



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
THIRUVANANTHAPURAM**

NOTICE INVITING TENDER

Reserve Bank of India, Thiruvananthapuram invites Quotation for the Work of Affixing Radio Frequency Identification (RFID) Tags and Reconciliation of Fixed Assets as part of new Fixed Asset Management (FAMS) at Main Office Building (MOB) at Bakery Junction, Thiruvananthapuram and the Bank's four Residential colonies. The tenderers may download the tender from RBI website and submit the same to Estate Department, 2nd Floor, RBI Main Office at Bakery Junction, Thiruvananthapuram as per the Schedule of Tender given below:

| | |
|--|--|
| a. Tender Name | RFID based Asset Management System/ Solution for Reserve Bank of India, Thiruvananthapuram. |
| b. Mode of Tender | Part I - Techno-Commercial Bid and Part II - Price Bid by submitting tender (hard copy) at Estate Department, RBI, Thiruvananthapuram |
| c. Date of NIT available to parties to download | 10:00 Hrs onwards on September 28, 2020 |
| d. Start date of submission of tender | 10.00 Hrs. on September 28, 2020 |
| e. Pre-Bid meeting | 11.00 Hrs on October 06, 2020 at Reserve Bank of India, Bakery Junction, Thiruvananthapuram |
| f. Earnest Money Deposit | <u>Details for NEFT for EMD Payment of ₹8,700.00</u> Beneficiary Name: ESTATE<space>FAMS<space>Your Firm's Name Beneficiary Ac No: 8614038 IFSC: RBIS0THPA01 Remarks: ESTATE FAMS OR ₹8,700.00 (Eight Thousand and Seven Hundred Only) in the form of DD in favour of Reserve Bank of India, Thiruvananthapuram along with the Part I of Tender at Reserve Bank of India, Bakery Junction, Thiruvananthapuram – 695033 |
| g. Last date of submission of EMD | 13.00 Hrs on October 19, 2020 |



| | |
|---|--|
| h. Last date for receipt of tender at Estate Department, Reserve Bank of India, Thiruvananthapuram - 695033 | 14.00 Hrs. on October 19, 2020 |
| i. Date & time of Opening Tender | Part-I (Technical Bid): 15.00 hours on October 19, 2020 Part-II (Price / Financial Bid): Opening of Price Bid shall be informed separately. |

1. Applicants intending to participate in this tender will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility criteria and in the event of their failure to do so, the Bank reserves the right to reject their tender.
2. Tenders without EMD will not be accepted under any circumstance.
3. The tenderers should take print out of all the pages, affix their stamp and signature on all the pages, duly fill in your quote and submit the same in sealed envelopes as specified in the tender document, so as to reach Estate Department, RBI, Thiruvananthapuram on or before 2.00 PM of October 19, 2020.
4. Part I & Part II of the tender should be put in separate envelopes and both the covers should be put in another envelope duly super scribing, "**Tender for RFID based Asset Management System/Solution for Reserve Bank of India, Thiruvananthapuram.**"
5. The total quoted amount should be inclusive of GST.
6. For any further clarifications, you may contact Shri M R V Pillai, AM- 9495556301.
7. **Amendment / corrigendum to the tender, if any, issued in future will be notified on the RBI Website only.**

September 23, 2020

Regional Director for Kerala and Lakshadweep



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

REQUEST FOR QUOTATION(RFQ)

Fixed Asset Management Solution (FAMS)
FOR RESERVE BANK OF INDIA (RBI) AT THIRUVANANTHAPURAM

Part 1 - TECHNICAL BID

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT**

LAST DATE OF SUBMISSION: 19/10/2020 upto 14.00 Hours

Index

| Section | Details | Page No |
|--------------|---|---------|
| Section I | Notice Inviting Quotations | 3 |
| Section II | Instructions to Bidders | 5 |
| Section III | Special Conditions of the Contract | 9 |
| Section IV | Details of Bidders | 12 |
| Section V | Project Information | 13 |
| Section VI | Format for Articles of Agreement | 14 |
| Section VII | Format for Proforma of Performance Bank Guarantee | 17 |
| Section VIII | Format for Unpriced Bill of Quantity | 20 |
| Annexure A | Undertaking regarding ownership of requisite hardware | 21 |
| Annexure B | Confirmation on encoding practices for RFID tags | 22 |
| Annexure C | Type and Count of Fixed Assets | 23 |
| Annexure D | Responsibilities and Deliverables for Services in Scope | 24 |

Total 29 pages

Disclaimer

The Reserve Bank of India intends to implement RFID technology based asset management solution for physical verification and reconciliation of fixed assets in cost-effective manner. The Bank invites quotations from interested vendors for purchase of RFID tags and delivery of associated services. The Bank will select a vendor who can deliver the asset tagging and reconciliation services as detailed in the RFQ document at a competitive price.

This RFQ is neither an agreement, nor invitation to perform work of any kind to any party.

The purpose of this RFQ is to provide requirement of the Bank to all interested parties for submitting their bid. While RBI has taken due care in the preparation of the information contained herein, RBI does not claim that the information is exhaustive. Respondents to this RFQ are required to make their own inquiries and they did not rely solely on the information in RFQ. RBI is not responsible if no due diligence is performed by the Respondents.

Section I: Notice Inviting Quotations

| | | |
|--------------|--|------------|
| 1.1 | Name of the work: | |
| | RFID based Asset Management System/Solution for Reserve Bank of India at Thiruvananthapuram. | |
| 1.1.1 | Minimum Eligibility Criteria: | |
| (a) | Vendor should be in business of providing RFID based Asset management system/ solution at least for the last 3 years as on August 31, 2020 (last date of the previous month of issuance of the RFQ) and should have executed similar projects. (Completion certificate of executed work to be submitted) | |
| (b) | Vendor should have an annual turnover of amount equal to 100% of estimated cost or more during the last 3 financial years ending 31st March 2020. (Certificate from CA to be submitted for last 3 years of turnover) | |
| (c) | Vendor should be registered under appropriate authorities to confirm engagement in the business of providing RFID based asset management system/ solution. (Necessary registration certificate to be submitted) | |
| (d) | Vendor should have their own RFID scanners, tag printers etc. to take up the work. (Undertaking to be submitted on letterhead of bidder with necessary details related to make, model no. etc. as specified in Annexure A) | |
| 1.2 | Important Information: | |
| A | Estimate cost of the work | ₹4.35 Lakh |

| | | |
|-----|---|--|
| B | Bid security amount/ EMD | ₹8,700/- along with the Technical Bid. |
| C | The Bid Security shall be in form of a Demand Draft / NEFT in favor of Reserve Bank of India payable at | Thiruvananthapuram |
| D | Date and place of issue of RFQ documents from RBI office | RBI, Thiruvananthapuram from 10.00 hrs on 28/09/2020 during office hours Monday to Friday. |
| E | Last date and place of submission of completed Bid | 19/10/2020 up to 14:00 Hrs |
| F | Date & time of opening of Technical Bids | 19/10/2020 at 15:00 Hrs |
| G | Date & time of opening of Price Bids | Shall be intimated to all bidders later after scrutiny of Technical Bids. |
| H | Completion period | 45 days from date of issue of work order. |
| I | Retention Money | Performance Bank Guarantee (clause 3.8). |
| J | Liquidated Damages | ₹ 0.25% per week for the delay subject to maximum 10 % of the contract amount. |
| K | Payment condition | 100% on completion of work (clause 3.4). For supply of RFID tags and initial tagging and reconciliation, payment will be made based on the actual count of RFID tags used at the rate quoted by the bidder |
| L | Validity of the Quotation | 90 days from the date of opening of Technical Bid. |
| M | All disputes arising shall be subject to the jurisdiction | Thiruvananthapuram |
| N | Address for dispatching the completed bids | The Regional Director, Full address: Estate Department, Reserve Bank of India, Bakery Junction, Thiruvananthapuram-33 |
| O | Contact person for communication in connection with this RFQ | Name & Designation: M.R.V.Pillai, AM Phone:0471-2783042 Mobile:949 5556301 Email: mrvpillai@rbi.org.in |
| 1.3 | Regional Director, Reserve Bank of India, Thiruvananthapuram reserves the right to accept or reject any or all Bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No Bidder shall have any cause of action or claim against the RBI for rejection of his Bid. | |
| 1.4 | All information submitted in response to this RFQ shall be the property of Reserve Bank of India and it shall be free to use the concept of the same at its will. | |

**The Regional Director,
Reserve Bank of India,
Estate Department**

Section II: Instructions to Bidders

| | |
|-------|--|
| 2.1 | Reserve Bank of India, Estate Department, Thiruvananthapuram invites sealed Bids from the eligible bidders as mentioned at clause 1.1.1. Eligible Bidders are required to submit Technical and Price Bids. |
| 2.2 | Bidders are advised to study all the sections of RFQ documents thoroughly. Submission of bids shall be deemed to have been done after careful study and examination of the RFQ documents with full understanding of its implications. |
| 2.3 | Obtaining of RFQ documents: |
| (a) | RFQ documents can be obtained from Estate Department during office hours on any working day from the scheduled time and date as referred to in Clause No. 1.2(D). |
| (b) | Interested parties, if they so desire, may contact the Estate Department officials on the phone /e-mail indicated in Clause no. 1.2(O). |
| 2.4 | Pre-bid Meeting: |
| | Reserve Bank of India shall conduct pre-bid meeting(s) at the time and venue as decided by the Estate Department, to answer any queries / provide clarifications that the Bidders may have in connection with the Project and to give them relevant information regarding the same. |
| 2.5 | Amendment to RFQ Document: |
| 2.5.1 | At any time prior to the deadline for the submission of Bids, Reserve Bank of India may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify the RFQ by an amendment. |
| 2.5.2 | The said amendment in the form of the addendum/ corrigendum will be sent to all prospective Bidders to whom, the RFQ has been sent on or before the last date mentioned in Clause 1.2 (E) of Notice Inviting Quotation. This communication will be in writing, by mail or fax and the same shall be binding on the bidder. Prospective Bidders should promptly acknowledge receipt of the addendum/ corrigendum by mail/courier to Reserve Bank of India. The addendum(s) issued will form part of the RFQ documents. |
| 2.5.3 | In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the Reserve Bank of India may, at its discretion, extend the deadline for the submission of Bids. |
| 2.6 | Preparation of bid: |
| 2.6.1 | Technical Bid (Part 1 - Section I to VII): |
| (i) | Sections I to VII are part of the technical bid. All sections must be signed by the bidder. |
| (ii) | Bidder must fill all the details specified in the Section IV, VI, VII & VIII. |
| (iii) | EMD shall be part of technical bid & the amount of EMD is indicated in clause 1.2(B). |
| (iv) | RFQ documents must be filled in English and all entries must be made by hand and written in ink. If any of the documents are missing or unsigned, the quotation may be considered invalid by the Bank at its discretion. |

| | |
|-------|--|
| 2.6.2 | Price Bid (Refer separate Part 2 floated by Bank): |
| (i) | Currency of Bid: Bid prices shall be quoted in Indian Rupees only. These prices should include all costs associated with the work including any out of pocket / mobilization expenses, all taxes, charges, levies, cess, GST, insurance, transportation, entry taxes, WCT, Labour, other Govt. Taxes etc. |
| (ii) | Any correction in the amount should be authenticated by the bidder. |
| (iii) | The price should be quoted strictly in line with the price bid leaving no column blank whatsoever to avoid any ambiguity. |
| (iv) | Bidders should ensure that all columns of the price bid are duly filled, and no column is left blank. After opening of the price bid, no clarifications whatsoever shall be entertained by the RBI. |
| (v) | If any columns of the price bid are found blank then the tender of the respective bidders shall be treated as non-responsive and will be summarily rejected by the RBI and further EMD shall be forfeited. However, Bank may also take the review in this matter as per clause 1.2(e) if required. |
| (vi) | Bidders should refer to Annexure C on type and count of fixed assets to estimate costs for hardware requirement in Price Bid. |
| 2.6.3 | It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the items. No request for the change of price or time schedule of delivery of items shall be entertained, on account of any local condition or factor once the offer is accepted by the Bidder. |
| 2.7 | Period of Validity of Bids: |
| | Bids shall remain valid for acceptance by RBI for the period indicated in clause 1.2 (L) This period will be further mutually extended, if required. |
| 2.8 | Earnest Money Deposit (EMD) / Bid security : |
| 2.8.1 | The Bidders shall enclose Bid Security with their Bid for an amount indicated in Clause 1.2 (B) of Notice Inviting Bid. |
| 2.8.2 | The Bid Security shall be in form of NEFT or a Demand Draft in favor of Reserve Bank of India payable at Thiruvananthapuram {as per clause 1.2(C)} and shall be submitted in a separate envelope super scribed "Bid Security for (name of the work as mentioned in clause of 1.1) ". No interest on Bid Security shall be paid. |
| 2.8.3 | Bids not accompanied by Bid Security, shall be treated as non-responsive, and will be summarily rejected by the RBI. |
| 2.8.4 | The Bid securities of unsuccessful Bidders shall be discharged/ returned by RBI after award of work to successful bidder. |
| 2.8.5 | The Bid Security of the Successful Bidder shall be returned upon the Bidder after completion of the work. |
| 2.9 | The Bid Security shall be forfeited if: |
| (i) | Bidder made misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria. |
| (ii) | Bidder left blank the column of the price bid. |
| (iii) | Bidder withdraws his Bid during the period of bid validity. |
| (iv) | Bidder has been blacklisted by any government agency and the blacklist is still in force. |
| (v) | In the case of the Successful Bidder, if he fails to complete the work within the prescribed time limit. |

| | |
|--------|---|
| 2.10 | Procedure for Submission of Bids: |
| | It is proposed to have a Two-Cover System for this bid as following - |
| 2.10.1 | Technical Bid (Envelop 1) consist of following items - |
| (a) | Technical Bid (Part 1 - Section I to Section VII) in one cover superscribing “(Technical Bid and name of the work as mentioned in clause of 1.1)” and date of opening”. Please note that prices should not be indicated in the Technical Bid. |
| (b) | Documentary proofs of Pre-qualification. |
| (c) | EMD shall be part of Technical Bid & shall be submitted in a separate envelope super scribed “Bid Security for (name of the work as mentioned in clause of 1.1)” |
| 2.10.2 | Price Bid (Envelop 2) - |
| | Price Bid (Part 2) in one cover superscribing “(Price Bid and name of the work as mentioned in clause of 1.1)” . |
| 2.10.3 | Both envelops (1 & 2) i.e. technical and price bids are to be kept in single sealed cover superscribed with RFQ for (name of the work as mentioned in clause 1.1) . |
| 2.10.4 | All the covers should also indicate clearly the name and address of the Bidder. |
| 2.10.5 | If on opening the single sealed cover, it is discovered that the Technical Bid and Price Bid have not been put in separate cover, the Bid will be liable to be rejected. |
| 2.10.6 | After opening the technical bid, if it is found that any bidder put EMD in envelop of price bid inadvertently, Bank may ask to submit a fresh EMD as per the clause 2.8 within the specified time (as decided by the Bank) and this EMD will be returned after old EMD is found/recovered during opening of price bid. If no EMD is found in price bid the Bank will reject the bid/tender of bidder and forfeit the fresh submitted EMD. If bidder fails to submit the fresh EMD in specified time period, the Bid will be liable to be rejected also. |
| 2.11 | No conditional/optional quote shall be accepted. |
| 2.12 | Bidders shall not be permitted to alter or modify their bids after receipt of bids. |
| 2.13 | Receipt of Bids: |
| | The sealed bids will be accepted till the schedule time and date as referred to in refer clause 1.2(E) . The bids shall be submitted at Estate Dept. before the scheduled last day and time. The bids received thereafter shall not be entertained. |
| 2.14 | Opening of Technical Bid: |
| | The Technical bids will be opened on the scheduled time and date as referred to in clause 1.2(F) at Estate Department, RBI. The bidders or their authorized representatives may be present, if they so desire. |
| 2.15 | Scrutiny of Technical Bid: |
| 2.15.1 | The Technical bid shall be evaluated as per the procedure indicated in special condition of contract (section III). |
| 2.15.2 | After evaluation of the Technical bids, the short-listed Bidders will be intimated to all the bidders. The decision of the Bank on technical suitability of the offer shall be final and shall not be open for discussion. |
| 2.16 | Opening of Price Bid: |

| | |
|------|--|
| | Price Bids of short-listed Bidders will be opened later and such short-listed bidders will be intimated about date and time accordingly. The short-listed bidders or their authorized representatives may present, if they so desire. |
| 2.17 | Bank has the Right to vary quantities at the time of placement of Supply Order/signing of Contract or split the order among the selected Bidders. |
| 2.18 | Employer's right to accept any Bid and to reject any or all Bids: |
| | Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. The Bank shall not assign any reason for rejection of any or all Bids. |
| | RBI reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract on account of the following: |
| (a) | in case no Bid is received. |
| (b) | occurrence of any event due to which it is not possible to proceed with the selection process. |
| (c) | an evidence of a possible collaboration/mischief on part of Bidders, impacting the competition and transparency of the selection process. |
| (d) | any other reason, which in the opinion of the Employer necessitates the cancellation of the selection process. |
| (e) | On occurrence of any such event, RBI shall notify all the Bidders within 7 days or any reasonable time of such decision. RBI shall also promptly return the Bid Security submitted by the Bidders within 15 days or any reasonable time of issue of such notice. RBI is not obligated to provide any reason or clarification to any Bidder on this account. Liability of the RBI under this clause is restricted to returning the Bid Security and no other reimbursements of costs/ expenses of any type shall be made by the Employer on this account. |
| (f) | The Employer further reserves the right to re-tender the process or get the work done by a Government agency or Quasi Government agency if the Employer is of the opinion that the bids received are not economically or otherwise feasible or not acceptable due to reasons in sub clauses (a) to (d) above. |
| 2.20 | Disputes: |
| | All disputes arising shall be subject to the jurisdiction of the appropriate court as indicated in Clause 1.2(M) and will be governed by the Laws of India. |

Place:

(Signature of Bidder with Stamp)

Date:

(Name)

Section III: Special Conditions of the Contract

| | |
|------------|---|
| 3.1 | Evaluation of Bid: |
| 3.1.1 | The objective of evaluation process is to evaluate bids received and select a vendor who can deliver asset tagging and reconciliation services at a competitive price. The decision of the Bank regarding evaluation and selection would be final. |
| 3.1.2 | For consideration of evaluation for FAMS project, bidders are expected to submit responses on Technical Bid and Price Bid. |
| 3.1.3 | As part of Technical Bid, Bank will check if bidders meet Minimum Eligibility Criteria outlined in section 1.1.1 basis details and evidences submitted. Bank will also evaluate other requirements as mentioned in sections I to VII. Bidders who are unable to provide required documents, deposits/ bank guarantees or any other required information will be disqualified from evaluation process. |
| 3.1.4 | Bidders who fulfil criteria mentioned as part of Technical Bid will move to next stage of evaluation. Price Bids will be opened for all such bidders. |
| 3.1.5 | Post opening of Price Bids, bidder with lowest quote for price bid will be ranked as L1 and so on. |
| 3.1.6 | Such bidder with lowest price bid will be declared as successful bidder and awarded the contract. |
| 3.2 | Execution of Agreement: |
| | On receipt of intimation from the Bank of the acceptance of his tender, the successful bidder shall be bound to sign the formal contract within fourteen days thereof. The cost of necessary stamp paper (₹200) for execution of the agreement shall be borne by the bidder/bidder. The format of article of agreement is provided at Section VI. |
| 3.3 | Liquidated Damages for Delays: |
| | In case the successful bidder is unable to achieve adhere to the project timelines, the bidder will be charged liquidated damages at the rate {refer to clause 1.2(J)} |
| 3.4 | Payment Conditions: |
| (i) | Charges for initial RFID tagging and reconciliation will be paid 100% on completion of work in all respect i.e. satisfaction to Bank and submission of Performance Bank Guarantee (PBG) as specified in clause 3.8. The format of PBG can be seen at Section VII. |
| (ii) | 1. Charges for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services will be paid on half-yearly basis. 2. During the first three years, charges for RFID tags shall be paid as quoted in section A of the price bid. |
| (iii) | Each payment shall be liable for statutory deductions as per the Law. |
| 3.5 | Force Majeure: |
| | The Bidder shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc. The Reserve bank of India will decide whether delay or failure on the part of the bidder was the result of an event beyond his control or not. The decision of the Reserve Bank of India in this regard should be final and binding on the supplier and will not |

| | |
|------------|---|
| | be open to question before any court / forum in any proceedings. |
| 3.6 | Termination for Default |
| 3.6.1 | The Bank may without prejudice to any other remedy for breach of Contract, by Seven Days (07) days written notice of default sent to the Bidder and upon the Bidder's failure and neglect to propose and/or execute any corrective action to cure the default, terminate this Contract in whole or in part: |
| (i) | If the Bidder fails to deliver any or all of the items within the time period(s) specified in the Contract; or |
| (ii) | If the Bidder fails to perform any other obligation(s) under the Contract. |
| 3.6.2 | On termination of the Contract for default, the EMD/ Bank Guarantee of the Bidder will be forfeited. |
| 3.6.3 | Termination for Insolvency: |
| | The Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank. |
| 3.7 | General Terms and Conditions: |
| 3.7.1 | Bank intends to contract with successful bidder for a period of 3 years subject to satisfactory performance. |
| 3.7.2 | Bank will only purchase RFID tags from selected bidder. Other hardware like RFID printers, readers etc. will need to be managed by selected bidder at their end. |
| 3.7.3 | RFID tags should have re-writable memory and should be able to store minimum 12 alphanumeric characters. RFID tags shall be of passive type only |
| 3.7.4 | The scheduled visit should be decided by vendor after discussion with the Bank's officials and Bank will ensure necessary support in completion of the work as per plans. |
| 3.7.5 | The configuration of RFID tags should be carried out in such a way that any reader/ scanner available in the market should be able to detect encoded details of these RFID tags. Confirmation on compliance to this condition need to be submitted by vendor on their letterhead as specified in Annexure B . This needs to be submitted after completing initial RFID tagging and reconciliation of fixed assets. |
| 3.7.6 | Please note that readers/ scanners shall store scanned data in text format and export the same in excel/ csv with data type for values as 'General' and not 'text'. |
| 3.7.7 | In case of malfunction of any RFID tags before end of their specified life cycle/ warranty period, vendor will replace the same free of cost. |
| 3.7.8 | Half-yearly addition/ replacement activities for half-years ending March and September will be completed along with half-yearly reconciliation process for period ending March and September respectively. |
| 3.8 | Performance Bank Guarantee (PBG): |
| | Successful bidder shall submit Performance Bank Guarantee for an amount of 20% of contract value* for the first year after completion of initial RFID tagging and reconciliation with the Bank as indicated in terms of payment. After first year, vendor shall submit a BG equal to 10% of contract value* valid for next two years of contract period . The format of PBG can be seen at Section VII. If performance of the system is not upto the mark during this one year, then PBG will be forfeited. |

| | |
|---|--|
| | <p>* <i>Contract Value : The quoted amount Grand Total (A+B+C) in the price bid (separate Part 2 floated by Bank) i.e. the sum of the quoted amounts for Hardware Requirement (A), Initial RFID Tagging and Reconciliations services (B) and half-yearly Addition/ Replacement of RFID tags and Half-yearly Reconciliation services (C).</i></p> |
| 3.9 | Annual Maintenance Charges (AMC): |
| <p>Bank may enter into an AMC with vendor for next two years (after successful completion of initial three years contract period). The rate for AMC shall be worked out based on the following formula and the rates quoted in the contract for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services.</p> <p>Renewal Formulae = $A_c = A_p \times (CPI_c / CPI_p)$</p> <p>Where:</p> <p>$A_c$ = Charges for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services for current period,</p> <p>A_p = Charges for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services for previous period,</p> <p>CPI_c = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of renewed contract for the current period,</p> <p>CPI_p = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous period.</p> <p>During the period of two years of AMC, the cost of RFID tags shall be paid as per actuals with 15% OH & profits. Original purchase bill needs to be submitted for payment. Bank reserves the right to verify the rates as submitted by the vendor. Vendor shall submit a BG equal to 10% of new contract value valid for two years of AMC period. The period of AMC can be extended by mutual agreement between the Bank and Vendor at revised rates as per the above indicated formula.</p> | |
| <p>Place: (Signature of Bidder with Stamp)</p> | |
| <p>Date : (Name)</p> | |

Section IV: Details of Bidders

4.1. Particulars of Firm:

| Sr. No. | Particulars | To be filled by Bidder |
|---------|--|------------------------|
| 1 | Name of the firm | |
| 2 | Composition of the firm (Whether partnership/ proprietorship/ Public Ltd.) | |
| 3 | Names of the proprietor/ partners/ Directors of the firm | |
| 4 | TIN and GST details with supporting documents | |
| 5 | Address of the Firm | |
| | Telephone | |
| | Email | |
| | Fax | |
| 6 | Work experience in years | |

4.2 The details of our bankers are as below:

| Sr. No. | Particulars | To be filled by Bidder |
|---------|--|------------------------|
| 1 | Name of the Bank | |
| 2 | Branch Address | |
| 3 | Telephone and fax number | |
| 4 | Name of the contact person | |
| 5 | Credit facility/ overdraft facility enjoyed by firm from the Bank | |
| 6 | The period from which the firm has been banking with the Bank | |

Signature of Bidder with Stamp/Date

Section V: Project Information

| 5 | Requirement of the Bank/ Specification/ Scope of Work: |
|----------|--|
| 5.1 | <p>Services in Scope:</p> <ol style="list-style-type: none"> 1. Initial tagging of fixed assets and reconciliation (One-time activity): <ul style="list-style-type: none"> • Delivery of RFID tags • Encoding data in RFID tags and affixing them on corresponding fixed assets. • First reconciliation of tagged assets with latest asset master list. 2. Addition/ Replacement of RFID tags (Half-yearly activity): <ul style="list-style-type: none"> • Addition of RFID tags for new/ transferred assets. • Replacement of RFID tags in case of reported damage. 3. Reconciliation of tagged assets with latest asset master list (Half-yearly activity): <ul style="list-style-type: none"> • Reconciliation of tagged assets with latest asset master list. • Sharing reconciliation report and certificate with the Bank's team. <p>Bidders are advised to refer to detailed explanation on procedures and responsibilities for above set of services in Annexure D towards the end of this RFQ.</p> |
| 5.2 | <p>Inclusions and Exclusions:</p> <ul style="list-style-type: none"> • Bank will purchase all types of RFID tags required for asset management from selected bidder. • Bank will not purchase any other hardware like RFID readers, printers etc. Vendors will have to manage these devices at their end for delivery of associated services. |
| 5.3 | <p>Applicable SLA:</p> <ul style="list-style-type: none"> • Post award of contract, timeline for initial tagging/ reconciliation should be decided in joint consultation with Bank stakeholders. • Addition/ Replacement of RFID tags planned on half-yearly basis should be completed before 10th day of next month after half-year end. • Reconciliation of assets is planned every six months i.e. twice in a year. For the assets as on March 31st should be finished by April end. Similarly, for the assets as on September 30, should be finished by October end. |

Signature of Bidder with Stamp/Date

Section VI: Format for Articles of Agreement

(On the INR 200/- stamp paper)

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, having its Central Office at Mumbai (hereinafter called "the Employer") of the one part and _____ (hereinafter called "the Bidder") on the other part.

WHEREAS the Employer is desirous of _____ and as per Request for Quotation.

AND WHEREAS the Bidder has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the special conditions of the contract and in the schedule of quantities and conditions of Contract as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said requirement of the Bank and/or described in the said Specifications and included in the Schedule of quantities at the respective rates therein set forth, amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS –

| | |
|---|---|
| 1 | This contract is for implementation of RFID technology based Fixed Asset Management Solution (FAMS) for Reserve Bank of India at their Thiruvananthapuram office. |
| 2 | In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Bidder shall, upon and subject to the said conditions, execute and complete the work shown and described in the said specifications and the schedule of quantities. |
| 3 | The Employer shall pay the Bidder the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions. |
| 4 | The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained. |
| 5 | Time shall be considered as the important factor of this Contract and the Bidder hereby agrees to commence the work from the day of issue of work order/letter of acceptance as provided for in the said conditions and to complete the entire work within agreed timelines with Bank for all activities as per services in scope subject nevertheless to the |

| | |
|----------|---|
| | provisions for the extension of time. |
| 6 | All payments by the Employer under this Contract will be made only at Reserve Bank of India, Thiruvananthapuram |
| 7 | All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Thiruvananthapuram and only courts in Thiruvananthapuram shall have jurisdiction to determine the same. |
| 8 | The several parts of this Contract have been read by the Bidder and fully understood by the Bidder. |

| | |
|---|--|
| If the Bidder is a partnership or an individual | IN WITNESS WHEREOF the Employer and the Bidder have set their respective hands to these presents and two duplicates hereof the day and year first herein above written. |
| If the Bidder is a company | IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Bidder has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written. |

| | |
|---|--|
| Signature Clause: | |
| SIGNED AND DELIVERED by the hand of Shri _____ in the presence of (1) _____ (Name & Address) (2) _____ (Name & Address) Witness | |
| SIGNED AND DELIVERED by the Shri _____ in the presence of (1) _____ (Name & Address) (2) _____ (Name & Address) Witness | If the party is a partnership firm or individual |
| THE COMMON SEAL OF _____ was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on _____ in the presence of - (1) _____ (2) _____ Directors who have signed these presents in token thereof in the | If the Bidder signs under common seal the signature presence of - clause should tally with the sealing clause in the articles of association |

| | |
|--|---|
| <p>presence of -</p> <p>(1) _____</p> <p>(2) _____</p> | |
| <p>SIGNED AND DELIVERED BY the Bidder by the hand of Shri _____ and duly constituted attorney.</p> | <p>If the Contract is signed by the hand of power of attorney, Whether a company or an individual</p> |

Section VII: Format for Proforma of Performance Bank Guarantee

Regional Director
Reserve Bank of India
Estate Department
Thiruvananthapuram-33

Dear Sir

In consideration of your agreeing to accept the Performance Security deposit of INR ____ (INR ____ only) furnished to you by M/s. _____ (hereinafter referred to as “the Contractor”) in terms of their contract with you for **“RFID based Fixed Asset Management Solution for Estate Department of RBI, Thiruvananthapuram** as per their RFQ dated ____ and your Special Conditions of Contract and other RFQ documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated ____ in the form of guarantee from us in the manner hereinafter contained, we ____ (Name of the Bank) do hereby covenant and agree with you as follows :

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of INR ____ (INR ____ only) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of INR ____ (INR ____ only) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.
2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a “No Demand Certificate”, provided always that this guarantee shall in no event remain in force after the day of _____ without

prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of INR _____ (INR _____ only) as aforesaid.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.

7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.

14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.

15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to INR _____ (INR _____ only). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities thereunder, irrespective of whether or not the original guarantee is returned to us.

16. We have power to issue this guarantee in your favor under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above named Bank)

For & on behalf of
(Banker's Name & Seal)

BRANCH MANAGER
(Banker's Seal)

Address _____

Section VIII: Format for Unpriced Bill of Quantity

| Sr. No. | Particulars | Quantity |
|---|--|----------|
| A – Hardware Requirement (Supply of following RFID tags): | | |
| 1. | RFID tags for electronic items | |
| 2. | RFID tags for non-electronic metallic items | |
| 3. | RFID tags for non-electronic non-metallic items | |
| Total Price (A): | | |
| B – Initial RFID Tagging and Reconciliation Services: | | |
| 1. | Charges for initial one-time identification, tagging and reconciliation of assets | 1 |
| Total Price (B): | | |
| Total Price (A+B): | | |
| C - Half-Yearly Addition/ Replacement of RFID tags and Half-yearly Reconciliation Services (for 3 years period): | | |
| 2. | Charges for half-yearly reconciliation + addition/ replacement of RFID tags after every 6 months (6 months period ending March and September) | 6 |
| Total Price (C): | | |
| Grand Total (A+B+C): | | |

Annexure A: Undertaking regarding ownership of requisite hardware

(On letterhead of the Bidder)

Date: _____

To
The Regional Director
Estate Department,
Reserve Bank of India,
Thiruvananthapuram-33

Dear Sir,

We hereby confirm that our organization has all requisite hardware in possession for successful execution of services mentioned under FAMS work. We will also be able to provide required type and number of RFID tags for asset tagging during contract period.

Please see below details of required hardware –

| | Count | Make | Model | Owned (Yes/ No) |
|--------------|-------|------|-------|-----------------|
| RFID Reader | | | | |
| RFID Printer | | | | |

We assure you that FAMS work will not get impacted due to any hardware related issues.

Yours Faithfully,

(Authorized Signatory)

Name and Designation:

Annexure B: Confirmation on encoding practices for RFID tags

(On letterhead of the Bidder)

Date: _____

To
The Regional Director
Estate Department,
Reserve Bank of India,
Thiruvananthapuram-33

Dear Sir,

We hereby confirm compliance to special condition mentioned in clause 3.7.5 of RFQ. We have configured RFID tags in such a way that any reader/ scanner available in the market will be able to detect all encoded details in these RFID tags. We will ensure the same for future addition/ replacement related requirements of RFID tags.

Yours Faithfully,

(Authorized Signatory)

Name and Designation:

Annexure-C: Type and Count of Fixed Assets

| Sr. No | Asset Type/ Description | Quantity (No.) |
|---------------------------------------|--|----------------|
| Electronic Assets | | |
| 1 | AIR CONDITIONERS | 144 |
| 2 | AIR COOLERS | 4 |
| 3 | AIR SANITISER | 1 |
| 4 | AUDIO SYSTEM | 28 |
| 5 | COFFEE VENDING MACHINE | 6 |
| 6 | COIN COUNTING /VENDING MACHINE | 8 |
| 7 | COMPUTERS | 464 |
| 8 | ENCODER MACHINE | 1 |
| 9 | FAX | 16 |
| 10 | FRIDGE | 41 |
| 11 | HARD DISK | 4 |
| 12 | INVERTER | 1 |
| 13 | LAPTOP/i-PAD | 127 |
| 14 | LED/LCD DISPLAY(DIT) | 1 |
| 15 | METAL DETECTER | 9 |
| 16 | NOTE COUNTING/BUNDLING/SORTING MACHINE | 24 |
| 17 | PHOTOCOPIER | 9 |
| 18 | PRINTER | 87 |
| 19 | PROJECTOR | 3 |
| 20 | SCANNER | 26 |
| 21 | TELEVISION | 67 |
| 22 | WALKIE-TALKIE | 17 |
| | COUNT | 1088 |
| Non-electronic Metallic Assets | | |
| 1 | BENCH/GARDEN BENCH | 22 |
| 2 | CHAIR-METAL | 15 |
| 3 | COT-Metal | 36 |
| 4 | CUPBOARD/BOOK SHELF/COMPACTOR | 178 |
| 5 | ELEVATING TRUCK | 10 |
| 6 | FAN | 16 |
| 7 | FIRE EXTINGUISHERS | 102 |
| 8 | FRANKING MACHINE | 2 |
| 9 | GEYSER/WATER HEATER | 121 |
| 10 | GYM EQUIPMENT-TREADMILL/EXERCYCLE | 7 |
| 11 | KIYOSK-CASH | 1 |
| 12 | LOCKER | 2 |
| 13 | MOBILE COMPACTOR | 4 |
| 14 | OVEN | 13 |
| 15 | RAT REPELLENT | 1 |
| 16 | SHOE POLISH MACHINE | 2 |

| | | |
|---|------------------------------|-------------|
| 17 | TABLE-STEEL | 8 |
| 18 | TROLLEY | 48 |
| 19 | VACCUM CLEANER | 8 |
| 20 | WASHING MACHINE | 12 |
| 21 | WATER DISPENSER/COOLER | 23 |
| 22 | WATER PURIFIER | 169 |
| 23 | WEIGHING SCALE | 4 |
| 24 | WRAPPING MACHINE | 2 |
| 25 | ELECTRIC STACKER | 1 |
| 26 | WHEEL BARROW | 4 |
| | COUNT | 811 |
| Non-electronic Non-metallic Assets | | |
| 1 | BOXES-WWOD-FLAG | 1 |
| 2 | CHAIR | 298 |
| 3 | CLOCK | 1 |
| 5 | CORNER STAND | 4 |
| 6 | COT | 27 |
| 7 | CUPBOARD/FILE STORAGE-WOODEN | 10 |
| 8 | MOBILE STORAGE UNITS | 12 |
| 9 | PODIUM/POOJA MANDAP | 3 |
| 10 | SETTEE SET | 4 |
| 11 | SHOE RACK /SIDE RACK | 22 |
| 12 | SOFA | 62 |
| 13 | TABLE | 184 |
| 14 | TEAPOY | 2 |
| | COUNT | 630 |
| | TOTAL COUNT | 2529 |

Annexure D: Responsibilities and Deliverables for Services in Scope

1. Initial tagging of fixed assets and reconciliation (One-time activity):

Before start of this activity vendor along with Bank should jointly finalize detailed schedule for execution of services that fall under one-time activity as per scope outlined in this section.

Vendor should also ensure delivery of required type and no. of RFID tags finalized during bidding and subsequent contracting phase to contracted location of Bank on time (as per schedule finalized above). Vendors are required to visit Bank's office on planned dates. Responsibilities for vendor partner are detailed out in sub-sections below –

1.1. Initial tagging of fixed assets:

- Get latest asset master lists for all departments from Bank with necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc.
- Identify location/ place of each asset for a particular department with help of coordinator from Bank's end and write down indicators for each asset location against Internal Inventory Number in asset master list printout.
- Encode Internal Inventory Number data field for each asset in RFID tag identified for that particular asset.
Print Internal Inventory Number and Inventory Number data fields for each asset on corresponding RFID tag.
Also print Barcode for Internal Inventory Number for each asset on corresponding RFID tag.
- **The configuration of RFID tags shall be carried out in such a way that any reader/ scanner available in the market should be able to detect encoded details of these RFID tags. A confirmation shall be submitted by vendor for compliance to the same. Readers/ Scanners shall store scanned data in text format and export the same in excel/ csv with data type for values as 'General' and not 'Text'.**
- Affix these RFID tags on corresponding assets. Take placement, position and surface of asset into consideration while affixing RFID tags so as to ensure that RFID readers will be able to scan these tags without any problem during reconciliation.
- After affixing RFID tags for all assets, fill out necessary information in sign-off form provided by Bank and take signature of coordinator from Bank's end indicating completion of given activity. Attach asset master list printout with this sign-off form for easy reference.
- Submit above set of documents to Bank.
- Repeat above steps for each department.

1.2. First reconciliation of tagged assets:

Refer to sub-sections 3.1/2/3 for reconciliation of tagged assets.

After completion of initial tagging of fixed assets, all assets shall be scanned and this scanned data shall be compared with CBS data provided by Bank for reconciliation.

The reconciliation shall be done by comparing CBS data in excel format (provided by Bank) with scanned data in excel format (scanned by vendor). This comparison of both data sets shall be done in presence of concerned officials. Vendor should submit reconciliation report/ certificate to Bank with list of assets scanned and any discrepancies observed wrt asset master lists provided by Bank. After this activity, discuss with Bank's team and jointly finalize time window for half-yearly and half-yearly activities.

1.3. Deliverables:

- Report on type and count of RFID tags used.
- Confirmation on encoding practices for RFID tags ([Annexure B](#)).
- Reconciliation report/ certificate based on first scanning of assets data for RBI office premises at a particular location.
- Minutes of governance meeting with Bank's team.

2. Addition/ Replacement of RFID tags (Half-Yearly activity):

This procedure is to be carried out after every half-year end to -

- Add RFID tags for new/ transferred assets.
- Replace RFID tags in case of reported damage.

Vendor teams are expected to visit to Bank's office locations for the same on half-yearly basis and work towards completing this activity before 10th day of next month after half-year end.

Responsibilities for vendor partner are detailed out in sub-sections below –

2.1. Addition of RFID tags:

- Get asset lists for all departments from Bank with information on following -
 - New assets added during previous half-year.
 - Assets transferred to them and also accepted/ updated in system during previous half-year.
- These lists should have necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc. These lists will be provided at least 3 days prior to vendor's visit so that vendor can estimate no. of new RFID tags needed. Vendor shall ensure configuration and printing on tags before visiting office for tagging purpose.
- Follow the same procedure as mentioned in 1.1. for tagging of new added assets.
- In case of transferred assets, ensure that each such asset is actually physically located in department to which transfer is mentioned. If not, notify the same to coordinator from Bank's end and get this transfer done. Then remove old RFID tag on transferred asset and add new RFID tag as per same procedure mentioned in 1.1. Please note that old tag needs to be removed because of old Inventory Number printed on it which gets changed after transfer. Hence caution must be taken to ensure print of new Inventory Number on new tag.
- After affixing RFID tags for all new/ transferred assets, fill out necessary information in sign-off form provided by Bank and take signature of coordinator from Bank's end indicating completion of given activity. Attach asset list printout with this sign-off form for easy reference.
- Submit above set of documents to Bank.
- Please ensure that you complete tagging of new/ transferred assets for all departments.

2.2. Replacement of RFID tags:

- Get asset lists for all departments from Bank with information of assets reported to have damaged RFID tags during previous half-year (if any). These lists should have necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset

Desc, Asset Type etc. These lists will be provided at least 3 days prior to vendor's visit so that vendor can estimate no. of replacements required.

- In addition to above asset lists, vendor is also expected to identify damaged tags during reconciliation process and replace them. It is suggested to get few extra tags during visit to Bank's premises for such type of activity. If RFID tag is damaged due to normal wear & tear or due to any activity from Bank's side, the cost of tag will be reimbursed. If tag is not working due to sensor issue, vendor should replace during contract period without any additional cost to Bank.
- In case RFID tags on any reported assets have not been damaged, report the same to coordinator from Bank's end and answer on any apprehensions/ objections.
- For RFID tags on reported assets that have been verified to be damaged, encode Internal Inventory Number data field for each such asset in new RFID tag allotted for that particular asset.

Print Internal Inventory Number and Inventory Number data fields for each such asset on corresponding RFID tag.

Also print Barcode for Internal Inventory Number for each such asset on corresponding RFID tag.

- Affix these RFID tags on corresponding assets. Take placement, position and surface of asset into consideration while affixing RFID tags so as to ensure that RFID readers will be able to scan these tags without any problem during reconciliation.
- After affixing RFID tags for all such assets, fill out necessary information in sign-off form provided by Bank and take signature of coordinator from Bank's end indicating completion of given activity. Attach asset list printout with this sign-off form for easy reference.
- Submit above set of documents to Bank.
- Repeat above activities for each department.

2.4. Deliverables:

- Report on type and count of new/ replaced RFID tags.
- Minutes of governance meeting with Bank's team.

3. Reconciliation of tagged assets with latest asset master list (Half-yearly activity):

Before reconciliation activity, vendor should complete activities mentioned in sub-section 2.1/2 above i.e. Addition/ Replacement of RFID tags for previous half-year end.

After completion of these half-yearly activities, reconciliation activity should be taken up.

Reconciliation activity is to be carried out every six months i.e. twice in a year. For the assets as on March 31st it should be finished by April end. Similarly, for the assets as on September 30, it should be finished by October end.

Data for all fixed assets at a particular office location should be captured through RFID readers and exported in Excel. Post that detailed reconciliation should be carried out with latest asset master lists shared by the Bank. Responsibilities for vendor partner are detailed out in sub-sections below –

3.1. Scanning of fixed assets:

- Get latest asset master lists for all departments from Bank with necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc.

- Assess asset master lists for each department and estimate approx. time required for scanning of fixed assets for each department.
- Arrange meeting with coordinators from Bank's end and jointly finalize time slots for scanning of fixed assets for each department.
- Scan fixed assets for all departments during allotted time slots with help of RFID readers. Take help from coordinators from Bank's end in case of issues in accessing any area/ cabins/ rooms in any of the departments.

3.2. Reconciliation of scanned data with latest asset master list:

- Extract scanned data for all departments and transfer in excel sheet to workstation allotted by the Bank.
- Reconcile this scanned data for all departments with latest asset master list provided by the Bank for all these departments.
- Usage of VLOOKUP functions in excel is advisable to match Internal Inventory Number data fields to find out discrepancies. It is recommended that reconciliation of consolidated data from asset master lists for all departments should be done with consolidated scanned data for all departments at one go.
- Detailed explanation of reconciliation using VLOOKUP functions in excel is provided in excel file embedded at the end of this annexure.

3.3. Reporting of discrepancies observed during reconciliation:

Vendor should jointly conduct this exercise with coordinators from Bank's end. Goal is to analyse discrepancies observed and take necessary actions to cross verify causes of discrepancies. Post this cross verification, discrepancies can be reported.

Below are some of the pointers for this analysis and subsequent cross verification –

- **Scenario 1: Assets present in asset master list but not captured in scanned data (scanned data mismatch for Internal Inventory Number)**
 - Physically verify all such assets with help of coordinators from Bank's end.
 - Check if any of these assets have not been tagged before. Also check if any of these assets have damaged RFID tags.
 - Check if any of these assets have been transferred to other office location but not accepted/updated in CBS/Excel.
 - Check if data for any of these assets was not captured during scanning activity due to issues with RFID readers. Please note this count for reporting purposes.
If yes, scan such assets again and include corresponding records in excel data extracted from RFID readers. Correct corresponding discrepancies observed during reconciliation.
 - Check with Bank's team if any of these assets have been reported to be lost.
 - Analyze reasons for observed discrepancies and mark count for below for reporting purposes –
 - Assets not present in department
 - Assets with no RFID tags
 - Assets with damaged RFID tags
 - Assets transferred to other office location without acceptance/update in CBS/Excel
 - Lost assets
 - Assets not captured during first scan

- **Scenario 2: Assets present in scanned data but not in asset master list (asset master data mismatch for Internal Inventory Number)**
 - Check if any on these assets are present in system but marked for other office location i.e. if transfer for any of these assets was accepted/updated in CBS/Excel by other office location but physical transfer has not happened yet.
 - Check if any of these assets have been written off/marked for disposal and subsequently removed from CBS/excel data but still physically present in office location.
 - Analyze reasons for observed discrepancies and mark count for below for reporting purposes –
 - Assets accepted/updated for transfer in CBS/Excel by other office location but still physically present in old office location
 - Assets written off/marked for disposal in CBS/Excel but still physically present in office location

3.4. Deliverables:

- Report on type and count of new/ replaced RFID tags.
- Reconciliation report and certificate based on scanning of assets data for RBI office premises at a particular location.
- Minutes of governance meeting with Bank's team.

4. Reconciliation process example along with screenshots:

Please refer to excel embedded below –

