



Date : June 04, 2022

Empanelment of suppliers/Vendors Reserve Bank of India, Gangtok

The Reserve Bank of India, Gangtok intends to prepare a panel of suppliers for the following categories.

1.	A	Supply of Kitchen appliances
2.	B	Printing Works
3.	C	Advertisement in digital/social media
4.	D	Supply of IT consumables
5.	E	Supply of Household electrical appliances
6.	F	Civil Works (Minor works not exceeding 5 lakhs)
7.	G	Supply of Furniture
8.	H	Electrical works (Minor works not exceeding 5 lakhs)
9.	I	Supply of Electrical/plumbing consumable
10.	J	Supply of Stationary

The details in this matter will be available on the Bank's website from June 04, 2022. For full details, eligibility, terms & conditions as well as for downloading the empanelment document/Application form, link https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx may please be referred.

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SCHEDULE OF EMPANELMENT PROCESS

a. Mode	Application in sealed cover
b. Date of Notice inviting application	10:00AM on June 04, 2022
c. Clarification of doubts	Till June 10, 2022
d. Date of Starting for submission of Application at HRMD, RBI, Gangtok	10:00AM on June 11, 2022
e. Date of closing for submission of Technical Bid in Sealed cover at HRMD, RBI, Gangtok	05:00 PM June 27, 2022
f. Date & time of opening of Sealed cover	11:00 AM June 28, 2022

Important instructions

Bidders are requested to read the empanelment document carefully before submitting their applications.

Empanelment of Suppliers/Vendors for Reserve Bank of India, Gangtok

Reserve Bank of India (the Bank), intends to prepare a panel of suppliers/Contractors/firms under various category for supply of Goods/Services under various categories as mentioned below. The panel is expected to remain operational for a period of **one year** extendable on annual basis for two more years subject to satisfactory performance.

The Bank invites applications from such suppliers/vendors who are interested in inclusion in the panel. Suppliers who fulfill the eligibility criteria and agree to the other terms and conditions mentioned in this document should apply in the prescribed form ([Annex I](#)) to the General Manager & Officer-In-Charge, Reserve Bank of India, Gangtok. 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, by **05:00 pm June 27, 2022**. The Bank reserves the right to accept or reject any or all of the applications received without assigning any reasons.

All expenses incurred during execution of contract must be borne by the Vendor. Vendor may choose to apply for one or more categories

A. Categories

1.	A	Supply of Kitchen appliances
2.	B	Printing Works
3.	C	Advertisement in digital/social media
4.	D	Supply of IT consumables
5.	E	Supply of Household electrical appliances
6.	F	Civil Works (Minor works not exceeding 5 lakhs)
7.	G	Supply of Furniture
8.	H	Electrical works (Minor works not exceeding 5 lakhs)
9.	I	Supply of Electrical/plumbing consumable
10.	J	Supply of Stationary

B. The details of works included under each category

Sl no	Name of work	Details of Work
1	Supply of Kitchen appliances	Supply of Cutlery, Crockeries, Casseroles, Kitchen appliances, etc.
2	Printing Works	Printing of cloth Banners, Flex, Standees, Pamphlets, Name Tags, Customized T shirts and Masks, Printed Mugs, Display systems/boards/white boards/name boards, Mementos and trophies etc.
3	Advertisement in digital/social media	Advertisement of important notifications from RBI Gangtok in the digital/social media platform.
4	Supply of IT consumables	External Hard disk, Pen drive, HDMI splitter, HDMI cable, VGA to HDMI converter, etc.
5	Supply of Household electrical appliances	Supply of water purifier, Television, ACs, Washing Machine, Geyser, wall clock, refrigerators, room heaters, washing machine, microwave oven, Induction stove, electric chimney, music system etc.

6	Civil Works (Minor works not exceeding 5 lakhs)	<ul style="list-style-type: none"> a) General Repair b) Minor structural repair and Repainting c) Plumbing & Sanitary Works d) Carpentry Works e) Paver Blocks f) Interior Works g) Steel/aluminum fabrication works h) Repairs to Steel/ Wooden Furniture/ Chairs/ Tables/Workstations i) Repainting of Cupboards, furniture etc. j) Cleaning of sofa, chairs, tables, carpets, blinds etc k) Cleaning of water tanks l) Water Proofing works m) Renovation/upgradation/modification/ alteration works n) Supply and installation of mosquito net m) Carpentry Work o) Other related work
7	Supply of Furniture	<ul style="list-style-type: none"> a) Supply of sofa set, chairs, tables, bed, mattress, bedcovers, pillows, carpets, blinds, curtain, almirah, dressing table etc. b) Providing, fixing, fabricating & supplying compactors etc. c) Any other furniture/fittings/carpentry work
8	Electrical works (Minor works not exceeding 5 lakhs)	<ul style="list-style-type: none"> a) Repairing/ addition/ alteration of electrical installations. b) Cabling, rewiring works, other general electrical works. c) Supply, installation and maintenance of EPABX & Telephone instruments, extension lines, wiring etc. d) Repairs of ceiling/Pedestal/Exhaust fans, Geysers, Deep Freezers, Refrigerators, Microwave, Bainmaries etc. e) Repairs and maintenance of ceiling fans, pumps, motors, wiring, substation, water dispenser, water-purifiers, refrigerators, Air-Conditioner and any other electrical Installation etc. f) Other related work
9	Supply of Electrical/plumbing consumable	<ul style="list-style-type: none"> a) Supply of electrical accessories/fixtures (fans, lamps, switches/wires/ etc.) b) Supply of Batteries/ invertors/ stabilizers/ small UPS etc. c) Supply of plumbing goods etc.

1. Scope of work

The Bank will issue 'Request for Quotation' (RFQ) for supply of stationery articles, printing works, IT consumables etc. from the empanelled suppliers as and when required, specifying the requirements. Generally, supply order will be placed with the supplier quoting the lowest price. The supplier will be required to supply the articles at the lowest quoted price in the stipulated time and at the specified place on the basis of the order issued by the Bank. It may be noted that the Bank is not bound to accept the lowest bidder and may split / divide its purchases order among two or more suppliers. The Bank also reserves the right to reject an individual or all the bidder without assigning any reason there for.. The Bank gives no guarantee about the definite volume of purchase from any empanelled supplier at any given time or throughout the tenure of the empanelment.

2. Eligibility Conditions for Empanelment:

- I. The applicant should have own office / establishment in Gangtok.
- II. The applicant should have minimum experience of 3 years of supplying materials/services in the category applied for.
- III. The applicants those who have executed such works during the last 3 financial years i.e. for supply to Government / Public Sector Undertakings / Banks & Financial Institutions / Large Corporate MNCs and other reputed institutions etc. will be preferred.
- IV. The supplier should not have been debarred/black-listed by any Govt./Semi Govt./PSU/reputed organizations.
- V. The applicant should have valid, applicable Trade License and tax registrations

3. Documents establishing eligibility:

Please attach certified / self-attested copies of the following documents: -

- i. Registration Certificate / Trade License
- ii. Agreement / empanelment order / work order from Government / Public Sector Undertakings / Banks & Financial Institutions /other reputed institutions etc. establishing minimum experience in the field applied for and carrying out such work for minimum three years during for Government/semi-government/public sector undertakings, banks etc. (if any)
- iii. PAN, GST certificate if any
- iv. Self-attested copies of Annual Accounts statements (Balance Sheet and Profit & Loss Account) for last 2 financial years, audited or Income Tax Returns for last three financial years.
- v. Banker's Certificate as per Proforma ([Annexure II](#))
- vi. Clients' report in the prescribed form ([Annex III](#)) about the performance of the firm from any reputed clients including or excluding, Government/semi government/public sector undertakings, banks/MNCs etc. also indicating the period of service provided by the supplier. (If any)
- vii. Address Proof of Office / Establishment in Gangtok.

Other documents which may be submitted

- 1) Registration Certificate under Shops and Establishment Act
- 2) Registration Certificate, if any, in respect of SSI/SME/MSME etc.
- 3) Any other relevant document/s

4. Period of Empanelment

The period of the empanelment contract is expected to remain operational for a period of **one year** extendable on annual basis for two more years subject to satisfactory performance. The performances of the empanelled vendors shall be reviewed every year and suitable addition/deletion to the list shall be carried out based on their performance.

5. Procedure of application:

Application can be submitted from **10:00AM June 11, 2022 to 05:00 PM June 27, 2022.**

Applications should be addressed to General Manager and OIC, Reserve Bank of India, Human Resource Management Department, Amdo Golai, Gangtok.

Application should be submitted only on prescribed Application form (available on web site/ can be collected from HRMD, RBI Gangtok, Ground floor) along with all the supporting documents indicated at item no. 3 above in a sealed cover superscribed with "Application for Empanelment of Vendors for Category name." The applications may be dropped in the Tender Box placed at RBI, HRMD, Ground floor

All pages of annexure and its enclosures must be signed by the authorized person with seal at the bottom and sent together with duly filled in application form attaching all the duly certified, specified documents. The supplier will be responsible to ensure that his application is deposited in the above mentioned tender box on or before the due date and time. The Bank will not be responsible for non-receipt of applications within the specified date and time due to any reason. All costs in connection with preparation of documents shall be borne by the applicant. Applications from entities under common management viz. partnership firms having a common partner or a corporate having a common promoter/director will not be accepted. Applications containing false or inadequate information are liable for rejection. If empanelled, the empanelment will be liable for cancellation whenever it is found that any of the information submitted was false.

6. Right to accept / reject any or all of the applications:

Applications received after the due date and time or incomplete in any respect are liable to be rejected. The Bank reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons. The Bank reserves the right to scrap the panel at any time, without assigning any reason thereof. The Bank's decision in this regard shall be binding and final. The General Manager and OIC has the right to modify / alter any requirements in this document at his discretion in the interest of the Bank as deemed appropriate by him. His decision in this regard shall be final. Decision of the Bank with regard to empanelment of the vendors will be final and binding.

7. Notification of acceptance:

The Bank will communicate by letter/e-mail to the applicant regarding empanelment.

8. Evaluation criteria for empanelment:

- i) The applications received after the stipulated last date and time will be summarily rejected.
- ii) The applications received will be scrutinized for satisfaction of eligibility conditions. Applications received from ineligible organizations will be rejected without further reference to the applicant.
- iii) The applications received will be scrutinized for completeness. Incomplete applications i.e. applications where full details are not provided or required documents are not attached will be rejected without further reference to the applicant.
- iv) Applicant's record of timely delivery, quality of material supplied, quality of work will be assessed.
- v) The applicants those who have executed such works during the last 3 financial years i.e. for supply to Government / Public Sector Undertakings / Banks & Financial Institutions / and other reputed institutions etc. will be given preference.
- vi) The applications where clients' reports contain any adverse comments may be rejected.

9. Pricing:

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 the price quoted.

10. Order for the delivery of the supplies:

- a) On receipt of order for supply from the Bank, the delivery of supplies in full shall be made at the specified premises of the Bank.
- b) In case of indent for specific brand of provision, the brand shall not be substituted.

11. Presentation of bills:

- a) The supplier shall present the bill to the office for the supplies made. The bill should clearly indicate the details of the supplies made such as name of the item, quantity, rate, discount amount, name of the manufacturers, batch no., date of manufacture & expiry date, order no. with date etc. and any other information required by the Bank.
- b) The bill shall be supported by the original supply order.
- c) Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.

12. Payment:

Payment of the bills presented will normally be arranged within 15 working days from the date of presentation of the bill. However, the supplier shall make no claim from the Bank in respect of interest or damages in case the payment is delayed for any reasons. The payment will be done through NEFT system for which supplier should give requisite details of bank name, address, Account No, IFSC etc.

13. Corrupt, fraudulent or unethical practices

The Bank requires that the supplier observes the highest standard of ethics during the procurement and execution of orders for supply of articles. The articles supplied will be of standard quality. In pursuance thereof, the terms set forth are as follows:

- a) The supplier should not resort to offering, giving, receiving or soliciting of anything of value or influence the action of any official of the Bank in the empanelment process or in the supply order execution.
- b) The supplier shall not resort to misrepresentation of facts in order to influence the empanelment process or execution of the supply orders to the detriment of the Bank.
- c) The bank will declare a supplier ineligible, either indefinitely or for a specified period of time, for empanelment, 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) Overcharging 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.

14. 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 of any action or suit being brought against the supplier for anything done or committed to be done in execution of this contract.

15. Contact persons

- a) Subash Luyagun, Manager – 9733341247
- b) Balaji M Malilwad, Asst. Manager - 8080242581

Application for Empanelment of Suppliers/Vendors

The General Manager and OIC
 Reserve Bank of India
 Human Resource Management Department
 Amdo Golai
 Gangtok- 737102

Empanelment of Supplier/Vendors at RBI Gangtok

With reference to your advertisement dated....., we request you to empanel us as “Supplier/Contractor/Vendor” for under noted items of work –

1. Supply of Kitchen appliances
2. Printing Works
3. Advertisement in digital/social media
4. Supply of IT consumables
5. Supply of Household electrical appliances
6. Civil Works (Minor works not exceeding 5 lakhs)
7. Supply of Furniture
8. Electrical works (Minor works not exceeding 5 lakhs)
9. Supply of Electrical/plumbing consumable
10. Supply of Stationary

(Applicant may please ‘tick’ the items to be supplied)

1.	Name of the Applicant/Organization Address of the Registered Office Address of the office/agency in Gangtok (with Telephone/ Mobile No., E-mail ID)	
2.	Type of Organization (Proprietorship/ Partnership firm/ Co-Op. Society / Limited Company etc.	
4.	Date of Commencement of Business / Date of Registration / Registration No.	
5.	Total Experience in undertaking similar supplies to other firms (mention only relevant experience in years/months) if any	

6.	Designation, Telephone No., e-mail ID of the authorized person who will be dealing with the Bank		
7.	Details of Bank A/c	Account No. Name of Bank Branch IFS Code Type of A/c	
8.	Whether MSME Certified? If yes, attach certificate		

Place:
Date:

Yours faithfully,

(Signature of Vendor/Contractor)

Name & Address:

Contact No.:
E-Mail ID:

Note:

1. Copies of following documents are required to be submitted along with the application:
 - (a) Copy of Registration Certificate or Trade License
 - (b) GST registration certificate copy
 - (c) MSME Certificate (If applicable)
 - (d) Copy of PAN / TAN (if available)
 - (e) A copy of Cancelled Cheque
 - (f) Copies of last two years Income Tax returns/audited Accounts statements (Profit & Loss and Balance Sheet).
2. Each page of the application must be signed with seal at the bottom by the authorized person.
3. Declaration copy in [Annex I](#)
4. Copy of Banker's Certificate as per [Annex II](#)
5. Client certificate as per [Annex III](#)
6. The Bank may ask for any additional information at any time, if required.

DECLARATION

1. I/We have carefully studied 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 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 then 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.
4. I/We understand that if empanelled then I/We may be removed from the approved list of suppliers if my / our performance is 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.
5. I/we have not been debarred / Black listed by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.

Signature:

Name:

Designation:

Seal of the Supplier:

Date

PROFORMA OF BANKER'S CERTIFICATE

To
General Manager & Officer-In-Charge
Tseyang Dzong Building
Reserve Bank of India
Gangtok

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 Rs. (Rupees.....)

This certificate is issued without and guarantee or responsibility on the Bank

(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.

Annex III

**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 the 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 non-performance or non-adherence to terms	:	
5.	Name, address, telephone number and e-mail id of the authority under whom supply executed	:	
a)	Name & Designation	:	
b)	Telephone No.(s)	:	
c)	Email	:	
6.	Comments on the capabilities of the supplier	:	
a)	Technical Proficiency	:	
b)	Financial Soundness	:	
c)	Adherence to timeliness	:	
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):