criteria and Schedule of Tender)**

Reserve Bank of India invites online e-tenders for Annual Maintenance Contract (AMC) of Landscaping, Gardening, Horticulture for Bank's Residential Quarters located at Alipore, Ultadanga, Salt Lake, Dum Dum and S.P. Colony in Kolkata.

The e-tender is to be submitted through the website [www.mstcecommerce.com](http://www.mstcecommerce.com). The work is estimated to cost **Rs. 34 lakh** (Rupees Thirty four Lakh Only).

Online Tenders will be available to view / download for all firms from **17:00 hrs. on September 04, 2024 onwards.**

### **Pre-Qualification (PQ)/ Eligibility Criteria:**

Intending tenderer should meet the following eligibility conditions to qualify for participation in the tender:

Sl. No.	Criteria	Description
1	<b>Duration of past experience</b>	Should have minimum 5 years of experience of executing similar works, i.e. executed works before August 31, 2019. Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any, etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years.
2	<b>Minimum value of each completed work (qualifying)</b>	Experience of having successfully completed similar works during last 5 years, i.e. works completed on or after August 31, 2019 should be either of the following: i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost, Or ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost, Or iii) One similar work costing not less than the amount equal to 80% of the estimated cost.

<b>3</b>	<b>Yearly turnover</b>	Should have a minimum annual turnover of amount equal to 100% of estimated cost or more during the last three financial years ending 31 <sup>st</sup> March 2024.
<b>4</b>	<b>Solvency</b>	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the work, for an amount equal to the estimated cost.
<b>5</b>	<b>Service setup</b>	Full fledged service setup should be available for the specified job either at kolkata or at nearby city/place wherefrom required quality after sales services can be regularly provided.

Only tenderers who qualify as above will be eligible to participate in the tender for the work. The required documents evidencing compliance of all the above criteria (Pre-Qualification Papers) super scribed as "Pre-Qualification documents Annual Maintenance Contract (AMC) of Landscaping Gardening, Horticulture for Bank's Residential Quarters located at Alipore, Ultadanga, Salt Lake, Dum Dum and S.P. Colony in Kolkata addressed by name to Regional Director, Reserve Bank of India, Kolkata shall be submitted to Estate Department, Bank's Main Office Premises, Kolkata latest by **September 13, 2024 up to 14:00 hrs.** for Bank's examination. Alternatively, the scanned copy of all the PQ document may be forwarded to mail id: [estatekolkata@rbi.org.in](mailto:estatekolkata@rbi.org.in) latest by **September 13, 2024 up to 14:00 hrs.** However, those firms who have forwarded the scanned copies through mail has to submit the original copies of PQ documents on or before **September 13, 2024 up to 14:00 hrs.**

The contractors shall also be required to furnish, at the time of submitting Pre-Qualification papers the following information in writing along with documents to satisfy the Bank about their eligibility for participating in the tendering process:

a)	Composition of the firm.	Full particulars (whether contractor is an individual or a partnership firm or a company etc.) of the composition of the firm of contractors in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of Association /power of Attorney/any other relevant document.
b)	Work experience and completion of similar works of specified during the specified period	<p>Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience.</p> <p><b>(TDS certificate in case of client being private entity)</b></p> <p>The details along with documentary evidence of previous experience if any, of carrying out works for the Reserve Bank of India at any centre should also be given.</p>

c)	Creditworthiness of contractor & over during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for last three financial years. <b>(as per format mentioned in the tender)</b>
d)	Name(s) and address(es) of the Bankers and their Present executives	Written information about the names and address of their bankers along with full details like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.
e)	Details of bank accounts	Full particulars of their bank accounts, like account no., type, when opened etc. should be given
f)	Name(s) and address(es) of the Clients and their Present contact executives.	Written information about the names and addresses of their clients along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc. of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
g)	Details of completed Works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), completion time stipulated in the contracts (s) and actual time taken to complete the work(s), names and full contact details of officers/authorities/departments under whom work(s) was/were executed should be furnished.

In the event of intending tenderer's failure to satisfy the Bank, the Bank reserves the right to refuse their participation/reject their tender.

Tender forms will be available for download on MSTC Website <https://www.mstcecommerce.com> from **17:00 hrs on September 04, 2024 onwards**. A pre-bid meeting of the eligible bidder (who meets the PQ criteria) will be held on **September 20, 2024 at 11:30 hrs.** in Estate Department, Bank's Main Office Premises, Kolkata.

An EMD of **Rs. 68,000/- (Rupees Sixty Eight Thousands only)** shall be submitted by the eligible tenderer on or before **September 25, 2024 up to 17:00 hrs** in the form and manner as prescribed in the Part-I of the tender.

Tender in prescribed form shall be submitted in two parts in online mode. Part-I tender will contain an online undertaking towards acceptance of Bank's standard technical and commercial conditions (all sections and schedules respective annexures) for the proposed work, tenderers' covering letter (scanned copy to be uploaded) and Part-2 (Price bid) to be filled online.

Part I of the tenders will be opened on or after **September 26, 2024, 15:00 hrs.** in the online mode. Part II of the online tender will be opened on subsequent date, with due intimation to the eligible tenderers through email.

The applicants /tenders have to submit in a sealed envelope /cover:

- Client's certificate as per format mentioned in the tender.
- Banker's/solvency certificate as per format mentioned in the tender.

The certificates should be addressed to Regional Director, Reserve Bank of India, Estate Department, 15, N.S. Road, Kolkata 700 001 and shall be submitted on or before due date for submission. The client's certificate shall be accepted only when the same is signed by an official of the rank of Executive engineer/Superintendent Engineer or equivalent in respect of a Government/Semi Government organization or a PSU and only when they are supported by adequate proof of payment received by the contractor for the work done by him. The client's certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) certificates. Applications/e-Tenders received without the above certificates may be rejected. The Bank shall have the right to independently verify these certificates.

The Bank shall evaluate the said reports before evaluation of price bid of the tenderers. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject any or all the tenders without assigning any reason thereof.

<b>SCHEDULE OF TENDER (SOT)</b>	
e-Tender no.	RBI/Kolkata Regional Office/Estate/21/24-25/ET/411[AMC for Horticulture]
Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="https://mstcecommerce.com/eprocn">https://mstcecommerce.com/eprocn</a> )
Publication of NIT in Press, Bank's website	September 04, 2024
Availability of tender on MSTC eProcurement portal	17:00 hrs on September 04, 2024 onwards
Availability of tender for viewing	Up to September 13, 2024
Last date for submission of PQ Documents (Online in separate section offline, as the case may be)	September 13, 2024 up to 14:00 hrs
Conclusion of eligibility of bidders after scrutiny of PQ Documents and obtaining clarifications, if required.	September 17, 2024
Written communication to bidders about their eligibility	September 18, 2024
Pre-Bid meeting with eligible bidders	Offline on September 20, 2024 at 11:30 hrs at Estate Department, RBI Kolkata, 3 <sup>rd</sup> Floor, BMOP, Kolkata - 700 001
Publication of minutes of Pre-Bid meeting/addendum, if any	September 23, 2024
Last date of submission of EMD	September 25, 2024 up to 17:00 hrs
Last date of availability of tender (Part-I and Part-II) for submission	September 26, 2024 up to 14:00 hrs
Earnest Money Deposit by NEFT / BG	Rs. 68,000/- (Rupees Sixty eight thousand only) from each bidder in the form of BG, in favour of Reserve Bank of India, Kolkata, to be delivered in Physical form at Estate Department, RBI, Kolkata or NEFT. NEFT details- A/c No- 186003001 IFSC Code- RBIS0KLPA01
Date & time of opening of Part-I i.e. Techno-Commercial Bid (Subject to fulfilling the PQ criteria). Part II of the online tender will be opened on same day or subsequent	On or after September 26, 2024 15:00 hrs.

date, which will be intimated to the tenderers in advance.

Transaction Fee

Rs -----

Payment of Transaction fee through MSTC payment gateway /NEFT/RTGS in favour of MSTC LIMITED