



**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
CHENNAI**

**NOTICE INVITING e-TENDER**

Reserve Bank of India, Chennai invites two parts tenders through **e-Tender mode** from eligible contractors who meets the **minimum pre-qualification criteria** specified below for the following work. The salient details of the work for which bids are invited and important instructions to the bidder are as under:

<b>S No.</b>	<b>Item</b>	<b>Description</b>
i.	e-Tender No.	<b>RBI/Chennai/Estate/201/23-24/ET/280</b>
ii.	Name and location of the work.	<b>AMC for development and maintenance of gardens/ trees/ plants/ lawns etc. at Bank's residential colonies located at Besant Nagar and K. K. Nagar in Chennai.</b>
iii.	Name & address of tender inviting authority.	Smt. Uma Sankar, Regional Director, Reserve Bank of India, Estate Department, Fort Glacis, 16, Rajaji Salai, Chennai-600001. Tel No.: 044 - 2539 9250 E Mail id: <b><u>estatechennai@rbi.org.in</u></b>
iv.	Estimated Cost for 12 months	<b>₹ 29.40 Lakh</b> (Rupees twenty-nine lakh forty thousand only) inclusive of GST at 18%
v.	Earnest Money Deposit (EMD).	<b>₹ 58,810/-</b> (Rupees fifty-eight thousand eight hundred ten only)
vi.	Last Date of submission of EMD	<b>14:00 Hrs. of September 11, 2023</b>
vii.	Performance Bank Guarantee (PBG) / Security Deposit (SD)	<b>5% of the contract value</b> (To be submitted by the successful bidder)
viii.	(a) Tender documents available on and to be downloaded / submitted through e-Tender mode.	Through Bank's approved e-Tender portal <b><u><a href="https://mstcecommerce.com/eprochome/rbi/">https://mstcecommerce.com/eprochome/rbi/</a></u></b>

ix.	(b) Period during which Tender documents will be available in the MSTC e-tender portal.	From <b>16:00 Hrs. of July 19, 2023 to 14:00 Hrs. on September 11, 2023.</b>
x.	Important instructions on e-Tender and amount of transaction fee to be paid.	For instructions on e-Tender, please refer to the <b>Section B : Important instructions for intending bidders</b> of the tender document. e-Tender transaction fee shall be paid in the MSTC Website as applicable.
xi.	Last date of submission of Pre-Qualification (PQ) papers	Up to <b>17:00 Hrs. of August 08, 2023</b>
xii.	Pre-bid meeting (offline).	<b>11:00 Hrs. on August 28, 2023</b> at Estate Department, Reserve Bank of India, Fort Glacis, 16, Rajaji Salai, Chennai - 600001. <b>Note:</b> The participants are advised to confirm their participation one day before to make the necessary arrangements through mail ids mentioned.
xiii.	Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid	<b>16:00 Hrs. of August 31, 2023</b>
xiv.	Last date and time of submission of bid (online) -Techno-commercial (Part I) bid and Price-bid (Part II).	<b>14:00 Hrs. on September 11, 2023</b>
xv.	Date & time for opening of Techno-commercial bid (Part I).	<b>16.00 Hrs. on September 11, 2023</b>
xvi.	Date & time for opening of Price-bid (Part II) bid.	Part II (Price Bid) of the tender shall be opened on the same day or on a subsequent date which shall be intimated to the bidders.
xvii.	Validity of the tender	Three months from the date of opening of the PART- I of the Tender.
xviii.	Transaction fee	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED.
xix.	Contact details of tender inviting authority personnel.	(i) Smt. Suganya Devi (Manager, Estate Department) 044 - 2539 9027 <a href="mailto:suganyadevim@rbi.org.in">suganyadevim@rbi.org.in</a> (ii) Shri. Rohit Mane (Assistant Manager, Estate Department) 044 - 2539 9240 / 9748 <a href="mailto:rohitmane@rbi.org.in">rohitmane@rbi.org.in</a>

2. The bidders who fulfil the following minimum **Pre-Qualification (PQ) criteria** shall be eligible to participate in tendering process. The Pre-Qualification documents superscribed as **“AMC for development and maintenance of gardens/ trees/ plants/ lawns etc. at Bank’s residential colonies located at Besant Nagar and K. K. Nagar in Chennai”** Smt. Uma Sankar, Regional Director for Tamilnadu & Puducherry, Reserve Bank of India, Estate Department, Fort Glacis, Rajaji Salai, Chennai-600 001, by name to reach her office not later than **17:00 Hrs. of August 08, 2023** for Bank's examination. Alternatively, the scanned copies of all the PQ document shall be forwarded to mail id: [estatechennai@rbi.org.in](mailto:estatechennai@rbi.org.in) , [rohitmane@rbi.org.in](mailto:rohitmane@rbi.org.in) and [vilva@rbi.org.in](mailto:vilva@rbi.org.in) latest by **17:00 Hrs. of August 08, 2023**. (Kindly ensure that the size of attachments is not greater than 10 MB per e-mail.)

i.	Composition of the bidder.	<p>Details of registration of the firm / organisation - whether Sole Proprietorship / Partnership firm / Private Limited / Limited or Co-operative Body etc - Name of registering authority, date, registration number, etc.</p> <p>The bidder should have valid Goods and Service Tax registration.</p>	<p>Bidder should fill-up information in <b>Annexure-I: Format 1</b> annexed hereto and submit along with the following supporting documents.</p> <p>(i) Copy of registration certificate.</p> <p>(ii) Copies of the Articles of Association / Power of Attorney / other relevant documents.</p> <p>(iii) Copies of PAN card, TIN, Goods and Service Tax (GST) registration certificates.</p>
ii.	Duration of past experience.	<p>The bidder should have minimum 5 years of experience of executing similar work(s)*. Bidder shall submit the documentary evidence in support of minimum experience of 5 years (i.e., the bidder should have undertaken similar work(s)* prior to June 30, 2018.</p>	<p>i) Bidders should fill-up the information in <b>Format 2</b> annexed hereto indicating client-wise names of similar work(s)*, awarded and actual cost(s), completion date stipulated in contracts and actual dates of completion etc. and should submit along with the documentary evidence as proof of minimum 5 years of experience of completed similar work(s)* viz. copies of detailed <b>work order(s)/ completion certificate(s)</b> and <b>Tax Deducted at Source (TDS) certificate(s)</b> issued by the client(s) for works executed for private sector.</p> <p>ii) Bidder should also fill-up the information about similar work(s)*</p>

			<p><b>in-hand</b> in the <b>Format 2A</b> annexed hereto and should submit along with supporting documents viz. copies of work order(s) with details of items of work, issued by the client(s) for the work(s) in progress.</p> <p>(iii) 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>
iii.	Minimum value of each completed similar work(s)* (qualifying) during specified period.	<p>The bidder should have experience of satisfactorily completed similar work(s)* during last 5 years ending on June 30, 2023, should be either of the following:</p> <p>i) <b>Three</b> completed similar works* each costing not less than the amount equal to ₹ <b>11.77 lakh</b></p> <p><b>or</b></p> <p>ii) <b>Two</b> completed similar works* each costing not less than the amount equal to ₹<b>14.71 lakh.</b></p> <p><b>or</b></p> <p>iii) <b>One</b> completed similar work* costing not less than the amount equal to ₹ <b>23.53 lakh.</b></p>	<p>Bidders should fill-up the information in <b>Format 3</b> annexed hereto and submit along with the following documents as proof of having successfully completed similar work(s)*.</p> <p>(i) Copies of detailed <b>work order(s)</b> for qualifying works indicating date of award, contract amount, time given for completing the work etc. and the corresponding <b>completion certificate(s)</b> indicating actual date of completion and actual value of executed similar work(s) issued by the client(s) for works executed for government / public sector and copies of work order, work completion certificate along with <b>Tax Deducted at Source (TDS) certificate(s)</b> issued by the client(s) for works executed for private sector.</p> <p>(ii) <b>Client certificate(s)</b> for each of the qualifying work as per the <b>Format 3A</b> annexed hereto.</p>
iv.	Annual financial turnover.	<p>Bidder should have had an annual financial turnover of amount equal to ₹ <b>29.40 lakh</b> or more per year during the last 3 financial years, ending <b>31<sup>st</sup> March 2022.</b></p>	<p>Bidder should fill up the information in <b>Format 4</b> annexed hereto and submit along with the following documents</p> <p>(i) Copies of Audited financial statements/ accounts of the</p>

			business of the bidder duly <b>certified by a licensed Chartered Accountant</b> indicating the turnover for financial years referred in the <b>Format 4</b> . (ii) Copies of the <b>Income Tax Clearance Certificates / Income Tax Assessment orders</b> duly certified by a licensed Chartered Accountant as a proof for creditworthiness and turnover of the bidder.
v.	Solvency and banker's certificate.	Should furnish solvency certificate issued by the bidder's banker specifically for the purpose of work under reference for an amount equal to <b>₹ 29.40 lakh</b> .	(i) Bidder should also submit banker's solvency certificate as per <b>Format 5</b> annexed hereto from their banker. (ii) Names and addresses of bankers along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) numbers, fax numbers 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 in <b>Format 5A</b> .
vi.	Service setup	Full-fledged service setup should be available for the specified job at Chennai	Full-fledged service setup should be available for the specified job at Chennai, wherefrom required quality services can be regularly provided. A copy of the local address proof must be submitted as proof of the service setup.

**Notes:**

- (i) **\*Similar work** shall mean '**Development and Maintenance of gardens/ trees/ plants/ lawns etc.**'
- (ii) Components of work executed other than those included in definition of similar work (mentioned above) shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.
- (iii) In respect similar works, the completion certificate(s) and client certificate(s) issued by the private companies shall also accompany copy of Tax Deducted at Source (TDS)

certificates. Bids received without the specified certificates shall be rejected and the Bank shall have the right to verify / cause verification of authenticity of the said documents whenever felt necessary.

- (iv) Regarding client's certificate for qualifying similar completed works carried out for Government / public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For qualifying similar completed works carried out for private companies, shall accompany Tax Deducted at Source (TDS) certificates has to be submitted for proving the credentials/contract amount.
- (v) Bank reserve its right to obtain the performance reports from the clients for the qualifying work(s), Banker(s) report of the Bidders directly, if so desired. The Bank on its own may also conduct inspection of their work eligible/qualifying works referred by the Bidder in their bid.
- (vi) It is clarified that the work executed by the applicant for their in-house or capital use will not be considered for the purpose of work experience of completion of similar works.
- (vii) **If the space in the format is insufficient for furnishing full details, the same information may be furnished on a separate sheet of paper strictly as per the format prescribed by the Bank duly signed with seal, scanned and uploaded along with supporting documents.**
- (viii) Even, if no information is to be provided in a column, a '**Nil**' or '**No such case**' entry should be made in that column. If any particulars / query is not applicable in case of the bidder, it should be stated as '**Not applicable**'. Tender document shall contain all the enclosures mentioned and copies shall be self-attested.
- (ix) The bid submitted by a bidder who is found to be not satisfying the above prequalification criteria will be disqualified. Bids containing false and / or incomplete information are liable for rejection.

3. For full details please refer Tender document Techno-Commercial Bid (Part I) and Price-Bid (Part II). Further corrigendum / addendum if any, will be hosted on the Bank's website <https://www.rbi.org.in/> under the link 'Tenders' and <https://www.mstcecommerce.com/>. The Bank is not bound to accept the lowest tender and reserves the right to accept either full or in part of any tender. The Bank also reserves the right to reject any one or all of the tenders without assigning any reason, thereof.

Regional Director  
Reserve Bank of India  
Chennai