



**Reserve Bank of India  
Human Resource Management Department  
Chennai**

**Tender Notice**

**e-Tender for Installation of Coffee/ Tea Vending Machine and supply of  
Manpower for Coffee/Tea Services at Reserve Bank of India, Chennai**

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:

a)	Name of the Department	Human Resource Management Department (HRMD), Reserve Bank of India, Chennai.
b)	e-Tender no:	RBI/Chennai/HRMD/26/23-24/ET/283
c)	e-Tender name (Description of Work)	Installation of Tea/Coffee Vending Machine and supply of Manpower for preparing and serving Tea/Coffee at Reserve Bank of India, Chennai
d)	Mode of Tender	e-Procurement System Online (Part I – Technical Bid and Part II - Financial Bid through <a href="https://www.mstcecommerce.com/eprochome/rbi/">https://www.mstcecommerce.com/eprochome/rbi/</a> )
e)	Date of NIT available to the parties to download	11:00 AM on July 20, 2023
f)	Estimated value of tender	₹59,34,000/- (Rupees Fifty Nine Lakh Thirty Four Thousand only) (approximately). (Initially for 07 months

		from September 01, 2023 to March 31, 2024 and may be extended for a further period of up to two years i.e., till March 31, 2026 (one year at a time), subject to satisfactory performance by the agency and at the discretion of RBI, Chennai.
g)	Earnest Money Deposit (EMD)	<p>₹1,18,680/- (INR One Lakh Eighteen Thousand Six Hundred Eighty only) by NEFT towards</p> <p>Beneficiary Name: NEFT Inward Account</p> <p>Beneficiary Ac No: 186003001</p> <p>IFSC: RBIS0CNPA01 (5<sup>th</sup> and 10<sup>th</sup> digit is Zero)</p> <p>Remarks: Enter Narration as "OLDR-Tender - Tea/ Coffee Services" <i>The proof of having remitted the EMD is to be uploaded in MSTC portal. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the email ID: <a href="mailto:oldrchennai@rbi.org.in">oldrchennai@rbi.org.in</a></i></p>
h)	Bidding start date of Technical Bid and Financial Bid at <a href="https://www.mstcecommerce.com/eprochome/rbi/">https://www.mstcecommerce.com/eprochome/rbi/</a>	11:00 AM on August 19, 2023

i)	Last date for submission of EMD	05:00 PM August 28, 2023
j)	Date of closing of online e-Tender for submission of Technical Bid & Financial Bid	05:00 PM August 28, 2023
k)	Pre-Bid Meeting (Offline)	<p>A pre-bid Meeting will be held, for clarifying various aspects of the tender to the interested bidders, who chose to get the same resolved from authentic source of the Bank.</p> <p>The Date and Time of the Pre-Bid Meeting: 11:00 AM on August 16, 2023</p> <p>The Venue of the Pre-bid Meeting: Reserve Bank of India, Human Resource Management Department, Conference Room No 1, Second Floor, Fort Glacis, Rajaji Salai, Chennai-600001.</p> <p>Disclaimer: A mere participation in the Pre-Bid Meeting would not guarantee an award of contract and the same is subject to the terms and conditions mentioned in the tender.</p> <p>Participation in the Pre-Bid Meeting is only voluntary and all arrangement for attending the same must be made by the interested bidders.</p> <p>The Pre-Bid meeting is only a forum for getting clarification on any provision in the entire tender from authentic/authorized Bank source and the Bank discourages any claims for</p>

		<p>relaxing any of the terms and conditions under any circumstances.</p> <p>Date and time of the meeting subject to change. The Bank if it deems necessary may at its discretion cancel the Pre-bid Meeting.</p>
l)	Date & time of opening of Part I (i.e., Technical Bid)	11:00 AM on August 29, 2023
m)	Date & Time of opening of Part- II (Financial Bid)	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Chennai. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email given by them.
n)	Validity of Tender	90 days from the date of opening of the Part-I(Technical Bid) of the Tender
o)	Transaction Fee	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway/NEFT/RTGS in favour of MSTC Limited.

2. The bidders who fulfil the following minimum **pre-qualification criteria shall be eligible to participate in tendering process.**

S.No	Criteria	Requirement
1.	Duration of Past Experience	The intending applicant must be a Proprietorship / Partnership /LLP / Pvt. Ltd. / Ltd. Company / firm/ Public Company with minimum 3 years' experience in providing similar works* to Government Departments / Banks / reputed Public / Private sector institutions.
For Annexures, please refer Tender Document		

**(i) \*Similar work shall mean 'Installation of Coffee/ Tea Vending Machine and/or supply of Manpower for providing Coffee/Tea Services'**

**(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)** Bank shall have the right to verify / cause verification of authenticity of the said documents whenever felt necessary.

**(iv)** Bank reserves 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.

**(v)** 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.

**(vi) 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.**

(vii) 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.

(viii) 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.

(ix) For full details please refer Tender Document Technical Bid and Financial Bid. Further corrigendum/addendum if any, will be hosted on Bank's website [www.rbi.org.in](http://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.