



## Reserve Bank of India Chennai

### Notice Inviting Tender:

Reserve Bank of India, Chennai invites e-Tenders for the work – “**Empanelment for Supply of cleaning materials for Main Office Premises and various residential colonies of Reserve Bank of India, Chennai Panel year 2022-2025**”. The tendering process will be done only through the e-Tendering portal of MSTC Ltd (<http://mstcecommerce.com/eprchohome/rbi>). All interested bidders shall, register themselves with MSTC Ltd, through the above-mentioned website to participate in the tendering process.

#### **The schedule of e-Tender is as follows:**

a. e-Tender No.	RBI/Chennai/Estate/275/21-22/ET/371
b. Mode of Tender	e-Procurement System (Online Part I - Technical Bid and Part II – Financial Bid on <a href="http://www.mstcecommerce.com/eprchohome/rbi">www.mstcecommerce.com/eprchohome/rbi</a> )
c. Date of NIT (full form) available to parties for download	From 17:00 hours on January 03, 2022
d. The estimated value of the contract per annum	Rs.8,00,000/- (Rupees Eight Lakh only).
e. Transaction fees	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway /NEFT/RTGS in favour of MSTC LIMITED
f. Earnest Money Deposit (EMD)	Each bidder may deposit Earnest Money Deposit amount of Rs. 16,000/- for participating in the bidding.  Note: MSEs having Udyam Registration Number (Udyog Aadhar Memorandum Number) are exempted from submission of EMD amount.
g. Last date of submission of EMD.	January 31, 2022, by 2:00 PM (14:00 hours IST)
h. Date of Starting of e-Tender for submission of online Technical Bid and financial bid at	From 4:00 PM hours on January 20, 2022, <a href="http://www.mstcecommerce.com/eprchohome/rbi">www.mstcecommerce.com/eprchohome/rbi</a>
i. Date of closing of online e-tender for submission of Technical Bid and Financial Bid	January 31, 2022, by 3:00 PM (15:00 hours IST)

j. Date & time of opening of Part-I (Technical Bid)	January 31, 2022, at 04:00 PM (16:00 hours IST)
k. 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 eligible by RBI, Chennai. Such bidder(s) will be intimated date of opening of Part-II: Financial bid, through valid email confirmed by them.

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

**The Regional Director  
Reserve Bank of India  
Chennai**



## **Reserve Bank of India**

**Chennai – 600 001**

### **Empanelment for Supply of cleaning materials for Main Office Premises and various residential colonies of Reserve Bank of India, Chennai Panel year 2022 to 2025**

Reserve Bank of India, Chennai invites applications from reputed suppliers for 'Empanelment of vendors for supply of cleaning materials for Main Office Premises and various residential colonies of Reserve Bank of India, Chennai'. The tendering will be done under the two – bid system (technical & financial bid) through the e-Tendering portal of MSTC Ltd (<https://mstcecommerce.com/eprochome/rbi/>). All interested companies/agencies/firms must register themselves with MSTC Ltd. through the above-mentioned website to participate in the tendering process.

2. For more details please visit *TENDERS* link on our website [https://www.rbi.org.in/Scripts/BS\\_ViewTenders.aspx](https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx). The last date for submission of e-tender on MSTC portal is January 31, 2022 before 3 PM (15:00 hours IST). The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

3. Any amendments / corrigendum to the tenders, if any, issued in future will only be notified on the RBI Website ([https://www.rbi.org.in/Scripts/Bs\\_ViewTenders.aspx](https://www.rbi.org.in/Scripts/Bs_ViewTenders.aspx)) and MSTC Website as given above and will not be published in the newspaper.

S M N Swamy  
Regional Director



## **DISCLAIMER**

Reserve Bank of India, Estate Department, Chennai has prepared this document to give background information on the Agreement to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non-binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the Agreement or to change the configuration of the Agreement, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of the cost of any type will be paid to person or entities expressing interest.



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Empanelment for supply of cleaning material to the Office Premises and various residential colonies of the Reserve Bank of India, Chennai



## Reserve Bank of India

No.16, Rajaji Salai, Fort Glacis

Chennai – 600 001

### Empanelment for Supply of cleaning materials for Main Office Premises and various residential colonies of Reserve Bank of India, Chennai Panel year 2022-2025

E-tender No: RBI/Chennai/Estate/275/21-22/ET/371

#### Part I – Technical Bid

Name of the bidder : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Last Date of Submission : January 31, 2022, till 15:00 hours (IST)**

**Date of Opening Part-I Tender : January 31, 2022, at 16:00 hours (IST)**



### **Notice Inviting Tender (NIT)**

Reserve Bank of India (the Bank), Chennai Regional Office, intends to prepare a panel of Vendors/Suppliers for supply of cleaning materials to the Office Premises and various residential colonies of the Reserve Bank of India, Chennai. The panel is expected to remain operational for a period of three years subject to satisfactory performance.

2. The Bank invites applications from such vendors/suppliers (with sufficient experience of supplying cleaning materials) who are interested in inclusion in the panel under **two-part bidding** through e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid on <https://www.mstcecommerce.com/eprochome/rbi/>). Interested companies/firms shall download the tender forms from the Bank's website [www.rbi.org.in](http://www.rbi.org.in) (under "Tenders" column) from January 03, 2022. The filled-in tender form should be uploaded on the MSTC Portal latest by 3.00 pm (15:00 hours IST) on January 31, 2022. Any rectification/clarification regarding the above tender will be published only on our website. i.e., [www.rbi.org.in](http://www.rbi.org.in) and MSTC Website as given above and will not be published in the newspaper.

3. An indicative list of the cleaning materials to be procured is placed at [ANNEX IV](#). Based on this indicative list, the tenderer needs to submit the Financial Bid wherein the maximum average discount offered in percentage on MRP for the entire lot should be quoted. Tenderers may note that the Financial Bid has to be uploaded separately.

4. The expected Annual Procurement is approximately Rs.8,00,000/- (Rupees Eight Lakh only).

#### 5. Pre-qualification criteria-

Sl. No	Criteria	Requirement
i	Past experience and Service Set-up	The Agency should have a Minimum of 5 Years of experience as on <b>December 31, 2021</b> in supply of cleaning materials.  The Agency should <b>mandatorily</b> have an office (Registered/ corporate/ branch/ Zonal representative/ liaison) at <b>Chennai</b> . Documentary proof for the same to be submitted.



ii	Minimum value of each completed work (qualifying)	Experience of having successfully completed similar works during last 5 years ending <b>December 31, 2021</b> should be either of the following: <ul style="list-style-type: none"><li>• <b>Three</b> similar works each costing not less than the amount equal to <b>40%</b> of the approximate annual procurement i.e.<b>Rs.3,20,000/-each</b></li><li><b>Or</b></li><li>• <b>Two</b> similar works individually costing not less than the amount equal to <b>50%</b> of the approximate annual procurement i.e., <b>Rs.4,00,000/- each</b></li><li><b>Or</b></li><li>• <b>One</b> similar work costing not less than the amount equal to <b>80%</b> of the approximate annual procurement i.e., <b>Rs.6,40,000/-</b>.</li></ul> <p><b>Note:</b> Agency is advised to submit documentary evidences in anyone of the three ways as suggested above.</p>
iii	Yearly turnover	Should have a minimum annual turnover of an amount equal to the estimated work, i.e. Rs. 8,00,000/- per year, during the last 3 years i.e., up to <b>March 31, 2021</b>
v	Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work, for an amount equal to the estimated work, i.e. Rs. 8,00,000/-.

6. Tenderers falling under the Micro and Small Enterprises (MSEs) category and having Udyam Registration Number (Udyog Aadhar Memorandum Number), irrespective of the category are exempted from submission of EMD (Earnest Money Deposit) . To avail these benefits, the tenderer will have to upload a valid Udyog Aadhar certificate, necessary proof to the effect that it is a MSE with the Technical Bid Form. However, no exemption is granted for paying the tender (MSTC) fees, security deposit, etc.

Note: Applicant who are debarred or whose performance are found poor during last 3 years by the any government institute/PSU/Semi Government organization will not be eligible to apply or if they had applied for empanelment their application will be rejected.

7. Enclosures/ Mandatory Documents required with the Application format specified at [Annex I](#) -





- i) Copy of certificate of incorporation (in case of companies registered under the Companies Act, 1956)/ Registration Certificate (in case of partnership firms and proprietary concerns)
- ii) Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/Partnership Deed (in case of partnership firms)
- iii) Income Tax Clearance Certificate (MANDATORY even in case of Sole Proprietorship)
- iv) Banker's certificate from the supplier's banker as per the format in [ANNEX II](#).
- v) Copies of the balance sheets for the last three financial years, duly certified by a Chartered Accountant.
- vi) Client's certificate as per the format in [ANNEX III](#).
- vii) Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made to organizations to support your experience details as mentioned under 5(b) of the Notice Inviting Tenders (NIT).
- viii) A copy of the GST registration certificate.
- ix) A copy of PAN allotted to the supplier.
- x) MSE registration certificate, if applicable.

8. Each bidder may deposit an Earnest Money Deposit amount of Rs. 16,000.00 for participating in the bidding. The vendors will have to pay the EMD via NEFT/RTGS only. The EMD of unsuccessful vendors shall be returned within 30 days from the completion of the empanelment process. The EMD of the successful vendors shall be returned on receipt of Security deposit @ 5% of the contract value i.e. Rs. 40,000/-. The successful vendors shall submit a security deposit in the form of Demand Draft (DD) or online transfer (NEFT/RTGS) to RBI A/c. It may be noted that no interest shall be paid on EMD/Security Deposit.

9. The Bank reserves the right to accept any or reject any or all the applications received without assigning any reasons.

SMN Swamy  
Regional Director  
Reserve Bank of India  
Chennai



### **Schedule of Tender (SOT)**

a. e-Tender No.	RBI/Chennai/Estate/275/21-22/ET/371
b. Mode of Tender	e-Procurement System (Online Part I - Technical Bid and Part II – Financial Bid on <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )
c. Date of NIT (full form) available to parties for download	From 17:00 hours on January 03, 2022
d. The estimated value of the contract per annum	Rs.8,00,000/- (Rupees Eight Lakh only).
e. Transaction fees	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway /NEFT/RTGS in favour of MSTC LIMITED
f. Earnest Money Deposit (EMD)	Each bidder may deposit Earnest Money Deposit amount of Rs. 16,000/- for participating in the bidding. Note: MSEs having Udyam Registration Number (Udyog Aadhar Memorandum Number) are exempted from submission of EMD amount.
g. Last date of submission of EMD.	January 31, 2022, by 2:00 PM (14:00 hours IST)
h. Date of Starting of e-Tender for submission of online Technical Bid and financial bid at	From 4:00 PM hours on January 20, 2022, <a href="http://www.mstcecommerce.com/eproc/home/rbi">www.mstcecommerce.com/eproc/home/rbi</a>
i. Date of closing of online e-tender for submission of Technical Bid and Financial Bid	January 31, 2022, by 3:00 PM (15:00 hours IST)
j. Date & time of opening of Part-I (Technical Bid)	January 31, 2022, at 04:00 PM (16:00 hours IST)
k. 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 eligible by RBI, Chennai. Such bidder(s) will be intimated date of opening of Part-II: Financial bid, through valid email confirmed by them.

**Note: Vendors may pay EMD via NEFT, IMPS only.**



## **Important Instructions for E-Procurement**

Bidders are requested to read the terms & conditions of this tender carefully before submitting their applications.

### **Process of E-tender:**

**Registration:** The Registration process involves vendor's registration with the 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 Technical Bid will be done over the internet. The Vendor should possess Class-III signing type digital certificate. Vendors are to make their arrangement for bidding from a PC connected with the Internet. RBI/MSTC is not responsible for making such an arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE:** THE TECHNICAL BID HAS TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi)

1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU/Govt depts. → Select RBI Logo. → Register as Vendor -- Filling up details and creating own user id and password → Submit.

2) 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, vendors may contact RBI/MSTC, (before the scheduled time of the e-tender).

### **Contact person (RBI):**

1. Shri. P Chandrasekar (Manager, Estate Department)  
044-2539 9027 ([pchandrasekar@rbi.org.in](mailto:pchandrasekar@rbi.org.in))
2. Shri. Rajesh Bonagiri (Assistant Manager, Estate Department)  
044-2539 9066 ([rajeshbonagiri@rbi.org.in](mailto:rajeshbonagiri@rbi.org.in))

### **Contact person (MSTC Ltd):**

1. Shri. V Ganesh Moorthy-9176616410
2. Shri Shanmugam - 9176397264



3. MSTC Help Line: 7338878731

Google hangout ID- (for text chat) - [mstceproc@gmail.com](mailto:mstceproc@gmail.com)

**System Requirements:**

1. Windows 7 or above Operating System.
2. IE-7 and above Internet browser.
3. Signing type digital signature.
4. Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable “Protected Mode” for Digital Signature Certificate(DSC) to appear in the signer box, the following settings may be applied.

- Tools=>InternetOptions=>Security=>DisableprotectedModeifenabled-i.e, Remove the tick from the tick box mentioning “Enable ProtectedMode”.

**Other Settings:**

- Tools => Internet Options => General => Click on Settings under “browsing history/Delete Browsing History”=>Temporary Internet Files=>Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page [www.mstcecommerce.com](http://www.mstcecommerce.com) once)

The Technical Bid may be submitted online at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi). Tenders will be opened electronically on the specified date and time as given in the Tender.

All entries in the tender should be entered online in technical formats without any ambiguity.

**Special Note towards Transaction fee:**

The vendor shall pay the transaction fee using “**Transaction Fee Payment**” link under “My Menu” in the vendor login. The vendor may select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making any changes in the same. On selecting Online Payment, the vendor shall have the provision of making payment using Credit/ Debit Card/ Net Banking. Once the payment gets credited to



MSTC's designated bank account, the transaction fee will be auto authorized and the vendor will be receiving a system generated mail. **The transaction fee is non-refundable.** A vendor will not have access to online e-tender without making the payment towards transaction fee.

**NOTE:**

Bidders are advised to remit the transaction fee well in advance before the closing time of the event to give themselves sufficient time to submit the bid.

Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, the vendors are required to ensure that their Email ID provided is valid and updated at the time of registration of the vendor with MSTC. Vendors are also requested to ensure the validity of their **DSC (Digital Signature Certificate)**.

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

**Earnest Money Deposit (EMD):**

**Earnest Money Deposit (EMD)** shall be remitted to the Bank Account of Reserve Bank of India via NEFT/RTGS on or before 2:00 PM (14:00 hours IST) on January 31, 2022. The account details for NEFT/RTGS transactions are as follows.

- **Beneficiary Name: RBI CHENNAI**
- **IFSC: RBIS0CNPA01 (5th and 10th digit is Zero)**
- **Account No.: 8693309**
- **Please Write "EMD – ESTATE Tender– <company name>" in narration**

Proof of remittance with transaction number (Scanned copy) shall be attached/uploaded in MSTC website. The bidders are advised to send the proof of remittance with transaction number (scanned copy) to the email ID: [estatechennai@rbi.org.in](mailto:estatechennai@rbi.org.in).

**Bidding in e-tender:**

- a) The process involves Electronic Bidding for submission of Technical Bid.
- b) The vendor(s) who have submitted transaction fee can only submit their Technical Bid through the internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com)  
→ e-procurement → PSU/Govt depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.
- c) The vendor should have running JAVA application. This exercise has to be done



- immediately after the opening of Bid floor. Then they need to fill up Common terms/Commercial specification (if any) and save the same. After that, they should click on the Technical bid. If this JAVA application does not run, then the vendor will not be able to save/submit his Technical bid.
- d) After filling the Technical Bid, the vendor has to click 'save' for recording the same. and the vendor has to click on the "Final submission" button to register the bids
  - e) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.
  - f) In all cases, vendors are advised to use their ID and Password along with Digital Signature at the time of submission of their bids.
  - g) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
  - h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
  - i) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Buyer and the Vendor for the execution of supply.
  - j) All the bids must be mandatorily submitted with digital signature certificate otherwise the same will not be accepted by the system.
  - k) The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
  - l) No deviation in the terms and conditions of the tender document is acceptable.
  - m) Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions of the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
  - n) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s) without assigning any reasons thereof.
  - o) Vendors are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprochome](http://www.mstcecommerce.com/eprochome) to familiarize themselves with the system before bidding.



**Terms and conditions for empanelment of Vendors/Suppliers for  
supply of cleaning materials  
Panel year 2022-2025**

**1. Scope of Work –**

- a. The vendors have to submit the Part I – Technical Bid and Part II - Financial Bid on [www.mstcecommerce.com/eprochome/rbj](http://www.mstcecommerce.com/eprochome/rbj). The Part-II Financial Bid of the eligible vendors qualified in Part-I will be opened on MSTC portal (online only) on a subsequent date after intimation to all the eligible bidders.
- b. Vendors must register themselves with MSTC portal for submission of Part I -Technical Bid and Part II - Financial Bid on [www.mstcecommerce.com/eprochome/rbj](http://www.mstcecommerce.com/eprochome/rbj).
- c. The Bank will enter into an annual purchase contract with one or more suppliers who offer the maximum average discount on the lot of specified items.
- d. The suppliers will supply the cleaning materials after deducting agreed discount on MRP in the stipulated time and at the specified place based on the indents issued by the Bank.
- e. **It may be noted that the Bank is not bound to procure all its requirements of cleaning materials only from the supplier offering the highest discount.**

**2. Pricing–**

- a. In response to the Bank's Part-II Financial Bid, the supplier should quote the maximum average discount on the retail price (MRP) printed on the lot of specified items, in percentage term in respect of all items of supplies to be made under the Contract irrespective of their brands or manufacturers.
- b. It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the supplier.
- c. The supplier will also have to bear all the overheads & expenses etc. connected with proper packaging, carting, transportation etc. in connection with the supply to the Office or the residential colonies of the Bank as specified.
- d. The supplier will also have to bear MSTC portal charges for participation in the bidding process at the time of RFQ.





- e. The Bank will only pay the labelled MRP minus agreed discount allowed thereon.
  - f. The quoted offer shall remain valid for the entire duration of the contract.
- 3. Period of Contract –**
- a. The period of empanelment shall be for a period of three years subject to review of satisfactory performance on a yearly basis.
  - b. In respect of the annual purchase contract, supply orders will be placed against the contract up to the last date of the contract.
  - c. Orders received even on the closing date should be honoured in accordance with the terms of the contract even though the last date of the contract may have expired on the date of supply of the cleaning materials.
- 4. Clarification(s) regarding Tender Document, Pre-Bid meeting –**
- a. Bidder(s) requiring any clarification of this document shall contact the Bank in writing at the email address mentioned in this document.
  - b. The Pre-bid meeting is not considered necessary, in case of any query, bidders may clarify the issues telephonically, through email or in-person as per the contacts furnished in this document.
  - c. The bidder(s) shall raise queries, if any, via- email to [pchandrasekar@rbi.org.in](mailto:pchandrasekar@rbi.org.in), [rajeshbonagiri@rbi.org.in](mailto:rajeshbonagiri@rbi.org.in), and CC to [skrishnakumar@rbi.org.in](mailto:skrishnakumar@rbi.org.in) on or before January 14, 2022. The clarifications for the queries received will be suitably uploaded on RBI's website and MSTC Website as given above and will not be published in the newspaper.
- 5. Amendment to the tender document –**
- a. At any time before the deadline for submission of tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website ([www.rbi.org.in](http://www.rbi.org.in)) / MSTC e-portal.
  - b. Any amendments/corrigendum issued shall be a part of this document.
  - c. To give prospective bidder(s) reasonable time in which to take any/all amendments/corrigendum into account in preparing their bids, the Bank may, at its discretion, extend the deadline for the submission of tenders.
- 6. Cost of tendering –** The bidder(s) shall bear all costs associated with the preparation and submission of tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.





**7. Documents comprising the bid – The bid shall comprise the following:**

- a. Notice Inviting Tender
- b. Technical Bid Details
- c. Financial Bid Details (To be uploaded separately)
- d. Earnest Money Deposit

Intending bidder(s) must deposit a sum of Rs. 16,000/- (Rupees Sixteen Thousand only) with the Reserve Bank of India, Estate Department, Chennai by NEFT to following A/c:

- **Beneficiary Name: RBI CHENNAI**
- **IFSC: RBIS0CNPA01 (5th and 10th digit is Zero)**
- **Account No.: 8693309**

**8. Letter of Tender – The bidder(s) shall submit the tender using the digital class 3 signature via the e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.**

**9. Documents establishing the Qualifications of the Bidder(s) – To establish its qualifications to perform the Agreement under Para 7 of Notice Inviting Tender, the bidder(s) shall provide the information in the format prescribed.**

**10. Period of Validity of Bids –**

- a. The Bid validity period shall be 180 days from the last date of the submission of Bid.
- b. In exceptional circumstances, before the expiration of the tender validity period, the Bank may request bidder(s) to extend the period of validity of their tenders. The request and the responses shall be made in writing.

**11. EMD as Bid Security –**

- a. Bidder(s) need to submit necessary EMD and transaction fees to be eligible to bid online in the e-tender.
- b. No interest will be paid on the EMD.
- c. The EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. Tenders without EMD will not be accepted under any circumstances.

**12. EMD shall be exempted for bidders falling under the Micro and Small Enterprises (MSEs) category and having Udyam Registration Number (Udyog Aadhar Memorandum Number)**



**13. Procedure for application –**

- a. All pages of the documents must be signed by an authorized person on behalf of the firm along with seal at the bottom and uploaded on the **MSTC portal**.
- b. Applicants should ensure that copies of all relevant documents are enclosed with the tender document. Vendors/Suppliers are required to preserve the originals of documents ready for verification by the Bank at any point of time.
- c. The application will have to satisfy the pre-qualification criteria as decided by the Bank with documentary evidence. In the event of their failure to do so, the Bank reserves the right to refuse to consider their application. Falsification/suppression of information shall lead to disqualification of the bidder/ cancellation of the contract even after the award of work/during the currency of the contract.
- d. The **Technical Bid** along with the Annexures and the **Financial Bid** should be **uploaded** on the MSTC portal **separately**.
- e. Eligible suppliers may submit applications online by not later than January 31, 2022, till 3 PM (15:00 hours IST).
- f. The Bank is not responsible for non-submission of application within the specified date and time due to any reasons. No bid after the deadline shall be allowed on the portal.
- g. The Bank may, at its discretion, extend the deadline for the submission of tenders by amending the tender Document.
- h. All costs in connection with the submission of the tender documents shall be borne by the applicant.
- i. No deviations/ conditions shall be stipulated by the bidder in either technical or financial bids. Conditional tenders will not be accepted and will be summarily rejected.

**14. Tender opening –** The Bank shall open the tender (Part-I Technical Bid) electronically on the notified date and time i.e. on January 31, 2022 at 04:00 PM.

**15. Confidentiality –** Information relating to the evaluation of tenders shall not be disclosed to bidder(s) or any other person not officially concerned with such process until information on the award of the contract is communicated to all bidder(s).

**16. Clarification of Tenders –**



- a. To assist in the examination, evaluation, comparison of the bids and qualification of the bidder (s), the Bank may, at its discretion, ask any bidder (s) for a clarification of its tender, allowing a reasonable time for response. Any clarification submitted by a bidder(s) that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the tenders.
- b. If a bidder(s) does not provide clarifications of its bid by the date and time set in the Bank's request for clarification, the bid shall be liable to be rejected.

**17. Process of Empanelment –**

- a. The vendor is required to register with the MSTC e-procurement portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)). The Vendor should possess Class III signing type digital certificate from MSTC and shall submit the Technical bid online.
- b. Opening of the technical bid will be done online at the specified date and time.
- c. The financial bids of the vendors qualifying in Technical Bid will be opened online at a later specified date and time.
- d. The Bank will empanel the vendors who qualify in Technical bid.
- e. Bank's decision in this regard will be final and binding.

**18. Notification of acceptance–**

- a. The Reserve Bank of India, Chennai, shall use the evaluation criteria indicated above at para 16.
- b. The Bank will communicate acceptance of the application by letter.
- c. The Bank reserves the right to accept any or reject any or all the application without assigning any reason.
- d. The Bank reserves the right to avail of the services of one or more Vendors/Suppliers for the same item of supply.

**19. Notification of Award –**

- a. The bidder(s) who qualifies the Technical Evaluation including site visit evaluation and is 'L1' in Financial Bid shall be awarded the tender.
- b. Until a formal agreement is prepared and executed, the notification of award shall constitute a binding agreement. The successful bidder(s) shall take over entire work within 7 days of notification of award of work.



20. **Signing of Agreement** – The successful bidder(s) shall execute an agreement with the Bank on Non-Judicial stamp paper of value (as applicable) within 15 days of award of work. The stamp duty shall be borne and paid by the bidder. However, the issue of work order by the Bank shall be considered as binding Agreement, as though such an agreement has been executed and all the terms and conditions shall apply on this Agreement. The agreement and rates will be valid for a period of 1 year.
21. **Performance Security** –
- a. The successful bidder shall submit a Demand Draft (DD) or through NEFT/RTGS, a security deposit of Rs. 40,000/- (Rupees Sixty Thousand Only).
  - b. Failure of the successful bidder to submit the security deposit of Rs. 40,000/- or to sign the agreement shall constitute sufficient grounds for the annulment of the award, forfeiture of the EMD and delisting of such bidder.
  - c. The security deposit shall be released without interest after 2 months of satisfactory completion of the agreement period. No claim shall be made against the Bank in respect of interest on the Security Deposit.
  - d. The amount of Security Deposit shall be liable to be forfeited if the provisions indented by the bank are not supplied or the provisions/items provided by the supplier/vendor against the indents placed on them in pursuance of this contract are subsequently found to be not conforming to adequate quality or up to the mark.
22. **Indent and delivery of supplies** –
- a. On receipt of indent for supply from the Bank, the delivery of supplies in full shall be made at the indicated premises of the Bank or the residential colony of the Bank to which the indent pertains, during the working hours, as soon as possible but not later than seven days.
  - b. In case, the brands specified for the cleaning materials in the indicative list are not available, the brand shall be substituted only after prior written (e-mail/letter) confirmation from the Bank.
  - c. The supplier should have complete information on the delivery persons engaged by them and ensure that only persons having a clean police record are deployed for RBI duty. The supplier shall arrange to provide the Bank with details of the delivery persons (with photographs) and RC Copy of vehicle entering the Bank premises for delivering the order.



- d. Bank reserves the right to demand change of delivery staff if warranted. In case of leave taken by any delivery staff, it will be the responsibility of the vendor to ensure uninterrupted service/substitute arrangement. However, frequent change in the personnel may be avoided.
23. **Penalty** – The Bank reserves the right to levy a penalty if there is deterioration in the service provided or poor/deficient service, insolvency, irregular activities, unsatisfactory/ deficiency in the quality of material, hygiene, etc. In case of any dispute in this regard, the decision of the Bank shall be final and binding. In such a scenario, the security deposit made by the supplier will be forfeited.
24. **Termination Policy** –
- a. The Bank also reserves the right to terminate the contract by giving a notice of 15 days without assigning any reasons thereof.
- b. Mutual Termination: The supplier who wishes to terminate the contract by mutual agreement shall give notice by assigning the reason(s) thereof. On acceptance by the Bank, the contract may be mutually terminated after a period of 30 days from the day of acceptance by the Bank.
25. **Non-Disclosure clause** - The agency shall not disclose directly or indirectly any information or materials and details of the Bank's structure/systems/equipment etc. which may come to possession or knowledge of the agency while discharging its contractual obligations in connection with this agreement to any third party and shall at all times hold the same in the strictest confidence. The agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The agency 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 Bank. The agency shall indemnify the Bank for any loss suffered by the employer as a result of the disclosure of any confidential information. Failure to observe the above shall be treated as a breach of contract on the part of the agency, the Bank shall be entitled to claim damages and pursue legal remedies. The agency shall take all appropriate actions concerning its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The agency's obligation for non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
26. **Presentation of bills** –



- a. The supplier shall present the bill to the office for the supplies made. The bill should clearly indicate the details of the supplies made such as the name of the item, quantity, rate, discount amount, name of the manufacturer, batch number, date of manufacture and expiry date (if any), indent no. with date etc. and any other information required by the Bank.
  - b. The bill shall be supported by the original indent along with the certificate from the authorized official of the Bank receiving the delivery under his/her signature, with date, seal of the office for receipt of the items indented.
  - c. Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.
27. **Payment Terms** -Payment of the bills presented, will normally be arranged within one month from the date of presentation of the bill subject to the correctness of the bill along with the supported documents as mentioned in the tender document. However, the supplier shall make no claim from the Bank in respect of interest or damages in case the payment is delayed for any unforeseen reason. The payment will be made through NEFT/RTGS for which the supplier needs to submit the requisite details such as bank address, account number, IFSC Code, PAN details, etc.
28. **Corrupt, fraudulent or unethical practices –**
- a. The Bank requires that the supplier observes the highest standards of ethics during the procurement and execution of the contract for supply of cleaning materials. The cleaning materials to be supplied in terms of this tender should be of the best quality and as per the brands indicated. In pursuance thereof, the following provisions are set forth:
    - i. The supplier 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 contract execution.
    - ii. The supplier shall not resort to misrepresentation of facts, any act or omission that knowingly or recklessly misleads, or attempts to mislead, to influence the empanelment process or execution of a contract to the detriment of the Bank.
    - iii. The supplier shall not resort to coercive practice i.e. impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
    - iv. The supplier shall not indulge in collusive practice wherein an arrangement between two or more parties is designed to achieve an



improper purpose, including influencing improperly the actions of another party.

- v. The Bank will declare a supplier ineligible, either indefinitely or for a specified period of time, for the award of contract, if at any time, it determines that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- b. The Bank may, without prejudice to any other remedy for breach of contract, at its sole discretion, terminate the contract in whole or part in respect of any supplier for any of the following reasons –
  - i. supply of sub-standard/spurious/substitute cleaning materials;
  - ii. delay in supply /refusal to supply/non-supply of materials;
  - iii. overcharging in the bill;
  - iv. in case it is found that for any particular item in the indent, the date has expired or is near the date of expiry;
  - v. if the supplier fails to perform any other obligation(s) under the contract;
  - vi. in the judgement of the Bank, it has engaged in corrupt and fraudulent practices; and
  - vii. poor/deficient service in terms of on-time delivery.
- c. If any such case indicated in (b) above is noticed during subsequent scrutiny after or before the payment, then the supplier shall refund the disputed/excess amount already paid by the Bank, replace the materials in question. The Bank may stop payments due or recover the cost of such supplies from the amounts due to the supplier.
- d. The arrangements with the vendors/suppliers shall also stand terminated in the case of their insolvency or them entering into any arrangement/compensation with their creditors.
- e. The Supplier 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 the supplier’s employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Bank and the Supplier shall ensure appropriate action under the said Act in respect to the complaint”. Any complaint of sexual harassment from any aggrieved employee of the supplier against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The supplier shall be responsible for any monetary compensation that may need to be paid in case the incident involving the





employees of the supplier, for instance, any monetary relief to Bank's employee, if sexual harassment by the employee of the supplier is proved by the Committee. The supplier shall be responsible for educating its employees about the prevention of sexual harassment at workplace and related issues.

29. **Indemnity** – The supplier 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 supplier in the 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 supplier for anything done or committed to be done in the execution of this contract.

30. **Contract Labour -**

- a. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.
- b. The workmen should be paid the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder. Besides, the workmen should be given Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen's Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.
- c. The Contractor shall maintain all records and legal documents up dated as per prevailing statute and have to produce before the management / statutory authorities as and when asked for.
- d. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the contract labour/workers/employees. In the event of the Bank as the Principal Employer being required/called upon to pay any amount to the contract labour/workers/employees engaged by the contractor due to lapse or default on his part in discharging his obligation in





terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.

**31. Sub-contracting and Intermediaries–**

- a. The supplier shall not engage any agent or enter into sub-contract with any other supplier for executing the supply order.
- b. Each bidder (each member in the case of partnership firm / joint venture/ consortium) is required to confirm and declare with the bid that no agent, middlemen or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the Bank subsequently finds to the contrary, it reserves the right to declare the bidder as non-compliant and declare the contract, if already awarded to the bidder, to be null and void.

**32. Dispute Resolution and Arbitration –**

- a. In the event of any question, dispute/ difference arising under the agreement or in connection therewith (except as to matters the decision of which is specially provided under the agreement), the same shall be referred to the sole arbitrator appointed by the Regional Director, RBI, Chennai or his/ her nominee.
- b. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or being unable to act for any reason whatsoever, the Regional Director, RBI, Chennai shall appoint another person to act as arbitrator in place of the out-going arbitrator and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by its predecessor.
- c. The arbitrator shall give interim awards and / or directions, as may be required.
- d. The aforesaid provisions of the Arbitration and Conciliation Act, 1996 and the rules made thereunder and any modification thereof, from time to time being in force, shall be deemed to apply to the arbitration proceedings under this clause.

**33. Jurisdiction:** This agreement shall be subject to the jurisdiction of the courts at Chennai only.



**ANNEX I**

**Part – I: Application format for Technical Bid  
Panel year 2022-2025**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Registered Name of the Firm</b> (in Bold)	
2	<b>Nature of Firm</b> (Individual, proprietorship, Partnership etc.) Attested copy of Partnership Deed/Certificate of Incorporation may be furnished.	
3	<b>Registration details</b> (attach Xerox copy of the certificate that should clearly mention Registration Authority, Number, Date and validity, please mention NOT APPLICABLE in case of Sole Proprietorship).	
4	<b>Date of Establishment</b>	
5	<b>Name and Address of the Owner/Proprietor/Partner/Director</b> (attach any approved Govt. ID proof like PAN, Voter ID, Aadhar etc. for the names mentioned)	
6	GST Registration Number (copy of the certificate to be given)	
7	<b>Registered Office Postal Address</b> (Including Phone No. /Mobile, Fax etc.)	
8	<b>E-mail id of the firm</b>	
9	<b>Complete Office postal Address/ Address for communication</b> (Including Phone No./Mobile, Fax etc.) through which work for RBI, Chennai will be handled (if different from No. 7 above, otherwise write SAME AS ABOVE)	



10	Name & Telephone/Mobile No. of the Contact person	
11	<b>Total Experience in undertaking similar supplies to other firms</b> (mention only relevant experience in years/months, produce photocopies of work orders for the last three years)	
12	<b>Annual business Turnover during the last 3 years</b> (Attested Profit and Loss Statement for the last three years)	
13	<b>Whether supplying to any of the government/semi-government/undertaking/s or any other major institution</b> (if yes, please furnish supporting documents with Certificate in <a href="#">Annex III</a> regarding the quality of articles and punctual execution from that organization)	
14	<b>Customer Profile</b> – Details of contracts with reputed Govt./PSUs/Private Sector organization. (Please furnish complete name and address of the institution/s with Contract Person Name and his/her Contact Details like address, phone/mobile email etc.)	
15	Are you having any existing or past contract with RBI? If yes, give details	
16	<b>Whether financially sound to undertake supplies to RBI Chennai</b> (attach Banker's Certificate in the format as per <a href="#">Annex II</a> )	
17	Income Tax PAN/ TAN	
18	MSME registration certificate, if applicable	



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19	Last three years' Income Tax Return (Attested photocopy)	
20	Name of Bankers with Full Address	
21	<b>Any pending court case/s against the firm</b> (pertaining to any of the orders executed, give necessary details)	
22	Any other relevant information	

*(If the space is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.)*

I/We do hereby certify that the information as provided above is correct and true in all respects. In case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Board, if it deems fit.

Signature:

Name:

Designation:

Firm's Name:

Address:

(SEAL)

Date:



**Enclosures/ Mandatory Documents required with the Application (Part-I): -**

1. Copy of certificate of incorporation (in case of companies registered under the Companies Act, 1956)/ Registration Certificate (in case of partnership firms and proprietary concerns)
2. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/Partnership Deed (in case of partnership firms)
3. Income Tax Certificate (MANDATORY even in case of Sole Proprietorship)
4. Banker's certificate from the supplier's banker as per the format in [ANNEX II](#).
5. Copies of the balance sheets for the last three financial years, duly certified by a Chartered Accountant.
6. Client's certificate as per the format in [ANNEX III](#).
7. Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made to organizations to support your experience details as mentioned under 5(b) of the Notice Inviting Tenders (NIT).
8. A copy of the GST registration certificate.
9. A copy of PAN allotted to the supplier.
10. MSE Registration Certificate, if applicable.

(The Bank reserves the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Mere acceptance of the application will not guarantee the award of contract.)



**ANNEX II**

**Bankers' Certificate**

To  
The Regional Director  
Reserve Bank of India  
Fort Glacis, Rajaji Salai  
Chennai – 600001

**Bankers' Certificate from a Scheduled Bank**

This is to certify that to the best of our knowledge and information M/s/Shri/ Smt.....having the noted address at ....., a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....).

The details of the account maintained by him/ her/ them are:

- Name of the Account Holder:
- Account Type:
- Account Number:
- Bank Name:
- Branch Address:
- MICR Code:
- IFSC Code:

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

For the bank

(Signature with seal)

Name & Designation:

Date:

Note:

1. Bankers' certificates should be on letterhead of the Bank, sealed in cover and addressed to the empanelment authority, in this case, Regional Director, Reserve Bank of India, Chennai.
2. In case of partnership firm, the certificate should include names of all partners as recorded with the Bank.



**ANNEX III**

**Client's Certificate regarding the performance of Vendor/Supplier**  
(to be filled and printed separately for each client)

Name & address of the Client: \_\_\_\_\_

Details of Works executed by Shri /M/s \_\_\_\_\_

Sl. No.	Particulars	Details
1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Details of penalty levied (indicate amount), if any, due to non-performance or non-adherence to terms	
5	Name, address, telephone number and email id of the authority under whom works executed	Name: Address: Telephone Number: Email ID:
6	Comments on the capabilities of the supplier a) Technical proficiency b) Financial soundness c) Adherence to timelines d) Quality of work (indicate grading) (Outstanding/ Very good/ Good/ Satisfactory/ poor) e) General behaviour	

The undersigned is competent to issue this certificate.

(Signature with seal)

Name & Designation:

Contact No:

Date:



## ANNEX IV

### Indicative list of Cleaning Materials

Sr. No.	Items	Unit	Brand Name
1	Antiseptic Liquid 500ml	Nos.	Dettol, Savlon or similar
2	Aroma Oil (Refill)	Nos.	Air Wick, Illuminations or similar
3	Aroma Oil Diffuser	Nos.	Air Wick, Illuminations or similar
4	Automatic room Spray (Refill)	Nos.	Godrej Aer, Air Wick or similar
5	Automatic room Spray Machine	Nos.	Godrej Aer, Air Wick or similar
4	Bathing Soap 100g	Nos.	Hamam, Lifebuoy or similar
5	Bathroom Freshener Blocks - Long (100gms)	Nos.	Odonil, Godrej Aer or similar
6	Bathroom Freshener Blocks - Square	Nos.	Odonil, Godrej Aer or similar
7	Bleach liquid (1 Ltr)	Nos.	Clorox or similar
8	Metal polish (500 ml)	Nos.	Brasso, Autosol, Dazlo or similar
9	Metal polish 100 ml	Nos.	Brasso, Autosol, Dazlo or similar
10	Brooms- Bombay	Nos.	Gala or similar
11	Brooms- Coconut	Nos.	Uva, Sai Balaji or similar
12	Brush - Coir (Long handle)	Nos.	Palmera or similar
13	Brush - Nylon PVC Hand (FC)	Nos.	Scotch Brite or similar
14	Brush Nylon Round (PVC) (50MM)	Nos.	Scotch Brite or similar
15	Brush Round (PVC) (100MM)	Nos.	Scotch Brite or similar
16	Carry Bag – Big (Blue) (27"X 30") 50 microns and above	Nos.	Shalimar Premium or similar
17	Carry Bag (White) (20"X26") 50 microns and above	Nos.	Shalimar Premium or similar
18	Choke 4"/ 6"	Nos.	Milton or similar





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<b>Sr. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Brand Name</b>
19	Citronella oil (50 ml)	Nos.	Dr. Axez, AromSoulor similar
20	Cleaning Acid (5 Ltr.)	Nos.	3M, Miracle Sealants or similar
21	Cob Web Stick (wooden handle)	Nos.	Norpro or similar
22	Coir Foot Mat/ Bathroom mat- Fine quality (big)	Nos.	Onlymat or similar
23	Compostable Covers White (16"X20")	Nos.	Easy Flux Polymers or similar
24	Cotton Foot Mat/ Bathroom mat- Fine quality (big)	Nos.	Spera, Welhome or similar
25	Cotton Waste - white yarn	Kg	10S or better
26	Dishwash Powder (1 kg)	Nos.	Vim Ultra, Vim Popular, Odopicor similar
27	Dishwash Powder (Bag - 25 kg)	Nos.	Vim Ultra, Vim Popular, Odopicor similar
28	Drain Cleaners	Nos.	Kiwi Dranex or similar
29	Duster- Blue	Nos.	Gala or similar
30	Duster- Yellow	Nos.	Gala or similar
31	Eze Mop (30 MM)	Nos.	Milton, Scotch Brite, Gala or similar
32	Eze Mop (50 MM)	Nos.	Milton, Scotch Brite, Gala or similar
33	Feather Duster – spl	Nos.	Milton or similar
34	Floor Cleaner (2 Ltr.)	Nos.	Lizol, Domex or similar
35	Floor water Wiper brush set	Nos.	Milton, Scotch Brite, Gala or similar
36	Floor Wiper/ EZEE Mop Refill	Nos.	Milton, Scotch Brite, Gala or similar
37	Garbage Bag - Big (35"X 42")	Nos.	Shalimar Premium or similar
38	Garbage Basket Pedal Type (small)	Nos	Milton, Joyo or similar
39	Garbage Bin (Big)	Nos	Milton, Joyo or similar



<b>Sr. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Brand Name</b>
40	Garbage Dustbin Cover Medium Size (Packets)	Nos.	Eco Bin or similar
41	Glass Cleaning liquid	Nos.	Colin or similar
42	Glass cloth	Nos.	Softspun, Armor All or similar
43	Hand Gloves (1 pair)	Nos.	DeoDap, Green Home or similar
44	Hand Gloves (Disposable) box	Nos.	Ammex or similar
45	Hand Sanitiser (500 ml)	Nos.	Instadis, Sterillium, Dettol, Himalaya or similar
46	Hand Sanitiser (200 ml)	Nos.	Dettol, Lifebuoy, Himalaya or similar
47	Hand Sanitiser (50 ml)	Nos.	Dettol, Lifebuoy, Himalaya or similar
48	Hand Towels Turkey - 14"x21"	Nos.	Bombay Dyeing, Sathiyas Supreme, Welspun or similar
49	Hand Towels Turkey- Spl 30"x60"	Nos.	Bombay Dyeing, Sathiyas Supreme, Welspun or similar
50	Kitchen Towels – Big	Nos.	Avira, Airwill or similar
51	Liquid Dish Wash (1 Ltr.)	Nos.	Vim, Exo or similar
52	Liquid soap (Scented) (500 ml)	Nos.	Ayur, Medimix or similar
53	Liquid Soap for floor wash (5 Ltr.)	Nos.	Roots Detergent or similar
54	Liquid Soap for handwash (250 ml)	Nos.	Dettol, Savlon, Fem, Lifebuoy or similar
55	Mop-Stick	Nos.	Milton, Scotch Brite, Gala or similar
56	Mop-Swabbing (Rope) (500 g)	Nos.	Milton, Scotch Brite, Gala or similar
57	Mosquito Repellant (Coil)	Nos.	All Out, Good Night, Mortein or similar
58	Mosquito repellent (Refill) - 45 days	Nos.	All Out, Good Night, Mortein or similar
59	Mosquito repellent Cream (50 gm)	Nos.	Odomos or similar



<b>Sr. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Brand Name</b>
60	Mosquito repellent Liquid with machine	Nos.	All Out, Good Night, Mortein or similar
61	Mosquito Spray (for Room)	Nos.	Hit, Baygon, Mortein or similar
62	Naphthalene Balls-Bold	Kg	Clean Mate or similar
63	Disposable Face Mask 3-ply (Box of 100 Nos.)	Nos.	Fitwell, Suraksha or similar
64	Reusable N95 Face Mask (without valve)	Nos.	PureMe, 3M or similar
65	Phenol- White perfumed (5 Ltr.)	Nos.	Niks, Gainda or similar
66	Plastic Bucket (10 Ltr.)	Nos.	Milton, Joyo or similar
67	Plastic Bucket (17 Ltr.)	Nos.	Milton, Joyo or similar
68	Plastic Bucket (5 Ltr.)	Nos.	Milton, Joyo or similar
69	Plastic Dust Bins (Medium)	Nos.	Milton, Joyo or similar
70	Plastic Mug (1 Ltr)	Nos.	Milton, Joyo or similar
71	Pocket bathroom fragrance	Nos.	Godrej Aer, Air Wick or similar
72	Powder- Bleaching-pure	Kg	B-nil, Ajax or similar
73	PVC Bathroom Stool	Nos.	Milton, Joyo or similar
74	Room freshener-300ml(Lemon)	Nos.	Godrej Aer, Air Wick, Odonil or similar
75	Sanitary Cubes-200g pkts	Nos.	Natraj Chemicals or similar
76	Scrub Sponge	Nos.	Scotch Brite or similar
77	Scrubber nylon	Nos.	Truvic, Shivam or similar
78	Scrubber steel wool	Nos.	Lensball, Brite Guard, Exo or similar
79	Smart Mop Refill	Nos.	Milton, Scotch Brite, Gala or similar
80	Surface Cleaning Liquid-500ml	Nos.	Harpic, Lizol, Domex or similar



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<b>Sr. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Brand Name</b>
81	Swabbing Cloth	Mtr.	Premier, JMS Cotton or similar
82	Tissue Paper (square)	Nos.	FineX M, Phoenix M or similar
83	Toilet Cleaner 500 ml	Nos.	Harpic, Sanifresh or similar
84	Toilet Paper (round – 3 Ply)	Nos.	Solimo, Origami or similar
85	White Long cover	Nos.	Biogreen or similar

**\* Please note that this is an indicative list only, items may be added/changed as per the requirement**



Empanelment for supply of cleaning material to the Office Premises and various residential colonies of the Reserve Bank of India, Chennai

## UPLOAD THE FINANCIAL BID SEPARATELY



### Reserve Bank of India

No.16, Rajaji Salai, Fort Glacis

Chennai – 600 001

**Empanelment for Supply of cleaning materials for Main Office Premises  
and various residential colonies of Reserve Bank of India, Chennai**

**Panel year 2022-2025**

**E-tender No: RBI/Chennai/Estate/275/21-22/ET/371**

#### Part II – Financial Bid

Name of the bidder : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Last Date of Submission : January 31, 2022, till 15:00 hrs. IST**

**Date of Opening Part-II Tender : Will be intimated after opening of Part-I**



## UPLOAD THE FINANCIAL BID SEPARATELY

### Part II – Financial Bid

<b>Sr. No.</b>	<b>Particulars</b>	<b>Maximum Average Discount Offered in Percentage on MRP for the entire lot mentioned in <a href="#">ANNEX IV</a></b>
1	Supply of cleaning material to the Office Premises and various residential colonies of the Reserve Bank of India, Chennai	<i>Please submit your quote in MSTC site only</i>

**Note:** The annual contract shall be given to the empaneled vendor who offers the highest uniform discount percentage or in other words the lowest Total cost.