RESERVE BANK OF INDIA
Estate Department
Kolkata

Notice Inviting Tender

(Only through MSTC e-procurement portal)

Design, Supply, Installation, Testing and Commissioning of Microprocessor Based Intelligent Analog Addressable Fire Alarm System for ZTC & museum at 8-Council House Building RBI Kolkata -700001.

1. E-Tender in two parts is invited for "Design, Supply, Installation, Testing and Commissioning (DSITC) of Microprocessor Based Intelligent Analog Addressable Fire Alarm System for ZTC & museum at 8-Council House Building at RBI Kolkata-700001".

2. The bidder / tenderer having the following qualification and will be eligible to participate in the e-tendering process.

(i) The bidder must be either OEM of offered Fire Alarm system or their authorized system integrator with valid authorization letter in the specified format.

(ii) The bidder must be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, or Partnership Firm registered under the Indian Partnership Act, 1932, or LLP registered under the Limited Liability Partnership Act, 2008 and should have been in existence in India.

Note: The bidder shall submit a copy of Certificate of Registration/ Incorporation under the respective Acts in India and the respective Memorandum of Association/ Partnership as documentary evidence.

(iii) The bidder must have **minimum 5 years of experience** in the field of similar work*

Note: The bidder shall submit a copy of work order for the work of Design, Supply, Installation, Testing and commissioning of Intelligent Analog Addressable Fire Alarm for the large commercial/ office building (of any amount) issued on or before October 31, 2020, and a copy of the respective completion certificate and TDS certificate (as applicable).

(iv) The bidder must have **experience in executing similar works*** of Design, Supply, Installation, Testing and commissioning of Intelligent Analog Addressable Fire Alarm for the large commercial/ office building in last five years ((work completion should be after October 31, 2020, and on or before October 31, 2025) having minimum value of executed works as under:

(a) Minimum three works each costing not less than the amount equal to 40% of the estimated cost

or

(b) Two works each costing not less than the amount equal to 50% of the estimated cost

or

(c) One work costing not less than the amount equal to 80% of the estimated cost

Note: The bidder shall submit a copy(ies) of work order(s) for the work of Design, Supply, Installation, Testing and commissioning of Intelligent Analog Addressable Fire Alarm for the large commercial/ office building (satisfying the amount meeting above criteria) issued after October 31, 2020, and a copy of the respective completion certificate and TDS certificate (as applicable).

* **Similar work means work of Supply, Installation, Testing and commissioning of Intelligent Analog Addressable Fire Alarm for the large commercial/ office building**.

(v) Have a minimum annual turnover of Rs. 18.00 lakh during the last 3 financial years (2022-23, 2023-24 and 2024-25) and should have non-negative net worth during last three accounting year (i.e., year ending March 31, 2023, March 31, 2024, March 31, 2025)

(vi) Should furnish solvency certificate / Banker certificate issued by the applicant Banker for an amount not less the estimated cost **as per the pro forma given Annexure-C**

(vii) Full-fledged service setup should be available at Kolkata where from required after sales services can be regularly provided.

Note: Certificate from the manufacturers / any other valid document in support of having a full-fledged service setup at Kolkata should be uploaded.

3.The Tenderers should invariably furnish the following information/documents along with the tender documents to satisfy the Bank about their eligibility for participation in the e-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 details should be uploaded along with name(s) and address (es), of the partner's copy of the Articles of Association/ Power of Attorney/other relevant document.
(b)	Work experience & Completion of similar works of specified value during the specified period	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 i.e., “DSITC of Intelligent Analog Addressable Fire Alarm System” should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any center, should also be uploaded.
(c)	Credit worthiness of the contractor and their turnover 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 uploaded in proof of their creditworthiness and turnover for last three years.
(d)	Name(s) and address(es) of the Bankers and their present contact executives	Written Information about the names and addresses 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 uploaded.

(e)	Details of bank accounts	Full particulars of their Bank accounts, like account no. type, when opened etc., should be uploaded.
(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 uploaded.
(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 contract (s) and actual time taken to complete the work (s), Name(s) and full contact-details of the officers/ authorities/ departments under whom the work(s) was/ were executed should be uploaded.
(h)	Service set up	Certificate from the manufacturers/any other valid document in support of having a full-fledged service setup at Kolkata should be enclosed.

4.In the event of intending Tenderer's failure to satisfy the Bank; the Bank reserves the right to reject the bid submitted by them. A pre-bid meeting (off-line mode) of the intending bidders will be held in Estate Department, Reserve Bank of India, Kolkata-700001 and the duly filled in tender documents shall be uploaded on MSTC site**. For timelines the Schedule of Tender (SOT) may be referred.**

5. Tender documents will be available at MSTC website i.e., www.mstcecommerce.com on November 25, 2025. This e-Tender needs to be mandatorily filled up / online submission through MSTC website i.e., www.mstcecommerce.com. Deadline for filing up and submitting the e-Tender is by **11:00 a.m. on** December 16, 2025 Part I of the e-Tender will be opened at 11:30 **a.m.** on December 16, 2025. Detailed guidelines on submission of the e-Tender by the firms have been mentioned in Annexure-1 following the Schedule of Tender (SOT). After scrutiny of part I of the e-Tender document along with the supporting documents, if any of the firms not found to possess the required eligibility, their e-Tenders will not be accepted by the Bank for further processing.

6. Filled and signed tender documents in prescribed form shall be uploaded on MSTC website. Part- I of the tender will contain the Bank's standard technical and commercial conditions for the proposed work and Tenderers' covering letter.

7. Earnest Money Deposit (EMD): Tenderers shall submit to the Bank Earnest Money Deposit (EMD) of an amount of **₹ 36,000/- (Rupees Thirty Six Thousand only)** in the form of an Irrevocable Bank Guarantee (of equivalent amount) issued by any scheduled Bank in India as per Proforma at **Annexure-E** initially valid up to **March 31, 2026** or through **NEFT** to - **A/c No – 186003001** & **IFSC CODE – RBIS0KLPA01**) or a demand draft favoring Reserve Bank of India payable at Kolkata. Such Bank Guarantee (BG) submitted by the tenderer toward EMD shall be suitably extended by the tenderer, if necessary.

The bidders should send the proof of NEFT remittance with transaction number (transaction slip) to estatekolkata@rbi.org.in or should submit the EMD in the form of Demand Draft or Bank Guarantee to the Bank in a sealed envelope. The envelop should be titled as **EMD of E-Tender for Design, Supply, Installation, Testing and Commissioning of Microprocessor Based Intelligent Analog Addressable Fire Alarm System for ZTC & museum at 8-Council House Building RBI Kolkata** and addressed to **Sh. Sudhanshu Prasad, Regional Director, Reserve Bank of India, Estate Department, 3rd floor, Reserve Bank of India, 15, N S Road, Kolkata – 700 001**. Such EMD (in case of DD / BG) or proof of EMD (in case of NEFT) must reach to the Bank on or before **11:00 am on December 16, 2025**, failing which e-tender submitted by such bidder will not be considered. A tender without EMD or with inadequate EMD shall not be opened and will be rejected. Under no circumstances, Earnest Money Deposit will be accepted in any other form.

8. The tenderers have to upload the following documents on MSTC portal

a. All annexures and certificate mentioned in the tender.

b. All the documents mentioned in para-3 above.

c. Make, model and technical data of offered equipment as indicated in Section-VII

d. Section-VIII, IX as mentioned in the tender.

e. Valid license issued by Fire Authority of Kolkata for undertaking works pertaining to Installation & maintenance of Addressable Fire Alarm system.

9. Regarding Client's certificate, for 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 works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount The Bank shall have the right to independently verify these certificates.

10.The Bank shall evaluate the said reports before evaluation of price bid of the e-Tenders. If any Tenderer is not found to possess the required eligibility for participating in the e-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 e- Tender and his EMD shall be returned back to him as it is. The Bank is not bound to assign any reason for doing so.

11. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC portal as given above.

12. All information submitted in response to this tender shall be the property of Reserve Bank of India and it shall be free to use it to its advantage.

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

Place: Kolkata | Regional Director
Date: November 25, 2025 | Reserve Bank of India

SCHEDULE OF TENDER (SOT)

S. No	EVENT	Details
1	e-Tender No.	**RBI/ Kolkata Regional Office/ Estate /19/ 25-26/ET/647 [DSITC of Fire Alarm ZTC RBI]**
2	Name of the Work:	“Design, Supply, Installation, Testing and Commissioning of Microprocessor Based Intelligent Analog Addressable ZTC & museum at 8-Council House RBI Kolkata -700001.”
3	Mode of Tender:	e-Procurement System (Part I – Techno-Commercial Bid and Part II - Financial Bid) through MSTC website ((https://www.mstcecommerce.com/eprocn)
4	Date of issue of NIT	November 25, 2025
5	Date and Time of the Pre-Bid Meeting (offline)	December 03, 2025 at 02:00 PM (The meeting shall be held at conference Room on 3rd floor Main Office Building Kolkata. (Participants who are willing to attend the Pre-Bid meeting are requested to remain present at venue and date & time)
6	Publication of minutes of Pre-Bid meeting/addendum, if any	On or before of **December 05, 2025**
7	Bidding start date of Techno-commercial Bid and Financial Bid at MSTC Portal	December 06, 2025 from 11:00 AM onwards
8	Date of closing of online e-Tender for submission of Techno-commercial Bid and Financial Bid	December 16, 2025 at 11:00 AM.
9	Last date of submission of DD/ Bank Guarantee/NEFT for EMD	Up to 11 AM on December 16, 2025

10	Date & Time of opening of Part-I (i.e. Techno-Commercial Bid)	On or after 11:30 AM on December 16, 2025
11	Estimated cost of the work:	**₹ 18.00 lakh (Rupees Eighteen lakh only)**
12	Earnest Money Deposit (EMD)	₹ 36,000 (Rupees Thirty-Six thousand only)
13	Date & Time of opening of Part- II (i.e. Financial Bid)	Will be intimated to the eligible bidders.
14	Transaction fee	Payment of transaction fee through MSTC payment gateway either by NEFT/RTGS through challan or by Online payment through Net banking/Debit card/Credit card in favour of MSTC LIMITED. Upon receipt of payment, system will automatically authorize the payment. Charges for participation in e-procurement will be made to M/s MSTC Ltd. through MSTC Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

Annexure-1

Important instructions for e-procurement of MSTC Portal

This is an e-procurement event of MSTC LTD. You are requested to read the terms & conditions of this tender before submitting your online tender. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1) Process of E-tender:

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

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprocn/ (Version 3)

1) Vendors are required to register themselves online with www.mstcecommerce.com/eprocn
Register as Vendor --Filling up details and creating own user id and password Submit .For further details, go to Download Guide /Video /Registration
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 RBI/MSTC, (before the scheduled time of the e- tender).

Contact details:

a) **Contact person (MSTC) For Vendors:**

HO Central Help Desk: (For vendors)
Phone Number : 07969066600; Email ID:
helpdeskho@mstcindia.co.in (Please mention "HO Helpdesk" as subject while sending emails)
Availability: 9:30 AM to 5:00 PM on all working days for all technical issues, e-Tenders, System settings etc.

b) **Contact person (MSTC)**

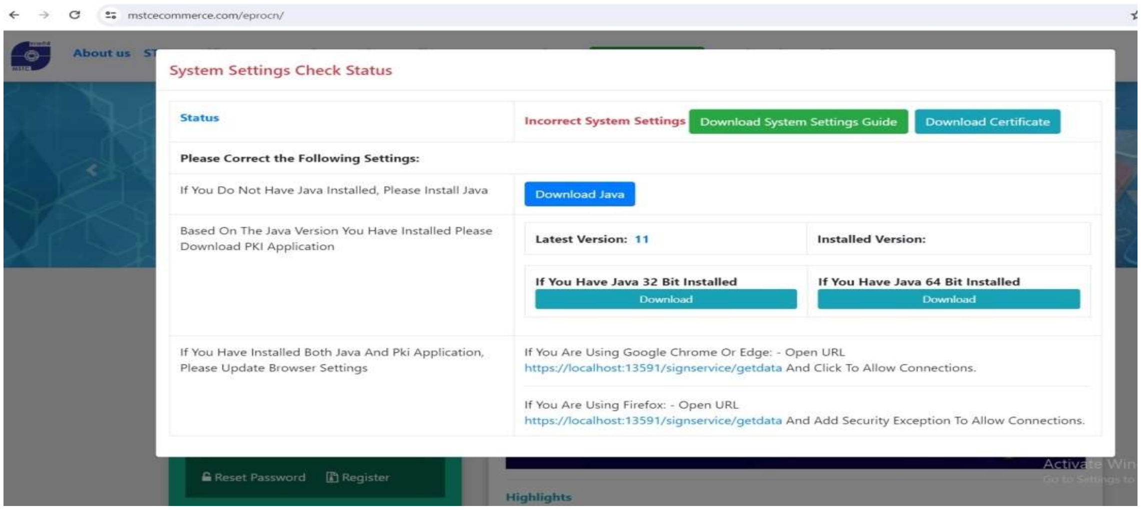
Shri. Sabyasachi Mukherjee – 7278030407; Email id:
smukherjee@mstcindia.co.in
Shri. Kranti Kumar– 9174009882; Email id: kkkumar@mstcindia.co.in
MSTC Help Line:9499054101/2/3/4; Email id : helpdesk@mstcindia.co.in

c) **Contact person at Estate Department, RBI, Kolkata**

1. Sh. R. N Kisku, Mgr (Tech-Elec) rnkisku@rbi.org.in, 9831914122	2. Sh. Kiran Paul, AGM kiranpaul@rbi.org.in, 9674033358

B) <u>System Requirement</u>:

The detailed manual is available in the link https://www.mstcecommerce.com/eprocn -->System Settings -> Download Guide/Edge Setting (for edge browsers) for configuring the system to participate in e-tender.
For more details, vendor may refer to the **Vendor Guide** and **FAQ** available at **https://www.mstcecommerce.com/eprocn**



2) The Techno-commercial Bid and the Price Bid shall have to be submitted online at https://www.mstcecommerce.com/eprocn. Tenders will be opened electronically on specified date and time as given in the Tender.

3) All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

4) **<u>Special Note towards Transaction fee</u>:** The vendors shall pay the transaction fee using "Transaction Fee Payment" Link against the specific tender in the "Bid Floor"/through the "Pay Transaction fee" in "Event catalog" through their login. Service Provider / Contractor / Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Service Provider / Contractor / Vendor shall generate a challan by filling up a form. Service Provider / Contractor / Vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, Service Provider / Contractor / Vendor shall have the provision of making payment using its Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized.

<u>Transaction fee is non-refundable</u>. A vendor will not have the access to online e-tender without payment of the transaction fee.

<u>NOTE</u>: 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.

5) Information about tenders / corrigenda shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with the MSTC Ltd. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).

6) E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender).

7) Bidding in E-tender:

All bidders need to submit EMD before opening of Part-I of the tender. The process involves Electronic Bidding for submission of Technical and Commercial Bid.

a) The vendors who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com→e-procurement → New Common Portal → Bid Floor Manager→ live event →Selection of the live event→ Transaction fee->Common terms->Attach Documents->Price Bid.

b) The vendors should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the vendors/ BIDDER will not be able to save/submit his technical bid.

c) After filling the Technical Bid, vendors should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendors should click on "save" to record their Commercial bid. Then once both the Technical bid has been saved, the vendors can click on the "Final submission" button to register their bid.

d) vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.

e) In all cases, vendors should use their own ID and Password along with Digital Signature at the time of submission of their bid.

f) During the entire e-Tender process, the vendors will remain completely anonymous to one another and to everybody else.

g) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above. All electronic bids submitted during the e-Tender process shall be legally binding on the vendors. Any bid will be considered as the valid bid offered by that vendors and acceptance of the same by the Buyer will form a binding contract between Buyer and the vendors for execution of supply.

h) It is mandatory that all the bids are submitted with digital signature certificate. otherwise, the same will not be accepted by the system.

i) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part without assigning any reason thereof.

j) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-Tender floor by any vendors confirms his acceptance of terms & conditions of the tender.

k) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

l) The tender inviting authority has the right to cancel this e-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

m) Vendors are requested to read the vendors guide and see the video in the page www.mstcecommerce.com/eprocn to familiarize them with the system before bidding.

8) Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.

9) No deviation to the technical and commercial terms & conditions are allowed.

10) RBI, Kolkata has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

11) The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website https://www.mstcecommerce.com/eprocn of MSTC Ltd.

12) The tenderers must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

13) The bid will be evaluated based on the filled-in technical & commercial formats.

14) The documents uploaded by tenderer(s) will be scrutinized. In case any of the information furnished by the tenderer is found to be false during scrutiny, EMD of defaulting tenderer(s) will be forfeited. Punitive action including suspension, banning of business and debarment can also be taken against defaulting tenderers.

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