



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

ISSUE DEPARTMENT

Secretariat Road, Saifabad, Hyderabad-500004 [E-mail](#)

The Regional Director for Andhra Pradesh, Reserve Bank of India, Issue Department, Hyderabad invites sealed tenders from reputed contractors for

- a. Disposal of currency briquettes produced by 'Shredding and Briquetting Systems'
- b. Disposal of other unserviceable items.

(On a contract basis for a period of one year from January 1, 2012 to December 31, 2012).

2. A copy of the schedule for the above categories of work along with general terms and conditions can be collected from the General Manager, Reserve Bank of India, Issue Department, Hyderabad, between 10.00 am to 3.00 pm on all working days upto December 16, 2011.

3. The tenders shall be prepared and submitted in duplicate separately in sealed envelopes in two parts viz. Part –I and Part – II clearly indicating on the covers "Part I – Technical and Commercial (without prices)" and Part II – "Price Bid" respectively. The part I of the tender should also contain a bank draft/pay order for Rs.5,000/- towards EMD in favour of the Regional Director, Reserve Bank of India, Hyderabad. The covers shall be superscribed "Tender for Lifting Briquettes and Disposal of Empty Wooden Boxes and Other Unserviceable Items" and addressed to The Regional Director, Reserve Bank of India, Hyderabad 500004. The tender duly sealed may be deposited in the "Quotation Box" kept in the Issue Department, Reserve Bank of India, Hyderabad within the stipulated time/date. No tender will be received after 15.00 hours on December 16, 2011 under any circumstances whatsoever. Offers made by mail, telex, fax, telephone and/or any mode except hand delivery shall disqualify the tenderer.

4. The Part I of tenders will be opened on December 16, 2011 at 16.00 hrs in the presence of General Manager, RBI Hyderabad, Issue Department or by an Officer authorized by him. Part II of the tenders will be opened on a subsequent date, which will be intimated to the tenderers in advance. Tender notification is also placed on RBI website www.rbi.org.in

5. The bank reserves the right to accept or reject any or all the quotations without assigning any reasons there for.

Sd/-
(A. S. Rao)
Regional Director for A.P

PART I

Application for tenders for disposal of Shredded currency briquettes/ unserviceable items for the period January 1, 2012 to December 31, 2012

1	a) Name of the firm b) Type of firm (partnership/proprietorship) c) Registration No. if any with details of issuing authority				
2	Phone / Mobile No. FAX No.				
3	Postal Address for correspondence				
4	e-mail ID, if any				
5	Bankers details				
	a) Name of the Bank b) Branch and Address c) Nature of Account and Number				
6	Details of EMD	Amount ₹.	DD No.	Drawn on	Date
		₹.5,000/-			
7	Experience if any (with any Banking institutions / Govt. organizations) for similar work				
8	Any litigation/civil suits against the firm				
9	I/We declare that the information furnished above are true to the best of my/our knowledge and belief.				
	Signature of the authorized personnel.				

PART II

Application for quotations for disposal of Shredded currency briquettes/ unserviceable items for the period January 1, 2012 to December 31, 2012

A. Rates quoted for purchase of the following shredded currency briquettes

S.No.	Items	Unit	Price per unit
1	Shredded currency Briquettes	Per kg	

B. Rates quoted for purchase of the following unserviceable items

S.No.	Items	Unit	Price per unit
1	Unserviceable wooden boxes	Per box	
2	Unserviceable wooden scrap	Per kg	
3	Coin gunny bags 14" x 18"	Per piece	
4	Unserviceable wooden planks	Per kg	
5	Old thick gunny bags 40" x 28"	Per bag	
6	Steel strapping bits	Per kg	
7	Unserviceable patent coin boxes (small)	Per kg	
8	Aluminium metal boxes	Per kg	
9	Plastic strapping bits	Per kg	

	Signature of the authorized personnel with seal	
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Terms and Conditions - Contract for purchase of Shredded currency briquettes & purchase of unserviceable items

1. The quotation is for purchase of shredded currency briquettes and purchase of unserviceable items from the Bank. Tenderers should indicate the price per kg. of shredded currency briquettes that they offer to the Bank as consideration. The price should be inclusive of all applicable taxes. As regards unserviceable items as given in the table, the contractor should indicate the price in terms of unit of the items indicated in the table that they offer to the Bank as consideration.

S.No.	Items	Unit
1	Unserviceable wooden boxes	Per box
2	Unserviceable wooden scrap	Per kg
3	Coin gunny bags 14" x 18"	Per piece
4	Unserviceable wooden planks	Per kg
5	Old thick gunny bags 40" x 28"	Per bag
6	Steel strapping bits	Per kg
7	Unserviceable patent coin boxes (small)	Per kg
8	Aluminum metal boxes	Per kg
9	Plastic strapping bits	Per kg

2. The vendor shall use the briquettes strictly in environment-friendly manner and shall not sell/hand over the briquettes to any other party without the prior permission of RBI.
3. An amount of Rs.25, 000/- (Rupees twenty Five thousand only) should be given as security deposit for currency briquettes and purchase of unserviceable items.
4. The security deposit made with the Reserve Bank shall not carry any interest and will be refunded on the successful completion of the period of contract. However, the Bank reserves the right to appropriate part or full amount of the deposit to recover any outstanding dues/reparations from the contractor.
5. The tenderer has to submit his quote in Part II of the tender in respect of both shredded currency briquettes and unserviceable items failing which the tender is liable to be rejected.

6. The amount shall be paid to the Bank at fortnightly intervals for briquettes produced by SBS machine (as per machine reports) during the previous fortnight. As regards unserviceable items, the amount payable by the tenderer will be reckoned on the basis of weight or quantum collected from RBI premises and the sale consideration has to be paid before lifting of such items from RBI premises.
7. The amount payable in respect of currency briquettes shall be communicated to the contractor at fortnightly intervals and the contractor has to pay the sale consideration within three days from the date of the communication.
8. Your firm should employ your own people to collect the entire output of briquettes from Shredding & Briquetting System and transport the same outside Bank's premises at frequent intervals. The transportation will be undertaken after packing the briquettes in suitable bags. Cost of transport shall be borne by the contractor.
9. The contractor shall not assign the contract to any other party. He shall not sublet any portion of the contract except with the written consent of the Bank.
10. It will be the contractor's responsibility to meet all contractual/legal/welfare etc. requirements for the staff in its employment, casual or otherwise, and Bank's name should not be used for such measures.
11. It is expressly stated that any worker/employee/partner/associate etc. of the contractor coming and working within the Bank for the purposes of this contract or otherwise, shall not claim to be staff of Reserve Bank of India nor misuse the security pass/identification issued to him/her for any unauthorized purpose within or outside RBI premises during/after the contract period. The contractor shall educate his personnel/workers about this aspect and shall indemnify the Bank, in case any loss is caused to the Bank, because of violation of this clause.
12. The contractor will be responsible for verification and identification of its workers/staff/vehicles that may be utilized for the purpose of this contract and obtain necessary security passes etc. from the Bank's officials, before entering /moving inside Bank's premises. This will include necessary verification/certification from police/transport authorities etc. as required by the Bank during continuance of this contract. It will be his responsibility to maintain all such verification/certification in valid and current status. A copy of the police verification of its workers utilized for the purpose of this contract should be furnished to the Bank.
13. No compensation will be payable by RBI for the collection of briquettes to the firm's employees.

14. The employees/representatives of the firm collecting briquettes should be present during the operation of Currency Verification and Processing Systems (CVPS), SBSs. They should be present to collect briquettes from SBSs till the shredding/briquetting work is completed irrespective of the time/duration.
15. The disposal of shredded currency note briquettes, wooden boxes and other unserviceable items should be integrated and co-ordinated in such a way so as to ensure the smooth functioning of the system and that there is no unnecessary accumulation of these articles at RBI premises.
16. The bags containing briquettes should be lifted and removed from the Bank's premises in such a way that there are not more than 50 bags in the briquetting room at any point of time. For accumulation beyond 50 bags, the Bank, if it is so desires, can charge Rs.2/- per bag per day till they are lifted and taken outside Bank's premises.
17. The firm will not store, temporarily or otherwise, the bags containing briquettes collected from the briquetting room in the premises of the Bank.
18. The contractor shall make good and reimburse to RBI any damage or loss sustained by reason of any inefficiency, incompetence, negligence or defect or delay in carrying the items or by reason of any act of dishonesty or fraudulent conduct on his part or the staff engaged by him. The assessment of such loss by the Bank shall be final and after due notice to the contractor, it shall become payable /adjustable from security deposit kept with the Bank, once it is approved by General Manager, Issue Department, RBI, Hyderabad.
19. On receipt of intimation from the Bank of the acceptance of his /their tender, the successful tenderer shall be bound to implement the contract. The written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person so tendering, whether such formal agreement is/is not subsequently executed.
20. In the event of dispute as to whether any liability has arisen hereunder, the decision of the Regional Director, Reserve Bank of India, Hyderabad, shall be final and binding.
21. The firm's representative will keep the briquetting room in a neat and tidy condition and the briquettes will be stored and transported without un-tidying the premises.
22. The Bank will make no payment of any kind, towards any expenditure incurred by the contractor at any point of time, during the contract period.
23. The employees/representatives of the firm who are entrusted with the job of collecting briquettes will immediately inform the electrician/technician attending to the shredding

machine and/or officials of Issue Department about any breakdown/fault or any other problem developed by the briquetting machine.

24. The materials required for taking out the briquettes like jute bags, rope etc; will be supplied by the contractor to their representatives undertaking the job. Reserve Bank of India will **not** supply any material for this purpose.
25. With regard to the assessment of loss, the decision of the Bank will be binding on the firm.
26. The Bank can terminate the contract after giving a notice of two months to the contractor. If the firm likes to terminate the contract, it should give the Bank a notice of two months. It is binding on the firm to continue to collect the briquettes during the two months' notice period irrespective of the source of the notice for termination.
27. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Hyderabad and only Courts in Hyderabad shall have jurisdiction to determine the same.
28. The tenderer should sign on all pages of the terms and conditions and enclose alongwith the Part I of the tender agreeing to the terms and conditions indicated therein.

29. Evaluation of Tender

Tenders will be evaluated on the basis of quoted rates as per the scope of works set out in this tender.

The Part - I i.e. technical bids will be opened first and evaluated to determine responsiveness to the specifications and whether modifications are necessary. Any clarification / rectification in case of deviations, in the technical bids at this stage, will be called for in writing. The failure to submit the same within the specified time limit may result in rejection of the bid. The evaluation of the bids/proposals will take into account the following factors:

- a) Completeness of proposal
- b) Experience with similar projects
- c) Contractor's presence at Hyderabad and nature of support (direct/indirect) available.
- d) Strength and quality of staff

After the technical evaluation has been completed, the price bids of only technically qualified vendors will then be opened for purpose of evaluation.

30. The award of contract will be made to the bidder whose bid has been determined to be the "Highest" in Total receipt on disposal.

31. Contractor will adhere to the provisions of Contract Labour Act and similar laws, regulations as per the law of the land and will be fully responsible during the course of the contract for due fulfillment of the requirements of the above stated laws/ Act. Contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.

32. The contractor shall abide by/fulfill all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed thereunder.

I/We I hereby declare that I/We have read and understood the above terms and conditions.

Witness

Signature of tenderer

Address:

Address

Date:

Date:

Terms and Conditions Accepted

Signature of the authorized personnel with seal