



**Reserve Bank of India Archives
College of Agricultural Banking
Reserve Bank of India
University Road
Pune - 411 016.**

Notice for Empanelment of Suppliers for Supply of Archival Preservative materials (Archival Stationery)

Reserve Bank of India, Archives intends to prepare a panel of suppliers for supply of archival preservative material (archival stationery) to RBI Archives, College of Agricultural Banking (CAB), Reserve Bank of India, Pune. The panel is expected to remain operational **for a period three years** from the date of empanelment subject to satisfactory performance.

The expected annual procurement is ₹4.0 Lakh (Rupees Four lakh only) which may be increased or decreased at the sole discretion of the Bank.

Interested suppliers may visit the Bank's web-site <https://www.rbi.org.in> for full details and for downloading the application form. The last date for submission of duly completed application form is December 01, 2021 up to 02:00 P.M.

The Bank reserves the right to reject any or all of the applications without assigning any reason thereof.

Chief Archivist



**Reserve Bank of India Archives
College of Agricultural Banking
Reserve Bank of India
University Road
Pune - 411 016.**

**Notice for Empanelment of Suppliers for Supply of Archival Preservative
Materials (Archival Stationery)**

M/s _____

Address _____

Contact No. _____

Last date of submission: December 01, 2021 at 02:00 p.m.



**Reserve Bank of India Archives
College of Agricultural Banking
Reserve Bank of India
University Road
Pune - 411 016.**

Notice for Empanelment of Suppliers for Supply of Archival Preservative Material (Archival Stationery)

Reserve Bank of India Archives, College of Agricultural Banking (CAB), Reserve Bank of India (RBI), Pune (hereinafter referred as the Bank) invites applications for inclusion in the Bank's panel for supply of archival preservative material (archival stationery) **for a period of three years** subject to the satisfactory performance.

2. The expected annual procurement is ₹4.0 Lakh (Rupees four lakh only) which may be increased or decreased at the sole discretion of the Bank.

3. List of Archival Stationery items to be supplied

The list of preservative material / archival stationery items required by RBI Archives is given in the table below. The vendor must have the capability to supply the same / archival stationery items.

Sr.	Name of the Preservative Material / Archival Stationery	Quantity to be supplied approximately in one year
1.	Acid free handmade paper box for keeping the records having size 37cm L x 27cm W x 15cm H	300 Boxes
2.	Acid free printed docket (file) covers with eyelet, cotton lace as per sample	1,500 file covers
3.	Acid free handmade paper (22.5cm x 34.5cm and 180gsm)	3,000 Sheets
4.	Acid free handmade paper (22cm x 34cm and 90gsm)	30 reams (15,000 Sheets)
5.	Acid free tissue Paper (09gsm)	10 reams (Each ream having 500 sheets)

4. Eligibility Criteria:

S. No.	Criteria	Description	Required Documents to establish compliance to PQ criteria
1	Annual Turnover	Should have a minimum annual turnover during the last three financial years ending March 31, 2021 of amount equal to 50% or more of the upper limit of the respective category for which empanelment is sought. The required annual turnover shall be ₹2.0 Lakh or more in each of last three years.	Chartered Accountant's certificate along with audited Financial Statements and IT return for last three years ending March 31, 2021.
2	Registration	The vendor should possess valid GST certificate and PAN Number.	Copies of relevant certificate issued by the respective authority.
3	Experience	The supplier should have three years' experience in supply of Archival Stationery as per requirement stated in para 3 above.	Copies of supply order.

5. Interested Suppliers may collect the **Application Form from the office of Chief Archivist, Reserve Bank of India, Reserve Bank of India Archives, University Road, Pune 411016 on any working day from 08/11/2021 to 30/11/2021 during 11 AM to 4 PM**, or they may visit Bank's web-site <https://www.rbi.org.in> for full details and download the application form.

6. The suppliers who fulfill the eligibility criteria and agree to the other terms and conditions mentioned in this notice should apply in the prescribed form (**Annex-I**) to the **Chief Archivist, Reserve Bank of India Archives, College of Agricultural Banking, Reserve Bank of India, University Road, Pune-411016 on or before 02:00 PM on December 01, 2021.**

7. The interested Supplier should submit duly completed application along with the required documents in a sealed envelope superscripted “**Empanelment of Suppliers for Supply of Archival Preservative Material (Archival Stationery)**”.

8. The envelope containing application along with documentary evidence in support of the applicant’s meeting the required criteria for empanelment, as specified above, shall be opened after close of receipt of applications i.e. December 01, 2021. During scrutiny, if any of the applicant is found not to meet the required criteria or to have submitted false / incorrect information, his / her application will be liable for rejection. Applications of only those applicants who fulfill the specified criteria and submit the required documents shall be processed further.

9. For works carried out for Government / Public Sector companies, the client certificate or letter of supply of materials should be submitted. For works carried out for private companies, copy of TDS certificate has to be submitted. The Bank reserves the right to independently verify the client’s reports.

10. The panel shall remain valid up to (2022-23, 2023-24 and 2024-25) **three years** from the date of empanelment, subject to periodical review of performance. Names of such contractors / suppliers who fail to respond to Bank’s requests for quotations may be removed from the panel, after due notice, as per details mentioned in General Instructions to the Applicants.

11. The Bank will issue a Request for Quotation (RFQ) for supply of Archival Stationery as per Bank’s requirement. The Bank will enter into purchase contract with one or more vendors depending upon the rate, **ability to supply the product as per specifications**. It is not binding on the Bank to purchase all the products from a single vendor.

12. Important Instructions

12.1 Products should be delivered at RBI Archives, Pune with good, damage proof packing condition.

12.2 The successful supplier should be in a position to deliver archival stationery within one month from the date of receipt of purchase order. For any delay in delivery, the Bank reserves the right to levy penal charge of Rs.500/- per day of delay beyond the stipulated time unless the supplier can prove that delay was due to circumstances beyond the control of the supplier.

12.3 Bank reserves the right to place the order with one or more supplier at the rate approved through the bidding process.

13. Pricing

The rate for each item shall be asked later by the Bank when quotation letters are issued. In response to the Bank's Request for Quotation the vendor may quote the rate. The successful vendor will also have to bear all the expenses i.e. packing, carting, transportation etc. in connection with the supply of the products to the Bank. The quoted price shall remain valid for the entire duration of the contract.

14. Payment Terms

Bank will not pay any advance against any supply order. All payments will be made after receipt of materials in RBI Archives, Pune subject to verification of quality and quantity.

15. The performance of the approved / empanelled supplier shall be reviewed by the Bank at least once in a year and their name shall be removed from the approved list of suppliers in the event of occurrence of any one or more of the failure on their part as detailed below:

- a) Whose performance in delivering materials as per specifications, are not found satisfactory in contracts awarded / supply orders placed.
- b) Failure to abide by the condition of empanelment / if found to have given false particulars at the time of empanelment.
- c) Is declared or is in the process of being declared bankrupt / insolvent, wound up, dissolved or partitioned.

16. The Bank reserves its right to split / divide its purchase among two or more vendors. The Bank reserves the right to accept any or reject any or all of the offers that it may receive without assigning any reason thereof.

17. Clarifications, if any, required may be obtained from the office of **Chief Archivist, Reserve Bank of India Archives, College of Agricultural Banking, Reserve Bank of India, University Road, Pune 411016.**

I / we have read and understood all the above instructions and shall comply with the instructions.

**Place:
Date:**

**Signature of the Applicant:
Name:
Seal:
Mobile No.:
E-mail ID:**



ANNEX-I

**Reserve Bank of India Archives,
College of Agricultural Banking
Reserve Bank of India
University Road, Pune-411016**

**Application form for Empanelment of Supplier for Supply of Archival Preservative
Materials (Archival Stationery).**

Sr. No.	Particulars	Details
1.	Name of the Supplier	
2.	Constitution (Company / Partnership / Proprietorship) Copy of partnership deed / articles / memorandum of association as the case may be to be attached)	
3.	Details of Registration (Registering Authority; Number and Date)	
4.	Year of commencement of business	
5.	GST No., if applicable	
6.	PAN Number	
7.	Whether Manufacturer / Authorized Distributor / Dealer / Agency	
8.	Name(s) of the Proprietor / Partner / Director / Official with designation authorized to make commitment to the Bank	
9.	Telephone No. / Mobile No. / e-mail	
10.	Mailing Address	
11.	Whether the Supplier holds valid license(s) of dealership on the date of application for the supply of Archival Stationery (copy to be enclosed)	
12.	Whether the Supplier has been convicted or any case is pending.	
13.	Copies of the profit and loss account / Income Expenditure Statement for the last three financial years 2018-19, 2019-20, 2020-21 duly certified by a Chartered Accountant certifying the vendor's annual turnover for the last three years.	2018-19 2019-20 2020-21

I have read and understood the notice issued by Reserve Bank of India Archives, College of Agricultural Banking, Reserve Bank of India, Pune - 411016 containing the eligibility criteria and the terms and conditions for empanelment of Supplier for supply of archival preservative materials (archival stationery). I fully accept the terms and conditions. I also understand that the Bank reserves the right to accept any or reject any or all of the applications without assigning any reasons.

Signature
(Seal)

Name of the Authorised Signatory:

Designation:

Mobile No.:

E-mail ID:

Date: