



भारतीय रिजर्व बैंक RESERVE BANK OF INDIA



Empanelment of Vendors for Supply of Office Stationery items, Computer Consumables (cartridges, Toners), Printing material (Registers, envelopes, visiting cards and Rubber stamps) and Cleaning materials for RBI, Patna – Panel Year 2022 – 2025

Reserve Bank India, Patna invites application for empanelment of vendors from Patna based firms/companies/agencies for inclusion in the Bank's panel of vendors for supply of office stationery items, computer consumables, rubber stamps and printing of registers, forms etc. and cleaning materials. The panel will remain valid for the period from July 2022 till March 2025, subject to their satisfactory performance for office stationery items, computer consumables, rubber stamps and printing of registers, forms etc. and from August 2022 till March 2025 for cleaning materials. The vendors who are currently empanelled or those who have applied earlier but could not get empanelled, may also apply afresh for re-empanelment.

2. Separate Applications should be made by vendors in respect of

- (i) a. All kinds of Stationery articles
b. Printing/ Binding/ Supply of different types of forms/registers/Ledgers/ rubber Stamps/ Small Mementos, etc.
- (ii) Computer Consumables
- (iii) Cleaning Materials

3. The Application Form can be downloaded from Bank's website <https://www.rbi.org.in> or can be obtained from Enquiry Desk, Porta Cabin, Reserve Bank of India, Patna, between 10:30 hours to 16:00 hours on all working days (Monday to Friday) up to May 30, 2022.

4. The duly completed application forms super scribed "Application for Empanelment of suppliers/printers (Panel Year 2022-2025)" may be submitted in sealed covers, addressed to The Regional Director, Human Resource Management Department, Reserve Bank of India, Opposite to Gandhi Maidan, Patna – 800 001, not later than 16:00 hours on May 30, 2022. Suppliers/Printers/Vendors who are currently on the Bank's panel may apply afresh for empanelment.

Regional Director for Bihar

Empanelment of Vendors for Supply of Office Stationery items, Computer Consumables (cartridges, Toners), Printing material (Registers, envelopes, visiting cards and Rubber stamps) and Cleaning materials for RBI, Patna – Panel Year 2022 – 2025 and respective Terms & Conditions along with Instructions for Empanelment

1. Scope of work

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

2. Eligibility Conditions for Empanelment:

- I. The applicant should have own office / establishment in Patna.
- II. The applicant should have minimum experience of 3 years of supplying materials in the category applied for.
- III. The supplier should have following minimum annual turnover during last 3 financial years in the categories applied for, duly supported by audited Annual Account Statements (Balance Sheet and Profit & Loss Account) and certificates from client as well as bank:

S.No	Turnover from	Minimum Annual Turnover in Rs.
1	Office Stationery items	3 lakhs
2	Printing & Binding	3 lakhs
3	Computer Consumables	15 lakhs
4	Cleaning Material	16 lakhs

- IV. The applicant should have executed such works during the last 3 financial years i.e. 2019-20, 2020-21 and 2021-22 for supply to Government / Public Sector Undertakings / Banks & Financial Institutions / Large Corporate MNCs and other reputed institutions etc.
- V. The supplier should not have been debarred/black-listed by any Govt./Semi Govt./PSU/MNC organizations.
- VI. Not more than one of the firms / companies having common management / partner / director or from same business group may apply.
- VII. The applicant should have valid, applicable Trade License and tax registrations viz. GST, PAN etc.
- VIII. The applicant should have current account in a scheduled bank.

3. Documents establishing eligibility:

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

- i. Certificate of Enlistment/ Trade Licence
- ii. Agreement / empanelment order / work order from Government / Public Sector Undertakings / Banks & Financial Institutions / Large Corporate MNCs, and other reputed institutions etc. establishing minimum experience in the field applied for and carrying out such work for minimum three years during 2019, 2020 and 2021 for Government/semi-government/public sector undertakings, banks/MNCs etc.
- iii. Power of Attorney / authorization letter with the seal of the company/firm in the name of the person signing the tender documents.
- iv. PAN, GST certificate

- v. Self-attested copies of Annual Accounts statements (Balance Sheet and Profit & Loss Account) for last 3 financial years, audited by a Chartered Accountant wherever applicable. Profit & Loss Account statement should contain clear indication about income from the category of businesses applied for viz. general stationery, printing & binding, computer consumables and cleaning materials.
- vi. Income Tax Returns for last three financial years
- vii. GST /VAT Returns for last three financial years.
- viii. Banker's Certificate as per Proforma ([Annexure II](#)) and last Six Months Bank statements of organization.
- ix. Clients' report in the prescribed form ([Annex III](#)) about the performance of the firm from any two reputed clients including or excluding, Government/semi government/public sector undertakings, banks/MNCs etc. also indicating the period of service provided by the supplier.
- x. Address Proof of Office / Establishment in Patna.

Other documents which may be submitted

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

4. Period of Empanelment

The period of the empanelment contract is two years and nine months i.e from July 01, 2022 to March 31, 2025 subject to satisfactory performance for stationery articles, printed registers, and computer consumables. The period of the empanelment contract is two years and eight months i.e from August 01, 2022 to March 31, 2025 subject to satisfactory performance for cleaning materials. The performances of the empanelled vendors shall be reviewed every year and suitable addition/deletion to the list shall be carried out based on their performance.

5. Procedure of application:

Last date for submission of application is May 30, 2022 upto 4 pm.

Applications should be addressed to Regional Director (Bihar), Reserve Bank of India, Human Resource Management Department (Stationery Section), Opposite to Gandhi Maidan, Patna-800 001.

Application should be submitted only on prescribed Application form (available on web site) along with all the supporting documents indicated at item no. 3 above in a sealed cover super scribed with "Application for Empanelment of Vendors for Office Stationery items, Printers & Binders and Computer Consumables and Cleaning Materials." The applications may be dropped in the enquiry Counter/Porta Cabin, Reserve Bank of India, Opposite to Gandhi Maidan, Patna- 800 001, between 10:30 a.m and 4-00 p.m.

All pages of annexure and its enclosures must be signed by the authorized person with seal at the bottom and sent together with duly filled in application form attaching all the duly certified, specified documents.

The supplier will be responsible to ensure that his application is deposited in the above mentioned tender box on or before the due date and time. The Bank will not be responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays or delay in transit. All costs in connection with preparation of documents shall be borne by the applicant.

Applications from entities under common management viz. partnership firms having a common partner or a corporate having a common promoter/director will not be accepted.

Applications containing false or inadequate information are liable for rejection. If empanelled, the empanelment will be liable for cancellation whenever it is found that any of the information submitted was false.

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

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

7. Notification of acceptance:

The Bank will communicate by letter to the applicant regarding empanelment.

8. Evaluation criteria for empanelment:

- i) The applications received after the stipulated last date and time will be summarily rejected.
- ii) The applications received will be scrutinized for satisfaction of eligibility conditions. Applications received from ineligible organizations will be rejected without further reference to the applicant.
- iii) The applications received will be scrutinized for completeness. Incomplete applications i.e. applications where full details are not provided or required documents are not attached will be rejected without further reference to the applicant.
- iv) Applicant's financial standing, business integrity, record of timely delivery, quality of material supplied, quality of work will be assessed. The applications where banker's report and/or clients' reports contain any adverse comments may be rejected.

9. Pricing:

It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the supplier. The supplier will also have to bear all the expenses, etc. connected with proper packaging, carting, transportation etc. in connection with supply to any place specified by the Bank. The Bank will only pay the price quoted.

10. Order for the delivery of the supplies:

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

11. Presentation of bills:

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

12. Payment:

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

13. Corrupt, fraudulent or unethical practices

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

- a) The supplier should not resort to offering, giving, receiving or soliciting of anything of value or influence the action of any official of the Bank in the empanelment process or in the supply order execution.
- b) The supplier shall not resort to misrepresentation of facts in order to influence the empanelment process or execution of the supply orders to the detriment of the Bank.
- c) The bank will declare a supplier ineligible, either indefinitely or for a specified period of time, for empanelment, if at any time, it determines that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- d) The Bank may, without prejudice to any other remedy for breach of contract, at its sole discretion, terminate the contract in whole or part in respect of any supplier for any of the following reasons:
 - (i) Supply of sub-standard/spurious/ substitute provisions.
 - (ii) Delay in supply/ refusal to supply/ non-supply of provisions.
 - (iii) Overcharging the bill.
 - (iv) In case it is found that any particular provision's date is expired or is near the date of expiry.
 - (v) If the supplier fails to perform any other obligation(s) under the contract.
 - (vi) In the judgment of the Bank, the supplier has engaged in corrupt or fraudulent practices.
- e) If any such case indicated in (d) above is noticed during subsequent scrutiny after or before the payment, then the supplier shall refund the disputed / excess amount already paid by the Bank, replace the provisions in question. The Bank may stop payments due or recover the cost of such supplies from the amounts due to the supplier.

14. Indemnity:

The supplier shall indemnify the Bank against all actions, suits, claims and demands brought or made against the Bank in respect of anything done or committed to be done by the supplier in execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence of any action or suit being brought against the supplier for anything done or committed to be done in execution of this contract.

Application for Empanelment of Vendors

The Regional Director for Bihar
Reserve Bank of India
Human Resource Management Department
Opposite to Gandhi Maidan
Patna – 800 001

Empanelment of suppliers of Office Stationery Articles, Printers & Binders and Computer Consumables and Cleaning Materials

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

1. Office Stationery
2. Computer Consumables
3. Printed Materials (Register/Forms/Visiting Cards/ Rubber Stamps)
4. Cleaning Materials

(Applicant may please 'tick' the items to be supplied)

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

6.	Designation, Telephone No., e-mail ID of the authorized signatory dealing with the Bank		
7.	Details of Bank A/c	Account No. Name of Bank Branch IFS Code Type of A/c	
8.	Details of Registration for Tax Payment	GST No. PAN (copy of GSTN, PAN should be attached)	
9.	Whether MSME Certified? If yes, attach certificate		
10.	Any pending court case/s against the firm pertaining to orders executed? If yes, provide necessary details		

Details of Turnover for last 3 years:

Year	Avg. value of orders executed	Turnover during the year
2019-20		
2020 - 21		
2021 - 22		

Details of work / supplies for last Three Years:

Sr. No.	Details of Work	Cost (Rs.)	Year	Name of the Organization
1				
2				
3				
4				

Patna:

Date:

Yours faithfully,

(Signature of Vendor/Contractor)

Name & Address:

Contact No. :

E-Mail ID:

Note:

1. Copies of following documents are required to be submitted along with the application:
 - (a) Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956/2013)/ Registration Certificate (in case of partnership firms and proprietary concerns)
 - (b) GST registration certificate copy
 - (c) MSME Certificate (If applicable)
 - (d) Copy of PAN / TAN
 - (e) A copy of Cancelled Cheque
 - (f) Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made during last three years to organisations to support experience details.
 - (g) Copies of last three years Income Tax returns/audited Accounts statements (Profit & Loss and Balance Sheet).
2. Each page of the application must be signed with seal at the bottom by the authorized person.
3. Banker's certificate as per [Annex II](#)
4. The Bank may ask for any additional information at any time, if required.

DECLARATION

1. I/We have carefully studied the eligibility conditions and other terms and conditions and satisfied myself / ourselves that all the eligibility conditions are being met by me / us.
2. The information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled then I/we may be removed from the approved list of suppliers.
3. I/We understand that the Bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof.
4. I/We understand that if empanelled then I/We may be removed from the approved list of suppliers if my / our performance is not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending up to three years.
5. I/we have not been debarred / Black listed by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.

Signature:

Name:

Designation:

Seal of the Supplier:

Date:

Banker's Certificate
(On the bank's Letter Head)

Reference No.

Date:

1. Name of the firm
2. Composition of the firm (whether Partnership / Private Limited / Proprietorship / Public Limited)
3. Name of the Proprietor / Partners / Directors of the firm
4. Turnover of the firm for the last three years (2019 - 20; 2020 – 21 ; 2021-22)
5. Credit facility / Overdraft facility enjoyed by the firm
6. Dealings
7. The period from which the firm has been banking with the bank.
8. The amount for which the firm is considered financially sound to be entrusted with a contract in the opinion of the bank.
9. Any other remarks

Signature and Seal of Authorized Official of the Bank

Annex III

**PROFORMA OF CLIENT’S CERTIFICATE REGARDING PERFORMANCE (can
be filled and printed separately)**

Name & address of the Client :
Details of works executed by Shri/M/s :
(Name of the supplier)

1.	Name of work with brief particulars	:
2.	Agreement No. and date	:
3.	Agreement amount (approximates are also acceptable)	:
4.	Details of penalties levied (indicate amount) if any, for non-performance or non-adherence to terms	:
5.	Name, address, telephone number and e-mail id of the authority under whom supply executed	
a)	Name & Designation	:
b)	Telephone No.(s)	:
c)	Email	:
6.	Comments on the capabilities of the supplier	:
a)	Technical Proficiency	:
b)	Financial Soundness	:
c)	Adherence to timeliness	:
d)	Quality of work	:
e)	General behavior	:

The undersigned is competent to issue this certificate

“Countersigned”

Signature of the Reporting Officer (with Office seal)
Name & Designation:
Contact number/(s):