



निर्गम विभाग / Issue Department
कानपुर / Kanpur

Public Notice

Reserve Bank of India, Kanpur intends to prepare a panel of reputed vendors / suppliers for supplying Issue Department Store Items as mentioned in [Annex I](#), for its office at Kanpur. Vendors / Suppliers who are registered with Government / Semi-Government Undertakings / Banks / Financial Institutions etc. as approved suppliers or have experience of at least 5 years in supplying similar items to different institutions may apply in sealed cover addressed to Deputy General Manager, Issue Department, Reserve Bank of India, Mall Road, Kanpur by giving details of their firm / company and supporting documents relating to their experience etc. so as to reach Issue Department, Reserve Bank of India, Mall Road, Kanpur on or before August 27, 2021 upto 1200 P.M. super scribing "*Application for Empanelment of Vendors/Suppliers for supply of Issue Department Store Items*". Application form may be collected along with pre-qualification criteria from the office of Deputy General Manager, Issue Department, Reserve Bank of India, Kanpur -208001.

Application forms and other details can also be downloaded from Bank's website www.rbi.org.in. Applications received after due date and time will not be accepted. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Regional Director



निर्गम विभाग / Issue Department
कानपुर / Kanpur

Empanelment of Vendors/Suppliers for supply of Issue Department Store Items

The Reserve Bank of India, Kanpur intends to prepare a panel of reputed vendors/suppliers for the supply of Issue Department Store Items, as mentioned in [Annex I](#) for a period of three years.

(2) Application forms for empanelment of vendors/suppliers as at (1) can be collected from the office of Deputy General Manager, Issue Department, Reserve Bank of India, Kanpur between 10:00 A.M to 04:00 P.M on all working days upto August 26, 2021 or can be downloaded from on our website www.rbi.org.in.

(3) Duly Completed application forms for (1) super scribed “*Application for Empanelment of Vendors/Suppliers for Supply of Issue Department Store Items*” may be submitted in sealed covers, addressed to Deputy General Manager, Issue Department, Reserve Bank of India, Mall Road, Kanpur so as to reach him not later than 12:00 P.M. on August 27, 2021.

(4) Tender notification is also placed on RBI website www.rbi.org.in.

(5) The Bank reserves the right to accept or reject any or all the applications / quotations without assigning any reasons there for.

Pre-qualification criteria:

1. The firm / company should be a sole proprietary concern/ 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 5 years.
2. The firm / company should have supplied items as mentioned in [Annex I](#) for institutions like SBI/NABARD/Public Sector Banks and other Government / Public Sector Undertakings (preferably).
3. The firm / company should have executed at least two similar works / supplies for minimum amount of Rs.1 lakh in the last 5 years.
4. The firm / company should be income-tax assessee and have filed Income Tax Return for the least three assessment years.
5. The firm / company should be capable of supplying the items (on as and when basis/ need basis) at the Bank's office with no additional cost and even at short-notice whenever necessary.
6. The firm / company should have GSTN Registration Certificate.
7. The firm / company will have to supply the items of high quality.
8. The Bank's decision will be final and binding in respect of empanelment.

**APPLICATION FOR EMPANELMENT OF VENDORS/SUPPLIERS FOR ID STORE ITEMS AT
RBI KANPUR**

SI No.	Particulars	
1.	Name of the Firm/ Company	
2.	Name of the Firm / Company (Ltd., Co./ Partnership/ Sole Proprietorship etc.) (Self Attested copy of Partnership Deed/ Certification of incorporation/ Registration viz. shopkeeper license)	
3.	Year of Establishment	
4.	Registration No./ Trade License No. (Photocopy)	
5.	Registered Office Address	
6.	Address of Communication	
7.	Telephone No. and E-mail of the Contact Person	
8.	Name of Director/Proprietor/Partners with Address and Telephone Nos.	
9.	Annual business turnover for last three years (Attested copy of balance sheet for last two years)	
10.	PAN/TAN No.	
11.	GSTN No.	
12.	Last two Income Tax return submitted (Self Attested Photo Copy)	
13.	Name of Bankers with Full details	
14.	Have you been/ Are you associated with RBI in any other contract in the past/ present? If yes, give details.	
15.	Details of experience (with photocopies of work order for last five years)	
16.	Details of Civil Suit/ Litigation, if any, in the contract executed during the last 5 years/being 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.	
17.	Customer Profile – Details of contract (Supporting documents to be attached with certificate regarding quality of articles and punctual execution of the Organization)	
18.	Any other relevant information	
19.	Bank account details – Account Number/ IFSC Code/Name/Branch/Account type – for making NEFT payments	

Sign and Seal

I / We do hereby certify that the information as provided above is correct and are 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.

Signature:

Name:

Firm's /Company's Name:

Address

(SEAL)

Date:

[The Bank reserve the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of contract.]

[This duly completed application form super scribed "Application for Empanelment of Vendors/Suppliers for Supply of Issue Department Store Items at RBI Kanpur" alongwith annexures at (i), (ii), (iii) and (iv) should be submitted to this office by August 27, 2021 upto 12:00 P.M.]

Application should be forwarded to:

The Deputy General Manager

Reserve Bank of India

Issue Department (Records)

The Mall

Kanpur

Kanpur 208001

List of Items Required generally

Sr. No.	Name of Items (Name of Brand needed to be given)	Agreed to Supply Yes/No
1	Face Mask – Good Quality Three Ply Surgical Mask (Ear/Head Loop)	
2	Rubber Ring	
3	Paper Bundling Roll	
4	Key Purse	
5	Patti Roll 5/8” Size	
6	Shrink wrapping film	
7	Printed tin seals 1/2” and 5/8”	
8	Plastic Buckets	
9	Jute Twine (Sutli)	
10	Slippers	
11	Locks Big and Small	
12	Steel strapping rolls	
13	Plastic trays	
14	Apron for CVPS	
15	Paper Plastic glasses	
16	Steel Tray	
17	Nails	
18	Knife	
19	Adhesive tape (Brown)	
20	Marker Pens	
21	Emergency lamp	
22	Torch	
23	Key Rings	
24	Steel Patti Tightner	
25	Sealer Punch	
26	Stapler Big	
27	Crape paper Masking Tape	
28	U.V. Lamp	
29	Magnifying Lens	
30	Calculators	
31	Gloves	
32	Sanitizer	
33	Canvas Key Bags	
34	Face Shield	

Sign & Seal.

Terms and Conditions for Empaneled Vendors / Suppliers for Issue Department Store Items

Price Quotation will be invited from empaneled vendors / suppliers for supply of Issue Department Store Items. The terms and conditions for the empaneled vendors / suppliers will be as follows:

1. The price quoted by the firm / company should be inclusive of all other charges and all taxes, rates, dues, duties, levies, freight, cartage, insurance, packing material charges and all other incidental charges etc. and should be valid till the terms as sought by RBI.
2. Firm / Company shall not be entitled to claim any rise in price on account of any circumstances whatsoever or rise in any incidental expenses for packing, freight, cartage, taxes, rent, dues, duties, levies, cess, insurance etc. after quotations are invited from empaneled contractors/ vendors / suppliers.
3. In case the materials are supplied on installments for periodical basis, the firm / company shall strictly adhere to the delivery schedule as indicated by us. Any delay in the supply of goods as per the time specified would entitle the Bank to cancel the order. In such an event, firm / company shall not be entitled to recover from the Bank anything including by way of damages, loss or otherwise for such cancelled order; but the Bank shall be entitled to recover the loss which the Bank may incur on account of the non-delivery / late delivery on account of placing orders with other suppliers and recover the difference / between the price at which you have agreed to supply and the price at which the Bank was forced to place fresh orders with others.
4. Any relaxation granted by the Bank of its own volition shall not be treated as any change in the terms of the supply even though it may be favourable to you, and the Bank shall be entitled to withdraw such relaxation at any time.
5. The bank reserves the rights to accept or reject any quotations without assigning any reasons therefor.
6. All the disputes arising out of or in any way connected with this agreement/arrangement shall be deemed to have arisen at Kanpur and only Courts in Kanpur shall have jurisdiction to determine the same.

I / We agree to supply Issue Department Store items on the above terms and conditions.

Signature: _____

Name: _____

Designation: _____

Address: _____

Date: _____

Place: _____

Seal: _____

---(ii)---

Past Experience

The work experience of last 5 years in respect of similar assignments in other organizations

Sr. No.	Name of the Assignment	Organization / Institution (with whom worked in the past)	Nature of Job	Place of Work	Amount for the Work	Work Status Complete / Incomplete	Punctuality

Place: _____

Date: _____

Signature

Name: _____

Name of the Firm / Company: _____

Seal:

---(iii)---

The signed declaration given by the tenderer/s

1. I / we have read the format and the relevant instructions, and I / we understand my / our arrangement entered into with the Reserve Bank of India will stand invalid if any information found false any time in future.
2. I / we agree the decision of Reserve Bank of India will be binding in respect of final selection of suppliers.
3. To the best of my / our knowledge the information furnished in the above are fully true.
4. I / we agree that I / we will have no objection if any verification is carried out in respect of the work done by me / us.

Place: _____

Date: _____

Signature

Name: _____

Seal & PAN No.

GSTN No.