



## भारतीय रिज़र्व बैंक RESERVE BANK OF INDIA

मानव संसाधन प्रबंधन विभाग HUMAN RESOURCE MANAGEMENT DEPARTMENT

शिलांग SHILLONG

### **Empanelment of Suppliers for Stationery items/ Computer Consumables (Printer Cartridges)/Printers of stationery articles (including Rubber Stamp Makers)**

Applications in prescribed format are invited from the interested **(A)** Suppliers of Stationery Items **(B)** Suppliers of Computer Consumables (Printer Cartridges) **(C)** Printers of stationery articles (including Rubber Stamp Makers) based in Shillong for empanelment of their names in the Bank's approved list. Application should be submitted in the prescribed format available at the under mentioned address with attested copies of the documents as stated in the application form. Completed application form in closed cover superscripted as "Application for empanelment of Suppliers for Stationery items/ Computer Consumables (Printer Cartridges)/Printers of stationery articles (including Rubber Stamp Makers)" addressed to **The General Manager & Officer-in-Charge, Reserve Bank of India, Human Resource Management Department, Apphira Building, Fruit Garden, Shillong – 793003 should reach us on or before October 14, 2019.** Applications received late or not submitted in the prescribed format or incomplete in any respect and or not accompanied by the required documents are liable to be rejected. Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof. Reserve Bank of India, Shillong reserves the right to empanel more than one vendor. Reserve Bank of India also reserves the right to empanel more than one vendor for the captioned items separately or inclusively.

**General Manager & O-i-C**



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Reserve Bank of India, Shillong invites applications in the prescribed format for empanelment of Suppliers for Stationery items/Computer Consumables (Printer Cartridges)/Printers of stationery articles (including Rubber Stamp Makers)

#### **Pre-qualification criteria:**

1. The agency should be a sole proprietary concern (with a valid trade license), partnership firm or company and registered with Registrar of Firms/ Registrar of Companies wherever applicable and should have been in existence/operation for not less than 3 years
2. The agency should have Certificates in support of all Statutory Registrations
3. The agency should have preferably supplied stationery/ computer consumables for Govt./ Public Undertakings/Educational Institutions.
4. The agency should have filed income tax return for the last three years.
5. The agency should have recorded minimum turnover of ₹3 lakhs per annum during the last three financial years.
6. The agency should have Form of Banker's Certificate from a Scheduled Bank
7. Agency of copier/ printing paper suppliers/ printer cartridges should be authorized dealers/distributors.
8. The agency should be capable of supplying the items at the Bank's Office with no additional cost and even at short notice whenever necessary.
9. The agency should have GST Registration Certificate/PAN Card.
10. The agency should be based in Shillong.

**Application for empanelment of Suppliers for Stationery items/ Computer Consumables (Printer Cartridges)/Printers of stationery articles (including Rubber Stamp Makers)**

<b>Sl. No</b>	<b>Particulars</b>	
1	Name of the Firm	
2	Nature of Firm (Ltd. Company/Partnership) Attested copy of Partnership Deed/ Certificate of incorporation)	
3	Year of Establishment	
4	Registration No./Trade License No. (Copy)	
5	Registered Office Address	
6	Address for Communication	
7	Telephone No. of the Contact Person	
8	Name of the Director/Proprietor Partners with Address and Telephone Nos.	
9	Annual Business turnover for the last three years (Attested copy of the balance sheet for last two years)	
10	Income Tax PAN/TAN No.	
11	GST No. / GST Registration No.	
12	Last Income Tax Clearance Certificate (Attested Photocopy)	
13	Name of bankers with Full Address	
14	Are you associated with RBI in any other contract in the past? If yes, give details.	
15	Are you having any contact with RBI? If yes, give details.	

16	Details of experience (with photocopies of work orders for last three years)	
17	Details of Civil Suit / Litigation, if any, in the contracts executed. If yes, please furnish the name of the contract employer, nature of work, contract value work order and date and brief details of litigation.	
18	Customer Profile- Details of contract (Supporting documents to be attached with Certificate regarding quality of articles and punctual execution of the Organisation)	
19	Any other relevant information	

I/We do hereby certify that the information as provided above is correct and true in all respect. 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:

Firm's Name:

Address:

(SEAL)

Date:

(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.)

Application should be forwarded to:

**General Manager & Officer-in-Charge, Reserve Bank of India, Human Resource Management Department, Apphira Building, Fruit Garden, Shillong – 793003**