



Reserve Bank of India

Issue Department

Lucknow

Web Notice

18 January 2023

Application for empanelment of dealers/suppliers for supply of item for issue department Store

The Reserve Bank of India, Lucknow invites application for Empanelment of dealers/suppliers for supply of Issue Department store items. The vendors intending to empanel for the above work may **submit their application to Issue Department, Reserve Bank of India, 8-9 Vipin Khand, Gomti Nagar, Lucknow-226010**. The last date and time for submission of the application is **15.02.2023 up to 1700 Hrs.**

The details of Notice Inviting Application are as follows:

S. No.	Item	Schedule
1.	Name of Work	Application for empanelment of dealers/suppliers for supply of item for issue department Store
2.	Mode of Submission	Manual submission
3.	Estimated value of store items to be supplied	Rs. 5-6 Lakh (approx.) for 12 months
4.	Date of advertisement	18.01.2023
5.	Date of uploading application document on RBI website	18.01.2023
6.	Last date of submission of Application	15.02.2023 up to 1700 hrs.
7.	Application Form & other details	To be downloaded from Bank's website https://www.rbi.org.in

Note: Any amendment / corrigendum to this application notice, if any, issued in future will be notified only on the RBI Website and the same will not be published in newspapers.

Regional Director
Lucknow



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SCHEDULE OF EMPANELMENT

S. No.	Item	Schedule
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2.	Mode of Submission	Manual submission
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Empanelment of suppliers for supply of Issue Department store items

Reserve Bank of India, Lucknow (hereinafter referred to as Bank / RBI for brevity) invites applications in the prescribed format for empanelment of suppliers for Issue Department Store items. The panel may remain operational for the period **April 2023 to March 2024** and extendable up to two more years, one year at a time at the discretion of Bank subject to satisfactory performance of empanelled suppliers. The suppliers who are registered with Government/Semi-government undertakings/Banks/Financial Instructions, etc. as approved suppliers or having experience of at least 3 years in supplying similar items to different institutions may apply in a closed cover **addressed to The General Manager, Issue Department, Reserve Bank of India, 8-9 Vipin Khand, Gomti Nagar, Lucknow-226010** by giving details of their entity and supporting documents relating to their experience etc., as specified in the application document so as to reach the Bank's office **on or before 15.02.2023 up to 17:00 hrs** in a sealed envelope super scribed as "**Application for Empanelment of Suppliers for Supply of Issue Department Store Items**". Application form and other details can be downloaded from Bank's website <https://www.rbi.org.in/>. For any queries regarding the application, please contact Issue Department, Reserve Bank of India, 8-9 Vipin Khand, Lucknow-226010.



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Pre-qualification or Eligibility criteria:

1. Suppliers having full-fledged service setup either at Lucknow or nearby place with capacity to provide the required supplies/services.
2. The agency should be a sole proprietary concern, partnership firm or company and registered with Registrar of Firms/ Registrar of Companies wherever applicable and should have been in existence/ operation for **not less than 5 (five) years**.
3. The agency should preferably have supplied stationery/ computer consumables for reputed institutions like Government/Semi-government undertakings/Banks/Financial Institutions, etc.
4. The agency should be an income tax assessee and should have filed income tax return for the last three financial years. Financial Year, in which making an application, shall not be included for counting the three financial years for the purpose.
5. The agency should be capable of supplying the items at the Bank's Office with no additional cost and **even at short notice of even 03 days whenever necessary**. A confirmation (on his letter head) in this regard has to be submitted by the supplier.
6. The agency should have proper and valid GST registration and other registration required for the purpose.
7. Suppliers should have an annual turnover of Rs.5 lakh or more.
8. The application shall be liable for rejection if the information furnished are found incomplete and/or false.



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General Terms and Conditions

1. Applicants will have to provide detailed information to the Bank in respect of their firms, work experience in the format enclosed so that same may be considered for empanelment. **The firm will submit a confidential report from their banker regarding the satisfactory maintenance of account.**
2. While considering empanelment, the suppliers' eligibility to execute the stipulated job and punctuality will be given priority.
3. The suppliers will have to supply the items of **high quality**. Suppliers will have capacity to provide the required supplies/services **up to Rs.1 lakhs in one instance**.
4. During participation in a Tender, when called for, it is desirable that each vendor will quote for highest quality product/s.
5. The Bank's decision will be final and binding in respect of empanelment.
6. The information given in the enclosed format will be kept confidential.
7. One or more authorized persons of the concerned firm have to sign in every section in respect of information furnished in the format.
8. A separate form can be used in case of insufficient space in the format.
9. The applications are required to be submitted in **duplicate**.
10. The application will be liable to be rejected if the information furnished are found incomplete and/or false.



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11. Intending applicants are required to furnish details about their Organizations, experience, competence and evidence of their financial standing as per the enclosed pro forma. Their bank account details are also required to be furnished. Payment will be credited to their accounts directly through NEFT only.

12. Quotations may be called from all empanelled vendors as and when required and the order will normally be placed with the firm having lowest price bid (**L1**) provided that the sample quality of the **L1 bidder** is of high quality/ considered satisfactory by the Bank.

13. Once a firm/company is empanelled with the Bank, the said firm/company is bound to participate in the tender when called for. If it is observed that a firm is not bidding/responding in two consecutive Tenders, the Firm/Company may be either delisted from the empanelled vendor list or debarred from participating in next three Tenders.

14. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so along with Organisation's seal.

15. The supplier shall not be entitled to claim any rise in price on account of any circumstances whatsoever or rise in any incidental expenses for packing, freight, cartage, taxes, rent, dues, duties, levies, cess, insurance etc. after submission of quotations to the Bank.

16. In case the materials are supplied on instalments/periodical basis the supplier shall strictly adhere to the delivery schedule as indicated by the Bank. Any delay in the supply of goods as per the time schedule indicated would entitle the Bank to cancel the order. In such an event, the supplier shall not be entitled to recover from the Bank any amount by the way of damages, loss or otherwise. However, the Bank shall be entitled to recover the loss which it may incur on account of the non-delivery/late delivery or on account of placing order with other supplier and recover the difference between the price by the Bank by placing fresh orders with other Supplier/s.

17. The Bank reserve the rights to accept or reject any quotations without assigning any reasons therefor. The decision of the Bank shall be final and binding in this regard.



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18. The Regional Director, Reserve Bank of India, Lucknow will communicate acceptance of the application by a letter.

19. The Bank requires that the vendors / suppliers / contractors observe the highest standards of ethics during the procurement and execution of contract for supply of orders / items in terms of tender / contract for the purpose. The vendors / suppliers / contractors shall not resort to offering, giving, receiving or soliciting of anything of value to influence the action of any official of the Bank in the empanelment process or in execution of contract. The vendors / suppliers / contractors shall not resort to misrepresentation of facts in order to influence the empanelment process or execution of a contract to the detriment of the Bank. The Bank will declare a vendor / supplier / contractor ineligible, either indefinitely or for a specified period of time, for award of the contract, if at any time, it determines that the vendor / supplier / contractor has engaged in corrupt and fraudulent practices in empanelment process or in executing the contract.

20. The vendor / supplier / contractor shall indemnify the Bank against all actions, suits, claims and demands brought or made against the Bank in respect of anything done or committed to be done by the vendor / supplier / contractor in execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against the vendor / supplier / contractor for anything done or committed to be done in the execution of this contract.

The vendor / supplier / contractor shall abide by the job safety measures prevalent in India and shall free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the bidder's / vendor's / supplier's / contractor's negligence. The bidder / vendor / supplier / contractor shall pay all indemnities arising from such incidents without any extra cost to the Bank and will not hold the Bank responsible or obligated. The Bank may at its discretion and entirely at the cost of the bidder / vendor / supplier / contractor defend such suit, either jointly with the bidder or alone in case the latter chooses not to defend the case.

21. In the event the bidder / vendor / supplier / contractor fails to fulfil the requirements of the agreement, the Bank reserves right to debar/disqualify the bidder / vendor / supplier / contractor from participating in any empanelment or from supplying the order / items to the Bank for a period of three years. However, before doing so the Bank may give a show cause



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notice to the bidder / vendor / supplier / contractor and consider reply, if any, submitted by the bidder / vendor / supplier / contractor to such notice. The decision of the Bank shall be final in this regard.

22. The Bank and the bidder / vendor / supplier / contractor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them in connection with the contract. If after thirty days from the commencement of such informal negotiation, Reserve Bank of India, Lucknow and the tenderer are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration by invoking the provisions of the "Arbitration and Conciliation Act, 1996" by appointing sole arbitrator with the mutual consent of the parties. In case the parties do not agree to the appointment of sole arbitrator, each party shall appoint its arbitrator and the arbitrators so appointed shall appoint a presiding arbitrator to decide the dispute between the parties under contract. The decision of the arbitrator shall be final and binding upon the parties. The provisions of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder shall govern the arbitration proceedings. The venue of the arbitration shall be at Lucknow.

23. All legal suits, actions or proceedings relating to or arising out of the agreement / contract shall be subject to jurisdiction of courts/tribunals at Lucknow only.

24. The bidder / vendor / supplier / contractor shall not disclose directly or indirectly any information materials and details of the Banks, infrastructures/ systems/ equipments etc. which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all time hold the same in strictest confidence. The bidder / vendor / supplier / contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it to comply with applicable laws. The bidder / vendor / supplier / contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper to elsewhere without the previous written consent of the Bank. The bidder / vendor / supplier / contractor shall indemnify the bank for any loss suffered by the Bank 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 bidder / vendor / supplier / contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The bidder / vendor / supplier / contractor shall take all appropriate action with respect to its employees to ensure that the obligation of non- disclosure of confidential information under the agreement are fully satisfied.



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25. The provisions and laws relating Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 shall be applicable. The bidder / vendor / supplier / contractor shall be responsible for educating its employees or agents or suppliers about prevention of sexual harassment at work place and related issues.

26. Hindi Version of this document is for ready reference only. In case of any doubts/differences arising with reference to the interpretation of any clause of this document, English version of this document shall prevail for the same.

27. All the expenses required for execution of the contract shall be borne solely by the bidder / vendor / supplier / contractor for the purpose of this notification.

28. Terms and conditions stated herein in this document are indicative only and separate contract / agreement shall be signed by the successful / empaneled vendors / suppliers/ contractors for the purpose. Terms and conditions shall be set solely at the discretion of the Bank for the purpose and successful / empaneled vendors / suppliers/ contractors shall have no objection in this regard.

29. Photocopy of the following documents should be attached along with this application form otherwise application will be rejected:

- (A) PAN Card
- (B) Audited Balance Sheet / Audited Annual Turnover Certificate (Last Three Years)
- (C) GSTN Certificate
- (D) Firm/Company Registration certificate
- (E) Trade Licence
- (F) Banker Certificate
- (G) Cancelled Cheque

I/We agree to supply Issue Department, Reserve Bank of India, Lucknow Store items on the above terms and conditions.



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Place _____

Date _____

Signature with Seal:

Name:

Firm's Name:



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Annexure – I

Application for Empanelment of suppliers for supply of Issue Department store items

Sr. No.	Particulars	To be submitted by applicant
1	Name of the Firm / Company	
2	Year of Establishment	
3	Constitution of the suppliers (Proprietorship/Partnership/Company)	
4	Name/s & Permanent Address of Proprietor/Partner/company (if Office address is different)	
5	Phone no (O)/ Mobile no	
6	Email ID	
7	Registration No./Trade License No. (Along with copy of the same)	
8	Business activities	
9	Income Tax Registration (Y/N) status and PAN No./TAN No.	
10	GST Registration No.	
11	Name of Bankers and their addresses	
12	Bank account details... A/c No., IFSC Code, Bank name & Branch name	
13	Permanent Address of Firm's Registered Office	
14	Annual Turn-over of the Firm during last 3 years (Along with attested copy of the same)	



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15	The Legal Status in respect of the Business/Details, if any court case / inquiry / investigation continues	
16	Are you associated with RBI in any other contract at present or in the past? If yes, give details. Have your firm / company been debarred / disqualified by any Public Sector Undertakings / Government / Private Organizations. If Yes. Provide the details with detailed reasons for the same.	
17	Whether applicant or any person associated with the firm is a near/close relative of any staff of RBI? If yes, give details	
18	I/We wish to supply the following items [Please provide the Sl. no. of the items as per Annexure – II]	

Place _____

Date _____

Signature with Seal



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Annexure – II

List of Store Items

SI No	Name of Store Item
1	Transparent plastic bags
2	Steel Strapping 5/8" Width
3	Strapping Sealer Machine
4	Hammer with Nail puller
5	Good Quality Tin Cutter
6	Plastic strapping strip
7	Plastic Mix Sack
8	Iron Nails- 2"/2.5"/3"
9	Hammer with Ball point
10	Good Quality Screwdriver
11	Seal for Plastic Strapping
12	Padlocks (Godrej) – 8 Levers
13	Padlock (Godrej) – 07 Lever
14	Padlocks (Godrej) – 6 Levers
15	Transparent small size Plastic Bag along with sealer for storing Coins
16	Good Quality Scissor-Big Size
17	Iron Strip Cutter



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18	Good Quality Hand Gloves
19	Plastic Bag (Transparent)
20	Magnifying Glass
21	Jute Twine
22	Good Quality Disposable Face Mask (Three Layer)
23	Rubber Bands
24	Ink Ribbon Cartridge
25	Brown Tape
26	Heat Sealing Roll
27	Transparent Plastic Trays
28	Transparent Plastic Dustbin (big)
29	Transparent Hand Gloves(Canvas Cloth)
30	Key Purse (5"/6"/10")
	Any other item as and when need arises



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Annexure - III

(This declaration should be typed in the company's Letter head)

The signed declaration given by the applicant

1. I/we read the Application Form/format and the relevant instructions, and I/We understand that my/our agreement/contract entered into with Reserve Bank of India will stand invalid if any information is found false at any time in future.
2. I/we agree that the decision of Reserve Bank of India, Lucknow shall be final and binding in respect of final selection of suppliers. I/We also agree that I/We shall raise no objection in this regard.
3. To the best of my/our knowledge, the information furnished in [Annexure – I](#) are fully true and correct.
4. I/we agree that I/we will have no objection if any verification is carried out in respect of the work done by me/us.

Place _____

Date _____

Signature with Seal:

Name:

Firm's Name:



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Annexure – IV

Past Experience

The work experience of last 5 years in respect of assignments in other organizations (extra page may be added to furnish **Past experience**).

Nature of assignment	Organization Name	Address of Organization	Contact no. of the Organization	Amount of contract	Work Status - Complete (Y/N)	Whether the work had been carried out in time (Y/N)

Place _____
Date _____