



भारतीय रिज़र्व बैंक, गुवाहाटी
RESERVE BANK OF INDIA, GUWAHATI
निर्गम विभाग
ISSUE DEPARTMENT

Station Road, Panbazar, Guwahati, Assam– 781001

Empanelment of Suppliers for Issue Department stores

Reserve Bank of India, Guwahati proposes to prepare a panel of Suppliers/ Distributors/ Dealers/ Manufacturers for the supply of following items costing up to ₹2-3 lakhs approximately per year. The panel will remain in force for three years up to March 31, 2024.

Items: 2”11/12 Gauge Wire nails, Plastic Strapping 5/8”, Jute Twine, Signode Seals for Steel Strapping 5/8”, Cloth Mask – Surgical, Banding Rolls for CVPS machines, Polythene covers 125x100 cm, Jute Gunny Bags, Rubber Bands, Cutter, Transparent Trays, Hammer, Nail Puller, Pouches, Screwdriver, Knife, Hand Gloves, Hand Sanitizer, Hand Pressure / Steel Strap stealer, Strapping Machine, Cleaning Materials etc.

Tender form may be collected from Reserve Bank of India, Station Road, Pan Bazar, Guwahati on all working days from 10 AM to 4 PM or may be downloaded from website www.rbi.org.in. Last date for submission of Tender form is November 29, 2021 (4 PM). The Bank reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. For any further clarifications please [email](mailto:) or dial to phone No. 0361-2730955.

Date: November 07, 2021

Shri Sanjeev Singha

Regional Director,
Reserve Bank of India
Guwahati



**RESERVE BANK OF INDIA
ISSUE DEPARTMENT
GUWAHATI**

Empanelment of contractors / suppliers 2021-24

Instructions to the applicants for furnishing information

Application for empanelment of Suppliers for the purchase of Department Store Items

1. Tenderers will have to provide detailed information to the Bank in respect of the firms, work experience, financial position in the format enclosed so that same may be considered for the empanelment.
2. While taken for empanelment, the suppliers' eligibility to perform the stipulated job and punctuality will be given priority.
3. The suppliers will have to supply the items of high quality.
4. The Bank's decision will be final and binding in respect of empanelment.
5. The information given in the enclosed format will be kept confidential.
6. One or more authorized persons of the concerned firm have to sign in every section in respect of information furnished in format.
7. A separate form can be used in case of insufficient space in the format. No separate format needs to be enclosed by the applicants.
8. The application will have to be submitted in duplicate.
9. The application will be liable to be rejected if the information furnished are found incomplete and false.
10. While deciding upon the selection of contractors, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
11. The Bank reserves the right to reject any or all the applications without assigning any reasons whatsoever thereof.
12. Applications complete in all respect along with relevant documents & in Bank's format duly super-scribed "Application for Empanelment of Suppliers for the purchase of Issue Department Store Items" in a sealed envelope should reach to the Regional Director for North Eastern States, Reserve Bank of India, Issue Department, 2nd Floor, Station Road, Guwahati – 781001 latest by November 29, 2021 (Monday) up-to 04:00 pm.

Section I
Original Information

1. Name of the Firm:
2. Type of the Firm:
3. Proprietor/ Partner of the Firm:
4. Registration Details/ Status:
5. Business Since (in years):
6. Business activities:
7. Income Tax Registration Status:
8. Proof of Financial Status, Name of Bankers and their addresses:
9. Address of Firm's Registered Office:
10. Place of operation of the Firm and Name of Office-in-charge:
11. Annual Turn-over of the Firm during last 5 years
12. The Legal Status in respect of the Business/ Details, if any legal case continues:

Section – II

Experience:

The work experience of last 5 years in respect of assignments in other organizations.

Sr. No.	<u>Name of Assignment</u>	<u>Organization</u>	<u>Nature of Job</u>	<u>Place of Work</u>	<u>Amount for the Work</u>	<u>Work Status Complete/ In complete</u>	<u>Punctuality</u>

Place: _____

Date: _____

Signature: _____

Section – III

The technical, personnel and special experience of Tenderer

Relevant Information in respect of the employees of the firm:

Eligibility	
Experience	
Experience related to work of supply	
Period of service in the firm	

Place:

Date:

Signature:

The signed declaration given by the tenderer/s:

1. I/ we read the format and the relevant instructions, and I/we understand my/our agreement/contract entered with Reserve Bank of India will stand invalid if any information found false ant time in future.
2. I/we agree the decision of Reserve Bank of India will be binding in respect of final selection of suppliers.
3. To the best of my/our knowledge the information furnished in sections I, II, and III are fully true.
4. I/ we agree that I/we will have objection if any verification is carried out in respect of the work done by me/us.

Place:

Date:

Signature:

List of Store items for Issue Department, Reserve Bank of India, Guwahati

Sr. no.	Item
1	2” 11/12 Gauge Wire nails
2	Plastic strapping 5”/8” (green colour)
3	Jute Twine
4	Signode Seals for Steel strapping 5”8”
5.1	Cloth Mask- Surgical (Two layered)
5.2	Cloth Mask- Surgical (Three layered)
5.3	N 95 Masks
6	Banding Rolls for CVPS Machines
7	Polythene covers 125x100 cm
8	Rubber bands
9	Cutter
10	Transparent Trays
11	Hammer
12	Nail Puller
13	Transparent Pouches
14	Screw Driver
15	Knifes
16	Surgical Hand Gloves
17	Hand Sanitizers- 500 ml
18	Hand Pressure/ Steel strap Sealer
19	Strapping Machine
20	Plastic Ties
21	Jute Gunny Bags (small)
22	Cleaning Materials:
22.1	Dettol
22.2	Phenyl
22.3	Banian cloth
22.4	Cotton Waste
23	Match boxes
24	Candles
25	First Aid kit
26	Nails size 2”
27	Punching machines
28	Thick Gunny Bags (75 x 50 cm)
29	Stapler
30	Paper rolls
31	Plastic bundling rolls
32	Polyester strap rolls
33	Shrink wrapping rolls

34	Bob tape
35	Pad locks
36	Steel strapping sealer
37	Coin pouches
38	Air freshener
39	Scissor
40	Chalk
41	Torch rechargeable
42	Emergency Light
43	Disinfectant spray

List of Unserviceable Items

1. Removal to Wooden Boxes
2. Supply of Plastic Strap for Strap Machines
3. Supply of Gunny Bags (2' x 3')
4. Supply of Gunny Bags (1' x 1.5')
5. Supply of Dead Wood Planks of Currency note packing boxes