



Reserve Bank of India
Premises Department, Central Office
Mumbai

Notice inviting Application for Empanelment of Vendors for RFID based Asset Management System/ Solution at Reserve Bank of India, Central Office, Mumbai.

Reserve Bank of India, Central Office, Shaheed Bhagat Singh Marg, Fort, Mumbai – 400001 intends to implement RFID technology based asset management solution for physical verification and reconciliation of fixed assets at its Central Office Departments (CODs) in Mumbai and empanel the vendors for the same. The detailed Eligibility criteria for the vendors is mentioned in the “Application for Empanelment”.

The “Application for Empanelment” can be downloaded from the Tenders Section of the Bank’s website www.rbi.org.in. All applications must conform to the guidelines set out in the Empanelment document. The due date for submission of Application for Empanelment is 12.00 noon on December 4, 2020.

EVENT	DATE
Availability of application forms for downloading	November 11, 2020 to December 4, 2020
Last date and time for submission of queries for clarifications about the application document (Queries may be submitted to email: helppremises@rbi.org.in)	November 25, 2020 at 18.00 hrs

Date and time for issue of addendum/ clarification, if any, on the Bank's Website www.rbi.org.in	November 27, 2020 by 18.00 hrs
Last date and time for submission of completed Application for Empanelment document along with documentary evidence of possessing necessary eligibility- qualifications in a sealed cover(s).	December 4, 2020 at 14.00 hrs
Opening of Applications for Empanelment	December 4, 2020 at 15.00 hrs
Contact Officials	1. Shri Sandip Bandiwdekar, Manager 2. Shri Singh Alokpratap Tejpratap, AM

The addendum / clarifications shall be posted in the tender section of the Bank's website www.rbi.org.in. No separate/ individual communication shall be made in this regard. It is requested that a signed copy of addendum/ clarifications shall be submitted along with the applicant as an acknowledgement.

Chief General Manager



**Notice inviting Application for Empanelment of Vendors
for
RFID based Asset Management System/ Solution for
Reserve Bank of India at Central Office, Mumbai.**

Date of Release: November 11, 2020

**Reserve Bank of India
Premises Department, 5th floor
New Central Office Building,
Shaheed Bhagat Singh Marg,
Fort, Mumbai - 400001**

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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 RBI in submitting an Application for Empanelment. The information is provided on the basis that it is non-binding on RBI or any of its authorities or any of their respective officers, employees, agents or advisors.

RBI reserves the right not to proceed with the solution or to change the configuration of the solution, 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 submitting the application. No reimbursement of cost of any type will be paid to persons or entities submitting application for empanelment.

The “Application for Empanelment” can be downloaded from the Tenders Section of the Bank’s website www.rbi.org.in. All applications must conform to the guidelines set out in the Empanelment document. The due date and cut off time for submission of Application for Empanelment is 12.00 noon on December 4, 2020.

The Application for Empanelment should be signed and submitted by a person duly authorized to bind the applicant entity to the details submitted in the application for Empanelment. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered by the competent authority to sign the necessary documents and bind the applicant entity into a legal contract. All pages of the application documents are to be signed by the authorized signatory. Any clarification sought can be mailed to helppremises@rbi.org.in. All clarifications sought shall be replied in meeting and also posted in Bank's website.

Schedule for submission of Application for Empanelment:

EVENT	DATE
Availability of application forms for downloading.	November 11, 2020 to December 4, 2020
Last date and time for submission of queries for clarifications about the application document (Queries may be submitted at email)	November 25, 2020 at 18.00 hrs
Date for issue of addendum/ clarification, if any, on the Bank's Website www.rbi.org.in	November 27, 2020 by 18.00 hrs
Last date and time for submission of complete Application in a sealed cover for Empanelment document along with documentary evidence of possessing necessary eligibility-qualifications in a sealed cover(s).	December 4, 2020 at 14.00 hrs
Opening of Applications for Empanelment	December 4, 2020 at 15.00 hrs
Contact Officials and details (Name, designation, phone no. and email id)	1. Shri Sandip Bandiwdekar, Manager 2. Shri Singh Alokpratap Tejpratap, AM

Note: The addendum / clarifications shall be posted in the tender section of the Bank's website www.rbi.org.in. No separate/ individual communication shall be made in this regard. It is requested that a signed copy of addendum/ clarifications shall be submitted along with the applicant as an acknowledgement.

The completed Application for Empanelment document shall be submitted on or before the date and time of submission at the following address:

Smt Mala Sinha
Chief General Manager
Reserve Bank of India
Premises Department, 5th Floor,
New Central Office Building
Shaheed Bhagat Singh Marg
Fort, Mumbai – 400001
Ph:- 91-022-22601000,22661602
Fax:- 91-022-22660807
Email – helppremises@rbi.org.in

Notice inviting Application for Empanelment of Vendors for RFID based Asset Management System/ Solution at Reserve Bank of India, Central Office, Mumbai.

Reserve Bank of India, Central Office, Shaheed Bhagat Singh Marg, Fort, Mumbai – 400001 intends to implement RFID technology based asset management solution for physical verification and reconciliation of fixed assets for its Central Office Departments (CODs) in Mumbai and empanel the eligible vendors for the same. The various CODs of the Bank shall invites quotations from the empanelled vendors for the intended purpose.

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1. Purpose:

1.1. The Reserve Bank of India hereinafter referred to as “RBI” or “Bank” issues this notice inviting “Application for Empanelment”.

1.2. This notice inviting “Application for Empanelment” is issued for inviting applications from prospective vendors to express their interest in implementation of Radio Frequency Identification (RFID) technology based asset management solution for physical verification and reconciliation of fixed assets and getting empanelled with the Bank for the purpose.

1.3. An applicant submitting the Application for Empanelment for RFID technology based asset management solution for physical verification and reconciliation of fixed assets shall hereinafter be referred to as “Applicant/ Vendor” interchangeably.

1.4. This empanelment document is neither an offer letter nor a legal contract, but an invitation for Empanelment only.

1.5. No contractual obligation on behalf of the Bank, whatsoever, shall arise from this Empanelment process unless and until a formal contract is signed and executed by duly authorized officers of RBI and the applicant in due course after invitation of quotations / tenders.

1.6. Bank reserves the right to modify any / all of the terms of this Empanelment process by giving due notification through the Bank’s website (www.rbi.org.in).

1.7. RBI will not be liable for any costs incurred by the applicants in the preparation of the response to this notice for Empanelment. The preparation of applicant’s proposal will be made without obligation by the Bank to acquire any of the items included in the applicant’s product, or to select any applicant’s proposal, or to discuss the reasons why the applicant’s proposal is accepted or rejected.

1.8. All information included by the applicant in their proposal will be treated in strict confidence.

2. Introduction:

2.1 Reserve Bank of India (RBI), having its Central Office at Mumbai intends to implement RFID technology based asset management solution for physical verification and reconciliation of fixed assets at its Central Office Departments (CODs) in Mumbai. The implementation of the same shall be carried out by the respective COD after inviting quotations from the empanelled vendors.

2.2 The Bank invites sealed Applications for Empanelment from Vendors with proven capabilities in implementing the RFID technology based asset management solution. applicants who are interested to participate should meet the eligibility criteria and submit their duly completed application form along with all the required documents in support of their eligibility qualification. Based on the evaluation criteria mentioned in the Application for Empanelment, a list/ panel of qualified/ successful applicants shall be prepared which will be valid for a period of one year from the date of the issue of Empanelment letter. The validity of the list of empanelled firms may be extended further at the Bank's discretion.

2.3 Sealed quotations / tenders will be invited by each COD as per their specific requirements from the list of empanelled firms.

2.4 The COD shall award the work to the successful applicant and shall execute a contract with the successful applicant. The duly completed Application for Empanelment along with all the supporting documents shall also form part of the said contract.

2.5 If, at any stage, it comes to the notice of the Bank that any successful/ qualified/ empanelled applicant had misrepresented the facts/ falsely claimed any qualification while submitting his/her Empanelment application or at any time subsequently, his/her name will be deleted from the list. In any such instance, the Bank also reserves the right to take any further action against such applicant under law.

3.A Applicants' Eligibility Criteria:

3.1. The applicant shall provide documentary evidence that it is currently a legal entity.

3.2. The applicant must have experience of minimum three years in implementing RFID technology based Asset Management System/ Solution. For establishing the same, the applicant should submit a copy of work order for implementing the aforesaid

solutions (of any amount) issued on or before October 31, 2017 and also copy of the respective completion certificate.

3.3. The applicant must have completed similar works in the last three years (project completion should be after October 31, 2017) as detailed under:

One completed similar work of Rs. 1,72,000/-

OR

Two completed similar works of Rs. 1,07,500/-

OR

Three completed similar works of Rs. 86,000/-

Note: Here “similar work” means the work of implementation of RFID technologybased Asset Management System/ Solution.

3.4. The details of qualifying works shall be furnished as per the format in Section III. Accordingly, Work Order giving details of the item wise break-up of various components (description and quantity) and corresponding Implementation Certificate and proof of payment should be furnished with the application as per the Section III requirements. The qualifying technological solution should be currently functional/ operational. The applicant shall, if required, also facilitate the inspection of the above qualifying work(s) by Bank’s officials to ascertain the performance of the system.

NOTE: Bank may at its discretion inspect any of these systems/solutions to verify the credentials of the vendor for the qualifying works/ projects indicated above.

3.5. The client report/ certificate for the above qualifying works shall be submitted along with the Application for Empanelment in the approved format (Section V). A copy of TDS has to be submitted along with certificate for proving the credential/ contract amount.

3.6. The applicant should have annual turnover of at least Rs 2,15,000/- during the last three financial years ending March 31, 2018 to 2020 for applying for Empanelment.

3.7. The applicant should have its own office and full-fledged service set up in Mumbai (The details shall be provided as per format in Section IV).

3B Additional information to be furnished with the Application for Empanelment.

3.8. The Vendor should be a Solution provider and shall be required to submit at the time of submission of tenders required documents confirming its technological competency to implement the project.

3.9. The vendor must warrant that there is no legal action being taken against it for any cause in any legal jurisdiction. If such an action exists and the vendor considers that it does not affect its ability to deliver the requirements as per the Application for Empanelment, it shall provide details of the action(s). The vendor shall also provide details of projects where litigation/ arbitration cases were/are initiated by it.

3.10. The response to this Empanelment process must be complete and comprehensive with explicit documentary evidence in support of all the eligibility criteria mentioned herein above (copies of Purchase Orders / completion Certificates/ Auditor's certificates, etc.)

3.11. The vendors should furnish full details/addresses of their office in Mumbai.

3.12. Applicant should furnish full details of their bankers and also furnish a certificate issued by a Chartered Accountant indicating their Turnover for the last three accounting years, ending March 31, 2018 to 2020.

Note: The applicant shall furnish relevant documentation supporting the above eligibility/ qualification criteria. In case of non-compliance to any of the eligibility criteria mentioned above on or before the last date of submission of application for Empanelment , the applicant shall be liable to be disqualified without any notice and the application of the applicant may not be processed further. Applicants should avoid enclosing additional / irrelevant document with respect to their eligibility.

4. Scope of the Work:

4.1 Services to be provided in brief:

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

- Delivery of RFID tags suitable for various assets as per quotation.
- Encoding data in RFID tags and affixing them on corresponding fixed assets.

- First reconciliation of tagged assets with latest asset master list.
- ii.. Addition/ Replacement of RFID tags (Quarterly activity):
- Addition of RFID tags for new/ transferred assets.
 - Replacement of RFID tags in case of reported damage.
- iii.. Reconciliation of tagged assets with latest asset master list (Half-yearly activity):
- Reconciliation of tagged assets with latest asset master list.
 - Sharing reconciliation report and certificate with the Bank's team.

Firm should provide the services for at least three years.

Detailed explanation on procedures and responsibilities for above set of services will be given at the time of inviting quotations in the RFQ document.

iv.. The number of assets in various CODs may vary approximately from 110 to 2440. The details about the same shall be shared by the respective COD in their quotation form.

4.2 Inclusions and Exclusions:

- Respective COD of Bank will purchase all types of RFID tags required for asset management from selected applicant.
- The COD shall not purchase any other hardware like RFID readers, printers etc. Vendors shall have to manage these devices at their end for delivery of associated services.

4.3 Applicable Service Level Agreement (SLA):

- Post award of contract, timeline for initial tagging/ reconciliation should be decided in joint consultation with the respective COD stakeholders.
- Addition/ Replacement of RFID tags planned on quarterly basis should be completed before 10th day of next month after quarter end.
- Reconciliation of assets shall be planned for every six months i.e. twice in a year (September and March) and completed within... days from close of the half-year period.

5. General Instructions and Terms and Conditions:

5.1. Duly filled-in Empanelment form along with required documentary proof for various items described in Section I to Section VI hereunder shall be submitted on or before the due date and time in the specified manner. The application received after due date and time shall be liable for rejection.

5.2. All the submissions/ declarations/ assertions made by applicant should be on their letter head only and each and every page of the document should contain name of company and signatures of the authorized signatory (Document to be provided for power of attorney as per enclosed format in Section VI)

5.3. The Applications for Empanelment not submitted in the prescribed format or incomplete in any sense or after due date are liable to be rejected.

5.4. The Bank is not responsible for non-receipt of Application for Empanelment within the specified date and time due to any reason including postal delay or holidays.

5.5. Applicant should authorize a person who can be single point of contact for all future correspondence. Accordingly, applicant should provide authorization document and all the details of the person. No correspondence will be entertained from unauthorized persons.

5.6. Applicant should provide escalation matrix of their company for this work. Names of all the persons, contact details with their designation should be submitted.

5.7. During the validity period of the panel, the Bank at its discretion may completely/ partially scrap the panel and may re-invite applications for Empanelment. The decision so taken shall be final and binding on all the applicants.

5.8. Evaluation Process: As part of evaluation process of applications, the applicant's meeting the eligibility criteria as indicated in Para 3A of this document, will be required to demonstrate Proof of Concept (PoC) of the proposed RFID technologybased system/solution which shall include technical presentation giving system design details i.e. solution configuration, tag availability, tag printer, tag reader,

etc. at no cost to the Bank. Further, the applicants will have to conduct a live demo of a prototype of the solution. The live presentation shall be held in the Bank's premises or in any place as decided by the Bank. The applicant has to bear all the cost for this process. The PoC shall carry 10 Marks and an applicant is required to obtain minimum 5 marks to qualify. The applicant securing the minimum qualifying marks in the PoC shall be considered for empanelment.

The Bank reserves the right to short list applicants based on its requirement and based on technical evaluation of the documents submitted by the applicant's, presentations, site visits, etc. The decision of the Bank in this regard shall be final and binding.

5.9. RBI further reserves the right to invite Tenders from the applicants it deems eligible and qualified based on the evaluation of the responses received and the short-listing methodology of RBI. Based on the evaluation criteria mentioned in the Empanelment process, a list/ panel of qualified/ successful applicants shall be prepared which will be valid for a period of one year from the date of the approval. The validity of the list of empanelled firms may be extended further at the Bank's discretion.

5.10. The Bank reserves the right to accept or reject any application for Empanelment or cancel any application without assigning any reason thereof and RBI's decision in this regard will be treated as final.

5.11. Notwithstanding anything contained herein above, in case of any dispute, claim and/or legal action arising out of this invitation, the same shall be subject to the jurisdiction of courts at Mumbai only.

6. Application for Empanelment should contain the information/ details in the following format along with necessary supporting documents as proof, wherever required:

A. Format for Letter of Application (Section I)

B. Basic Information (Section II)

- C. Applicants' Eligibility Criteria: Details and Documents related to Applicants' eligibility criteria (Section III)**
- D. Other details (Section IV)**
- E. Format for client's certificate (Section V)**
- G. Power of Attorney (Section VI)**
- H. Any other information relevant to the proposed work**

Section I

Format for Letter of Application

[On the Letter head of the Applicant]

Date:

The Chief General Manager in-Charge
Reserve Bank of India
Premises Department, Central Office
New Central Office Building
Shaheed Bhagat Singh Marg
Fort, Mumbai - 400001

Application for Empanelment of Vendors for RFID based Asset Management System/ Solution at Reserve Bank of India, Central Office, Mumbai

Dear Sir/ Madam

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby apply for Empanelment of Vendors for RFID

based Asset Management System/ Solution for Reserve Bank of India at Reserve Bank of India, Central Office, Mumbai.

I also understand that if at any time, any of the information provided by me in the Empanelment application is found to be incorrect; RBI may take any action, including cancellation of my bid/ contract.

The details as per the requirements of the Empanelment enquiry along with the required documents are enclosed for your consideration.

Yours faithfully

(Signature of Authorized Signatory)

<NAME, TITLE AND ADDRESS>

FOR AND ON BEHALF OF

<NAME OF THE APPLICANT ORGANISATION>

Basic Information

Sl. No.	Description	Applicant's Response
1	Name of the Applicant's organization	
2	Type of the organization (whether Sole Proprietorship / Partnership / Private Limited / Limited or Co-operative Body etc.)	
3	Date of Incorporation/ registration	
4	Corporate/ Registered Office Address	
5	Experience in the field of RFID based Asset Management Systems/Solutions	Years
6	Name and Addresses of Directors / Promoters/ proprietor/ Partners of the Organization/ Firm	
7	Name, Address and contact details of authorised signatory	
8	Name of the Contact Person	
9	Phone No.	
10	Fax No.	
11	Email address	
12	Please attach the authority letter (Power of attorney) for the official who is designated to correspond with RBI for this Empanelment	
13	Escalation matrix of applicant	

14	Whether any Civil Suit/ Litigation/arbitration had arisen in the contracts executed during the last 5 years/ being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
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Signature of the Applicant

Applicant's Eligibility Details

1. **Date of incorporation/ registration** (Copy of certification of incorporation / registration to be attached)
2. **Details of Qualifying Works (A) : Copy of work/purchase order** of Implementation of RFID based Fixed Asset Management System (FAMS) and its completion certificate (of any amount) to be attached to prove the **experience of three years** in this field (Date of work order **should be prior to October 31, 2017**)

S. N.	Name of work and location	Name, Address and Contact details of the owner	Work order ref. No. & date	Contract amount	Date of completion		Any other relevant information including reason, if any, for delay in completion of work.
					Stipulated	Actual	

3. **List of RFID based Fixed Asset Management System (FAMS) Projects/ Works**

Works having value as per pre-qualification criteria specified in para 3.3 executed by the applicant during last three Years (Works completed after October 31, 2017)

(Rs in lakh)

S. N.	Name of work and location	Name, Address and Contact details of the owner	Work order ref. No. & date	Contract amount	Date of completion		Any other relevant information including reason, if any, for delay in completion of work.
					Stipulated	Actual	

4. **Yearly Turn-over and Net worth during last three financial years** (Should be Rs.2.15 lakhs or more)

Sl. No.	Financial Year(April to March)	Turn-over	Copy of audited Results attached or not
1	2017-2018		
2	2018-2019		
3	2019-2020		

5. Details of Banker(s)

S. No.	Particulars	Details
1	Address of the Bank / Branch	
2	Contact Person (Name and designation)	
3	E-mail	
4	Telephone Number	
5	Fax Number	

Signature of the Applicant

Section IV

Other Details

1. Address of Office at Mumbai:

(please provide name of contact persons, designation and details of contact (e-mail Id / Phone no., etc.)

2. Escalation Matrix

S. No.	Particulars	First level Contact Details	Second level Contact Details	Third level Contact Details
1	Name			
2	Designation			
3	Contact Details (Mobile No. and e-mail id)			

Signature of the Applicant

Section V

FORMAT FOR CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF THE APPLICANT

Name & address of the Client

Details of Works executed by M/s

S.No	Description	Details to be furnished by the Client
1	Brief particulars of the work	
2	Work order No. and date	
3	Value of Work	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Gross amount of the work completed and paid	
8	Name and address of the authority under whom works executed	
9	Quality of work (indicate grading)	Outstanding/Very Good/ Good/Satisfactory/poor
10	Comments on the capabilities of the contractor.	

Note: All columns should be filled in properly

Reporting Officer* with Office seal

* countersigned”

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF
Application/Proposal**

(On Non-Judicial Stamp Paper of appropriate value)

Know all men by these presents,
We.....(Name of the Applicant and address
of their registered office) do hereby constitute, appoint and authorise Mr. / Ms.
.....(Name and residential
address of Power of Attorney holder) who is presently employed with us and holding the
position of as our attorney,
to do in our name and on our behalf, all such acts, deeds and things necessary in
connection with or incidental to our application for Empanelment for Implementation
of RFID technology based Fixed Asset Management System (FAMS) for the Reserve
Bank of India (RBI) at its Central Office in Mumbai including signing and submission of all
documents and providing information / responses to RBI, representing us in all matters
before RBI, and generally dealing with RBI in all matters in connection with our proposal for
the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney
pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid
attorney shall and shall always be deemed to have been done by us.

Note:

Power of Attorney should be properly stamped and notarized

Power of Attorney furnished shall be irrevocable.

Signature/(s) of the
Applicant

Name/(s)
Stamp/Seal of the
applicant

(NB: This guarantee will require stamp duty as applicable in the state, where it is

executed and shall be signed by the official whose signature and authority shall be verified).

List of Documents to be attached

S. No.	Appl Para No.	Description of Document Attached in support of	Status (Yes /No)	Page No.
		PART-A		
1	3.1	Currently being a legal entity (certificate of Incorporation / GST Registration / any other government registration in the name of firm.)		
2	3.2	Three Years of experience in Implementing RFID technology based FAMS solutions (Work orders and respective completion certificates)		
3	3.3	Completed pre-qualifying similar works (Work orders and respective completion certificates).		
4	3.4	Completion certificate and proof of payment for the pre-qualification works (TDS certificate issued by the Employer)		
5	3.5	Client Reports (As per the format given in section V)		
6	3.6	Annual Turnover for last three financial years (a certificate issue by chartered Accountant)		
		PART-B		
7	3.9	Details of office & service setup at Mumbai (furnish on your letter head)		
8	3.12	Banker's details (As per format given in Section III)		

Note: Other relevant document(s) may be submitted and make the corresponding entry in the above table.

Seal & Signature of the Applicant