



**Empanelment of Contractors / suppliers for undertaking printing related
various works costing up to and including ₹ 5 lakh**

Reserve Bank of India, Agartala invites applications for empanelment of contractors/suppliers/printing firms for undertaking various printing related works costing up to and including ₹5 lakh for various categories.

2. Only those contractors who fulfills the pre-qualifications criteria may apply.

3. The application forms will also be issued free of cost from the Financial Inclusion Development Department, Reserve Bank of India, Jackson Gate Building, Lenin Sarani, Agartala- 799001 on all working days, during office hours, from **November 10, 2023** onwards. The last date for submission of complete application is **December 11, 2023**.

4. Duly completed applications along with the necessary enclosures, in a sealed envelope should be dropped in the application box at the office premises of the Bank by **05:00 pm on December 11, 2023**. The Bank reserves the right to accept or reject any or all of the applications received without assigning any reasons.

General Manager (Officer-in-Charge)
Reserve Bank of India
Agartala

SCHEDULE OF EMPANELMENT PROCESS

1. Mode of Application	Application in sealed cover
2. Date of notice inviting application	10.00 AM on November 10, 2023
3. Date of starting for submission of application at RBI Agartala	10.00 AM on November 11, 2023
4. Date of closing for submission of application at RBI Agartala	05.00 PM on December 11, 2023
5. Date of opening of Sealed applications	11.00 AM on December 12, 2023

Important Instructions:

Applicants are requested to read the empanelment document carefully before submitting the applications.

DISCLAIMER

Reserve Bank of India, Agartala has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by Reserve Bank of India in submitting the application. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

Proforma of Application Form for Empanelment of Contractors

The Reserve Bank of India intends to prepare a panel of reputed supplier/printing agencies for undertaking various printing related works in Tripura. The empanelment shall be carried out for different works related to printing of flex, banners, booklets etc and installation of the same in various places in Tripura, based on the estimated cost of work/supply. There are two categories based on the estimated cost of work/supply, as indicated below:

a) Details of Categories

Category-I – For works/ supply costing up to ₹2 lakh,

Category-II – For works/ supply costing above ₹2 lakh and up to ₹5 lakh

b) List of Trades (Category wise)

S.N.	Trades	Categories	
		I	II
		Up to ₹2 lakh	₹2 – 5 lakh
1.	Printing and other related works	Yes	Yes

The details of Works are given below

SN	Trade	Work details
1.	Printing and other related works	Printing of pamphlets, flex, banners, hoardings, booklets, posters, and other similar documents etc. and installation of the same in all around Tripura.

General Instructions

1. Intending applicants are required to furnish details about their organization, experience, competence and evidence of their financial standing as per the **enclosed proforma.**
2. While deciding upon the selection of contractors, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.
3. The application form shall be signed by a person on behalf of the organization, who is duly authorized to do so.
4. If the space in the application form is insufficient for furnishing the requisite details, such information may be supplemented by duly signed separate sheets.
5. **Pre-qualification (PQ) criteria for empanelment of contractors/suppliers:**

Sl. No.	PQ Criteria	Description	Required Documents to establish compliance to PQ Criteria
1.	Previous work experience	Should have minimum three years of experience as on November 10, 2023	a) Copy of certificate of registration/Trade license incorporation under the relevant Act., etc. b) Copy of work order or completion certificate received from the client.

2.	Minimum value of each completed work (during last three years)	(i) Three similar completed works each costing not less than the amount equal to 40% of the upper band of the cost range (for which application submitted) or (ii) Two similar completed works each costing not less than the amount equal to 50% of the upper band of the cost range (for which application submitted) or (iii) One similar work costing not less than the amount equal to 80% of the upper band of the cost range (for which application submitted).	a) Copy of work orders issued by client b) Completion certificate issued by client
3.	CA certificate/ITR return	Chartered Accountant's certificate /ITR acknowledgement last three financial years	Chartered Accountant's certificate along with supporting Financial statements of last three years.
4.	Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work, for an amount equal to upper band of the cost range (for which application submitted).	Banker's solvency certificate

5.	Service Setup	Full-fledged service setup should be available for the specified job at the Agartala wherefrom required quality work can be regularly provided. The contractor should also have trading license from concerned authority.	Copies of relevant certificate/ licenses, issued by the respective authority.
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*Similar Works means- the details of works specified against each trade.

6. Discretion of the Bank regarding selection for empanelment and Decision of the Bank regarding selection of supplier for issue of tender forms will be final and binding. The Bank is not bound to assign any reason thereof.
7. Application containing false or inadequate information is liable for rejection.
8. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
9. The panel shall remain valid for three years from the date of coming into existence subject to periodical review of performance.
10. Clarifications, if any, required may be obtained from the FIDD, Reserve Bank of India, Jackson Gate Building, 2nd Floor, Lenin Sarani, Agartala, Tripura – 799001 on working days (Monday to Friday) between 10:00AM to 5:00 PM.
11. Contact Details: - Shri Argha Banerjee, Manager (9836293052), Shri Subhra Sourav Rout, Asst. Manager (8249397823), Email id- fiddagartala@rbi.org.in

Signature of the applicant (with Seal) _____

Address _____

Annexure I

Form of Application

The General Manager (Officer-in-charge),
Reserve Bank of India,
Jackson Gate Building
2nd Floor, Lenin Sarani,
Agartala, Tripura – 799001

Dear Sir,

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application proforma and all other relevant information, I/we hereby apply for empanelment in the Bank as contractor/ Supplier in the following trade and category(ies):

S.N.	Application submitted for empanelment in	
	Trade	Category(ies)
1	Printing and other related works	

- (i) All the information furnished under parts I & II are correct to the best of my/our knowledge and belief.
- (ii) I/We understand that if any false information is detected at a later date, any future contract to be made between ourselves and the Reserve Bank of India, Agartala on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- (iii) I/We have provided the details of the qualifying works and the client's confidential report in the prescribed proforma.
- (iv) I/We have provided my/ our banker's details and the banker's confidential report in the prescribed proforma.
- (v) I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished in the accompanying sheets.
- (vi) I/We agree that the decision of the Reserve Bank of India in empanelment of the contractors/ suppliers/printing firms shall be final and binding on me/us.

Signature_____

Name & Designation _____

Address_____

Place_____

Date_____

SEAL of the Applicant

Part I
Basic Information

Trade Applied for: _____

Cost Range: I / II : _____

1	Name of Organization	
2	Type of Organization, whether Proprietorship, Partnership, Firm, Company etc.	
3	Name of Proprietors/Partner/Directors in the Organization	
4	Registration(Firm, Company etc) / Registering Authority, Date of Registration, Number etc	
5	Experience in the field of----- (in years)	
6	Whether financially sound to undertake works Costing as per specified category, if so, enclose Banker's Certificate and Income Tax Clearance Certificate	
7	Name & address of the Bankers	
8	Year Wise Turnover of the organization for last 3 years	1. 2. 3.
9	a) Registered Office address, Telephone No. Fax, Email address b) Office address through which the work will be Handled. c) Details of the contact person (all fields are mandatory) 1. Name 2. Designation 3. Mobile 4. Landline 5. e-mail id	
10	Whether working with any Govt./Semi-Govt. Undertaking/s as approved contractors, if so ,furnish details	
11	Indicate if involved in any litigation.	

12	Any civil suit / litigation arisen in the contracts during last 5 years being executed. If yes, give details. (Attach a separate sheet if required)	
13	PAN / TIN, if registered as Micro/Small/Medium Industries.	
14	GST Number	
15	Details of factory and its location, machinery, technical personnel employed	Attach a separate sheet

Signature of the applicant
(with Seal)

Part II

(a) Previous Work Experience

List of similar works executed by the organization during the last 5 years each costing ₹----- and more

S. No	Name of work and location	Nature of work involved in the contract (e.g. Residential, offices, Industrial etc.	Name of Owner and architect. Also indicate whether government or Govt. Undertaking of Private body with full address and name of the officials from the owners' side for whom the work was executed.	Contract amount	Scheduled date of completion	Actual date of completion	Whether the work was left incomplete or contract was terminated from either side. Give details	Any other relevant information including reasons, if any for delay in completion of work.
1.	2.	3.	4.	5.	6.	7.	8.	9

Signature of the applicant
(with Seal)

*Attach a separate sheet, if required.

(b) List of important works on hand costing ₹ ----- and more

S. No	Name of work and location	Nature of work involved in the contract (eg. Residential, offices, Industrial etc.	Name of Owner and architect. Also indicate whether government or Govt. Undertaking of Private body with full address and name of the officials from the owners' side for whom the work was executed.	Contract amount	Scheduled date of completion	Actual date of completion	Whether the work was left incomplete or contract was terminated from either side. Give details	Any other relevant information including reasons, if any for delay in completion of work.
1.	2.	3.	4.	5.	6.	7.	8.	9

Signature of the applicant
(with Seal)

Annexure II

CLIENT's CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR (On Client's Letter Head)

The General Manager (Officer-in-charge),
Reserve Bank of India,
Jackson Gate Building
2nd Floor, Lenin Sarani, Agartala, Tripura – 799001

Dear Sir,

Client's Certificate Regarding Performance of M/s-----

Name & address of the Client	
Details of Works executed by Shri /M/s	
1. Name of work with brief particulars:	
2. Agreement No. and date :	
3. Agreement amount :	
4. Date of commencement of work :	
5. Stipulated date of completion :	
6. Actual date of completion :	
7. Details of compensation levied for delay (indicate amount) if any :	
8. Gross amount of the work completed and paid :	
9. Name and address of the authority under whom works executed :	
10. Whether the contractor employed qualified Engineer/Overseer during execution of work	
11. i) Quality of work (indicate grading) (ii) Amt. of work paid on reduced rates, if any	Outstanding/Very Good/Good/Satisfactory/Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	

13. Comments on the capabilities of the contractor	
a) Technical proficiency:	Outstanding/Very Good/ Good/ Satisfactory/ Poor
b) Financial soundness:	Outstanding/Very Good/ Good/ Satisfactory/ Poor
c) Mobilization of adequate T&P:	Outstanding/Very Good/ Good/ Satisfactory/ Poor
d) Mobilization of manpower:	Outstanding/Very Good/ Good/ Satisfactory/ Poor
e) General behavior:	Outstanding/Very Good/ Good/ Satisfactory/ Poor

Note: All columns should be filled in properly, please tick one of the multiple options.

Signature of the Reporting Officer* with Office seal

Annexure III

FORM OF BANKERS' SOLVENCY CERTIFICATE

The General Manager (Officer-in-charge),
Reserve Bank of India,
Jackson Gate Building
2nd Floor, Lenin Sarani, Agartala, Tripura – 799001

This is to certify that to the best of our knowledge and information M/s.
/Shri..... having marginally noted address, a customer of our bank are/is
respectable and can be treated as good for any engagement up to a limit of ₹.
.....(Rupeesonly). This certificate is
issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank with Name & Seal

Check list for documents Submitted or Not Submitted

S.N.	Document	Submitted	Not Submitted
1	Formal letter requesting enlistment in official letterhead of the applicant		
2	Duly filled in & signed Application Form		
3	Trade License/ certificate of incorporation/partnership deed		
4	Copy of PAN Card & other related Income Tax documents		
5	Copy of GST Registration Certificate		
6	Copy of MSME Registration Certificate, if any		
7	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for last three years.		
8	Client's Certificates from clients for all the qualifying works		
9	Banker's solvency certificate		
10	Work Completion certificates, as applicable		
11	Other relevant certificates, (If submitted please mention the name of the certificate above)		
12	Labour License, if applicable		

Signature of the applicant

Seal