



**Empanelment of vendors for supply of Rubber Stamps to
Reserve Bank of India, Chennai**

Minutes of Pre-Bid meeting held on September 02, 2020

Pre-bid meeting for the [captioned tender](#) was held on September 02, 2020 at 11:00 AM in Conference Room, Human Resource Management Department, RBI Chennai. List of officials from RBI Chennai and representatives from interested agencies who participated in the meeting is given in the [Annex](#).

2. The discussions held with the agencies' representatives and clarifications arrived thereof are mentioned hereunder.

| Sl. No. | Clarification sought | Clarification furnished |
|---------|---|---|
| 1 | Please explain the tender procedure. | Empanelment of suppliers for Rubber Stamps will be through offline tender. Interested participants may submit applications in the prescribed format only, which can be downloaded from the Bank's website. The applications can be handed over in a sealed envelope to Human Resource Management Department, Reserve Bank of India, Chennai. The participants were advised to read and understand the tender document thoroughly before bidding, to get full details regarding the tendering process. |
| 2 | What are the exemptions given to MSMEs? | Only tenderer falling under the Micro and Small Enterprises (MSEs) category and holding a valid Udyog Aadhar Certificate shall be exempted from meeting the minimum prior work experience and turnover clauses. To avail these benefits, the tenderer will have to submit a valid Udyog Aadhar certificate with its |

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| | | <p>application.</p> <p>The exemptions mentioned above are only for Micro and Small Enterprises and not for Medium Enterprises.</p> |
| 3 | What will be the tenure of empanelment? | The tenderers meeting the pre-qualification criteria shall be empaneled by the Bank. The empanelment will be valid for a period of three years subject to satisfactory performance. |
| 4 | Is Client's Certificate regarding the performance of Vendor/Supplier mandatory? It is difficult to obtain Client's Certificate in the client's letterhead. | <p>Client certificate as per the format mentioned in Annex VII to the tender document is mandatory. Applicants will have to submit minimum one client's certificate to complete the bid.</p> <p>However, in view of the concerns raised by the participants of the meeting, it was decided that the vendors need not submit Client's Certificate in the letterhead of the client. However, it may be noted that client's signature and official seal are mandatorily required in the certificate. Certificates without signature and official seal of the client will be rejected.</p> <p>The tender document shall stand amended to this effect.</p> |
| 5 | What will be the frequency of purchase? | Quotations will be sought from empaneled vendors as and when items are required. Procurement will be need-based. |

3. On a concluding note, the participants were advised to read the instructions in the tender document carefully before bidding. It was also reiterated that the bidders should ensure submission of all the enclosures as stipulated in the tender documents, failing which the tenders will be summarily rejected. Further, they were advised to strictly follow the timelines as mentioned in the Notice Inviting Tender. It was informed that late tenders will be rejected without any further clarifications. The meeting concluded at 12.30 PM.

Note:

- **The above minutes of pre-bid meeting shall form the part of bid document / Agreement.**
- Rest of the terms and conditions and specifications of the tender document shall continue to remain same.
- The above amendments / clarifications are issued for the information of all the intending bidders.
- The submission of bid by the firm shall be construed to be in conformity to the tender document and amendments / clarifications given above.

Regional Director
Reserve Bank of India
Chennai

LIST OF PARTICIPANTS

| Sr. No. | Name | Office / Agency |
|----------------------------------|---|-----------------------|
| RBI Chennai | | |
| 1 | Smt Jayabharathi Kannan, Deputy General Manager | RBI Chennai |
| 2 | Shri K Santhosh, Assistant General Manager | RBI Chennai |
| 3 | Shri Tej Kankaria, Manager | RBI Chennai |
| 4 | Shri Abraham K, Assistant Manager | RBI Chennai |
| 5 | Smt Gayathri Krishnan, Assistant Manager | RBI Chennai |
| Company's Representatives | | |
| 1 | Shri Raghunath | DRD Agencies |
| 2 | Shri S. Ravi | Lakshmi & Co |
| 3 | Shri Fakrudin Ali | Crescent Art Printers |
| 4 | Shri K Karthi Ganesh | Surya Graphics |