



**Empanelment of vendors for supply of Stationery Items to  
Reserve Bank of India, Chennai**

**Minutes of Pre-Bid meeting held on September 02, 2020**

Pre-bid meeting for the [captioned tender](#) was held on September 02, 2020 at 11:00 AM in Conference Room, Human Resource Management Department, RBI Chennai. List of officials from RBI Chennai and representatives from interested agencies who participated in the meeting is given in the [Annex](#).

2. The discussions held with the agencies' representatives and clarifications arrived thereof are mentioned hereunder.

<b>Sl. No.</b>	<b>Clarification sought</b>	<b>Clarification furnished</b>
1	Please explain the tender procedure.	Empanelment of suppliers for Stationery will be through E-tender (two-bid system) via the e-Tendering portal of MSTC Ltd. Interested applicants have to register themselves in MSTC portal and should be possessing a valid digital certificate. The participants were advised to read and understand the tender document thoroughly before bidding, to get full details regarding the tendering process.
2	What will be the fees payable in connection with the tendering?	Vendors have to pay the "Transaction Fees" as mentioned in the MSTC portal (Rs.1,000/- plus 18% tax) payable to MSTC through their payment gateway / NEFT/ RTGS in favour of MSTC Ltd.  Further, bidders have to pay EMD of Rs.20,000/- to RBI Chennai (account details as mentioned in the tender document). NEFT reference number with respect to this payment

		should be sent to <a href="mailto:hcmdchennai@rbi.org.in">hcmdchennai@rbi.org.in</a> .
3	Whether there will be any waiver of "Transaction Fees" payable to MSTC?	Transaction fee is levied by MSTC Ltd. and the same cannot be waived.
4	MSTC was not responding to the queries regarding registration process.	Vendors may contact MSTC on their helpline numbers and send an email to <a href="mailto:mstceproc@gmail.com">mstceproc@gmail.com</a> with copy to <a href="mailto:hcmdchennai@rbi.org.in">hcmdchennai@rbi.org.in</a> .
5	What are the exemptions given to MSMEs?	<p>Only tenderer falling under the Micro and Small Enterprises (MSEs) category and holding a valid Udyog Aadhar Certificate shall be exempted from paying Earnest Money Deposit and meeting the minimum prior work experience and turnover clauses. To avail these benefits, the tenderer will have to upload a valid Udyog Aadhar certificate with its Technical Bid Form.</p> <p>No exemption is granted for paying the MSTC Transaction fees, security deposit / Performance Bank Guarantee, etc. Further, the exemptions mentioned above are only for Micro and Small Enterprises and not for Medium Enterprises.</p>
6	What will be the tenure of empanelment?	<p>The vendors qualifying the technical bid process shall be empaneled by the Bank. The empanelment will be valid for a period of three years subject to satisfactory performance.</p> <p>However, an annual contract will be awarded to the bidder quoting the highest uniform discount rate. Such contract will be valid for one year only. On completion of one year, the Bank will seek financial bids from the empaneled vendors for the next year.</p>

7	Is Client's Certificate regarding the performance of Vendor/Supplier mandatory? It is difficult to obtain Client's Certificate in the client's letterhead.	<p>Client certificate as per the format mentioned in Annex V to the tender document is mandatory. Applicants will have to submit minimum one client's certificate to complete the bid.</p> <p>However, in view of the concerns raised by the participants of the meeting, it was decided that the vendors need not submit Client's Certificate in the letterhead of the client. However, it may be noted that client's signature and official seal are mandatorily required in the certificate. Certificates without signature and official seal of the client will be rejected.</p> <p>The tender document shall stand amended to this effect.</p>
8	What will be the frequency of purchase?	Purchases will typically be made on quarterly basis.
9	When should Performance Bank Guarantee be furnished?	Only the successful bidder selected for the Annual Contract will have to submit a Security Deposit of Rs.50,000/- (i.e. 5% of the value of tender) to the Bank. The bidder may also opt to submit Performance Bank Guarantee In lieu of Security Deposit in the format specified in Annex VII to the tender document.
10	Please clarify what is the uniform discount rate asked for in Financial Bid?	Vendors are not supposed to give absolute price offered for each item and instead are supposed to submit a single, uniform discount rate that shall be applicable for purchase of any item as mentioned in Annex VIII to the tender document. The Annual Contract will be awarded to the vendor offering highest discount rate.
11	Uniform discount rate will be	Uniform Discount Rate should be in

	applied for cost inclusive/exclusive of GST?	percentage terms. The uniform discount rate shall be applied on the MRP inclusive of all taxes.
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3. On a concluding note, the participants were advised to read the instructions in the tender document carefully before bidding. It was also reiterated that the bidders should ensure submission of all the enclosures as stipulated in the tender documents, failing which the tenders will be summarily rejected. Further, they were advised to strictly follow the timelines as mentioned in the Notice Inviting Tender. It was informed that late tenders and tenders without EMD will be rejected without any further clarifications. The meeting concluded at 12.30 PM.

**Note:**

- **The above minutes of pre-bid meeting shall form the part of bid document / Agreement.**
- The minutes are also uploaded on MSTC portal.
- Rest of the Terms and conditions and specifications of the tender document shall continue to remain same.
- The above amendments / clarifications are issued for the information of all the intending bidders.
- The submission of bid by the firm shall be construed to be in conformity to the tender document and amendments / clarifications given above.

Regional Director  
Reserve Bank of India  
Chennai

## LIST OF PARTICIPANTS

Sr. No.	Name	Office / Agency
<b>RBI Chennai</b>		
1	Smt Jayabharathi Kannan, Deputy General Manager	RBI Chennai
2	Shri K Santhosh, Assistant General Manager	RBI Chennai
3	Shri Tej Kankaria, Manager	RBI Chennai
4	Shri Abraham K, Assistant Manager	RBI Chennai
5	Smt Gayathri Krishnan, Assistant Manager	RBI Chennai
1	Shri Raghunath	DRD Agencies
2	Shri S. Ravi	Lakshmi & Co
3	Shri Fakrudin Ali	Crescent Art Printers
4	Shri K Karthi Ganesh	Surya Graphics