



भारतीय रिजर्व बैंक
निर्गम विभाग
चेन्नै

Web Notice

Date: January 13, 2023

Empanelment of Dealers/Suppliers for Supply of Items for Issue Department Store

The Reserve Bank of India, Chennai invites Application for Empanelment of suppliers for supply of Issue Department store items. The vendors intending to empanel for the above work may **submit their application to The General Manager, Issue Department, Reserve Bank of India, Rajaji Salai, Chennai.** The last date and time for submission of the Application is **February 10, 2023 upto 14:00 Hrs.**

The details of Notice Inviting Application are as follows:

S. No.	Item	Schedule
1.	Name of Work	Application for empanelment of dealers/suppliers for supply of item for issue department Store
2.	Mode of Submission	Manual submission
3.	Estimated value of store items to be supplied	Rs. 5 Lakh (approx.) for 12 months
4.	Date of advertisement	January 13, 2023
5.	Date of uploading application document on RBI website	January 13, 2023 (11:00 hrs.)
6.	Last date of submission of Application	February 10, 2023 (14:00 hrs.)
7.	Application Form & other details	Download from Bank's website https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx

Note: Any amendment / corrigendum to this application notice, if any, issued in future will be notified only on the RBI Website and the same will not be published in newspapers.

Shri S M N Swamy
Regional Director
Chennai



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SCHEDULE OF EMPANELMENT

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Empanelment of suppliers for supply of Issue Department store items

Reserve Bank of India, Chennai invites applications in the prescribed format for empanelment of suppliers for Issue Department Stores items. The panel is expected to remain operational for a period of 36 months from **April 2023 to March 2026**. The suppliers who are registered with Government/Semi-government undertakings/Banks/Financial Institutions, etc. as approved suppliers or having experience of at least 5 years in supplying similar items to different institutions may apply in a closed cover **addressed to the General Manager, Issue Department, Reserve Bank of India, Chennai** by giving details of their entity and supporting documents relating to their experience etc., as asked in the application document so as to reach **on or before February 10, 2023 up to 14:00 hrs** in a sealed envelope super scribed as **“Application for Empanelment of Suppliers for Supply of Issue Department Store Items”**. Application form and other details can be downloaded from Bank’s website www.rbi.org.in For any queries regarding the application, please contact Issue Department, Reserve Bank of India, Rajaji Salai, Chennai-600 001 or on phone no. 044- 2539 9058 / 044- 2538 1390 or email to issuechennai@rbi.org.in.



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Pre-qualification or Eligibility criteria:

1. Suppliers having full-fledged service setup either at Chennai or nearby place with capacity to provide the required supplies/services.
2. The agency 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 (five) years**.
3. The agency should preferably have supplied stationery/ computer consumables for reputed institutions like Government/Semi-government undertakings/Banks/Financial Institutions, etc.
4. The agency should be an income tax assessee and have filed income tax return for the last three years.
5. The agency should be capable of supplying the items at the Bank's Office with no additional cost and **even at short notice of even 03 days whenever necessary**. A confirmation (on his letter head) in this regard has to be submitted by the supplier.
6. The agency should have GST registration.
7. Suppliers should have an annual turnover of Rs.5 lakh or more.
8. Documentary proofs relevant to the above qualification parameters should be enclosed with the application. The application shall be liable for rejection if the information furnished are found incomplete and or false.



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General Terms and Conditions:

1. Applicants will have to provide detailed information to the Bank in respect of their firms, work experience, financial position in the format enclosed so that same may be considered for empanelment.
2. While considering empanelment, the suppliers' eligibility to execute the stipulated job and punctuality will be given priority.
3. The suppliers will have to supply the items of **high quality**. Suppliers will have capacity to provide the required supplies/services **up to Rs.2 lakhs in one instance**.
4. During participation in a Tender, when called for, it is desirable that each vendor will quote for highest quality product/s.
5. The Bank's decision will be final and binding in respect of empanelment.
6. The information given in the enclosed format will be kept confidential.
7. One or more authorized persons of the concerned firm have to sign in every section in respect of information furnished in the format.
8. A separate form can be used in case of insufficient space in the format.
9. The application will have to be submitted in **duplicate**.
10. The application will be liable to be rejected if the information furnished are found incomplete and false.
11. Intending applicants are required to furnish details about their Organizations, experience, competence and evidence of their financial standing as per the enclosed pro forma. Their bank



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account details are also required to be furnished. Payment will be credited to their accounts directly through NEFT only.

12. Quotations will be called for from all empanelled vendors as and when required and the order will normally be placed with the firm having lowest price bid (**L1**) provided that the sample quality of the **L1 bidder** is of high quality/ considered satisfactory by the Bank.

13. Once a firm/company is empanelled with the Bank, the said firm/company is bound to participate in the tender when called for. If it is observed that a firm is not bidding/responding in two consecutive Tender, the Firm/Company may be either delisted from the empanelled vendor list or debarred from participating in next three Tender.

14. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so along with Organization's seal.

15. The supplier 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 submission of quotations to the Bank.

16. In case the materials are supplied on instalments/periodical basis the supplier shall strictly adhere to the delivery schedule as indicated by the Bank. Any delay in the supply of goods as per the time schedule indicated would entitle the Bank to cancel the order. In such an event, the supplier shall not be entitled to recover from the Bank any amount by the way of damages, loss or otherwise. However, the Bank shall be entitled to recover the loss which it may incur on account of the non-delivery/late delivery or on account of placing order with other supplier and recover the difference between the price by the Bank by placing fresh orders with other Supplier/s.

17. The Bank reserve the rights to accept or reject any quotations without assigning any reasons therefor.



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18. Photocopy of the following documents should be attached along with this application form otherwise application will be rejected:

- (A) PAN Card
- (B) Audited Balance Sheet (Last Three Years)
- (C) GSTN Certificate
- (D) Firm/Company Registration certificate
- (E) Trade License
- (F) Cancelled Cheque
- (G) Office Address proof

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

Place _____

Date _____

Signature with Seal:

Name:

Firm's Name:



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Annexure – I

**Application for Empanelment of suppliers for supply of Issue Department store
items**

Sr. No.	Particulars	To be submitted by applicant
1	Name of the Firm / Company	
2	Year of Establishment	
3	Constitution of the suppliers (Proprietorship/Partnership/Company)	
4	Name/s & Permanent Address of Proprietor/Partner/company (if Office address is different)	
5	Phone no (O)/ Mobile no	
6	Email ID	
7	Registration No./Trade License No. (Along with copy of the same)	
8	Business activities	
9	Income Tax Registration (Y/N) status and PAN No./TAN No.	
10	GST Registration No.	
11	Name of Bankers and their addresses	
12	Bank account details... A/c No., IFSC Code, Bank name & Branch name	
13	Permanent Address of Firm's Registered Office	
14	Annual Turn-over of the Firm during last 3 years (Along with attested copy of the same)	



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15	The Legal Status in respect of the Business/Details, if any legal case continues	
16	Are you associated with RBI in any other contract at present or in the past? If yes, give details	
17	Whether applicant or any person associated with the firm is a near/close relative of any staff of RBI? If yes, give details	
18	I/We wish to supply the following items [Please provide the Sl. no. of the items as per Annexure – II]	

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 Name:

Address:

Place _____

Date _____

Signature with Seal

[The Bank reserves 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.]



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Annexure – II

List of Store Items

SI No	Name of Store Item	Specification	Can be supplied (Yes/ No)
1	Steel Strapping (Painted waxed)	5/8" Width	
2	Tin Seals for Steel Strapping	5/8" Width (RBI inscription)	
3	Strapping Sealer Machine		
4	Plastic strapping strip	9 mm	
5	Seals for Plastic Strapping		
6	Plastic Strapping Sealer Machine		
7	Good Quality Tin Cutter		
8	Nails	2"	
9	Hammer with Ball point		
10	Hammer with Nail puller		
11	Padlocks (Godrej)	6/7/8 Lever	
12	Saw Dust		
13	Jute Twine		
14	Key Pouch		
15	Jute Gunny Bags	15" W X 20" L	
16	Transparent Plastic Bag	30" W X 50"L	
17	Transparent small size Plastic pouches for storing Coins	5" W X 7" L	
18	Turpentine Oil		
19	Black Paint	1 l	
20	Thinner	1 l	
21	Brush	1"	
22	Cloth Apron (As specified by Bank)		
23	Yellow Cloth		
24	Blue Cloth		



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25	Towel	30" W X 60" L	
26	Cotton Threads		
27	Plastic Cups(Bowl)	Medium	
28	Trays	Big, Small	
29	Good Quality Hand Gloves	Large (105 mm)	
30	Good Quality Disposable Face Mask	Three Layer	
31	Hand Sanitizer	500 ml	
32	Insect Repellent (Odonil)	75gm	
32	Good Quality Room Freshener		
33	Naphthalene Balls		
34	Dettol	125 ml	
35	Soap	100 gm	



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Annexure - III

(This declaration should be typed in the company's Letter head)

The signed declaration given by the applicant

1. I/we read the Application Form/format and the relevant instructions, and I/We understand that my/our agreement/contract entered into with Reserve Bank of India will stand invalid if any information is found false at any time in future.
2. I/we agree that the decision of Reserve Bank of India, Chennai will be binding in respect of final selection of suppliers.
3. To the best of my/our knowledge, the information furnished in sections I, II and III are fully true and correct.
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 with Seal:

Name:

Firm's Name



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Annexure – IV

Past Experience

The work experience of last 5 years in respect of assignments in other organizations (extra page may be added to furnish **Past experience**).

Nature of assignment	Organisation Name	Address of Organisation	Phone on of the Organisation	Amount of contract	Work Status - Complete (Y/N)	Whether the work had been carried out in time (Y/N)

Place _____

Date _____

Signature with Seal:

Name:

Firm's Name:



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Annexure V

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s / Shri -
..... having their address
at
a customer of our bank are/is respectable and can be treated as good for any
engagement up to a limit of Rs 5.00 lakh (Rupees.....).

This certificate is issued without any guarantee or responsibility on the Bank or
any of the officers.

(Signature)

For the Bank with name & seal

Note:

a) Bankers certificate should be on letter head of the bank, sealed in cover addressed to:

**The General Manager, Issue Department, Reserve Bank of India, Rajaji Salai,
Chennai- 600001**

b) In case of partnership firm, certificate should include names of all partners as recorded
with the bank.