



**Reserve Bank of India
Estate Department, Nagpur**

Quotation for

Comprehensive Annual Maintenance Contract (CAMC) of UV water purifiers (175 nos.) installed at Bank's Amravati Road Staff Quarters (ARSQ) and Telangkhedi Road Staff Quarters (TRSQ) at Nagpur

Schedule of Quotation (SOQ)

Name of the work	Quotation for Comprehensive Annual Maintenance Contract (CAMC) of UV water purifiers (175 nos.) installed at Bank's Amravati Road Staff Quarters (ARSQ) and Telangkhedi Road Staff Quarters (TRSQ) at Nagpur
Mode of Tender	Through physical Sealed Quotation addressed to The Regional Director, Reserve Bank of India, Main Office Building, Dr. Raghavendra Rao Road, Civil Lines, Nagpur-440001.
Estimated Cost	₹2.84 lakh (including applicable taxes)
Date of Issue of Quotation form	October 06, 2026
Pre-Bid meeting	Venue:- Conference Room, Main Office Building, Reserve Bank of India, Nagpur. Date and Time: 11:30 AM on October 16, 2026
Last date and time for submission of Sealed Quotation	02:00 PM on October 27, 2026
Date & time of opening of Sealed Quotation	03:00 PM on October 27, 2026

Note:-

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the eligible empaneled contractors/vendors of the procuring entity. Unsolicited offers are liable to be ignored.



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Name _____ of _____ the _____ Tenderer:

Address: _____

Last date and time for submission of tender:

02:00 PM on October 27, 2026



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General Conditions and Instructions for the Tenderers

Instructions as laid down herein shall be signed by the tenderers in token having accepted them and must be enclosed with their respective tenders without which their tenders will not be considered. Incomplete Quotation not complying with the requirement is liable for rejection. Each of quotation is required to be signed by the person or persons submitting the quotation. Any quotation not signed will be rejected.

1. Sealed quotations shall be submitted in a sealed cover superscribed “**Quotation for Comprehensive Annual Maintenance Contract of UV water purifiers (175 nos.) installed in Bank’s Staff Quarters at Amravati Road Staff Quarters (ARSQ) and Telangkhedi Road Staff Quarters (TRSQ) at Nagpur**” and addressed to **Regional Director, Reserve Bank of India, Estate Department, Main Office Building, Dr. Raghavendra Rao Road, Civil Lines, Nagpur-440001**, on or before **02:00 PM on October 27, 2026**. No tender will be received after **02:00 PM on October 27, 2026**.

2. Tenderers are advised to use only the formats issued by the bank and not to use any other format (on their own letter head or otherwise) for furnishing any information/rate/amount etc. The information called for shall be complete in all respects. Information furnished on format other than those supplied may not be considered. However, the firms can enclose only the relevant catalogues/leaflets/brochures of the manufacturers of the equipment offered.

3. No terms and conditions or any other information shall be included in Price Bid. Conditional discounts will not be considered. Rates/Amounts to be filled in for all items.

4. Quotation forms must be filled in Hindi or English and all entries must be made by hand in ink. Amounts must be written both in words and figures. All erasures, alterations made while filling the quotation must be authenticated by the tenderer. Overwriting of the figures is not permitted. Failure to comply with either of these conditions will render the tender invalid.

5. Tenderers are advised to visit the site and acquaint themselves of the site conditions before tendering.

6. The schedule of work is attached. The Contractor has to quote rates per annum (yearly). The initial AMC contract will be entered up to March 31, 2027. The contract can be further renewed for a maximum of two years period subject to satisfactory performance review.

The commencement date will be intimated by the Bank through work order; the contractor must be in a position to commence the work on an immediate basis.

7. The rates quoted by the tenderer shall be inclusive of taxes, shall be firm and shall not be subjected to variations in exchange rate, duties, levies imposed by Central/State Government/Local Bodies or variation in labour rates/Transport rates. The rates shall cover use of necessary tools, plant, vehicles, water, electricity etc. and no claim will be entertained for use of the same.

8. The quotations shall be valid for acceptance by the Bank for 90 days from the opening of price bids and shall be extended by such period as may be mutually agreed upon.

9. Immediately on receipt of the intimation of the acceptance of his/their quotation, the successful tenderer shall be bound to implement of the contract within time specified and the written acceptance by the Reserve Bank of India of a quotation will constitute a binding agreement between them the Reserve Bank of India and the person so tendering.

10. The contractor shall indemnify and keep indemnifying the Bank against any expenses arising from any injury or loss to person(s) or property and also in respect of any claim made in respect of injury or damage under any Act of Government or otherwise, and also in respect of any award of compensation or damage consequent upon such claim.

11. Any damage to the Bank's property caused by the contractor will have to be made good by the contractor at his own cost.

12. Payment for the value of work done by the contractor will be made by the Bank on the basis of the certificate/service report duly signed/certified by the Caretaker/Bank's Engineer as the case may be after rendering satisfactory services.

13. Right of Technical Scrutiny of Final Bill: The Bank reserves the right to cause a technical examination of the work and the bill of the contractor including all supporting vouchers, abstracts etc. to be made at the time of payment of the bill. If, as a result of this examination or otherwise, any sum is found to have been overpaid or over certified, it shall be lawful for the Bank to recover the same from the bill of the contractor.

14. In all matters of dispute arising on the work, the Bank's decision will be final and binding on the contractors.

15. The Bank does not bind itself to accept the lowest or any tender. The Bank reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reasons thereof.

16. The contractor should arrange his own, tools, equipment etc. required to carry out the work.

17. The contractor should maintain proper record of the complaints and obtain acknowledgement from the employee of the Bank.

18. The rate should be quoted per annum (yearly) and the payment will be made half yearly on submitting the bills along with certification from the Caretaker / Engineer of the Bank.

19. Validity & Renewal – The contract shall be valid upto March 31, 2027 (from the date mentioned in Work Order). Contract shall be renewed for the further period of one year based on the satisfactory performance of the firm as per the formula given below:

$A_c = A_p [(15+60x(EPI_c/EPI_p)+25x(CPI_c/CPI_p))] \times 1/100$	
A_c	The contract amount for the current year.
A_p	The contract amount for the previous year.
EPI_c	Wholesale Price Index for Electrical Products 6 months prior to the commencement date of contract for the current year.
EPI_p	Wholesale Price Index for Electrical Products 6 months prior to the commencement date of contract for the previous year.
CPI_c	Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the current year.
CPI_p	Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous year.

20. Penalty of Rs.300/- per day per complaint will be deducted if complaint is not attended within 8 hours.

21. Bank accepts no liability towards helper deployed at site.

22. The Bank will not provide any kind of assistance in the form of men/material; and contractor will have to make their own arrangements of manpower for carrying out the work.

23. The contractor will be solely responsible for the risk involved during discharge of duties by his workers. The Bank/employer accepts no liability towards helper/labour deployed by the contractor.

24. Any damage to the Bank's property caused by the contractor will have to be made good by the contractor at his cost, failing which the same will be deducted from the amount payable to the contractor.

25. All the statutory taxes will be deducted as per the Government norms applicable from time to time.

26. In the event of Bank as the principal Employer is required/called upon to pay any amount to the contract labour, engaged by the contractor due to lapse or default on contractor's part, in discharging his obligation towards the contract labour, in terms of any law/act/statute/code in force and rules/regulations thereunder, including payment to the contract labour/labours according to extant labour laws/codes, then such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.

27. If contractor fails to resolve any complaint within the stipulated time frame, Bank will get the complaint rectified from other contractor. The charges paid will be recovered from AMC contractor's bill.

28. Non-Disclosure

The Contractor shall not disclose directly or indirectly any information, materials and details of the bank's infrastructure/system/equipment etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all times hold the same strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the employer. The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall

be treated as breach of contract on the part of the contractor and the employer shall be entitled to claim damages and pursue legal remedies.

The Contractor shall take all appropriate actions with respect to its employees to ensure the obligations of non-disclosure of confidential information under this agreement is fully satisfied.

The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

29. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

- a) The contractor / Agency shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employees within the premises of the bank, the complaint will be filled before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaints.
- b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.
- d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

30. Compliance with Various Statutes: -

- a) The Contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages, or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour Regulation and Abolition Act, 1970, The Code on Wages, 2019, The Industrial Relations Code, 2020, The Code on Social Security, 2020 and The Occupational Safety, Health and Working

Conditions Code, 2020, or any other labour law/statute in force in this regard. The Contractor solely shall be responsible for liabilities, if any, in this regard.

b) The Contractor shall ensure compliance to all the obligations arising under the Minimum Wages Act 1948, Bonus Act, Employers' Liability Act 1938, Contract Labour (Regulation & Abolition) Act, the Employee Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961, Employee State Insurance Act 1948, Provident Funds and Miscellaneous Provisions Act 1952, The Code on Wages, 2019, The Industrial Relations Code, 2020, The Code on Social Security, 2020 and The Occupational Safety, Health and Working Conditions Code, 2020, or other labour laws prevailing in the country and the State of Maharashtra and rules and regulations framed under all these Acts from time to time.

Place:

Contractor's Signature with seal

Date:

SAFETY CODE

1. The First Aid material including adequate supply of sterilized dressing and cotton wool shall be at a readily accessible place at the site.
2. An injured person shall be taken to public hospital without loss of time, in case where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workman for all the works that cannot safely be done from ground.
4. No portable ladder shall be over 8 meter in length. The width between the side rails shall not be less than 30 cms. (Clear) and the distance between two adjacent rungs shall not be more than 30 cms. When a ladder is used an extra mazdoor shall be engaged for holding ladder.
5. The evacuated material shall not be placed within 1.5 meters. Of the edge if the trench or half of the depth of trench whichever is more. All trenched and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform is provided with suitable fencing or railing whose minimum height shall be one meter.
7. No floor or other part of the structure shall be so overloaded with debris or material as to render it unsafe.
8. Workers employed on mixing and handling materials such as asphalt, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engaged in welding work shall be provided with welder's protective eye-shields and gloves.
10. Overalls shall be supplied by the contractor to the painters and adequate facilities shall be provided to enable the working printers to wash during the periods of cessation of the work.
11. No paint containing lead or lead products shall be used except in the form of paste or readymade paint.

12. Suitable facemasks should be supplied for use by workers when the paint is supplied in the form of spray to surface having led paint is dry rubber and scrubbed.
13. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
14. The rope used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

Place:

Contractor's Signature with seal

Date:



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Scope of Work:

1. Firm should offer 2 Nos. of preventive maintenance service at the interval of 6 months and any numbers of breakdown services. Preventive maintenance should be carried out as per the schedule given by the Bank.
2. During the preventive maintenance service, firm should replace all the consumables like sediment filter, activated carbon filter etc. and should service the purifier as required for proper and optimum functioning of the purifiers etc.
3. The contract covers free of cost replacement of any faulty part of the purifier like solenoid valve, UV Chamber, UV lamp, TDS control valve, Ballast, pipe, wire etc. for the satisfactory working of the purifier. No extra cost will be given by the Bank for repairing/ replacement of any part of the purifier.
4. Breakdown complaint should be attended within 8 hours from booking the complaint, failing which penalty of Rs.300.00 per day will be deducted from the bills payable to the firm. In case of delay in attending the complaint, Bank reserves the right to get the purifier repaired from the outside agencies. Cost incurred for repairing the purifier will be deducted from the bills payable to the firm.
5. All the spares / parts required to be replaced should be genuine and recommended by the manufacturer. Firm should use their own tools / equipment etc. required for carrying out the work.
6. The rates quoted shall be inclusive of all taxes.
7. The firm should depute their authorized technician having valid ID proof to attend the service. In case of emergency, if required, firm should send their

technician to attend the service on Sundays / holidays. No extra cost will be given by the Bank for the same.

8. The contract amount shall be paid on half yearly basis after submitting the invoice with duly attached copies of the acknowledgement from the occupant of the colony or employee/Caretaker/Assistant Caretaker of the Bank, as the case may be.
9. The Employer reserves the right to terminate the contract at any time without any notice or assigning any reasons thereof.
10. Quotation should be submitted through **sealed envelope** only, on or before **02:00 PM on October 27, 2026**.
11. Successful contractor has to execute an agreement with the Bank before starting the work.
12. Successful firm has to submit the **Bank Guarantee of 10% of the contract amount** valid for 3 years for due fulfillment of the terms and obligations of the Contract.
13. **Any other work assigned by the Bank's Engineer related to the maintenance of Water Purifiers (labour only) etc. but not covered above is in the scope of the contractor.**

Seal & Signature of the Contractor

Place:

Date:



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Bill of Quantity

Sr. No	Description of Item	Quantity	Rate (in Rs.)	Amount (in Rs.)
1.	All-inclusive Comprehensive Annual Maintenance Contract Charges of water purifiers installed in Bank's Staff Quarters at Amravati Road, and Telangkhedi Road, Nagpur as per the quantity mentioned below. The rates shall be quoted inclusive of all taxes, labors etc. i) Amravati Road Staff Quarters – 90 Nos. ii) Telangkhedi Road Staff Quarters – 85 Nos.	175 Nos.		
	Total			
	(Rs. _____ _____)			

(Signature of the firm with seal)

Place :

Date: