



Expression of Interest (EOI) for Empanelment of Transport Contractors for supply of closed vehicles of desired specifications along with drivers/ other required staff for transportation of banknotes on as and when required basis (Rate Contract)

The Department of Currency Management, Reserve Bank of India, Central Office, Mumbai intends to empanel reputed and experienced road transport contractors for supply of adequate number of fully covered container trucks/ vehicles of metallic body having sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangements and enabled with Global Positioning System (GPS) along with drivers/ other required staff to Issue Departments of Regional Offices of the Bank located across the country. These vehicles will be required for transportation of banknotes from Issue Offices of the Bank to Currency Chests operated by commercial banks in their jurisdictions and vice-versa and from/ to any other location identified by the Bank.

The transport contractors fulfilling the pre-qualification criteria as mentioned in the Expression of Interest may submit their interest as per the application format given in **Annex – I** for supply of adequate number of vehicles of desired specifications to one or more Issue Offices of the Bank based on their geographical presence. The application duly filled/completed in all aspects should be submitted in a sealed cover superscripted as “**EOI for Empanelment of Transport Contractors**” addressing to The **Chief General Manager-in-Charge, Department of Currency Management, Reserve Bank of India, Central Office, 4th Floor, Amar Building, Sir P.M. Road, Fort, Mumbai – 400 001.**

Duly filled applications should reach us not later than **03:30 PM** on **October 11, 2019.**

Schedule for Submission of EOI		
1	Start Date of downloading EOI documents/ Application Form	August 30, 2019
2	Last date for issue of addendum, if any	September 16, 2019
3	Last date for submission of queries (Queries may be submitted to dcmrmt@rbi.org.in rahulkumar1@rbi.org.in) Contact No. 022 - 2260 4421	September 23, 2019
4	Last Date of submission of application	October 11, 2019
5	Date/Time for opening of EOI	October 15, 2019
6	Empanelment Period	July 01, 2019 – June 30, 2022



Expression of Interest (EOI) for Empanelment of Transport Contractors for supply of closed vehicles of desired specifications along with drivers/ other required staff for transportation of banknotes on as and when required basis (Rate Contract)

The Department of Currency Management, Reserve Bank of India, Central Office, Mumbai (hereinafter referred to as “RBI” or “Bank”) intends to empanel reputed and experienced road transport contractors for supply of adequate number of fully covered container trucks/ vehicles of metallic body having sufficient thickness, preferably bullet/ tamper proof with secure tamper proof double locking arrangements and enabled with Global Positioning System (GPS) along with drivers/ other required staff to Issue Departments of Regional Offices (Issue Offices) of the Bank located across the country. These vehicles will be required for transportation of banknotes from Issue Offices of the Bank to Currency Chests operated by commercial banks in their jurisdictions and vice-versa and from/ to any other location identified by the Bank.

The transport contractors fulfilling the pre-qualification criteria may submit their interest as per the application format given in [Annex – I](#) for supply of adequate number of vehicles of desired specifications to one or more Issue Offices of the Bank based on their geographical presence.

The “**Expression of Interest**” (hereinafter referred to as “EOI”) document can be downloaded from the **Tenders** section of the Bank’s website i.e. <https://www.rbi.org.in>. The application duly filled/completed in all aspects should be submitted in a sealed cover superscripted as “**EOI for Empanelment of Transport Contractors**” addressing to The **Chief General Manager-in-Charge, Department of Currency Management, Reserve Bank of India, Central Office, 4th Floor, Amar Building, Sir P.M. Road, Fort, Mumbai – 400 001.**

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RESERVE BANK OF INDIA

invites

Expression of Interest

for

Empanelment of Transport Contractors for supply of closed vehicles of desired specifications for transportation of bank-notes on as and when required basis (Rate Contract)

Date of Release: August 30, 2019

Date of submission: October 11, 2019

Department of Currency Management
Reserve Bank of India
Central Office, 4^h floor,
Amar Building, Sir P.M. Road,
Fort, Mumbai 400 001
Maharashtra

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CONTENTS

1. Purpose
2. Introduction / Background
 - 2.1. A brief of RBI Currency Management
 - 2.2. RBI Issues Offices and their jurisdiction
 - 2.3. Present Setup
3. Scope of work
4. Pre-Qualification Criteria
5. Requirements
6. Instructions to Applicants
7. Schedule for Submission of EOI
8. Disclaimer and Disclosures
9. Format for submission of EOI ([Annex-I](#))
10. Format for experience certificate/performance certificate (**Form A**)
11. Format for Bankers Report (**Form B**)

1. PURPOSE

- i. The Reserve Bank of India (hereinafter called “RBI” or “Bank”) issues this ‘Expression of Interest’ (hereinafter called “EOI”).
- ii. The RBI intends to empanel reputed and experienced road transport contractors for supply of fully covered metal body container trucks/ vehicles of desired specifications (detailed at para 5) along with drivers/ other required staff to Issue Departments of Regional Offices (Issue Offices) of the Bank (detailed at para 2.2) for transportation of banknotes from Issue Offices to currency chests located in their jurisdiction and vice-versa and from/to any other location identified by the Bank. This EOI is issued for inviting proposals for the empanelment of eligible contractors who can supply such vehicles to one or more Issues Offices based on their geographical presence.
- iii. Eligible company/ partnership/ proprietary firm, etc. submitting the proposal in response to EOI shall hereinafter be referred to as “Transport Contractor(s)” or “Contractor(s).
- iv. Based on the response to this EOI and fulfilment of the eligibility criteria, a panel of contractors will be prepared covering all Issue Offices. **The said panel will be eligible for quotation of price bids for the Limited Tenders issued by Issue Departments of Regional Offices. However, being in the panel will not give any claim to the empanelled contractors for award of work/ purchase order.**
- v. The panel of contractors so prepared, shall be reviewed/ updated annually.
- vi. This invitation for proposals is open to all companies/ partnership/ proprietary firm, etc. operating within India and who are eligible to do business in India under relevant Indian/ State laws, as applicable.
- vii. **This EOI document is neither an offer letter nor a legal contract, but an invitation for expression of interest only.**
- viii. No contractual obligation on behalf of the Bank whatsoever shall arise from this EOI.
- ix. EOI for empanelment will be treated under process unless and until a list of successful contractors is published on the Bank’s website.

- x. The RBI will not be liable for any expense/cost incurred by the contractors in the preparation of the response to this EOI. The consideration of the contractor's proposal does not cast any obligation on the part of the Bank to avail his services, and the Bank is not bound to discuss reasons for acceptance or rejection of the contractor's proposal.
- xi. All information included by the contractors in their proposal will be treated in strict confidence.
- xii. Due date for submission of application is **15:30 hrs** on **October 11, 2019**.

2. INTRODUCTION / BACKGROUND

2.1. A BRIEF OF CURRENCY MANAGEMENT:

The Bank is the sole issuer of currency/ banknotes in the country in terms of the provisions of the Reserve Bank of India Act (RBI Act), 1934 and responsible for management of currency in all aspects being issuance, distribution, ensuring availability of clean and fit notes in adequate amounts and retrieval of unfit notes from circulation and destruction thereof. Issue Departments of Regional Offices of the Banks are supplied with banknotes from four printing presses. The fresh/ re-issuable notes are received at 19 Issue Departments of the Regional Offices located across the country and from there these notes are further supplied to approximately 3,800 currency chests operated by various commercial banks under an agency agreement with the Bank. The currency chests act as store houses and supply the banknotes to the bank branches for wider circulation.

2.2. ISSUE OFFICES AND THEIR JURISDICTIONS

The Bank has 19 Issue Departments of the Regional Offices covering all states and Union Territories (UTs) of the country. These Issue Departments supply the fresh/ re-issuable banknotes and receive soiled notes to/ from the currency chests located in their respective jurisdictions. Issue Offices and the States/ UTs under their jurisdictions are tabled below:

Sr. No.	RBI Issue Offices	State/UT under jurisdiction
1	Ahmedabad	The state of Gujarat, UTs of Daman & Diu and Dadra & Nagar Haveli
2	Bangalore	The state of Karnataka
3	Belapur	The state of Goa and the districts of Ahmednagar, Kolhapur, Nasik, Pune, Raigad, Ratnagiri, Sangli, Satara, Sindhudurg, Solapur, and Thane in the state of Maharashtra
4	Bhopal	The state of Madhya Pradesh
5	Bhubaneswar	The state of Odisha
6	Chandigarh	The states of Haryana, Punjab, Himachal Pradesh and UT of Chandigarh
7	Chennai	The state of Tamil Nadu and UT of Puducherry
8	Guwahati	The states of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura
9	Hyderabad	The states of Andhra Pradesh and Telangana
10	Jaipur	The state of Rajasthan
11	Jammu	The state of Jammu and Kashmir
12	Kanpur	The state of Uttarakhand and the districts of Agra, Aligarh, Allahabad, Auraiya, Bagpat, Banda, Bulandshahr, Chitrakoot, Etah, Etawah, Fatehpur, Firozabad, Gautam Budh Nagar, Ghaziabad, Hamirpur, Hapur, Hathras, Jalaun, Jhansi, Kannauj, Kanpur, Kanpur Dehat, Kasganj, Kaushambi, Lalitpur, Mahoba, Mainpuri, Mathura, Meerut, Mirzapur, Muzaffarnagar, Shamli. Sonebhadra, Unnao in the state of Uttar Pradesh
13	Lucknow	The districts of Ambedkar Nagar, Amethi, Amroha, Ayodhya, Azamgarh, Bahraich, Ballia, Balrampur, Barabanki, Bareilly, Basti, Bhadohi, Bijnor, Budaun, Chandauli, Deoria, Ghazipur, Gonda, Gorakhpur, Hardoi, Jaunpur, Lakhimpur Kheri, Kushinagar, Lucknow, Maharajganj, Mau, Moradabad, Pilibhit, Pratapgarh, RaeBareilly, Rampur, Saharanpur, Sambhal, Sant Kabirnagar, Shahjahanpur, Shravasti, Siddharthnagar (Navgarh), Sitapur, Sultanpur, Varanasi in the state of Uttar Pradesh
14	Kolkata	The states of West Bengal, Sikkim and UT of Andaman and Nicobar
15	Mumbai	The districts of state of Maharashtra other than districts in jurisdictions of Belapur and Nagpur Issue Departments

16	Nagpur	The state of Chattisgarh and the districts of Akola, Amaravati, Aurangabad, Beed, Bhandara, Buldhana, Chandrapur, Dhule, Gadchiroli, Hingoli, Jalgaon, Jalna, Latur, Nagpur, Nanded, Osmanabad, Parbhani, Wardha, Yavatmal in the state of Maharashtra.
17	New Delhi	NCT of New Delhi
18	Patna	The states of Bihar and Jharkhand
19	Thiruvananthapuram	The state of Kerala and UT of Lakshadweep

2.3. PRESENT SETUP

- i. Issue Offices periodically supply banknotes to the currency chests of the commercial banks under their jurisdictions using the services of transport contractors. The vehicles of desired specifications along with drivers/ other required staff are provided by the transport contractors for sending remittances to currency chests and also bringing soiled notes from currency chests to Issues Offices.
- ii. Each Issue Department of Regional Office issues tender notifications for calling responses from contractors through two bid system i.e. Scope of Work & Commercial Conditions and Price Bid for hiring the services of transport contractor(s). The interested contractors apply to the tender notifications which are issued by the Regional Offices periodically.
- iii. Based on the quotation received from contractors, transport contractors are selected after arriving at lowest bid (L1 rates). Selected transport contractor(s) executes an agreement with the Regional Office of the Bank and provide its/their services as per the agreement on as and when required basis (Rate Contract). The contractors are required to abide the conditions mentioned in the Article of Agreement.
- iv. The contract period of selected transport contractors is of one year, which can be extended up to 2 more years, one year at a time on existing terms and conditions, subject to satisfactory performance.
- v. The contractors are required to work in close co-ordination with the contractor who will supply labourers/ mazdoors for handing the note boxes.

3. SCOPE OF WORK

The transport contactors on successful award of work, shall supply sufficient number of closed container trucks/ vehicles of desired specifications along with drivers/ required staff to the Issue Departments of the Regional Offices of the Bank with which they will come into agreement for the transportation of banknotes from:

- i. Railway stations / airports /any place or any Issue Office of the Bank to the Issue Office concerned, and;
- ii. The Issue Office concerned to the currency chests located under its jurisdiction and vice-versa.
- iii. Any other location identified by the Issue Office.

4. Pre-Qualification Criteria

The transport contactors (company/ partnership/ proprietary firm, etc.) capable of supplying vehicles of desired specifications along with drivers/ other required staff to one or more RBI Issue Departments, must be licensed entity having valid work permit:

- i. Minimum five years of experience in the field of transportation of banknotes
- ii. Minimum average annual turnover of Rs. 25 Lakh during the last three financial years supported by audited financial statements.
- iii. Positive net worth as per the latest audited balance sheet and contractors shall not be wilful defaulters to any bank/ financial institution.
- iv. The transport contractor shall be able to supply minimum number of 05 container trucks (either owned/ leased) of desired specifications having minimum storing capacity of 50 note boxes of average size being approximately 82*71*32 cm weighing approximately 80-140 kgs each.
- v. In case a contractor(s) gets award at multiple Issue Offices, he must be able to supply minimum 5 container trucks of desired specifications to every Issue Office.
- vi. Exemptions with respect to tender set fees, Earnest Money Deposit, and minimum prior work experience and turnover, if any, will be granted to the

applicant registered in MSE (Micro and Small Enterprises) category subject to fulfilling the criteria thereof.

5. REQUIREMENTS

To undertake the work mentioned in para 3 (Scope of Work), the transport contractors fulfilling aforesaid eligibility criteria shall be able to fulfill the following requirements:

- i. Supply of sufficient number of fully covered container trucks/ vehicles having metallic body of sufficient thickness, preferably bullet / tamper proof with secure tamper proof double locking arrangement (lock and key and biometric amenability) and having tubeless tyres along with experienced driver with valid driving licence and required staff.
- ii. These container trucks/ vehicles shall be fitted with Global Positioning System (GPS) for tracking by the Bank/ Contractor/ law enforcement agencies at any time, if required. The Issue Offices at their locations may also do live monitoring of these vehicles with Geo-fencing mapping with the additional indication of the nearest police stations in the route.
- iii. These container trucks/ vehicles shall be equipped with wireless mobile communication system along with a hooter.
- iv. These container trucks / vehicles shall be less than 10 years old and must be roadworthy and in good condition. These container trucks shall either be owned or leased by the transport contractors. In case of leased vehicles, the lease of vehicles shall not expire during the contract period.
- v. These container trucks/ vehicles shall be fitted with well-maintained state of art firefighting equipment.
- vi. These container trucks/ vehicles shall have separate passenger compartment from the cargo compartment, with high resolution CCTV coverage.
- vii. These container trucks/ vehicles shall be having valid permission issued by RTO concerned, Registration Papers, PUC certificate, Fitness Certificate, tax paid up to date, Insurance cover of the vehicles, paid driver, helper, etc.

- viii. The contractor(s) shall abide by the Motor Vehicle Acts and the rules of state(s) in force in the state(s) concerned and laws of the Union as applicable.
- ix. The contractor(s) shall comply with all the statutes including payment of Minimum Wages, Provident Funds, Employee State Insurance Corporation (ESIC), Workmen Compensation Insurance, etc. as applicable as per the law.
- x. On successful award of contract by Issue Office, the successful contractor will establish local office within the municipal jurisdictions of Regional Office and appoint a local representative for hassle free operations. **In case, the contractor(s) gets award of contract at multiple Issue Offices, he/she shall establish local offices within the municipal jurisdictions of Regional Office(s) concerned.**

6. INSTRUCTIONS TO APPLICANTS

- i. Interested contractors who are eligible and able to fulfil the aforesaid requirements, may submit their expression of interest (EOI) as per the annexed format along with documentary evidences for eligibility.
- ii. The EOI document can be downloaded from the **Tenders** section of the Bank's website i.e. <https://www.rbi.org.in>.
- iii. All the documents shall be duly signed and submitted by a person duly authorized by the contractor.
- iv. Any amendments / corrigendum to this EOI will be displayed only on the Bank's website <https://www.rbi.org.in>
- v. The panel of contractors so prepared, shall be effective for a period of three years for the period of July 01, 2019 to June 30, 2022. A list of successful contractors will be published on the Bank's website.
- vi. **The empanelled contractor(s) shall be eligible for the quotation of price bid for the Limited Tender notification issued by Issue Offices of the Bank. Based on the requirement of the Issue Offices and rates quoted by bidders, Issue Office will assess the bids and award of work will be given to selected contractor(s). The selected contractor(s) will execute a formal Article of Agreement with Issue Office for providing services as per the conditions**

agreed upon by them mentioned in tender documents and the Articles of Agreement. The said agreement will be for one year, which can be extended up to 2 more years, one year at a time on existing terms and conditions, subject to satisfactory performance.

- vii. For clarity on the tender documents issued by Regional Offices, interested contractors are advised to look at the tender documents available in “**Tenders**” section of the Bank’s website (<https://www.rbi.org.in>).
- viii. This document is neither an offer letter nor a legal contract, but an invitation for expressing interest for empanelment as transport contactors with the Bank as mentioned above.
- ix. The Bank reserves the right to accept or reject any or all the EOI offers without assigning any reason therefore.

7. SCHEDULE FOR SUBMISSION OF EOI

Schedule for Submission of EOI		
1	Start Date of downloading EOI documents/ Application Form	August 30, 2019
2	Last date for issue of addendum, if any	September 16, 2019
3	Last date for submission of queries (Queries may be submitted to dcmrmt@rbi.org.in rahulkumar1@rbi.org.in) Contact No. 022 - 2260 4421	September 23, 2019
4	Last Date of submission of application	October 11, 2019
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6	Empanelment Period	July 01, 2019 – June 30, 2022

8. DISCLAIMER AND DISCLOSURES

- i. This EOI is not an offer to enter into a contract. This EOI is a description of the Bank's objectives and requirements articulated in a structured manner to enable the Bank to evaluate all the responses received and make an informed decision.
- ii. The Bank makes no commitments, implied or otherwise, that the issuance of this EOI, the contractor's preparation and submission of a response and subsequent evaluation of the contractor's response can result in a business transaction with the contractor or any other participant, even if all the requirements in the EOI are met.
- iii. Bank reserves the right to accept or reject any response either in whole or in part, and to enter into discussions and/or negotiations with any one or more prospective contractor at the same time and/or at any time, and to terminate negotiations at any time without incurring any liability.
- iv. **In no event can the Bank and its employees have any liability for any direct, indirect, special, punitive, consequential or any other damages (including, without limitation, lost profits) relating to the subject matter of this EOI or to awarding (or not awarding) any contract/ work to any applicant.**

Application in lieu of Expression of Interest dated August 30, 2019 for empanelment of Transport Contractors for supply of closed vehicles of desired specifications for transportation of banknotes on as and when required basis (Rate Contract)

To
 The Chief General Manager – in – Charge
 Department of Currency Management
 Reserve Bank of India
 Central Office, 4th floor,
 Amar Building, Sir P.M. Road,
 Fort, Mumbai 400 001

Part A: Details of Applicant/ Transport Contractor

Sr. No.	Items	Details
1.	(a) Name of the Organization/ Transporter	
	(b) Type of Organization (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited, etc.)	
	(c) Address of Registered Office	
	(d) Address for Correspondence	
	(e) Authorised Person's Name with Designation	
	(f) Contact Nos. Mobile: Landline No.	
	(g) Email ID	
	(h) PAN / TIN No.	
	(i) GSTN No.	
	(j) Year of Commencement of business	
2.	Yearly Turnover of the Company during last 3 Financial Years (in Rs. Lakh)	Year 1 (2016-17) : Year 2 (2017-18) : Year 3 (2018-19) : Average Annual Turnover:

3.	(a) No. of years of experience	
	(b) No. of years of experience in transportation of banknotes	
	(c) Any prior experience of working with RBI Issue Offices	
	(d) If yes, mention the name of RBI Issue Office and Time Period	
4	(a) Number of trucks as per specification mentioned in EOI	
	(b) Out of them number of owned trucks	
	(c) Out of them number of leased trucks	
5	Whether holding National Permit	

Part B: Details of Fleet/ Vehicles

Sr. No.	Vehicle Type (Model)	Size of trucks (length*width*height) in feet	Capacity (Tons)	GPS Enabled (Yes/No)	Specification as per EOI (Yes/No)	Owned/ Leased
1						
2						
3						
4						
5						
6						
7						
8						

Part C: Experience – Details of the institutions/ organization with which the Contractor has entered into / completed similar contracts

Sr. No.	Name of Institution/ Organization	Address & Contact No. of Institution/ Organization	Time Period of Contract	Expenditure with Institution/ Organization (per Annum)	Details of work done
1					
2					
3					

Part D: Name of Issue Office of the Reserve Bank of India (where services of transportation of banknotes can be provided by the Applicant)

1.	2.
3.	4.
5.	6.
7.	8.

(Note: On successful award of contract, the applicants must open an office in the municipal jurisdiction of the location of RBI Issue Office for the proper execution of contract. The applicant is advised to fill the names of RBI Issue Offices based on their presence or their willingness for future presence and availability of valid permit for providing such services in the states concerned.)

If applicant is able/ wish to provide any additional information or interested to provide services to more Issue Offices, he/she may indicate the same in a separate sheet duly signed by authorised person.

Part E: Declaration

1. The information provided in this form is accurate and true to the best of my knowledge.
2. I/ We understand that our application is liable for rejection at any stage if any information furnished by me/us is found to be incorrect / wrong and the decision of RBI in this regard shall be final.
3. I/We, hereby, declare that I/We have read and understood the instructions/guidelines and fulfil the criteria/ conditions underlying in this EOI documents dated August 30, 2019.

Signature of authorised person

Date and Stamp

Enclosures

- i. Application form in the given format duly signed by the authorized person.
- ii. Self-attested copies of Board Resolution and Memorandum of Association, Article of Association, Certificate of Incorporation and Commencement of Business in case the applicant is a company.
- iii. Self-attested copies of registered Partnership Deed in case the applicant is a partnership firm.
- iv. Self-attested copy of Certificate of Registration issued by Registrar of LLP in case the applicant is a LLP.
- v. Self-attested copy of registration of Sole Proprietorship firm in case the applicant is a Sole Proprietorship firm.
- vi. Self-attested copy of registration under MSE (Micro and Small Enterprises) category for claiming exemptions with respect to tender set fees, Earnest Money Deposit, and minimum prior work experience and turnover, as applicable.
- vii. Self-attested copy of documentary proof for registered address and addresses where the contractor has its offices
- viii. Audited Balance sheet with Profit and Loss (P&L) statements for the year FY 2016-17, 2017-18 and 2018-19.
- ix. Photo copies of National permit, if any.
- x. Experience certificate/Performance Certificate from the institutions/ Organisations where the applicant has rendered similar service as per the format in **Form A**
- xi. Bankers' Certificate as per the format in **Form B**.

Form – A

{To be issued by the General Manager / Project Manager/ Equivalent Authority of the Client (on their Letter Head) for whom the applicant had carried out Eligible Works of similar nature}

To
The Chief General Manager-in-Charge,
Reserve Bank of India,
Department of Currency Management,
Central Office,
Mumbai 400 001

Subject – Certificate regarding performance of the contractor

1	Name of the Organization/ Contractor	
2	Name and address of the Institution/ Organization with whom work is executed	
3	Name of Project with brief particulars of work and location of worksite	
4	Agreement No. and date (if any)	
5	Estimated Cost of Work	
6	Time Period of Contract	
7	Performance report (Please rate the Service of the Contractor)	
	Whether the contractor is able to supply sufficient number of required vehicles on time	Yes / No
	Any Financial Penalty imposed on the Contractor during the contract period	Yes / No
	General Behavior of the staff	Outstanding / Very Good / Good / Satisfactory /Poor

Sign and Stamp

FORMAT OF BANKER'S CERTIFICATE

1. Composition of the firm :
(Partnership/ Private Limited/ Proprietorship/ Public Limited.)

2. Name of the Proprietor/ Partners/ :
Directors of the firm

3. Turnover and Net Worth of the firm for the last 3 financial years (year wise)

Year	Turn Over (in Rs.)	Net worth (in Rs.)
2016-17		
2017-18		
2018-19		

4. Credit facility/ Overdraft facility :
enjoyed by the firm

5. The period for which the firm :
has been banking with your bank.

6. Any other remarks :

(Signature and Stamp)
For the bank

Note:

- i. You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs.50 Lakhs.
- ii. Bankers' certificates should be on letterhead of the bank, sealed in cover addressed to The CGM-in-Charge, Department of Currency Management, Central Office, Reserve Bank of India, Fort, Mumbai - 400001.
- iii. In case of partnership firm, certificate should include names of all partners as recorded with the bank.