



**RESERVE BANK OF INDIA  
HUMAN RESOURCE MANAGEMENT DEPARTMENT  
MUMBAI**

**NOTICE FOR EMPANELMENT OF SUPPLIERS FOR SUPPLY OF PROVISIONS  
TO THE OFFICERS LOUNGE AND DINING ROOMS (OLDRs) OF RESERVE  
BANK OF INDIA AT FORT, MUMBAI**

Reserve Bank of India, Mumbai Regional Office, Mumbai, invites sealed applications for Empanelment of Suppliers under various categories for supply of provisions as mentioned in the tender document to OLDRs at its two office buildings in Fort area of Mumbai for the specified expected procurement amount for the different category of supplies.

Interested Contractors/ Suppliers may visit web-site <http://www.rbi.org.in> for full details and downloading the application form. The last date of submission of duly completed application forms is **up to 11 AM on February 27, 2020.**

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

**Regional Director**

**X-X-X-X-X-X**

## **DISCLAIMER**

Reserve Bank of India, Human Resource Management Department, Mumbai Office has prepared this document to give background information on the Contract 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 in order, 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 Reserve Bank of India in submitting the e-tender. 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 Contract or to change the configuration of the Contract, to alter the time table 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.

### SCHEDULE OF TENDER (SOT)

A	Tender Name	NOTICE FOR EMPANELMENT OF SUPPLIERS FOR SUPPLY OF PROVISIONS TO THE OFFICERS LOUNGE AND DINING ROOMS (OLDRs) OF RESERVE BANK OF INDIA AT FORT, MUMBAI
B	Mode of Tender	Open tender – Offline Mode (Physical submission of documents)
C	Date of NIT available to the parties for download	10.00 AM on February 7, 2020
D	Earnest Money Deposit (EMD)	Each bidder may deposit Earnest Money in each Category, as follows: 1. ₹ 1,20,000/- for Vegetables. 2. ₹ 80,000/- for Fruits. 3. ₹ 1,40,000/- for Non-veg items. 4. ₹ 20,000/- for Chapattis / Bhakri / Thepla 5. ₹ 84,000/- Milk and Milk Products. 6. ₹ 72,000/- for Groceries. 7. ₹ 3,00,000/- for Snacks. 8. ₹ 40,000/- for Sweets
E	Last date of submission of EMD	11.00 AM on February 27, 2020
F	Date of Pre-Bid meeting	3.00 PM on February 14, 2020
G	Venue of Pre-Bid meeting	HRMD, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, Fort, Mumbai- 400001
H	Date of Starting for submission of Technical Bid at HRMD, MRO, Main Building, 1 <sup>st</sup> Floor, RBI, Fort, Mumbai	10.00 AM on February 7, 2020
I	Date of Closing for submission of Technical Bid at HRMD, MRO, Main Building, 1 <sup>st</sup> Floor, RBI, Fort, Mumbai	11.00 AM on February 27, 2020
J	Date & time of opening of Technical bid	3.00 PM on February 27, 2020

**Note: Vendors may choose to apply for one, more or all categories and may pay EMD accordingly.**



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BANK OF INDIA AT FORT, MUMBAI**

Reserve Bank of India, Mumbai Office intends to prepare a panel of suppliers for supply of provisions viz. Rice, Pulses, Oil, Tea, Coffee, Sugar, Vegetables, Fruits, Non-Veg items, Chapattis, Milk & Milk products, Biscuits, Dry fruits, Snacks etc. for the Officers Lounge and Dining Rooms at its' two office buildings in Fort area of Mumbai. The panel is expected to remain operational for a period of three years subject to satisfactory performance.

The Bank invites applications from such Suppliers who are interested in inclusion in the panel. Suppliers who fulfil the eligibility criteria, pre-qualification (PQ) criteria and agree to the other terms and conditions mentioned in this document should apply in the prescribed form ([Annex I](#)) to the **Regional Director, Reserve Bank of India, HRMD, Main Building, 1<sup>st</sup> floor, Fort, Mumbai-400 001** Duly completed applications along with the necessary enclosures, in a sealed envelope should be dropped in the tender box kept for the purpose by the Office of the Bank, on or before 11 AM on February 27, 2020.

The Bank reserves the right to accept any or reject any or all of the applications received without assigning any reasons.

**I. Eligibility:**

1. The supplier must hold valid licenses including FSSAI license (wherever applicable) on the date of application under relevant law in force. They must hold all other licenses, clearances and permissions as may be necessary to carry out the trade of dealing with / selling of provisions. The empaneled suppliers will further ensure and undertake that their licenses remain valid till the end of the contract period.

2. The supplier must submit a self-declaration that he has not been convicted by the State FDA/ FASSAI/ any other regulatory body and no case is pending under the Prevention of Food Adulteration Act, 1954 and Rules or under any other Acts for the time being in force.
3. The expected annual procurement for supply of following categories of provision is as under:

	<b>Category</b>	<b>Annual expected procurement in ₹</b>
1.	Vegetables	60,00,000
2.	Fruits	40,00,000
3.	Non-veg items	70,00,000
4.	Chapattis / Bhakri / Thepla	10,00,000
5.	Milk and Milk Products	42,00,000
6.	Groceries	36,00,000
7.	Snacks	1,50,00,000
8.	Sweets	20,00,000

The figures are indicative and may vary depending on the actual requirements

4. The supplier should have undertaken a similar business arrangement i.e. empanelment for supply of provisions with at least two Govt / Semi-Govt / Public Sector organization / reputed private organization during the last three years and should submit the documentary proof towards the same.
5. The supplier should agree to supply **all the provisions under the category** that the Bank indents. Failure to do so, after execution of the purchase contract as described elsewhere in the document, will result in automatic forfeiture of the Performance guarantee and the Bank shall have right to procure the items at the risk and cost of the supplier.
6. The vendor must not have been suspended /delisted /blacklisted/banned or any such process initiated against him/her by any organization including Reserve Bank of India at any location in India on any grounds.
7. Vendors whose contract was/were terminated earlier by the Bank on account of unsatisfactory performance are not eligible to apply
8. The shop/establishment of the supplier should be situated in the city of Mumbai.
9. Supplying firms/companies should be able to receive payments to be made by NEFT/RTGS.
10. The supplier should have an automated software-based billing system.

11. In case of proprietorship, duly executed deed of assignment clearly identifying the representative who will be liable to perform the contractual obligation in case of the death of the proprietor shall be required to be submitted, if empaneled. However, in such an eventuality purely as stop gap arrangement, it will be the prerogative/right of the Bank to continue the contract for the remaining period with the such identified representative or till new agreement is executed whichever is earlier.

12. The tenderers should submit their proposal, as per the instructions regarding empanelment, along with all supporting documents complete in all respects on or before 11.00 AM on February 27, 2020 tenderers shall tender proposal along with refundable EMD at 2% of category wise annual expected procurement.

Note: The tenderer shall submit documentary evidences in support of their qualification/ eligibility, wherever required.

## II. Terms and Conditions:

### 1. Prequalification Criteria:

Sr. No.	PQ Criteria	Description	Required Documents to establish compliance to PQ criteria
1	Duration of past experience	Should have minimum 3 years of experience in the trade (during last 3 years ending December 30, 2019). Applicants should furnish their Client lists showing the details of work carried out by them during the last 3 years. The list shall include details such as name of the client, value of work executed, Date of start and finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 3 years.	a) Copy of certificate of registration/ incorporation, if any b) Copy of any work order issued in December 2016 or before and its completion certificate along with copy of TDS certificate. c) Client List, indicating details, as specified, of works carried out for them  The Bank reserves the right to verify the performance report from the clients named by the supplier.

2	Minimum value of each completed work (Qualifying)	<p>Experience of having successfully completed similar works during last 3 years ending December 31, 2019 should be either of the following:</p> <p>i) Three similar completed works each costing not less than the amount equal to 40% of the upper limit of the respective category for which Empanelment is sought</p> <p style="text-align: center;">Or</p> <p>ii) Two similar completed works each costing not less than the amount equal to 50% of the upper limit of the respective category for which Empanelment is sought.</p> <p style="text-align: center;">Or</p> <p>lii) One similar work costing not less than the amount equal to 80% of the upper limit of the respective category for which Empanelment is sought.</p>	<p>a) Copy of work order  b) Copy of TDS certificate  c) Completion certificate</p>
3	Annual Turnover	Should have an annual turnover of amount equal to 50% or more of the upper limit (Annual Expected procurement) of the respective category for which Empanelment is sought during the last three financial years ending March 31, 2019.	Chartered Accountant's certificate along with supporting Financial statements of last three years

## 2. Scope of work:

The Bank will float **E-tender** for supply of provisions from the empaneled suppliers once in every year on the basis of an indicative list specifying broad requirements expected during the year. The Bank will enter into an Annual Purchase contract with one or more supplier who offer the lowest price on the mutually agreed terms and conditions including clauses for penalty, liquidated damages, indemnity, debarring and risk and cost. The supplier shall be liable for payment of stamp duty and all the expenses required for execution of the Agreement. The suppliers will supply the provisions in the hygienic manner and at the agreed price in the stipulated time and at

the specified place on the basis of the indents issued from time to time by the Bank. It may be noted that the Bank is not bound to procure all its requirements of provisions only from the supplier offering the lowest price. The Bank also reserves the right to split / divide its purchases among two or more suppliers. The Bank also reserves the right to accept any or reject any or all of the offers that it may receive without giving any reasons.

**The details of supply included under each category:**

<b>Provisions</b>	<b>List of Items</b>
Category-I	Various vegetables to be used in OLDRs
Category-II	Various kinds of fresh Fruits
Category-III	Various Non-veg items like Chicken, Mutton, Fish, Eggs etc.
Category-IV	Chappati, Bhakri and Thepla etc.
Category-V	Milk, Curd, Paneer, Buttermilk etc.
Category-VI	Spices, Pulses, Rice, Dal, Flour and Various ingredients used in cooking
Category-VII	Tea powder, Coffee powder, Sugar, Biscuits, Dry fruits, Snack etc.
Category-VIII	Various types of sweets

**Clarification of Tender Document**

Pre-Bid meeting will be held on **February 14, 2020 at 3.00 P.M.** at Reserve Bank of India, Human Resource Management Department, First Floor, Mumbai Regional Office, Shahid Bhagat Singh Marg, Fort, Mumbai – 400 001.

No further clarification will be provided after the pre-bid meeting.

**Amendment of Tender Document**

At any time prior to the deadline for submission of tenders, the Bank may amend this document by issuing amendments/corrigendum on Reserve Bank of India website ([www.rbi.org.in](http://www.rbi.org.in)). Any amendments / corrigendum issued shall form a part of this tender.

To give prospective tenderers reasonable time in which to take any/all amendments/corrigendum into account in preparing their tenders, the Bank may, at its discretion, extend the deadline for the submission of tenders.



### **3. General Terms and Conditions:**

- i. The vendor should not have rescinded/abandoned any contract awarded by any of his clients before expiry of prescribed period of contract. The vendor shall give details of all disputes he/she had with his/her clients and furnish the status thereof.
- ii. There will be no guarantee on minimum turnover for ordering of provisions. The order may vary depending on the Bank's requirements.
- iii. Falsification/suppression of information shall lead to disqualification of the tenderer even after the empanelment, the Bank's decision in this regard would be final. In such an event, the performance security shall be liable to be forfeited and the supplier shall also be liable to risk and cost.
- iv. Track record of the vendor should be clean without any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the vendor or proprietor/partners/directors in case of proprietorship/partnership firm/company respectively.
- v. The vendor must not have been prosecuted or suffered any penalty for violation of any statutory laws by any authority.
- vi. Vendors whose contract was/were terminated earlier by the Bank on account of unsatisfactory performance are not eligible to apply

### **4. Pricing:**

The Bank will float E-tender after empanelment. In response to the Bank's E-tendering the supplier should quote price respect of all items of supplies to be made under the Contract. It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the supplier. The supplier will also have to bear all the expenses etc. connected with proper packaging, carting, transportation etc. in connection with supply to any place specified by the Bank. The Bank will only pay as per the minimum price discounted through tendering. The quoted offer shall remain valid for the entire duration of the contract and no upward fluctuation in the price will be payable during the currency of the Agreement.

## 5. Earnest Money Deposit:

Intending tenderers shall pay an Earnest Money Deposit (EMD) of 2% of the Annual Expected Procurement (details as below) by Demand Draft or Pay Order.

SI.No.	Categories of Provisions	Amount of EMD (in ₹)
1.	Vegetables	1,20,000
2.	Fruits	80,0000
3.	Non-veg items	1,40,000
4.	Chapattis / Bhakri / Thepla	20,000
5.	Milk and Milk Products including Sweets	84,000
6.	Groceries	72,000
7.	Snacks	3,00,000
8.	Sweets	40,000

a. The EMD paid by the tenderer shall be held by the Reserve Bank of India as security for the execution of tender until completion of tender process.

b. The EMD amount deposited by the unsuccessful vendors shall be returned to the vendors via account transfer within 30 days from the completion of empanelment. No interest shall be paid on EMD.

c. The EMD amount deposited by the successful vendors shall be returned to the vendors after obtaining the Bank Guarantee.

## 6. Performance Bank Guarantee:

On entering into an annual procurement contract with the Bank, as specified above, the supplier will have to furnish a Performance Security for an amount specified below either in the form of Bank Guarantee issued by the Scheduled Commercial Bank or through Demand Draft payable to "Reserve Bank of India, Mumbai. No interest shall be payable on the performance security and the same will be repaid to the supplier on successful completion of the contract and after adjusting any dues/claims that may be recoverable from the supplier.

<b>Sl. No.</b>	<b>Categories of Provisions</b>	<b>Amount of performance Bank Guarantee in ₹ (10% of annual Expected procurement)</b>
1.	Vegetables	6,00,000
2.	Fruits	4,00,000
3.	Non-veg items	7,00,000
4.	Chapattis / Bhakri / Thepla	1,00,000
5.	Milk and Milk Products including	4,20,000
6.	Groceries	3,60,000
7.	Snacks	15,00,000
8.	Sweets	2,00,000

The Performance Bank Guarantee should remain valid up to six months beyond the validity of the contract.

The amount of Performance Security shall be liable to be forfeited if the provisions supplied by the authorized supplier against the indents placed on them in pursuance of this contract are subsequently found as having been stolen or are not conforming to quality. The Performance Security is also liable to be forfeited if the authorized supplier:

- i) Fails to adhere to the terms of the Contract or
- ii) Supplies any sub-standard, spurious or substitute provisions.
- iii) Delays in supplies.
- iv) Over charges.

The Authorised Representative of the Bank shall be the final authority to decide the quality/standards of the provisions supplied by the suppliers. The Bank may depute its Authorised Representative to inspect the storage facility/business premises of the supplier to verify adherence to the safety and standards of the provisions to be supplied by the supplier. The Bank also reserves its right to send the samples to laboratories for examination of standards of the provisions to be supplied/supplied by the Supplier.

## **7. Documents establishing eligibility:**

The following documents should be submitted along with the application.

- a) Self attested copies of valid licenses held by the supplier as on the date of application.
- b) Self-declaration that they have not been convicted by State FDA/ FSSAI/ any other regulatory body and that no case is pending against the firm under the Prevention of Food Adulteration Act, 1954 and Rules or under any other Acts for the time being in force.
- c) Copies of the balance sheets for the last three financial years, duly certified by a Chartered Accountant OR audited financial statements for past three financial years.
- d) Copies of Income Tax Return Acknowledgement/ Assessment Order for the last three years.
- e) Client report from one client as specified in para (I, d) as per format in [Annex II](#).
- f) Banker's certificate from the supplier's banker as per format in [Annex III](#).
- g) Copy of FSSAI Certificate.
- h) Copy of GST registration certificate.
- i) Copy of PAN allotted to the supplier.

Micro and Small Enterprises (MSE's) shall submit MSE Certificate to claim the exemptions as per the extant guidelines.

## **8. Evaluation Criteria**

Technical bids of applicant will be evaluated based on the eligibility criteria mentioned in this document, after scrutinizing all the relevant documents as sought from bidders and as per methodology given as follows:

### **Evaluation of Technical bid**

Technical bids will be opened and evaluated to determine conformity to the Bank's requirements. The technical bid evaluation shall be done based on the following criteria:

During the technical evaluation, each bidder will be assigned marks, out of total 100 marks, as per the criteria below

- 1. The management composition of the agency (Experience of key management personnel in relevant industry) – Max 25 Marks**
  - i) More than 10 years of experience (Average number of years) of key Management personnel - **25**
  - ii) More than 5 and up to 10 years of experience (Average number of years) of key Management personnel - **20**
  - iii) 5 years of experience or less (Average number of years) of key Management personnel - **15**
- 2. Annual Turnover (Average of Last THREE Financial years) as on March 31, 2019 - Max 25 Marks**
  - i) More than 3 crore – **25**
  - ii) Above 2 crore and up to 3 crore – **20**
  - iii) ₹ 1.5 crore or more and up to 2 crore – **15**
- 3. Current similar contracts/ works (Supply of provisions) – Max 20 Marks**
  - i) More than Six similar works in other locations – **25**
  - ii) More than four but less than or equal to Six in other locations – **20**
  - iii) Two or more than two but less than or equal to four in other locations – **10**
- 4. Site visit by official of RBI at the current location of contract and workshop/storage facilities of supplier – Max 25 Marks**
  - i) Very good maintained preparation/storage area – **25**
  - ii) Good maintained workshop/storage facilities – **20**
  - iii) Satisfactory maintained workshop/storage facilities – **15**
  - iv) Below Satisfactory maintained workshop/storage facilities – **NIL**

Key Management Personnel will include the Owner, Partners, Promoter, Directors, Chief Finance Officer, Company Secretary, Chief Executive Officer and the Managers, as the case may be.

**All the supporting documents for the above criteria are required to be submitted for evaluation**

Proposals scoring minimum 75% Marks (i.e. 75 marks out of total 100 marks as per above criteria) shall be considered for further evaluation in the price bid. The Bank shall notify those bidders whose proposals did not meet the minimum qualifying points or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks,

indicating the date and time set for opening of the price bids. The notification may be sent by electronic mail. In order to verify the claim regarding work/similar contract in other locations, the Bank may call for information/report from the concerned bodies.

## **9. Indent for and delivery of supplies**

a) On receipt of indent for supply from the Bank, the delivery of supplies in full, as per indent, shall be made at the premises of the Bank's OLDRs on the next working day as specified below:

I. Vegetable & Fruits – at 8.30 A.M by next working day.

II. Milk & Dairy items – at 08.30 A.M and 12.30 P.M (twice a day) by next working day.

III. Non-vegetarian items – at 8.30 A.M by next working day.

b) Groceries as specified by the office from time to time are to be delivered within specified time.

c) In case of indent for specific brand of provision, the brand shall not be substituted.

d) The supplier should not stop the supplies of the provisions without giving 30 days' notice.

## **10. Presentation of bills:**

a) The supplier shall present the bill to the office for the supplies made in a month, in the first week of the following month. The bill should clearly indicate the details of the supplies made such as name of the item, quantity, rate per item, discount amount, name of manufacturer, batch No., date of manufacture & expiry date, indent No. with date, Seal and signature etc. and any other information required by the Bank.

b) 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 Lounge supervisor, OLDR, before presenting for payment.

c) Incomplete bills not accompanied by any of the particulars mentioned in (a) and (b) above will not be entertained.

## **11. Payment of bills**

Payment of the bills presented will normally be settled within 15 days from the date of presentation of the bill. However, no interest/damages shall be made by the bank in

case the payment is delayed 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.

## **12. Process of Empanelment**

1. Interested Contractors/ Suppliers may collect the **Application Form from the office of the Regional Director, Reserve Bank of India, HRMD, Main Building, 1<sup>st</sup> floor, Fort, Mumbai-400 001 on any working day from February 7, 2020 to February 26, 2020, during 11 AM to 4 PM**, or they may visit web-site <http://www.rbi.org.in> for full details and downloading the application form.
2. The interested applicants should submit following documents to the office of the **Regional Director, Reserve Bank of India, HRMD, Main Building, 1<sup>st</sup> floor, Fort, Mumbai-400 001 on or before 11 am on February 27, 2020.**
  - (a) The required documentary evidence in support of the applicant's possessing the required Pre-Qualification for Empanelment, as specified above, along with a forwarding letter in a sealed cover super scribing "**Empanelment of Contractors/ Suppliers – Pre-Qualification Documents**"
  - (b) Duly completed application form along with the required documents in sealed cover super scribing "**Application for Empanelment of Suppliers for Supply of Provisions for Bank's OLDR**"
  - (c) Confidential reports from clients and Banker(s) in separate sealed envelopes, super scribing "**Client's/ Banker's Report**", as the case may be.
3. Sealed covers will be opened on **February 27, 2020 (Thursday) at 3:00 PM** at New Conference Room, HRMD, RBI, Mumbai Office in the presence of the authorized representatives of the tenderer, who choose to be present.
4. Subsequently, the successful vendors (in each category) who have been shortlisted and qualified based on scrutiny of technical criteria will be intimated to the eligible vendors via e-mail only.
5. The bank will float an E-tender to the selected vendors specifying the broad requirements expected under each category. In response to E-tender the supplier should quote the price in respect of all the items mentioned in E-tender. Bank will evaluate bids based on scrutiny of E-tender.
6. Regarding Client's certificate, for works carried out for Govt./Public Sector companies, the certificate should be signed by an Officer of the rank of DGM or

equivalent or higher rank. For works carried out for private companies, Copy of TDS has to be submitted along with the client certificate for proving the credentials/contract amount. The Bank reserves the right to independently verify the client's/ Banker's reports.

7. The empanelment shall be initially valid for a period of **one year**. The Bank reserves the right to extend the period of contract for a further period of up to **three years** (one year at a time) subject to periodical review of performance as specified.
8. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

9. **Corrupt, fraudulent or unethical practices**

The Bank requires that the supplier observes the highest standards of ethics during the procurement and execution of contract for supply of provisions. The provisions to be supplied will be of standard quality. 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 or in contract execution.
- 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, for award of the contract, if at any time, it determines that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- d) The Bank may, without prejudice to any other remedy for breach of contract, at its sole discretion, terminate the contract in whole or part in respect of any supplier for any of the following reasons:
  - (i) supply of sub-standard/ spurious/ substitute provisions,
  - (ii) delay in supply/ refusal to supply/ non-supply of provisions,
  - (iii) over charging in the bill,
  - (iv) in case it is found that any particular provision's date is expired or is near the date of expiry,
  - (v) if the supplier fails to perform any other obligation(s) under the contract



- (vi) in the judgment of the Bank the supplier has engaged in corrupt or fraudulent practices.
- e) If any such case indicated in (d) above is noticed during subsequent scrutiny after or before the payment, then the supplier shall refund the disputed/excess amount already paid by the Bank, replace the provisions in question. The Bank may stop payments due or recover the cost of such supplies from the amounts due to the supplier. The Bank shall have right to recover the amount from the performance security.

**13 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 of 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.

**14 Arbitration:**

The empanelment and subsequent contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Bank and the vendor in connection with or arising out of the empanelment, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration the Regional Director, Mumbai Office, Reserve Bank of India, Mumbai who shall give written award of his decision to the vendor. The decision of the Regional Director will be final and binding.

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## RESERVE BANK OF INDIA

**HUMAN RESOURCE MANAGEMENT DEPARTMENT  
MAIN OFFICE BUILDING  
MUMBAI OFFICE**

**APPLICATION FORM FOR EMPANELMENT OF SUPPLIERS FOR SUPPLY OF PROVISIONS**

<b>S. No</b>	<b>Item</b>	<b>Details</b>
1	Name of the supplier	
2	Constitution (Company/ Partnership/ Proprietorship)	
3	Details of Registration (Registering Authority; Registration No. & Date)	
4	Year of commencement of business	
5	GST No	
6	PAN Number	
7	Whether Authorised 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) on the date of application for various categories of provisions issued by the FDA of the State under the provisions of the Prevention of Food Adulteration Act. Please give details of licenses.	
12	Whether the billing system is computerised?	
13	Names of the Government/ Public Sector/ Corporate clients of the supplier for bulk supply of provisions.	

	Also give contact person's name and telephone numbers.	
14	Name and address of Principal Banker.  Please also give phone numbers.	

I have read and understood the notice issued by Reserve Bank of India, containing the eligibility criteria and the terms and conditions for empanelment supplier for supply of provisions. 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.

Name:

Signature

Designation:

Date:

**Note:** Applications complete in all respects in the above format may be submitted in closed envelopes super scribed as "**Application for Empanelment of Suppliers for Supply of Provisions for Bank's OLDR**" accompanied by the copies of documents as indicated at item No.7 of the Notice. Applications should be addressed to the Regional Director, Reserve Bank of India, Main Office Building, Mumbai and should be dropped in the tender box kept at the office for this purpose by not later than **11.00 A.M on February 27, 2020.**

**PROFORMA OF CLIENT’S CERTIFICATE REGARDING PERFORMANCE (can be filled and printed separately)**

Name & address of the client:

Details of works executed by Shri / M/s. \_\_\_\_\_ (name of supplier)

1. Name of work with brief particulars:
2. Agreement No. and date:
3. Agreement amount (approximates are also acceptable):
4. Details of penalties levied (indicate amount) if any for nonperformance or non-adherence to terms:
5. Name, address, telephone number and email id of the authority under whom supply executed

Name & Designation:  
Telephone Nos :  
Email :

6. Comments on the capabilities of the supplier:
  - a) Technical proficiency
  - b) Financial soundness
  - c) Adherence to timelines
  - d) Quality of work
  - e) General behavior

The undersigned is competent to issue this certificate.

**\*‘Countersigned’**

**Signature of the Reporting Officer  
with office seal  
Name & Designation:  
Contact number /s:**

**Bankers' Certificate**

To  
Regional Director,  
Reserve Bank of India,  
Mumbai

**Bankers' Certificate from a Scheduled Bank**

This is to certify that to the best of our knowledge and information M/s./Sri .....having the noted address, a customer of our bank are / is respectable and can be treated as good 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.

(Signature with seal)

Date:

Name & Designation

For the Bank

**Note:**

1. Bankers' certificates should be on letterhead of the Bank, sealed in cover and addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.