



**Department of Corporate Services
Central Office, Mumbai**

**Notice Inviting Tender for Rate Contract for Supply and
Delivery of Stationery items to RBI**

e-Tender No: RBI/Central Office/DCS/3/18-19/ET/338

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 30 regional offices/sub offices spread across India and training establishments.

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 May 28, 2019

SCHEDULE OF TENDER (SOT)

1.	E-Tender No. / Event No.	RBI/Central Office/DCS/3/18-19/ET/338
2.	Mode of Tender	<p>e-Procurement System</p> <p>Online submission of Part I - Technical Bid and</p> <p>Part II - Price Bid through https://www.mstcecommerce.com/eprochome/mstc</p> <p>The intending bidders are required to submit their offer electronically through this e- tendering portal.</p> <p>No physical technical/price bid would be accepted by RBI.</p>
3.	Date of publication of e-Tender through Procurement Portal	May 07, 2019
4.	Date of availability of NIT to the Vendors for downloading	1300 hrs of May 07, 2019
5.	Date of Starting of e-Tender for submission of Online Technical and Price Bid at https://www.mstcecommerce.com/eprochome/mstc & https://rbi.org.in	1400 hrs of May 07, 2019
6.	Date, time and venue of pre-bid meeting	1500 hrs of May 13, 2019
7.	Date of closing of Online e-tender for submission of Technical Bid & Price Bid	1700 hrs of May 28, 2019
8.	Date & time of opening of Technical Bids	1100 hrs of May 29, 2019
	Date & time of opening of Price Bids	1100 hrs of May 31, 2019

9.	Earnest Money Deposit (EMD)	Demand Draft in favour of “ Reserve Bank of India ” payable at Mumbai should be sent to us on or before May 28, 2019 (by 1700 hrs). The EMD for each centre should be as per Annex C of this tender document. However, maximum EMD limit is Rs. 2 lakh. 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.
10.	Transaction Fees (to be paid to MSTC through NEFT)	Rs. 5,000/- 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 shall generate a challan by filling up a form. The vendor shall remit the transaction</p>

	<p>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 → Login under RBI→My menu→ Auction Floor Manager→ live event →Selection of the live event.</p>

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.

m) No deviation of the terms and conditions of the tender document is acceptable.

	n) Submission of bid in the e-tender floor by any vendor confirms the acceptance of terms & conditions for the tender by him/her.
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 B 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,
Shahid Bhagat Singh Marg
Fort, Mumbai - 400001

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



Department of Corporate Services
Central Office, Mumbai

**Notice inviting quotations from manufactures/their authorised agents/
distributors/suppliers to provide stationery items to Reserve Bank of India**

The Reserve Bank of India, Department of Corporate Services invites quotations from the manufacturers/their authorised agents/ distributors/ suppliers of various stationery items (as per attached sheet – [Annex B](#)) for providing stationery items to Reserve Bank's Central Office Departments located in Mumbai and 30 regional offices/sub offices of Reserve Bank of India spread across India (the list of offices is at [Annex A](#)) and training establishments. 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 supply to at all locations indicated in Annex A
c	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)
d	Should have turnover of minimum Rs. 100 lakh for each year during the last three financial years. Vendors bidding for individual centres should comply with the turnover requirement as indicated in Annex C (Audited balance sheets and Income tax return of last three financial years have to be uploaded)
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 along with the technical bid.

b. Bidder should upload a list of directors/members of management team who are also directors/members of management team in other entities (name of entities should be mentioned). If such director/member of management team is associated with a delisted/blacklisted entity, then such entity is not entitled to participate in the bid.

c. The bidder should have reputed background.

d. The bidder should be a financially sound company.

3. Eligible vendors may submit their applications online through MSTC website by **May 28, 2019, 1700 hrs**. Vendors are required to preserve the originals of documents ready for verification by the Bank at any point of time. No extension of time will normally be permitted for submission of tenders and/or documents.

Technical bid (Part I of the tender) will be opened at **1100 hrs on May 29, 2019**, in the presence of authorized representative of the tenderers who chose to be present. 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 any subsequent working day, which would be intimated to all the eligible tenderers.

Evaluation of Price Bid:

- i. L1 vendor for each of 7 stationery items (as indicated in [Annex B](#)) will be decided separately for each of RBI centres.
- ii. A vendor can submit bid for one or more items.

Vendor bidding for the centre	Should mandatorily bid for the following centres
Mumbai	Panaji, Pune
Kolkata	Agartala, Aizawl, Gangtok, Guwahati, Imphal, Shillong
New Delhi	Jammu, Dehradun
Thiruvananthapuram	Kochi
Bhopal	Raipur
Patna	Ranchi
Chandigarh	Shimla

Note: However if a vendor bids for any of the locations such as Panaji, Pune, Agartala, Aizawl, Gangtok, Guwahati, Imphal, Shillong, Jammu, Dehradun, Shimla, Kochi, Raipur and Ranchi has no compulsion to submit bid for other locations.

- iii. Vendor has to submit Financial bid (Part II) on the MSTC portal.
- iv. RBI, May at its discretion, empanel 3 vendors for each item at each center. Decision of the Bank will be final and binding on all concerned in this regard.
- v. The price quoted by L1 vendor will be offered to L2 and L3 vendor provided they are willing to provide supply at L1 rates. If L2 and L3 vendors are not willing, offer will be given to L4, L5 vendors and so on.
- vi. The ratio of giving supply to L1, L2 and L3 vendor will be tentatively **50 percent, 30 percent and 20 percent** respectively. If only two vendors are available/eligible, then supply ratio for L1 and L2 vendor would be **60 percent and 40 percent** respectively. Decision of the Bank will be final and binding on all concerned in this regard.

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 FROM MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS

Ref: Advertisement in

I/We wish to introduce myself/ourselves as stationery items manufactures/authorized agents/distributors/suppliers and request you to consider my/our quotation for providing stationery items (name of the item) in your branches/offices in India. 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, 2017-18
and audited/unaudited balance sheet for the F.Y. 2018-19)

5. Number of Offices/outlets throughout India:
(Upload a list)

6. Income tax return of 2015-16, 2016-17 and 2017-18 should be uploaded.

7. The details of at least three contracts which the firm/
company had/has with Other 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)

**8. Bidder should upload a list of directors/member of management team who are also
directors/members of management team in other entities (name of such directors and
name of such entities should be mentioned).**

9. 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
my/ 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 FROM MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS

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 online 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 RBI locations across 30 cities in India & any other location where new offices may be opened in future.
(b)	Estimated Cost	Annually around Rs. 100 lakh
(c)	Tenure	The Contract is up to 30 June 2020 and renewable annually at the Bank's option for a further period of two years with an annual increase of up to 5% in 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 and supply and delivery has to be made within 7 days.

2. Should this tender be accepted, I/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 (amount should be as per [Annex C](#) of this tender document subject to the maximum EMD of Rs. 2 lakh) by Demand Draft / submitted a Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India, in the proforma submitted 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 my/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 are enclosing herewith list of my/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).

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
Central Office, Mumbai**

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

Terms and Conditions of the contract

Tenders are invited from reputed manufacturers/distributors/authorized dealers/suppliers with relevant experience and having wide network and necessary infrastructure across the country for appointment as supplier of stationery items to Bank's Central Office and Branches/ Offices spread across the country & any other office that may be opened in future by the Reserve Bank.

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 supply to at locations indicated in Annex A
c	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)
d	Should have turnover of minimum Rs.100 lakh for each year during the last three financial years. Vendors bidding for individual centres should comply with the turnover requirement as indicated in Annex C (Audited balance sheets and income tax return of last three financial years have to be uploaded)
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 – Vendors have to upload Part-I on MSTC portal. This will contain the Bank'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) (as per [Annex C](#) of this tender document – subject to the maximum EMD of Rs. 2 lakh) 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, copies of the job award letters from at least three customers being provided stationery items along 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. The tender form must be filled in Hindi/English. If any of the documents is missing or unsigned or not uploaded, the tender may be considered invalid by the Bank in its discretion. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Failure to comply with any of these conditions will render the tender void at the Bank's option.

- 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 of May 29, 2019**, in the presence of the authorized representative of the tenderers who choose to be present. Price bid (Part II) of only those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on any subsequent working day which will be intimated to all the eligible tenderers.

4. EMD

Location wise turnover requirement and EMD requirement is given at [Annex C](#) (subject to the maximum EMD requirement of Rs. 2 lakh). EMD shall be paid 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 finalized, the amount in respect of successful bidders shall be refunded after a Bank Guarantee of equivalent amount from a scheduled bank towards the security deposit is received.

5. Security Deposit

Location wise Performance Bank Guarantee 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 successful 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/BG shall constitute sufficient grounds for the annulment of the contract award.

Terms of Payment

6. The successful tenderer shall execute an agreement with the Bank on stamp paper within fourteen days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank 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 for the stationery item provided 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. Bank 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 ten days.

13. In case of delay in delivering the requirements within the specified period, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty of 50% cut in charges payable for delay upto three days and 100% cut in charges payable for delay of more than seven 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. Bank 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 Bank shall be settled by the service provider within a period of one month.

16. The Bank 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 Bank. 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 technical 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 must be uploaded. 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 regularly before the due date of submission for changes, if any, which may be uploaded subsequently in respect of this tender.

iv. Bank 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 Bank 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 Bank 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 Bank.

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). Physical sample of items must be submitted.

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.

xi. The Bank do not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid will be rejected without assigning any reason.

Proforma for Bank Guarantee In Lieu of Earnest Money 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 Bank).

WHEREAS _____ (Tenderer's name hereinafter referred to as 'Tenderer') an proprietary/company registered under _____ and having its registered office at _____ is bound to deposit with the Bank by way of earnest money INR _____ (INR _____ only) in connection with its Quotation for providing stationery items to the Bank and all its branches spread across India 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 Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of INR _____ (INR _____ only) within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank 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 Bank, Tenderer or the Surety.
3. The Bank 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 Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Quotation for providing stationery items to the Bank and all its branches spread across India. The Banks' 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 Bank 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 Bank in which event this guarantee shall stand discharged.
7. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.
8. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank 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 Bank.

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)

RBI Offices
1. Agartala
2. Aizawl
3. Ahmedabad
4. Bangalore
5. Bhopal
6. Bhubaneshwar
7. Chandigarh
8. Chennai (including RBSC)
9. Dehradun
10. Gangtok
11. Guwahati
12. Hyderabad
13. Imphal
14. Jaipur
15. Jammu
16. Kanpur
17. Kochi
18. Kolkata
19. Lucknow
20. Mumbai (Fort, BKC, Byculla, WTC and Belapur)
21. Nagpur
22. New Delhi
23. Panaji
24. Patna
25. CAB, Pune
26. Raipur
27. Ranchi
28. Shillong
29. Shimla
30. Thiruvananthapuram

List of stationery items – For all offices of RBI

Annex B

Sr. No.	Name of the item	Specification	Rate (in Rs.)
1.	A4 Size paper	80 GSM – packet equivalent to JK Sparkle or TNPL Paper or Bilt Copy Power – packets containing 500 sheets	Rate per packet consisting of 500 pages
2.	A4 size paper	75 GSM - packet equivalent to JK Sparkle or TNPL Paper or Bilt Copy Power – packets containing 500 sheets	Rate per packet consisting of 500 pages
3.	Paper folders	12"x9"- Eco Kraft Card (Khaki)- 350GSM - pre – printed – Logo and bi-lingual name of RBI (some important phrases will be printed in English and Hindi on inner sides of the folder in Black colour. The text will be supplied to the successful bidder.) 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.	Rate per piece
4.	Spring files	Spring files of superior quality – size-14"x10" - pre-printed in assorted colour except black –card printing on front side with Name and Logo of RBI – good quality heavy duty long cobra spring - card thickness- 900 gsm - with full cloth pasting on sides and spine (back).	Rate per piece
5.	Meeting pads (Ordinary)	10 pages (exclusive of cover pages) 8 1/2 " * 5 1/2 " size Paper -80 gsm- pre – printed – Logo and bi-lingual name of RBI	Rate per piece
6.	Executive Meeting Pads	25 page (good quality) 80 gsm - pre – printed – Logo and bi-lingual name of RBI-8 1/2" x5 1/2"	Rate Per piece
7.	Spiral Meeting Pads – Medium (Ruled)	20 pages 80 gsm – size 8 1/2" X 5 1/2"- pre – printed – Logo and bi-lingual name of RBI	Rate Per piece

Turnover and Earnest Money Deposit (EMD) requirements

RBI location	Turnover requirement (Rs.in Lakh)	EMD (Rs.in thousand)
1. Agartala	20	20
2. Aizawl	20	20
3. Ahmedabad	40	40
4. Bangalore	50	50
5. Bhopal (including Raipur)	40	40
6. Bhubaneshwar	40	40
7. Chandigarh (including Shimla)	40	40
8. Chennai (including RBSC)	50	50
9. Dehradun	20	20
10. Gangtok	20	20
11. Guwahati	40	40
12. Hyderabad	50	50
13. Imphal	20	20
14. Jaipur	40	40
15. Jammu	20	20
16. Kanpur	40	40
17. Kochi	20	20
18. Kolkata (including Agartala, Aizawl, Gangtok, Guwahati, Imphal and Shillong)	50	50
19. Lucknow	40	40
20. Mumbai (including Panaji and Pune)	100	100
21. Nagpur	40	40
22. New Delhi (including Jammu and Dehradun)	50	50
23. Panaji	20	20
24. Patna (including Ranchi)	40	40
25. CAB, Pune	40	40
26. Raipur	20	20
27. Ranchi	20	20
28. Shillong	20	20
29. Shimla	20	20
30. Thiruvananthapuram (including Kochi)	40	40

Note:

1. The amounts mentioned in the above list are only meant for turnover and EMD calculation purpose.

2. If a vendor submits bid for more than one location, the turnover and EMD requirements will be added for all the locations, subject to a maximum limit of 100 lakh for turnover and 2 lakh for EMD. For illustration, if a vendor submits bid for Chandigarh and Kolkata, it should have turnover of Rs. 90 lakh and should submit EMD of Rs. 90 thousand. However, if a vendor submits bid for Mumbai and Kolkata; it should have turnover of Rs. 100 lakh and should submit EMD of Rs. 1.5 lakh. If a vendor submits bid for Mumbai, New Delhi, Patna and Kolkata; it should have turnover of Rs. 100 lakh and should submit EMD of Rs. 2 lakh.

Centre Wise – Expected number of requirements for each item

RBI centre	A4 size paper – 75 GSM	A4 size paper – 80 GSM	Paper Folder	Spring Files	Meeting Pad (Ordinary)	Executive Meeting Pad	Spiral Meeting Pad
1. Agartala	100	50	700	200	600	100	100
2. Aizawl	100	50	500	200	300	100	100
3. Ahmedabad	3000	0	500	2500	5000	500	500
4. Bangalore	0	4000	2000	2000	2000	0	0
5. Bhopal	1500	100	8000	4000	2500	1500	1500
6. Bhubaneswar	1500	500	2000	1500	2000	500	1000
7. Chandigarh	2200	50	7500	8500	3500	900	650
8. Chennai (including RBSC)	3000	0	5000	3000	800	500	5500
9. Dehradun	300	50	3000	4000	900	1000	1000
10. Gangtok	150	0	500	120	650	200	350
11. Guwahati	0	1200	3500	2500	0	0	3000
12. Hyderabad	0	2200	7500	2500	2000	0	2500
13. Imphal	0	120	250	350	600	300	300
14. Jaipur	1500	0	5000	2500	4000	1000	0
15. Jammu	750	0	3000	2500	1500	0	0
16. Kanpur	0	1000	700	1000	1500	800	800
17. Kochi	0	150	500	250	150	50	50
18. Kolkata	5000	300	4500	5000	6000	1500	1500
19. Lucknow	0	1600	7000	2500	1000	700	500
20. Mumbai (Fort, BKC, Byculla, WTC and Belapur)	3000	16000	50000	23000	17000	3000	3000
21. Nagpur	1600	0	3000	3000	0	0	2000
22. New Delhi	0	4000	8000	2000	6000	0	0
23. Panaji	0	120	1250	200	0	0	0
24. Patna	0	2000	10000	1500	5000	500	500
25. CAB, Pune	700	100	500	800	800	300	500
26. Raipur	450	0	3000	700	750	300	2500
27. Ranchi	550	50	500	500	1000	500	1000
28. Shillong	100	50	100	100	100	100	100
29. Shimla	300	0	2350	750	750	120	0
30. Thiruvananthapuram	0	1500	3000	3000	1500	1000	500