



**Reserve Bank of India
Human Resource Management Department
Regional Office, Chennai**

**NOTICE OF EMPANELMENT OF VENDORS FOR SUPPLY OF PRINTED MATERIALS TO
RESERVE BANK OF INDIA, CHENNAI**

Period of Empanelment: - (October 01, 2020 – September 30, 2023)

Reserve Bank of India (hereinafter referred to as the “Bank”) invites sealed applications for empanelment of Vendors/Suppliers for supply and delivery of Printed Materials (Registers, Forms & Visiting Cards) to its Office at Chennai.

2. Interested vendors may visit the Bank’s website <https://www.rbi.org.in/> (under the link ‘Tenders’) for full details and download the application form **August 27, 2020 to September 21, 2020**.

3. Vendors desirous of being empaneled may submit their application in a sealed cover superscribed “**Application for Empanelment of Vendors for Supply of Printed Materials (Registers, Forms & Visiting Cards).**” to The Regional Director, Reserve Bank of India, Stationery Section, Human Resource Management Department, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001, on or before **2.00 pm of September 21, 2020**. Printers/Vendors who are currently on the Bank’s panel may apply afresh for empanelment.

4. The Bank reserves the right to reject any or all the applications without assigning any reason thereof. Any amendment(s) / corrigendum / clarifications with respect to this empanelment shall be uploaded on the website only. The applicant should regularly check the above website for any Amendment / Corrigendum / Clarification on the above website.

Regional Director
Reserve Bank of India, Chennai



DISCLAIMER

Reserve Bank of India, Chennai has prepared this document to give background information on the project 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 accurate, 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 their own 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 application forms. 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 empanelment or to change the configuration of the project, 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 cost of any type will be paid to persons or entities expressing interest.

Gist of Empanelment Process

1. Publishing notice inviting applications for empanelment on **August 27, 2020**
2. Interested vendors/suppliers may collect the Application Form from the Reserve Bank of India, CRDS, Human Resource Management Department, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001 on any working day from **August 27, 2020 to September 21, 2020** during office hours (from 10.00 am to 4.00 pm), or they may visit the Bank's website <https://www.rbi.org.in/> (under the link 'Tenders') for full details and download the application form.
3. A Pre-Bid Meeting will be conducted at **11.00 am on September 02, 2020** in the Conference Room, HRMD, Reserve Bank of India, Chennai, in which interested applicants can participate and clarify their doubts regarding applying for the empanelment process. Applicants are requested to email their queries to hrrmdchennai@rbi.org.in on or before **September 02, 2020**.
4. Filled-in applications along with all required documents in sealed covers should be submitted to The Regional Director, Reserve Bank of India, Stationery Section, Human Resource Management Department, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001 on or before **2.00 pm of September 21, 2020**.
5. The envelope containing documentary evidence in support of the applicant(s) possessing the required Pre-Qualification for empanelment as specified above, shall be opened on **September 22, 2020 at 12:00 pm**. During scrutiny, if any of the applicants is found not possessing the required pre-qualification or to have submitted false/ incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.
6. Applicants may please note that any amendments/corrigendum to the empanelment notice, if issued in future, will be notified on the RBI website (https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx) and will not be published in the newspaper.
7. Applicants found eligible for empanelment will be intimated through letter and email.
8. Purchase of items: Samples would be provided by the Bank and quotations will be obtained from the empanelled vendors on a need-based requirement.

**NOTICE OF EMPANELMENT OF VENDORS FOR SUPPLY OF PRINTED MATERIALS
ITEMS TO RESERVE BANK OF INDIA, CHENNAI**

Period of Empanelment: (October 01, 2020 – September 30, 2023)

Reserve Bank of India, Chennai invites sealed applications for Empanelment of Vendors/Suppliers for supply and delivery of Printed Materials (Registers/Forms/Visiting Cards) at its Office at Chennai.

2. Pre-qualification criteria: The Pre-qualification (PQ) criteria for empanelment of vendors/ suppliers:

Sl. No.	Pre-qualification Criteria	Description	Required Documents to establish compliance to Pre-qualification criteria
i.	Composition of the firm	Proprietorship / Partnership firm /Limited Liability Partnership/ Public or Private Ltd. Company etc.	Copy of certificate of Registration/incorporation/ partnership deed/ Shop & Establishment license
ii.	Past experience	Should have minimum 5 years of experience in the field. Micro and Small Enterprises will be exempted from this requirement on submission of valid Micro and Small Enterprise registration certificate	Copy of certificate of Registration/ incorporation/ partnership deed/ Shop & Establishment license
iii.	Annual Turnover	Should have annual turnover of ₹2 lakh for each year during the last three financial years ending March 31, 2019 Micro and Small Enterprises will be exempted from this requirement on submission of valid Micro and Small Enterprise registration certificate	Income tax returns / Financial statements of last three years
iv.	Solvency	Should furnish solvency certificate issued by banker, specifically for the purpose of the Empanelment, for an amount equal to minimum ₹2 lakh or more	Banker's solvency certificate (Annex V)

v.	Credibility	Should not have been debarred/delisted by any Government/Semi-Government/ PSUs	Self-declaration to that effect as per format in Annex III should be submitted along with the technical bid
vi.	Registration and Licenses required	Must have valid licenses for related trades as applicable, PAN, TIN Number, GST, etc. with respective registering authorities.	Copies of relevant certificate/ licenses, issued by the respective authority.
vii.	Location	Should have own office / establishment in Chennai	Documentary proof such as copy of certificate of registration/ incorporation/ shop and Establishment license /partnership deed
viii.	Services	Should be able to provide service as and when required.	-

3. Vendors/suppliers currently empaneled with the Bank are also required to apply afresh for empanelment.

Terms & Conditions and Eligibility Criteria for Empanelment of Vendors for Supply of Printed Materials

Bidders are requested to read the terms & conditions carefully before submitting their tender

1. The applicant should have own office / establishment in Chennai.
2. Application along with covering letter and supporting documents shall be submitted in a sealed cover super-scribing “**Application for Empanelment of Vendors for Supply of Printed Materials**” to **The Regional Director, Reserve Bank of India, Stationery Section, Human Resource Management Department, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001, on or before 2.00 pm of September 21, 2020.**
3. Information furnished in the application will be kept confidential.
4. The Bank also reserves the right to reject any or all the applications without assigning any reason thereof.
5. Decision of the Bank with regard to empanelment of the vendors shall be final and binding.
6. The applicant should have a valid bank account and submit the Banker’s Certificate in this regard as per [Annex V](#).
7. Bank will give no guarantee about the definite volume of purchase from empaneled supplier at any given time or throughout the tenure of the empanelment.
8. Empanelment of the eligible suppliers will be valid till **September 30, 2023**, subject to review of performance every year.
9. 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.
10. The service providers will arrange to deliver the requirements within a maximum period of 10 (ten) days.
11. The service providers would ensure delivery to RBI, Chennai only.
12. Bank shall make claims, if any, in writing – (a) within 30 days from the date of payment of the relative bill, if the claim relates to shortage, damage or delay, (b)

Any such claim lodged by the Bank shall be settled by the service provider within a period of one month.

13. 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 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 at which the Supplier has agreed to supply and the price paid by the Bank by placing fresh orders with another Supplier/s.

14. Presentation of bills:

- i) The supplier shall present the bill to the office for the supplies made at the time of delivery. The bill should clearly indicate the details of the supplies made such as name of the item, quantity, rate (MRP), indent No. with date, etc. and any other information required by the Bank.
- ii) The bill submitted should be supported by the original indent and must be in a printed format mentioning clearly the name of the vendor, his address and Contact Number, PAN/TAN/GST No. etc. and must be certified by the concerned official in HRMD, RBI, Chennai before presenting for payment.
- iii) Incomplete bills not accompanied by any of the particulars mentioned in (i) and (ii) above will not be entertained.

15. Payment of bill:

Payment of the bill presented will normally be settled within 15 days from the date of presentation of the bill. However, no interest/damages shall be payable by the Bank in case the payment is delayed beyond 15 days for any reasons. The payments shall be made through NEFT for which supplier should give requisite details of bank address, name of the branch, account number, IFSC Code etc. as in [Annex IV](#).

16. The service provider shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. such as Contract Labour (R &A) Act 1970, Contract Labour (Regulation and Abolition)

Central Rules, 1971; Child labour (Prohibition and Regulation) Act, 1986; Minimum Wages Act (Central) Rules, 1950; Payment of Wages Act ,1936; Minimum Wages Act, 1948; Employee Liability Act, 1938; Workmen's Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act 1961, and any other act/rules of state/central Government, /Municipal Corporation prevailing under the jurisdiction, relating to persons deployed for providing services to RBI.

17. The whole of the works as per the work order shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the work or any part, share or interest therein without written consent of the Bank. Notwithstanding the above, the decision of the Reserve Bank to grant such permission shall be final and binding on the bidder.
18. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid shall be rejected without assigning any reason thereof.
19. The Suppliers shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the supplier, and the supplier shall ensure appropriate action under the said Act in respect to the complaint.
20. 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.
21. The supplier shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the vendor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the supplier is proved.
22. The supplier shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
23. The delivery staff for delivering items to RBI, Chennai shall be employed by the vendor only and RBI shall not in any way, be responsible for their terms of employment/engagement or violation of any labour laws. The vendor shall inform to the staff so employed/engaged in this regard accordingly. The staff must have necessary experience of delivery service. The staff shall be properly dressed

besides being courteous, well-mannered and attentive. Delivery staff should be well conversant in English/ Tamil and he/she must obtain an entry pass issued by RBI and the same shall be displayed in person during the delivery of items. The delivery staff are not permitted to enter the Bank's premises without a valid entry pass.

24. The staff/employees deployed by the vendor as delivery staff do not confer any right to be the employees of Reserve Bank of India.

25. The vendor shall not make any changes, additions or alternations in the orders placed. Prior permission shall be obtained before making changes (if any).

26. The Bank may for any reasons whatsoever or without assigning any reason thereof discontinue the arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the service providers.

27. Corrupt, fraudulent or unethical practices:

The items to be supplied should be of best quality (best certified brands available in the market). In pursuance thereof, the terms are set forth as follows:

- a. 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.
- b. The supplier 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.
- c. The Bank will declare a supplier ineligible, either indefinitely or for a specified period of time, if, at any time, it determines that the supplier has engaged in corrupt or fraudulent practices.
- d. The supplier should ensure that any person appointed by him for any purpose is not under the age of 18 years. The suppliers should have complete information on the delivery persons engaged and ensure that only persons having a clean police record are deployed for RBI duty. The supplier shall arrange to provide the Bank with copies of the photographs of the delivery persons along with their Government issued Photo identity card (PAN, AADHAAR, Bank Passbook, Voter ID) with their Names and Addresses and Contact Numbers.
- e. The Bank may, without prejudice to any other remedy for breach of contract,

at its sole discretion, cancel the indent or even terminate the empaneled vendor in whole or part in respect of any supplier for any of the following reasons:

- i. Supply of sub-standard/ spurious/ substitute items.
- ii. Delay in supply/ refusal to supply/ non-supply of items.
- iii. Over charging of prices in the bill.
- iv. If the supplier fails to perform any other obligation(s) under the contract.
- v. In the judgment of the Bank, if the supplier has engaged in corrupt or fraudulent practices or fails to adhere to the terms and conditions as laid out by RBI, Chennai.

28. 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 delay in delivering the requirements within the specified period, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty of 50% cut in charges payable for delay up to three days and 100% cut in charges payable for delay of more than seven days except in case of “force majeure”. 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. In the scenario of vendors not responding to the orders by RBI on three occasions, they may be delisted by the Bank.

29. Force Majeure - Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavours to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.

30. 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 execution of or in connection with the work under 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.

31. Termination Policy:

- a) The Bank reserves the right to levy penalty and even remove the vendor from empanelment with a notice of 10 days for reasons such as poor/ deficient service, fraudulent activities, deficiency in the quality of items, material, hygiene, etc. In case of any dispute in this regard, the decision of the Bank shall be final and binding.
- b) The Bank also reserves the right to remove the vendor from empanelment by giving a notice of 30 days without assigning any reasons thereof.
- c) **Mutual Termination:** The vendor(s) who wish to exit from the empanelment shall give a notice by assigning the reason(s) thereof. On acceptance by the Bank, the vendor(s) shall be removed from the list after a period of 30 days from the day of acceptance by the Bank.

32. The terms and conditions mentioned in the empanelment document shall form the part and parcel of this agreement.

33. All the expenses required for execution of this contract shall be borne by the vendors/suppliers/agency.

34. Vendors/suppliers currently empaneled with the Bank are also required to apply afresh for empanelment.

35. Interested applicants may apply for empanelment for single or multiple categories. The applicants are required to write the name of category for which the application is submitted on the envelope containing the Pre-Qualification (PQ) documents along with a forwarding letter.

36. The envelope containing documentary evidence in support of the applicant possessing the required Pre-Qualification criteria for enlistment, as specified above, shall be opened on **September 22, 2020 at 12:00 pm** or any suitable date. During scrutiny, if any of the applicants is found not to possess the required pre-qualification criteria or to have submitted false/ incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents

shall be processed further.

37. In case the vendor has any doubts in the empanelment document, he / she shall seek clarification from the Office of the Deputy General Manager, Human Resource Management Department (HRMD) on or before **September 02, 2020**. Any such clarification, together with all details on which clarification had been sought, will also be intimated to all vendors during the pre-bid meeting which shall be conducted at **11.00 am on September 02, 2020**. All communication between the vendor(s) and HRMD shall be carried out in writing via e-mail only (hcmdchennai@rbi.org.in). Except for any such written clarification by the Bank which is expressly stated to be an addendum to the document issued by the Office of the Deputy General Manager, HRMD, no written or oral communication, presentation or explanation by any other employee of the Bank shall be taken to bind or fetter the Bank under the contract.

38. The panel shall remain valid for three years from the date of coming into existence subject to periodical review of performance.

39. **Purchase**

Samples would be provided by the Bank and quotations will be asked from the empaneled vendors on a need-based requirement.

40. In the event of disputes, difference or questions, if any, shall be deemed to have arisen at Chennai and only courts in Chennai shall have jurisdiction to determine the same. The venue for arbitration shall be Chennai, Tamil Nadu, India.

41. Applications not submitted as per the guidelines stated above and/or applications containing false or inadequate information are liable for rejection. Decision of the Bank in this regard shall be final.

42. All pages of the application including all enclosures should be numbered (except printed leaflets/catalogue), duly filled in, signed and stamped by the bidder or by his authorized representative, must be submitted. Offers received without signature and seal on all pages are liable to be rejected.

43. Applicants are requested to see the tender site www.rbi.org.in regularly before the due date of submission for changes, if any, which may be uploaded subsequently in respect of this tender.

44. Bank reserves the right to reject any or all the applications without assigning any reason thereof and also reserves the right to reissue tender if required.

45. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he shall make temporary arrangement for the services provided by him for a period of 3 months or till Bank appoints new service providers or whichever is earlier.
46. In the scenario of vendors not responding to the orders by RBI on three occasions, they may be delisted by the Bank.
47. RBI reserves the right to seek clarification from any vendor at any point of time.
48. If information provided by the bidder is found incorrect at any point of time during tendering process and even after award of the tender, the vendor shall be delisted.
49. If there is any variation/conflict between English version and Hindi version of the tender document, English version will prevail.

**EMPANELMENT OF VENDORS FOR
SUPPLY OF PRINTED MATERIALS
TO RESERVE BANK OF INDIA,
CHENNAI**

NAME OF THE APPLICANT:

ADDRESS:

CONTACT NO: _____

Covering letter format

To

The Regional Director
Reserve Bank of India
Fort Glacis, No. 16
Rajaji Salai
Chennai - 600001

Dear Sir,

EMPANELMENT OF VENDORS FOR SUPPLY OF PRINTED MATERIALS TO RESERVE BANK OF INDIA, CHENNAI

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the application, I/we hereby offer to provide printed materials specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Part II of the quotations, and in all other respects in accordance with such conditions as may be applicable.

A	Description of work	To supply and deliver Printed Materials (Registers/Forms/Visiting Cards) to RBI Chennai
B	Estimated Cost	₹ 4 lakh per annum
C	Tenure	The tenure of panel is up to September 30, 2023 subject to annual performance reviews
D	Delivery schedule	Delivery has to be made within 10 days of placing the order.

2. Should this application be accepted, I/we hereby agree to abide by and fulfill all the terms and provisions of the annexed tender document, so far, as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. I/We am/are enclosing herewith list of our clients along with full details like names, postal addresses, e-mail ids, telephone (landline and mobile) Nos., Fax Nos., etc., of the contact executives (i.e. the persons who can be contacted by the Reserve Bank of India, if required).

Name of the Director of the company authorised to sign

(or)

Name of person having Power of Attorney to sign the annexed tender document.
(Certified true copy of the Power of Attorney should be submitted.)

Yours faithfully,

Signature of authorised signatory

With seal

Application for Empanelment of Vendors:

To

The Regional Director
Reserve Bank of India
Human Resource Management Department
Fort Glacis, No. 16
Rajaji Salai
Chennai – 600 001

Dear Sir,

With reference to your advertisement dated _____ displayed in Local Daily _____, we request you to empanel us as “Vendor/Supplier” for Printed Materials (Registers/Forms/Visiting Cards) (Registers/Forms/Visiting Cards).

1.	Name of the Applicant/Organization Address of the Registered Office Address of the office/agency at Chennai (with Telephone No./ Mobile No., E-mail ID)	
2.	Type of Organization (Proprietorship / Partnership firm/ Public or Private Limited Company etc.)	
3.	Name of Proprietor/Partners/Directors of the Organization/Firm	
4.	Details of Registration Name of Registration Authority,	

	Date of Registration and Registration Number	
5.	TIN No. /Sales Tax No. PAN/TAN GST Registration No. (Whether registered under Composite scheme—Yes/No)	
6.	Whether belongs to Micro or Small Enterprise category and if so, whether registered under MSME Act. If yes, then submit the copy of MSE registration certificate	
7.	In operation since (years)	
8.	Annual turnover of the organization for the last three financial years 2016-17 2017-18 2018-19	
9.	Experience in the field of supply - List of major clients (Enclose documentary proof for last three years)	
10.	Information regarding any civil suit pending	

Place:

Date:

Signature of the Applicant/Applicants
(with seal)

Annex II

List of Documents to be submitted to complete the application

1. Application form. ([Annex I](#))
2. All supporting documents in respect of qualification criteria as mentioned in the tender document.
3. Authorization letter duly signed and stamped.
4. Terms and conditions duly signed and stamped on each page.
5. 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)
6. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/Partnership Deed (in case of partnership firms)
7. Duly filled and attested copy of Declaration ([Annex III](#)).
8. Detail(s) of Bankers ([Annex IV](#)).
9. Banker's Certificate ([Annex V](#)).
10. Details of work / supplies for last Three Years ([Annex VI](#)).
11. Client Certificate ([Annex VII](#)).
12. Declaration for non – conviction of any offense/ pending case ([Annex VIII](#)).
13. Self-attested copy of PAN/TAN card allotted to the supplier/vendor & Establishment Act 1947 or any other valid license for conducting the business as on the date of application.
14. Self-attested copy of the balance sheet and Income tax return submitted for the last three financial years (2016-17, 2017-18 and 2018-19). Statements of 2019-20 may also be attached, if available.
15. Self-attested copy of GST registration and MSME registration certificate (if registered as MSE).

Note: Applications submitted without any of the above documents will not be considered for the empanelment process.

Declaration Form to be filled in and signed by the Intending Applicant

1. I/We have carefully studied and understood the eligibility conditions and other terms and conditions and satisfied myself / ourselves that all the eligibility conditions are being met by me / us.
2. The above information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled, I/we may be removed from the approved list of suppliers.
3. I/We understand that the Bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof. The decision of the Reserve Bank of India in selection of the supplier will be final and binding on me/us.
4. I/We understand that if empanelled, I/We may be removed from the approved list of suppliers if my / our performance is/are not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending up to three years or beyond.
5. No other firm / company from our business group has applied for empanelment in the segment applied for with RBI Chennai.
6. I/we have not been debarred / delisted by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.
7. I/we also agree that I/We have no objection if enquires are made about the works from our client/banker etc.

Place:

Date:

Signature of the Applicant/Applicants
(with seal)

(The Bank reserves the right to add/delete /modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of work.)

Details of Bankers

(To be given on applicant's letterhead)

Particulars	Banker 1	Banker 2
Name of the Bank, Branch and complete postal Address including IFSC and e-mail id.		
Name of account holder/ firm		
Type of Account and Account No.		
The period from which the service provider has been banking with the Banker (specify number of years).		
Any other information which the service provider may like to furnish about its Bankers.		

Bankers' Certificate

To

The Regional Director
Reserve Bank of India
Fort Glacis, No. 16
Rajaji Salai,
Chennai – 600 001

Bankers' Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information Ms/Shri/
Smt..... having the noted
address at

.....
....., is a respectable
customer of our bank and can be trusted for any engagement up to a limit of
₹ (Rupees.....).

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

For the bank

(Signature with seal)

Date:

Name & Designation:

Telephone No:

Note:

1. Bankers' certificates should be on letterhead of the Bank, sealed in cover and
addressed to the empanelment authority, in this case The Regional Director, Reserve

Bank of India, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001.

2. In case of partnership firm/LLP, certificate to include names of all partners as recorded with the Bank.

Annex VI

Details of work / supplies for last Three Years

Sl. No.	Details of work	Cost (₹)	Year	Name of organization for which the supply was done

**CLIENT's CERTIFICATE REGARDING PERFORMANCE OF
APPLICANT**

(To be given on its letterhead by client in sealed
envelope)

1. Name & address of the Client
2. Details of Works executed by Shri /M/s
3. Name of work with brief particulars
4. Agreement No. and date
5. Agreement amount
6. Date of commencement of contract
7. Date of expiry of contract
8. Duration of relationship with the Agency
9. Details (Date of levy of penalty, Amount of penalty and reasons) of penalty levied for deficiencies in services rendered/quality of items supplied
10. Details of disputes with the agency during the contract
11. General Feedback on the quality of service and quality of items supplied by the Agency
12. Rating of the vendor/agency based on quality of service/items supplied: Outstanding/Very Good/ Good/Satisfactory/ poor
13. Recommendation, if any or any other feedback

(Authorised signatory of the Client)

Annex VIII

DECLARATION FOR NON – CONVICTION OF ANY OFFENSE/ PENDING CASE

This is to certify that I/We, _____ (Name of the applicant / office) having registered office at _____
_____ (Address of the office), have no pending administrative and/or criminal case before any court or authorized body. I/We, further, certify that I/We have never been found guilty/convicted of any administrative offense and/or crime. I/We understand that any misrepresentation as to the truth of the foregoing shall cause the disapproval of my application and/or outright revocation of the eligibility granted without prejudice to the filing of administrative and/or criminal case/s against me/us.

Signature:

Name:

Date:

Seal of the Vendor: