



**Reserve Bank of India
Department of Corporate Services
Central Office**

**Notice inviting Tender for Rate Contract for Supply and Delivery of
Stationery items to the offices of RBI located in Mumbai and Navi
Mumbai**

e-Tender No: RBI/Central Office/Department of Corporate services(DCS)/1/18-19/ET/348

Reserve Bank of India (RBI), Department of Corporate Services invites bids through e-tendering process from the manufacturers/their authorized agents/ distributors/ suppliers of various stationery items for providing stationery items to Reserve Bank's Central Office Departments located in Mumbai and Navi Mumbai.

Tender document may be downloaded from RBI website and MSTC website from the following URL:
www.rbi.org.in & <https://www.mstcecommerce.com/eprochome/mstc>.

Corrigenda or clarifications, if any, shall be hosted on the above-mentioned websites only. RBI reserves the right to accept, reject or cancel any tender without giving any specific reason.

Last date for submission: 1700 hrs of June 03, 2019

SCHEDULE OF TENDER (SOT)

1.	E-Tender No. / Event No.	RBI/Central Office/Department of Corporate services(DCS)/1/18-19/ET/348
2.	Mode of Tender	e-Procurement System Online submission of Part I - Technical Bid and Part II - Price Bid through https://www.mstcecommerce.com/epochome/mstc The intending bidders are required to submit their offer electronically through this e- tendering portal. No physical technical/price bid would be accepted by RBI.
3.	Date of publication of e-Tender through Procurement Portal	May 13, 2019
4.	Date of availability of NIT to the Vendors for downloading	1300 hrs of May 13, 2019
5.	Date of Starting of e-Tender for submission of Online Technical and Price Bid at https://www.mstcecommerce.com/epochome/mstc	1400 hrs of May 13, 2019
6.	Date, time and venue of pre-bid meeting	1500 hrs of May 20, 2019
7.	Date of closing of Online e-tender for submission of Technical Bid & Price Bid	1700 hrs of June 03,2019
8.	Date & time of opening of Technical Bids	1100 hrs of June 04, 2019
9.	Date & time of opening of Price Bids	1500 hrs of June 06, 2019
10.	Earnest Money Deposit (EMD)	Demand Draft of Rs. 50 thousand in favour of “ Reserve Bank of India ” payable at Mumbai should be sent to us on or before June 03, 2019 (by 1700 hrs). EMD submitted by the unsuccessful bidders would be returned after finalization of tender and award of job to the successful bidder. EMD submitted by successful bidders would be returned after submission of Bank Guarantee of equivalent amount.
11.	Transaction Fees (to be paid to MSTC through NEFT)	Rs. 4,000/- only

Note:

1. In the event of any unforeseen closure of work/ holiday on any of the above days, the same will be opened / held on the next working day.
2. Tenders received after due date and time shall be rejected.
3. Tenders not complying with the provisions of bidding documents are liable to be rejected.
4. In case of any problem/dispute, decision of Chief General Manager, Department of Corporate Services, Central Office, Mumbai will be final and binding on all parties.

Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender carefully before submitting online tender.

Sl. No.	Process
1	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/her/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Price Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangements for bidding from a computer connected with Internet. RBI/MSTC is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID HAS TO BE UPLOADED ON-LINE AT https://www.mstcecommerce.com/eprochome/rbi</p> <p>1). Vendors are required to register themselves online with https://www.mstcecommerce.com → e-Procurement →PSU/Government Departments → Select RBI Logo-Register as Vendor -- Filling up details and creating own user id and password→Submit.</p> <p>2). Vendors will receive a system generated mail confirming his/her/their registration through email which has/have been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC (before the scheduled time of the e- tender).</p> <p>Contact person (RBI):</p> <p>1. Mr. Jai Nandan Kumar (Asst. General Manager): 022-22694484 (jainandan@rbi.org.in)</p> <p>2. Mr. Shantanu Kumar(AM): 022-22603637 (shantanuk@rbi.org.in)</p> <p>Contact person (MSTC Ltd):</p> <p>1. Ms Archana, Asst. Manager- archana@mstcindia.co.in - Mobile- 09990673698</p> <p>2. Ms. Rupali Pandey, Asst. Manager- rpandey@mstcindia.co.in – Mobile -9458704037</p>

	<p>3. Mr. Abhishek Kr. Kanaujia, Executive – Mobile - 9953089772</p> <p>4. Helpdesk – Landline -- 022 22870471/22886266</p> <p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ul style="list-style-type: none"> i) Windows 7 or above Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. <p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <p><input type="checkbox"/> Tools => Internet Options =>Security => Disable protected Mode If enabled i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.</p> <p><input type="checkbox"/> Other Settings:</p> <p>Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Price Bid shall have to be uploaded online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Price Bid Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction Fee:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor</p>

	<p>shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p>Transaction fee is levied by MSTC Ltd. and to be paid by the bidders which is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email id provided is valid and updated at the time of registration of vendor with MSTC.</p> <p>Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in the notice for this tender.</p>
7	<p>Bidding in e-tender :</p> <p>a) Vendor(s) need to submit necessary EMD, Transaction fees to be eligible to bid online in the e-tender. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Price Bid.</p> <p>c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Price Bid through internet in MSTC website.</p> <p>www.mstcecommerce.com → e-procurement →PSU/Government Departments →</p>

Login under RBI→My menu→ Auction Floor Manager→ live event →Selection of the live event.

d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit the Technical bid.

e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Price bid. Then once both the Technical bid & Price bid have been saved, the vendor can click on the "Final submission" button to register their bid.

f) Vendors are instructed to use "*Attach Doc button*" to upload documents. Multiple documents can be uploaded.

g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.

h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.

i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

j) All electronic bids uploaded during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the RBI will form a binding contract between RBI and the Vendor for execution of the job.

k) It is mandatory that all the bids are uploaded with digital signature certificate otherwise the same will not be accepted by the system.

l) RBI reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

	<p>m) No deviation of the terms and conditions of the tender document is acceptable.</p> <p>n) Submission of bid in the e-tender floor by any vendor confirms the acceptance of terms & conditions for the tender by him/her.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video available on the MSTC website.
12	Vendor must submit physical samples of items to be supplied by them. The items should be strictly as per technical specification as mentioned in Annex of this tender document. The vendor failing to submit items or submitting sub-standard items would not be considered for further evaluation.

Address for communication, submission of bid, EMD, physical samples of stationery items, place of pre-bid meeting and place of opening tender offers:

Chief General Manager
Reserve Bank of India
Department of Corporate Services
Main Building, 2nd Floor
Shahid Bhagat Singh Marg
Fort, Mumbai - 400001

Telephone No: 022-22694484
Email: cgmcdcs@rbi.org.in

**Reserve Bank of India
Department of Corporate Services**

**Notice inviting quotations from manufacturers/their authorised agents/
distributors/suppliers to provide stationery items to offices of Reserve Bank of India
located in Mumbai and Navi Mumbai**

The Reserve Bank of India, Department of Corporate Services invites quotations from Mumbai based manufacturers/their authorised agents/distributors/suppliers of various stationery items (as per [Annex](#)) for providing stationery items to Reserve Bank's offices located in Mumbai and Navi Mumbai. Bidders with the following pre-qualification criteria will only be considered.

Prequalification Criteria:

Serial No.	Criteria
a	Minimum experience in the field: 5 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be uploaded)
b	Should be empanelled with/have executed job as stationery items provider for at least three PSUs/Nationalised Banks/Private Banks/Corporates during the last three financial years. (Documentary proof of empanelment/work order to be uploaded)
c	Should have turnover of minimum Rs. 50 lakh for each year during the last three financial years (Audited balance sheets and income tax returns of last three financial years have to be uploaded)
d	Vendor's offices and warehouse should be located in Mumbai/Navi Mumbai.
e	Should be able to provide service as and when required.

2. Tender forms can be downloaded from the link <https://www.mstcecommerce.com/eprochome/mstc> and from our website under the link www.rbi.org.in.

a. The Bidder should not be a delisted/blacklisted entity by any Government department /PSU /PSE or banks/FIs for non-implementation/delivery of the order. Self-declaration to that effect should be uploaded together with the technical bid.

b. The bidder should have reputed background.

c. The bidder should be a financially sound company.

3. Eligible vendors may upload their applications online on MSTC Ltd. portal by **1700 hrs of June 03, 2019**. They may ensure that all relevant documents are uploaded with the tender application. Vendors are required to preserve the originals of documents ready for verification by the RBI at any point of time. The bidders may please note that tender cannot be uploaded after the cut-off date and time. No extension of time will be permitted for upload/submission of tenders and/or documents.

Technical bid (Part I of the tender) will be opened at **1100 hrs of June 04, 2019**, in the presence of authorised representative of the tenderers/their representatives who choose to be present on tender opening date and time. Price bid (part II of the tender) would be opened only for those tenderers who are found eligible after scrutiny of their part I tenders on **1500 hrs of June 6, 2019**.

FORMAT OF APPLICATION FORM

From

To
The Chief General Manager
Reserve Bank of India
Department of Corporate Services
Main Building
Shahid Bhagat Singh Marg
Mumbai- 400 001.

Dear Sir,

QUOTATION FOR STATIONERY ITEMS FROM MUMBAI BASED MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS

Ref: Advertisement in

I/We wish to introduce ourselves as stationery items (name of the item) manufacturers/authorized agents/distributors/suppliers and request you to consider my/our quotation for providing stationery items (name of the item/s) in all your offices located in Mumbai and Navi Mumbai. I/We furnish hereby the required information about my/our firm/company and business:

1. a) Name of the firm/company and full addresses of Head Office and branch/office:

Name:

Address:

b) Telephone No./Mobile No.:

c) Constitution:

d) Date of establishment:

e) E-mail id of the firm:

2. a) Registration and License Number:

(Please provide relevant document)

b) Full name/s and addresses of Proprietor/
Partners/Directors:

3. Name and addresses of branches/associates
of the firm/company:

a)

b)

c)

(Separate list may be uploaded in case the space provided is not sufficient)

4. Annual Turnover of last three years (Rs. Lakh)

2015-16

2016-17

2017-18

2018-19(Provisional, if audited balance sheet is not available)

(Upload annual audited balance sheet of F.Y. 2015-16, 2016-17 and 2017-18 and audited/unaudited balance sheet for the F.Y. 2018-19)

5. The details of at least three contracts which the firm/ company had/has with banks/Public Sector Undertakings/ other Institution for providing stationery items in the preceding three financial years i.e. from FY 2016-17 to FY 2018-19 (Please provide name of the entity, period and value of the contract, geographical coverage of the entities)

6. Other information, if any:

(Please attach sheets, if necessary)

Note: In the event of dispute on any issue, the legal proceedings will be at Mumbai.

DECLARATION OF THE APPLICANT

I/we hereby confirm that the information furnished herein above is true to the best of my/our knowledge and belief. You are free to call for confidential opinion from any one as also from our Banker as you deem fit. I/we also certify that, I/we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Yours faithfully,

Authorized signatory
Name

Place:

Date:

List of documents to be filled and uploaded on MSTC website:

- i) All supporting documents in respect of qualification criteria as mentioned in the tender documents.
- ii) Authorization letter duly signed and stamped.
- iii) Terms and conditions duly signed and stamped on each page
- iv) Application form
- v) Technical bid (Part 1) form – duly filled signed and stamped

PART - I - Technical bid

To,

The Chief General Manager
Reserve Bank of India
Department of Corporate Services
Main Building
Shahid Bhagat Singh Marg
Mumbai- 400 001.

Dear Sir,

QUOTATION FOR STATIONERY ITEMS FROM MUMBAI BASED MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to provide stationery items specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Part II of the quotations, and in all other respects in accordance with such conditions as may be applicable.

MEMORANDUM

(a)	Description of work	To supply and deliver stationery items to all RBI offices located in Mumbai and Navi Mumbai.
(b)	Estimated Cost	Annually around Rs. 80 lakh.
(c)	Tenure	The contract is up to 30 June 2020 and renewable annually for a further period of two years with an annual increase of upto 5% at the existing rates and as per the existing terms and conditions subject to providing satisfactory services.
(d)	Delivery schedule	The quarterly indent as required would be given by 10 th of the month and supply and delivery has to be made within 7 days.

2. Should this tender be accepted, we hereby agree to abide by and fulfil all the terms and provisions of the said Contract annexed hereto in so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. I/we have deposited a sum of Rs 50,000/- by Demand Draft / submitted a Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India, in the proforma enclosed for an equal amount initially valid for a period of three months. No interest is payable on the above Earnest Money Deposit (EMD) amount. Should I/ we fail to execute the Contract when called upon to do so, I/we do hereby agree that this sum shall be forfeited to the Reserve Bank of India.

4. The details of our bankers are as under:-

Sr. No.	Name of Bank	Branch and its complete address	Name of the contact person/s	Telephone, mobile and FAX number/s

5. I/We am/are enclosing herewith list of our clients along with full details like names, postal addresses, e-mail ids, telephone (landline and mobile) Nos., Fax Nos., etc, of the contact executives (i.e. the persons who can be contacted by the Reserve Bank of India, if required).

6. The Tender is uploaded in two parts. Part I contains all commercial terms and conditions and Part II contains only the price bid (should be submitted online on MSTC portal). **Price quoted for each item should be exclusive of applicable GST.**

Name of the Director of the company authorised to sign (or)

Name of person having Power of Attorney to sign the contract.
(Certified true copy of the Power of Attorney should be uploaded.)

Yours faithfully

Signature of authorised signatory

With seal



**Department of Corporate Services
Mumbai**

**QUOTATION FOR STATIONERY ITEMS FROM MUMBAI BASED MANUFACTURERS/
THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS**

Terms and Conditions of the contract

Tenders are invited from Mumbai based reputed manufacturers/distributors/authorised dealers/suppliers with relevant experience and having wide network and necessary infrastructure for appointment as supplier of stationery items to RBI's offices spread across Mumbai and Navi Mumbai.

1. Pre-Qualification criteria:

Serial No.	Criteria
a	Minimum experience in the field : 5 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be uploaded)
b	Should be empanelled with/have executed job as stationery item provider for at least three PSUs/Nationalised Banks/Private Banks/Corporates during the last three financial years. (Documentary proof of empanelment/work order to be uploaded)
c	Should have turnover of minimum Rs.50 lakh for each year during the last three financial years (Audited balance sheets and income tax return of last three financial years have to be uploaded)
d	Vendor's offices and warehouse should be located in Mumbai/Navi Mumbai.
e	Should be able to provide service as and when required.

2. Procedure for tenders

The tenders for the stationery items will be uploaded in two parts i.e.

- a) Technical Bid - Part-I – This will contain the RBI's terms and conditions for the services (Rates and amounts of items shall not appear anywhere in this part) with tenders' covering letter and the Earnest Money Deposit (EMD) of Rs. 50,000/- in the form of a Demand Draft payable at Mumbai or Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India, in the Bank's standard proforma which is available in the tender form. All the columns in the proforma should be duly filled and supporting documents, e.g., DD towards EMD/bank guarantee, audited balance sheet, proof of date of commencement of business, photostat copies of the job award letters from at least three customers for having provided stationery items together with list of such customers etc. Each page of the tender document including attachments should be duly signed by the authorized signatory (who has signed the Bid), and uploaded with the Technical Bid in token of bidder's confirmation to accept the terms and conditions and other provisions contained in it. Incomplete Bid shall not be considered and will be summarily rejected.
- b) Price Bid - Part-II – This will contain only rates in Indian Rupees in figures (**exclusive of applicable GST**) which is to be inserted by vendor in financial bid section on MSTC portal. No other tax/charges, except for the prevalent GST for the respective item, will be paid. The tenderer must fill in the rates only in the space provided against the item in the e-tender.

No request for any change in terms and conditions after the opening of the financial bid (part II) tender will be entertained. The rates quoted shall be binding without any escalation whatsoever till June 30th, 2020.

3. Schedule of opening of tenders

Part I of the tenders will be opened at **1100 hrs on June 04, 2019**, in the presence of the authorized representative of the tenderers who choose to be present. Price bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on **1500 hrs of June 06, 2019**.

4. EMD

A sum of Rs. fifty thousand shall be paid as earnest money by a Demand Draft payable at Mumbai or submit an Unconditional Bank Guarantee issued by a Scheduled Bank in favour of the Reserve Bank of India in the proforma enclosed, initially valid for a period of three months. No interest is payable on EMD amount. While the amount deposited by the unsuccessful bidders would be refunded after the suitable stationery items provider is / are finalised, the amount in respect of successful bidders shall be refunded after a Demand Draft / Bank Guarantee from a scheduled bank towards the security deposit is received.

5. Security Deposit

A Performance Bank Guarantee of Rs. fifty thousand equal to the amount of earnest money should be furnished by the successful tenderer valid for a period of sixty days beyond the date of completion of all contractual obligations. The EMD furnished by the tenderer at the time of submission of the tenders will be retained as Security Deposit and returned on submission of the Performance Bank Guarantee for the security deposit stated above. The Performance Bank Guarantee will be renewed for a further period as stated above upon renewal of the contract for this work by the Reserve Bank. Failure of the bidder to submit the above-mentioned Security Deposit shall constitute sufficient grounds for the annulment of the contract award.

Terms of Payment

6. The successful tenderer shall execute an agreement with the RBI on stamp paper within fourteen days of receipt of letter of acceptance. However, the issue of letter of acceptance by the RBI shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

7. Indent will be made by various central office departments and regional offices/sub offices of RBI normally on quarterly basis. The indent will be sent preferably on e-mail. Payments will be made by the respective department/office which has placed orders.

8. 100% payment of the stationery item provider shall be released within 15 (fifteen) working days from the date of the submission of the bills duly supported by the relevant documents as proof of delivery in good condition through electronic mode. RBI will pay the agreed amount on the basis of monthly bill submitted by the agency. **No other charges, except applicable GST, shall be payable.** The rate should be inclusive of all cost of materials, transportation, labour, taxes, etc.

9. The stationery items provider should submit their bills to the respective offices with the consignment.

10. The stationery items should be delivered in good condition. In case of any damage, the responsibility shall be that of the Service Provider. The cost of the material and loss of time shall be recovered from them.

Duties and Responsibilities of the Service Provider

11. The authorized representative of the service providers would collect the indent from the offices as and when desired or requirement would be mailed/faxed/sent by post.

12. The service providers will arrange to deliver the requirements within a maximum period of seven days.

13. In case of delay in delivering the requirements within the specified period, the RBI may, without prejudice to any other steps it may take in this regard, impose penalty of 25% cut in charges payable for delay upto three days and 50% cut in charges payable for delay of more than five days except in case of "force majeure".

FORCE MAJEURE: Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavours to minimise any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.

14. The service providers would ensure delivery to the concerned offices only.

15. RBI shall make claims, if any, in writing – (a) within 30 days from the date of payment of the relative bill, if the claim relates to shortage, damage or delay, (b) Any such claim lodged by the RBI shall be settled by the service provider within a period of one month.

16. The RBI may for any reasons whatsoever or without assigning any reason discontinue the arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the service providers.

17. The quantities mentioned in the financial offer are tentative for evaluation of tender only. Actual quantities may vary.

18. The offer should be valid for a minimum period of three months from the date of opening of technical bid.

19. The service provider shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, etc), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. such as Contract Labour (R &A) Act 1970, Contract Labour (Regulation and Abolition) Central Rules, 1971; Child labour (Prohibition and Regulation) Act, 1986; Minimum Wages Act (Central) Rules, 1950; Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employee Liability Act, 1938; Workmen's Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act 1961, and any other act/rules of state/central Government, /Municipal Corporation prevailing under the jurisdiction, relating to persons deployed for providing services to RBI.

20. The whole of the works included in the contract shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the contract or any part, share

or interest therein without written consent of the RBI. Notwithstanding the above, the decision of the Reserve Bank to grant such permission shall be final and binding on the bidder.

21. Miscellaneous:

- i. Interested tenderers can attend tender opening process.
- ii. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or by his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
- iii. Bidders are requested to see the tender site www.rbi.org.in and <https://www.mstcecommerce.com/eprochome/mstc> regularly before the due date of submission for changes, if any, which may be sent subsequently in respect of this tender.
- iv. RBI reserves the right to reject any or all the bids without assigning any reason thereof and also reserves the right to reissue tender if required.
- v. If the service provider is terminated prematurely by the act/omission on the part of the service provider, the service provider agrees that, earnest money/security deposit will not be refunded by the RBI and the same will be forfeited. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he has to make temporary arrangement for the services provided by him for a period of 3 months or till RBI appoints new service providers or whichever is earlier.
- vi. In the scenario of vendors not responding to the orders by RBI on three occasions, they may be delisted by the RBI.
- vii. RBI reserves the right to seek clarification from any vendor at any point of time.
- viii. At the time of actual placing of orders, quantity of items may increase/ decrease.
- ix. Interested parties bidding tenders should submit detail of product (brand, make, size and any other specification)
- x. If information provided by the bidder is found incorrect at any point of time during tendering process and even after offering of the job, the vendor will be delisted/blacklisted.

Proforma for Bank Guarantee In Lieu Of Earnest Money Deposit/Security Deposit

(To be submitted on non judicial stamp paper of appropriate value purchased in the name of the issuing bank)

This deed of guarantee made this ____ day of ____ two thousand ____ between ____ (Name of Banker) having its registered office at ____ (place) and one of its local offices at ____ (hereinafter referred to as the Surety), and Reserve Bank of India, a Corporation constituted by the Reserve Bank of India Act, 1934, having its Central Office at Central Office Building, Shahid Bhagat Singh Road, Mumbai -400 001 INDIA (hereinafter referred to as the RBI).

WHEREAS _____ (Tenderer's name hereinafter referred to as 'Tenderer') a Proprietary/Company registered under ____ and having its registered office at ____ is bound to deposit with the RBI by way of earnest money INR _____ (INR _____ only) in connection with its quotation for stationery items to the RBI and all its branches spread across Mumbai and Navi Mumbai and the specifications and terms and conditions enclosed therein.

WHEREAS the tenderer as per clause No. ____ of Instructions to tenderers and special conditions has agreed to furnish a Bank Guarantee valid up to _____ instead of deposit of earnest money in cash.

NOW THIS WITNESS

1. That the Surety in consideration of the above Tender made by the Tenderer to the RBI hereby undertakes to guarantee payment on demand without demur to the RBI the said amount of INR _____ (INR _____ only) within one week from the date of receipt of the demand from the RBI on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the RBI by way of earnest money in connection with his Tender.
2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the RBI, Tenderer or the Surety.
3. The RBI shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the RBI or expresses his unwillingness to accept the order after the RBI has decided to place order with the quotation for providing stationery items to the RBI and all its branches spread across Mumbai and Navi Mumbai. The RBI's decision in this regard shall be final and binding.
4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the RBI in writing.
5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR _____ (INR _____ only).
6. This guarantee shall remain in force and effective up to _____ and shall expire and become ineffective on intimation thereof being given to the Surety by the RBI in which event this guarantee shall stand discharged.
7. The Surety will make the payment pursuant to the demand notice issued by the RBI, notwithstanding any dispute that may exist or arise between the Tenderer and the RBI or any other person.
8. Any forbearance, act or omission on the part of the RBI in enforcing any of the conditions of the said tender or showing of any indulgence by the RBI 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 RBI.

9. Notwithstanding anything contained hereinabove, unless a demand or claim under this guarantee is made on the Surety in writing on or before _____, the Surety shall be discharged from all liabilities under guarantee thereafter.

10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED For and on behalf of above named bank. (Banker's Name and Seal)

Branch Manager
(Banker's seal)

List of stationery items

Annex

Sr. No.	Name of the item	Specification	Expected requirement per year	Unit for quoting rates (in Rs.) exclusive of GST
1.	Thick Blue Sheets	Thick blue Ledger paper - A/4 size - 80 gsm – packet of 500 sheets – Equivalent to JK Paper	600 packets	Rate per packet consisting of 500 pages
2.	Spring Box (Sumo) files	Box type Sumo Spring files with cloth patti long pasting - foolscap size - pre-printed in assorted colour except black – Card Printing on front side with Name and Logo – good quality heavy spring – card thickness 900 gsm - equivalent to Raj spring file.	1,000 pcs.	Rate per piece
3.	Envelopes – white - plain printed – (15”*11”)	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	5,000	Rate per piece
4.	Envelopes – white – Laminated -printed – (15”*11”)	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	10,000	Rate per piece
5.	Envelopes – white - plain printed – (12”*9”)	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	30,000	Rate per piece
6.	Envelopes – white – Laminated- printed – (12”*9”)	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	10,000	Rate per piece
7.	Envelopes – white - Window printed – 10”*5”	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	2,00,000	Rate per piece
8.	Envelopes – off white – without Window printed – 10”*5” (for Executive use)	with the RBI name and logo printed in Hindi and English along with address of the office/department 100 gsm with Stick Flap	25,000	Rate per piece
9.	Envelopes – white – Without Window, plain - printed –	with the RBI name and logo printed in Hindi and English along with address of the	1,00,000	Rate per piece

	10"*5"	office/department 80 gsm with Stick Flap		
10.	Envelopes – white – Without Window, Laminated - printed – 10"*5"	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	50,000	Rate per piece
11.	Envelopes clothline – Green colour – 12"x9"	with the RBI name and logo printed in Hindi and English along with address of the office/department – superfine quality	5,000	Rate per piece
12.	Envelopes clothline – Green colour – 15"x11"	with the RBI name and logo printed in Hindi and English along with address of the office/department – superfine quality	5,000	Rate per piece
13.	Envelopes clothline - half file (size 16" X 12")	with the RBI name and logo printed in Hindi and English along with address of the office/department – superfine quality	20,000	Rate per piece
14.	Envelopes clothline - Box type (size 16" X 12")	with the RBI name and logo printed in Hindi and English along with address of the office/department – superfine quality	5,000	Rate per piece
15.	Paper Folders for RIA – Light Pink colour	Sie -12"x9"- 350GSM – Art card(matt)- pre – printed – Logo and bi-lingual name of RBI. Two pockets in inner side of folder - pocket size – 8.5"x5". Folder to be made in single piece. Pocket separately pasted will not be accepted.	1000	Rate per piece
16.	Paper Folders for Parliament Question – Green colour	Size-12"x9"- Thickness-350GSM – Art card (matt) pre – printed – Logo and bi-lingual name of RBI. Two pockets in inner side of folder - pocket size – 8.5"x5". Folder to be made in single piece. Pocket separately pasted will not be accepted.	4000	Rate per piece
17.	File board (Two flaps)	F/C size of good quality cardboard with a 40" lace securely fastened & 4" flap of any colour except black (Gauge 32)	3,000	Rate per piece
18.	File board (Four flaps)	Foolscap size of good quality card board with a 40 inches white and good quality lace fitted from within the full flap - any colour other than black - in packets of 12 each -	1,000	Rate per piece

		Gauge 32		
19.	Pencil – Black (Packets of 10 each)	Pencil with eraser – (equivalent to Faber Castell brand - black matt - 1112 (2B) with the RBI name in Hindi & English)	1,000 packets	Rate per packet (10 pencil each)
20.	Pencil Black (Packets of 10 each)	Pencil with eraser – (equivalent to Apsara brand with the RBI name in Hindi & English)	1,000 packets	Rate per packet (10 pencil each)
21.	Punching machine – small	Equivalent to Kangaroo 280	1,000	Rate per piece
22.	Punching machine – medium	Equivalent to Kangaroo DP- 500	300	Rate per piece
23.	Punching machine – Big	Standard product (Equivalent to Veeto)	100	Rate per piece
24.	Box Files	F/C size - with good quality of clips and good quality of cardboard Gauge 32 (equivalent to Raj brand Kangaroo metal clip with heavy laminated card board)	1,000	Rate per piece
25.	Scroll Books Ordinary	Legal size - 80 GSM	500	Rate per piece
26.	Ordinary register – 72 pages	72 pages - Ledger Paper	2,000	Rate per piece
27.	Ordinary register – 144 pages	144 pages – Ledger Paper	2,000	Rate per piece
28.	Meeting pen	Equivalent to Lexi 0.5 – Cello speed with printing of logo and bilingual name of RBI	30,000	Rate per piece
29.	Pen – Gel pen	Equivalent to Add Gel Achiever pen	3,000	Rate per piece
30.	Pen - Equivalent to Cello Pointec 0.5 pen	Equivalent to Cello Pointec 0.5 pen	3,000	Rate per piece
31.	Pen - Equivalent to Rorito Jetter Aerosoft	Equivalent to Rorito Jetter Aerosoft	3,000	Rate per piece
32.	Ink stamping pad – Small	Equivalent to Faber Castle brand - 51 mmX95 mm.	300	Rate per piece
33.	Ink stamping pad – Medium	Equivalent to Faber Castle brand - 70 mmX111 mm.	300	Rate per piece
34.	Ink Stamping Pad – Big	Equivalent to Faber Castle brand -95 mmX159 mm.	100	Rate per piece
35.	Ink for stamp pads – Violet, Black, Blue and Red	Equivalent to Faber Castle brand - 50 ml.	400	Rate per piece
36.	Eraser	Equivalent to Natraj brand – 621 PLASTO	1,000 pieces	Rate per packet (20 pieces each)
37.	Sharpener	Equivalent to Camlin brand	1,000 pieces	Rate per packet (20 pieces each)
38.	Foot rule	Acrylic foot rulers –	500	Rate per

		Equivalent to Camlin 1.5" width * 12 " length - packets of 10 pcs each- with the RBI name and logo printed in Hindi and English		packet containing 10 pieces
39.	Highlighters – various colour (Red, Yellow, Blue, Orange, Green)	Equivalent to Faber-Castell Text liner 48 refill	1,000	Rate per piece
40.	White Board Markers (Black, Blue, Red, green)	Equivalent to Kores Smoothie White Board Marker -EN- 71/3 Bullet Tip	500	Rate per piece
41.	Scissors (medium)	Equivalent to model no. ms 65, brand-music, stainless steel – 16 cm	200	Rate per piece
42.	Scissors (big)	Equivalent to model no. ms 95, brand-music, stainless steel -23.5 cm	100	Rate per piece
43.	Stapler - Small	Equivalent to Kangaroo brand no. 10 - 384556 - Co. packing	1,500	Rate per piece
44.	Stapler - Big	Equivalent to Kangaroo brand - HD 45 - 384556 - Co. packing	200	Rate per piece
45.	Stapler Pins – 24/6 (Big)	Equivalent to 24/6 Kangaroo brand	500	Rate per packet
46.	Stapler Pins - (Small)	Equivalent to Kangaroo brand staples no. 10 1M - Chisel pointed staples - small packets of 1000 staples each	2,000	Rate per packet
47.	C D Marker	Standard product equivalent to Faber Castle product	500	Rate per piece
48.	Rubber Band (500 GMS. PACKET)	2" and 4" size - A-1 / Equivalent to Leera brand packet of 500 gms each [NYLON GRIP]	500	Rate per 500 gms
49.	Permanent Marker (76mmx25mm)	Permanent marker pen – Equivalent to Kores Bright mark - Co. packing	500	Rate per piece
50.	Stick on Notes - Size 1"X3" yellow colour paper	Size 1"X3" yellow colour – 100 pcs–equivalent to 3M post it flags – 150pcs	500 packets	Rate per packet (150 pcs)
51.	Stick on Notes - Size 2"X3" yellow colour paper	Size 2"X3" yellow colour – 100 pcs–equivalent to 3M post it flags – 100pcs	500 packets	Rate per packet (100 pcs)
52.	Stick on Notes - 3"X3" yellow colour paper	Size 3"X3" yellow colour – 100 pcs–equivalent to 3M post it flags – 100pcs	1,000 packets	Rate per packet (100 pcs)
53.	Stick on Notes - 3"X4" yellow colour paper	Size 3"X4" yellow colour-100 pcs–equivalent to 3M post it flags – 100pcs	300 packets	Rate per packet (100 pcs)
54.	Stick on Notes -	Size 3"X5" yellow colour –	200 packets	Rate per

	3"X5" yellow colour paper	100 pcs–equivalent to 3M post it flags – 100pcs		packet (100 pcs)
55.	Stick on Notes – 25 mmX76 mm (3 colour) paper	Size 25 mmX76 mm (3 colour) –equivalent to 3M post it flags – 100pcs	1,500 packets	Rate per packet (150 pcs)
56.	Stick on Notes – Size 1.9 cmX7.6 cm (4 colour) paper	Size 1.9 cmX7.6 cm (4 colour) –equivalent to 3M post it flags -200 pcs	500 packets	Rate per packet (200 pcs)
57.	Stick on notes – plastic	5 colour – quality equivalent to Music 555 – 250 pcs	500 packets	Rate per packet (250 pcs)
58.	Flags – A to Z –set	1' X6' Yellow colour Card Board Paper (with bilingual alphabets)	500	Rate per set of A to Z
59.	Urgent/Immediate Flags (per pieces)	Flags of 3" width* 13" length - pink colour card paper of good quality - bilingual	500	Packet of 25 pieces
60.	Confidential Flags – per piece	Flags of 3" width* 13" length – blue colour card paper of good quality - bilingual	500	Packet of 25 pieces
61.	Sealing Wax	Standard product (Line) – pack of 8 pcs.	200	Packet of 8 pieces each
62.	Gum brush	Standard Product	100	Rate per piece
63.	Adhesive Paste Bottle	Equivalent to Camel 700 ml. gum brand of Camlin Ltd.	200	Rate per piece
64.	Glustick – 8 gram	8 gram – Equivalent to fevistick product	300	Rate per piece
65.	Glustick -15 gram	15 gram – Equivalent to fevistick product	1,000	Rate per piece
66.	Glustick – 22 gram	22 gram – Equivalent to fevistick product	200	Rate per piece
67.	Cello tape - 30 metres	Tape of 1" width - 30 metres spindle pkg	500	Rate per piece
68.	Cello tape - 65 metres	Tape of 1" width - 65 metres spindle pkg	200	Rate per piece
69.	Brown Tape	Tape of 2" width - 40 metres spindle pkg	500	Rate per piece
70.	Cello Tape - white	Tape of 2" width - 40 metres spindle pkg	500	Rate per piece
71.	Twine Country (Pkts)	Plastic/nylon -70 gm	150	Rate per 70 gram
72.	Binder Clips –15 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 15 mm. Each packet contains one dozen binder clips.	500 packets	Rate per packet (12 pieces each)
73.	Binder Clips –19 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 19 mm. Each packet contains one dozen binder clips.	500 packets	Rate per packet (12 pieces each)
74.	Binder Clips – 25mm(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 25 mm Each packet	500 packets	Rate per packet (12 pieces each)

		contains one dozen binder clips.		
75.	Binder Clips –32 mm(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 32 mm. Each packet contains one dozen binder clips.	500 packets	Rate per packet (12 pieces each)
76.	Binder Clips –41 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 41 mm. Each packet contains one dozen binder clips.	300 packets	Rate per packet (12 pieces each)
77.	Binder Clips –51 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 51 mm. Each packet contains one dozen binder clips.	200 packets	Rate per packet (12 pieces each)
78.	Gem Clips – 30 mm (Pkts) / U- clips	Paper clips -U clips - bright nickel electro plated -100 special clips -30 mm in original mill packing (equivalent to Rolex)	2,000	Packet of 100 pieces
79.	Gem clips – Plastic – coloured – 28 mm	Equivalent to Music product –packet of 100 pcs	1,000	Packet of 100 pieces
80.	Pin (Tachani)	Equivalent to Rolex Bright electro nickel plated with 50 gms of pins in each box	500	Rate per packet (weight - 50 grams)
81.	Water Sponge	Equivalent to Mangal brand	500	Rate per piece
82.	Plastic I card cover (5"x4") with metal clips – for visitors entry pass	Standard product – Gauze 10	10,000	Rate per piece
83.	Tag Multi colour – Tag for tying papers	Good quality – packets of 50 pieces	500	Rate per bunch (50 pieces each)
84.	Coloured push pins	packet of 100 pins – standard product	500	Rate per packet – packet of 100 pins
85.	Calculator	Equivalent to Casio MJ 120D – 12 digits	500	Rate per piece
86.	Tissue Paper Boxes	200 sheets - 100 pulls – 2 ply – 20 cmX20 cm -equivalent to Premier Special	3000	Rate per box of 200 sheets
87.	Wet wipe packets - 10 pcs.	Fresh Ones – Colonge, Valencia, Vogue – equivalent to M/s Taniwala Product – 200mm x 150mm	300	Rate per packet of 10 pcs.
88.	Wet wipe packets – 20 pcs.	Fresh Ones – Colonge, Valencia, Vogue – equivalent to M/s Taniwala Product – 200mm x 150mm	300	Rate per packet of 20 pcs.

Note: No price should be quoted on this sheet. Price of each item should be uploaded online only.